

awDUNCTON PARISH COUNCIL  
 PARISH COUNCIL MEETING (PCM) MINUTES  
 Monday 16<sup>th</sup> March 2026 at 19:00

SUMMARY	ACTION
<p><b>PRESENT</b></p> <p>Cllr Andrew Mills, Cllr Susan Laker, Cllr Heather Lakin and Cllr Gosia</p> <p>Also present Andrew Crawford and John White</p>	
<p><b>AGENDA ITEM 1: APOLOGIES FOR ABSENCE</b></p> <p>It was confirmed that all Councillors were present.</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>Cllr Mills reported no progress in terms of applicants.</p> <p>Cllr Laker will speak with Sarah Moore (resident on Dyehouse Lane; works part-time as an accountant for a charity) about taking on the Clerk role.</p> <p>Members agreed the Council would be supportive in helping a new Clerk settle in.</p>	Cllr Laker
<p><b>AGENDA ITEM 4: APPROVAL OF MINUTES</b></p> <p>Minutes of the previous meeting were approved subject to correction of a minor typographical error in Item 3 which was amended and initialled by the Chair.</p> <p>These minutes were approved by the Council and the Chair signed them as a record of the previous meeting.</p>	
<p><b>AGENDA ITEM 5: UPDATE ON PROPOSED TRAFFIC WORKS</b></p> <p>Cllr Mills has not yet spoken with residents potentially impacted by the traffic proposals; he aims to do so this week.</p> <p>It was noted that a Planning Application had been lodged by Wilburt Associates on behalf of the Parish Council. On the proposal of Cllr Napthine seconded by Cllr Mills the Council agreed that the Application fee of £379.00. Cllr Mills to arrange payment.</p>	Cllr Mills  Cllr Mills
<p><b>AGENDA ITEM 6: DISTRICT COUNCILLOR'S REPORT</b></p> <p>Cllr Mills received a report from John Cross has not brought the printout to the meeting; he will circulate it with draft minutes.</p>	Cllr Mills
<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>Review of payments and receipts as per the document attached to the Agenda</p>	

The Council reviewed the folder containing records of the payments and receipts against the document attached to the minutes and noted that they were in alignment.

- Council reviewed the bank account reconciliation against payment records and confirmed that the bank accounts showed the values as set out in the bank account reconciliation document attached to the Minutes.

- Other financial matters:

The Council reviewed the budget documents attached to the Minutes and approved them subject to:

2025-2026 budget:

- An amount of £400 for carrying our weed killing at St Mary's Church was agreed subject to Cllr Napthine discussing the proposed chemical with NSPB
- An amount of £220 was approved in relation to replacement of the sign at St Mary's Church
- £300 donation to Three Parishes Magazine approved

2026-2027 proposed budget:

- Employment costs budgeted at £6,500 (large buffer to attract Clerk).
- Clerk pay likely around £14–£15 per hour depending on LC1 scale point.
- £7,500 allocated for playground improvements.
- £10,000 held for road safety / village gateway works.
- Fireworks budget increased slightly.
- Council considering funds for Duncton School outdoor classroom project; awaiting more detail.

Precept – Taking into account the budget discussions above the Council resolved unanimously to set the precept for the next financial year at £11,000.

**AGENDA ITEM 9: PLAYGROUND UPDATE**

Cllr Laker and Cllr Gosen will research new equipment options.

Plan:

- Prepare images/options for the village meeting.
- Ensure choices work for mixed ages and available space.

**AGENDA ITEM 10: PLANNING UPDATE**

Planning Update – no applications to consider.

**AGENDA ITEM 11: CORRESPONDENCE TO NOTE**

Nil

**AGENDA ITEM 12: MATTERS ARISING NOT DEALT WITH ON THE AGENDA**

**a) Parish Magazine Advertisement:**

Council agreed to put an announcement in the Parish Magazine covering:

- The date of the Annual Parish Council Meeting – Thursday 14<sup>th</sup> May.

