

WEST DEAN PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD ON WEDNESDAY 15 JULY 2015 AT 7.30PM IN THE MUSIC ROOM AT WEST DEAN COLLEGE

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

In attendance: District Cllr H Potter
G Burt, Clerk to the Council

1. Apologies for Absence

There were no apologies from Parish Councillors.
Apologies were received from County Councillor Hunt, and also from Miss Williams and P Kirk from Smiths Gore.

2. Code of Conduct

(i) Declarations of Interests – Cllr Odin declared an interest in Planning Application SDNP/15/02936/FUL as a supplier to the development and as a very near neighbour.

(ii) Dispensation Requests – None.

3. Public Session

No questions.

4. Minutes

On a proposal by Cllr Pearmaine, seconded by Cllr Mrs Slade it was unanimously **RESOLVED** that the minutes of the meeting on 13 May 2015 be approved. They were duly signed as a correct record.

5. Matters Arising not already on the Agenda

None.

6. Resignation and Cooptions

6.1 Unfortunately Cllr Ruffell had resigned due to health. **RESOLVED** that a letter be sent to Mr Ruffell thanking him for his long service to the Parish. (It was hoped that a social occasion could be held to thank him personally.)

6.2 CDC had been advised of the casual vacancy and a notice had been placed on the noticeboard and website. CDC had subsequently advised that no request had been received to hold an election, so the Parish Council was now free to fill the casual vacancy by Co-option. Councillors were aware of one resident who might be interested and he would be invited to the next meeting.

7. County Councillor's Report

Cllr Hunt had submitted a written report, attached to these minutes – Appendix A

8. District Councillor's Report

Cllr Potter had submitted a written report, attached to these minutes – Appendix B

9. Highways and Flooding

9.1 Members discussed the current Operation Watershed projects, including concern at liability for any future problems that could arise from the works – this required clarification. The need for regular vegetation clearance in the ditch alongside the B2141, alongside other regular maintenance of ditches etc was stressed. The ongoing problem with drains on the A286 required a separate agenda item at the next meeting.

9.2 Cllr Corbett commented on a recently received Lavant Valley Flood Risk Management document; it appeared to be suggesting that further survey work was done in the area.

10. Traffic Action Committee

10.1 Cllr Corbett reported that thanks to a national initiative www.communityspeedwatch.co.uk it was now much easier for groups to book the use of the GENESIS camera equipment. Members were encouraged to visit the site, to be discussed again at the next meeting. In the interest of the safety of volunteers etc, the Police had to approve the roads upon which the equipment could be used.

10.2 Regarding the possibility of engaging consultants to work on a Traffic Calming Study in the Parish, it would now appear that such an initiative would need significant community involvement and support. Cllr Corbett kindly agreed to prepare a poster/flyer to go in the Village Shop, inviting residents to get involved. In the meantime it was RESOLVED that the Clerk apply to use the NHB funds currently on offer to the Parish, to go towards this project, to which the SDNPA and the Estate had already pledged financial support.

11. Planning Committee

11.1 RESOLVED the comments on applications as set out in the minutes (Appendix C) be approved.

11.2 It was reported that the Biomass development had been called in by SDNPA for their direct determination.

11.3 It was reported that work on the extension of the Centurion Way from Binderton to West Dean had started, although understandings given to agricultural interests prior to work commencing about how the work would be undertaken, have not been observed, causing much disruption and inconvenience.

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

Following Cllr Ruffell's resignation, RESOLVED that Cllr Goacher be appointed to the Cemetery Committee (Although Cllr Goacher was a contractor who undertook the grass-cutting, it was considered that there was no conflict of interest.) Cllrs Goacher and Mrs Slade would meet shortly to consider routine *Topple Testing* and other matters.

13. Finance

13.1 Payments 14 May – 15 July 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 D.

13.2 Bank Reconciliation

The Bank Reconciliation to the 29 June 2015 was approved – Appendix E. In line with good practice, the Chairman Cllr Odin inspected Barclays Bank statement Sheet 394 and initialled the corresponding balance.

13.3 Budget Update

A budget update, previously circulated was noted – Appendix F. (The Clerk reported that the budget for Churchyard maintenance had slipped off the current budget when the budget was set in January.)

13.4 Internal Audit

The Internal Audit for 2014-15 had been previously circulated. Members were pleased that no major items of concern had been raised and noted the three minor comments. Attached Appendix G

13.5 Transparency Regulations

Councillors received a document setting out the implications of the new Transparency Regulations. The Clerk gave an overview, explaining that whilst the Parish Council would normally fall within their remit due to its turnover being less than £20,000, given that its expenditure was in excess of this due to Operation Watershed grants going through the Council's books, it remained outside of the regulations in the current year. However, Councillors should be aware of the additional work needed to comply with the regulations in following years, particularly in adding statutory information to the website. Members

commented on future administration of the website. Members observed that the regulations required publication of minutes within one month.

14. **New Homes Bonus (NHB)**
See Minute 10.2 above.
15. **Village Event**
Cllr Mrs Slade reported that due to uncertainty surrounding the tenancy of *The Dean Ale and Cider House*, it had not been possible to take forward an event for villagers within its grounds. However, she would prepare a poster to go in the Village Shop, inviting interest for a future event.
16. **Chairman's Report**
None
17. **Councillors' Questions and Reports**
The need to refurbish the noticeboard at Chilgrove was stressed.
18. **Correspondence**
The Clerk had previously tabled a summary of notable correspondence from 14 May 2015– NOTED, attached to the minutes – Appendix H. Smiths Gore, on behalf of the EJ Foundation had prepared a one year lease renewal for the Recreation Ground, which had been duly signed by the Chairman and returned.
19. **Date of Next Meeting**
The next meeting would be held on **Wednesday 9 September 2015 at 7.30pm in The Music Room at West Dean College.** (*Advance apologies from Cllrs Mrs Cochrane*)
20. **Exclusion of Press and Public**
RESOLVED that due to the nature of the business about to be transacted (Staffing) the press and public be instructed to withdraw.
21. **To Confirm Appointment of Clerk Following Probationary Period**
As per the nationally agreed conditions of employment for clerks, it was appropriate to review the appointment of the Clerk after a suitable period. On a proposal by Cllr Mrs Slade, seconded by Cllr Mrs Cochrane RESOLVED that the Council confirm the permanent appointment of the Clerk.
22. **Clerk's Annual Pay Review**
The NJC Pay agreement 2014-2016 effective from 1st January 2015 had been circulated. On a proposal by Cllr Mrs Slade, seconded by Cllr Mrs Cochrane RESOLVED that the Council note and implement the pay increase, amending the Clerk's salary accordingly.

The meeting finished at 9.00pm.

Signed:

Chairman of the Council

Date

APPENDIX A

County Councillor's Report

Firstly, please accept my apologies for not being able to attend tonight's meeting due to a long standing prior engagement.

I am not aware of any major issues, but please see updates below:

- (i) B2141 - the work has now been completed. Have you had an invoice yet? If so, could you please hold payment as I wish to inspect the work with a highways engineer to ensure that all is in order. I hope that is okay with the PC and perhaps Greg could confirm that is in order.
- (ii) A286 - I understand that a cheque for the drainage work on the A286 (£6145) was sent to you in May, so I presume you are arranging to put this work in hand or, in fact, have already done so.

2. Unfortunately I was unable to attend the recent Lavant Valley Forum meeting, but I hope that anyone with a broadband query went along in order to get those queries answered by the WSCC broadband team.

708 I understand that the undergrowth has been cut back on the footpath/cycleway (Centurion Way) from Binderton to West Dean.

If any other questions or problems arise during the meeting please advise me as soon as possible and I will look into them.

Once again, many apologies for not being able to attend tonight's meeting.

Best regards,

Jeremy Hunt

WSCC Member - Chichester North Division

APPENDIX B

District Councillor's Report

I may be a little late attending your meeting as it clashes with Singletons meeting as it did two months ago.

I would first of all like to refer to the Goodwood Festival of speed and a complaint made to Goodwood Events concerning the persistent noise of pleasure trip helicopters, by a resident of Charlton. It was particularly bad because Elite Helicopters deployed 6 helicopters over the whole weekend doing nothing but continually flying a circuit over the valley. A letter to Lord March received a very prompt reply and they would reconsider the routing of the machines in the future. Private helicopters bring people to the events are beyond Goodwood flight control but they do ask pilots to be considerate of residents in the small villages so close to Goodwood.

The recent meeting of the Lavant Valley Partnership which was held courtesy of Oving Parish Council in their Village Hall saw a fresh presentation by WSCC on the subject of flood relief. Not too much new there but they are proposing a couple of fresh boreholes up in the Downs above the Lavant Valley to improve the automatic monitoring of the water levels just as they have at Chilgrove. This, it is hoped, will give them an earlier warning of the possibility of serious flooding. Mention was made of winter management plans but I think the Parishes in the Valley have formulated some pretty robust plans already.

The other agenda item was an update on the progress of the Broadband Rollout in the District. The programme appears to be on schedule and it is likely that some of the "Not Spots" may in fact be eligible for fibre after all.

Some new poles have been erected in Charlton with a view to introduce fibre optic by overhead cable so East Dean will benefit. The next meeting of this Partnership group is at Eartham Village Hall on the 24th September.

I'm afraid the past 2 months have been filled with induction training meetings for newly elected Councillors and subsequently I have nothing further to report

Henry Potter

APPENDIX C

Application No	Name & Address	Proposal	Parish Council's Comment	Date
SDNP/15/02936/FUL	Street Record A286 The Grinch to Town Lane West Dean West Sussex	Provision of underground pipe network to link proposed biomass facility to associated buildings at and surrounding West Dean College.		--
SDNP/15/02359/LIS	Farbridge Preston Farm A286 Binderton Lane to Church Lane Binderton West Dean Chichester West Sussex	Removal of the temporary link structure and replace with a timber framed single storey building.	No Objection	--
SDNP/15/02447/LIS	Farmhouse Preston Farm A286 Binderton Lane to Church Lane Binderton West Dean Chichester	Internal layout adjustments to Ground, first and attic floors to form bedrooms.	No Objection	12-06-2015
SDNP/15/02360/FUL	Farbridge Preston Farm A286 Binderton Lane to Church Lane Binderton West Dean Chichester West Sussex	Removal of the temporary link structure and replace with a timber framed single storey building.	No Objection	12-06-2015

APPENDIX D

FINANCIAL REPORT 14 JULY 2015				
RECEIPTS: 14 MAY - 14 JULY 2015				
DATE	£	Ref No	PAYER	DESCRIPTION
15/06/2015	4.50	BACS	C>Wealth WG Comm	War Graves Cont.
01/07/2015	6,145.00		WSCC	Op W'Shed Grant (A286)
TOTAL	6,149.50			
PAYMENTS: 14 MAY - 14 JULY 2015				
DATE	£	CHEQU E NO	PAYEE	DESCRIPTION
14/07/2015	180.00	101212	RS Hall	Internal Audit Fee
14/07/2015	228.00	101213	Sussex Land Works	Rec Gd Grass Cutting - May
14/07/2015	23,375.02	101214	Landbuild	Op W'Shed Works B2141
14/07/2015	232.48	101215	G Burt	Clerk's Net salary - May
14/07/2015	58.20	101216	HMRC	Clerk's Tax + NIC - May
14/07/2015	10.00	101217	ChI Payroll Services	Payroll - May
14/07/2015	232.48	101218	G Burt	Clerk's Net salary - June
14/07/2015	58.20	101219	HMRC	Clerk's Tax + NIC - June
14/07/2015	10.00	101220	ChI Payroll Services	Payroll - June
14/07/2015	2.38	101221	G Burt	Postage
14/07/2015	6.88	101221	G Burt	Photocopying
14/07/2015	0.95	101221	G Burt	Stationery
14/07/2015	216.00	101221	G Burt	<i>Working from home allowance: 1 August 2014 – 31 July 2015 £18 per month x 12</i>
14/07/2015	13.64	101221	G Burt	Mileage
TOTAL	24,624.23			

APPENDIX E

BANK RECONCILIATION				
AS OF 29 JUNE 2015				
PRESENTED TO COUNCIL ON 15 JULY 2015				
RECEIPTS & PAYMENTS				
Balance brought forward as at 31/03/2015		£39,589.27		
Add Total Receipts		11,441.86		
Less Total Payments		(3,098.32)		
TOTAL		£47,932.81	◀	
BANK				
Barclays		35,756.92		
Santander		6,000.89		
Imprest		30.00		
Less unrepresented cheques				
Plus Uncleared Deposits		6,145.00		
TOTAL		£47,932.81	◀	

TALLY

APPENDIX F

2015-16 Budget		
Item	Budget	To date
Balance b/f	-17,518.04	-17,518.04
VAT Income	-4,805.79	
Precept	-10,342.00	-5171
Council Tax Support Grant	-241.36	-121.36
Cemetery Income	-200	-4.5
Rec. Ground Income	-150	
Interest Income	-10	
Insurance Claim	-	
Grants	-	-6145
Miscellaneous Income	-	
	-15,749.15	- 11,441.86
Clerk's Salary	3,800.00	581.36
Clerk's Home/Office	260	
Clerk's Travel and Expense	100	43.12
Computer	400	
Stationery	100	
Postage	50	27
Publicity	60	
Other Admin	0	35
Grants including Section 1	500	
Bank Charges	0	
Audit Fees	260	
Elections	700	
Insurance	450	
Room Hire	100	
Recreation Ground	1,500.00	270
Traffic Group	250	
Cemetery	2,000.00	520
Churchyard		400
Table Tombs	500	
Street Lights	500	494.03
Noticeboard	100	
Dog Bin	350	295.36
Salt Bins	0	
Subscriptions	200	111.92
Bus Shelter Refurb.	0	
Op. Watershed	1,000.00	
Fingerposts	0	
Neighbourhood Plan	1,000.00	
VAT Exp	3,000.00	320.53
	17,180.00	3,098.32
Balance c/f	-16,087.19	

WEST DEAN PARISH COUNCIL
INTERNAL AUDIT REPORT
FOR THE YEAR ENDED 31 MARCH 2015

INTRODUCTION

An internal audit of the Parish Council's financial records for the year 2014/2015 has recently been completed. The audit included all financial transactions for the period 1 April 2014 to 31 March 2015 inclusive.

The audit was undertaken in compliance with the requirements of the Accounts and Audit (England) Regulations 2011.

Regulation 6 of the Accounts and Audit Regulations states that the Parish Council shall maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control, and any officer or member of that body shall, if the body requires -

- (a) make available such documents of the body which relate to its accounting and other records as appear to that body to be necessary for the purpose of the audit; and
- (b) supply the body with such information and explanation as that body considers necessary for that purpose.

The objective of the internal audit is to determine whether the accounting arrangements, procedural controls, records, and documentary evidence are adequate to ensure the accurate and timely recording of financial transactions, so as to comply with all relevant legislation and best practice.

SCOPE

The audit included examination of the receipts and payments account for the year, review of bank statements and cheque book stubs, review of supplier invoices, petty cash payments and claims for reimbursement, review of receipts, review of agendas and minutes of meetings, review of budgets, review of fixed assets (the insurance policy was not available), review of payroll, and confirmation that bank reconciliations and reports are prepared regularly and reviewed at regular meetings of the Parish Council.

FINDINGS

- 1) Monies paid and received during the year have been accurately recorded, authorised and reconciled to the bank and cash balances
- 2) The accounting records, minutes, standing orders and other financial information were found to be in good order.
- 3) The accounting and other records were well maintained, accurate and correctly cross-referenced, except for the following:-
 - VAT was not claimed on two of the Clerk's expenses – total £1.36
- 4) Financial regulations and risk assessments were reviewed and updated.

- 5) The re-appointment of the internal auditor was not minuted
- 6) The effectiveness of internal controls should be reviewed, and a note that this has been done should be recorded in the minutes
- 7) Value to report for fixed assets on annual return should be £37,299 (last year's value plus addition of £2,800 for the finger posts)

SUMMARY AND OPINION

One of the functions of internal audit is to give assurance to members of the council that the financial systems are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any *material* respect that the regulatory requirements have not been complied with.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be satisfactory, and accurately record the Council's financial position.

Rachel Hall (ACA)
23 May 2015

APPENDIX H

NOTABLE CORRESPONDENCE SUMMARY SINCE 14 MAY 2015

Date	From	Subject	Forwarded to all Councillors unless otherwise stated
14/05/2015	Police	Junior Neighbourhood Watch Needs Your Vote!	
15/05/2015	WSCC	Boundary Review of West Sussex County Council	
18/05/2015	SDNPA	Swifts and stars on the South Downs Forum	
19/05/2015	SW	Spring 2015 newsletter - Sussex	
22/05/2015	CDC	Chichester in Partnership E bulletin - May 2015 edition	
22/05/2015	SDNPA	Rise to the challenge on the South Downs Forum	
22/05/2015	CDC	Inspector's Report	
02/06/2015	PN	Spring/Summer 2015 Stakeholder Newsletter	
02/06/2015	WSCC	County News: Chichester district May 2015	
02/06/2015	SDNPA	Get volunteering on the South Downs Forum	
02/06/2015	WSCC	West Sussex Better Connected Update June 2015	
02/06/2015	Police	Weekly Bulletin	
04/06/2015	SDNPA	SDNPA Planning Committee Agenda and Papers 11 June 2015	
04/06/2015	Police	Weekly Bulletin	
04/06/2015	CDC	Lavant Valley Partnership - Agenda - 25/06 Oving Village Hall	
07/06/2015	SDNPA	Accolade for South Downs farmer on the South Downs Forum	
09/06/015	WSCC	South Chichester County Local Committee - 16 June 2015 - agenda	
11/06/2015	Police	Weekly Bulletin	
15/06/2015	SDNPA	New guide to the Serpent Trail on the South Downs Forum	

15/06/2015	WSSC	Boundary Review of West Sussex County Council	
18/06/2015	Police	Weekly Bulletin	
24/06/2015	WSSC	Boundary Review of West Sussex County Council update	
24/06/2015	SDNPA	Winchester City Mill exhibition launching this weekend - South Downs Forum	
24/06/2015	Lavant PC	Lavant Parish Neighbourhood Plan Scoping Report	
01/07/2015	WSSC	County News: Chichester district June 2015	
01/07/2015	SSALC	SSALC Newsletter July 2015	
01/07/2015	WSSC	South Chichester County Local Committee - 16 June 2015 - minutes	
01/07/2015	CDC	Chichester in Partnership e- bulletin June 2015	
01/07/2015	Police	Weekly Bulletin	
01/07/2015	SDNPA	South Downs Food on the South Downs Forum	
01/07/2015	Police	Weekly Bulletin	
01/07/2015	CDC	CIP newsletter - Extra edition	
01/07/2015	SDNPA	SDNPA Planning Committee Agenda and Papers 9 July 2015	
03/07/2015	SDNPA	May Key Highlights	
03/07/2015	Clerk	URGENT SDNPA Parish Representatives Election	We were invited to vote for two candidates. As only Cllrs Mrs Cochrane responded, we voted for Sheena King and Karen Roberts
09/07/2015	WSSC	Boundary Review of West Sussex - Chichester update	
09/07/2015	Police	Weekly Bulletin	
09/07/2015	SDNPA	Barn owlets on the South Downs Forum	
11/07/2015	CDC	Information Update and Promotional Opportunities for Halls and Churches	
11/07/2015	SDNPA	New weekend bus services on the South Downs Forum	
14/07/2015	WSSC	WSSC Surface Water Management Plans Newsletter June 2015	