

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

Members of West Dean Parish Council are hereby summoned to the Full Council Meeting of West Dean Parish Council at 7.30pm on Wednesday 3rd January 2018 in the Music Room at West Dean College.

The order of business to be transacted is:

1. Apologies for Absence

Apologies received from Cllr Slade in advance

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 November 2017

4. Update on matters carried forward from previous meeting:

- a) James Family burial plot

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 – to receive any new information.

8. Highways and Flooding

To determine necessary actions for the following areas:

- a) Condition of parish roads including Hylters Lane to Chilgrove Park Road
- b) Lack of road marking at Stapleash crossroads
- c) Broken mirror on access to the Church
- d) Dangerous tree on the trundle

9. Winter Management

10. GDPR Preparation and Update

- a) Adoption of updated privacy policy – **attached in email**
- b) Adoption of updated freedom of information guidelines – **attached in email**
- c) Adoption of updated document retention guidelines – **attached in email**
- d) Adoption of updated data protection guidelines – **attached in email**
- e) Update on DPO position

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

a) Pre-Application

Development of site to create a new Scout hut and Campsite – A286 The Grinch to Town Lane former West Dean Recreational Ground

b) Application Approved
SDNP/17/05214/FUL – Ivy Cottage

c) Application Approved
SDNP/17/05106/CND - The Pickle Yard The Grinch West Dean

12. Finance

- a) To note receipts and approve payments – **Appendix 1**
- b) To approve the regular Bank Reconciliation – **Appendix 2**
- c) To resolve the precept 2018-2019 – **approved budget attached**

13. Correspondence – to note any items of interest

- a) Consultation: Draft Public Rights of Way Management Plan (circulated). Comments due 31/01/18
- b) Letter received 21/12/17 – Lease of Recreational Ground. To discuss the surrender of the lease of the Recreational Ground back to the EJ Foundation

14. Any other matters not on agenda

15. Any other business for information only

16. Date of Next Meeting – Annual Meeting of Electors, Wednesday 14th March 2018 at 7.00pm followed by the Parish Council Meeting

Signed:



Clerk to the Council

3rd January 2018

WEST DEAN PARISH COUNCIL				
FINANCIAL REPORT 3 JANUARY 2018				
RECEIPTS: 7 November 2017 - 2 January 2018				
DATE	£	REF	PAYER	DESCRIPTION
29/11/2017	1979.00	Deposit	HMRC	VAT reclaim
	1,979.00			
PAYMENTS: - 7 November 2017 - 2 January 2018				
DATE	£	CHEQUE	PAYEE	DESCRIPTION
03/01/2018	357.02		HL O'Callaghan	Clerks Salary - November
03/01/2018	357.02		HL O'Callaghan	Clerks Salary - December
03/01/2018	10		Chi Payroll Services	Payroll -November
03/01/2018	10		Chi Payroll Services	Payroll - December
03/01/2018	121.96		SSALC	SSALC Subscription
03/01/2018	17.1		HL O'Callaghan	Mileage
03/01/2018	36		HL O'Callaghan	Working from home allowance x2
03/01/2018	47.08		HL O'Callaghan	Website updating - Compliance
03/01/2018	660		K Goacher	Cemetery Grass and upkeep
03/01/2018	100		Pestforce - Lance Andrew	Moles in Churchyard
03/01/2018	199		K Goacher	Replacement Bench
	1915.18			

WEST DEAN PARISH COUNCIL

BANK RECONCILIATION

AS AT 5th DECEMBER 2017

PRESENTED TO COUNCIL ON 3rd JANUARY 2018

RECEIPTS & PAYMENTS

Balance brought forward as at 31/03/2017		£22,039.70
Add Total Receipts		15,078.90
Less Total Payments		(8,565.65)
TOTAL		£28,552.95

BANK		
Barclays as @ 05/12/2017		22,552.06
Santander		6,000.89
Less unpresented cheques		
		0.00
Plus Uncleared Deposits		0
TOTAL		£28,552.95