

WEST DEAN PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

WEDNESDAY 9th NOVEMBER 2022 AT 7.30pm

	ACTION
<p>In attendance: Cllrs Corbett, Court, De Groot, Goacher, Graham, Kendall, Odin, Slade, District Cllr Potter</p>	
<p>Agenda Item 1: Apologies for Absence County Cllr Hunt, Cllr Cochrane</p>	
<p>It was noted that Cllr Cochrane has not attended a meeting since May. This would normally result in automatic exclusion from the Council however with the cancellation of the September meeting the Clerk was asked to seek advice.</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 6th July 2022 On a proposal by Cllr Slade and seconded by Cllr Court it was RESOLVED that the minutes of the meeting on 6th July 2022 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) Cemetery Maintenance Maintenance of James burial plot. It was reported that it is believed that Chris Hints looks after the maintenance of the James family burial plot and has an arrangement directly with the family to maintain the plot. The Council agreed, after discussion, that Cllr Goacher should approach Mr Hints to ensure that he is still happy with that arrangement.b) Waste Bin update Cllr Graham confirmed that the bin is in place and the old bin had been re-sited, however WSCC were not happy that they had not been consulted in advance of the purchase of the new bin and re-location of the dog waste bin. Cllr Graham confirmed that the Council had followed the advice given by District Cllr Potter prior to the purchase of the bin. It has been agreed that for now WSCC will empty the bin however Cllr Graham to keep the Council updated. It was agreed that the dog waste bin would be signposted and a sign also put on the bin itself.c) Council approval of purchase of SID, £4334.40 inc VAT Discussion took place regarding the powering of the SID device and Cllr Graham confirmed that the Estate Maintenance Team would be taking responsibility for changing the batteries as required. It was confirmed that there are 4 locations in which the SID can be used, Manor Farm(westbound), Sanitary Lane, opposite Forresters Lane and westside of the bus stop. Discussio took place regarding the look of the SID and it was noted that the face would show the words “thank you”.	<p>Cllr Goacher</p> <p>Cllr Graham</p>

<p>Cllr Corbett noted that previous advice had been not to trigger at 30mph as it is more likely to be ignored. It was noted that whatever the trigger point is the speeds were still going to be captured to show an overall picture.</p> <p>On a proposal by Cllr Court and seconded by Cllr Goacher, the Council voted to UNANIMOUSLY approve the purchase of the SID. Clerk to action.</p> <p>d) Bus stop signage Cllr de Groot reported that this is ongoing and he will continue to follow up</p> <p>e) Update on removal of glass/resurfacing of bridleway to Blackbush House It was confirmed that footpath inspector is happy with the repairs done and confirmed that this is now closed</p> <p>f) Selsey Arms update re placing as an asset of community value Cllr Kendall reported that the application had been rejected as it did not show that the Public House was fully regarded as a Community Asset. After discussion it was agreed that Cllr Kendall would resubmit the application highlighting the role of the pub in the recent Jubilee celebrations as well as its use by the school and as a post office.</p> <p>It was noted that the pub is up for sale and should there be no interest on the open market it may strengthen a developer's case.</p>	<p>Clerk</p> <p>Cllr de Groot</p> <p>Cllr Kendall</p>
<p>Agenda Item 5: County Councillor Report and Questions – Cllr Hunt</p>	
<p>In his absence County Cllr Hunt submitted the following:</p>	
<ul style="list-style-type: none"> 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. <p>Cllr Goacher noted that the Chilgrove road is again flooded and the shuts have not had any work done to them. Cllr Kendall reported that he had received a letter from a concerned parishioner regarding the large puddle opposite the entrance to Crowsall Farm. The residents reports dangerous incident involving flood water from the puddle in recent weeks and noted that the location is very concerning due to the increase in traffic.</p> <p>The Council agreed that this was 2 separate issues; the increase in traffic relating to planning and the state of the road and asked the Clerk to respond to the resident copying in County Cllr Hunt band Cllr Corbett. Cllr Corbett will look into the retrospective planning applications to see if anything would account for the increase in traffic.</p> <p>Cllr Kendall to forward the email to the Clerk</p> <ul style="list-style-type: none"> 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. <p>Cllr de Groot noted that this was the first that we have heard about this and has asked to be included in all future communications.</p>	<p>Cllr Kendall Clerk</p>

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

None

Agenda Item 7: Speedwatch Update

Cllr Court reported that the Parish Council now own their own equipment and will keep going although this is harder to do in the winter months as the team cannot operate in the rain or in the dark. There are currently 8 volunteers but Cllr Court is hoping to recruit more. The minimum team size is 2-3.

Agenda Item 8: Roads and Highways Update

Cllr de Groot highlighted his concerns about the clearing of pavements as they are not being done. It was confirmed that this is not the responsibility of the Parish Council and we do not have the insurance to cover this. The responsibility remains with Highways. The Council would like to bring this up with County Cllr Hunt at the next meeting.

Agenda Item 9: Planning Update

Cllr Corbett reported that with the exception of the refusal of the recent planning application at Colworth Farm there is nothing new to report.

It was noted that there has been no update on the Pool House and Cllr de Groot asked that this go on the next agenda for District Cllr Potter to update on.

Cllr Kendall noted that in reference to the previously discussed residents letter, no planning permission had been submitted for a change of use at Crowsall Farm. Cllr Corbett confirmed that there have been several applications over the years and that he would look into it.

**Cllr
Corbett**

Agenda Item 10: 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

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

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

It was noted that the income from the filming was included on the September accounts but the meeting was postponed. Clerk confirmed that they have been shown in the Budget.

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

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

- d) To consider the Budget for 2023-24 ahead of Precept setting in January 2023

The Council made several changes to the proposed budget and asked the Clerk to update for the next meeting

- e) To ratify the new pay scales set out by NALC and approve salary adjustment

The Council approved UNANIMOUSLY to implement the new pay scales as set out by NALC

- f) To consider the appointment of a new internal auditor for 2022-23 audit

Clerk

<p>The Council noted that the previous internal auditor was no longer available and asked the Clerk to look into other options</p>	<p>Clerk</p>
<p>Agenda Item 11: Correspondence to note Council acknowledged receipt of the following correspondence:</p> <ul style="list-style-type: none"> a) Painting of telephone box After discussion it was agreed that the Parish Council do not want to take ownership of the telephone box, however if a resident did wish to paint the telephone box, subject to the correct paint being purchased, the parish council would be happy to cover the cost of the paint as the telephone box is in a state of disrepair b) Winter Planning Cllr Graham asked the Clerk to confirm the insurance cover for this year c) Resignation of PCSO noted d) Race to the King event, June 2023, Goodwood Cllr Kendall asked the Clerk to reiterate to the organisers, the need for signage and litter to be removed after the event e) To consider adopting the Councillor – Officer Protocol as supplied by NALC noted 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>Agenda Item 12: To note and approve meeting dates for 2023 11th January 24th March 10th May 5th July 13th September 8th November</p>	
<p>Agenda Item 13: Matters arising not dealt with elsewhere on the agenda Cllr de Groot highlighted concerns about the piles of gravel building up on the sides of the road where Binderton Lane joins the A286. Cllr de Groot has contacted Highways</p> <p>Cllr Graham asked whether the Parish Council was happy to continue to meet in the Old Dining Room at the College. The Parish Council agreed that it was suitable and thanked the College for the provision of the room</p> <p>Agenda Item 14: Any other matters for information only Cllr Corbett noted that although there are emails of complaint to the Parish Council it is rare for anyone to attend in person. It was agreed that Cllr Slade would start to publish the meeting dates again the Valley Diary with a brief write up of the minutes to see if this might encourage attendance at future meetings.</p> <p>It was asked that an item to cover the Kings Coronation be included on the next agenda.</p>	<p>Cllr Slade</p> <p>Clerk</p>
<p>Agenda Item 15: DATE OF THE NEXT MEETING The next meeting will be held on 11th January 2022</p> <p>Meeting finished at 20.50</p>	
<p>Appendices and Attachments</p>	

Clerk Salary and ExpensesClerks Salary 1 – 30th September 2022**Net Salary £467.01****PAYE £7.40****Total Net Outlay £474.41**Clerks Salary 1 – 31st 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
Total			72.00	0	72.00

WEST DEAN PARISH COUNCIL					
FINANCIAL REPORT 2/11/22					
RECEIPTS					
FILE NUMBER	DATE	REF	PAYER	DESCRIPTION	AMOUNT
	12/09/2022		Sussex Police	Grant for Speedgun	500
	14/09/2022		CDC	Precept Part 2	6615
					7115
PAYMENTS					
FILE NUMBER	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
					2498.59

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

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%
Balance b/f at 1 April	£35,887.00	£35,887.00	£35,887.00		£32,388.96	£32,388.96
Receipts						
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
Total receipts for period	£14,529.00	£14,732.57	£15,780.50		£14,031.50	£14,693.00
Total receipts	£50,416.00	£50,619.57	£51,667.50		£46,420.46	£47,081.96
Payments						
<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		£6,224.40	£6,224.40
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
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
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
Precept payments	£17,865.20	£9,141.81	£17,998.56		£17,049.75	£17,049.75
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
Total payments	£18,465.20	£10,349.57	£19,278.54		£17,649.75	£17,649.75
Surplus/deficit	-£3,936.20	£4,383.00	-£3,498.04		-£3,618.25	-£2,956.75
(Receipts less payments for period)						
Balance carried forward	£31,950.80	£40,270.00	£32,388.96		£28,770.71	£29,432.21

assumes pay increase at new rates

upkeep of SID and speedwatch device

figure provided by WSALC