

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 8th March 2023 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 11th January 2023**
- 4. Update on matters carried forward from previous meeting:**
 - a) Bus Stop Signage
 - b) Selsey Arms Resubmission Update
 - c) Kings Coronation Planning
- 5. Brief Report from County Councillor on matters affecting this Parish**
- 6. Brief Report from District Councillor on matters affecting this Parish**
- 7. Traffic/Roads Update**
 - a) Speedwatch Update
 - b) SID Update
 - c) Binderton Lane potholes
- 8. Renovation of telephone box**
- 9. To review next steps for Operation Watershed Application**
- 10. Planning Committee - to receive a verbal report from the Chairman, including consideration of any applications received since the last meeting**
 - **SDNP/23/00652/LDE**
The Pool House Binderton House Binderton Lane Binderton West Dean
Existing lawful development certificate for the continuous use of the Pool House as a dwelling for more than 4 years
Deadline: 22 March 2023
- 11. Finance**
 - a) To approve Clerks salary and expenses – **Appendix A**
 - b) To note and approve income and expenditure report – **to be attached**
 - c) To approve the regular Bank Reconciliation – **to be attached**

12. Correspondence and Consultations – to note any items of interest

- Gates at Binderton
- Elections 2023

13. Annual Parish Meeting

To discuss format and invitees

14. Any other matters not on agenda

15. Any other business for information only/next agenda

- Confirmation of change of date of May meeting – confirmed as Tuesday 23rd May

16. Date of Next Meeting – 23rd May at 7pm. This will be the Annual Parish Meeting followed by the AGM and May meeting

Signed:



Clerk to the Council

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 31st January 2023

Net Salary £502.30

PAYE £16.40

Total Net Outlay £518.70

Clerks Salary 1 – 28th February

Net Salary £502.50

PAYE £16.20

Total Net Outlay £518.70

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 (£)
9/3/23	Working from home allowance (January)	As per contract	18.00	0	18.00
9/3/23	Working from home allowance (February)	As per contract	18.00	0	18.00
9/3/23	Expenses reimbursement	Purchase of printer paper	4.20	0	4.20
9/3/23	Mileage	Travel to January meeting £0.45 per mile (20x2)	18.00	0	18.00

Total			58.20	0	58.20
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Appendix B

WEST DEAN PARISH COUNCIL					
FINANCIAL REPORT 1/3/23					
RECEIPTS					
FILE NUMBE	DATE	REF	PAYER	DESCRIPTION	AMOUNT
	02/02/2023		HMRC	VAT Reclaim	1781.04
PAYMENTS					
FILE NUMBE	DATE	REF	PAYER	DESCRIPTION	AMOUNT
56	12/01/2023	dd	HL O'Callaghan	Work from Home (Nov/Dec)	36
56	12/01/2023	dd	HL O'Callaghan	Mileage for November Meeting	18
57	31/01/2023	dd	HL O'Callaghan	Clerk Salary January	502.3
58	01/02/2023	dd	Microsoft	Office 365 Subscription	11.28
59	02/02/2023	dd	HMRC	PAYE - January	16.4
60	28/02/2023	dd	HL O'Callaghan	Clerk Salary February	502.5
61	01/03/2023	dd	Microsoft	Office 365 Subscription	11.28
62	01/03/2023	dd	Chi Payroll	Payroll - February	15
63	01/03/2023	dd	HMRC	PAYE - February	16.2
					1128.96

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
01-Mar-23		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2022		£35,887.00
Add Total Receipts		16,516.14
Less Total Payments		(12,826.97)
TOTAL		£39,576.17
BANK		
Barclays as @ 01/03/23		33,368.09
Santander as @ 5/12/23		6,208.08
TOTAL		£39,576.17

Appendix D

	AGREED 2022-23	Expenditure at 04/01/23	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		£32,371.96	£32,371.96
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	£5.10	£6.00		£3.00	£3.00
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	£14,735.10	£15,783.50		£14,033.00	£14,694.50
Total receipts	£50,416.00	£50,622.10	£51,670.50		£46,404.96	£47,066.46
Payments						
<i>General Administration</i>						
Admin -Payroll	£180.00	£135.00	£180.00		£180.00	£180.00
Computer costs/ Website Hosting	£250.00	£164.60	£200.00		£200.00	£200.00
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	£144.00	£216.00		£216.00	£216.00
Employment Costs (Gross)	£5,692.96	£4,421.75	£5,692.96		£6,224.40	£6,224.40
PAYE contributions	£80.00	£121.00	£150.00		£100.00	£100.00
Insurance	£600.00	£581.23	£581.23		£600.00	£600.00
Audit fee	£100.00	£100.00	£100.00		£150.00	£150.00
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/SID	£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		£250.00	£250.00
Neighbourhood Plan	£0.00	£0.00	£0.00		£0.00	£0.00
Events	£1,500.00	£1,072.97	£1,072.97		£2,000.00	£2,000.00
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	£10,484.49	£18,018.56		£17,319.75	£17,319.75
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	£733.54	£800.00		£600.00	£600.00
Total payments	£18,465.20	£11,698.01	£19,298.54		£17,919.75	£17,919.75
Surplus/deficit	-£3,936.20	£3,037.09	-£3,515.04		-£3,886.75	-£3,225.25
(Receipts less payments for period)						
Balance carried forward	£31,950.80	£38,924.09	£32,371.96		£28,485.21	£29,146.71

