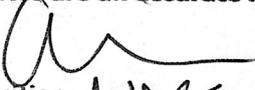


**DUNCTON PARISH COUNCIL**  
**PARISH COUNCIL MEETING (PCM) MINUTES**  
**Monday 29<sup>th</sup> September 2025 at 19:00**

<b>SUMMARY</b>	<b>ACTION</b>
<p><b>PRESENT</b></p> <p>Cllr Andrew Mills, Cllr Napthine, Cllr Susan Laker and Cllr Heather Lakin</p> <p>It was noted that the Council was quorate with 4 members whilst we searched for additional members. All Councillors agreed to seek additional members of the Council.</p> <p>Note: minutes prepared by the Chair based on notes taken in the meeting. Full minutes not available owing to resignation of the Clerk after the date of this meeting.</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: APPROVAL OF THE PREVIOUS MEETING</b></p> <p>The Council noted that the minutes from the previous meeting were not available and agreed to consider them at the next meeting.</p>	
<p><b>AGENDA ITEM 4: DISCUSSION WITH ANDREW CRAWFORD IN RELATION TO THE PROPOSED TRAFFIC CHANGES</b></p> <p>Cllr welcomed Andrew Crawford to the meeting, and thanked him for being willing to assist in relation to progressing the plans for Village Gates and speed signage in the village. Cllr Cross remained present for this discussion.</p> <p>Cllr Napthine reported on recent Speed Watch activity (566 vehicles checked with approximately 10% recorder at a speed exceeding 35 mph).</p> <p>Mr Crawford reported that he had discussed options with Boxgrove (the individual who had led on the Halnaker Village gates and signage). He had also reached out to Rogate and reported that the more significant works in Boxgrove and Rogate had been at the cost of £400k and £700k respectively so were significantly beyond the means of Duncton Parish Council.</p> <p>Andrew confirmed that he had followed up Council in relation to the Gates proposal previously lodged but that from his discussions the steps required for approval are quite complex.</p> <p>Action Plan:</p> <p>The plan previously prepared (and considered by the Parish Council) was discussed.</p> <p>Cllr Cross reported the Fittleworth had had the Council Highways representative out to site to agree updated road markings.</p> <p>Bury used monitoring (including noise monitoring in relation to motorbikes) to provide evidence in support of a reduction in their speed limit.</p>	

<p>It was reported that SDNP have signage design guidance (including a preferred style of Gates).</p> <p>It was reported the Halnaker has used an Elan speed indication sign with a cost of approximately £2,500. This is moveable and is not to be permanently left in the same location.</p> <p>Council agreed to continue to work with Mr Crawford in relation to the proposal.</p>	
<p><b>AGENDA ITEM 5: DISTRICT COUNCILLORS REPORT, TO BE SUBMITTED IN ADVANCE – DR JOHN CROSS – CHICHESTER DISTRICT COUNCIL</b></p> <p>Cllr Cross reported in relation to the proposal to merge Chichester District Council with adjoining Councils. He noted that Chichester District Council was in a significantly better financial position than other adjacent Councils (noting that whilst Chichester had significant reserves Worthing was essentially bankrupt and the others had limited reserves). IT was also noted that adjoining Councils had higher rates of Council Tax. This will not prevent the mergers going ahead.</p> <p>Cllr Cross reported that from early 2026 the Council would introduce a separate food collection in order to meet a new statutory obligation. This will be composted.</p> <p>Cllr Cross briefed that the Novium Museum is planning an exhibition on notable local women and sought any information that was available in relation to Florence Gertrude de Fonblanque (a suffragette who lived in Duncton).</p> <p>The Council raised our concerns around the Quarry (and the lack of clarity around its licence and future) with Cllr Cross.</p>	
<p><b>AGENDA ITEM 6: COUNTY COUNCILLORS REPORT, TO BE SUBMITTED IN ADVANCE – TOM RICHARDSON – WEST SUSSEX COUNTY COUNCIL</b></p> <p>No report received..</p>	
<p><b>AGENDA ITEM 7: UPDATE ON MATTERS CARRIED FORWARD FROM PREVIOUS MEETING</b></p> <p>a) Speeding:</p> <p>Covered in previous agenda item.</p> <p>b) Annual village meeting:</p> <p>Not required – accidental inclusion on the Agenda.</p> <p>c) Litter Pick Day</p> <p>Potentially later in the year. Kevin Carter was the CDC point of contact.</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><b>AGENDA ITEM 9 PLAYGROUND UPDATE</b></p> <p>It was noted that no further material in relation to the swing had been located. Cllr Laker took an action to contact Playdale (the original manufacturer) and Cllr Mills took an action to contact ROSPER to seek to identify a route to have this item inspected in due course.</p>	<p><b>Cllr Laker and Cllr Mills</b></p>

<p>It was noted that the bin was owned by the Parish Council (so if any repairs are required this can be directly arranged).</p>	
<p><b>AGENDA ITEM 10: PLANNING UPDATE</b></p> <p>No applications to consider.</p>	
<p><b>AGENDA ITEM 13: FIREWORKS PLANNING</b></p> <p>Cllr Mills reported that all was in hand for 31<sup>st</sup> October. Assistance required on the night required, but no support ahead of the event is required..</p>	
<p><b>AGENDA ITEM 12: CORRESPONDENCE TO NOTE</b></p> <p>Nil</p>	
<p><b>AGENDA ITEM 15: MATTERS ARISING NOT DEALT WITH ON THE AGENDA</b></p> <p>It was noted that the website for the Council needs to be updated to use a "gov.uk" domain. Council determined that "DuntonParish.gov.uk" was the preferred option. Cllr Mills took an action to progress (noting that the Clerk was the person who must lodge the application for use of the gov.uk domain).</p>	<p>Cllr Mills</p>
<p><b>AGENDA ITEM 16: PUBLIC QUESTIONS</b></p> <p>None.</p>	
<p><b>AGENDA ITEM 17: ANY OTHER MATTERS FOR INFORMATION ONLY</b></p> <p>Nil.</p>	
<p><b>AGENDA ITEM 18: CONFIRMATION OF NEXT MEETING DATE</b></p> <p>The next meeting is confirmed for 8<sup>th</sup> December 2025.</p>	
<p><b>The Meeting was closed at 20:31</b></p>	
<p><b>These minutes are an accurate record of the meeting</b></p> <p>Signed: </p> <p>Name &amp; Position: ANDREW MILLS, CHAIR</p> <p>Date: 16/02/2026</p>	