

**WEST DEAN PARISH COUNCIL**  
C/o 53 Skylark Avenue, Emsworth, PO10 7GB  
westdeanpc@yahoo.com  
07596 884847

---

Members of West Dean Parish Council are hereby summoned to the Full Council Meeting of West Dean Parish Council at 7.30pm on Wednesday 8 November 2023 at West Dean College.

Clare Kennett, 1 November 2023  
Clerk to the Parish Council

Agenda

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 of the meeting held on 13 September 2023:** To agree and sign the minutes as a correct record.
4. **Update on matters carried forward from previous meeting:** To note any updates that are not otherwise on the agenda.
5. **Brief report from County Councillor on matters affecting the Parish.**
6. **Brief report from District Councillor on matters affecting the Parish.**
7. **Traffic/roads update:**
  - a) Speedwatch and SID report
  - b) A286 Binderton - speed limit change
8. **Planning Committee:** To receive a verbal report from the Chairman, including consideration of any applications received since the last meeting.  
  
**SDNP/23/04291/HOUS:** Oak framed open porch on south elevation, fenestration changes (to include new stable door, French door with brick quoining and blocking in of first floor window) on west elevation. Post Office Cottage South Old West Dean Road, West Dean, West Sussex. PO18 9HU
9. **Southern Water:** To receive an update.
10. **Telephone kiosk:** To receive an update.
11. **Cemetery tree and hedge maintenance:** To discuss any required work.
12. **Winter maintenance plan:** To consider the circulated plan and agree any updates. The deadline for submission to West Sussex County Council is 10 November.
13. **Finance**
  - a) To consider the circulated draft budget for financial year 2024/25.

- b) 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.
- c) To approve the bank reconciliation to 31 October 2023 (Appendix A) and to note the circulated budget report.
- d) To note the report from the internal auditor following the meeting which took place on 23 September 2023.

**14. Correspondence:** To note any items of interest:

- Update from Colin Carre on Centurion Way at [Centurion Way - South Downs National Park Authority](#)
- WSCC consultation on active travel, closes 15 November [Active Travel Strategy | Your Voice West Sussex](#)
- WSCC consultation on the draft 2024/25 budget, closes 10 December, [Budget 2024/25 - West Sussex County Council](#)
- WSALC AGM minutes and presentations
- Email from Chichester District Council's Trees Outside Woodlands Project Officer about funding available for new tree planting projects.
- Recording of the SDNPA meeting which took place on 4 October, with useful resources discussed at the meeting including the dark skies advice, community-led renewables advice, and the SDNPA annual review.
- Invitation to the South Downs Local Plan Review Parishes workshop taking place on 7 December in Waterfield from 6-8.30pm.
- Email from WSALC to ask for evidence from councillors about violence, abuse and intimidation of elected representatives at all levels by completing an online form, [Introduction : Jo Cox Civility Commission call for submissions \(smartsurvey.co.uk\)](#)

**15. To note and approve the meeting dates for 2024:**

10 January  
 13 March  
 8 May  
 10 July  
 11 September  
 13 November

**16. Announcements and items for the next meeting:** To note items brought forward by permission of the Chairman.

**17. Date of next meeting:** The next meeting is scheduled to be held on Wednesday 10 January 2024 at 7.30pm.

**Appendix A**

**1. Payments for approval**

		<b>Total</b>	<b>Net</b>	<b>VAT</b>
BACS	Confidential payments Nov 23	446.53	446.53	0.00
BACS	Working from home allowance Nov 23	18.00	18.00	0.00
BACS	Chichester Payroll Services Nov 23	15.00	15.00	0.00
BACS	HMRC Nov 23	111.60	111.60	0.00
BACS	Mileage Nov 23	9.27	9.27	0.00
BACS	MS 365 Nov 23	11.28	9.40	1.88
BACS	O2 mobile phone Nov 23	21.00	17.50	3.50
		<b>632.68</b>	<b>627.30</b>	<b>5.38</b>

## 2. Payments made since the last meeting, 13 Sept

Ref			Total	Net	VAT
38	BACS	Currys Canon Maxify printer	125.99	120.00	5.99
39	BACS	Viking paper, cartridges, notepads	93.02	77.52	15.50
43	BACS	Jeff's Computers, website fee	50.00	50.00	0.00
44	BACS	O2 mobile phone Oct 23	21.00	17.50	3.50
45	BACS	MS 365 Oct 23	11.28	9.40	1.88
47	BACS	Mulberry & Co interim internal audit	234.00	195.00	39.00
48	BACS	Confidential payments Oct 23	446.53	446.53	0.00
48	BACS	Work from home allowance Oct 23	18.00	18.00	0.00
49	BACS	HMRC Oct 23	111.60	111.60	0.00
50	BACS	Chichester Payroll Services Oct 23	15.00	15.00	0.00
			<b>1,126.42</b>	<b>1,060.55</b>	<b>65.87</b>

## 3. Receipts

5	BACS	Barclays: 2nd Precept payment	6,945.75
S7	BACS	Santander: Interest 01/10/23	5.36
S8	BACS	Santander: Interest 01/11/23	5.54
			<b>6,956.65</b>

## 4. Bank reconciliation

### Barclays

<b>Balance per statement 31/10/23</b>	<b>£69,931.52</b>
Less outstanding payments	£0.00
Add outstanding receipts	£0.00
Add petty cash	£0.00
<b>Revised bank</b>	<b>£69,931.52</b>

### Cashbook control

<b>Balance forward 01/04/23</b>	<b>£28,412.51</b>
Add total receipts to date	£53,412.74
Less total payments to date	£11,893.73
<b>Cashbook at 31/10/23</b>	<b>£69,931.52</b>

### Santander

<b>Balance per statement 01/11/23</b>	<b>£6,251.99</b>
Less outstanding payments	£0.00
Add outstanding receipts	£0.00
<b>Revised bank</b>	<b>£6,251.99</b>

### Cashbook control

<b>Balance forward 01/04/23</b>	<b>£6,216.01</b>
Add total receipts to date	£35.98
Less total payments to date	£0.00
<b>Cashbook at 01/11/23</b>	<b>£6,251.99</b>

**Total in both accounts** **76,183.51**