


**DUNCTON PARISH COUNCIL**  
**PARISH COUNCIL MEETING (PCM) MINUTES**  
Monday 16<sup>th</sup> February 2025 at 19:00

SUMMARY	ACTION
<p><b>PRESENT</b></p> <p>Cllr Andrew Mills, Cllr Susan Laker and Cllr Heather Lakin</p> <p>Also present Andrew Crawford and John White</p>	
<p><b>AGENDA ITEM 1: APOLOGIES FOR ABSENCE</b></p> <p>Gosia Babiak-Bicknell</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: PARISH CLERK DISCUSSION</b></p> <p>The Council noted that no applications or expressions of interest had been received in relation to the vacant Parish Clerk position. Cllr Mills reported that he had contacted WSALC to see if they could propose a candidate (either permanent or on an interim basis) Cllr Mills to follow up..</p>	<b>Cllr Mills</b>
<p><b>AGENDA ITEM 4: APPROVAL OF MINUTES</b></p> <p>Cllr Mills reported that the Clerk's laptop did not have draft minutes for the meetings held on 11<sup>th</sup> August 2025 or 29<sup>th</sup> September 2025 and that he had prepared minutes for those meetings based on the Chair's notes of the meetings.</p> <p>These minutes along with the minutes for the meeting on 8<sup>th</sup> December 2025 were approved by the Council and the Chair signed them as a record o those meetings..</p>	
<p><b>AGENDA ITEM 5: UPDATE ON PROPOSED TRAFFINC WORKS</b></p> <p>Andrew Crawford gave an update on the actions that he had taken in relation to the gates, speed signs and potential speed limit changes.</p> <p>Recommendation 1 – Village Gates: Wilbar Associates have been told that this may need a full planning application (£500 fee) rather than just a consultation as we believed. Council approved this amount if that is what is required to get consent. John Cross offered to help with this. SDNP prefer brown gates. The Council's strong preference is for white gates and the application should be made on this basis.</p> <p>Cllr Mills took an action to speak to the land owner at the end of the Church driveway.</p> <p>Recommendation 2 – Speed Indicator Device: Perhaps there may be one or two acceptable sites. Still working with Council on this. Installation cost: no formal quote but guesstimate is a little over £2,000 + VAT. Current proposal is that we buy 1 device and then can move it between 2 sites. Could consider purchasing an additional one later. Planning status of this is unclear – plan would be to combine into a single application (Council says not required).</p> <p>Recommendation 3 – Speed limit changes – this is a much larger piece of work and should be considered as a future phase. Cllr Naphine reported that he was aware of an "automatic speed-watch" device which would log data and support an application for a future proposed speed limit reduction. It is possible that the existing SID is recording speeds (but Council does not have access to the data). Andrew Crawford reported that</p>	<b>Cllr Mills</b>

<p>Council statistics show that the average speed through the 30 zone is 39.5 (which is considered high). Based on SatNav data (Google maps etc.).</p> <p>Need to publicise what we are doing. Intention is to get something into the Parish Magazine (aim is for April). Make this part of the announcement for the Annual Meeting in May</p> <p>Council thanked Andrew Crawford and John White for their continued work in relation to this matter.</p>	<p><b>Cllr Laker</b></p>
<p><b>AGENDA ITEM 6: DISTRICT COUNCILLOR'S REPORT</b></p> <p>No report received.</p>	
<p><b>AGENDA ITEM 7: COUNTY COUNCILLOR'S REPORT</b></p> <p>No report received.</p>	
<p><b>AGENDA ITEM 8: FINANCE</b></p> <p>(a) Review of payments and receipts as per the document attached to the Agenda</p> <p>Approved for payment:</p> <p>Duncton.org domain renewal  Microsoft 365 renewal  Defibrillator Pads (Village Hall)  Clerk's laptop</p> <p>Proposed by Cllr Laker and seconded by Cllr Lakin</p> <p>(b) Council reviewed the bank account reconciliation against payment records.</p> <p>(c) Other financial matters:</p> <p>Budget items for next year:</p> <p>Additional work to finalise the clear up at St Mary's (assume another 5 days at the same rate as the first work)</p> <p>Signage at St Mary's (simple oak sign has a cost of approx. £300). Cllr Lakin to distribute proposal</p> <p>Playground – 1 new piece of equipment, repair to the surface, repair to the bin. Budget of £7.5k for one new piece of equipment and the patch to the ground</p> <p>Hold the ear-marked money for traffic (as per the estimate from Andrew Crawford).</p> <p>Precept – Taking into account the budget discussions above the Council resolved unanimously to set the precept for the next financial year at £11,000.</p>	<p><b>Cllr Lakin</b></p>
<p><b>AGENDA ITEM 9: PLAYGROUND UPDATE</b></p> <p>Considered as part of the Finance discussion above.</p>	
<p><b>AGENDA ITEM 10: PLANNING UPDATE</b></p> <p>Planning Update – no applications to consider.</p>	
<p><b>AGENDA ITEM 11: CORRESPONDENCE TO NOTE</b></p> <p>Nil</p>	

<b>AGENDA ITEM 12: MATTERS ARISING NOT DEALT WITH ON THE AGENDA</b> Nil	
<b>AGENDA ITEM 13: PUBLIC QUESTIONS</b> Nil	
<b>AGENDA ITEM 14: ANY OTHER MATTERS FOR INFORMAITON ONLY</b> Nil	
<b>AGENDA ITEM 15: CONFIRMATION OF NEXT MEETING DATE</b> Monday 16 <sup>th</sup> March 2026	
<b>The Meeting ended at 8:22 pm</b>	
<p><b>These minutes are an accurate record of the meeting</b></p> <p>Signed: </p> <p>Name &amp; Position: <i>Andrew Mills, Chair</i></p> <p>Date: <i>16/03/2026</i></p>	