

WEST DEAN PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON WEDNESDAY 11 MAY 2016 AT 7.30PM AT WEST DEAN COLLEGE

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

In attendance: G Burt, Clerk to the Council
County Cllr Hunt
District Cllr Potter
Miss C Williams, EJJ/Savills
2 Members of the Public

1. **Election of Chairman**

On the proposal of Cllr Corbett, seconded by Cllr Mrs Slade, RESOLVED that Cllr Odin be elected Chairman of the Council for the forthcoming year. Cllr Odin then signed the Declaration of Office.

2. **Election of Vice Chairman**

On the proposal of Cllr Kendall, seconded by Cllr Corbett, RESOLVED that Cllr Mrs Slade be elected Vice Chairman of the Council for the forthcoming year. Cllr Mrs Slade then signed the Declaration of Office.

3. **Apologies for Absence**

Apologies for absence were received from Cllrs Pearmaine and Mrs Cochrane. (Subsequent apologies received from Cllr Rice.)

4. **Code of Conduct**

- (i) Declarations of Interests – Cllr Goacher declared an interest as a potential contractor to undertake hedge-trimming in the Cemetery.
- (ii) Dispensation Requests – None.

5. **Minutes**

On a proposal by Cllr Goacher seconded by Cllr Kendall it was unanimously RESOLVED that the minutes of the meeting on 9 March 2016 be approved. They were duly signed as a correct record.

6. **Matters Arising not already on the Agenda**

5. It was reported that the application to iGas for funding for new noticeboards had been unsuccessful.

8. Detailed plans and engineering studies for a new exit from the Centurion Way into the village, following the site meeting, were still awaited.

7. **County Councillors Report**

7.1 Cllr Hunt reported that approval had been given for works totalling £125,000 on the Chilgrove Road, near Binderton Park Road in 2017-18. Chilgrove High Street to Hogs Common was due to be patched.

7.2 He drew attention to the campaign to try to save the Law Courts in Chichester.

7.3 There was a new process whereby communities could to instigate Traffic Road Orders

(TROs) although only 2-3 in each CLC area would be approved in any one year.

- 7.4 WSCC was shortly to launch a consultation into the operation of the HWRCs.
- 7.5 Operation Watershed work had yet to commence on the A286.
- 7.6 Whilst a water main was upgraded, there would be speed restrictions in Singleton and East Dean.

8 District Councillors Report

- 8.1 Cllr Potter reported on the new contract commencing on the 1st May for the management of the district's three leisure centres. The move would lead to much greater than originally anticipated savings, currently forecast to be £1.4 million.
- 8.2 Katy Bourne had been re-elected as the PCC.
- 8.3 CDC's All Parishes Meeting was planned for the 19th May.
- 8.4 There was no progress to report on the A27 improvements.
- 8.5 Permission for several large scale housing developments had recently been given although one application for 400 units at Hambrook had recently been turned down on appeal.
- 8.6 At present, only 45 units were required to built each year in the SDNP.
- 8.7 The Post Office at the Weald & Downland Museum was due to reopen under a Locum arrangement.

9 Election of Committees

On the proposal of Cllr Kendall, seconded by Cllr Goacher, RESOLVED as set out below:

Cemetery: Cllrs Mrs Slade and Goacher

Traffic Action: All Councillors

Planning: All Councillors (Chair: Cllr Corbett)

10. Appointment of Representatives to Outside Bodies

RESOLVED as set out below:

Emergency Planning: Cllr Odin

Lavant Valley Forum: Cllr Kendall

South Chichester County Committee: Cllr Corbett

SDNPA: Cllr Odin

Tree Warden: Cllr Odin

WSALC: Cllrs Goacher and Pearmaine

CDALC: Cllr Goacher

All Parishes Meeting (@CDC): Cllr Goacher

11. Standing Orders and Financial Regulations

RESOLVED that the above be re-adopted.

12. Highways and Flooding

- 12.1** Despite being reported by the Clerk and WSCC painting a white line around it, the pothole outside the Cemetery Lych Gate remained. Cty Cllr Hunt would pursue
- 12.2** The use of tankers by Southern Water to transport waste, had severely damaged the road near Manor Farm, leaving brick and iron work protruding significantly above the carriageway. Miss C Williams, of EJF/Savills would pursue SW to make good.

13. Traffic Action Committee

Nothing new to report, although Cllr Corbett reported on new hand-held speed monitoring devices. Boxgrove was reported to be successfully using devices which were portable and unmanned.

14. Planning Committee

- 14.1** The Committee Chairman reported on recent applications. RESOLVED to approve those comments made on applications, as set out in Appendix A
- 14.2** The applications relating to Foresters Cottage were yet to be determined by CDC. Members commented on works at a Binderton property which did not appear to have any permission.

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

The Clerk reported that only one quote had to date been received to undertake various hedge and vegetation cutting, despite the deadline been extended.

16. Finance

16.1 Payments 10 March – 11 May 2016

On a proposal by Cllr Mrs Slade, seconded by Cllr Corbett the above payments, previously circulated, were unanimously APPROVED and any receipts noted. These are attached to and form part of these minutes. Appendix B.

16.2 Accounts 2016-17

On a proposal by Cllr Kendall, seconded by Cllr Goacher the accounts for 2015-16, previously circulated, were unanimously APPROVED - Appendix C.

16.3 Bank Reconciliation

The Bank Reconciliation to the 31 March 2016 was approved – Appendix D. In line with good practice, Cllr Odin inspected Barclays Bank statement Sheet 402 and initialled the corresponding balance.

16.4 Annual Return Section 1

On a proposal by Cllr Corbett, seconded by Cllr Goacher RESOLVED that Section 1 (Annual Governance Statement) of the 2015/16 Annual Return be approved. Appendix E

16.5 Annual Return Section 2

On a proposal by Cllr Kendall, seconded by Cllr Corbett RESOLVED that Section 2 (Accounting Statements) of the 2015/16 Annual Return be approved. Appendix F

16.6 Additional Bank Signatories

The Clerk advised that the forms requiring to be filed in by Members could either be

returned to him, or left at the bank when they went into the branch with their I.D.

17 Grant Application

RESOLVED to decline a grant application from *Outset Youth Action*.

18. Village Event / HM The Queen's Birthday

The Chairman advised that no suitable location had been identified to plant a commemorative tree. Cllr Mrs Slade kindly offered to coordinate a picnic/music type event, possibly in conjunction with the Dean Cider & Ale House

19. Annual Meeting of Electors 2016

The draft minutes of the 2016 meeting had been circulated. There were no matters arising that were not already being considered by the Council.

20. Chairman's Report / Councillors' Questions and Reports

None

21. Correspondence

The Clerk had previously tabled a summary of notable to 11 May 2016– NOTED, attached to the minutes – Appendix G.

21.1 Cllrs Corbett and Mrs Permaine confirmed that they would attend the *Police Update Roadshow* being held at the College on 16th June.

22. Date of Next Meeting

The next meeting would be held on **Wednesday 13 July 2016 at 7.30pm in The Music Room at West Dean College**. *Advance apologies from Cllr Kendall*.

The meeting finished at 8.32pm.

Signed:

Chairman of the Council

Date

Applicati on No	Name & Address	Proposal	Parish Council's Comment
SDNP/16 /01845/T CA	98 Church Lane West Dean Chichester West Sussex PO18 0QY	Notification of intention to fell 1no. Norway Maple tree.	No Objection
SDNP/16 /00650/F UL	West Dean College A286 Vicarage Lane to The Grinch West Dean Chichester West Sussex PO18 0QZ	Construction of external paved area adjacent to existing Visitor Centre.	No Objection
SDNP/16 /00519/LI S	Foresters Cottage A286 Vicarage Lane To The Grinch West Dean West Sussex PO18 ORD	Change of use and internal alterations to cottage into serviced student accommodation, including localised repairs, 2 no. conservation rooflights, 6 new ensuite, landscaping, parking including 1 no disabled bay, bikes and bin hardstanding.	The PC have received no adverse comments on this proposal. There is a reservation that the proposed roof-light to the east side of the roof will be visible from the roadside, and could be seen as a detriment to the much valued streetscape of the village. That on the west side is well masked by vegetation. Please give consideration as to whether two roof-lights in the one bedroom are really necessary. Otherwise we have no objections to this going forward. The Chairman of the Parish Council has declared an interest as he used to occupy the dwelling, and makes no comment.
SDNP/16 /00518/F UL	Foresters Cottage A286 Vicarage Lane To The Grinch West Dean West Sussex PO18 ORD	Change of use and internal alterations to cottage into serviced student accommodation, including localised repairs, 2 no. conservation rooflights, 6 new ensuite, landscaping, parking including 1 no disabled bay, bikes and bin hardstanding	The PC have received no adverse comments on this proposal. There is a reservation that the proposed roof-light to the east side of the roof will be visible from the roadside, and could be seen as a detriment to the much valued streetscape of the village. That on the west side is well masked by vegetation. Please give consideration as to whether two roof-lights in the one bedroom are really necessary. Otherwise we have no objections to this going forward. The Chairman of the Parish Council has declared an interest as he used to occupy the dwelling, and makes no comment.
SDNP/15 /06305/LI S	Binderton House Binderton Lane Binderton West Dean PO18 0JS	Installation of oil-fired heating boiler in small shed to rear of property.	West Dean Parish Council have received no adverse comments on this application and have no objection to it going forward. We agree with the applicant that the description of a "shed" is incorrect as the proposal is for a small garden store or cabinet which seems quite innocuous and is free-standing.
SDNP/15 /05911/A DV	Land at Centurion Way Chichester West Sussex	An interpretation panel (sited in two locations) for path users containing information mapping about the Centurion Way path and connectivity to RoW network, plus a brief history of the location and former railway line. A1 Panel mounted on wooden pedestal.	

FINANCIAL REPORT 11 MAY 2016				
PAYMENTS: 10 MARCH - 11 MAY 2016				
DATE	£	CHEQUE	PAYEE	DESCRIPTION
11/05/2016	240.17	101249	G Burt	Clerk's Net salary - Mar
11/05/2016	240.17	101249	G Burt	Clerk's Net salary - Apr
11/05/2016	60.00	101250	HMRC	Clerk's Tax - Mar
11/05/2016	60.00	101250	HMRC	Clerk's Tax - Apr
11/05/2016	10.00	101251	ChI Payroll Services	Payroll - Mar
11/05/2016	10.00	101251	ChI Payroll Services	Payroll - Apr
11/05/2016	360.05	101252	Chichester DC	Bin Emptying
11/05/2016	21.6	101253	SSALC	Good Cllr Guides
11/05/2016	119.58	101254	WSALC	WSALC & NALC Subs
11/05/2016	16.4	101255	G Burt	Copying
11/05/2016	2	101255	G Burt	Paper
11/05/2016	4.05	101255	G Burt	Postage
11/05/2016	27.34	101255	G Burt	SLCC M'ship
11/05/2016	34.56	101255	G Burt	Mileage
11/05/2016	11.35	101255	G Burt	Travel to Clerk's Conf.
	1,217.27			

WEST DEAN PARISH COUNCIL			
2015-16			
Item	Original Budget	Revised Budget	Actual
Balance b/f	39,589.27	39,589.27	39,589.27
VAT Income	4,805.79	5,732.68	5,732.68
Precept	10,342.00	10,342.00	10,342.00
Council Tax Support Grant	241.36	241.36	241.36
Cemetery Income	200	4.5	4.5
Rec. Ground Income	150	120	120
Interest Income	10		
Grants		6,145.00	6,145.00
	15,749.15	22,585.54	22,585.54
Clerk's Salary	3,800.00	3,800.00	3,637.24
Clerk's Home/Office	260	216	216
Clerk's Travel and Expenses	100	150	114.56
Computer	400	400	
Stationery	100	100	46.05
Postage	50	50	27.74
Publicity	60	60	
Other Admin	0	373.33	459.58
Grants including S137	500	500	
Bank Charges	0	0	
Audit Fees	260	350	350
Elections	700	160.5	160.5
Insurance	450	416.22	416.22
Room Hire	100	83.33	83.33
Recreation Ground	1,500.00	1,500.00	1,180.00
Traffic Group	250		
Cemetery	2,000.00	2,000.00	1,114.13
Churchyard		800.00	800.00
Table Tombs	500		
Street Lights	500	494.03	494.03
Noticeboard	100		
Dog Bin	350	295.36	295.36
Salt Bins	0		
Subscriptions	200	200	111.92
Bus Shelter Refurb.	0		
Op. Watershed	1,000.00	19,479.18	19,479.18
Fingerposts	0		
Neighbourhood Plan	1,000.00	0.00	
VAT Exp	3,000.00	5,000.00	4,647.51
	17,180.00	36,427.95	33,633.35
Balance c/f	38,158.42	25,746.86	28,541.46

BANK RECONCILIATION				
AS OF 31 MARCH 2016				
PRESENTED TO COUNCIL ON 11 MAY 2016				
RECEIPTS & PAYMENTS				
Balance brought forward as at 31/03/2015		£39,589.27		
Add Total Receipts		22,585.54		
Less Total Payments		(33,633.35)		
TOTAL		£28,541.46	◀	
BANK				
Barclays		22,510.57		
Santander		6,000.89		
Imprest		30.00		
Less unpresented cheques		0.00		
Plus Uncleared Deposits		0.00		
TOTAL		£28,541.46	◀	

TALLY

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

WEST DEAN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		Yes* means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	<input checked="" type="checkbox"/>		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> NA has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

WEST DEAN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	17,528	39,589	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	10,342	10,342	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	23,924	366	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	3,254	3,637	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	8,952	29,996	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	39,589	28,541	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	39,589	28,541	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	37,299	TBC	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		Yes No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Gregory Burt

Date

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

WEST DEAN PARISH COUNCIL			
NOTABLE CORRESPONDENCE SUMMARY TO 11 MAY 2016			
Date	From	Subject	Forwarded to all Councillors unless otherwise stated
03/03/2016	CDC	Leaders feel let down at Highways England A27 delay	
05/03/2016	SW	Southern Water Update - Lavant Valley	
05/03/2016	SDNPA	Invasive Species Week on the South Downs Forum	
09/05/2016	SW	Southern Water Update - Lavant Valley	
09/05/2016	CDC	Council getting ready to play its part in supporting Syrian refugees	
09/05/2016	CDC	Take the plunge and enter the Natures Way Foods Chichester Triathlon Series	
09/05/2016	Police	Weekly bulletin	
11/03/2016	SSALC	Minster parish council supports petition	
11/03/2016	WSCC	Member notification - S278/38 road agreement at Biomass Energy Centre, A286, West Dean, Chichester	
11/03/2016	Lavant Parish Council	Neighbourhood Plan Pre-submission draft plan	
14/03/2016	SDNPA	National Park urges dog owners to Take the Lead on this week's South Downs Forum	
18/03/2016	SDNPA	Community Led Development Event - 23rd of March 2016	
18/03/2016	WSCC	South Chichester County Local Committee - 22 March 2016 - agenda	
18/03/2016	Police	Weekly bulletin	
21/03/2016	SDNPA	Have an adventure by train on the South Downs Forum	
23/03/2016	SDNPA	SDNPA Parish Workshops Central Area (West Sussex) 18 May 2016 (evening event) arrival 18:30, meeting start at 19:00, finish 21:30 latest. Venue: Capron House, Midhurst	ANYONE INTERESTED?
23/03/2016	Police	Weekly bulletin	
23/03/2016	Clerk	New Address	
25/03/2016	SW	Spring Newsletter 2016 - Sussex	
25/03/2016	SDNPA	Celebrate spring on the South Downs Forum	
25/03/2016	WSCC	Western Sussex Hospitals NHS Trust	
09/04/2016	UKPN	UK Power Networks: Priority Service Register & energy efficiency advice leaflet	
09/04/2016	SDNPA	New research findings on the South Downs Forum	
09/04/2016	SDNPA	Agenda and Papers for 14 April Planning Committee Meeting	
09/04/2016	CDALC	CDALC MEETING 11 APRIL 2016 7PM SINGLETON VILLAGE HALL	Cllr Goacher
09/04/2016	Police	Weekly bulletin	
09/04/2016	Came & Co	Council Matters Spring 2016 - Came & Company Parish Council Insurance Brokers	
09/04/2016	SSALC	Police Update Roadshows - your invitation - HERE 16TH	

		JUNE!	
09/04/2016	SSALC	SSALC Upcoming Training Events	
09/04/2016	WSCC	County News: Chichester district March 2016	
09/04/2016	SSALC	Meeting with the Sussex Chief Constable	
09/04/2016	WSCC	Operation Watershed - Active Communities Fund 2016	
09/04/2016	CDC	Consultation on revised draft licensing policies	
09/04/2016	SSALC	PCC Hustings Events - April 2016	
09/04/2016	SDNPA	Walking guides on your mobile phone on the South Downs Forum	
13/04/2016	WSCC	Stagecoach Bus Service Changes, May 2016	
13/04/2016	CDC	All Parishes Meeting 19 May 2016	Cllr Goacher
13/04/2016	WSCC	South Chichester County Local Committee - 22 March 2016 - minutes	
15/04/2016	HE	A27 Newsletter for April 2016	
15/04/2016	WSCC	draft West Sussex Joint Minerals Local Plan Consultation	
20/04/2016	SSALC	Police Update Roadshows - your invitation - REMINDER	
20/04/2016	SDNPA	A new Miles without Stiles guide on the South Downs Forum	
25/04/2016	LPC	Lavant Neighbourhood Plan Draft Presubmission Document - closing date approaching	
25/04/2016	SDNPA	SDNP celebrates Queen's Birthday on the South Downs Forum	
03/05/2016	S Sharp	Saving Our Law Courts	
03/05/2016	CDALC	Chichester District Association of Local Councils	Cllr Goacher
03/05/2016	WSCC	South Chichester County Local Committee - draft minutes and June meeting details	
03/05/2016	SDNPA	Pondemonium and postcards on the South Downs Forum	
03/05/2016	WSCC	County News: Chichester district April 2016	
09/05/2016	WSCC	Consultation on proposed changes to West Sussex Household Waste Recycling Sites (HWRSSs)	
09/05/2016	SSALC	SSALC May Newsletter	
09/05/2016	SDNPA	Agenda and Papers for 12 May Planning Committee Meeting	
09/05/2016	SDNPA	Explore our precious heathland on the South Downs Forum	
11/05/2016	WSCC	PROW parish letter 2015	
11/05/2016	SSALC	Briefing and Awareness Training for the Parishes in the North of Chichester	
11/05/2016	WSCC	Operation Watershed - 2016/17	