

**MINUTES OF THE MEETING OF THE PARISH COUNCIL**

**HELD ON 7 APRIL 2015 AT 6.30PM**

**AT THE VILLAGE HALL, BELL LANE, COCKING**

**PRESENT:** Cllrs Marks (Chairman), Burgess, Imlach, and O'Neill.

**IN ATTENDANCE:** G Burt, Clerk to the Council  
Dis Cllr J Cherry  
Cty Cllr M Brown

**1. Chairman's Announcements**

None

**2. Apologies**

Retrospective apologies for absence were received from Cllr Mrs Miles.

**3. Declarations of Interest**

Members and officers were invited to make any declarations of pecuniary and/or non-pecuniary interests that they may have in relation to items on the agenda and were reminded to make any declarations at any stage during the meeting if it then became apparent that this may be required when a particular item or issue was to be considered. None were declared.

**4. Minutes**

The minutes of the meetings of the 2 March 2015, previously circulated were agreed as a correct record and signed by the Chairman.

**5. Matters Arising from the Minutes**

None

**6. WSCC Report**

Cllr Brown reported that the WSCC Council-Tax freeze had been approved. In the medium term, £24 million needed to be saved which it was proposed to do in phases, although education was likely to be protected. Overall debt of WSCC was £424 million. The need to cope with an increase in the number of places required in primary schools was likely to add to this, as central government was passing this cost burden to councils. Projects such as Tangmere Solar Farm and new housing in Orchard St, Chichester were considered commercial borrowing as they yielded a very good return for the council tax-payer.

**7. CDC Report**

Cllr Cherry reported on the benefits of the new Traveller site at Westhampnett in managing unauthorised encampments. The Council-Tax freeze by CDC had been approved.

**8. Questions from Visitors**

None

**9. Planning Applications**

No applications since the last meeting.

**10. Finance**

- a. Receipts between the 3 March and 7 April 2015, as set out in Appendix A, were noted.
- b. Payments between the 3 March and 7 April 2015, as set out in Appendix A, were approved.
- c. A bank reconciliation, as set out in Appendix B, showing a Cashbook and Bank balance agreeing of £14,801.15 as at 10 March 2015, was noted. In accordance with good practice, Cllr Marks viewed Bank Statement No 12 and initialled the corresponding balance.

## **11. Parish Matters**

### **a. Playground**

Cllr Imlach reported that the new equipment would soon be ready for installation. Date tbc. He was trying to sync the SSE volunteer work (painting and jet-washing) to be done simultaneously, so the play area looked really good once completed.

### **b. Allotments**

Nothing new to report

### **c. Newsletter**

The Spring edition had been well received. Members asked that Gill Buchanan's hard work in editing the publication until recently, be recorded.

### **d. Village Hall**

Driveway – see **h** below.

Exterior Painting – Cllr Imlach reported that three quotes had been obtained, but they needed clarification – ongoing. He hoped that the repainting of the Bus Shelter by the Play Area could also be undertaken soon.

Cllr Imlach agreed to ask the Village Hall Committee Chairman about their own PL Insurance. Cllr Imlach had invited the NW Forum to use the hall for their next meeting.

### **e. Highways**

Nothing new to report. Work was still being done on designing the Chichester Bypass improvements.

### **f. Footpaths**

Nothing new to report

### **g. Bumblekyte**

Nothing new to report

### **h. New Homes Bonus (NHB)**

Three quotes had been received to resurface the Village Hall Driveway. (A) Caroway £2,700; (B) JG Jones £3,428; (C) EP Clark £3,340. RESOLVED to accept the quote from Caroway, subject to clarification. RESOLVED to seek to use the NHB allocation of £2,314 towards this project; Clerk to approach Cllrs Cherry and Brown to see what grants they may be able to access to make up the difference.

### **i. S.I.D.**

Several residents had contacted the Council and members about the non-working sign. It would appear that the sign was not reconnected by SSE when the nearby bollard was replaced under the *pfi* scheme, probably because it didn't appear on the WSCC inventory. This was an ongoing matter that Cllr Imlach was chasing up. Cty Cllr Brown agreed to also ask WSCC to expedite a

speedy resolution. It was particularly poignant, given that volunteers were undertaking speed-watch duties and the flashing sign would assist.

**j. Dog Waste Bins**

A local resident had requested a Dog waste bin be provided on a path where signs had recently been erected, reminding dog owners to pick up and take their dog's waste home. Councillors considered that, whilst the wish to dispose of dog waste responsibly was commended, the current practice whereby dog-walkers all take their waste home to dispose of, should continue.

Not only was there the cost of the bin at approximately £200, but also the emptying at nearly £6.00 per week. Whilst these may seem small amounts, the fear was that if the Council installed a bin, it would receive similar requests which could not be afforded.

**k. History Column**

The Cowdray Estate had proposed that in accordance with the lease, the rent be increased to £20.00 p.a. from 7th March 2015. RESOLVED to agree to the proposal.

12. **Annual Meeting of Electors (Parish Meeting)** – Tues 14 April 2015 at 7pm.  
Arrangements were all in hand.

13. **Correspondence**

The Clerk had submitted a summary of notable correspondence since the last meeting - attached Appendix C.

14. **Date of Next Meeting**

**Tuesday 12 May 2015 6.30pm**

15. **Exclusion of Press and Public**

RESOLVED that due to the nature of the business about to be transacted (Staffing) the press and public be instructed to withdraw.

16. **Clerk's Annual Pay Review**

When the Clerk had been appointed, it was agreed that it be at 2/3 between the hourly rates (£10.30 and £11.29) at which the position had been advertised. For some reason, this was worked out, agreed (Min 16, 1 September 2014 refers) and implemented at £11.10, not the correct figure of £10.96. The NJC Pay agreement 2014-2016 suggests that from 1<sup>st</sup> January 2015, this should be raised to £11.21. RESOLVED that in the light of the slight overpayment to date, that the new hourly rate of £11.21 be effective from 1<sup>st</sup> April 2015. Also, RESOLVED that in accordance with the same agreement the Clerk be paid the £100 pro rata unconsolidated payment, which should have been paid in December 2014. (£100 x 5/37=£12.82)

*The meeting closed at 7.45pm*

Chairman:

Date:

## FINANCIAL REPORT 7 APRIL 2015

### 1. RECEIPTS: 3 MARCH TO 7 APRIL 2015

DATE	£	DEP SLIP	FROM	DESCRIPTION
26/02/2015	10,000	BAC	Nat Lottery	Grant to refurb Playground
<b>TOTAL</b>	<b>£10,000.00</b>			

### 1. PAYMENTS: 3 MARCH TO 7 APRIL 2015

DATE	£	CHEQUE NO	PAYEE	DESCRIPTION
07/04/2015	£192.50	470	G Burt	Clerk's Net salary for March
07/04/2015	£48.00	480	HMRC	Clerk's Tax - Mar
07/04/2015	£10.00	541	Chi Payroll Services	Payroll Admin - Mar
07/04/2015	£107.84	542	WS ALC	Annual Sub WSALC+NALC
07/04/2015	£18.00	543	SSALC Ltd	Clerk attendance at Networking Day
07/04/2015	20.00	544	Viscount Cowdray	Ground Rent- Hist Col
07/04/2015	125.00	544	Viscount Cowdray	Ground Rent- Village Hall
07/04/2015	62.50	544	Viscount Cowdray	Ground Rent - Rec Field
07/04/2015	6.20	545	G Burt	Photocopying
07/04/2015	23.08	545	G Burt	Clerk's M'ship of SLCC (%)
07/04/2015	37.52	545	G Burt	Mileage
07/04/2015	219.45	546	KerryType	Newsletter Printing
<b>TOTAL</b>	<b>£870.09</b>			

<b>BANK RECONCILIATION</b>				
<b>AS OF 10 MARCH 2015</b>				
<b>PRESENTED TO COUNCIL ON 7 APRIL 2015</b>				
<b>RECEIPTS &amp; PAYMENTS</b>				
Balance brought forward as at 09/02/2015		£5,331.65		
Add Total Receipts		10,000.00		
Less Total Payments		(550.50)		
<b>TOTAL</b>		<b>£14,781.15</b>	◀	
<b>BANK</b>				
Lloyds Treasurers A/C		14,801.15		
<b>Less unpresented cheques</b>				
473	£10.00			
477	10.00	-20.00		
<b>TOTAL</b>		<b>£14,781.15</b>	◀	

TALLY

## APPENDIX C

<b>NOTABLE CORRESPONDENCE SUMMARY SINCE 26 FEBRUARY 2015</b>			
<b>Date</b>	<b>From</b>	<b>Subject</b>	<b>Action</b>
20/02/2015	WSCC	County Local Committee - poster	Copied to All Cllrs
26/02/2015	SW	Southern Water's metering programme	Copied to All Cllrs
10/03/2015	SDNPA	Planning Committee Agenda and Papers 12 March 2015	Copied to All Cllrs

10/03/2015	WSCC	Consultation on Draft Local List for the Validation of Planning Applications	Copied to All Cllrs
16/03/2015	Sharon Brown	Request for Dog Bins	Copied to All Cllrs
17/03/2015	SSALC	Chief Constable & PCC's briefing, 1st April	Copied to All Cllrs
17/03/2015	CDC	North West Community Forum - our next meeting.	Copied to All Cllrs
30/03/2015	WSCC	County News: Chichester district March 201	Copied to All Cllrs
30/03/2015	SSALC	New Briefings and Policy Consultation on NALC Website	Copied to All Cllrs
01/04/2015	CDC	Close of Nominations - Reminder of Deadline	Copied to All Cllrs
01/04/2015	SDNPA	SDNPA Planning Committee Agenda and Papers 9 April 2015	Copied to All Cllrs
01/04/2015	SDNPA	SDNPA Weekly Lists Wk14	Copied to All Cllrs
04/04/2015	SDNPA	South Downs National Park Local Plan	Copied to All Cllrs