

DUNCTON PARISH COUNCIL

The Parish Council Meeting will be held on Monday 16th March 2026
7pm at the Village Hall

AGENDA

1. Apologies for Absence
2. Code of Conduct - declaration of Members' disclosable pecuniary interests and other interests on items included on the agenda.
3. Parish Clerk discussion
4. Approval of Minutes of meeting held on 19th January 2026
5. Update on proposed traffic changes
6. District Councillors Report, to be submitted in advance – Dr John Cross – Chichester District Council
7. County Councillors Report, to be submitted in advance – Tom Richardson, West Sussex County Council
8. Finance
 - a) Review of payments and receipts
 - b) Bank Account reconciliation
 - c) Approval of final budget 2025-2026
 - d) Approval of draft budget 2026-2027
 - e) Any other financial matters
9. Playground update
10. Planning Update
11. Correspondence to note
12. Matters arising not dealt with on the agenda
13. Public Questions (10 Minutes)
14. Any other matters for information only
15. Confirmation of next meeting date

Prepared by Andrew Mills (Chair)



09/03/2026

BANK RECONCILIATION - DUNCTON PARISH COUNCIL - 2025-2026					
OPENING BALANCES					
	31/03/2023			Community Account	£ 3,288.93
	31/03/2023			Savings Account	£ 21,258.74
				Total Brought Forward	<u>£ 24,547.67</u>
RECEIPTS					
1	15/04/2025		CDC	Precept Payment 1	£ 5,162.50
2	02/06/2025		Barclays	Interest (Business A/C)	£ 70.56
3	08/09/2023		Barclays	Interest (Business A/C)	£ 70.79
4	12/09/2025		CDC	Precept Payment 2	£ 5,162.50
5	28/10/2025		SumUp	Fireworks donation	£ 0.98
6	03/11/2025		SumUp	Fireworks donation	£ 79.64
7	17/11/2025		Cash (fireworks)		£ 370.00
8	02/06/2025		Barclays	Interest (Business A/C)	£ 62.68
9	02/03/2026		Barclays	Interest (Business A/C)	£ 55.27
				Total receipts	<u>£ 11,034.92</u>
PAYMENTS					
1	28/04/2025	BACS	Playsafe Limited	ROSPA Playground inspection	£ 312.00
2	05/05/2025	BACS	Ella Marks	Clerk's salary	£ 78.00
3	18/05/2025	BACS	Chichester District Council	Bins	£ 118.56
4	18/05/2025	BACS	Ella Marks	Clerk's salary	£ 287.30
5	30/05/2025	BACS	Gallagher	Insurance	£ 1,031.51
6	30/05/2025	BACS	Community Heartbeat	Defibrillator batteries	£ 315.60
7	13/06/2025	BACS	S Laker	Paint supplies for Bus Stop	£ 70.07
8	17/07/2025	DD	Ella Marks	Clerk's salary	£ 287.30
9	23/06/2025	BACS	Mulbery	Audit Fee	£ 147.00
10	17/07/2025	DD	Ella Marks	Clerk's salary	£ 287.30
11	22/07/2025	BACS	Unipar Services	Speed Gun Calibration	£ 372.00
12	05/08/2025	BACS	Natural Finishes	Bus Shelter Repairs	£ 900.00
13	18/08/2025	DD	Ella Marks	Clerk's salary	£ 287.30
14	08/09/2025	BACS	Aurora Fireworks	Fireworks Deposit	£ 240.00
15	17/09/2025	DD	Ella Marks	Clerk's salary	£ 287.30
16	22/09/2025	BACS	Jeff Martin	Website Hosting and Maint.	£ 100.00
17	16/10/2025	BACS	Aurora Fireworks	Final payment	£ 960.00
18	17/10/2025	DD	Ella Marks	Clerk's salary	£ 287.30
19	17/11/2025	DD	Ella Marks	Clerk's salary	£ 287.30
20	08/12/2025	BACS	Mark Gaskin	Sign Repairs	£ 300.00
21	09/12/2025	BACS	Natural Finishes	Work at St Mary's	£ 1,000.00
22	17/12/2025	DD	Ella Marks	Clerk's salary	£ 287.30
23	08/03/2026	BACS	Andrew Mills	Reimbursement: Easyspace Domain	£ 49.57
24	08/03/2026	BACS	Andrew Mills	Reimbursement: Microsoft 365	£ 84.99
25	08/03/2026	BACS	Andrew Mills	Reimbursement: Defibrillator pads	£ 169.80
26	08/03/2026	BACS	Andrew Mills	Reimbursement: Clerk's laptop	£ 279.99
27	08/03/2026	BACS	Mark Gaskin	St Mary's Graveyard gardening works	£ 1,000.00
				Total payments	<u>£ 9,827.49</u>
				Balance	<u>£ 25,755.10</u>
	09/03/2026			Community Account balance	£ 3,867.06
	09/03/2026			Savings Account Balance	£ 21,888.04
					<u>£ 25,755.10</u>

Duncton Parish Council									
	Proposed Budget 2025-2026		Notes	Actual 2025-2026	Audited 2024-25	Audited 2023-24	Audited 2022-23	Audited 2021-22	Audited 2020-21
Balance b/f at 1 April		£24,547.67		£24,547.67	£18,317.86	£13,034.35	£10,551.49	£11,514.93	£12,822.69
Receipts									
Precept	£	10,325.00	No change	£10,325.00	£10,325.00	£10,169.50	£9,245.00	£9,245.00	£9,245.00
Bank interest - PC	£	250.00		£259.30	£267.38	£96.43	£17.45	£0.80	£5.39
Miscellaneous income					£550.00	£0.00	£0.00	£962.60	£0.40
CDC Grants						£500.00	£0.00	£250.00	£250.00
Other Grants						£0.00	£500.00	£0.00	£0.00
Firework Donations	£	600.00		£450.62	£620.13	£0.00	£602.79	£803.77	£0.00
Defibrillator grant						£0.00	£0.00	£0.00	£1,067.00
Coffee Mornings (proceeds to defibrillator)						£0.00	£0.00	£0.00	£0.00
Vat recovered						£0.00	£678.41	£734.46	£0.00
Total receipts for period		£11,175.00		£11,034.92	£11,762.51	£10,765.93	£11,043.65	£11,996.63	£10,567.79
Total		£35,722.67		£35,582.59	£30,080.37	£23,800.28	£21,595.14	£23,511.56	£23,390.48
Payments									
<u>General Administration</u>									
Marketing & Communications (3 Parishes)	£	300.00			£300.00		£0.00	£0.00	£0.00
Stationery & Postage costs							£0.00	£0.00	£0.00
Computer costs/Website	£	250.00		£234.56	£206.90	£1,136.52	£182.39	£283.34	£388.14
Payroll	£	200.00				£1,519.40	£180.00	£120.00	£120.00
Clerk expenses/mileage	£	50.00				£40.60	£49.20	£40.00	£15.20
Home office	£	475.00				£144.00	£432.00	£432.00	£468.00
Employment Costs (inc PAYE)	£	5,500.00		£2,376.40		£345.60	£5,309.25	£4,866.00	£4,645.90
ICO data Protection	£	47.00			£47.00	£35.00	£35.00	£35.00	£35.00
West Sussex Assoc of Local Councils membership	£	130.00			£127.25				
<u>Assets & Maintenance</u>									
General Maintenance	£	500.00	includes radar gun yearly calibration and defibrillator costs	£3,227.47	£457.80		£236.00	£334.99	£1,323.68
Bus Shelter	£	1,000.00		£900.00	£493.20		£0.00	£0.00	£0.00
Bin Collections	£	120.00		£118.56	£111.07	£97.34	£75.40	£74.36	£72.80
Play area	£	5,000.00	budgetted for repairs				£0.00	£0.00	£0.00
Playground Inspection	£	200.00		£312.00			£0.00	£110.00	£0.00
Defibrillator	£	250.00					£170.00	£0.00	£1,236.95
Jubilee Orchard	£	-					£0.00	£1,313.95	£0.00
<u>Other</u>									
Insurance	£	1,200.00		£1,031.51	£1,019.49	£684.45	£622.16	£512.01	£521.30
Audit fee	£	300.00		£147.00	£309.66	£169.92	£100.00	£100.00	£33.50
Training (Clerk/Councillors)	£	500.00					£0.00	£0.00	£0.00
Chairman Allowance							£0.00	£0.00	£0.00
AGM & other village events	£	500.00	budgetted for AGM plus village party				£20.63	£370.36	£0.00
Road Improvements	£	5,000.00					£0.00	£0.00	£0.00
Winter maintenance	£	500.00					£0.00	£0.00	£0.00
Election						£345.50	£0.00	£0.00	£0.00
Fireworks	£	1,000.00		£1,200.00	£1,000.00		£750.00	£738.40	£0.00
NHB repayment							£0.00	£0.00	£2,900.00
Clerk's membership fees (SLCC, SSALC)	£	130.00				£124.09	£119.79	£117.13	£115.08
<u>S.137 & S.142 payments</u>									
S137 Three Parishes Magazine						£300.00	£0.00	£300.00	£0.00
S137 Village Hall							£0.00	£200.00	£0.00
S137 Petworth Youth Association							£0.00	£0.00	£0.00
S137 Kent, Sussex & Surrey Air Ambulance							£0.00	£0.00	£0.00
S137 Duncton Junior School					£1,460.33		£0.00	£459.00	£0.00
Other - Clerk's laptop replacement				£279.99		£540.00	£0.00	£0.00	£0.00
Total payments		£23,152.00		£9,827.49	£5,532.70	£5,482.42	£8,281.82	£10,406.54	£11,875.55
Surplus/deficit		-£11,977.00		£1,207.43	£6,229.81	£5,283.51	£2,761.83	£1,590.09	-£1,307.76
(Receipts less payments for period)									
Balance carried forward		£12,570.67		£25,755.10	£24,547.67	£18,317.86	£13,313.32	£13,105.02	£11,514.93

Duncton Parish Council									
	Proposed Budget 2026-2027	Notes	Actual 2025-2026	Audited 2024-25	Audited 2023-24	Audited 2022-23	Audited 2021-22	Audited 2020-21	
Balance b/f at 1 April	£25,715.87		£24,547.67	£18,317.86	£13,034.35	£10,551.49	£11,514.93	£12,822.69	
Receipts									
Precept	£ 11,000.00		£10,325.00	£11,000.00	£10,169.50	£9,245.00	£9,245.00	£9,245.00	
Bank interest - PC	£ 250.00		£259.30	£267.38	£96.43	£17.45	£0.80	£5.39	
Miscellaneous income				£550.00	£0.00	£0.00	£962.60	£0.40	
CDC Grants					£500.00	£0.00	£250.00	£250.00	
Other Grants					£0.00	£500.00	£0.00	£0.00	
Firework Donations	£ 500.00		£450.62	£620.13	£0.00	£602.79	£803.77	£0.00	
Defibrillator grant					£0.00	£0.00	£0.00	£1,067.00	
Coffee Mornings (proceeds to defibrillator)					£0.00	£0.00	£0.00	£0.00	
Vat recovered					£0.00	£678.41	£734.46	£0.00	
Total receipts for period	£11,750.00		£11,034.92	£12,437.51	£10,765.93	£11,043.65	£11,996.63	£10,567.79	
Total	£37,465.87		£35,582.59	£30,755.37	£23,800.28	£21,595.14	£23,511.56	£23,390.48	
Payments									
<u>General Administration</u>									
Marketing & Communications (3 Parishes)	£ 300.00			£300.00		£0.00	£0.00	£0.00	
Stationery & Postage costs						£0.00	£0.00	£0.00	
Computer costs/Website	£ 250.00		£234.56	£206.90	£1,136.52	£182.39	£283.34	£388.14	
Payroll	£ 200.00				£1,519.40	£180.00	£120.00	£120.00	
Clerk expenses/mileage	£ 50.00				£40.60	£49.20	£40.00	£15.20	
Home office	£ 475.00				£144.00	£432.00	£432.00	£468.00	
Employment Costs (inc PAYE)	£ 6,500.00		£2,376.40		£345.60	£5,309.25	£4,866.00	£4,645.90	
ICO data Protection	£ 47.00			£47.00	£35.00	£35.00	£35.00	£35.00	
West Sussex Assoc of Local Councils membership	£ 130.00			£127.25					
<u>Assets & Maintenance</u>									
General Maintenance	£ 1,500.00		£3,227.47	£457.80		£236.00	£334.99	£1,323.68	
Bin Collections	£ 130.00		£118.56	£111.07	£97.34	£75.40	£74.36	£72.80	
Play area	£ 7,500.00					£0.00	£0.00	£0.00	
Playground Inspection	£ 200.00		£312.00			£0.00	£110.00	£0.00	
Defibrillator	£ 500.00					£170.00	£0.00	£1,236.95	
Jubilee Orchard	£ -					£0.00	£1,313.95	£0.00	
<u>Other</u>									
Insurance	£ 1,200.00		£1,031.51	£1,019.49	£684.45	£622.16	£512.01	£521.30	
Audit fee	£ 300.00		£147.00	£309.66	£169.92	£100.00	£100.00	£33.50	
Training (Clerk/Councillors)	£ 500.00					£0.00	£0.00	£0.00	
Chairman Allowance						£0.00	£0.00	£0.00	
AGM & other village events	£ 500.00					£20.63	£370.36	£0.00	
Road Improvements	£ 10,000.00					£0.00	£0.00	£0.00	
Winter maintenance	£ 500.00					£0.00	£0.00	£0.00	
Election					£345.50	£0.00	£0.00	£0.00	
Fireworks	£ 1,300.00		£1,200.00	£1,000.00		£750.00	£738.40	£0.00	
NHB repayment						£0.00	£0.00	£2,900.00	
Clerk's membership fees (SLCC, SSALC)	£ 130.00				£124.09	£119.79	£117.13	£115.08	
<u>S.137 & S.142 payments</u>									
S137 Three Parishes Magazine					£300.00	£0.00	£300.00	£0.00	
S137 Village Hall						£0.00	£200.00	£0.00	
S137 Petworth Youth Association						£0.00	£0.00	£0.00	
S137 Kent, Sussex & Surrey Air Ambulance						£0.00	£0.00	£0.00	
S137 Duncton Junior School				£1,460.33		£0.00	£459.00	£0.00	
Other - Clerk's laptop replacement			£279.99		£540.00	£0.00	£0.00	£0.00	
Total payments	£32,212.00		£8,927.49	£5,039.50	£5,482.42	£8,281.82	£10,406.54	£11,875.55	
Surplus/deficit	-£20,462.00		£2,107.43	£7,398.01	£5,283.51	£2,761.83	£1,590.09	-£1,307.76	
(Receipts less payments for period)									
Balance carried forward	£5,253.87		£26,655.10	£25,715.87	£18,317.86	£13,313.32	£13,105.02	£11,514.93	