

WEST DEAN PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD ON WEDNESDAY 4 JANUARY 2017 AT 7.30PM AT WEST DEAN COLLEGE

Present: Cllrs Corbett, Goacher, Pearmaine and Mrs Pearmaine.

In attendance: G Burt, Clerk to the Council
HL O'Callaghan, New Clerk
Cty Cllr Hunt
District Cllr Potter
1 Member of the Public

In the absence of both the Chair and Vice Chair, it was **RESOLVED** that Cllr Corbett take the Chair.

1. **Apologies for Absence**

Apologies for absence were received from Cllrs Kendall, Odin and Mrs Slade, all being on holiday. The Clerk advised that so as to follow best practice, a reason for the apology should be given and the Council should then resolve to accept (or otherwise) the reasons given.

On a proposal by Cllr Corbett seconded by Cllr Goacher it was **RESOLVED** that the reasons given be accepted.

2. **Code of Conduct**

- (i) Declarations of Interests – None.
- (ii) Dispensation Requests – None.

3. **Minutes**

On a proposal by Cllr Goacher seconded by Cllr Pearmaine it was **RESOLVED** that the minutes of the meeting on 14 November 2016 be approved. They were duly signed as a correct record.

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

a. An email has been received from Ian Graham at the college regarding the noticeboard, confirming that it has been straightened. A picture was attached showing the position of the proposed new noticeboard stating that he is awaiting cost of materials which will be updated at a later stage. It is also proposed that the existing wall is tidied up and a matching board for general shop use/local information be installed.

b. It was confirmed that payment to Boxgrove PC towards upgrading of the SID was to be made that night.

5. **County Councillors Report**

Cllr Hunt understands that spraying has taken place outside Brick Kiln Farm. Cllr Goacher was concerned why the verges are being sprayed in some areas and not others and questioned the effectiveness of the process. Cllr Hunt also reported that the verges in Chilgrove had been cut to a much better standard. This was noted by other Councillors.

6. **District Councillors Report**

Cllr Potter reported that West Sussex Council had asked for a new consultation on the A27 bypass improvements. He expressed a concern that this would open a *can of worms* and urged Councillors to show their support for the previously agreed Option 2. Cllr Hunt wanted it minuted that he did not support a fresh round of consultations.

Cllr Potter went on to comment that his local surgery was not accepting any new patients and he found this to be concerning. He also praised Southern Water's efforts to manage sewage treatment, particularly at times of heavy rainfall.

Cllr Potter confirmed that the sharing of services with Arun and Horsham District Councils had been rejected as there were insufficient financial savings to warrant proceeding.

7. **Highways and Flooding**

Cllr Goacher reported that there had recently been 3 incidents of graffiti reported to him which he finds disturbing. The 3 locations are:

The residential side of the pub, opposite the phone box;
The school wall, carpark side;
The bridge on the road under new Centurion Way.

Cllr Goacher reported that although the images were faintly marked onto the walls and not offensive, he felt that it needed to be dealt with quickly and offered his services to clean the areas involved. Cllrs expressed concern at Cllr Goacher being left to do the work himself and discussions were had as to the best method of removal. It was asked whether Chichester District Council had a graffiti removal team and Cllr Potter volunteered to see whether they had anything that can be used to eradicate the graffiti safely without causing discolouration to the areas to be cleaned.

The merits of self-cleaning the area were discussed and concern was raised about the best method. It was agreed that this needs to be dealt with quickly to avoid more occurring.

It was agreed that Cllr Goacher would take the lead on resolving this.

8. **Traffic Action Committee**

Cllr Corbett had nothing to report; it being a standing agenda item.

Cllr Potter reported that valuable information has been gathered from use of the SID elsewhere.

9. **Planning Committee**

Cllr Corbett reported that there had been nothing of note recently, the only exception being the Change of Use submitted by the EJV for Brick Kiln Farm. He asked for any comments to be submitted to him before the deadline on 6th January

Cllr Corbett reported that there was no objection to the sewage treatment system application or the canopy at the farm, however this was refused.

Comments on other application made since the last meeting were **RESOLVED** attached, Appendix A.

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

Cllr Goacher reported that the vegetation trimming/clearance was 99% complete. He stated that it would be fully complete next week once he had been able to have a bonfire. Cllr Goacher felt that it had not been appropriate to hold a bonfire over the holiday period. Cllr Goacher received compliments from other Councillors on the work he had undertaken.

11. Defibrillator

Cllr Mrs Pearmaine reported on a recent first aid training course she had attended where it was recommended that the Council consider the installation of a new, more accessible defibrillator in the village. Outside the shop was proposed as a good location. Cllr Hunt recommended that an application be put into CLC for the defibrillator this year. There was concern that the deadline for submission this year would be tight. The Foundation volunteered that some money could be made available as a community contribution to this. This item is to be put on the March agenda for further discussion, with Cllr Mrs Pearmaine as lead.

12. Winter Maintenance

The Clerk reported that some months ago an email was received from the Foundation asking that the Council cover the Foundation's vehicles when used for gritting on the public highway. This raised insurance concerns. Following an exchange of emails with insurers (Appendix B) and a query from Ian Graham of the EJM it was confirmed that subject to the conditions laid out in Appendix B, cover can be provided. The Foundation have confirmed that their policy does not cover volunteers using the gritting machine on the public highways.

It was highlighted that the current Winter Management Plan is outdated and unsuitable and it was resolved to address this at the March meeting. Cllr Corbett suggested that there was no problem with the Foundation acting as a working party/volunteer contractor for the Council to carry out gritting works. It was confirmed by the Clerk that the email, Appendix B is enough for the Parish Council to go ahead with as long as the conditions are met. The Foundation agreed to provide a risk assessment in line with the requirements of the email below and on a proposal of Cllr Corbett, seconded by Cllr Pearmaine, **RESOLVED** that the Council proceed as suggested by the Insurers.

The Winter Management Plan would be put onto the March agenda for updating and Cllr Odin be asked to liaise with Foundation on further details.

13. Finance

a. Payments 11 November 2016 – 4 January 2017

On a proposal by Cllr Pearmaine, seconded by Cllr Goacher the above payments, totalling £949.36, previously circulated, were **APPROVED** and any receipts noted. These are attached to and form part of these minutes. Appendix C.

b. Bank Reconciliation

The Bank Reconciliation to the 29 November 2016 was approved – Appendix D. In line with good practice, Cllr Corbett inspected Barclays Bank Statement Sheet No 411 and initialled the corresponding balance.

c. Budget 2017 - 2018

Members noted the budget update and on a proposal by Mrs Pearmaine, seconded by Pearmaine **RESOLVED** the budget for the year 2017-18 Appendix E. There was discussion regarding the increase in insurance, reduction of recreation ground rent and near-elimination of the grass cutting bill. It was noted that the Council Tax Reduction Grant would no longer be available and concurred that the Council would not be budgeting to do a Neighbourhood Plan in future years. It was noted that the Clerk's pay award and pension contributions had contributed to the increase in budget. Members

were mindful of the need to always try to balance the books and maintain reserves given the Council's potential liabilities.

d. Precept for 2017 – 2018

After much discussion, on a proposal by Cllr Pearmaine and seconded by Cllr Goacher, **RESOLVED** that a precept of £12,000 be levied upon Chichester District Council for the year 2017-18.

e. NHB – Outline approval had been given by WSCC to site three Binderton signs. The Clerk has asked CDC for approval to wire the NHB funds previously allocated for the village traffic study for the project. If approval is given, the exact locations can be confirmed and the order placed with Balfour Beatty.

14. Correspondence

A summary of notable correspondence since the last meeting had been circulated, attached Appendix F. Two points of correspondence were highlighted.

Members had been asked for their comments on an electoral review of the CDC area; Cllr Potter had no comment to make.

The Clerk would resend the information regarding the cemeteries training to Cllrs Mrs Slade and Goacher in case they wished to attend.

15. Any Other Matters

- a. Dis. Cllr Potter reported that BT was planning to remove some payphone boxes but the West Dean box was not included.
- b. Annual Parish Meeting will take place on Wednesday 8th March 2017. Council agreed to invite the school to give a brief presentation as per previous years.
- c. Cllr Corbett wished to express his thanks to Greg for all his hard work and praised him for his continued support and efforts as Clerk. Councillors seconded this and wished Greg every success in his new endeavours. Council extended a welcome to the new Clerk Hannah-Louise O'Callaghan who takes over from Greg with immediate effect.

16. Date of Next Meeting

The next meeting would be held on **Wednesday 8th March 2017 at 7.30pm in The Music Room at West Dean College.** This follows the Annual Parish Meeting of Electors at 7.00pm

17. Exclusion of Press & Public

RESOLVED that due to the confidential nature of the following business (staffing) the press and public be instructed to withdraw.

18. Pension

As an employer listed in Part 2 of Schedule 2 of the Local Government Pension Scheme Regulations 2013, West Dean Parish Council has the power to designate who within the organisation can join the pension scheme.

On a proposal by Cllr Pearmaine, seconded by Cllr Goacher **RESOLVED**

- a) That all members of staff holding an employment contract with West Dean Parish Council are eligible to join the LGPS. Membership is not extended to any other individuals.
- b) That the Council adopt the Auto Enrolment Staging Date of 1st January 2017.

(Scheme employers participating in the LGPS in England or Wales have to formulate, publish and keep under review a Statement of Policy on certain discretions which they

have the power to exercise in relation to their members.)

c) To adopt WSCC's Discretions Policies.

The meeting finished at 8.40pm.

Signed:

Chairman of the Council

Date

APPENDIX A

Application No	Name & Address	Proposal
SDNP/16/0601 9/FUL	Brick Kiln Farm, Hylters Lane, Chilgrove, Chichester, West Sussex PO18 9HS	Change of use from agricultural building to retail (A1). Wood burner stove centre with external alteration, associated landscaping and car parking. Brick Kiln Farm House Hylters Lane Chilgrove PO18 9HS

APPENDIX B

Thank you for your E-mail of 20th December.

I note the comments therein and would advise that the response in my E-mail of 25th November was based on the fact that the Parish Council are not responsible for organising the gritting activities and that these were being undertaken by the Edward James Foundation solely at their own volition.

If the Parish Council agree to formally adopt (and preferably minute) the Foundation as a working party acting under the control and direction of the Council then the Hiscox Policy arranged on your behalf would cover them automatically as Volunteers under the following Sections.

Employers' Liability

This will protect the Parish Council should the Volunteers sustain an injury during the course of their duties and can successfully prove that the Parish Council has failed to provide an adequate duty of care towards them.

Personal Accident

If aged over 16 and under 90 the Volunteers will be automatically covered under this Section. There is a sum payable of £100,000 in the event of an accident

causing death, loss of limbs or sight or permanent total disablement. A £500 weekly benefit is payable for a maximum period of 104 weeks should the accident prevent the Volunteer from pursuing their usual occupation.

Public Liability

This Section of the Policy will operate should the Parish Council be found legally liable for any work undertaken by Volunteers that leads to loss, injury or damage being sustained by a third party.

It is strongly recommended that if the Parish Council decide to assume responsibility as stated above they adopt the following measures in relation to the clearance of snow ice and gritting:

- A written risk assessment must be carried out and kept on Council files.
- The Council must take reasonable care to ensure the safety of the public, employees and Volunteers and ensure that all Volunteers are fit and competent to carry out the work.
- All employees and volunteers must be made aware that the clearance of snow and ice could be a 7 day a week task (including bank holidays), have received the adequate training and wearing the appropriate protective clothing i.e. visibility jackets etc.
- The Council must communicate their plans to the community; this can be via a website, newsletter, notice boards or minutes of the meeting. If the plans change this must also be

communicated to the community.

- Once a clearance programme is implemented it must be maintained for the whole period when there is snow and ice.
- Where a Council takes on the responsibility for clearing snow or ice from the paths, it must exercise reasonable care in doing so.
- Care must be taken in deciding to where you move the snow – make sure that you do not block roads, paths or drains. Clear the middle of the path first so you have a safe surface to walk on.
- After the snow and ice has been cleared do not use water (this may cause black ice), use salt or grit on the treated areas.

Only adults should be allowed to undertake work at high risk areas such as busy roads.

As long as the Council adhere to the foregoing it is not necessary to provide us with a copy of the risk assessment. It is also not necessary to get Volunteers to sign anything as Volunteers, Councillors and employees undertaking activities on behalf of the Parish Council, such as snow clearance, are covered automatically by the policy we arrange under the Employers' and Public Liability sections where a £10 million limit of indemnity applies under both sections.

Best Regards,

Kevin Flynn

**WEST DEAN PARISH COUNCIL
FINANCIAL REPORT 4 JANUARY 2017**

RECEIPTS: 29 OCTOBER 2016 - 4 JANUARY 2017

DATE	£	REF	PAYER	DESCRIPTION
28/11/2016	100.00	Deposit	Reynolds / Newman	Cemetery: Headstone Fee
	100.00			

PAYMENTS: - 11 NOVEMBER 2016 - 4 JANUARY 2017

DATE	£	CHEQUE NO	PAYEE	DESCRIPTION
04/01/2017	70.00	10285	Boxgrove PC	SID upgrade
04/01/2017	70.00	10286	K Atherfold	Cemetery Bench repair
04/01/2017	20.00	10287	Savills (UK)	Rec Gd Rent 15-16
04/01/2017	242.58	10288	G Burt	Clerk's Net salary - Nov
04/01/2017	242.58	10288	G Burt	Clerk's Net salary - Dec
04/01/2017	60.60	10289	HMRC	Clerk's Tax - Nov
04/01/2017	60.60	10289	HMRC	Clerk's Tax - Dec
04/01/2017	10.00	10290	Chi Payroll Services	Payroll - Nov
04/01/2017	10.00	10290	Chi Payroll Services	Payroll - Dec
04/01/2017	0.75	10291	G Burt	Postage
04/01/2017	51.53	10291	G Burt	Milage
04/01/2017	61.60	10291	G Burt	Working from Home allowance (final)
04/01/2017	31.32	10292	G Burt	Clerk's Net salary - Jan
04/01/2017	7.80	10293	HMRC	Clerk's Tax - Jan
04/01/2017	10.00	10294	Chi Payroll Services	Payroll - Jan
	949.36			

WEST DEAN PARISH COUNCIL

**BANK RECONCILIATION
AS AT 29 NOVEMBER 2016
PRESENTED TO COUNCIL ON 4 JANUARY 2017**

RECEIPTS & PAYMENTS

Balance brought forward as at 31/03/2016		£28,541.46
Add Total Receipts		11,076.51
Less Total Payments		(15,895.81)
TOTAL		£23,722.16

BANK		
Barclays as @ 29/11/2016		17,721.47
Santander		6,000.89
Less unpresented cheques		0.00
Plus Uncleared Deposits		0
TOTAL		£23,722.36

WEST DEAN PARISH COUNCIL

2016-17

Item	Original Budget	To 04/01/17	Y/e Forecast	2017-18	2018-19	2019-20
* Balance b/f	28,541.46	28,541.46	28,541.46	23,140.00	23,154.00	23,168.00
VAT Income	3,500.00		2,500.00	2,500.00	2,500.00	2,500.00
Precept	10,555.00	10,555.00	10,555.00	12,000.00	12,000.00	12,000.00
Council Tax Support Grant	171.51	171.51	171.51			
Cemetery Income	4.5	100	100	4.5	4.5	4.5
Interest Income						
Grants - Events		250.00	250.00			
Miscellaneous Income						
	14,231.01	11,076.51	13,576.51	14,504.50	14,504.50	14,504.50
Clerk's Salary	4100	3,068.11	4,100.00	5,250.00	5,250.00	5,250.00
Clerk's Home/Office	216	277.6	277.6	216	216	216
Clerk's Travel and Expenses	150	152.74	180	180	180	180
Computer	400					
Stationery	100	20.42	40	100	100	100
Postage	50	62.6	70	70	70	70
Publicity	60	45	45	45	45	45
Other Admin	200	248.5	260	200	200	200
Grants including Section 137	500		500	400	400	400
Audit Fees	350	350	350	350	350	350
Insurance	416.22	436.25	436.25	440	440	440
Room Hire	100		100	100	100	100
Recreation Ground	1,000.00	20.00	20.00	500.00	500.00	500.00
Traffic Group	250	70	70	250	250	250
Cemetery	2,000.00	1,976.15	1,976.15	2,000.00	2,000.00	2,000.00
Churchyard	400.00		400	400.00	400.00	400.00
Table Tombs	500					
Street Lights	500	505.65	506.25	520	520	520
Noticeboard	100			500	500	500
Bin Emptying	300	300.04	300.04	310	310	310
Salt Bins						
Subscriptions	200	146.92	146.92	160	160	160
Op. Watershed		6,145.00	6,145.00			
Neighbourhood Plan	1,000.00					
Events		1,062.40	1,062.40			
VAT Exp	3,500.00	1,957.79	2,000.00	2500	2500	2500
	16,392.22	16,845.17	18,985.61	14,491.00	14,491.00	14,491.00
Balance c/f	26,380.25	22,772.80	23,132.36	23,153.50	23,167.50	23,181.50

*Note This includes £4,000 of residual funds from a former Social Club. In the current year 16-17, £1,062.40 (less a CDC grant of £250) was used towards a Fete to mark The Queen's 90th Birthday. Thus, £3,187.60 remains.)

