

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 14th September 2022 at West Dean College

The order of business to be transacted is:

1. Apologies for Absence
Apologies received from Cllr Cochrane
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 6th July 2022
4. Update on matters carried forward from previous meeting:
 - a) Cemetery Maintenance
 - i. Update on removal and cutting down of fallen cemetery trees
 - ii. Maintenance of James burial plot
 - b) Village Gateways
 - c) Waste Bin
 - d) Update on purchase of SID
 - e) Bus stop signage
 - f) Update on removal of glass/resurfacing of bridleway to Blackbush House
 - g) Selsey Arms update re placing as an asset of community value
 - h) Update on repair of white gate on trundle wall at Upper Binderton
5. Brief Report from County Councillor on matters affecting this Parish
6. Brief Report from District Councillor on matters affecting this Parish
7. Speedwatch Update
8. Highways Update
9. Planning Committee - to receive a verbal report from the Chairman, including consideration of any applications received since the last meeting
10. 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**
11. Correspondence and Consultations – to note any items of interest
 - a) Salt Bin Audit
 - b) CDC subsidised tree scheme
 - c) SDNPA Design Guide Supplementary Planning Document
 - d) PROW routine maintenance – September
 - e) SAAA opt out email
 - f) Local historical features in West Dean email
 - g) Filming in West Dean
12. To discuss and consider a resolution to pass the Civility and Respect Pledge – **Appendix D**
13. To note and approve meeting dates for 2023
 - 11th January
 - 8th March
 - 10th May

5th July
13th September
8th November

14. Any other matters not on agenda
15. Any other business for information only
 - a) New internal auditor
16. Date of Next Meeting – 9th November 2022

Signed:



Clerk to the Council

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 31st July 2022

Net Salary £467.01

PAYE £7.40

Total Net Outlay £474.41

Clerks Salary 1 – 31st August 2022

Net Salary £467.01

PAYE £7.40

Total Net Outlay £474.41

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 (£)
15/9/22	Working from home allowance (July)	As per contract	18.00	0	18.00
15/9/22	Working from home allowance (August)	As per contract	18.00	0	18.00
Total			36.00	0	36.00

Appendix B

WEST DEAN PARISH COUNCIL					
FINANCIAL REPORT 7/9/22					
RECEIPTS					
FILE NUMBER	DATE	REF	PAYER	DESCRIPTION	AMOUNT
	01/09/2022	The Burning G	Sussex Martyrs Produc	Payment for Filming August 2022	1000
					1000
PAYMENTS					
FILE NUMBER	DATE	REF	PAYER	DESCRIPTION	AMOUNT
24	29/07/2022	dd	Microsoft	Office 365 Subscription - July	11.28
25	29/07/2022	dd	HL O'Callaghan	Clerk Salary - July	467.01
26	02/08/2022	dd	Chi Payroll	Payroll - July	15
27	02/08/2022	dd	HMRC	PAYE - July	7.4
28	05/08/2022	dd	K Goacher	Cemetery Grass Cutting Part 1	780
29	31/08/2022	dd	HL O'Callaghan	Clerk Salary - August	467.01
30	01/09/2022	dd	Microsoft	Office 365 Subscription - August	11.28
31	02/09/2022	dd	KJC Trees	Tree work at Cemetery	840
32	05/09/2022	dd	Chi Payroll	Payroll - August	15
33	05/09/2022	dd	HMRC	PAYE - August	7.4
					2621.38

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
07-Sep-22		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2022		£35,887.00
Add Total Receipts		7,615.00
Less Total Payments		(7,852.98)
TOTAL		£35,649.02
BANK		
Barclays as @ 7/9/22		29,446.04
Santander as @ 29/6/22		6,202.98
TOTAL		£35,649.02

The Civility and Respect Pledge

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

Civility means politeness and courtesy in behaviour, speech, and in the written word. Showing respect can be by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

We're asking all councils to add an item to your next meeting agenda to discuss civility and respect and sign up to pledge that your council will:

- Treat other councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles
- Commit to training councillors and staff
- Sign up to the code of conduct for councillors
- Have good governance arrangements in place
- Commit to seeking professional help at early stages should civility and respect issues arise
- Call out bullying and harassment if and when it happens
- Continue to learn from best practice in the sector and aspire to being a role model/champion council
- Support the continued lobbying for the change in legislation to support the civility and respect pledge including sanctions for elected members where appropriate