

MINUTES OF THE MEETING OF THE COUNCIL HELD ON WEDNESDAY 14 SEPTEMBER 2016 AT 7.30PM AT WEST DEAN COLLEGE

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

In attendance: G Burt, Clerk to the Council
Cty Cllr Hunt

1. Apologies for Absence

Apologies for absence were received from Cllrs Mrs Cochrane, Kendall and Mrs Slade.

2. Code of Conduct

(i) Declarations of Interests – None.

(ii) Dispensation Requests – None.

3. Minutes

On a proposal by Cllr Goacher seconded by Cllr Pearmaine it was unanimously RESOLVED that the minutes of the meeting on 13 July 2016 be approved. They were duly signed as a correct record.

4. Matters Arising not already on the Agenda

The Chairman advised that he had attended a meeting of Parish Council Chairmen to discuss the traffic problems at the last *Festival of Speed* event at Goodwood. Cty Cllr Hunt that they were advised that the usually well-drained ground in the area, had not recovered from a wet May and June so was unable to cope with the heavy rain on the Friday. There had also been a RTA on Kennel Hill. A trial road closure at East Lavant, and it also being EU Referendum day had all added to the problem. Work was already in progress on improvements in readiness for 2017.

5. County Councillors Report

5.1 Cllr Hunt reported that the gully outside the Cemetery had been repaired. Potholes at one end of Hylters Lane had now been marked for repair; problems were now developing the other end.

5.2 He asked Cllrs to support the WSCC *Safer in our Hands Campaign*, which aimed to retain control of the Fire Service, rather than it pass into the control of the Police & Crime Commissioner. www.wsc.gov.uk/saferinourhands.

5.3 There was a consensus amongst Parish Councillors that the standard of rural grass cutting by WSCC was well below an acceptable standard. Cty Cllr Hunt said that the weather and a late first cut had not helped, although Parish Councillors believed that some cuts clearly had not taken place.

6. District Councillors Report

No report

7. Highways and Flooding

Nothing to report

8. Traffic Action Committee

Nothing to report

9. Planning Committee

9.1 The Committee Chairman reported that the only application since the last meeting was as below, upon which the Parish had yet to comment. He believed that the SDNP's own Ecology Officer had objected as the accompanying Ecology Report which was that used in the original 2014 application.

Application No	Name & Address	Proposal
SDNP/16/03780 /FUL	Centurion Way South of Motor Road West Dean PO18 0RJ	The proposal consists of a stepped access to the Centurion Way, a recreational multi-user path, from Motor Road, West Dean, West Sussex. The site can currently be described as Broadleaved Woodland - semi natural, and the proposed stepped access will be constructed with a methodology that makes reference to West Sussex County Council's Standard Step Detail for the use on a Public Rights of Way. The design will use stakes driven into the ground to secure fascia boards, with material backfilled to create the step. The construction methodology has been adopted in order to have the minimum possible visual impact, and to minimise impact on tree growth.

9.2 Some officers at the SDNPA had concerns about its own application for holiday lets at Farbridge. The plan had been to reroute the Centurion Way along the original direct former railway route; however this would take it directly through the development, formerly Preston Farm. It may well now remain on its current route.

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

Cllr Goacher reported that the vegetation trimming/clearance was 50% complete. He raised the issue of Moles in the Churchyard; current control was insufficient. The Chairman would discuss the matter with the current contractor with a view to moving to a new provider (Lance) and would obtain a quote.

11. Post Offices

The Post Office was currently consulting on a new mobile service which included a visit to West Dean.

12. Finance

12.1 Payments 12 May – 13 July 2016

On a proposal by Cllr Corbett, seconded by Cllr Goacher the above payments, totalling £2,251.98, previously circulated, were unanimously APPROVED and any receipts noted. These are attached to and form part of these minutes. Appendix A.

12.2 Bank Reconciliation

The Bank Reconciliation to the 26 August 2016 was approved – Appendix B. In line with good practice, Cllr Odin inspected Barclays Bank statement Sheet 408 and

initialled the corresponding balance.

12.3 Budget Update

Members noted the budget update - Appendix C. There were no significant items of concern. Members commented that the retained part of the Recreation Field had been unusable all year due to nearby construction work; as no one seemed to be *missing it*, the Council should consider in the future surrendering this area.

12.4 External Audit Report 2015-16

Members were pleased to see no comments by the External Auditor on the 2015-16 Accounts.

12.5. New Homes Bonus 2015-16

It was now unlikely that the allocation by CDC of £1,543 towards a Traffic Survey would be used. RESOLVED that the provision of signs at the three entrances to Binderton, which would help to slow traffic on the main road by reminding motorists that there were houses in the area, be suggested to CDC. (Cllr Rice would canvass the opinions of Binderton residents.)

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

13.1 The Chairman reported how pleased he was to see Ian Graham from the Estate in attendance.

13.2 Cllr Corbett advised that budgetary provision was required the replacement of the Notice board outside the Village Stores.

13.3 The issue of changes to the Route 60 Bus Service, causing inconvenience to users, particularly schoolchildren, had been raised the previous evening at a meeting of the County Local Committee. Cllr Goacher would arrange for Mrs Goacher to supply the relevant details to the Clerk (and also Cty Cllr Hunt) so he could contact Stagecoach accordingly.

13.4 Cllr Corbett would obtain a quote for confidential disposal of all the paper copies of planning applications he had at his home, on behalf of the Council.

14. Correspondence

The Clerk had previously tabled a summary of notable to 13 September 2016–NOTED, attached to the minutes – Appendix D.

15. Date of Next Meeting

The next meeting would be held on **Wednesday 9 November 2016 at 7.30pm in The Music Room at West Dean College.**

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 Clerk reported that he had advised the Chairman (on the 30th August) that he would regrettably be giving one month's notice, following his appointment to another position. He was able to continue though until such time as a new Clerk was able to take over.

17.2 Members asked that their congratulations on his new appointment and thanks for his

work be noted.

- 17.3** Councillors then discussed the benefits of advertising widely, or, given the part time nature and requirement for certain skills/knowledge, to consider other part time clerks who were keen to add other Parishes to their portfolios. To this end, the Clerk was aware of at least one Clerk who was very interested in the West Dean role.
- 17.4** RESOLVED to consider those Clerks that were known to be interested. The Clerk would pass their details to the Chairman, who would arrange to interview as appropriate, with the Vice Chairman, Cllr Mrs Slade (Cllrs Goacher and Corbett as reserves.)

The meeting finished at 8.35pm.

Signed:

Chairman of the Council

Date

APPENDIX A

FINANCIAL REPORT 14 SEPTEMBER 2016				
RECEIPTS: 1 APRIL - 26 AUGUST 2016				
15/04/2016	BACS	CDC	Precept Part 1	5,277.50
15/04/2016	BACS	CDC	Council Tax Support Grant Part 1	87.01
12/07/2016	BACS	CDC	Queen's Birthday Tea Grant	250
				5,614.51
PAYMENTS: 14 JULY - 14 SEPTEMBER 2016				
DATE	£	CHEQUE	PAYEE	DESCRIPTION
01/08/2016	606.78	101267	WSCC	Street Lighting Maint. & Energy
01/08/2016	249.81	101268	G Burt	Clerk's Net salary - July
01/08/2016	62.4	101269	HMRC	Clerk's Tax - July
01/08/2016	10.00	101270	ChI Payroll Services	Payroll - July
01/08/2016	27	101271	SSALC	Clerk Training
01/08/2016	45	101272	The Valley Diary	Advertisng
14/09/2016	436.25	101273	Came & Co	Insurance
14/09/2016	242.58	101274	G Burt	Clerk's Net salary - Aug
14/09/2016	60.6	101275	HMRC	Clerk's Tax - Aug
14/09/2016	10	101276	ChI Payroll Services	Payroll - Aug
14/09/2016	56.5	101277	G Burt	Postage/stamps
14/09/2016	29.06	101277	G Burt	Mileage
14/09/2016	216	101277	G Burt	Working from Home allowance
14/09/2016	200	101278	PKF Littlejohn LLP	External Audit 15-16
				2,251.98

BANK RECONCILIATION				
AS AT 26 AUGUST 2016				
PRESENTED TO COUNCIL ON 14 SEPTEMBER 2016				
RECEIPTS & PAYMENTS				
Balance brought forward as at 31/03/2016		£28,541.46		
Add Total Receipts		5,614.51		
Less Total Payments		(13,146.89)		
TOTAL		£21,009.08	◀	
BANK				
Barclays as @ 26/08/2016		15,979.18		
Santander		6,000.89		
Imprest		30.00		
Less unpresented cheques				
	101267	606.78		
	101268	249.81		
	101269	62.4		
	101270	10.00		
	101271	27.00		
	101272	45.00		
		-1,000.99		
Plus Uncleared Deposits		0		
TOTAL		£21,009.08	◀	

TALLY

WEST DEAN PARISH COUNCIL				
	2016-17			
Item	Original Budget	To 14/09/16	2017-18	2018-19
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	5,277.50	10,555.00	10,555.00
Council Tax Support Grant	171.51	87.01	100	50
Cemetery Income	4.5		4.5	4.5
Rec. Ground Income				
Interest Income				
Grants - Events		250.00		
Miscellaneous Income				
	14,231.01	5,614.51	14,159.50	14,109.50
Clerk's Salary	4100	1,816.07	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	117.25	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	1,366.15	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		980		
VAT Exp	3,500.00	1,830.07	3500	3500
	16,392.22	14,437.88	16,492.22	16,592.22
Balance c/f	26,380.25	19,718.09	21,906.28	19,423.28

**APPENDIX
D**

WEST DEAN PARISH COUNCIL

NOTABLE CORRESPONDENCE SUMMARY TO 13 SEPTEMBER 2016

Date	From	Subject	Forwarded to all Councillors unless otherwise stated
15/07/2016	SDNPA	Secrets revealed in the High Woods on the South Downs Forum	
20/07/2016	WSCC	Executive Decision - 19 July 2016 - RefNo RS08 (16/17) HWRC	
20/07/2016	SW	Southern Water's Annual Report and Summer Newsletter - Sussex	
22/07/2016	WSCC	Improvements to contacting West Sussex Highways	
27/07/2016	UKPN	UK Power Networks: '105'	
27/07/2016	Singleton PC	Post Office Closure - Weald & Downland Open Air Museum, Singleton	
27/07/2016	SDNPA	South Downs National Park Authority - Town and Parish workshops AUTUMN 2016	
27/07/2016	SDNPA	Key highlights - June 2016	
29/07/2016	SSALC	SSALC Newsletter - July 2016	
29/07/2016	SW	Southern Water Update - Lavant Valley	
29/07/2016	WSCC	Better Broadband Scheme	
29/07/2016	SSALC	Weekly NALC Bulletin	
01/08/2016	SDNPA	Celebrating the work of our rangers on the South Downs Forum	
01/08/2016	WSCC	County News: Chichester district July 2016	
04/08/2016	EJF	New Post Office service in West Dean	
04/08/2016	SECAMB	Invitation to SECAMB's Annual Members Meeting in Brighton	
04/08/2016	SDNPA	SDNPA 11 August Planning Committee meeting papers	
04/08/2016	WSCC	Communities actively involved in local Flood Mitigation	
08/08/2016	SDNPA	Reasons never to visit the South Downs on the South Downs Forum	
10/08/2016	UKCE	Advance notification of cycle events	
16/08/2016	SDNPA	Town and Parish workshops AUTUMN 2016 BOOKING PLACES	
16/08/2016	SDNPA	A great weekend for star gazing on the South Downs Forum	
17/08/2016	CDC	Chichester District Electoral Review	
18/08/2016	WSCC	3in1 Card concessionary travel scheme to end 31 December 2016	
22/08/2016	SDNPA	Have you spotted the shared identity on the South Downs Forum?	
27/08/2016	SSALC	Upcoming Planning Updates	
27/08/2016	S'ton PC	New mobile Post Office Service	
27/08/2016	SDNPA	Get snapping on the South Downs Forum	
30/08/2016	??	West Sussex Broadband Connection Vouchers	
01/09/2016	SDNPA	SDNPA 8 September Planning Committee meeting papers	
01/09/2016	WSCC	County News: Chichester district August 2016	
03/09/2016	SDNPA	Secrets of the Heath on the South Downs Forum	
02/09/2016	Clerk	Grit Bins	
08/09/2016	W&D	Scarecrow Parade	
08/09/2016	WSCC	Changes to Household Waste Recycling Sites	
08/09/2016	UKPN	UK Power Networks: 105 national number	
09/09/2016	SDNPA	Photo competition on the South Downs Forum	
12/09/2016	TAG F'borough Airport	Additional Consultation Update	