

WEST DEAN PARISH COUNCIL

MINUTES OF THE PARISH MEETING

WEDNESDAY 10 NOVEMBER 2021 AT 7.30pm

The Old Library, West Dean College

| | ACTION |
|--|--|
| <p>In attendance: Cllrs Corbett, Court, Goacher, Graham, Kendall, Odin, Hannah-Louise O’Callaghan (Clerk)</p> <p>2 members of the public were in attendance</p> <p>Agenda Item 1: Apologies for Absence Apologies received in advance from Cllrs Slade, de Groot, Cochrane and County Cllr Hunt</p> <p>Agenda Item 2: Code of Conduct</p> <ul style="list-style-type: none">i. <u>Declarations of Interests</u> – Noneii. <u>Dispensation Requests</u> – None <p>Agenda Item 3: Minutes – to agree and sign the minutes of the meeting held on 8 September 2021 On a proposal by Cllr Goacher and seconded by Cllr Court it was RESOLVED that the minutes of the meeting on 8 September 2021 be approved. They were duly signed by the Chairman as a correct record.</p> <p>Agenda Item 4: Matters brought forward from previous meeting:</p> <ul style="list-style-type: none">a) Verge cutting trial update No update. It was requested to remove this item from the agenda until there is an updateb) Pavements and Sidings Ongoing, no update at this timec) Village Gateways After discussions around the type of gateway in question, it was put to a vote as to whether to install village gateways. Votes were counted as follows: 3 for the motion 1 against 2 abstained Following the vote it was agreed that Cllr Graham would report back to the Council with 3 optionsd) Dog Waste Bins Cllr Graham confirmed that the Foundation would be going ahead to purchase and install a bine) Plotting of additional graves for allocation This is ongoingf) Potential siting of new playground It was confirmed that the Foundation will be putting forward their long-term plan shortly and this will look at options for public spaces. Council agreed that this item is ongoing and will be discussed further in line with plans shared by the Foundation. It was noted by Cllr Corbett that the Council would need to find out what support exists for a potential playground as the previous one did not get used. <p>Agenda Item 5: County Councillor Report and Questions – Cllr Hunt In his absence County Cllr Hunt provided the following update to the Clerk in advance: “I really don’t have anything to report with reference to West Dean, other than to acknowledge that we are progressing with the PC’s Communities Highways scheme. The speed loops that have been down for a while are part of that work”.</p> | <p>Clerk</p> <p>Cllr Graham</p> <p>Cllr Graham</p> |

Agenda Item 6: District Councillor Report and Questions – Cllr Potter

None

Agenda Item 7: Traffic Calming/Highways Update

PC Lemm gave his apologies in advance and it was confirmed that he will attend a future meeting. Cllr Goacher informed the Council that his wife was very keen to be involved in any Speedwatch scheme as is the new headmaster at the school. It was agreed that the Clerk would keep a note of expressions of interest so that these people could be contacted when a scheme is up and running. The members of the public present expressed their interest in joining the scheme – Clerk to get their contact details.

It was noted that the pavement between Church Lane and the School is dangerous and unfit for use. The Council is aware of this and is working with County Council to get something done. It was noted that the school also share the concerns of the Parish Council and are pursuing this also.

Discussions took place around the purchase of a SID for the village. This could be installed and moved as necessary by the Foundation. The purchase of a SID and in time a radar gun was seen as an important part in gathering data regarding speeding to eventually pass on to Highways to support the case for further intervention.

Cllr Graham reported that the purchase of a SID would be approximately £3000. **Cllr Graham proposed that a SID be purchased as soon as possible, this motion was seconded by Cllr Goacher.** It was agreed that Cllr Graham would provide the Clerk with details of the SID to be purchased and it is minuted that the Clerk is authorised to make the purchase.

Clerk

Cllr
Graham
Clerk

Agenda Item 8: Planning Update

Cllr Corbett reported that there had been no new applications and the outstanding applications at Manor Farm and the land at Chilgrove farmhouse had both been approved. It was noted that the stable block has now been moved.

Cllr Kendall asked whether there was an update on the pool house at Binderton. It was noted that this is still in progress and District Cllr Potter has taken an interest in this. Cllr Graham offered to get an update from the National Park on this.

Cllr
Graham

Agenda Item 9: Finance

- a) To approve Clerks salary and expenses – **Appendix A**

On a **proposal by Cllr Graham** and **seconded by Cllr Court** Clerks salary and expenses were duly noted and approved

- b) To note and approve income and expenditure report – **Appendix B**

On a **proposal by Cllr Graham** and **seconded by Cllr Goacher** the income and expenditure report as attached was approved

- c) To approve the regular Bank Reconciliation – **Appendix C**

On a **proposal by Cllr Graham** and **seconded by Cllr Goacher** the Bank Reconciliation as attached was approved

- d) To review the Budget ahead of the Precept setting (January)

The budget was reviewed and it was noted that the Council’s finances remain in a good position. Clerk asked Council to consider any items that they wish to budget for in the 2022-23 budget so that these can be included. It was noted that an expenditure for village gateways should be noted in next years budget.

All
Clerk

Agenda Item 10: Correspondence to note

Council acknowledged receipt of the following correspondence:

| | |
|--|--------------------------------------|
| <ul style="list-style-type: none"> • Queens Green Canopy It was noted that the Community are looking into planting trees to commemorate every 10 years of the Queens reign • New noise group – Cllr de Groot Clerk informed Council that Cllr de Groot was in touch with Sarah Sharp but no progress has yet been made • CDC Development Management Update Email • SDNPA Planning Committee meeting, 11th November • Gillian Keegan MP, response to Environment Bill email | Cllr de Groot |
| <p>Agenda Item 11: Future meeting dates Clerk suggested the following dates for the forthcoming meetings:</p> <ul style="list-style-type: none"> • 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 <p>The dates were approved. Clerk to update the website. It was agreed that the new headmaster (Chris Williams) should be invited to attend the Parish Meeting as per previous years and Cllr Graham reported that an update from the Foundation would also be available.</p> | Clerk |
| <p>Agenda Item 12: Matters arising not dealt with elsewhere on the agenda</p> <ul style="list-style-type: none"> • Use of parish noticeboards Cllr Cochrane asked the Clerk for clarity on the retention of the key for the Chilgrove noticeboard and how this should be used. It was agreed that the key holder should be a member of the Parish Council and that any non-Parish Council notices should only be displayed once vetted by the keyholder. Cllr Graham offered to tidy up the noticeboard and give Cllr Cochrane the key for future safekeeping. • Winter maintenance Cllr Graham asked whether everything was in place regarding the Winter Maintenance Plan. Clerk confirmed that all information had been received. It was confirmed that as per previous years any volunteers would be covered by the Parish Council insurance. <p>Cllr Corbett asked Clerk to keep a note of volunteers for the Speedwatch group so that they can be contacted when this is up and running</p> | Cllr Graham Cllr Cochrane |
| <p>Agenda Item 13: Any other matters for information only</p> <p>Agenda Item 14: DATE OF THE NEXT MEETING</p> <p>The next meeting will be held on 12th January 2022</p> <p>Meeting finished at 20.16</p> | |
| <p>Appendices and Attachments</p> | |

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 |

| 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 |