

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 5th July 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 23rd May 2023**
- 4. Co-option of John Fleming to the Parish Council**
- 5. Update on matters carried forward from previous meeting:**
 - a) Bus Stop Signage
 - b) Selsey Arms Resubmission Update
 - c) Operation Watershed
- 6. Update on Clerks resignation – next steps**
- 7. Brief Report from County Councillor on matters affecting this Parish**
- 8. Brief Report from District Councillor on matters affecting this Parish**
- 9. Traffic/Roads Update**
 - a) Speedwatch Report
 - b) SID Report
- 10. 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: 7th July 2023
- 11. 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**
- 12. Correspondence – to note any items of interest**


- Right of Burial application – Gary Dodge, approved by Council
- Opportunity for councillor training

13. Any other matters not on agenda

14. Any other business for information only/next agenda

15. Date of Next Meeting – 13th September

Signed:



Clerk to the Council

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 31st May 2023

Net Salary £502.50

PAYE £16.20

Total Net Outlay £518.70

Clerks Salary 1 – 30th June 2023

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 (£)
6/7/23	Working from home allowance (May)	As per contract	18.00	0	18.00
6/7/23	Working from home allowance (June)	As per contract	18.00	0	18.00
6/7/23	Working from home allowance (July)	As per contract	18.00	0	18.00
6/7/23	Mileage	Reimbursement of travel to July meeting @£0.45 per mile (20 milesx2)	18.00	0	18.00
Total			72.00	0	72.00

Appendix B

WEST DEAN PARISH COUNCIL					
FINANCIAL REPORT 28/6/23					
RECEIPTS					
FILE NUMBE	DATE	REF	PAYER	DESCRIPTION	AMOUNT
	April-June		Santander	Interest	10.5
	01/06/2023		WSCC	Operation Watershed funds	38670.24
	09/06/2023		G Dodge	Right of Burial	400
					39080.74
JULY PAYMENTS					
FILE NUMBE	DATE	REF	PAYER	DESCRIPTION	AMOUNT
18	30/06/2023	BACS	HL O'Callaghan	Clerk Salary June	502.5
19	30/06/2023	BACS	HMRC	PAYE June	16.2
20	30/06/2023	BACS	Chi Payroll	Payroll June	15
21	30/06/2023	BACS	WSCC	Street Lighting	1072.7
22	03/07/2023	BACS	Microsoft	365 subscription	11.28
23	06/07/2023	BACS	HL O'Callaghan	Clerk WFH and mileage expenses	72

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
28-Jun-23		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2022		£34,628.52
Add Total Receipts		46,426.49
Less Total Payments		(5,677.03)
TOTAL		£75,377.98
BANK		
Barclays as @ 28/6/23		69,151.47
Santander as @ 28/6/23		6,226.51
TOTAL		£75,377.98