

WEST DEAN PARISH COUNCIL

MINUTES OF THE PARISH MEETING

WEDNESDAY 8th NOVEMBER 2017 AT 7.30pm WEST DEAN COLLEGE

	ACTION
<p>In attendance: Cllrs Corbett, Goacher, Kendall, Odin, Pearmaine, Cllr Mrs Pearmaine, Cllr Slade, Hannah-Louise O’Callaghan (Clerk), P. Kirk (Savills), Ian Graham, 1 members of the public</p>	
<p>Agenda Item 1: APOLOGIES FOR ABSENCE</p>	
<p>Apologies received in advance from District Cllr Henry Potter, Cllr Cochrane, Cllr Rice, Alex Barron</p>	
<p>Agenda Item 2: Code of Conduct</p>	
<p>i. <u>Declarations of Interests</u> – Cllrs Odin and Corbett declared an interest in Agenda Item 8 a,b,&c and asked to be excused at this point. Cllr Goacher declared an interest in Agenda Item 9a</p> <p>ii. <u>Dispensation Requests</u> – None</p>	
<p>Agenda Item 3: Minutes</p>	
<p>On a proposal by Cllr Kendall and seconded by Cllr Pearmaine it was RESOLVED that the minutes of the meeting on 13th September 2017 be approved. They were duly signed as a correct record.</p>	
<p>Agenda Item 4: Update on matters carried forward from previous meeting:</p>	
<p>a) Replacement of Bushell family bench Cllr Goacher reported that this had been purchased and once a plaque had been put on the bench it would be placed in position. Cllr Goacher confirmed the cost of the new bench as £200 which will be claimed at the next meeting.</p>	Cllr Goacher
<p>Agenda Item 5: County Councillors Report</p>	
<p>No report</p>	
<p>Agenda Item 6: District Councillors Report</p>	
<p>No report</p>	
<p>Agenda Item 7: Traffic Action Committee, including Community Speedwatch and SID</p>	
<p>Cllr Corbett invited Cllr Pearmaine to report on the SID update due to his ongoing involvement. Cllr Pearmaine reported that this is ongoing. There is a lot of miscommunication and confusion regarding the SID and who is authorised to use it. Council recall that Cllrs Slade, Corbett and Sue from the school have been trained already as authorised users. It was noted that in January 2017 monies were paid towards recording equipment for the SID. Cllr Pearmaine confirmed that he has spoken with Mr Gillespie at Boxgrove but there is continuing confusion. Council agreed that Cllrs Pearmaine, Corbett and County Cllr Hunt will further discuss this and find a resolution so that the SID can be used in West Dean.</p>	Cllrs Pearmaine & Corbett

Agenda Item 8: Planning Committee

Cllr Corbett and Odin excused themselves at this point.

Council reported on the following applications:

a) Application SDNP/17/05106/CND

The Pickle Yard The Grinch West Dean Chichester West Sussex PO18 0RF
Single storey building for sawmill (Removal of condition 12 and 13 of planning permission WD/94/01554/FUL - Processing of timber in connection with the activities of the West Dean Estate and no retail should occur on site).

Phillip Kirk updated Council on this application saying that after discussion the application would be amended to state that at least 50% of the wood to pass through the yard would be from local sources within a 10 mile radius. He advised that the retail element of the application would be removed.

Council agreed to support the application as it stands. Cllr Slade to confirm no objection on behalf of the Parish Council.

Cllr Slade

b) Application SDNP/17/03514/LIS

West Dean College. Repairs to glass roof, alterations to windows and doors
No Objection

c) Application SDNP/17/03452/FUL

West Dean College. Nine sites for periodic siting of sculptures within West Dean College
No Objection

Cllr Corbett reported to Council on a last minute application to change Ivy Cottage (currently empty) into student accommodation. He confirmed that the outside of the building would not be changed. Council raised no objection to this application

Agenda Item 9: Finance

a. Receipts and Payments 13th September – 8th November 2017

On a proposal by Cllr Kendall, seconded by Cllr Pearmaine payments, totalling £1,486.29 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 Pearmaine and seconded by Cllr Slade the Bank Reconciliation to the 6th November 2017 was **APPROVED** – Appendix B. In line with good practice, Cllr Odin inspected Barclays Bank Statement issued 30th October and initialled the corresponding balance.

c. Budget Approval/Precept

Council received and noted the budget as prepared and circulated by the Clerk. Clerk highlighted the decrease in budgeted vs actual spend on salary as well as reporting on the status of the VAT reclaim which has not been received by HMRC and therefore Clerk has resubmitted.

Clerk highlighted income received from the cemetery. Cllr Corbett questioned whether the forthcoming budget should include income from the cemetery. Council agreed that this was not an item normally budgeted for and requested that Clerk amend this item to £0 for the 2018-19 budget. On a proposal by Cllr Kendall and seconded by Cllr Brodie the 2018-19 budget was **APPROVED** – Appendix C

Clerk

Agenda Item 10: Correspondence

a. South Downs Local Plan pre submission

Clerk urged councillors to consider contributing to the South Downs Local Plan reminding them that the deadline is 21st November 2017 for comments.

b. Distribution of 'Against Litter' posters for display

Cllr Pearmaine took leaflets to display on the noticeboard

c. Distribution of 'first time buyers' leaflets

It was noted that this was not relevant for Council

d. Distribution of Sussex Pathwatch keyrings etc

Phillip Kirk emphasised the point to Council that any illegal vehicle activity on the pathways should be reported. Cllr Slade took the keyrings etc for distribution at the shop.

Agenda Item 11: Any other matters not on agenda

Cllr Odin asked Clerk to look into the status of the James family burial plot as an enquiry had been received by Sarah Matthews. Clerk to report back on ownership of the plot.

Clerk

Agenda Item 12: Any other business for information only

- a) Cllr Odin reported that the Edward James Foundation have recently launched their 10 year plan. This was passed to Councillors to review.
- b) Cllr Corbett invited Ian Graham to comment on the closing of the shop. Ian Graham informed Council that the shop will close on Saturday 18th November and remain shut for 9 days after which it would open with limited staff. During this time no newspapers will be available.
- c) Cllr Slade reported that the steps at the end of Centurian Way are in a bad state of repair and almost impossible to access for children on bicycles. Cllr Slade will be making a complaint
- d) Cllr Slade informed Council that a member of the public had raised the question of the possibility of a car park at the other end of Centurian Way to improve access.

Agenda Item 13: Date of Next Meeting – Wednesday 3 January 2018 at 7.30pm

Chairman thanked everyone for attending and closed the meeting

The meeting finished at 8.08pm

Signed:

Chairman of the Council

Date

Appendices and Attachments

Appendix A: Monthly Payments

Appendix B: Bank Reconciliation (November)

Appendix C: Approved Budget 2018-19

**WEST DEAN PARISH COUNCIL
FINANCIAL REPORT 8 NOVEMBER 2017**

RECEIPTS: 13th September - 7 November 2017

DATE	£	REF	PAYER	DESCRIPTION
16/10/2017	200.00	Deposit	FA Holland	V.Beckey Funeral

200.00

PAYMENTS: - 13th September - 7 November 2017

DATE	£	CHEQUE NO	PAYEE	DESCRIPTION
27/10/2017	35	DD	ICO	Data Protection Registration Fee
07/11/2017	306.02	101389	HL O'Callaghan	Clerks Salary - September
07/11/2017	357.02	101389	HL O'Callaghan	Clerks Salary - October
07/11/2017	10	101390	Chi Payroll Services	Payroll -September
07/11/2017	10	101390	Chi Payroll Services	Payroll - October
07/11/2017	215	101391	W Goacher	Grass Cutting - Church
07/11/2017	17.1	101392	HL O'Callaghan	Mileage
07/11/2017	36	101392	HL O'Callaghan	Working from home allowance x2
07/11/2017	47.08	101392	HL O'Callaghan	Website updating - Compliance
07/11/2017	453.07	101393	Came&Company	Insurance
	1486.29			

WEST DEAN PARISH COUNCIL

BANK RECONCILIATION

AS AT 6th NOVEMBER 2017

PRESENTED TO COUNCIL ON 8 NOVEMBER 2017

RECEIPTS & PAYMENTS

Balance brought forward as at 31/03/2017		£22,039.70
Add Total Receipts		13,099.64
Less Total Payments		(7,074.36)
TOTAL		£28,064.98

BANK		
Barclays as @ 06/09/2017		22,044.09
Santander		6,000.89
Less unpresented cheques		
		20.00
Plus Uncleared Deposits		0
TOTAL		£28,064.98

Appendix C

WEST DEAN PARISH COUNCIL

	Budget 2017-18		Forecast to 31/03/2018	Current Total 05/10/2017	Forecast 2018-19 0% rise in precept	Forecast 2018-19 2% rise in precept
	£		£	£	£	£
Balance b/f at 1 April	£22,019.70		22,019.70	22,019.70	£22,019.70	£22,019.70
Receipts						
Precept	12000.00		£12,000.00	£12,000.00	£12,000.00	£12,244.89
Council Tax Support Grant	0.00		£0.00	£0.00		
Cemetery Income	4.50		£245.00	£200.00	£0.00	£0.00
Bank interest	0.00		£0.00	£0.00	£0.00	£0.00
CDC Grant						
Grants - transparency	0.00		£899.64	£899.64	£0.00	£0.00
Miscellaneous Income	0.00		£0.00	£0.00	£0.00	£0.00
Vat recovered	2127.96		£2,000.00	£0.00	£2,000.00	£2,000.00
Total receipts for period	14132.46		£15,144.64	£13,099.64	£14,000.00	£14,244.89
Total receipts	£36,152.16	Budget vs Forecast	£37,164.34	£35,119.34	£36,019.70	£36,264.59
Payments						
<u>General Administration</u>						
Other Admin (Payroll, Overtime)	£200.00	-£517.88	£1,000.00	£717.88	£1,000.00	£1,000.00
Computer costs	£0.00	-£166.67	£166.67	£166.67	£100.00	£100.00
Postage	£70.00	£69.02	£5.00	£0.98	£5.00	£5.00
Stationery costs	£100.00	£60.00	£40.00	£4.75	£50.00	£50.00
Clerk expenses	£180.00	£0.00	£180.00	£138.60	£200.00	£200.00
Home office	£216.00	£0.00	£216.00	£108.00	£216.00	£216.00
Employment Costs (Gross)	£5,250.00	£1,271.76	£3,978.24	£2,193.14	£4,057.80	£4,057.80
Insurance	£440.00	£3.75	£436.25	£436.25	£450.00	£450.00
Audit fee	£350.00	£100.00	£250.00	£250.00	£250.00	£250.00
Training (Clerk/Councillors)	£0.00	-£24.00	£24.00	£24.00	£100.00	£100.00
Publicity	£45.00	£45.00	£0.00	£0.00	£50.00	£50.00
Recreation Ground	£500.00	£500.00	£0.00	£0.00	£0.00	£0.00
Traffic Group	£250.00	£0.00	£250.00	£0.00	£250.00	£250.00
Cemetery	£2,000.00	£23.85	£1,976.15	£1,976.15	£2,500.00	£2,500.00
Churchyard	£400.00	£0.00	£400.00	£400.00	£500.00	£500.00
Table Tombs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Street Lights	£520.00	£13.75	£506.25	£506.25	£510.00	£510.00
Bin Emptying	£310.00	£6.32	£303.68	£303.68	£310.00	£310.00
Salt Bins	£0.00	£0.00	£0.00	£0.00	£100.00	£100.00
Subscriptions	£160.00	£13.08	£146.92	£38.00	£160.00	£160.00
Room Hire	£100.00	£100.00	£0.00	£0.00	£100.00	£100.00
Notice board	£500.00	£500.00	£0.00	£0.00	£500.00	£500.00
Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Events	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
S.137 & S.142 payments	£400.00	£400.00	£0.00	£0.00	£400.00	£400.00
Election	£0.00	£0.00	£0.00	£0.00	£200.00	£200.00
Precept payments	£11,991.00		£9,879.16	£7,264.35	£12,008.80	£12,008.80
NHB grant	£1,500.00		£1,455.15	£1,455.15	£0.00	£0.00
Transparency Grant			£899.64	£500.00	£0.00	£0.00
Operation Watershed	£0.00		£0.00	£0.00	£0.00	£0.00
VAT paid	2000.00		£2,000.00	£654.19	£2,500.00	£2,500.00
Total payments	£15,491.00		£14,233.95	£9,873.69	£14,508.80	£14,508.80
Surplus/deficit	-£1,358.54		£910.69	£3,225.95	-£508.80	-£263.91
(Receipts less payments for period)						
Balance carried forward	£20,661.16		£22,930.39	£25,245.65	£21,510.90	£21,755.79