

WEST DEAN PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD ON WEDNESDAY 9 MARCH 2016 AT 7.55PM AT WEST DEAN COLLEGE

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

In attendance: G Burt, Clerk to the Council
County Cllr Hunt
Mr P Kirk and Miss C Williams, EJF/Savills
1 Member of the Public

1. **Apologies for Absence**

An apology for absence was received from Cllr Mrs Slade.

2. **Code of Conduct**

(i) Declarations of Interests – None

(ii) Dispensation Requests – None.

3. **Public Session**

No comments or questions.

4. **Minutes**

On a proposal by Cllr Corbett seconded by Cllr Kendall it was unanimously **RESOLVED** that the minutes of the meeting on 6 January 2016 be approved. They were duly signed as a correct record.

5. **Matters Arising not already on the Agenda**

11. It was confirmed that the application to iGas for new noticeboards had been submitted.

6. **Highways and Flooding**

WSCC was consulting parishes on the future of its Highway Ranger Teams who undertook work that was over and beyond the statutory work of WSCC as highways authority, including inviting Parishes to possibly take on some of the duties through volunteers. **RESOLVED** that the Clerk respond, advising that West Dean did not have any volunteers who could undertake such work.

7. **Traffic Action Committee**

7.1 Cllr Corbett reported that the management of PSCOs was being re-arranged and that PCSOs were having to reapply for their positions.

7.2 It was **RESOLVED** that the terms and conditions as per the NHB offer from CDC for 2015-16 (for a Village Traffic Study project) be accepted and the Clerk be authorised to sign any agreement as appropriate.

8. **Centurion Way**

A meeting had been had with the SDNPA and EJF. A potential new entrance and exit onto the route to serve the village had been identified. However, this would be subject to an engineering appraisal, tenant and landlord consent, plus planning permission if

necessary. Members were pleased to hear that progress was being made especially in the light of numerous letters and e-mails that the Council had received.

9. Planning Committee

Nothing to add to that covered at the Electors' Meeting prior.

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

Cllr Goacher presented a draft specification for significant hedge-trimming within the Cemetery. The Clerk would circulate this to all Councillors for comment, prior to inviting quotations.

11. Finance

11.1 Payments 7 January - 9 March 2016

On a proposal by Cllr Kendall, 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.

11.2 Bank Reconciliation

The Bank Reconciliation to the 29 January 2016 was approved – Appendix B. In line with good practice, Cllr Odin inspected Barclays Bank statement Sheet 401 and initialled the corresponding balance.

11.3 Budget Update 2016-17

A budget update, previously circulated was noted - Appendix C.

11.4 Grant Application

It was agreed to defer the grant application from *Outset Youth Action* until the next meeting

11.5 Asset Register

Members reviewed the Asset Register and subject to some amendments, RESOLVED to approve the document accordingly - Appendix D - Minute Book only.

11.6 Corporate Risk Assessment

Members reviewed the Corporate Risk Assessment and subject to some amendments, RESOLVED to approve the document accordingly - Appendix E - Minute Book only.

12. Village Event / HM The Queen's Birthday

There was no report on plans for a village event. However, CDC was offering each Parish a grant of £250 towards a suitable celebration of HM The Queen's 90th Birthday. Resolved that an application be submitted towards a commemorative tree, pending any other suggestion.

13. CDC Electoral Review

The Parish had been invited to comment on the proposed new ward boundaries for a slimmed down CDC. RESOLVED to make no comment.

14. 2016-17 Calendar of Meetings

The Clerk had circulated a draft calendar. RESOLVED that the calendar be approved.

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

None

16. Correspondence

The Clerk had previously tabled a summary of notable to 3 March 2016– NOTED, attached to the minutes – Appendix F.

17. Date of Next Meeting

The next (Annual) meeting would be held on **Wednesday 11 May 2016 at 7.30pm in The Music Room at West Dean College.**

18. Pension Update

The Clerk advised that from 1st April 2016, contributions to the WSCC LGPS were employees 5.5% and employers 21.7%.

The meeting finished at 8.30pm.

Signed:

Chairman of the Council

Date

APPENDIX A

FINANCIAL REPORT 9 MARCH 2016				
RECEIPTS: 7 JANUARY - 9 MARCH 2016				
DATE	£	CHEQUE	PAYEE	DESCRIPTION
PAYMENTS: 7 JANUARY - 9 MARCH 2016				
DATE	£	CHEQUE	PAYEE	DESCRIPTION
09/03/2016	160.50	101241	CDC	Election admin recharge
09/03/2016	400.00	101242	Wendy Goacher	C/Yard grass cutting 15-16
09/03/2016	50.00	101243	Edward Jacobs	Website Domain name & hosting
09/03/2016	100.00	101244	West Dean Ltd	Room Hire 2016
09/03/2016	19.50	101245	SSALC Ltd	Clerk traing day %
09/03/2016	240.17	101246	G Burt	Clerk's Net salary - Jan
09/03/2016	240.17	101246	G Burt	Clerk's Net salary - Feb
09/03/2016	60.00	101247	HMRC	Clerk's Tax - Jan
09/03/2016	60.00	101247	HMRC	Clerk's Tax - Feb
09/03/2016	10.00	101248	ChI Payroll Services	Payroll - Jan
09/03/2016	10.00	101248	ChI Payroll Services	Payroll - Feb
	1,350.34			

BANK RECONCILIATION				
AS OF 29 JANUARY 2016				
PRESENTED TO COUNCIL ON 9 MARCH 2016				
RECEIPTS & PAYMENTS				
Balance brought forward as at 31/03/2015		£39,589.27		
Add Total Receipts		22,585.54		
Less Total Payments		(32,283.01)		
TOTAL		£29,891.80	◀	
BANK				
Barclays		23,860.91		
Santander		6,000.89		
Imprest		30.00		
Less unpresented cheques		0.00		
Plus Uncleared Deposits		0.00		
TOTAL		£29,891.80	◀	

TALLY

WEST DEAN PARISH COUNCIL						
	2015-16					
Item	Original Budget	Actual (09/03/16)	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	3,637.24	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	459.58	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	160.5	160.5			
Insurance	450	416.22	416.22	416.22	416.22	416.22
Room Hire	100	83.33	83.33	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		800.00	800.00	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	4,647.51	5,000.00	3500	3500	3500
	17,180.00	33,633.35	36,427.95	16,392.22	16,492.22	16,592.22
Balance c/f	38,158.42	28,541.46	25,746.86	24,238.79	21,906.28	19,423.28

NOTABLE CORRESPONDENCE SUMMARY TO 3 MARCH 2016			
Date	From	Subject	Forwarded to all Councillors unless otherwise stated
06/01/2016	Police	Weekly bulletin	
13/01/2016	SDNPA	Vote for your favourite photo on the South Downs Forum	
13/01/2016	SDNPA	December key highlights	
13/01/2016	SSALC	SSALC January 2016 Newsletter	
13/01/2016	SSALC	Grant opportunities	
13/01/2016	Police	Weekly bulletin	
13/01/2016	SDNPA	SDNPA Planning Committee Agenda and Papers 21 January 2016	
15/01/2016	SDNPA	Start planning for Valentine's Day on the South Downs Forum	
15/01/2016	SW	Southern Water - Lavant Valley Update	
22/01/2016	SW	Southern Water - Lavant Valley Update	
22/01/2016	CDC	Media Release: Residents warned of property banding scam	
22/01/2016	Police	Weekly bulletin	
22/01/2016	GACC	Please Read this letter from GACC	
22/01/2016	SSALC	Three Southern Counties Devolution Briefing Event - 11 March 201	
22/01/2016	SSALC	HM Queen's 90th Birthday celebrations	
22/01/2016	SDNPA	Pony carts, walks and funding on the South Downs Forum	
27/01/2016	SW	Southern Water - Lavant Valley Update	
27/01/2016	WSCC	WSCC Highways & Transport Integrated Works Programme 2016/17	
27/01/2016	CDC	Media release: Success for council as legal challenge against Loxwood Neighbourhood Plan fails	
27/01/2016	LGBCE	Electoral review of Chichester	
27/01/2016	CDC	Media release: Leisure services to be managed by an external company	
27/01/2016	SW	Southern Water - Lavant Valley Update	
27/01/2016	UKPN	UK Power Networks Critical Friends Panels	
30/01/2016	SDNPA	Reply from Trevor Beattie re Centurion Way	
30/01/2016	Police	Please share your experiences of cyber crim	
30/01/2016	WSCC	County News: Chichester district January 2016	
30/01/2016	SDNPA	Dark Skies Dan submits bid on the South Downs Forum	
30/01/2016	Richard Sims	Let re Centurion Way + reply.	
30/01/2016	M & Y Archer	Let re Centurion Way	
02/02/2016	CDC	Media Release: Public invited to have their say on ward boundaries as part of review	

02/02/2016	WSSC	West Sussex Highways Upcoming and In-progress Works 27th January 2016	
06/02/2016	CDC	Her Majesty's 90th Birthday Celebrations - Updated	
06/02/2016	SW	Keeping Bills Affordable for our Customers in Sussex	
06/02/2016	WSSC	Early Warning Notice - S41.1 , Road Closure, Racecourse Road Evening Music Meeting and Qatar Goodwood Festival various dates 2016.	
06/02/2016	SDNPA	Agenda and Papers SDNPA Planning Committee 11 February 2016	
06/02/2016	Police	Weekly bulletin	
06/02/2016	SW	Southern Water - Lavant Valley Update	
06/02/2016	WSSC	Latest Inforamtion about the Community Initiative Fund	
06/02/2016	SW	Southern Water - Lavant Valley Update	
06/02/2016	SDNPA	Agenda and Papers SDNPA Planning Committee 11 February 2016	
06/02/2016	SDNPA	Buses in the SDNP on the South Downs Forum	
11/02/2016	C Blades	Let re Centurion Way	
11/02/2016	SDNPA	South Downs National Park Community Infrastructure Levy: Statement of Modifications	
11/02/2016	SDNPA	Sussex Pathwatch: next meeting 1 March 2016	
11/02/2016	CDC	Media Release: Networking event will support food producers and businesses	
11/02/2016	WSSC	Community Support Teams Consultation and Future Partnership Working	
11/02/2016	Police	Weekly bulletin	
11/02/2016	CDC	Media Release: Housing and Planning Minister to visit Starter Homes site in Chichester	
15/02/2016	CDC	Invite: Chichester in Partnership Annual Conference 2016	
15/02/2016	CDC	Media Release: Housing and Planning Minister visits Starter Homes site in Chichester	
15/02/2016	SDNPA	National Nest Box Week on the South Downs Forum	
15/02/2016	WSSC	Community Support Teams Consultation and Future Partnership Working	
15/02/2016	SSALC	Neighbourhood planning event	
27/02/2016	CDC	Electoral review of Chichester District	
27/02/2016	WSSC	Consultation on the future of the 3in1 Card concessionary travel scheme	
27/02/2016	WSSC	South Chichester County Local Committee - 5 January 2016 - minutes	
27/02/2016	Police	Weekly bulletin	
27/02/2016	MEDACT	Invitation to Public Meeeting: Facts Before Fracking: Health (23 Mar 2016)	
27/02/2016	CDC	Media Release: Sport Relief comes to	

		Chichester District!	
27/02/2016	SW	Southern Water Lavant Valley Update	
27/02/2016	CDC	Media release: Leisure management contract is awarded to SLM Ltd	
27/02/2016	T Morris	More Fire & Rescue Service cuts	
27/02/2016	SDNPA	Agenda - Sussex Pathwatch meeting 1 March 2016	
27/02/2016	CDC	Lavant Valley Partnership - next meeting Thursday March 10th 2016 - CANCELLED	
27/02/2016	CDC	Media Release: Work to start on developing a Vision for Chichester	
27/02/2016	CDC	Media release: Dog walkers views wanted	
27/02/2016	Police	Weekly bulletin	
27/02/2016	RWSP	Superfast broadband business Digital Connectivity Grant 2nd round	
27/02/2016	SDNPA	Share the Path on the South Downs Forum	
27/02/2016	AirS	Community Led Development Event - 21st & 23rd of March 2016	
27/02/2016	SDNPA	Discovery Rides on the South Downs Forum	
27/02/2016	SDNPA	South Downs Local Plan Newsletter	
27/02/2016	SDNPA	Centurion Way Enquiry - M Archer	
27/02/2016	J Wilkins	Let re Centurion Way + reply.	
02/03/2016	WSCC	Safer West Sussex Partnership Survey 2016 - Chichester	
02/03/2016	SW	Southern Water Update - Lavant Valley	
02/03/2016	CDC	Last Chance - Chichester In Partnership Annual Conference 2016	
02/03/2016	DSG	Fresh branding for local charity aiming to de-stigmatise dementia	
02/03/2016	WSCC	County News: Chichester district February 2016	
02/03/2016	CDC	Media Release: Public invited to have their say on draft ward boundaries as part of Electoral Review	
02/03/2016	SDNPA	Agenda and Papers for SDNPA Planning Committee 10 March 2016	
02/03/2016	SSALC	SSALC March Newsletter	
02/03/2016	Came & Co	The Queen's 90th Birthday - Came & Company Parish Council Insurance Brokers	
02/03/2016	CDC	Media Release: Grants to help support the Queen's 90th birthday	
02/03/2016	CDC	Media Release: Councillors back proposal for small rise in council tax to protect services	
02/03/2016	Police	Weekly bulletin	