

**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 9<sup>th</sup> November 2022 at West Dean College**

The order of business to be transacted is:

1. Apologies for Absence  
Apologies received from Cllr Hunt in advance
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 6<sup>th</sup> July 2022 (no meeting in September)
4. Update on matters carried forward from previous meeting:
  - a) Cemetery Maintenance
    - i. Maintenance of James burial plot
  - b) Waste Bin update
  - c) Council approval of purchase of SID, £4334.40 inc VAT
  - d) Bus stop signage
  - e) Update on removal of glass/resurfacing of bridleway to Blackbush House
  - f) Selsey Arms update
5. Brief Report from County Councillor on matters affecting this Parish  
Notes provided in advance:
  - Reference the grips on the Chilgrove Road – it appears that I was given the wrong information earlier in the year when I was told that they would be done in the summer – which I reported to the PC. I have been chasing our highways steward and eventually it was admitted that this information was incorrect, as grip clearing is carried out once grass cutting is finished, during the winter. I did point out that this seemed madness to me as they were likely to be most needed during the winter, not done during the winter ready for the summer! Apologies, but please don't shoot the messenger! I'll keep chasing.
  - Secondly, there is some better news on your Communities Highways Scheme for the speed limit reductions on the A286. I understand the preliminary design for the scheme has been developed and it was included as part of September's (2022) procurement round. Once the tender process is complete the implementation will be on the programme of works for FY 23/24.
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**
- d) To consider the Budget for 2023-24 – **Appendix D**
- e) To consider appointment of a new internal auditor for 2022-23 audit

**11. Correspondence and Consultations – to note any items of interest**

- a) Painting of post box
- b) Winter Planning
- c) Resignation of PCSO
- d) Race to the King event, June 2023, Goodwood

**12. To note and approve meeting dates for 2023**

- 11<sup>th</sup> January
- 8<sup>th</sup> March
- 10<sup>th</sup> May
- 5<sup>th</sup> July
- 13<sup>th</sup> September
- 8<sup>th</sup> November

**13. Any other matters not on agenda**

**14. Any other business for information only**

**15. Date of Next Meeting – 11<sup>th</sup> January 2023**

Signed:



Clerk to the Council

**Appendix A**

**Clerk Salary and Expenses**

Clerks Salary 1 – 30<sup>th</sup> September 2022

**Net Salary £467.01**

**PAYE £7.40**

**Total Net Outlay £474.41**

Clerks Salary 1 – 31<sup>st</sup> October 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 (£)
10/11/22	Working from home allowance (July)	As per contract	18.00	0	18.00
10/11/22	Working from home allowance (August)	As per contract	18.00	0	18.00
10/11/22	Working from home allowance (September)	As per contract	18.00	0	18.00
10/11/22	Working from home allowance (October)	As per contract	18.00	0	18.00
<b>Total</b>			<b>72.00</b>	<b>0</b>	<b>72.00</b>

**Appendix B**

WEST DEAN PARISH COUNCIL FINANCIAL REPORT 2/11/22					
<b>RECEIPTS</b>					
FILE NUMBE	DATE	REF	PAYER	DESCRIPTION	AMOUNT
	12/09/2022		Sussex Police	Grant for Speedgun	500
	14/09/2022		CDC	Precept Part 2	6615
					<b>7115</b>
<b>PAYMENTS</b>					
FILE NUMBE	DATE	REF	PAYER	DESCRIPTION	AMOUNT
34	14/09/2022	dd	Helen Court	Expenses Speedwatch	575.98
35	26/09/2022	dd	Gallagher	Insurance Renewal	581.23
36	30/09/2022	dd	HL O'Callaghan	Clerk Salary - September	467.01
37	03/10/2022	dd	Microsoft	Office 365 Subscription	11.28
38	03/10/2022	dd	Chi Payroll	Payroll - September	15
39	03/10/2022	dd	HMRC	PAYE - September	7.4
40	03/10/2022	dd	Jeffs Computers	Website Management Fee	40
41	03/10/2022	dd	Wendy Goacher	Grass Cutting St Andrews 2nd half	265
42	17/10/2022	dd	ICO	Data Protection Fee	35
43	31/10/2022	dd	HL O'Callaghan	Clerk Salary - October	467.01
44	01/11/2022	dd	Chi Payroll	Payroll - October	15
45	01/11/2022	dd	HMRC	PAYE - October	7.4
46	01/11/2022	dd	Microsoft	Office 365 Subscription	11.28
					<b>2498.59</b>

<b>WEST DEAN PARISH COUNCIL</b>		
<b>BANK RECONCILIATION</b>		
<b>02-Nov-22</b>		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 31/03/2022		£35,887.00
Add Total Receipts		14,732.57
Less Total Payments		(10,351.57)
<b>TOTAL</b>		<b>£40,268.00</b>
<b>BANK</b>		
Barclays as @ 2/11/22		34,062.45
Santander as @ 29/6/22		6,205.55
<b>TOTAL</b>		<b>£40,268.00</b>

WEST DEAN PARISH COUNCIL							
	AGREED 2022-23	Expenditure at 13/10/22	Expected Budget at 31/3/22		PROPOSED 2023-24 0%	PROPOSED 2023-24 5%	
<b>Balance b/f at 1 April</b>	£35,887.00	£35,887.00	£35,887.00		£32,388.96	£32,388.96	
<b>Receipts</b>							
Precept	£13,230.00	£13,230.00	£13,230.00		£13,230.00	£13,891.50	
Council Tax Support Grant	£0.00	£0.00	£0.00		£0.00	£0.00	
Cemetery Income	£0.00	£0.00	£0.00		£0.00	£0.00	
Bank interest	£1.50	£2.57	£3.00		£1.50	£1.50	
CDC Grant	£0.00	£0.00	£0.00		£0.00	£0.00	
Grants	£250.00	£500.00	£500.00	speedwatch grant	£0.00	£0.00	
Miscellaneous Income	£0.00	£1,000.00	£1,000.00	filming	£0.00	£0.00	
Vat recovered	£1,047.50	£0.00	£1,047.50		£800.00	£800.00	
<b>Total receipts for period</b>	<b>£14,529.00</b>	<b>£14,732.57</b>	<b>£15,780.50</b>		<b>£14,031.50</b>	<b>£14,693.00</b>	
<b>Total receipts</b>	<b>£50,416.00</b>	<b>£50,619.57</b>	<b>£51,667.50</b>		<b>£46,420.46</b>	<b>£47,081.96</b>	
<b>Payments</b>							
<i>General Administration</i>							
Admin -Payroll	£180.00	£105.00	£180.00		£180.00	£180.00	
Computer costs/ Website Hosting	£250.00	£145.80	£250.00		£250.00	£250.00	
DATA Protection Fee	£35.00	£35.00	£35.00		£35.00	£35.00	
Postage	£0.00	£0.00	£0.00		£0.00	£0.00	
Stationery costs	£25.00	£0.00	£25.00		£20.00	£20.00	
Clerk expenses	£50.00	£39.60	£50.00		£50.00	£50.00	
Clerk Overtime/Training Hours	£0.00	£0.00	£0.00		£0.00	£0.00	
Home office	£216.00	£72.00	£216.00		£216.00	£216.00	
Employment Costs (Gross)	£5,692.96	£3,269.27	£5,692.96		£5,860.40	£5,860.40	
PAYE contributions	£80.00	£51.60	£80.00		£80.00	£80.00	
Insurance	£600.00	£581.23	£581.23		£600.00	£600.00	
Audit fee	£100.00	£100.00	£100.00		£100.00	£100.00	
Training (Clerk/Councillors)	£100.00	£0.00	£0.00		£100.00	£100.00	
Valley Diary/Publicity	£100.00	£0.00	£100.00		£100.00	£100.00	
Traffic/Speedwatch Group	£3,500.00	£0.00	£4,334.40	SID cost	£2,000.00	£2,000.00	upkeep of SID and speedwatch device
Cemetery	£2,000.00	£2,000.00	£2,000.00		£2,000.00	£2,000.00	
Churchyard	£500.00	£530.00	£500.00		£550.00	£550.00	
General Village Maintenance	£1,000.00	£0.00	£1,000.00		£1,000.00	£1,000.00	
Table Tombs	£0.00	£0.00	£0.00		£0.00	£0.00	
Street Lights	£700.00	£658.34	£700.00		£700.00	£700.00	
Bin Emptying	£500.00	£344.76	£344.76		£500.00	£500.00	
Salt Bins	£100.00	£0.00	£100.00		£100.00	£100.00	
Subscriptions	£136.24	£136.24	£136.24		£144.35	£144.35	figure provided by WSALC
Room Hire	£0.00	£0.00	£0.00		£0.00	£0.00	
Notice board	£500.00	£0.00	£500.00		£500.00	£500.00	
Neighbourhood Plan	£0.00	£0.00	£0.00		£0.00	£0.00	
Events	£1,500.00	£1,072.97	£1,072.97		£1,500.00	£1,500.00	
S.137 & S.142 payments	£0.00	£0.00	£0.00		£0.00	£0.00	
Election	£0.00	£0.00	£0.00		£100.00	£100.00	
<b>Precept payments</b>	<b>£17,865.20</b>	<b>£9,141.81</b>	<b>£17,998.56</b>		<b>£16,685.75</b>	<b>£16,685.75</b>	
NHB grant	£0.00	£0.00	£0.00		£0.00	£0.00	
Grants	£0.00	£479.98	£479.98	taken from police speedwatch grant	£0.00	£0.00	
Operation Watershed	£0.00	£0.00	£0.00		£0.00	£0.00	
VAT paid	£600.00	£727.78	£800.00		£600.00	£600.00	
<b>Total payments</b>	<b>£18,465.20</b>	<b>£10,349.57</b>	<b>£19,278.54</b>		<b>£17,285.75</b>	<b>£17,285.75</b>	
<b>Surplus/deficit</b>	<b>-£3,936.20</b>	<b>£4,383.00</b>	<b>-£3,498.04</b>		<b>-£3,254.25</b>	<b>-£2,592.75</b>	
<b>(Receipts less payments for period)</b>							
<b>Balance carried forward</b>	<b>£31,950.80</b>	<b>£40,270.00</b>	<b>£32,388.96</b>		<b>£29,134.71</b>	<b>£29,796.21</b>	