

# WEST DEAN PARISH COUNCIL

## MINUTES OF THE MEETING OF THE COUNCIL HELD ON THURSDAY 10 NOVEMBER 2016 AT 7.30PM AT WEST DEAN COLLEGE

**Present:** Cllrs Odin (Chairman), Mrs Cochrane, Corbett (from Minute 9),  
Goacher, Kendall, Mrs Pearmaine, Pearmaine, Rice and Mrs Slade.

**In attendance:** G Burt, Clerk to the Council  
Mrs H O'Callaghan, prospective Clerk  
Cty Cllr Hunt  
Dis Cllr Potter  
3 Members of the Public

*The Chairman welcomed Mrs Hannah O'Callaghan, the prospective new Clerk.*

### 1. **Apologies for Absence**

None

### 2. **Code of Conduct**

(i) Declarations of Interests – Cllr Goacher declared a pecuniary interest in Minute 12.1, as a contractor.

(ii) Dispensation Requests – None.

### 3. **Minutes**

On a proposal by Cllr Pearmaine, seconded by Cllr Goacher it was unanimously RESOLVED that the minutes of the meeting on 14 September 2016 be approved. They were duly signed as a correct record.

### 4. **Matters Arising not already on the Agenda**

None

### 5. **County Councillors Report**

5.1 Cllr Hunt reported on rural grass cutting. Chilgrove Park Road had been cut but he intimated that the Parish's concerns about the standard of cutting may have some merit; responses from officers were not very forthcoming.

5.2 Cllr Goacher wondered why edges of roads in rural areas were being weed-sprayed?

5.3 WSCC could do nothing about recent changes to bus routes and timings, as they were not supported financially by WSCC and / or there had been no complaints.

5.4 The new area Highways Manager, Chris Dye, was willing to meet to discuss highway matters if required.

5.5 The WSCC website was an excellent source of County Council News.

5.6 There were still *Operation Watershed* funds available.

5.7 County Initiative Funds (CIF) were also available.

- 5.8 He reported his disappointment that the Police would no longer issue Section 61 Notices to illegal traveller incursions, which would force them to move to the Transit Site at Westhampnett, which had been the main reason for the site's construction. He was following the matter up with the PCC.
6. **District Councillors Report**  
Cllr Potter reported on a presentation at a recent WSALC AGM by WSCC, proposing greater collaboration between Parishes and County, possibly on such areas as grass cutting where parishes, could take on more responsibility.
- 6.1 He also reported on the White House Farm development, Southern Water, and the Traveller Site at Westhampnett, where expenditure (£15.5k) was greater than income (£14k) largely due to a lack of mains drainage. This would be addressed by the new sewage pipe planned to link White House Farm to Easthampnett.
7. **Highways and Flooding**  
Nothing to report
8. **Traffic Action Committee**
- 8.1 Mr I Graham of the EJF had asked for the Council's support for improvements at the entrance to the College, to assist students crossing from the new accommodation. Better lighting and possible a S.I.D. were among ideas being considered. **RESOLVED** that the broad proposals be supported.
- 8.2 Boxgrove Parish Council had asked that the Council contribute to the upgrade of the mobile speed camera equipment, which West Dean had jointly purchased. **RESOLVED** that the contribution of £70 + VAT be approved.
9. **Planning Committee**  
The Committee Chairman reported on applications received and comments made since the last meeting - Attached Appendix A. The new ramp leading from the Centurion Way to the village had been approved, although regrettably it wouldn't be DDA compliant.
10. **West Dean Cemetery and St. Andrew's Churchyard**  
Cllr Goacher was still to complete vegetation clearance. The Clerk reported that repairs to a commemorative seat were in hand.
11. **Recreation Ground Residual Area**  
The Council had been invited to renew the annual *license to occupy* this area. Members felt it would be wise to renew. On a proposal by Cllr Mr Slade, seconded by Cllr Pearmaine **RESOLVED** that the license be renewed.
12. **Finance**
- 12.1 **Payments 15 September – 10 November 2016**  
On a proposal by Cllr Corbett, seconded by Cllr Goacher the above payments, totalling £1427.93, previously circulated, were unanimously **APPROVED** and any receipts noted. These are attached to and form part of these minutes. Appendix B.
- 12.2 **Bank Reconciliation**  
The Bank Reconciliation to the 28 October 2016 was approved – Appendix C. In line with good practice, Cllr Odin inspected Barclays Bank Statement Sheet 410 and

initialled the corresponding balance.

**12.3 Budget Update**

Members noted the budget update - Appendix D. In a discussion on the 2017-18 Budget, Cllrs suggested a budget uplift to provide new noticeboards at the Village Stores and Chilgrove. Mr Graham, for the EJV confirmed that they were willing to repair the board at the Village Stores in the interim, if the Council were willing to pay for any materials. Mr Graham was thanked for his kind offer. The possibility of moving the board under the eaves of the shop would also be looked at.

**12.4 New Homes Bonus 2015-16**

Cllr Rice reported that following a canvass of Binderton residents, most were in favour of Binderton signs at the entrances to the hamlet. The Clerk would chase a quote

**13. Correspondence**

The Clerk had previously tabled a summary of notable correspondence to 10 November 2016– NOTED, attached to the minutes – Appendix E.

**14. Any Other Matters for Information Only**

None

**15. Date of Next Meeting**

The next meeting would be held on **Wednesday 4 January 2017 at 7.30pm in The Music Room at West Dean College.** Cllr Mrs Slade gave her advance apologies.

**16. Exclusion of Press & Public**

RESOLVED that due to the confidential nature of the following business (staffing) the press and public be instructed to withdraw.

**17. Staffing Matters**

**17.1** The Chairman advised that Cllrs Corbett, Mrs Slade and himself had met Mrs Hannah O'Callaghan, who had expressed an interest in the vacancy of Clerk to the Council, having learned of the position via another Clerk. Whilst having no direct Local Government experience, her skill-set was transferable and she was very willing to learn. They recommended that she be appointed.

**17.2** The Clerk advised that, having discussed the matter with Mrs O'Callaghan, he was willing to continue until the next meeting, which was when the precept would need to be resolved. This would allow time for him to explain to the incoming Clerk more of what was involved in the role.

**17.3** On a proposal by Cllr Corbett, seconded by Cllr Goacher RESOLVED that Mrs O'Callaghan, be appointed as Clerk to the Council from 5<sup>th</sup> January 2017 and that the terms and conditions of employment of the existing Clerk be offered accordingly.

The meeting finished at 8.19pm.

Signed:

Chairman of the Council

Date

### Planning Applications

Application No	Name & Address	Proposal	Comments
SDNP/16/05163/F UL	Preston Farm A286 Binderton Lane To Church Lane Binderton West Dean PO18 0JT	Proposed erection of a reclaimed open sided cart shed within courtyard.	TBC
SDNP/16/04572/H OUS	Brick Kiln Farm House Hylters Lane Chilgrove PO18 9HS	Single storey extension, change of use of existing garage to habitable accomodation and erection of detached carport.	No Objection

<b>FINANCIAL REPORT 10 NOVEMBER 2016</b>				
<b>RECEIPTS: 27 AUGUST - 28 OCTOBER 2016</b>				
09/09/2016	5,277.50	BACS	CDC	Precept Part 2
09/09/2016	84.50	BACS	CDC	Council Tax Support Grant Part 2
	<b>5,362.00</b>			
<b>PAYMENTS: 15 SEPTEMBER - 10 NOVEMBER 2016</b>				
DATE	£	CHEQUE	PAYEE	DESCRIPTION
17/10/2016	35.00	DD	Info. Commissioner	Annual Reg Fee
10/11/2016	242.38	10279	G Burt	Clerk's Net salary - Sept
10/11/2016	242.58	10279	G Burt	Clerk's Net salary - Oct
10/11/2016	60.80	10280	HMRC	Clerk's Tax - Sept
10/11/2016	60.80	10280	HMRC	Clerk's Tax - Oct
10/11/2016	10.00	10281	ChI Payroll Services	Payroll - Sept
10/11/2016	10.00	10281	ChI Payroll Services	Payroll - Oct
10/11/2016	33.32	10282	S Pearmaine	HM Birthday Tea - Supplies
10/11/2016	13.63	10282	S Pearmaine	HM Birthday Tea - Supplies
10/11/2016	51.92	10282	S Pearmaine	HM Birthday Tea - Supplies
10/11/2016	19.50	10283	SSALC	Clerk's Networking Day %
10/11/2016	648.00	10284	K Goacher	Cemetery Grass Cutting 2nd 1/2
	<b>1,427.93</b>			

<b>BANK RECONCILIATION</b>				
<b>AS AT 28 OCTOBER 2016</b>				
<b>PRESENTED TO COUNCIL ON 10 NOVEMBER 2016</b>				
<b>RECEIPTS &amp; PAYMENTS</b>				
Balance brought forward as at 31/03/2016		£28,541.46		
Add Total Receipts		10,976.51		
Less Total Payments		(14,472.88)		
<b>TOTAL</b>		<b>£25,045.09</b>	◀	
<b>BANK</b>				
Barclays as @ 28/10/2016		19,024.20		
Santander		6,000.89		
Imprest		30.00		
<b>Less unpresented cheques</b>				
101276	10.00	-10.00		
<b>Plus Uncleared Deposits</b>		0		
<b>TOTAL</b>		<b>£25,045.09</b>	◀	

**TALLY**

## WEST DEAN PARISH COUNCIL

Item	2016-17		2017-18	2018-19
	Original Budget	To 10/11/16		
* Balance b/f	28,541.46	28,541.46	24,239.00	21,906.00
VAT Income	3,500.00		3,500.00	3,500.00
Precept	10,555.00	10,555.00	10,555.00	10,555.00
Council Tax Support Grant	171.51	171.51	100	50
Cemetery Income	4.5		4.5	4.5
Rec. Ground Income				
Interest Income				
Grants - Events		250.00		
Miscellaneous Income				
	<b>14,231.01</b>	<b>10,976.51</b>	<b>14,159.50</b>	<b>14,109.50</b>
Clerk's Salary	4100	2,422.63	4200	4300
Clerk's Home/Office	216	216	216	216
Clerk's Travel and Expenses	150	101.21	150	150
Computer	400		400	400
Stationery	100	20.42	100	100
Postage	50	61.85	50	50
Publicity	60	45	60	60
Other Admin	200	188.5	200	200
Grants including Section 137	500		500	500
Bank Charges	0		0	0
Audit Fees	350	350	350	350
Elections				
Insurance	416.22	436.25	416.22	416.22
Room Hire	100		100	100
Recreation Ground	1,000.00		1,000.00	1,000.00
Traffic Group	250		250	250
Cemetery	2,000.00	1,906.15	2,000.00	2,000.00
Churchyard	400.00	505.65	400.00	400.00
Table Tombs	500		500	500

Street Lights	500		500	500
Noticeboard	100		100	100
Bin Emptying	300	300.04	300	300
Salt Bins				
Subscriptions	200	146.92	200	200
Bus Shelter Refurb.				
Op. Watershed		6,145.00		
Fingerposts				
Neighbourhood Plan	1,000.00		1,000.00	1,000.00
Events		1,062.40		
VAT Exp	3,500.00	1,957.79	3500	3500
	<b>16,392.22</b>	<b>15,865.81</b>	<b>16,492.22</b>	<b>16,592.22</b>
Balance c/f	26,380.25	23,652.16	21,906.28	19,423.28

\*Note This includes £4,000 of residual funds from a former Social Club. In the current year 16-17, £1,062.40 (less a CDC grant of £250) was used towards a Fete to mark The Queen's 90th Birthday. Thus, £3,187.60 remains.)

**APPENDIX E**

<b>WEST DEAN PARISH COUNCIL</b>			
<b>NOTABLE</b>			
<b>Date</b>	<b>From</b>	<b>Subject</b>	<b>Forwarded to all Councillors unless otherwise stated</b>
15/09/2016	SW	First National Drought Study - Your Chance to Have Your Say	
20/09/2016	SSALC	September Newsletter	
20/09/2016	CAB	Arun and Chichester Citizens Advice AGM invitation	
20/09/2016	SDNPA	Secrets of the High Woods revealed on the South Downs Forum	
20/09/2016	CCC	Programme for Cycle Infrastructure Design Workshop	
26/09/2016	SDNPA	Secrets of the High Woods project film on the South Downs Forum	
27/09/2016	SW	Stakeholder Workshop Invite	
30/09/2016	WSCC	County News: Chichester district September 2016	
01/10/2016	SDNPA	Get snapping on the South Downs Forum	
05/10/2016	WSCC	Invitation to West Sussex Life 2017-19 Launch Event: 31st October 2016	
06/10/2016	SDNPA	Invitation to West Sussex Life 2017-19 Launch Event: 31st October 2016	
09/10/2016	CDC	TAG Farnborough Consultation	
09/10/2016	SW	Southern Water Update - Lavant Valley	
09/10/2016	SDNPA	SDNPA Town and Parish workshops - November 2016	
09/10/2016	SDNPA	Witness a kestrel release on the South Downs Forum	
17/10/2016	WSCC	South Chichester County Local Committee - 13 September 2016 - minutes	
17/10/2016	Came & Co	Council Matters Autumn 2016 - Came & Company Local Council Insurance Brokers	
17/10/2016	SDNPA	South Downs Alphabet in the news on the South Downs Forum	
22/10/2016	SSALC	Meeting with the Sussex Chief Constable	
22/10/2016	SDNPA	New South Downs Way guide on the South Downs Forum	
31/10/2016	SDNPA	Local List Review - invite to Parish Councils	
31/10/2016	WSCC	County News: Chichester district October 2016	
06/11/2016	SDNPA	Planning Enforcement Complaints	
06/11/2016	SDNPA	SDNPA 10 November Planning Committee meeting papers	
06/11/2016	SW	Southern Water's Autumn Newsletter	
06/11/2016	SDNPA	Help us help the heaths on the South Downs Forum	
01/11/2016	SSALC	SSALC Newsletter - November 2016	
01/11/2016	SSALC	Sussex Magazine	