

# **WEST DEAN PARISH COUNCIL**

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

**Tel: 07584 269606 e-mail: [westdeanpc@yahoo.com](mailto:westdeanpc@yahoo.com)**

---

**Members of West Dean Parish Council are hereby summoned to the Full Council Meeting of West Dean Parish Council at 7.30pm on Wednesday 11<sup>th</sup> March 2020 in the Music Room at West Dean College.**

**The order of business to be transacted is:**

**1. Apologies for Absence**

Apologies received from Cllr Corbett

**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 8<sup>th</sup> January 2020

**4. Update on matters carried forward from previous meeting:**

- a) James Family burial plot
- b) Update on progress on retention of red phonebox as an asset of community value
- c) Ash Trees in cemetery

**5. Brief Report from County Councillor on matters affecting this Parish**

**6. Brief Report from District Councillor on matters affecting this Parish**

**7. Traffic Action Committee, including Community Speedwatch and SID**

**8. Highways and Flooding**

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

**10. 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**

**11. Correspondence and Consultations**

- a) Southern Water – Groundwater – email sent 28/2/20
- b) PROW Parish letter – email sent 21/2/20
- c) SDNPA Sustainable Construction Planning Document – email sent 11/2/20
- d) Chichester Parking Management Plan Consultation – email sent 11/2/20
- e) Highways, Planning & Transport Update Jan/Feb
- f) Town and Parish News Jan/Feb
- g) VE Day celebrations – email sent 29/1/20
- h) Email regarding litter

**12. Agenda for Parish Meeting**

**13. Councillor Training**

a) Cllr Goacher – Memorial Training (20<sup>th</sup> April 2020)

**14. Winter Maintenance**

**15. Any other matters not on agenda**

**16. Any other business** for information only

**17. Date of Next Meeting – 13<sup>th</sup> May 2020**

Signed:



Clerk to the Council

11<sup>th</sup> March 2020

**Appendix A**

**Clerk Salary and Expenses**

Clerks Salary 1 – 31<sup>st</sup> January 2020

**Net Salary £425.58**

Clerks Salary 1 – 29<sup>th</sup> February 2020

**Net Salary £425.58**

**Paid by Standing order on last working day of the month**

**Clerks Expenses 7 Jan - 10 March 2020**

<b>Date Paid</b>	<b>Detail</b>	<b>Reason</b>	<b>Cost ex VAT (£)</b>	<b>VAT (£)</b>	<b>Cost inc VAT (£)</b>
11/3/20	Mileage (9/1/19)	Mileage to PC meeting (Jan) 38 miles @ 45 pence per mile	17.10	0	17.10
11/3/20	Working from home allowance (Jan)	As per contract	18.00	0	18.00
11/3/20	Working from home allowance (Feb)	As per contract	18.00	0	18.00
<b>Total</b>			<b>53.10</b>	<b>0</b>	<b>53.10</b>

WEST DEAN PARISH COUNCIL				
FINANCIAL REPORT 11 MARCH 2020				
<b>RECEIPTS: 2 Jan - 4 March 2020</b>				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
<b>PAYMENTS: - 8 Jan - 11 March 2020</b>				
DATE	MENT MET	PAYEE	DESCRIPTION	AMOUNT
04/02/2020	online SO	HL O'Callaghan	Salary	425.58
07/02/2020	online	Castle Water	Cemetery Water Inv 129050	33.75
29/02/2020	online SO	HL O'Callaghan	Salary	425.58
11/03/2020	online	Chichester Payroll Se	Payroll - January	10
11/03/2020	online	Chichester Payroll Se	Payroll - February	10
02/03/2020	online	Microsoft	Office 365 Subs - February	11.28
11/03/2020	online	HL O'Callaghan	Mileage	17.1
11/03/2020	online	HL O'Callaghan	Working from home allowance (Jan & Feb)	36
				<b>969.29</b>

<b>WEST DEAN PARISH COUNCIL</b>		
<b>BANK RECONCILIATION</b>		
<b>03-Mar-20</b>		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 31/03/2019		£29,060.60
Add Total Receipts		12,431.02
Less Total Payments		(9,168.93)
<b>TOTAL</b>		<b>£32,322.69</b>
<b>BANK</b>		
Barclays as @ 29/01/20		26,139.89
Santander as @ 29/01/20		6,182.80
<b>TOTAL</b>		<b>£32,322.69</b>