

## WEST DEAN PARISH COUNCIL

HL O'Callaghan, Clerk to the Council  
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**Members of West Dean Parish Council are hereby summoned to the Full Council Meeting of West Dean Parish Council at 7.30pm on Wednesday 10<sup>th</sup> March 2021**

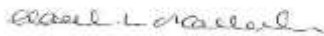
**Due to the Coronavirus Government guidelines the meeting will be held via Zoom video conference call**

### **AGENDA**

1. Apologies for Absence
2. Code of Conduct  
Declaration of Members' disclosable pecuniary interests and other interests on items included on the Agenda.
3. Approval of Minutes of meeting held on 13<sup>th</sup> January 2021
4. Matters brought forward from previous meeting
  - a) Update on Traffic Calming - Cllr de Groot (Valley Diary letter previously circulated)
  - b) Verge Cutting trial update – Cllr Graham
  - c) Update on tankers – Cllr Graham
5. Highways and Maintenance
  - a) Pavements and sidings update – Cllr de Groot
6. Questions to County Councillor (Report to be submitted in advance)
7. Questions to District Councillor (Report to be submitted in advance)
8. Planning Update
9. Finance
  - a) To approve Clerks salary and expenses – Appendix A
  - b) To note and approve income and expenditure report – Appendix B
  - c) To approve the regular Bank Reconciliation – Appendix C
10. To consider and approve previously circulated New Code of Conduct
11. To consider Annual Parish Meeting 2021
12. Correspondence to note
  - a) Camping and Glamping Consultation (2/2/21)
  - b) Road Verge Cutting Trial – update as above
  - c) Groundwater levels email (Jan/Feb)
  - d) Ongoing SSALC/WSALC emails
  - e) Coronavirus Updates
  - f) Census 21
  - g) Town and Parish Update
  - h) South Downs Update February
  - i) Southern Water email correspondence from Cllr Potter
  - j) Parking changes in Chichester email
13. Matters arising not dealt with on the Agenda

- 14. Public Questions (10 Minutes)
- 15. Any other matters for information only
- 16. Date of next Meeting 5<sup>th</sup> May 2021 – this will be the AGM

Signed:



HL O'Callaghan  
Clerk & RFO

**Appendix A**

**Clerk Salary and Expenses**

Clerks Salary 1 – 31<sup>st</sup> January 2021  
**Net Salary £447.96**  
**PAYE £4.00**

**Total Net Outlay £451.96**

Clerks Salary 1 – 28<sup>th</sup> February 2021  
**Net Salary £447.76**  
**PAYE £4.20**

**Total Net Outlay £451.96**

**Paid by Standing order on last working day of the month**

**Clerks Expenses 12 January - 9 March 2021 (paid after meeting)**

<b>Date Paid</b>	<b>Detail</b>	<b>Reason</b>	<b>Cost ex VAT (£)</b>	<b>VAT (£)</b>	<b>Cost inc VAT (£)</b>
13/1/21	Working from home allowance (Jan)	As per contract	18.00	0	18.00
13/1/21	Working from home allowance (Feb)	As per contract	18.00	0	18.00
<b>Total</b>			<b>36.00</b>	<b>0</b>	<b>36.00</b>

<b>WEST DEAN PARISH COUNCIL</b>				
<b>FINANCIAL REPORT 3/3/21</b>				
<b>RECEIPTS</b>				
<b>DATE</b>	<b>REF</b>	<b>PAYER</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
18/01/2021	Santander	Santander	Interest Oct-Jan	0.15
26/02/2021	Clerk	HL O'Callaghan	Salary reimbursement (tax overpayment)	0.2
<b>PAYMENTS</b>				<b>0.35</b>
<b>DATE</b>	<b>REF</b>	<b>PAYER</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
29/01/2021	online s/o	HL O'Callaghan	Clerk Salary January	447.96
01/02/2021	online d/d	Microsoft	Office Subs 365	11.28
02/02/2021	online d/d	Chi Payroll	Payroll January	10
11/02/2021	online d/d	HMRC	Employee Tax Contributions	4
26/02/2021	online s/o	HL O'Callaghan	Clerk Salary February	447.96
01/03/2021	online d/d	Chi Payroll	Payroll February	10
04/03/2021	online d/d	Microsoft	Office Subs 365	11.28
11/03/2021	online d/d	HL O'Callaghan	Work from Home (Jan+Feb)	36
18/03/2021	online d/d	HMRC	Employee Tax Contributions	4.2
				<b>982.68</b>

<b>WEST DEAN PARISH COUNCIL</b>		
<b>BANK RECONCILIATION</b>		
<b>03-Mar-21</b>		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 31/03/2020		£30,906.54
Add Total Receipts		14,809.74
Less Total Payments		(9,586.32)
<b>TOTAL</b>		<b>£36,129.96</b>
<b>BANK</b>		
Barclays as @ 03/03/21		29,927.68
Santander as @ 18/01/21		6,202.28
<b>TOTAL</b>		<b>£36,129.96</b>

