

WEST DEAN PARISH COUNCIL

HL O'Callaghan, Clerk to the Council
C/o Wykikamookow, School Lane, Fittleworth,
West Sussex, RH20 1JB

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Members of West Dean Parish Council are hereby summoned to the Full Council Meeting of West Dean Parish Council at 7.30pm on Wednesday 10th July 2019 in the Music Room at West Dean College.

The order of business to be transacted is:

1. Apologies for Absence

2. Code of Conduct

- (i) Declarations of Interests on items included on the agenda.
- (ii) Dispensations - to consider any requests for Dispensations.

3. Minutes – to agree and sign the minutes of the meeting held on 15th May 2019

4. Co-options – to consider the co-options of Ursula Cochrane and Helen Court

5. Update on matters carried forward from previous meeting:

- a) James Family burial plot
- b) Update on repair of bus shelter
- c) Councillors email addresses

6. Brief Report from County Councillor on matters affecting this Parish

7. Brief Report from District Councillor on matters affecting this Parish

8. Traffic Action Committee, including Community Speedwatch and SID

9. Highways and Flooding

- a) Update on Groundwater Activities

10. Planning Committee - to receive a verbal report from the Chairman, including consideration of any applications received since the last meeting

11. Finance

- a) To note and agree Clerks salary payment and any expenses – **Appendix A**
- b) To note receipts and approve payments – **Appendix B**
- c) To approve the regular Bank Reconciliation – **Appendix C**

12. Correspondence and Consultations – to note any items of interest

- a) Email received – Adoption of red phonebox
- b) Email sent by Cllr Corbett (17th June) regarding the placing of a padlock on the gate at the bottom of the cemetery
- c) Town and Parish Council news. Email sent 3/7/19
- d) Chichester Parking Management Plan – Consultation feedback. Email sent 19/6/19
- e) Notification of Pathwatch meeting (3rd September). Email forwarded 17/6/19

13. Any other matters not on agenda

14. Any other business for information only

15. Date of Next Meeting – 11th September 2019

Signed:



Clerk to the Council

10th July 2019

Appendix A

Clerk Salary and Expenses

Clerks Salary 1- 31st May 2019
Net Salary £398.88

Clerks Salary 1 – 30th June 2019
Net Salary £398.88

Paid by Cheque in arrears bi-monthly at meetings

Clerks Expenses Paid after the meeting by cheque

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
10/7/19	Mileage (15/5/19)	Mileage to PC meeting (May) 38 miles @ 45 pence per mile	17.10	0	17.10
10/7/19	Working from home allowance (May)	As per contract	18.00	0	18.00
10/7/19	Working from home allowance (June)	As per contract	18.00	0	18.00
Total			53.10	0	53.10

WEST DEAN PARISH COUNCIL				
FINANCIAL REPORT 3 JULY 2019				
RECEIPTS: 8 May - 3 July 2019				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
01/04/2019	Interest	Santander	Account Interest	3.13
12/04/2019	N00084	CDC	Precept Part 1	6000
02/05/2019	P.Rice	Reynolds	Burial and memorial fee	300.00
				6303.13
PAYMENTS: - 13 May - 10 July 2019				
DATE	CHEQUE	PAYEE	DESCRIPTION	AMOUNT
10/07/2019	101324	K Goacher	Grass Cutting Part 1 2019/2020	690
10/07/2019	101325	K Goacher	Replacement of cemetery gate post	222
10/07/2019	101326	Chi Payroll	May Payroll Invoice	10
10/07/2019	101326	Chi Payroll	June Payroll Invoice	10
10/07/2019	101327	HL O'Callaghan	May Salary	398.88
10/07/2019	101327	HL O'Callaghan	June Salary	398.88
10/07/2019	101328	HL O'Callaghan	Mileage	17.1
10/07/2019	101328	HL O'Callaghan	Working from home allowance (May & June)	36
10/07/2019	101329	WSSC	Street Lighting 2018/19	696.52
10/07/2019	101330	CDC	Cost of Uncontested Election	185
				2664.38

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
AS AT 10 JUNE 2019		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2019		£29,060.60
Add Total Receipts		6,003.13
Less Total Payments		(1,688.70)
TOTAL		£33,375.03
BANK		
Barclays as @3/7/19		27,240.12
Santander as @ 3/7/19		6,154.91
uncleared cheque 101438		-£20.00
TOTAL		£33,375.03