**WEST DEAN PARISH COUNCIL**

**Clare Kennett, Clerk to the Council**

**C/o 53 Skylark Avenue, Emsworth, PO10 7GB**

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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 13 September 2023 at West Dean College.**

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**Clare Kennett, 5 September 2023**

**Agenda**

The order of business to be transacted is:

1. **Apologies for absence**
2. **Code of Conduct**
3. Declarations of interests on items included on the agenda
4. Dispensations: To consider any requests for dispensations
5. **Minutes of the meeting held on 5 July 2023**: To agree and sign the minutes as a correct record.

1. **Update on matters carried forward from previous meeting:** To note any updates that are not otherwise on the agenda.

**Item 5**: Bus stop signage

**Item 5**: Selsey Arms resubmission update

**Item 13**: To note that draft minutes can be published on the website if there is a paragraph to explain that the final signed minutes are available on request from the Clerk. If members agree to amend minutes at the next meeting, the draft on the website can be updated. This facilitates transparency with members of the public and press.

1. **Co-option**: To consider the co-option of Amy Green to the Parish Council
2. **Brief report from County Councillor on matters affecting the Parish.**
3. **Brief report from District Councillor on matters affecting the Parish.**
4. **Traffic/roads update**:
5. Speedwatch Report
6. SID Report
7. Chilgrove to West Dean (Whitehill track from the crossroad on Hylters Lane to West Dean): To discuss preventing vehicles from using the unsuitable road.
8. A286 Binderton - Speed Limit Change
9. Consider the need for a replacement gatepost to the Cemetery gate (south).
10. **Winter maintenance plan**: To consider the circulated plan and agree any updates. The deadline for submission to West Sussex County Council is 10 November.
11. **Planning Committee**: To receive a verbal report from the Chairman, including consideration of any applications received since the last meeting.

**SDNP/23/02276/FUL**

Location: Centurion Way, A286 Town Lane to The Grove, Singleton.

Proposal: Construction of ramped extension to the existing mixed ramped and stepped access to the Centurion Way, from Motor Road, West Dean.

Comments due/status: Permitted

**SDNP/23/03322/APNB**

Location: Colworth Farm, The Grinch, West Dean, PO18 ORQ

Proposal: Erection of 1 no. building for agricultural use as grain store.

Comments due/status: Permitted.

**SDNP/21/01867/FUL**

Location: Haggerston House, Binderton Lane, Binderton, PO18 9HN

Proposal: Discharge of conditions 3 (materials), 4 (ecosystems services plan), 5 (construction details) and 6 (landscaping) of planning permission SDNP/21/01867/FUL. Condition 3: Materials used to construct the pond are solely from the excavation of the pond. The top soil to be initially placed to one side, sub soil to be used for building up surrounding banks on the low side of the area. Sub soil to be grated, rolled and compacted. Top soil to be spread, levelled and compacted to final levels. Condition 4 (plan showing ecosystems services enhancements). A plan showing the ecosystem enhancements is attached to this application. Condition 5 (method of construction): Pond liner will be a geotextile membrame 500g/m2 underly plus a 1mm exceliner geomembrane. A trench will be excavated around the top perimeter of the pond to anchor the liner. This will then be backfilled and covered with top soil. Condition 6 (soft landscaping words): The list of plants including number and density is attached to this application, as is the plan of planting around and within the pond.

Comments due/status: Permitted.

1. **Finance**
2. To approve the list of payments. (In compliance with Financial Regulation 5.2, personal payments, including salaries, are summarised on a separate confidential paper) – **Appendix A, point 1.**
3. To note and approve income and expenditure – **Appendix A, points 2 and 3.**
4. To approve the bank reconciliation to 31 August 2023 – **Appendix A, point 4.**
5. To consider the appointment of Mullberry & Co as the Parish Council’s internal auditor for 2023/34, see circulated engagement letter which sets out the terms.
6. To consider an interim internal audit on 5 October with Andy Beams, Mulberry & Co. This would be on a one-off basis to assist the Clerk in her induction to the role. Andy has estimated the meeting would take two hours at a cost of £65 per hour.
7. Insurance renewal: To note the renewal with Hiscox Insurance Company Limited.
8. To consider the purchase of a mobile phone for the Parish Council, quotes to be brought to the meeting.
9. **General Power of Competence**: To agree that the criteria have been met for eligibility during 2023. (To note that the number of councillors elected at the last election in May 2023 was equal to two thirds of its total number of councillors and the Clerk has a CILCA qualification). For more information, see [general-power-competence--0ac.pdf (local.gov.uk)](https://www.local.gov.uk/sites/default/files/documents/general-power-competence--0ac.pdf)
10. **Correspondence**: To note any items of interest:

* Sussex PCC safety in local communities survey: <https://forms.office.com/e/7bZZrdJC8n>
* A letter to introduce the new Housing Delivery Team at Chichester District Council who offers affordable housing scheme advice and support.

1. **Announcements and items for the next meeting**: To note items brought forward by permission of the Chairman.
2. **Confidential business**: To resolve to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted – Public Bodies (Admission to Meetings) Act 1960.
3. **Contract of employment**: To approve the circulated Clerk’s contract of employment.
4. **Date of next meeting**: The next meeting is scheduled to be held on Wednesday 8 November at 7.30pm.

**Appendix A**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Payments for approval** | | |  |  |  |
|  |  |  | **Total** | **Net** | **VAT** |
|  | BACS | Working from home August 23 | 9.00 | 9.00 | 0.00 |
|  | BACS | Working from home Sept 23 | 18.00 | 18.00 | 0.00 |
|  | BACS | Confidential payments Sept 23 | 447.07 | 447.07 | 0.00 |
|  | BACS | HMRC Sept 23 | 111.37 | 111.37 | 0.00 |
|  | BACS | Chichester Payroll Services Sept 23 | 15.00 | 15.00 | 0.00 |
|  | BACs | Mileage, Aug & Sept 23 | 26.19 | 26.19 | 0.00 |
|  | BACS | MS 365 Sept 2023 | 11.28 | 9.40 | 1.88 |
|  | BACS | Hiscox Insurance Company Ltd insurance renewal | 608.28 | 608.28 | 0.00 |
|  | BACS | ICO, data protection fee | 35.00 | 35.00 | 0.00 |
|  |  |  |  |  |  |
|  |  |  | **1,281.19** | **1,279.31** | **1.88** |
|  |  |  |  |  |  |
| **2. Payments made since the last meeting, 5 July 23** | | |  |  |  |
| **Ref** |  |  | **Total** | **Net** | **VAT** |
| 24 | BACS | Selsey Arms, leaving dinner Ian Odin | 72.75 | 60.63 | 12.12 |
| 25 | BACS | Waterstones, leaving gift Ian Odin | 27.00 | 22.50 | 4.50 |
| 26 | BACS | K Goacher, grass cutting | 840.00 | 840.00 | 0.00 |
| 27 | BACS | Confidential payments July 23 | 518.70 | 518.70 | 0.00 |
| 28 | BACS | HMRC July 23 | 16.40 | 16.40 | 0.00 |
| 29 | BACS | Chichester Payroll Services July 23 | 15.00 | 15.00 | 0.00 |
| 30 | BACS | MS 365 July 23 | 11.28 | 9.40 | 1.88 |
| 31 | BACS | Wendy Groacher, grass cutting, St Andrews Church, 1 July - 30 Sept | 300.00 | 300.00 | 0.00 |
| 32 | BACS | Confidential payments August 23 | 206.34 | 206.34 | 0.00 |
| 33 | BACS | HMRC August 23 | 51.40 | 51.40 | 0.00 |
| 34 | BACS | Chichester Payroll Services Aug 23 | 15.00 | 15.00 | 0.00 |
| 35 | BACS | MS 365 August 2023 | 11.28 | 9.40 | 1.88 |
|  |  |  |  |  |  |
|  |  |  | **2,085.15** | **2,064.77** | **20.38** |
|  |  |  |  |  |  |
| **3. Receipts: There have been no receipts since 5 July 2023.** | | | |  |  |
|  |  |  |  |  |  |
| **4. Bank reconciliation** | | |  |  |  |
| **Barclays** | |  |  |  |  |
|  | **Balance per statement 31/08/23** | | **£65,977.06** |  |  |
|  | Less outstanding payments | | £0.00 |  |  |
|  | Add outstanding receipts | | £0.00 |  |  |
|  | Add petty cash | | £0.00 |  |  |
|  | **Revised bank** | | **£65,977.06** |  |  |
|  |  |  |  |  |  |
|  | **Cashbook control** | |  |  |  |
|  | **Balance forward 01/04/23** | | **£28,412.51** |  |  |
|  | Add total receipts to date | | £46,415.99 |  |  |
|  | Less total payments to date | | £8,851.44 |  |  |
|  | **Cashbook at 31/08/23** | | **£65,977.06** |  |  |
|  |  |  |  |  |  |
| **Santander** | |  |  |  |  |
|  | **Balance per statement 05/06/23** | | **6,226.51** |  |  |
|  |  |  |  |  |  |
|  | **Total in both accounts** | | **72,203.57** |  |  |
|  |  |  |  |  |  |