

# WEST DEAN PARISH COUNCIL

## MINUTES OF THE MEETING OF THE COUNCIL HELD ON WEDNESDAY 8 MARCH 2017 AT WEST DEAN COLLEGE

**Present:** Cllrs Cochrane, Corbett, Goacher, Kendall, Odin, Pearmaine, Rice, Slade

**In attendance:** HL O'Callaghan, Clerk to the Council  
Cty Cllr Hunt  
Ian Graham  
P. Kirk & Miss C Williams, Savills  
2 Members of the Public

### 1. **Apologies for Absence**

Apologies for absence were received from Cllr Mrs S Pearmaine and District Cllr Potter, the latter being involved in an accident.

### 2. **Code of Conduct**

- (i) Declarations of Interests – Cllr Goacher declared an interest due to payment being made for Cemetary works
- (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 4 January 2017 be approved. They were duly signed as a correct record.

### 4. **County Councillors Report**

No report given as covered in previous Annual Electors Meeting

### 5. **District Councillors Report**

No report given due to absence of District Cllr Potter

### 6. **Community Right to Bid Scheme**

Cllr Steven Corbett reported that the Parish Council had been approached to nominate the Dean public house as an Asset of Community Value. Cllr Corbett gave a brief description of what this meant. Cllr Corbett reiterated that the Dean was not currently under threat however this act can give protection to the Dean in the future. He stated that there were ongoing rumours that the Dean may at some stage be sold or/and planning permission applied for to put houses on the site.

Cllr Corbett asked whether the Council was in favour of passing a motion to take this forward. He said that someone needed to lead the project as he would not be the lead.

On a proposal by Cllr Slade and seconded by Cllr Cochrane it was **RESOLVED** that this would be taken forward and headed up by Cllr Kendall.

7. **Traffic Action Committee**  
Cllr Corbett had nothing to report; it being reported at the Annual Electors meeting
8. **Planning Committee**  
Cllr Corbett had nothing to report; it being reported at the Annual Electors meeting prior to this meeting.
9. **Winter Management Plan**  
Cllr Odin asked that this be reviewed and placed as an item on the agenda for the next meeting in May
10. **Graffiti Removal**  
Cllr Goacher reported that following on from the previous meeting District Cllr Potter had provided him with a contact at CDC and within 48 hours of reporting it the graffiti had been removed. Cllr Goacher now has the number for use should it reoccur.
11. **Defibrillator**  
In Cllr Mrs Pearmaines absence, Cllr Pearmaine updated the Council, reporting that a quote had been received for the purchase and installation of a defibrillator. He stated that it was a standard quote but that other considerations had to be taken into account for example insurance and whether the defibrillator was locked or unlocked. Discussion ensued as to how a locked defibrillator would be accessed.
- It was proposed that as there was already one in the College that was accessible 24hrs a day, a useful site would be outside the shop. The Foundation reported that they would be willing to contribute and Cty Cllr Hunt reminded the council that funds from the SID fund could also be used if applied for next financial year.
- Cllr Pearmaine agreed to report back to the Council.
12. **NHB/Signs for Binderton**  
The Clerk reported that West Dean has received approval for funds originally earmarked from the NHB scheme to be used in funding 3 new signs for Binderton. Previously the Council received a quotation for these 3 new signs from Balfour Beatty totalling £1,455.15. The Clerk reported that a payment of £1,543 has been received from CDC allowing us to now move forward with Highways and Balfour Beatty to finalise the siting of these new signs and moving forward with getting them in place. Council **RESOLVED** that Cllr Slade would take the lead on this project and co-ordinate with Balfour Beatty and Highways to move the project forward.
13. **Finance**  
**a. Payments 4 January – 8 March 2017**  
On a proposal by Cllr Corbett, seconded by Cllr Pearmaine the above payments, totalling £2,296.30, 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 Slade and seconded by Cllr Kendall the Bank Reconciliation to the 3 March 2017 was **APPROVED** – Appendix B. In line with good practice, Cllr Odin inspected Barclays Bank Statement Sheet No 414 and initialled the corresponding balance.
14. **Review and approval of notable paperwork:**  
Council reviewed and **APPROVED** the following items:  
a. Asset Register

- b. Risk Assessment
- c. Standing Orders
- d. Financial Regulations
- e. Re-appointment of Rachel Hall as the internal auditor for the council

Approval of these items was proposed by Cllr Cochrane and seconded by Cllr Corbett.

**15. Correspondence Report**

Council confirmed Clerk to continue to include a correspondence report for each meeting highlighting any notable correspondence where applicable.

**16. Approve and set dates for 2017 – 18 Meetings**

Council acknowledged that they had all received a copy of the dates. Cty Cllr Hunt asked for a copy to be sent to him.

**17. Items for inclusion in the next agenda**

Clerk proposed that Council review the website and update in light of the transparency code and changes taking place in the coming financial year. It was agreed that this item be put on the next agenda for review and Clerk would provide quotes to Council. Cllr Pearmaine offered to provide a contact for a web designer

**18. Any other items for information**

In a proposal by Cllr Goacher and seconded by Cllr Pearmaine Council agreed Ian Grahams quotation for the replacement noticeboard, like for like, with a cost of £230 to the Council with the Foundation covering the costs of labour

Cllr Slade made reference to the cycle path being dug up by badgers. Cllr Odin reported that the SDNPA are aware of this and have been excellent in responding but it is up to them to deal with and that there was nothing that the Council can do

**19. Date of Next Meeting**

The next meeting would be held on **Wednesday 10<sup>th</sup> May 2017 at 7.30pm in The Music Room at West Dean College.**

Cllr Corbett gave his apologies that he would not be able to attend the next meeting due to travelling on a business meeting at the time. Council accepted these apologies

**20. Exclusion of Press & Public**

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

**21. Pension**

Clerk provided an update to the Council stating that in order to enrol in the LGPS it was necessary to provide a copy of the signed minutes approving the inclusion of West Dean in the pension scheme.

On a proposal by Cllr Pearmaine and seconded by Cllr Kendall, Council **RESOLVED** that these minutes could be sent.

**22. Clerk Salary Update**

Clerk reported that in accordance with SSALC and NALC guidelines that Clerks salary would increase to £11.77p/h from 1<sup>st</sup> April.

On a proposal by Cllr Slade and seconded by Cllr Goacher this motion was **RESOLVED**

**Chairman thanked everyone for their attendance and closed the meeting**

The meeting finished at 8.19pm.

Signed:

Chairman of the Council

Date



**BANK RECONCILIATION****AS AT 3 MARCH 2017****PRESENTED TO COUNCIL ON 8 MARCH 2017****RECEIPTS & PAYMENTS**

Balance brought forward as at 30/12/2016		£28,541.46
Add Total Receipts		12,619.51
Less Total Payments		(16,845.17)
<b>TOTAL</b>		<b>£24,315.80</b>

<b>BANK</b>		
Barclays as @ 27/02/2017		18,315.11
Santander		6,000.89
<b>Less unpresented cheques</b>		<b>0.00</b>
<b>Plus Uncleared Deposits</b>		<b>0</b>
<b>TOTAL</b>		<b>£24,316.00</b>

**TALLY**