

## 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](mailto:westdeanpc@yahoo.com)

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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 6<sup>th</sup> July 2022 at West Dean College**

The order of business to be transacted is:

1. Apologies for Absence
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 9<sup>th</sup> May 2022
4. Update on matters carried forward from previous meeting:
  - a) Update on removal and cutting down of fallen cemetery trees
  - b) Village Gateways
  - c) Waste Bins
  - d) Bus stop signage
  - e) Noticeboard
  - f) Update on cleaning of ditches on B2141
  - g) Repair/resurfacing of bridleway to Blackbush House
  - h) Selsey Arms update re placing as an asset of community value
  - i) Repair of gates on Trundle at Upper Binderton
  - j) Report on Jubilee activities
5. Brief Report from County Councillor on matters affecting this Parish
6. Brief Report from District Councillor on matters affecting this Parish
7. Feedback from Jubilee celebrations
8. Roads and Highways Update
9. Traffic and Speeding Updates
  - a) Update on purchase of SID
  - b) Speedwatch update
10. Planning Committee - to receive a verbal report from the Chairman, including consideration of any applications received since the last meeting
11. Finance
  - a) To approve Clerks salary and expenses – **attached**
  - b) To note and approve income and expenditure report – **attached**
  - c) To approve the regular Bank Reconciliation – **attached**
12. Correspondence and Consultations – to note any items of interest
  - a) Cancellation of Eroica cycling event
  - b) Summer Road Safety meeting and updates
  - c) Southern Water online business planning invitation

- d) Cemetery Trees update email
13. Any other matters not on agenda
  14. Any other business for information only
  15. Date of Next Meeting – 14<sup>th</sup> September 2022

Signed:



Clerk to the Council

**Appendix A**

**Clerk Salary and Expenses**

Clerks Salary 1 – 31<sup>st</sup> May 2022

**Net Salary £467.01**

**PAYE £7.40**

**Total Net Outlay £474.41**

Clerks Salary 1 – 30<sup>th</sup> June 2021

**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**

<b>Date to be paid</b>	<b>Detail</b>	<b>Reason</b>	<b>Cost ex VAT (£)</b>	<b>VAT (£)</b>	<b>Cost inc VAT (£)</b>
7/7/22	Working from home allowance (May)	As per contract	18.00	0	18.00
7/7/22	Working from home allowance (June)	As per contract	18.00	0	18.00
7/7/22	Mileage	Reimbursement of travel to May meeting @£0.45 per mile (20 milesx2)	18.00	0	18.00

<b>Total</b>			<b>54.00</b>	<b>0</b>	<b>54.00</b>
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**Appendix B**

<b>WEST DEAN PARISH COUNCIL FINANCIAL REPORT 29/6/22</b>					
<b>RECEIPTS</b>					
<b>FILE NUMBER</b>	<b>DATE</b>	<b>REF</b>	<b>PAYER</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
1	06/06/2022		Santander	Interest April - June	1
<b>PAYMENTS</b>					
<b>FILE NUMBER</b>	<b>DATE</b>	<b>REF</b>	<b>PAYER</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
11	31/05/2022	dd	HL O'Callaghan	Clerk Salary - May	467.01
12	06/06/2022	dd	Chi Payroll	Payroll - May	15
13	06/06/2022	dd	HMRC	PAYE - May	7.4
14	06/06/2022	dd	Microsoft	Office 365 Subscription - May	11.28
15	07/06/2022	dd	Selsey Arms	Jubilee Party Costs	1000
16	14/06/2022	dd	Wendy Goacher	Grass Cutting - Church March-June 2022	265
17	17/06/2022	dd	WSCC	Street Lighting 2021-22	790.01
18	30/06/2022	dd	HL O'Callaghan	Clerk Salary - June	467.01
19	01/07/2022	dd	Chi Payroll	Payroll - June	15
20	01/07/2022	dd	HMRC	PAYE - June	7.4
21	01/07/2022	dd	Microsoft	Office 365 Subscription - June	11.28
22	07/07/2022	dd	Steve Corbett	Jubilee Expenses	72.97
23	07/07/2022	dd	HL O'Callaghan	Work from Home (May & June)	36
23	07/07/2022	dd	HL O'Callaghan	Mileage for May Meeting	18
					<b>3183.36</b>

**Appendix C**

<b>WEST DEAN PARISH COUNCIL</b>		
<b>BANK RECONCILIATION</b>		
<b>29-Jun-22</b>		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 31/03/2022		£35,887.00
Add Total Receipts		6,615.00
Less Total Payments		(4,603.94)
<b>TOTAL</b>		<b>£37,898.06</b>
<b>BANK</b>		
Barclays as @ 29/6/22		31,695.08
Santander as @ 29/6/22		6,202.98
<b>TOTAL</b>		<b>£37,898.06</b>