

DUNCTON PARISH COUNCIL

To: Councillors

You are hereby summoned to attend the following meeting for the transaction of the business stated in the agenda below.

**DUNCTON PARISH COUNCIL MEETING to be held on
Monday 28th September 2026, at 7:00pm
Duncton Village Hall**

Monica Huber

Monica Huber
Clerk and RFO to the Council
23 September 2026

AGENDA

ITEM

1. Apologies for Absence

To receive apologies for absence

2. Declarations of interest

To receive declarations of interest by Members in respect of matters on the agenda.

3. Minutes of the Parish Council Meeting held on 20 July 2026

To approve the minutes as a true and accurate record of the meeting.

4. Public Participation and questions

To receive questions and comments from residents of Duncton in accordance with Standing Orders.

5. Planning Matters

I. Planning applications – for consideration

To consider and agree the Parish Council's response to the following planning applications:

- a) **SDNP/26/03219/TCA – Knapp Cottage, 64 High Street, Duncton**
Notification of intention to reduce the height of 5 no. Conifer trees (G1) by 5m.
- b) **SDNP/26/03226/TCA – Duncton Cottage, High Street, Duncton**
Notification of intention to carry out reduction works to 2 no. Yew trees (T1 and T2).

II. Planning application – for noting

To note the following planning application received between meetings and the Parish Council's response:

- a) **Duncton Mill House, Dye House Lane, Duncton, GU28 0LF**
SDNP/26/03113/HOUS – Householder Planning Application
SDNP/26/03114/LIS – Listed Building Consent
Replacement front entrance porch, alterations to fenestration to side elevations, alterations to external landscaping and new basement lightwell to front elevation.

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6. Highways

To receive updates and consider any actions arising:

- I. Speed Indicator Device**
- II. Village Gates**
- III. Public Rights of Way Routine Maintenance**
- IV. A285 Water Leak and Footpath Clearing**

7. County & District Reports

To receive the following reports and consider any matters arising:

- I. West Sussex County Councillor Report** – Tom Richardson, West Sussex County Council
- II. Chichester District Councillor Report** – Dr John Cross – Chichester District Council

8. Clerk's Report

To receive and note the Clerk's Report.

9. Finance

To review and approve the following:

- I. Payments & Receipts**
- II. Bank Account Reconciliation**

10. Community & Parish Matters

To receive updates and, where appropriate, agree any actions:

- I. St Mary's Churchyard**
- II. Playground**
- III. Bonfire & Fireworks Event 2026**
- IV. Tree Management at the Cricketers Pub** – TPO and Associated Works

11. Council Administration

To consider the following matters:

- I. Official Council Correspondence Address**
- II. Village Hall Post Box**
- III. Appointment of Internal Auditor 2027/28**

12. Correspondence

To receive and note relevant correspondence.

13. Review of Financial Regulations – Payment Cards and Clerk Expenses

To consider and RESOLVE the proposed amendments to Regulations 9.1 and 10.1 as set out in the Clerk's supporting paper.

14. Exclusion of Press & Public – Confidential Business

To resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following confidential business due to the confidential nature of the business to be transacted.

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15. Items for information and /or inclusion on future agenda

16. Date of Next Meeting