

WEST DEAN PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD ON WEDNESDAY 6 JANUARY 2016 AT 7.30PM AT WEST DEAN COLLEGE

Present: Cllrs Odin (Chairman), Cllrs Mrs Cochrane, Corbett, Goacher, Kendall, Pearmaine, Mrs Pearmaine, Rice and Mrs Slade.

In attendance: District Cllr H Potter
County Cllr J Hunt
G Burt, Clerk to the Council
Mr P Kirk, EJJ/Savills
1 Member of the Public

1. Apologies for Absence

None

2 Code of Conduct

(i) Declarations of Interests – None

(ii) Dispensation Requests – None.

3. Public Session

3.1 Mr Kirk representing the EJJ, remarked upon the damage bring caused by parking on an area of grass by the stream; it was also unsightly. Cllrs were not sure that wooden posts were a sustainable solution, and in addition, many of those parking were visiting the Village Shop. When the ground was dry, it was not usually an issue.

3.2 Mr Kirk reported that the installation of the new Biomass plant was well underway, with completion due in March.

3.3 Mr Kirk reported that the Tenants' Drinks Evening was very well received and would become an annual event.

3.4 Mr Kirk reported that the EJJ once again had a Community Fund and welcomed suggestions/applications.

4. Minutes

On a proposal by Cllr Goacher seconded by Cllr Kendall it was unanimously **RESOLVED** that the minutes of the meeting on 11 November 2015 be approved. They were duly signed as a correct record.

5. Matters Arising not already on the Agenda

13.3 The Clerk was asked to chase-up the repair of the deep gully outside the Cemetery Lytchgate with WSCC.

6. County Councillor's Report

6.1 Cllr Hunt reported that the EJJ had confirmed that the SDNPA would be maintaining both the new and original parts of the Centurion Way. He was still trying to progress the tidying-up of the footway alongside the hedge between Singleton and West Dean. It had been improved at the former end. The Government settlement to WSCC for

2016-17 was not favourable, so WSCC were looking at a precept increase of possibly 4%. They were mindful that some Council Tax increases could trigger a Referendum, but were keen to increase expenditure on Adult and Social Care.

- 6.2 Parish Cllrs commented on the number of potholes appearing. Cllr Mrs Cochrane reported a very deep gully on the sharp bend in Hylters Lane.

7. **District Councillor's Report**

Cllr Potter reported that CDC were also looking at a possible increase in its share of the Council Tax. There was understandably much concern over the possibility of a northern route for an improved A27; however until the official public consultation began, there was little to be done. He believed though that there may well be a junction with the A286 after all, if it went ahead.

8. **Highways and Flooding**

Comment was made on the poor state of the edge of the B2141.

9 **Traffic Action Committee**

Cllr Corbett would approach the School to see if any elements of its Travel Plan required funding, for which it might be possible to utilise some of the NHB allocation for the Parish, already earmarked for a Traffic Study.

10. **Centurion Way**

- 10.1 Cllr Kendall gave details of incidents of trespass from some users of the newly-opened stretch of the Centurion Way, which had resulted in some unpleasant exchanges. Reasonable attempts by land owners to secure their property with barbed wire had been thwarted by some, armed with wire-cutters. Other Councillors gave similar reports. Members were however not unsympathetic to the users, given the inadequate signage explaining to users that there was no direct access into the village from the route.

- 10.2 It was agreed that a letter be sent to the SDNPA and EJF, citing the above instances, and requesting that the matter be addressed urgently. (Clerk & Chairman to liaise.) District Cllr Potter would also contact Cty Cllr Mark Dunn along similar lines.

- 10.3 Members commented that their omission from the invitation to the recent opening ceremony was discourteous.

- 10.4 Mr Kirk from the EJF said that the Estate were simultaneously looking at refreshing much of their own signage across the whole estate.

11. **IGas Energy**

The Council had been successful before with this fund, in attracting a grant for Finger Posts. It was agreed that in the light of the poor state of the Council Notice Boards at the Village Shop and Chilgrove, that an application be submitted to replace these accordingly. Cllrs Corbett & Mrs Cochrane to liaise with the Clerk.

12 **Planning Committee**

One new application had been received since the last meeting, for information panels on the Centurion Way. Cllr Corbett lamented the timing of the consultation period being over Christmas. Cllr Corbett reported that the licence to extract oil at Singleton was due to expire this year and would probably be renewed.

13. West Dean Cemetery and St. Andrew's Churchyard

The Clerk summarised the recent exchange between the Council and relatives and friends of those interred in the Cemetery and Churchyard, whose memorials had been laid flat following recent topple-tests. The Council had apologised for any distress caused, and it was intended to try to create a database of relatives' contacts for future reference, and also look at any additional training required for Cllrs and staff. Cllr Goacher was still to prepare a shrub/hedge reduction spec.

14. Finance

14.1 Payments 12 November 2015 – 6 January 2016

On a proposal by Cllr Mrs Slade, seconded by Cllr Pearmaine the above payments, previously circulated, were unanimously APPROVED and any receipts noted. These are attached to and form part of these minutes. Appendix A.

14.2 Bank Reconciliation

The Bank Reconciliation to the 29 December 2015 was approved – Appendix B. In line with good practice, Cllr Pearmaine inspected Barclays Bank statement Sheet 400 and initialled the corresponding balance.

14.3 Budget Update, 2016-17 Budget and Precept

A budget update, previously circulated was noted, including forecast to the year end. A draft budget for 2016-17 was then considered; members were concerned that the three year budgeting showed a gradual depletion of reserves, which was not sustainable. Members considered that it was prudent to try to address this, by a modest increase in the Precept. Due to an increase in the Tax Base, it would be possible to increase the Precept, but still keep the Band D equivalent at this year's level. RESOLVED to budget for expenditure in 2016-17 of £16,392.22 and precept the sum of £10,555 upon Chichester District Council accordingly. All as per Appendix C.

The Vice Chairman took the Chair.

14.4 External Auditor Appointment

Following the abolition of the Audit Commission by Government, the Parish sector had created its own body to oversee the appointment of External Auditors. Parishes would have their external Auditor appointed by the body, unless the Parish opted-out and made its own arrangements. RESOLVED, not to opt out.

15. Village Event

Due to continuing uncertainty surrounding future management of *The Dean Cider & Ale House*, an event as originally planned had not been progressed. It was agreed that Cllr Mrs Slade would lead a small working party to look at possibilities, including a Beacon Lighting to mark HM The Queens' 90th Birthday and report at the next meeting accordingly.

16. Chairman's Report / Councillors' Questions and Reports

None

The Chairman resumed the Chair.

17 Correspondence

The Clerk had previously tabled a summary of notable correspondence from 11 November 2015– NOTED, attached to the minutes – Appendix D. Members agreed to

make no comment on the current consultation into the boundary changes to WSCC Divisions.

18 Date of Next Meeting

The next meeting would be held on **Wednesday 9 March 2016 at 7.30pm in The Music Room at West Dean College, following the Annual Meeting of Electors at 7pm** (Clerk to invite Mr Alex Barron, CEO of the EJF, and Mrs Moss of the School, accordingly.)

The meeting finished at 8.59pm.

Signed:

Chairman of the Council

Date

APPENDIX A

RECIEPTS: 12 NOVEMBER 2015 - 6 JANUARY 2016				
DATE	£	CHEQUE	PAYEE	DESCRIPTION
27/11/2015	5,732.68	BACS	HMRC	VAT Reclaim
	5,732.68			
PAYMENTS: 12 NOVEMBER 2015 - 6 JANUARY 2016				
DATE	£	CHEQUE	PAYEE	DESCRIPTION
06/01/2016	9.30	101237	G Burt	Ink Cartridge %
06/01/2016	0.74	101237	G Burt	Postage
06/01/2016	239.97	101237	G Burt	Clerk's Net salary - Nov
06/01/2016	240.17	101237	G Burt	Clerk's Net salary - Dec
06/01/2016	60.20	101238	HMRC	Clerk's Tax - Nov
06/01/2016	60.00	101238	HMRC	Clerk's Tax - Dec
06/01/2016	10.00	101239	Chi Payroll Services	Payroll - Nov
06/01/2016	10.00	101239	Chi Payroll Services	Payroll - Dec
06/01/2016	33.50	101240	S Corbett	Parish Map DVD
	663.88			

BANK RECONCILIATION		
AS OF 29 DECEMBER 2015		
PRESENTED TO COUNCIL ON 6 JANUARY 2016		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2015		£39,589.27
Add Total Receipts		22,585.54
Less Total Payments		(31,619.13)
TOTAL		£30,555.68
BANK		
Barclays		24,514.79
Santander		6,000.89
Imprest		30.00
Less unpresented cheques		0.00
Plus Uncleared Deposits		0.00
Plus Bank error, to be resolved		10.00
TOTAL		£30,555.68



TALLY

WEST DEAN PARISH COUNCIL						
2015-16						
Item	Original Budget	Actual (06/01/16)	Revised Budget	2016-17	2017-18	2018-19
Balance b/f	39,589.27	39,589.27	39,589.27	26,400.00	24,239.00	21,906.00
VAT Income	4,805.79	5,732.68	5,732.68	3,500.00	3,500.00	3,500.00
Precept	10,342.00	10,342.00	10,342.00	10,555.00	10,555.00	10,555.00
Council Tax Support Grant	241.36	241.36	241.36	171.51	100	50
Cemetery Income	200	4.5	4.5	4.5	4.5	4.5
Rec. Ground Income	150	120	120			
Interest Income	10					
Insurance Claim						
Grants		6,145.00	6,145.00			
Miscellaneous Income						
	15,749.15	22,585.54	22,585.54	14,231.01	14,159.50	14,109.50
Clerk's Salary	3,800.00	3036.9	3,800.00	4100	4200	4300
Clerk's Home/Office	260	216	216	216	216	216
Clerk's Travel and Expenses	100	114.56	150	150	150	150
Computer	400		400	400	400	400
Stationery	100	46.05	100	100	100	100
Postage	50	27.74	50	50	50	50
Publicity	60		60	60	60	60
Other Admin	0	373.33	373.33	200	200	200
Grants including Section 137	500		500	500	500	500
Bank Charges	0		0	0	0	0
Audit Fees	260	350	350	350	350	350
Elections	700					
Insurance	450	416.22	416.22	416.22	416.22	416.22
Room Hire	100		0	100	100	100
Recreation Ground	1,500.00	1,180.00	1,500.00	1,000.00	1,000.00	1,000.00
Traffic Group	250			250	250	250
Cemetery	2,000.00	1,114.13	2,000.00	2,000.00	2,000.00	2,000.00
Churchyard		400	400.00	400.00	400.00	400.00
Table Tombs	500			500	500	500
Street Lights	500	494.03	494.03	500	500	500
Noticeboard	100			100	100	100
Dog Bin	350	295.36	295.36	300	300	300
Salt Bins	0					
Subscriptions	200	111.92	200	200	200	200
Bus Shelter Refurb.	0					
Op. Watershed	1,000.00	19,479.18	19,479.18			
Fingerposts	0					
Neighbourhood Plan	1,000.00		0.00	1,000.00	1,000.00	1,000.00
VAT Exp	3,000.00	4,627.59	5,000.00	3500	3500	3500
	17,180.00	32,283.01	35,784.12	16,392.22	16,492.22	16,592.22
Balance c/f	38,158.42	29,891.80	26,390.69	24,238.79	21,906.28	19,423.28

NOTABLE CORRESPONDENCE SUMMARY SINCE 11 November 2015			
Date	From	Subject	Forwarded to all Councillors unless otherwise stated
11/11/2015	Police	Weekly Bulletin	
13/11/2015	J Ruffell	Thank you!	
18/11/2015	Chicycle	Invitation to Workshop	
18/11/2015	SDNPA	Remembrance and Reflection on the South Downs Forum	
18/11/2015	Police	Weekly Bulletin	
24/11/2015	WSCC	Proposed permanent TRO School Keep Clears in South Chichester - TRO/CHS8013/R	
24/11/2015	SDNPA	Some highlights of SDNPA work - October 2015	
24/11/2015	SDNPA	The Future of the Forum on the South Downs Forum	
24/11/2015	Police	New credit card scam - be aware!	
30/11/2015	Police	Weekly Bulletin	
30/11/2015	Police	Chichester burglaries	
30/11/2015	SDNPA	Footpaths, volunteers, Rampion and a converted forge on the South Downs Forum	
30/11/2015	WSCC	County News: Chichester district November 2015	
04/12/2015	SDNPA	SDNPA Planning Committee 10 December Agenda & Papers	
04/12/2015	WSCC	Monthly newsletter for your Town/Parish Council	
04/12/2015	Rural WS	Digital Connectivity Grant	
04/12/2015	Police	Weekly Bulletin	
08/12/2015	SDNPA	Food and drink from the South Downs on the South Downs Forum	
09/12/2015	SW	Southern Water - Lavant Valley Update	
09/12/2015	SSALC	Community Funding For Superfast Broadband	
09/12/2015	SSALC	2016 SSALC THREE COUNTIES TRAINING EVENTS - BOOKINGS NOW OPEN!!	
09/12/2015	Police	Weekly Bulletin	
19/12/2015	WSCC	West Dean: Public Rights of Way Routine Maintenance	
19/12/2015	WSCC	County News: Chichester district December 2015	
19/12/2015	SDNPA	SDNP butterflies buck trends on the South Downs Forum	
19/12/2015	Rural WS	Digital Connectivity Grant deadline reminder	
19/12/2015	Police	Weekly bulletin	
19/12/2015	CDC	Changes to refuse and recycling collections over Christmas	
19/12/2015	WSCC	Grant towards connecting businesses to broadband	
19/12/2015	SSALC	Future role of PCSOs.	
24/12/2015	Jonathan Fulford	Centurion Way thoughts	
24/12/2015	WSCC	South Chichester County Local Committee - 5 January 2016 - agenda	
24/12/2015	SSALC	Three Southern Counties Devolution Bid	
24/12/2015	CDC	Lavant Valley Partnership - Minutes of meeting 11/12/15	
24/12/2015	Police	Weekly bulletin	
24/12/2015	SDNPA	Centurion Way extension is Open	
04/01/2016	CDC	WEST SUSSEX & THE QUEEN'S 90TH BIRTHDAY BEACONS - 21st APRIL 2016	
04/01/2016	SDNPA	Discover more for less in 2016 on the South Downs Forum	
04/01/2016	WSCC	Businesses urged not to miss out on new grant funding to improve broadband	
04/01/2016	LGBCE	Electoral Review of West Sussex	