

WEST DEAN PARISH COUNCIL
HL O'Callaghan, Clerk to the Council
C/o Wykikamookow, School Lane, Fittleworth,
West Sussex, RH20 1JB
e-mail: westdeanpc@yahoo.com

Members of West Dean Parish Council are hereby summoned to the Full Council Meeting of West Dean Parish Council at 7.30pm on Wednesday 10th November 2021 at West Dean College

The order of business to be transacted is:

1. Apologies for Absence
Apologies received from Cllrs de Groot and Slade
2. Code of Conduct
 - (i) Declarations of Interests on items included on the agenda
 - (ii) Dispensations - to consider any requests for Dispensations
3. Minutes – to agree and sign the minutes of the meeting held on 8th September 2021
4. Update on matters carried forward from previous meeting:
 - a) Verge cutting trial update
 - b) Pavements and Sidings
 - c) Village Gateways
 - d) Dog Waste Bins
 - e) Plotting of additional graves for allocation
 - f) Potential siting of new playground
5. Brief Report from County Councillor on matters affecting this Parish
6. Brief Report from District Councillor on matters affecting this Parish
7. Traffic/Roads Update
 - Speed Watch – PC Jason Lemm
8. Planning Committee - to receive a verbal report from the Chairman, including consideration of any applications received since the last meeting
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**
 - d) To review budget ahead of Precept setting (January)
10. Correspondence and Consultations – to note any items of interest
 - Queens Green Canopy
 - New noise group – Cllr de Groot
 - CDC Development Management Update Email
 - SDNPA Planning Committee meeting, 11th November
 - Gillian Keegan MP, response to Environment Bill email
11. Future meeting dates for agreement
 - Wednesday 12th January 2022
 - Wednesday 9th March 2022
 - Wednesday 11th May 2022 (AGM and Parish Meeting)
 - Wednesday 6th July 2022
 - Wednesday 14th September 2022
 - Wednesday 9th November 2022
12. Any other matters not on agenda
 - Use of Parish noticeboards

13. Any other business for information only
 14. Date of Next Meeting – 12th January 2022

Signed:



Clerk to the Council

3rd November 2021

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 30th September 2021

Net Salary £448.96

PAYE £3.00

Total Net Outlay £451.96

Clerks Salary 1 – 31st October 2021

Net Salary £449.16

PAYE £2.80

Total Net Outlay £451.96

Paid by Standing order on last working day of the month

Clerks Expenses Paid after the meeting

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
11/11/21	Working from home allowance (September)	As per contract	18.00	0	18.00
11/11/21	Working from home allowance (October)	As per contract	18.00	0	18.00
11/11/21	Mileage	Reimbursement of travel to September meeting @£0.45 per mile (20 milesx2)	18.00	0	18.00
Total			54.00	0	54.00

Appendix B

WEST DEAN PARISH COUNCIL					
FINANCIAL REPORT 3/11/21					
	RECEIPTS				
	DATE	REF	PAYER	DESCRIPTION	AMOUNT
	06/09/2021	Santander	Santander	Interest	0.1
	17/09/2021	N00084	CDC	Precept Part 2	6300
	27/09/2021		Natalia Beckey	Purchase of Right of Burial	400
	PAYMENTS				
					6700
FILE NUMBE	DATE	REF	PAYER	DESCRIPTION	AMOUNT
30	06/09/2021	online	HMRC	PAYE August	2.8
31	06/09/2021	online	Chi Payroll Services	Payroll - August	10
32	09/09/2021	online	HL O'Callaghan	Working from Home Allowance (May + June)	36
32	09/09/2021	online	HL O'Callaghan	Working from Home Allowance (July + August)	36
32	09/09/2021	online	HL O'Callaghan	Expenses - Ink	19.99
33	30/09/2021	online	Came & Company	Insurance renewal 2021-22	543.9
34	30/09/2021	online	HL O'Callaghan	Clerk Salary - September	448.96
35	01/10/2021	online	Microsoft	365 monthly payment - September	11.28
36	01/10/2021	online	KJC Trees Ltd	Removal of Ash Tress - Cemetery	3036
37	04/10/2021	online	HMRC	PAYE September	3
38	04/10/2021	online	Chi Payroll Services	Payroll - September	10
39	12/10/2021	online	W Goacher	St Andrews Church Grass mowing 2nd half	240
40	17/10/2021	online	ICO	Data Protection renewal fee	35
41	29/10/2021	online	HL O'Callaghan	Clerk Salary - October	449.16
42	01/11/2021	online	Microsoft	365 monthly payment - October	11.28
43	02/11/2021	online	HMRC	PAYE October	2.8
44	02/11/2021	online	Chi Payroll Services	Payroll - October	10
					4906.17

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
03-Nov-21		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2020		£35,605.24
Add Total Receipts		14,028.38
Less Total Payments		(10,834.78)
TOTAL		£38,798.84
BANK		
Barclays as @ 3/11/21		32,596.16
Santander as @ 3/11/21		6,202.68
TOTAL		£38,798.84