

DUNCTON PARISH COUNCIL  
 PARISH COUNCIL MEETING (PCM) MINUTES  
 Monday 18<sup>th</sup> December 2025 at 19:00

SUMMARY	ACTION
<p><b>PRESENT</b></p> <p>Cllr Andrew Mills, Cllr Naphine, Cllr Susan Laker and Cllr Heather Lakin</p> <p>Also in attendance Gosia Babiak-Bicknell</p> <p>It was noted that the Parish Clerk had resigned with effect from December.</p>	
<p><b>AGENDA ITEM 1: APOLOGIES FOR ABSENCE</b></p> <p>None</p>	
<p><b>AGENDA ITEM 2: CODE OF CONDUCT - DECLARATION OF MEMBERS PECUNIARY INTERESTS AND OTHER INTEREST ON ITEMS INCLUDED ON THE AGENDA</b></p> <p>None</p>	
<p><b>AGENDA ITEM 3: CO-OPTION OF NEW MEMBER</b></p> <p>The Council confirmed that Gosia Babiak-Bicknell met the legal requirements to join the Council.</p> <p>The Council unanimously voted to co-opt Gosia Babiak-Bicknell as a member of the Council.</p>	
<p><b>AGENDA ITEM 4: APPROVAL OF MINUTES FROM PREVIOUS MEETINGS</b></p> <p>It was noted that the minutes from the previous 2 meetings were not available for review. Hopefully the Clerk will provide these and if they will be distributed for email approval.</p>	
<p><b>AGENDA ITEM 5: TRAFFIC AND SIGNAGE PROPOSAL UPDATE</b></p> <p>Cllr Mills gave a verbal update in relation to the various meetings with Andrew Crawford, Wilbar Associates (the traffic consultant) and Mike Dare from County Council.</p> <p>Decision was that the application for the Gates in the agreed positions should be prepared by Wilbar Associates. Cllr Mills to advise Andrew Crawford and Wilbar Associates. Decision on signage was that the sign should say "DUNCTON Please drive carefully through our village"</p> <p>Council noted the advice of Mike Dare that there was no suitable location in the village for active sign. On that basis Council agreed that a quotation for replacement of the existing active sign with a 2-way active sign closer to the roadside would be obtained. Cllr Mills to request from Wilbar Associates.</p>	<p>Cllr Mills</p> <p>Cllr Mills</p> <p>Cllr Mills</p>
<p><b>AGENDA ITEM 6: DISTRICT COUNCILLORS REPORT, TO BE SUBMITTED IN ADVANCE – DR JOHN CROSS – CHICHESTER DISTRICT COUNCIL</b></p> <p>Council noted that in the absence of the Clerk it was not known whether a report had been received.</p>	



<p><b>AGENDA ITEM 7: COUNTY COUNCILLORS REPORT, TO BE SUBMITTED IN ADVANCE – TOM RICHARDSON – WEST SUSSEX COUNTY COUNCIL</b></p> <p>Council noted that in the absence of the Clerk it was not known whether a report had been received.</p>	
<p><b>AGENDA ITEM 8: FINANCE</b></p> <p>The Council reviewed the payments and receipts since the last meeting and approved the Bank Reconciliation.</p> <p>It was noted that the fireworks total donation was down to approximately £450 reflecting the lower turnout due to the very poor weather.</p> <p>Council noted that the first 5 days of work at St Mary’s Church graveyard has resulted in a huge improvement at the site. Payment of the £1,000 invoice was approved unanimously and the Council approved a further 5 days work to complete clearance of the site and erect a gate.</p> <p>As a future step there was discussion of erecting signage detailing the names and locations of each grave. Perhaps we could put a QR code on the sign with the detail on the PC Website? To be considered at a subsequent meeting.</p>	
<p><b>AGENDA ITEM 9: PLAYGROUND UPDATE</b></p> <p>Inspection of the top of the hanging swing: Perhaps Playdale installed the original equipment? Cllr Laker has an email from them containing contact details. Cllr Laker to approach Playdale to see if they can do the inspection (and the gap in the surface material).</p> <p>Cllr Mills to resend the ROSPER report to Cllr Napthine. If Playdale unable to do the inspection Cllr Napthine to approach ROSPER to inspect and propose a contractor for the surface repair.</p> <p>New play equipment – we do have the budget to consider replacing some of the play equipment and will consider this at a subsequent meeting.</p>	<p>Cllr Laker</p> <p>Cllr Mills</p>
<p><b>AGENDA ITEM 10: PLANNING UPDATE</b></p> <p>Council noted that in the absence of the Clerk it was not known whether any applications had been made. Cllr Mills to check the websites when possible.</p>	
<p><b>AGENDA ITEM 11: CORRESPONDENCE TO NOTE</b></p> <p>Council noted that in the absence of the Clerk it was not known whether any applications had been made. Cllr Mills to check the websites when possible.</p> <p>Correspondence in relation to the Quarry between Derek Stewart Smith and SDNP was reviewed. Licence due to expire at the end of the year (again). Concern of the Council is that the operator does not seem to have taken any steps in relation to remediation. Cllr Napthine to contact SDNP to again express our dissatisfaction with the ongoing activity on site years after the expiry of the licence.</p>	<p>Cllr Mills</p> <p>Cllr Napthine</p>
<p><b>AGENDA ITEM 12: MATTERS ARISING NOT DEALT WITH ON THE AGENDA</b></p>	

<p>The resignation of the Clerk was noted. Cllr Laker agreed to contact the Clerk to obtain the return of the Council laptop and the delivery of the minutes from the previous 2 meetings.</p> <p>Cllr Laker agreed to prepare an advertisement for a replacement Clerk and to distribute it to the other Councillors for approval and dissemination.</p> <p>Cllr Mills agreed to reach out to the other applicant from the last application process to see if she is still interested in the role.</p>	<p>Cllr Laker</p> <p>Cllr Laker and all</p> <p>Cllr Mills</p>
<p><b>AGENDA ITEM 13: PUBLIC QUESTIONS</b></p> <p>None.</p>	
<p><b>AGENDA ITEM 14: ANY OTHER MATTERS FOR INFORMATION ONLY</b></p> <p>Nil.</p>	
<p><b>AGENDA ITEM 15: CONFIRMATION OF NEXT MEETING DATE</b></p> <p>The next meeting is confirmed for Monday 19<sup>th</sup> January 2026.</p>	
<p><b>The Meeting ended at 8:19 pm</b></p>	
<p><b>These minutes are an accurate record of the meeting</b></p> <p>Signed: </p> <p>Name &amp; Position: ANDREW MILLS</p> <p>Date: 16/04/2026</p>	