

# 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 13<sup>th</sup> November 2019 in the Music Room at West Dean College.

The order of business to be transacted is:

**1. Apologies for Absence**

2. Apologies received from Cllr Corbett

**3. Code of Conduct**

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

**4. Minutes** – to agree and sign the minutes of the meeting held on 11<sup>th</sup> September 2019

**5. 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

**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**

**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 Review and agree 2020-2021 Budget (attached by email)
- b) To note and agree Clerks salary payment and any expenses – **Appendix A**
- c) To note receipts and approve payments – **Appendix B**
- d) To approve the regular Bank Reconciliation – **Appendix C**

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

- a) SDNP Affordable Housing consultation
- b) Town and Parish Council News – October
- c) SDNP Planning Committee Meeting (10<sup>th</sup> October)
- d) South Downs October Newsletter
- e) PCSO deployment
- f) Proposed budget savings for library services
- g) Rail travel for older people consultation
- h) South Downs Partnership Management Plan Review
- i) Pathwatch Meeting Minutes

- j) Memorial Bench
- k) General Election Resources

**13. Winter Maintenance**

- a) Salt Bins top up
- b) Winter Services Network Update

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

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

**16. Date of Next Meeting – 8<sup>th</sup> January 2020**

Signed:



Clerk to the Council

6<sup>th</sup> November 2019

**Appendix A**

**Clerk Salary and Expenses**

Clerks Salary 1- 30<sup>th</sup> September 2019

**Net Salary £398.88**

Clerks Salary 1 – 31<sup>st</sup> October 2019

**Net Salary £398.88**

**Paid by Cheque in arrears bi-monthly at meetings**

**Clerks Expenses Paid after the meeting by cheque**

<b>Date Paid</b>	<b>Detail</b>	<b>Reason</b>	<b>Cost ex VAT (£)</b>	<b>VAT (£)</b>	<b>Cost inc VAT (£)</b>
13/11/19	Mileage (11/9/19)	Mileage to PC meeting (Sept) 38 miles @ 45 pence per mile	17.10	0	17.10
13/11/19	Working from home allowance (July)	As per contract	18.00	0	18.00
13/11/19	Working from home allowance (August)	As per contract	18.00	0	18.00
13/11/19	Stationary	Stationary	34.98	0	34.98
13/11/19	Ink	Ink	22.97	0	22.97
<b>Total</b>			<b>111.05</b>	<b>0</b>	<b>111.05</b>

<b>WEST DEAN PARISH COUNCIL</b>				
<b>FINANCIAL REPORT 6 NOVEMBER 2019</b>				
<b>RECEIPTS: 12 Sept - 6 Nov 2019</b>				
<b>DATE</b>	<b>REF</b>	<b>PAYER</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
13/09/2019	N00084	CDC	Precept Part 2	6000
01/10/2019		Santander	Accrued Interest (Aug-Oct)	9.32
				<b>6009.32</b>
<b>PAYMENTS: - 12 Sept - 13 Nov 2019</b>				
<b>DATE</b>	<b>CHEQUE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
13/11/2019	101336	Came & Co	Insurance	515.54
13/11/2019	101337	Chi Payroll	Payroll September	10
13/11/2019	101338	HL O'Callaghan	Salary - September	398.88
13/11/2019	101339	Jeffs Computers	SSL certificate & Email set up	60
13/11/2019	101339	Jeffs Computers	Annual website fee	40
13/11/2019	101340	K Goacher	Grass Cutting Cemetery 2nd Invoice	690
13/11/2019	101337	Chi Payroll	Payroll October	10
13/11/2019	101338	HL O'Callaghan	Salary - October	398.88
13/11/2019	101341	HL O'Callaghan	Mileage	17.1
13/11/2019	101341	HL O'Callaghan	Working from home allowance (July & August)	36
13/11/2019	101341	HL O'Callaghan	Stationary Order	34.98
13/11/2019	101341	HL O'Callaghan	Ink Order	22.97
13/11/2019	101342	W Goacher	Grass Cutting Churchyard Part 2 2019/20	215
				<b>2449.35</b>

<b>WEST DEAN PARISH COUNCIL</b>		
<b>BANK RECONCILIATION</b>		
<b>6th November 2019</b>		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 31/03/2019		£29,060.60
Add Total Receipts		12,421.67
Less Total Payments		(5,479.44)
<b>TOTAL</b>		<b>£36,002.83</b>
<b>BANK</b>		
Barclays as @6/11/19		29,829.38
Santander as @6/11/19		6,173.45
<b>TOTAL</b>		<b>£36,002.83</b>