

WEST DEAN PARISH COUNCIL

MINUTES OF THE PARISH MEETING

WEDNESDAY 12 JANUARY 2022 AT 7.30pm

The Kings Room, West Dean College

	ACTION
<p>In attendance: Cllrs Corbett, Court, De Groot, Graham, Kendall, County Cllr Hunt, Hannah-Louise O’Callaghan (Clerk)</p> <p>Agenda Item 1: Apologies for Absence Apologies received in advance from Cllrs Cochrane, Odin and Goacher, Slade</p> <p>It was noted that at the close of this meeting 2 councillors would have been absent for meetings for 6 months. Clerk advised that she had sought clarification and it would be possible for the Council to approve the reasons for absence at this meeting in order to allow the councillors to continue to serve on the Council. However, it was also noted that ongoing unapproved absence for 6 months of longer would remove the Councillor in question from their seat on the Council. After discussion the following was agreed UNANIMOUSLY:</p> <p>Council approved the ongoing absence of Cllr Slade due to personal family matters and hoped that she would be able to re-join the Council in the future. It was noted that these circumstances are beyond her control and her current location does not allow for her to join remotely.</p> <p>Council approved the absence of Cllr Cochrane due to concerns brought about by the ongoing Covid-19 pandemic however it was noted that the Council will provide access for Cllr Cochrane to join the next meeting remotely should the current situation not improve.</p> <p>Approval for these absences is delegated under s101 of the Local Government Act 1972.</p> <p>Clerk to communicate these decisions directly with the Councillors involved.</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 10 November 2021 On a proposal by Cllr Graham and seconded by Cllr Kendall it was RESOLVED that the minutes of the meeting on 10 November 2021 be approved. They were duly signed by the Vice-Chairman as a correct record.</p> <p>Agenda Item 4: Matters brought forward from previous meeting:</p> <ul style="list-style-type: none">a) Pavements and Sidings Cllr de Groot informed the Council that recent communications have suggested that the work is earmarked for Feb/March 2022. It was asked whether the work would involve the hedges however it was clarified that this is the responsibility of the landowner and not the Council. Cllr Graham noted that the footpath in Singleton looks good. County Cllr Hunt will continue to get updates on the work.b) Village Gateways No update	Clerk

c) Waste Bin

Cllr Graham clarified that the bin had been ordered and it is a waste and recycling bin. Once it is delivered and put in place the Parish Council will take over (as previously agreed) the responsibility for emptying of the bin.

d) Plotting of additional graves for allocation

No update. It was noted by Cllr Corbett that the current map is unintelligible and should be updated when the new plans of the cemetery are drawn up

e) Potential siting of new playground

No update as this is ongoing

Agenda Item 5: County Councillor Report and Questions – Cllr Hunt

Cllr Hunt reported that his actions had been covered in the previous points and he has nothing further to report, however he will chase up the data provided by the speed strips with Mike Dare and report back on the findings.

CC Hunt

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

No report

Agenda Item 7: Traffic Calming/Highways Update

Cllr de Groot reported that despite meeting with PC Jason Lemm there was no activity update to report at the current time. The noise speed group is not relevant for our area and therefore Cllr de Groot has withdrawn from this.

Cllr Graham reported that the purchase of the SID is ongoing and will take place following approval from Mike Dare. In addition Cllr Graham reported that PC Lemm is refreshing the risk assessments for the sites for the Speedwatch Group and this will form part of the future training. Cllr Court confirmed that the Community Speedwatch Group has been set up and so far she has 2 volunteers however hopes to increase this number. Training will take place at the end of January and it was confirmed that equipment will now be available for the Parish Council to borrow for a six-month period unlike previously.

**Cllr
Graham**

Cllr Court

Cllr Corbett congratulated all those involved in the varying projects.

Agenda Item 8: Planning Update

Cllr Corbett noted that there had been a few applications relating to the college but none were contentious.

Colworth Farm – no update

Tanker Parking Bay – it was confirmed that Highways had objected to his application however it has now been clarified that the application is to rectify an existing problem. It has also been clarified that although the parking is predominantly for tankers it will also be possible for public parking to take place. Cllr Graham confirmed that the application does not touch an adopted road and that the work will be financed by Southern Water and the Foundation. It is expected that the re-submitted application will be approved.

**Cllr
Graham**

Pool House, Binderton – no update although it was noted that enforcement have visited the site. Cllr Graham to update after his meeting next week.

Agenda Item 9: Finance

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

On a **proposal by Cllr de Groot** and **seconded by Cllr Kendall** Clerks salary and expenses were duly noted and approved

<p>b) To note and approve income and expenditure report – Appendix B</p> <p>On a proposal by Cllr Kendall and seconded by Cllr Court the income and expenditure report as attached was approved</p> <p>c) To approve the regular Bank Reconciliation – Appendix C</p> <p>On a proposal by Cllr Court and seconded by Cllr de Groot the Bank Reconciliation as attached was approved</p> <p>d) To review the Budget ahead of the Precept setting (January)</p> <p>The budget was reviewed and it was noted that the Council’s finances remain in a good position. Discussion took place regarding the Jubilee celebrations and it was agreed to increase the amount in the Budget for this occasion to £1500. Council agreed that they would like to work with the Foundation to mark this event. Varying options were discussed and this will be placed as an item on the March agenda.</p> <p>Council noted that a lot of work is being planned to improve life for residents in West Dean such as the SID purchase and the Speedwatch group and therefore Council agreed UNANIMOUSLY that the Precept request should be raised by 5% to £13,230. This raise will still require the Council to use some of their reserves to finance projects for the coming year.</p> <p>Following a suggestion by Cllr Corbett, Cllrs Graham and de Groot agreed to look into the possibility of funding for the SID, potentially from the National Park</p> <p>Agenda Item 10: To note any correspondence Council acknowledged receipt of the following items of interest:</p> <ul style="list-style-type: none"> • Police – Big Data Presentation, 25th Feb 2022 • Fire Services Consultation • SDNPA Custom House Building Consultation • Noise Group Meeting <p>Agenda Item 11: Matters arising not dealt with elsewhere on the agenda Cllr Graham reported that the keys for both noticeboards were currently missing. After discussion it was agreed that should these not be located the Estate would be able to provide new keys. Cllr Graham to investigate further.</p> <p>Cllr de Groot noted that the numbers have worn off the trees in Binderton Lane.</p> <p>It was noted that Cllr Odin was unable to attend the meeting due to problems with his email. Cllr Graham offered to assist Cllr Odin and Clerk has contacted the website provider to allow provide assistance.</p> <p>Agenda Item 12: Any other matters for information only</p> <p>Agenda Item 13: DATE OF THE NEXT MEETING</p> <p>The next meeting will be held on 9th March 2022. Cllr Corbett offered his apologies in advance of the meeting as he will be unable to attend.</p> <p>Agenda Item 14: Exclusion of Press and Public</p> <p>Agenda Item 15: Consideration of yearly pay increase Clerk asked Council to consider an annual pay increase taking her salary to point 25 on the NALC scale. On a proposal by Cllr Kendall and seconded by Cllr de Groot this was passed UNANIMOUSLY by the Council. The Council thanked the Clerk for her continued service.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllrs de Groot & Graham</p> <p>Cllr Graham</p> <p>Clerk & Cllr Graham</p>
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Meeting finished at 8.20pm	
Appendices and Attachments	

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 30th November 2021

Net Salary £448.96

PAYE £3.00

Total Net Outlay £451.96

Clerks Salary 1 – 31st December 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 to be paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
13/1/22	Working from home allowance (November)	As per contract	18.00	0	18.00
13/1/22	Working from home allowance (December)	As per contract	18.00	0	18.00
13/1/22	Mileage	Reimbursement of travel to November meeting @£0.45 per mile (20 milesx2)	18.00	0	18.00
Total			54.00	0	54.00

WEST DEAN PARISH COUNCIL					
FINANCIAL REPORT 5/1/22					
RECEIPTS					
DATE	REF	PAYER	DESCRIPTION	AMOUNT	
PAYMENTS					
FILE NUMBER	DATE	REF	PAYER	DESCRIPTION	AMOUNT
45	18/11/2021	online	HL O'Callaghan	Work from home allowance (Sept & Oct)	36
45	18/11/2021	online	HL O'Callaghan	Clerk Mileage (Sept meeting)	18
46	30/11/2021	online	HL O'Callaghan	Clerk Salary - November	448.96
47	02/12/2021	online	Microsoft	365 monthly payment - November	11.28
48	02/12/2021	online	HMRC	PAYE November	3
49	02/12/2021	online	Chi Payroll Services	Payroll - November	10
50	31/12/2021	online	HL O'Callaghan	Clerk Salary - December	449.16
51	31/12/2021	online	Microsoft	365 monthly payment - December	11.28
52	05/01/2022	online	HMRC	PAYE December	2.8
53	05/01/2022	online	Chi Payroll Services	Payroll - December	10
					1000.48

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
05-Jan-22		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2020		£35,605.24
Add Total Receipts		14,028.38
Less Total Payments		(11,835.26)
TOTAL		£37,798.36
BANK		
Barclays as @ 5/1/22		31,595.68
Santander as @ 3/11/21		6,202.68
TOTAL		£37,798.36