

# WEST DEAN PARISH COUNCIL

## MINUTES OF THE PARISH MEETING

WEDNESDAY 13<sup>TH</sup> SEPTEMBER 2017 AT 7.30pm WEST DEAN COLLEGE

	ACTION
<p><b>In attendance:</b> Cllrs Corbett, Goacher, Kendall, Odin, Pearmaine, Cllr Mrs Pearmaine Rice, Hannah-Louise O’Callaghan (Clerk), District Cllr Potter, P. Kirk (Savills), Ian Graham, 3 members of the public</p> <p><b>Agenda Item 1: APOLOGIES FOR ABSENCE</b> Apologies received in advance from County Cllr Jeremy Hunt, Cllr Cochrane, Cllr Slade, Alex Barron</p> <p><b>Agenda Item 2: Code of Conduct</b></p> <ul style="list-style-type: none"><li>i. <u>Declarations of Interests</u> – None</li><li>ii. <u>Dispensation Requests</u> – None</li></ul> <p><b>Agenda Item 3: Minutes</b> On a proposal by Cllr Goacher and seconded by Cllr Pearmaine it was <b>RESOLVED</b> that the minutes of the meeting on 12<sup>th</sup> July 2017 be approved. They were duly signed 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) Community Right to Bid Cllr Kendall reported that this had gone through</li><li>b) Centurian Way Signage Philip Kirk reported that this had gone ahead and is as Council requested</li><li>c) Winter Management Plan Cllr Odin reported that this had been updated and put in place through the Edward James Foundation and that no resources were necessary from WSCC. Clerk to report back to WSCC. Council accepted this updated plan would supersede all previous plans</li><li>d) Defibrillator Cllr Pearmaine reported that this is all in place and no additional training is needed as its use is self explanatory</li><li>e) NHB/Signs for Binderton Council confirmed that the signs are in place</li></ul> <p><b>Agenda Item 5: County Councillors Report</b> No report</p> <p><b>Agenda Item 6: District Councillors Report</b> District Cllr Potter reported that the All Parishes meeting venue had been moved to the Assembly Rooms in Chichester. In addition although no new decisions have been made</p>	Clerk

regarding the A27 a meeting is scheduled to take place on 27<sup>th</sup> September to discuss the new proposals.

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

Cllr Corbett reported that he has recently received details of telephone numbers of people who run an informal rota for SID in other local parishes. Cllr Corbett to circulate details and hope to put in place a rota. Ian Graham expressed an interest in being involved. It was noted that a good location would be outside the College gates. Cllr Pearmaine also offered to contact Boxgrove in support of bringing the speedwatch campaign back to West Dean.

**Agenda Item 8: Planning Committee**

Cllr Corbett reported to Council on the following application:

**SDNP/17/03202/FUL** Car park extension, the White Horse Chilgrove

Council has objected to this application. District Cllr Potter informed council that he has also been in discussion with Planning regarding this application and had previously red carded the application. Subsequent correspondence with the planning officer revealed that the application was to be put forward with a recommendation to refuse. With this assurance District Cllr Potter has withdrawn the red card.

Cllr Goacher asked whether this would affect how they are currently using the area. Cllr Odin confirmed that this is common land and therefore this poses a difficult problem however the application is to pave the area which, it is understood, will be refused.

**Agenda Item 9: Finance**

a. Receipts and Payments 12<sup>th</sup> July – 13<sup>th</sup> September 2017

On a proposal by Cllr Goacher, seconded by Cllr Corbett payments, totalling £1,259.05 previously circulated, were **APPROVED** and any receipts noted. These are attached to and form part of these minutes. Appendix A.

b. Bank Reconciliation

On a proposal by Cllr Kendall and seconded by Cllr Corbett the Bank Reconciliation to the 6<sup>th</sup> September 2017 was **APPROVED** – Appendix B. In line with good practice, Cllr Odin inspected Barclays Bank Statement issued 30<sup>th</sup> August and initialled the corresponding balance.

c. External Audit

Council received and noted the finding of the External Audit Year ending 31<sup>st</sup> March 2017. Clerk requested that the public notice of accounts and External Audit findings were published on the village noticeboards.

d. Renewal of Council Insurance Policy

Clerk directed Council to the Insurance policy renewal which was received and forwarded to Council for approval. Cllr Odin to review and authorise payment to Clerk

e. Receipt of Transparency Fund grant

Clerk informed Council that having applied for a transparency grant earlier this year to help with

Cllr Corbett  
& Cllr  
Pearmaine

Cllr Odin

<p>the redesign of the website, additional training for Clerk to update website and funding for the additional hours required to maintain the website and ensure that Council is compliant with the new transparency rules, the grant has been granted and the full amount of £899.64 has been received. Clerk asked Council to approve for payments to be made out of this grant money to Jeff for the website redesign £100 and £40 for the yearly hosting fee as well as back payments of £211.86 to the Clerk for additional hours spent on the website (2 hours per month) and payments of £23.54 monthly going forward (2 hours per month) until March 2018 when the grant money ends.</p> <p>Cllr Corbett asked whether the meeting dates would be clearly displayed on the website. Clerk confirmed this and assured Council that these were already displayed on the existing website but the new one would be clearer</p> <p>On a proposal by Cllr Pearmaine and seconded by Cllr Kendall Council approved this.</p>	
<p><b>Agenda Item 10: Correspondence</b></p> <p>Clerk highlighted the SSALC Conference to Council asking whether anyone wished to attend. No one from Council is available. Council noted that Cllr Goacher will be attending the All Parishes Meeting on September 20<sup>th</sup></p>	
<p><b>Agenda Item 11: Any other matters not on agenda</b></p> <p>Cllr Goacher reported that the Bushell family bench in the cemetery is in a bad state of repair and needs replacing. Cllr Goacher reported that the cost for a replacement hardwood (teak) bench would be between £275-375. Cllr Odin noted that the bench is situated in the extension part of the cemetery and is beyond repair. Cllr Goacher asked for approval to purchase and install a new bench, claiming the money through expenses. On a proposal by Cllr Mrs Pearmaine and seconded by Cllr Corbett it was <b>RESOLVED</b> to go ahead and replace the bench. Cllr Odin will confirm that the new bench is insured under the insurance policy renewal.</p>	<p><b>Cllrs Goacher Odin</b></p>
<p>Ian Graham confirmed to Council that the West Dean and Chilgrove noticeboards have both been done</p>	
<p>Philip Kirk reported to Council on a SDNP pathwatch meeting that he had recently attended covering the use of unauthorised vehicles on public rights of way. Council was asked to report any problems to Philip so that he might report it to police and appropriate action taken. Council agreed to keep Philip informed accordingly.</p>	<p><b>All</b></p>
<p>Cllr Rice asked to mention Venetia Worthington, the niece of Edward James, who has recently died. He reported that a memorial service will be taking place if anyone wishes to attend. Cllr Rice will forward an email to the Clerk for distribution to councillors.</p>	<p><b>Cllr Rice Clerk</b></p>
<p><b>Agenda Item 12: Any other business for information only</b></p> <p>None</p>	
<p><b>Agenda Item 13: Exclusion of Press and Public</b></p> <p>Clerk reported to Council on the recent GDPR training. Clerk highlighted processes and policies that will need to be put in place and asked Council to consider appointing Clerk as the Data Protection Officer and increasing her weekly hours to 7 in accordance with the increased workload. Clerk to keep Council updated at each meeting.</p>	<p><b>Clerk</b></p>

In addition Clerk asked Council to approve future payment of £35 for data protection registration renewal due on 17/10/17.

On a proposal by Cllr Pearmaine and seconded by Cllr Goacher Council **RESOLVED** to increase Clerks hours accordingly from October onwards and the payment for the data protection registration scheme was approved.

**Agenda Item 14: Date of Next Meeting** – Wednesday 8 November 2017 at 7.30pm

Chairman thanked everyone for attending and closed the meeting

The meeting finished at 8.24pm

Signed:

Chairman of the Council

Date

**Appendices and Attachments**

Appendix A: Monthly Payments

Appendix B: Bank Reconciliation (September)

**Appendix A**

**WEST DEAN PARISH COUNCIL  
FINANCIAL REPORT 13 SEPTEMBER 2017**

**RECEIPTS: 12th July - 13th September 2017**

<b>DATE</b>	<b>£</b>	<b>REF</b>	<b>PAYER</b>	<b>DESCRIPTION</b>
04/08/2017	899.64		SSALC	Transparency Grant

**899.64**

**PAYMENTS: - 12th July - 13th September**

<b>DATE</b>	<b>£</b>	<b>CHEQUE NO</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>
13/09/2017	120		PKF Littlejohn	External Audit

13/09/2017	306.02	HL O'Callaghan	Clerks Salary - July
13/09/2017	306.02	HL O'Callaghan	Clerks Salary - August
13/09/2017	10	Chi Payroll Services	Payroll - July
13/09/2017	10	Chi Payroll Services	Payroll - August
13/09/2017	28.8	SSALC	GDPR Training
13/09/2017	31.5	HL O'Callaghan	Mileage
13/09/2017	36	HL O'Callaghan	Working from home allowance x2
13/09/2017	211.86	HL O'Callaghan	Website updating - Compliance
13/09/2017	58.85	HL O'Callaghan	Overtime hours (Training)
13/09/2017	140	Jeff	Web redesign and hosting
	<b>1259.05</b>		

## Appendix B

### WEST DEAN PARISH COUNCIL

#### BANK RECONCILIATION

**AS AT 6th SEPTEMBER 2017**

**PRESENTED TO COUNCIL ON 13 SEPTEMBER 2017**

#### RECEIPTS & PAYMENTS

Balance brought forward as at 31/03/2017		£22,039.70
Add Total Receipts		6,899.64
Less Total Payments		(5,820.31)
<b>TOTAL</b>		<b>£23,119.03</b>

<b>BANK</b>		
Barclays as @ 06/09/2017		17,118.14
Santander		6,000.89
<b>Less unpresented cheques</b>		

		0.00
<b>Plus Uncleared Deposits</b>		0
<b>TOTAL</b>		<b>£23,119.03</b>