

# WEST DEAN PARISH COUNCIL

## MINUTES OF THE PARISH MEETING

WEDNESDAY 7<sup>th</sup> NOVEMBER 2018 AT 7.30pm WEST DEAN COLLEGE

	ACTION
<p><b>In attendance:</b> Cllrs Cochrane, Corbett, De Groot, Graham, Goacher, Kendall, Odin, Hannah-Louise O’Callaghan (Clerk), County Cllr Hunt, District Cllr Potter, C. McKillop (Savills)</p>	
<p><b>Agenda Item 1: Apologies for Absence</b></p>	
<p><b>Agenda Item 2: Code of Conduct</b></p> <ul style="list-style-type: none"><li>i. <u>Declarations of Interests</u> – Cllr Goacher expressed an interest in Item 12b and recused himself at this point. Cllr Graham expressed an interest in planning application SDNPA/18/03977/HOUS and recused himself at this point.</li><li>ii. <u>Dispensation Requests</u> – None</li></ul>	
<p><b>Agenda Item 3: Minutes</b></p> <p>On a proposal by Cllr Goacher and seconded by Cllr Corbett it was <b>RESOLVED</b> that the minutes of the meeting on 12<sup>th</sup> September 2018 be approved. They were duly signed by the Chairman as a correct record.</p>	
<p><b>Agenda Item 4: Update on matters carried forward from previous meeting:</b></p> <ul style="list-style-type: none"><li>a) James Family Burial Plot Cllr Odin provided Clerk with additional cemetery plans but advised that the search was ongoing. Cllr Hunt provided details of the contact at the records office for follow up as necessary.</li><li>b) Operation Watershed Active Communities Fund No update.</li><li>c) Armistice Celebrations Cllr Goacher advised Council that the PCC thanked the Parish Council for their offer of financial support for the restorative works to the memorial at Singleton but the PCC has received a grant for the works therefore financial aid was not necessary at this time. Cllr Goacher confirmed that he will be attending the commemoration celebrations at Singleton on behalf of the Parish Council.</li><li>d) Risk Assessment Update and suggestions Cllr Graham will review the document and provide Council with an update at the next meeting.</li></ul>	Cllr Odin
<p><b>Agenda Item 5: County Councillor Report</b></p> <p>County Cllr Hunt reported that he did not have much to report affecting West Dean specifically however highlighted the closing of the Renford day care centre and advised that care would now be split between Chestnut House and Judith Adams centre. This is due to take place in 2019. County Cllr Hunt advised Council to take a look at the Shale Gas email sent out recently, clerk confirmed that this had not been sent to West Dean however she does have a copy and will forward to Council.</p>	

Finally County Cllr Hunt reminded Council about the armistice commemoration at 7pm on the Trundle with the beacon lighting on 11 November.

#### **Agenda Item 6: District Councillor Report**

District Cllr Potter reported the following:

I have nothing to report that directly affects this Parish but a few items of general interest. At a recent Overview and Scrutiny Committee, a Report was received of the performance of the Westgate Leisure Centre, and including the Grange Midhurst and the Bourne Leisure Centre, Westbourne. The management of these Leisure Centres were transferred to Sports and Leisure Management, Everyone Active. It was a very good report, probably better than expected as the arrangement is in its infancy. The Well-being Clinics have been very well promoted and received with high numbers of attendances, particularly, the elderly folk in the Districts. Activities surrounding swimming have shown an increase and overall memberships have increased. Also, Customer satisfaction has improved on last year, now at 92%. Overall attendances have arisen by 43% since the transfer of the management. The management team we're commended for the report.

There are some doubts about the possibility of an ice rink within Priory Park for the Christmas period. An application for this was debated at a Planning Committee Meeting and it was decided that the final decision be taken by CDC Officers after diligent consultation with stakeholders. This year celebrates the 100th anniversary since the historic Park was gifted to the City Council. Responsibility for Priory Park is now vested with CDC.

The new Animal Welfare Licencing Regime will be adopted with Appropriate Licence fees agreed at a Special Licencing Committee this morning. This new legislation will apply to breeders, including "hobby breeders, and will address the conditions at Licenced breeders premises. Interestingly it doesn't include Livery Yards which cater for full liveries as opposed to do it yourself stabling.

Finally, the review of the District Councils Local Plan is reaching a conclusion, it will be received by the Cabinet on 14th November and will receive full acceptance at a Full Council Meeting the following week on the 20th. After that it will be subject to a full Public Consultation, any adjustments made and then presented to the Government Inspector for Approval. It's been a long process but this will take the future planning for the District, outside the National Park Area, up to 2035

And that concludes my report

#### **Agenda Item 7: Traffic Action Committee, including Community Speedwatch and SID**

- a) Consideration of adaptation of SID and costs involved
- b) Speedwatch group at school

Cllr Corbett reported to the Council on an email received from Boxgrove regarding the SID and discussions followed regarding the use of the SID by West Dean. District Cllr Potter confirmed that the discussions had moved on from the original email and he would be making brackets to be used for fixing the SID securely for un-manned use. After much discussion Council **RESOLVED** that the Parish Council would like to be involved in the project moving forward. Cllrs Corbett and Graham to set up a meeting with Peter Gillespie to move this forward. Cllr Cochrane asked whether Chilgrove could also be included in any traffic monitoring measures.

**Cllrs  
Corbett  
&  
Graham**

#### **Agenda Item 8: Highways and Flooding**

Cllr Graham reported that the EJ Foundation would be undertaking work on the road signs for the College. Cllr Graham reported that there is an opportunity for the Parish Council to replace the existing speed signs in the village with more prominent signs carrying the West Dean wording at a cost of £531.19 (inc VAT) per pair of signs. Cllr Graham asked Council to consider whether they

would like to do this. After discussion, and on a **proposal by** Cllr Corbett and **seconded by** Cllr de Groot, Council voted **UNANIMOUSLY** to purchase 2 pairs of new speed signs for the village at a cost of £1026.38. This cost would be partially covered by the unspent funds budgeted for the noticeboard and the exiting funds allocated for traffic calming. Clerk to adjust the budget accordingly to present at the next meeting.

Cllr Odin reported that flooding was once again an issue that he would like noted.

#### **Agenda Item 9: Winter Management**

Council was informed that the Winter Resilience plans have been submitted to CDC. Clerk reported that any gritting taken by volunteers from EJ Foundation will once again be covered as necessary under the PC insurance policy. Cllr Graham confirmed on behalf of the EJ Foundation that the Foundation would supply volunteers as necessary as in previous years.

#### **Agenda Item 10: GDPR update**

Clerk reported that the fee of £35 as agreed by Council in the September meeting has been collected by direct debit for the registration of West Dean Parish Council on the ICO website.

#### **Agenda Item 11: Planning Update**

Cllr Corbett reported that Council had not raised any objections to any planning applications. Council received an update regarding ongoing works at the Pool House, Binderton Lane from Cllrs Corbett and de Groot. After much discussion around historic applications (2011) and subsequent works it was agreed that in light of local concern the Parish Council would keep an eye on developments however at this stage there is no obvious breach of planning and no need for further action.

#### **Agenda Item 12: FINANCE**

##### **a) Review of 208-19 budget previously circulated to Council**

Clerk reported that Council is on track financially. In line with earlier discussions Clerk will present the new budget accounting for road sign costs to Council in January. Clerk informed Council that the tax rebate of £967.53 for 2017 – 18 had been received.

##### **b) Approval of Accounts, Income and Expenditure Reports**

##### **c) Bank Reconciliation**

A copy of the Accounts including monthly Payments for November 2018 (Appendix C) was circulated and bank statements, bank reconciliation (Appendix B) as at 5<sup>th</sup> November 2018 was available at the meeting for monitoring and reconciliation purposes.

Agenda Items 12b & c were accepted and approved by Councillors. Cllr Corbett **PROPOSED** the motion which was **SECONDED** by Cllr Cochrane

In line with good practice, Cllr Odin inspected the Barclays Bank Statements and initialled the corresponding balance.

#### **Agenda Item 13: Correspondence**

Clerk advised Council that several items of correspondence have been received:

- a) Email: Gravestone tidy up – Cllr Goacher carrying out works
- b) Email: Mileu Consulting re drainage at Singleton Railway station. Cllr Graham reported that this was not a PC matter and is works being carried out by the Foundation.
- c) Southern Water Update (email sent 5/10/18)

- d) Notes from Pathwatch Meeting. District Cllr Potter reported that a representative from Boxgrove had attended and advice currently being given is that crimes/concerns should be reported via email and not 101
- e) Bus User Survey (email sent 11/10/18)
- f) UK Power Networks Roadshow (email sent 11/10/18)
- g) Council Tax Referendum report (email sent 29/10/18)
- h) Westhampnett WW1 commemorations (email sent 31/10/18)
- i) SDNPA email – call for projects (email sent 31/10/18)

**Agenda Item 14: Matters arising not dealt with elsewhere on the agenda**

Cllr Cochrane asked for assistance in getting in touch with Savills regarding a matter at Chilgrove. Cameron McKillop advised that he would be happy to assist.

**Agenda Item 15: Any other matters for information only**

- a) Resignation of Cllr Rice

Clerk informed Council that she had received the resignation of Cllr Rice and in accordance with the guidelines has issued a Casual Vacancy Notice which is to be displayed on the website and noticeboards. A copy has been sent to CDC.

- b) Election dates 2019

Clerk informed Council that due to elections taking place in 2019 the Annual Meeting of the Council is not able to take place on 8<sup>th</sup> May as planned. Clerk advised Council that the Annual General Meeting of the Council will now take place on Wednesday 15<sup>th</sup> May 2019.

- c) Information required from Barclays.

Clerk informed Council that Barclays Bank had been in touch to request further information which Clerk will provide accordingly

**Agenda Item 16: DATE OF THE NEXT MEETING**

The next meeting Parish meeting will be held at 7.30pm on 9<sup>th</sup> January 2019

**Meeting finished at 8.54 pm**

**Appendices and Attachments**

WEST DEAN PARISH COUNCIL			
	Budget 2018-19	Actual to date	Forecast to 31/3/19
	£		
<b>Balance b/f at 1 April</b>	£25,803.55	£25,803.55	£25,803.55
<b>Receipts</b>			
Precept	£12,000.00	£12,000.00	£12,000.00
Council Tax Support Grant	£0.00	£0.00	£0.00
Cemetery Income	£0.00	£0.00	£0.00
Bank interest	£0.00	£0.00	£0.00
CDC Grant	£0.00	£0.00	£0.00
Grants - transparency	£0.00	£0.00	£0.00
Miscellaneous Income	£0.00	£0.00	£0.00
Vat recovered	£900.00	£967.53	£967.53
<b>Total receipts for period</b>	<b>£12,900.00</b>	<b>£12,967.53</b>	<b>£12,967.53</b>
<b>Total receipts</b>	<b>£38,703.55</b>	<b>£38,771.08</b>	<b>£38,771.08</b>
<b>Payments</b>			
<u>General Administration</u>			
Other Admin (Payroll, Overtime)	£200.00	£80.00	£200.00
Computer costs/Website Hosting	£200.00	£40.00	£200.00
Postage	£5.00	£0.00	£5.00
Stationery costs	£50.00	£6.38	£50.00
Clerk expenses	£200.00	£90.00	£200.00
Clerk Overtime/Training Hours	£150.00	£0.00	£150.00
Home office	£216.00	£144.00	£216.00
Employment Costs (Gross)	£4,057.80	£2,907.12	£4,057.80
Insurance	£450.00	£521.19	£521.19
Audit fee	£200.00	£100.00	£100.00
Training (Clerk/Councillors)	£100.00	£0.00	£100.00
Publicity	£50.00	£0.00	£50.00
Recreation Ground	£0.00	£0.00	£0.00
Traffic Group	£250.00	£0.00	£0.00
Cemetery	£2,500.00	£1,146.68	£2,500.00
Churchyard	£550.00	£430.00	£550.00
Table Tombs	£0.00	£0.00	£0.00
Street Lights	£550.00	£558.19	£558.19
Bin Emptying	£310.00	£311.48	£311.48
Salt Bins	£100.00	£0.00	£100.00
Subscriptions	£160.00	£126.99	£160.00
Room Hire	£100.00	£0.00	£0.00
Notice board	£500.00	£0.00	£500.00
Neighbourhood Plan	£0.00	£0.00	£0.00
Events	£0.00	£0.00	£0.00
S.137 & S.142 payments	£400.00	£0.00	£400.00
Election	£200.00	£0.00	£200.00
<b>Precept payments</b>	<b>£11,498.80</b>	<b>£6,462.03</b>	<b>£11,129.66</b>
NHB grant	£0.00	£0.00	£0.00
Transparency Grant	£347.68	£141.24	£347.68
Operation Watershed	£0.00	£0.00	£0.00
VAT paid	£1,200.00	£417.94	£1,200.00
<b>Total payments</b>	<b>£13,046.48</b>	<b>£7,021.21</b>	<b>£12,677.34</b>
<b>Surplus/deficit</b>	<b>-£146.48</b>	<b>£4,978.79</b>	<b>£290.19</b>
<b>(Receipts less payments for period)</b>			
<b>Balance carried forward</b>	<b>£25,657.07</b>	<b>£31,749.87</b>	<b>£26,093.74</b>
Transparency grant of 347.68 carried over from previous year unspent funds			

<b>WEST DEAN PARISH COUNCIL</b>		
<b>BANK RECONCILIATION</b>		
<b>AS AT 5 OCTOBER 2018</b>		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 31/03/2018		£25,803.55
Add Total Receipts		12,967.53
Less Total Payments		(4,779.64)
<b>TOTAL</b>		<b>£33,991.44</b>
<b>BANK</b>		
Barclays as @ 5/10/18		27,990.55
Santander		6,000.89
<b>Less unpresented cheques</b>		
		0.00
<b>Plus Uncleared Deposits</b>		0
<b>TOTAL</b>		<b>£33,991.44</b>

<b>WEST DEAN PARISH COUNCIL</b>				
<b>FINANCIAL REPORT 7 NOVEMBER 2018</b>				
<b>RECEIPTS: 5 September - 7 November 2018</b>				
<b>DATE</b>	<b>REF</b>	<b>PAYER</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
14/09/2018	N00084	CDC	Precept Part 2	6000
03/10/2018	XQV126	HMRC	VAT reclaim	967.53
				<b>6967.53</b>
<b>PAYMENTS: - 12 September - 7 November 2018</b>				
<b>DATE</b>	<b>CHEQUE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
07/11/2018	101422	HL O'Callaghan	Clerk Salary - September	364.3
07/11/2018	101421	Chi Payroll	Payroll - September	10
07/11/2018	101422	HL O'Callaghan	Clerk Salary -October	364.3
07/11/2018	101421	Chi Payroll	Payroll - October	10
07/11/2018	101426	HL O'Callaghan	Clerk working from home	36
07/11/2018	101426	HL O'Callaghan	Transparency Compliance	47.08
07/11/2018	101426	HL O'Callaghan	Mileage	17.1
07/11/2018	101423	W Goacher	Grass Cutting St Andrews	215
07/11/2018	101425	J Martin	Website Hosting 2018-19	40
07/11/2018	101419	Came & Co	Insurance Renewal	521.19
07/11/2018	101424	K Goacher	Grass Cutting Cemetery P	672
07/11/2018	101420	Castle Water	Water Cemetery - 1 July -	26.68
				<b>2323.65</b>