

# WEST DEAN PARISH COUNCIL

## MINUTES OF A MEETING OF WEST DEAN PARISH COUNCIL HELD ON WEDNESDAY 4 MARCH 2015 AT 8.08PM IN THE MUSIC ROOM AT WEST DEAN COLLEGE

**Present:** Cllrs Odin (Chairman), Corbett, Mrs Cochrane, Goacher, Hill, Ruffell and Mrs Slade.

**In attendance:** County Cllr J Hunt  
District Cllr H Potter  
G Burt, Clerk to the Council  
12 Members of the public

**98.14 Apologies for Absence**

Apologies were received from Cllrs Kendall. This was accepted.

**99.14 Code of Conduct**

(i) Declarations of Interests – No interests were declared.

(ii) Dispensation Requests – None.

**100.14 Public Session**

No questions.

**101.14 Minutes**

On a proposal by Cllr Goacher, seconded by Cllr Corbett it was unanimously **RESOLVED** that the minutes of the meeting on 7 January 2015 be approved. They were duly signed as a correct record.

**102.14 Matters Arising not already on the Agenda**

None.

**103.14 County Councillor's Report**

Cllr Hunt reported earlier at the Electors' Meeting. He added that Broadband would be discussed at the next Lavant Valley Partnership. (Mr Kirk from the Estate reported that the dedicated Wedding venue on the Estate were making their own arrangements for Broadband.)

**104.14 District Councillor's Report**

Cllr Potter reported earlier at the Electors' Meeting

**105.14 Highways and Flooding**

Nothing to add to that reported earlier.

**106.14 Traffic Action Committee**

Nothing to add to that reported earlier.

**107.14 Planning Committee**

RESOLVED that comments on applications as set out in the these minutes (Appendix A) be approved

**108.14 West Dean Cemetery and St. Andrew's Churchyard**

A temporary repair had been made to a litter bin.

**109.14 Finance**

(i) Payments from 8 January to 4 March 2015

On a proposal by Cllr Mrs Slade, seconded by Cllr Mrs Cochrane, the above payments, previously circulated, were unanimously APPROVED and are attached to and form part of these minutes. Appendix B.

(ii) Bank Balances and Bank Reconciliation were noted and are attached to and form part of these.

Minutes - Appendix C. In line with good practice, the Chairman Cllr Odin inspected Barclays Bank statement Sheet 390 and initialled the corresponding balance.

(iii) A budget update was circulated and is attached to and forms part of these minutes - Appendix D.

**110.14 New Homes Bonus (NHB)**

CDC had advised that £1,543 was available to be spent in the parish on suitable projects in the new financial year. Cllr Corbett circulated details of projects that other parishes had undertaken with NHB funds. RESOLVED to discuss the matter at the next meeting. (Closing date for applications 31 July 2015)

**111.14 Schedule of Meetings**

RESOLVED that the draft calendar of meetings for 2015-16, be approved, - attached Appendix E.

**112.14 Chairman's Report**

None

**113.14 Councillors' Questions and Reports**

Cllr Ruffle reported on fly-tipping of mattresses etc on the Chilgrove Road. Mr Kirk from the Estate advised that it had already been removed.

**114.14 Correspondence**

The Clerk had previously tabled a summary of notable correspondence from 6 January 2015– NOTED, attached to the minutes – Appendix F.

The Clerk would arrange for election nomination packs to be sent all re-standing Councillors, plus extras for Cllrs Corbett and Mrs Slade.

**115.14 Date of Next (Annual) Meeting**

The next meeting would be held on **Wednesday 13 May 2015 at 7.30pm in The Music Room at West Dean College.**

**Closure:** The meeting closed at 8.35pm.

Signed:

Chairman of the Council

**APPENDIX A**

Application No	Name & Address	Proposal	Parish Council's Comment
SDNP/15/00102 /HOUS	Riverside Cottage, West Dean	Proposed Double Garage to adjoin north side of existing house	The Parish Council have no objection to this application. We would like to recommend that permission if granted should be conditioned so that neither the footprint area or the height of the building be increased either now or at any time in the future, to preserve the amenities and character of the Conservation Area.

<b>WEST DEAN PARISH COUNCIL</b>				
<b>FINANCIAL REPORT 4 MARCH 2015</b>				
<b>RECEIPTS: 8 JANUARY - 4 MARCH 2015</b>				
<b>DATE</b>	<b>£</b>	<b>Ref No</b>	<b>PAYER</b>	<b>DESCRIPTION</b>
<b>TOTAL</b>	<b>£0.00</b>			
<b>PAYMENTS: 8 JANUARY - 4 MARCH 2015</b>				
<b>DATE</b>	<b>£</b>	<b>CHEQUE NO</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>
04/03/2015	18.00	101192	West Dean College	Room Hire – March
04/03/2015	£58.00	101193	HMRC	Clerk's tax – Jan
04/03/2015	£58.00	101193	HMRC	Clerk's tax – Feb
04/03/2015	£232.68	101194	G Burt	Clerk's net salary – Jan
04/03/2015	£232.68	101194	G Burt	Clerk's net salary – Feb
04/03/2015	10.00	101195	Chi Payroll Services	Payroll – Jan
04/03/2015	10.00	101195	Chi Payroll Services	Payroll – Feb
04/03/2015	£0.53	101196	G Burt	Postage
04/03/2015	£17.80	101196	G Burt	Photocopying
04/03/2015	£26.00	101196	G Burt	Comps Slips
04/03/2015	5.89	101196	G Burt	Flashdrive
04/03/2015	45	101196	G Burt	PC Repairs
04/03/2015	9.33	101196	G Burt	Ink Cartridges (%)
04/03/2015	27.92	101196	G Burt	SLCC Membership (%)
04/03/2015	23.04	101196	G Burt	Travel to meetings
<b>TOTAL</b>	<b>£774.87</b>			

## APPENDIX C

<b>2014/2015 Accounts</b>			
<b>Bank Reconciliation</b>			
			£
Balance b/f			17,528.24
Receipts			34,266.72
Payments			(11,430.82)
Balance c/f			<b>40,364.14</b>
<b>Bank Statements</b>			
<b>as at 29/01/2015</b>			
Barclays Community		34,333.25	
Santander		6,000.89	
Imprest Account		30.00	<b>40,364.14</b>
Uncleared Credits			None
Uncleared Cheques			None

<b>2014/2015 ACCOUNTS SUMMARY</b>			
<b>Jan-14</b>			
2013/2014 Outturn £		2014/2015 Budget £	2014/2015 so far £
(16,270.17)	Balance b/f	(17,528)	(17,528.24)
(859.93)	VAT Income	(750.00)	(910.07)
(10,016.01)	Precept	(10,342.01)	(10,342.00)
(483.99)	Council Tax Support Grant	(357.99)	(358.00)
(4.50)	Cemetery Income	(200.00)	(804.50)
-	Rec. Ground Income	(300.00)	(60.00)
(5.99)	Interest Income	(10.00)	(2.97)
-	Insurance Claim	-	(21,789.18)
(1,940.00)	Grants	(1,500.00)	-
(180.00)	Miscellaneous Income	-	-
<b>(13,490.42)</b>		<b>(13,460)</b>	<b>(34,266.72)</b>
3,658.52	Clerk's Salary	3,800.00	2,672.80
260.00	Clerk's Home/Office	260.00	-
95.56	Clerk's Travel and Expenses	100.00	134.79
-	Computer	400.00	-
72.03	Stationery	130.00	36.58
41.28	Postage	50.00	44.66
40.00	Publicity	60.00	-
-	Other Admin	-	85.00
-	Grants including Section 13	500.00	50.00
-	Bank Charges	-	-
225.00	Audit Fees	260.00	225.00
-	Elections	-	-
420.15	Insurance	450.00	438.13
90.00	Room Hire	120.00	75.00
840.00	Recreation Ground	1,500.00	1,886.67
-	Traffic Group	250.00	-
2,990.65	Cemetery	2,000.00	1,112.55
-	Table Tombs	500.00	-
618.36	Street Lights	800.00	468.41
-	Noticeboard	100.00	-
596.03	Dog Bin	350.00	-
-	Salt Bins	-	-
229.95	Subscriptions	200.00	110.22
-	Bus Shelter Refurb.	-	-
1,145.00	Op. Watershed	1,000.00	-
-	Fingerposts	-	2,800.00
-	Neighbourhood Plan	1,000.00	-
909.82	VAT Exp	750.00	1,291.01
<b>12,232.35</b>		<b>14,580</b>	<b>11,430.82</b>
(17,528.24)	Balance c/f	(16,408)	(40,364.14)

**MEETINGS SCHEDULE  
2015/2016**

**To be held at 7.30pm at West Dean College, unless otherwise stated.**

<b>2015</b>	
<b>Annual Meeting of the Council</b>	<b>13 May</b>
<b>Parish Council</b>	<b>15 July</b>
<b>Parish Council</b>	<b>9 September</b>
<b>Parish Council</b>	<b>11 November (Budget Discussion)</b>
<b>2016</b>	
<b>Parish Council</b>	<b>6 January (Precept-setting)</b>
<b>Annual Meeting of Electors</b>	<b>9 March 7PM</b>
<b>Parish Council</b>	<b>9 March</b>

APPENDIX F

WEST DEAN PARISH COUNCIL			
NOTABLE CORRESPONDENCE SUMMARY SINCE 6 JANUARY 2015			
Date	From	Subject	Forwarded to all Councillors unless otherwise stated
06/01/2015	SDNPA	SDNPA Weekly Lists Wk02	
07/01/2015	SDNPA	SDNPA Planning Committee Agenda and Papers 15 January 2015	
11/01/2015	CDC	How many councillors will Chichester District Council need in 2019?	
11/01/2015	Police	Community Bulletin	
11/01/2015		UK Power Networks: Preperation for a Possible Severe Weather Event	
11/01/2015	SDNPA	Get inspired about outdoor learning on the South Downs Forum	
18/01/2015	SDNPA	SDNPA Weekly Lists Wk03	
18/01/2015	Police	Operation Crackdown	
18/01/2015	SDNPA	Vote for your favourite photo on the South Downs Forum	
18/01/2015	Police	Rural Crime Workshops	
21/01/2015	SDNPA	South Downs National Park Local Plan Evidence Base	
21/01/2015	SDNPA	SDNPA Weekly Lists Wk04	
31/01/2015	WSCC	Changes to care and support for adults	
31/01/2015	Police	Community Bulletin	
31/01/2015	WSCC	Mineral Local Plan: Progress update January 2015	
31/01/2015	SDNPA	Count your garden bird visitors on the South Downs Forum	
31/01/2015	SDNPA	SDNPA Weekly Lists Wk05	
31/01/2015	CDC	Corporate Plan 2015-2018	
31/01/2015	SDNPA	Still time to vote on the South Downs Forum	
07/02/2015	SW	Southern Water bills for 2015/16	
07/02/2015	SDNPA	SDNPA Weekly Lists Wk6	
07/02/2015	SDNPA	SDNPA Planning Committee Agenda and Papers 12 February 2015	
07/02/2015	CDC	Should you need to report a Waste / Recycling or Street Cleaning issue.	
07/02/2015	SDNPA	Contemporary art, broadband, food and drink on the South Downs Forum	
07/02/2015	WSCC	Maintenance of Public Rights of Way in West Sussex	
13/02/2015	CDC	Candidates and Agents Briefing - Elections May 2015	
19/02/2015	WSCC	Rural Vulnerability Service - Rural Broadband - February 2015	
19/02/2015	WSCC	County News for the Chichester district - February 2015	
19/02/2015	SSALC	SSALC Newsletter - February 2015	
19/02/2015	WSCC	West Sussex Surface Water Management Plan January newsletter	
19/02/2015	Clerk	Election Nomination Papers - Offer to ask CDC to send	
19/02/2015	CDC	Spring Clean Day	
19/02/2015	WSCC	Adoption of the Future West Sussex Plan and the Council budget	
19/02/2015	SDNPA	Looking forward to a special occasion on the South Downs Forum	
19/02/2015	WSCC	Lavant Valley Partnership - addition to agenda	
20/02/2015	SDNPA	SDNPA Weekly Lists Wk7	
20/02/2015	SDNPA	SDNPA Weekly Lists Wk8	
20/02/2015	CDC	New Homes Bonus (Parish Allocations) 2015	
21/02/2015	SDNPA	Chris Packham to visit National Park on the South Downs Forum	
21/02/2015	CDC	Chichester in Partnership E bulletin - February 2015	
02/03/2015	WSCC	Temporary Traffic Regulation - South Chichester	
02/03/2015	SDNPA	New walks leaflet published on the South Downs Forum	
02/03/2015	WSCC	Kingley Vale NNR Management Plan Consultation	
02/03/2015	WSCC	South Chichester County Local Committee - 10 March 2015 - agenda	
03/03/2015	SDNPA	SDNPA Weekly Lists Wk10	
03/03/2015	SW	Southern Water update - Lavant Valley	
03/03/2015	SW	Southern Water update - Lavant Valley	
03/03/2015	WSCC	South Chichester County Local Committee	
03/03/2015	SDNPA	SDNPA Weekly Lists Wk9	