

WEST DEAN PARISH COUNCIL

MINUTES OF THE PARISH MEETING

WEDNESDAY 9th JANUARY 2019 AT 7.30pm WEST DEAN COLLEGE

	ACTION
<p>In attendance: Cllrs Corbett, De Groot, Graham, Goacher, Kendall, Odin, Slade, Hannah-Louise O'Callaghan (Clerk), District Cllr Potter</p>	
<p>Agenda Item 1: Apologies for Absence Apologies were received from Cllr Cochrane and County Cllr Hunt</p>	
<p>Agenda Item 2: Code of Conduct</p> <ul style="list-style-type: none">i. <u>Declarations of Interests</u> – Noneii. <u>Dispensation Requests</u> – None	
<p>Agenda Item 3: Minutes Cllr Odin asked for an amendment to be made to point 8 of the minutes to include the road number. This was duly amended. On a proposal by Cllr Kendall and seconded by Cllr Goacher it was RESOLVED that the minutes of the meeting on 7th November 2018 be approved. They were duly signed by the Chairman as a correct record.</p>	
<p>Agenda Item 4: Update on matters carried forward from previous meeting:</p> <ul style="list-style-type: none">a) James Family burial plot This item is ongoingb) Operation Watershed Active Communities Fund This item is to be removed from the Agendac) Risk Assessment update and suggestions Cllr Graham reported that the current risk assessment is clean and simple and adequate for its purpose however councillors doing the checks have to be able to have a document to check against. After discussion Council agreed that each named councillor responsible for different areas cemetery, bus shelter etc would forward to Clerk a checklist that they would be using. Clerk would then collate these and forward to Cllr Graham to finalise the risk assessment document. Council also agreed that when doing checks in the cemetery a notice would be put up in advance.d) Casual Vacancy At this stage there is no interest for the casual vacancy. Clerk reported that with the imminent elections there is potentially no rush to fill this. Council agreed this vacancy would remain until the elections. Clerk explained that once again CDC have given parish councils the option to nominate one person to receive and distribute nomination papers. Cllr Corbett agreed to have the papers sent to him. Clerk reminded Council that each candidate will need to submit their own papers. Clerk informed Council that she will be attending a training course in February and update Council accordingly.	<p>Cllr Odin</p> <p>Clerk</p> <p>All Cllrs & Clerk</p>
<p>Agenda Item 5: County Councillor Report In the absence of County Cllr Hunt Cllr Odin reported that County Cllr Hunt is still working on the issue of the grips/shuts on the Chilgrove Road and before Christmas he took some good pictures one very wet Sunday! The situation is ongoing.</p>	
<p>Agenda Item 6: District Councillor Report District Cllr Potter reported the following: Firstly, may I wish you all Happy and fruitful New Year!</p>	

Nothing to report directly affecting your Parish, but a few items which may be of interest. The Southern Gateway Project has stalled somewhat, no decision has been made regarding the transfer of the Crown and magistrates Courts to Homes England. The Courts are now using a Committee Room at East Pallant House on selected Fridays. A similar situation exists between WSCC regarding the playing field at the Police Station and these sites are crucial to the SG project. The DC have received a grant of £5 million from the Local Enterprise Partnership for the initial plans to be brought forward and this money had to be used within 3 months of the grant. It appears that it will have to be repaid.

There will definitely be no progress with improving the A27 in the foreseeable future! There are murmurs that it may not even be included in RIS 3 scheduled for 2025-30.

A advance reminder that the CDC Meeting with the Parishes is at the end of February, Thursday 28th. The Local District and Parish Elections are scheduled for Thursday 2nd of May so you will need to obtain, from CDC, the necessary nomination Forms.

Lastly, the Chief Constable and Katy Bourne, the Police and Crime Commissioner have been invited to attend the District Overview and Scrutiny Committee next Tuesday at 9.30am to answer any questions put to them. If any of you have specific questions please forward them to me and I'll ensure they get asked. These O&S Committee Meetings are open to the public and at the Chairman's discretion can take questions from them.

And that is all I have to report.

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

Cllr Corbett has been unable to make any progress at this stage. Cllr Corbett suggested that Cllr Graham and himself jointly meet Peter Gillespie. After discussion it was agreed that any community speedwatch group would be more powerful if driven by the school. This would be supported fully by the Parish Council. Cllr Kendall informed Council that the police are targeting speeding in West Dean with a number of people being caught recently.

**Cllrs
Corbett
&
Graham**

Agenda Item 8: Highways and Flooding

Cllr Graham reported that the original order was not placed by Balfour Beatty. This has now been done and installation is scheduled for February.

Agenda Item 9: Winter Management

No update

Agenda Item 10: Planning Update

Cllr Corbett reported that there have been some small items none of which were contentious and have not been objected to:

SDNP/18//04714/FUL – continued siting and use of classroom at West Dean School
PERMITTED (20/11/18)

SDNP/18/04401/FUL – Retrospective change of use of part agricultural barn. Crowshall Farm
No Objection sent 2/1/19

SDNP/18/05971/HOUS – Alteration and enlargement of window. Hylters Barn
No Objection sent 2/1/19

SDNP/18/05336/FUL – Replacement Barn. Colworth Farm
No Objection sent 2/1/19

Much discussion was had by Council concerning the following application:

SDNP/18/05920/FUL – Extension to Centurian Way West Dean to Cocking
Council asked Clerk to write and request an extension due to the controversial nature of this project. Council raised ongoing concerns regarding the exit at West Dean. Cllr Corbett shared a

**Cllr
Corbett
& Clerk**

report by Highways highlighting the concerns between the existing end of the route and the proposed new route start. Council agreed to raise concerns as to why another route is being built without first ensuring a continued safe route between the existing terminus and start of the newly proposed route. Council is very concerned about the road safety and access and would like this highlighted.

After much discussion Council asked Cllr Corbett to draft and circulate comments to Council for agreement before submission.

Cllr Odin highlighted that the bridge that crosses Grinch Lane is closed off with a steel fence which has been padlocked. Cllr Odin raised the question as to why this had been done and why West Dean continues to have no access. The railway line belongs to West Dean and therefore access is needed to continue to maintain it.

It was highlighted that this project is not imminent and will take years to come to fruition.

Agenda Item 11: FINANCE

a) Review of 2018-19 budget previously circulated to Council

Clerk reported that Council is on track financially.

b) Approval of 2019-20 Budget

Council asked that £500 allocated to the noticeboard be removed as the noticeboards will not be in need of work next year. After discussion and clarification around S137 and S142 payments Council opted to keep £400 in the budget for any unforeseen expenses that may be incurred in the coming year. After discussion Cllr Odin proposed that the 2019-20 Budget including the changes be accepted. This motion was seconded by Cllr Kendall and the Budget set for 2019-20

Clerk

c) To resolve the Precept 2019 – 20

After discussion Council agreed **UNANIMOUSLY** to request a Precept of £12,000

Clerk

d) Accounts, Income and Expenditure Reports

e) Bank Reconciliation

A copy of the Accounts including monthly Payments for November 2018 (Appendix A) was circulated and bank statements, bank reconciliation (Appendix B) as at 8th January 2019 was available at the meeting for monitoring and reconciliation purposes.

Agenda Items 11d & e were accepted and approved by Councillors. Cllr Kendall **PROPOSED** the motion which was **SECONDED** by Cllr Corbett.

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

Agenda Item 12: Correspondence & Consultations

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

- a) Consultation: Adult Services and Strategy (email sent 19/11/18)
- b) Consultation: District Council improving Communication (email sent 26/11/18)
- c) Valley Diary (email sent 26/11/18)

After discussion Council agreed that they would like to contribute to the Valley Diary Cllr Slade to take this on and liaise with David Mather. Clerk to confirm that Council will contribute £100p/a and Cllr Slade provide a short piece for inclusion on a regular basis.

- d) Public rights of way and inspection schedule (email sent 18/12/18)
- e) West Sussex Budget Challenge (email sent 19/12/18)
- f) Media Release: Rejection of A27 plans (email sent 20/12/18)

Clerk &
Cllr
Slade

Agenda Item 13: Matters arising not dealt with elsewhere on the agenda

<p>a) Clerk advised Council that as previously agreed she has booked to attend a training course for the forthcoming Elections. The cost of this course will be shared with The Common Parish of Sutton and Barlavington. The expected cost is £20 + VAT. Further details regarding dates etc would be shared in due course.</p> <p>b) Clerk asked that it be minuted that Council approves Clerk being added as a new account operator and signatory to the Santander account which is now dormant. Cllr Slade proposed the motion which was seconded by Cllr Kendall. Clerk asked Council to sign a letter approving this action. Clerk to take letter and minutes to Santander to update the account.</p> <p>c) Naming of roads in West Dean. In the absence of Cllr Cochrane Clerk reported that Cllr Cochrane had been asked to highlight to Council that a request had been received for Council that the lanes around the village of West Dean be named i.e. Millers Lane etc. as when the West Dean Village Store is closed delivery drivers unable to find houses and often knock on people’s houses for guidance. With the huge increase in online shopping they feel this is becoming an increasing nuisance especially at night. Council noted these concerns. Cllr Graham to put up a village map outside the Village Stores for delivery drivers to refer to as necessary.</p> <p>Agenda Item 14: Any other matters for information only Cllr Odin asked that it be noted that the Parish Council is grateful to the Goachers for their work in maintaining the hedges especially on Town Lane. Cllrs Slade and Corbett offered their apologies for the next meeting.</p> <p>Agenda Item 15: DATE OF THE NEXT MEETING The next meeting Parish meeting will be held at 7.30pm on 13th March 2019</p> <p>Agenda Item 16: Exclusion of Press and Public</p> <p>Agenda Item 17: Clerk Salary Review After discussion Council agreed UNANIMOUSLY to raise Clerks salary point to salary point 27. This change will take place with immediate effect to the January salary onwards.</p> <p>Meeting finished at 20.58 pm</p> <hr/> <p>Appendices and Attachments</p>	<p>Clerk</p> <p>Cllr Graham</p>
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WEST DEAN PARISH COUNCIL						
	Budget 2018-19	Actual to date	Forecast to 31/3/19	Audited 2017-18	Audited 2016-17	Agreed Budget 2019-20
	£			£	£	
Balance b/fat 1 April	£25,803.55	£25,803.55	£25,803.55	22,019.70	£28,541.46	£26,879.73
Receipts						
Precept	£12,000.00	£12,000.00	£12,000.00	£12,000.00	£10,555.00	£12,000.00
Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00	£171.51	£0.00
Cemetery Income	£0.00	£0.00	£0.00	£200.00	£100.00	£0.00
Bank interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
CDC Grant	£0.00	£0.00	£0.00	£0.00	£250.00	£0.00
Grants - transparency	£0.00	£0.00	£0.00	£899.64	£0.00	£0.00
Miscellaneous Income	£0.00	£0.00	£0.00	£0.00	£1,543.00	£0.00
Vat recovered	£900.00	£967.53	£967.53	£1,979.26	£0.00	£600.00
Total receipts for period	£12,900.00	£12,967.53	£12,967.53	£15,078.90	£12,619.51	£12,600.00
Total receipts	£38,703.55	£38,771.08	£38,771.08	£37,098.60	£41,160.97	£39,479.73
Payments						
<i>General Administration</i>						
Admin -Payroll	£200.00	£135.00	£200.00	£402.17	£438.50	£200.00
Computer costs/Website Hosting	£200.00	£80.00	£100.00	£166.67	£0.00	£150.00
Postage	£5.00	£0.00	£2.00	£0.98	£62.60	£5.00
Stationery costs	£50.00	£6.38	£50.00	£4.75	£55.74	£25.00
Clerk expenses	£200.00	£107.10	£150.00	£189.90	£261.19	£150.00
Clerk Overtime/Training Hours	£150.00	£0.00	£0.00	£0.00	£0.00	£100.00
Home office	£216.00	£180.00	£216.00	£216.00	£313.60	£216.00
Employment Costs (Gross)	£4,057.80	£3,635.72	£4,444.81	£3,924.40	£3,674.27	£4,756.11
Insurance	£450.00	£521.19	£521.19	£404.52	£346.25	£550.00
Audit fee	£200.00	£100.00	£100.00	£250.00	£350.00	£100.00
Training (Clerk/Councillors)	£100.00	£0.00	£30.00	£24.00	£0.00	£100.00
Publicity	£50.00	£0.00	£0.00	£0.00	£45.00	£50.00
Recreation Ground	£0.00	£0.00	£0.00	£0.00	£20.00	£0.00
Traffic Group	£250.00	£0.00	£250.00	£0.00	£70.00	£250.00
Cemetery	£2,500.00	£1,146.68	£2,500.00	£1,343.54	£2,726.15	£2,500.00
Churchyard	£550.00	£430.00	£550.00	£530.00	£400.00	£550.00
Table Tombs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Street Lights	£550.00	£558.19	£558.19	£521.47	£505.65	£570.00
Bin Emptying	£310.00	£311.48	£311.48	£303.68	£300.04	£320.00
Salt Bins	£100.00	£0.00	£100.00	£0.00	£0.00	£100.00
Subscriptions	£160.00	£126.99	£160.00	£159.96	£146.92	£160.00
Room Hire	£100.00	£0.00	£0.00	£0.00	£0.00	£100.00
Notice board	£500.00	£0.00	£500.00	£0.00	£0.00	£0.00
Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Events	£0.00	£0.00	£0.00	£0.00	£1,062.40	£200.00
S.137 & S.142 payments	£400.00	£0.00	£0.00	£0.00	£0.00	£400.00
Election	£200.00	£0.00	£200.00	£0.00	£0.00	£200.00
Precept payments	£11,498.80	£7,338.73	£10,943.67	£8,442.04	£10,778.31	£11,752.11
NHB grant	£0.00	£0.00	£0.00	£1,455.15	£0.00	£0.00
Transparency Grant	£347.68	£235.40	£347.68	£551.96	£0.00	£0.00
Operation Watershed	£0.00	£0.00	£0.00	£0.00	£6,145.00	£0.00
VAT paid	£900.00	£417.94	£600.00	£845.90	£2,127.96	£600.00
Total payments	£12,746.48	£7,992.07	£11,891.35	£11,295.05	£19,051.27	£12,352.11
Surplus/deficit	£153.52	£4,978.79	£1,076.18	£3,783.85	-£6,431.76	£247.89
(Receipts less payments for period)						
Balance carried forward	£25,957.07	£30,779.01	£26,879.73	£25,803.55	£22,109.70	£27,127.62
Monies taken from unspent funds in the budget to cover unexpected cost of road signs: £50 - publicity, £250 - traffic group, £500 notice board						
5						
2017-18 Transparency grant of 347.68 carried over from previous year unspent funds						

WEST DEAN PARISH COUNCIL				
FINANCIAL REPORT 9 JANUARY 2019				
RECEIPTS: 8 November 2018 - 8 January 2019				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
				0
PAYMENTS: - 8 November 2018 - 9 January 2019				
DATE	CHEQUE	PAYEE	DESCRIPTION	AMOUNT
09/01/2019	101427	HL O'Callaghan	Clerks Salary - November	364.3
09/01/2019	101428	Chi Payroll	Payroll - November	10
09/01/2019	101429	Jeff Martin	Website updates	40
09/01/2019	101427	HL O'Callaghan	Clerks Salary - December	364.3
09/01/2019	101428	Chi Payroll	Payroll - December	10
09/01/2019	101430	HL O'Callaghan	Transparency Compliance	47.08
09/01/2019	101430	HL O'Callaghan	Clerk working from home	36
09/01/2019	101430	HL O'Callaghan	Mileage	17.1
				888.78

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
AS AT 8 JANUARY 2019		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2018		£25,803.55
Add Total Receipts		12,967.53
Less Total Payments		(7,103.29)
TOTAL		£31,667.79
BANK		
Barclays as @ 8/1/19		25,666.90
Santander		6,000.89
Less unpresented cheques		
		0.00
Plus Uncleared Deposits		0
TOTAL		£31,667.79