

<p>b) Waste Bin update</p> <p>Cllr Graham reported that nothing further had been received from the District Council and therefore a sign would be made for the bin and an additional directional sign sited.</p>	<p>Cllr Graham</p>
<p>c) Bus stop signage</p> <p>No update. Cllr de Groot confirmed that he has spoken to both Highways and the bus company and will persist with this copying in Cllr Hunt as necessary.</p>	<p>Cllr de Groot</p>
<p>d) Selsey Arms update re placing as an asset of community value</p> <p>In the absence of Cllr Kendall, the Clerk reported that the application is ongoing and will be submitted by the end of January.</p>	<p>Cllr Kendall</p>
<p>e) Kings Coronation Planning</p> <p>The Clerk confirmed that an allocation of £2000 had been put in the budget for this and other events. Cllr Court suggested setting up a working party to co-ordinate logistics for any event and said that she would liaise with the Selsey Arms and report back. It was noted that no beacons are being lit for this event.</p>	<p>Cllr Court</p>
<p>Agenda Item 5: County Councillor Report and Questions – Cllr Hunt</p>	
<p>Cllr Hunt updated the Council on the draft budget and said that this would be available in the public domain later in January.</p>	
<p>It was reported that the grips on the Chilgrove road are still on the list to do and Cllr Hunt has continued to chase this with the relevant teams. In the meantime, Cllr Hunt reported that he has spoken on behalf of the Parish Council to Landbuild regarding an Operation Watershed project for the B2141 around the Crows Hall Farm area and provided the Clerk with further information for an application to be submitted should the Parish Council wish. The Council approved the application and asked the Clerk to proceed with the application, including requesting that she obtains two further quotations for the work from suitable contractors.</p>	<p>Clerk</p>
<p>Discussion took place around the involvement of Southern Water locally and it was noted that previously information was sent to the Parish Council regarding bore hole levels and water quality. These have not been received for many years now. Cllr Hunt has access to the bore hole levels and offered to forward these to the Council.</p>	<p>Cllr Hunt</p>
<p>Cllr Hunt reported that the new speed limit policy had been approved shortly before Christmas and it is expected that this will now allow for the approval of a reduced speed limit application submitted by West Dean previously.</p>	
<p>It was noted that the policing team has been reformed with West Dean now falling into the ‘Inner Chichester’ catchment. No mention is made of rural policing in the priorities given by the new team and it was noted that PCSO Lemm has also resigned. The Council expressed their strong disappointment in the current operations of the Police locally and it was noted that there is no engagement with the local communities. The Zoom calls set up by the Police on a monthly basis do little to address the day-to-day rural crime and concerns of local residents.</p>	
<p>Agenda Item 6: District Councillor Report and Questions – Cllr Potter</p>	
<p>The following report was submitted by District Cllr Potter:</p>	
<p>Firstly, I would like to wish you all a very happy and prosperous New Year.</p>	
<p>Little to report since your last meeting. The review of the District Local Plan is now almost complete and will be put to Cabinet and then to Full Council on the 24th for endorsement, and if agreed will then be open for public consultation for six weeks.</p>	
<p>It will then go to the Planning Inspectorate for approval and, hopefully, adoption. Recent Planning Statements by Michael Gove have resulted in some last minute changes to the review which may prove to be helpful in reducing House building targets.</p>	

The next All Parishes Meeting Agenda has been circulated, it is scheduled to be a Virtual Meeting using the Zoom Platform at 5.30pm on the 6th February. I'm afraid the Agenda doesn't appear very exciting, a discussion concerning the Local Elections in May, and a presentation by Tony Whitty elaborating on the completed Local Plan and the opportunity to ask Questions, not necessarily on agenda items, but anything of concern. These could be tabled in advance of the meeting.

I have enquired of the Enforcement Officers the status of the Pool House in the grounds of Binderton House, but to date no response as yet. I will continue to chase.

I had a meeting with Philip Renwick last week to discuss the issue of offsetting Nitrate Production caused by new housing developments in the district and the mitigation potential of taking agricultural land out of production and the subsequent reduction of Nitrates entering the water courses which have an impact on the coastal waters in the Solent. An extremely sensitive subject which requires much research in these early stages of these schemes. The acreage involved at Chilgrove Farm is quite considerable and these separate schemes need careful monitoring to ensure that they are successful over a very prolonged period of time. Similar schemes have been agreed at Droke Farm in East Dean with John Holt.

And that concludes my report.

In addition to his report Cllr Potter reported that in the case of the Pool House, the enforcement team had opened a new case as it was said that no action had been taken since 2010. Cllr Court clarified that an email exchange had taken place with Shona Archer in 2021 but no action had been taken. Cllr Potter to continue to follow this up.

Cllr Potter reported that a wildlife corridor is being set up between Kingsley Vale and West Dean. Much discussion took place around nitrate mitigation and water neutrality zones with regards to trees being planted by developers to offset nitrates. It was highlighted that 16 trees are being planted at Chilgrove Farm to offset nitrates but no further information was available.

Cllr Hunt noted that West Dean is not yet in the water neutrality zone yet but he expects that to change in time.

Much discussion took place regarding Southern Water and the problems being faced by several local parish councils as well as West Dean. Cllr Potter said he would bring this up with Southern Water who are attending a Scrutiny Committee next week – this is an online meeting and is available for parishes to attend however they will be unable to ask questions. Cllr Potter to forward the link. Cllr Potter also reported that the following telephone number is an additional helpline number by which to contact Southern Water 07720 092285

Agenda Item 7: Traffic / Roads Update

a) Speedwatch Update

No update as it has been quiet recently although Cllr Court is hoping that more volunteers will come forward in the Spring. Last year 548 cars received letters following the Speedwatch Group monitoring

b) SID Update

Cllr Graham confirmed that a new contractor has been approached to do the work on the posts which needs to be done in advance of the SID being used. The Clerk confirmed that following correspondence with the manufacturers, the SID is scheduled for delivery and installation by the end of January.

c) Pavements

No update

Agenda Item 8: Planning Update

- Colworth Farm – it was confirmed that following the previous applications in 2020 (approved) and 2021 (refused) a new application based on the 2020 application will be submitted. Cllr Corbett suggested that as this is based on the previously agreed application, that the Council should support this application
- West Dean Estate student accommodation – it was confirmed that this has been verbally approved however the paperwork is still being processed

**Cllr
Potter**

**Cllr
Potter**

**Cllr
Graham**

- Centurian Way extension – Cllr Corbett reported that this is due to start and the schedule of works has been published. Ian Graham reported that the Estate has not been approached regarding a link over the top yet and there is still no clarification on how the connection will be made. It was noted that eventually the path will connect to a footpath at the Weald and Downland Centre.
- Pool House – this was discussion elsewhere in the agenda

Agenda Item 9: Finance

- a) To approve Clerks salary and expenses – **Appendix A**

On a **proposal by Cllr Graham** and **seconded by Cllr Court** Clerks salary and expenses were duly noted and approved

The Clerk clarified that the increase pay in November was due to the adjustment of the salary scales by NALC and associated back pay as agreed by the Council previously

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

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

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

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

- d) To review the budget for 2023-24 and set the Precept for 2023-24

The Council reviewed and agreed the budget for 2023-24 and agreed to request a 5% increase in the Precept

- e) To consider appointing Mulberry & Co as the internal auditor for the 2022-23 accounts

The Council agreed **UNANIMOUSLY** to appoint Mulberry & Co as the internal auditor for the 2022-23 account

Clerk

Clerk

Agenda Item 10: Correspondence to note

Council acknowledged receipt of the following correspondence:

- a) New highways reporting tool
- b) Reform of neighbourhood policing team

Agenda Item 11: Matters arising not dealt with elsewhere on the agenda

Agenda Item 12: Any other matters for information only

Agenda Item 13: DATE OF THE NEXT MEETING

The next meeting will be held on 8th March 2023

Agenda Item 14: Exclusion of Press and Public

Agenda Item 15: Consideration of Clerks yearly salary review

The Council reviewed the Clerks performance and agreed **UNANIMOUSLY** to raise her salary to SCP 26 with immediate effect

Meeting finished at 8.36pm	
Appendices and Attachments	

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 30th November 2022

Net Salary £661.13

PAYE £56.00

Total Net Outlay £717.13

Clerks Salary 1 – 31st December 2022

Net Salary £491.35

PAYE £13.40

Total Net Outlay £504.74

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 (£)
12/1/23	Working from home allowance (November)	As per contract	18.00	0	18.00
12/1/23	Working from home allowance (December)	As per contract	18.00	0	18.00
12/1/23	Mileage	Reimbursement of travel to November meeting @£0.45 per mile (20 milesx2)	18.00	0	18.00
Total			54.00	0	54.00

WEST DEAN PARISH COUNCIL					
FINANCIAL REPORT 4/1/23					
RECEIPTS					
FILE NUMBER	DATE	REF	PAYER	DESCRIPTION	AMOUNT
PAYMENTS					
FILE NUMBER	DATE	REF	PAYER	DESCRIPTION	AMOUNT
48	30/11/2022	dd	HL O'Callaghan	Clerk Salary - November	661.13
49	01/12/2022	dd	Chi Payroll	Payroll - November	15
50	01/12/2022	dd	HMRC	PAYE - November	56
51	02/12/2022	dd	Microsoft	Office 365 Subscription	11.28
52	30/12/2022	dd	HL O'Callaghan	Clerk Salary - December	491.35
53	31/12/2022	dd	Microsoft	Office 365 Subscription	11.28
54	03/01/2023	dd	Chi Payroll	Payroll - December	15
55	03/01/2023	dd	HMRC	PAYE - December	13.4
					1274.44

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
04-Jan-23		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2022		£35,887.00
Add Total Receipts		14,735.10
Less Total Payments		(11,698.01)
TOTAL		£38,924.09
BANK		
Barclays as @ 4/1/23		32,716.01
Santander as @ 5/12/23		6,208.08
TOTAL		£38,924.09

WEST DEAN PARISH COUNCIL						
	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

