

**COCKING PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE COUNCIL**

**1 FEBRUARY 2016 AT 6.30PM**

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

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

**IN ATTENDANCE:** G Burt, Clerk to the Council  
Cty Cllr Brown

**1. Apologies**

Apologies for absence were received from Cllrs Burgess and Keefe.

**2. 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.

**3. Minutes**

The minutes of the meeting of the 4 January 2016, previously circulated were agreed as a correct record and signed by the Chairman.

**4. Matters Arising from the Minutes**

None.

**5. Questions from Visitors**

None

**6. WSSC Report**

County Cllr Brown reported on plans by WSSC to increase its Council Tax by 4% and the A27 improvements/new route. On the latter, he was remaining neutral at present as he wanted to know what others thought. He was though particularly concerned about the effect on the local economy. Cllr Marks, speaking as a local farmer, said the Goodwood events brought much business to the area. The pros and cons of including the Fire and Rescue Service under the auspices of the Police & Crime Commissioner was also discussed; it did seem that many savings could be made if there was a greater sharing of assets and back-office functions.

**7. CDC Report**

The Chairman reported on a recent NW Forum meeting where there had been concerns about the future of the policing in the area and that there was a joint meeting of the two North Chichester Forums with the PCC to discuss this.

**8. Planning Applications**

None.

**9. Parish Matters**

**a. Playground**

Nothing to report

**b. Newsletter**

Items for the Spring edition were sought.

**c. Events**

Cllr Imlach reported on events planned for the year, including an event at the Village Hall on the 11<sup>th</sup> June to mark the 90<sup>th</sup> Birthday of HM The Queen. It would feature a traditional tea, and a display of life in the village over the past 90 years.

**d. Village Hall**

The damaged door had been replaced and the Village Hall Committee were looking to pursue an extension project. The Clerk would forward a link to Cllr Craig, so that a definitive view on whether planning permission was required could be obtained. As owner of the building, the Parish Council's lease for the site from Cowdray would need to be varied, and the Council could commission the works and reclaim the VAT, even if the work on obtaining grants etc was undertaken by the VH Committee. The Committee were looking to improve exterior lighting and had been trimming hedges.

**e. Highways**

WSCC were offering snow shovels to those parishes with a Winter Management Plan. Cllr Imlach hoped to use a template to devise such a plan for the village. Speedwatch was progressing.

**f. Bumblekyte**

Work on a new bench seat was progressing.

**g. The Croft**

It was reported that there were already damp problems in the new properties.

**h. SDW Facilities**

Nothing new to report.

**i. Footpaths**

Nothing new to report.

**j. Cycleways**

Nothing new to report.

**k. Broadband**

Nothing new to report

**l. Defibrillator**

Discussions about the best place to locate a Defibrillator were ongoing, including at the Village Hall or on the main road. Grants would be explored including a possible Council contribution.

**m. Website**

Cllr Keefe had kindly offered to construct a new website for the Council at no cost, to which other community pages/links could be added. The Clerk had circulated details of a commercial website template designed for Parish Councils that met the Transparency Code requirements, for which 100% grant funding could be obtained via SSALC. The deadline to apply for this grant was 15<sup>th</sup> February. RESOLVED that the Clerk apply for this grant accordingly. Members felt sure that Cllr Keefe would still be very happy to work on the new website however it was provided.

**n. Recreation Field**

The Council needed to devise some rules for the use of the Field to assist the Village Hall Committee, when hall hirers also required the field. The Clerk would share with Cllr Imlach the Tangmere Byelaws to assist.

**10. Finance**

a. Payments between 5 January and 1 February 2016, as set out in Appendix A, were approved and any receipts noted.

b. A bank reconciliation, as set out in Appendix B, showing a Cashbook and Bank balance agreeing of £8,402.17 as at 15 January 2016, was noted. In accordance with good practice, Cllr O'Neill viewed Bank Statement No 22 and initialled the corresponding balance.

c. Members received a 2015-16 Budget update. Appendix C.

**11. Annual Meeting of Electors – 25 April 2016**

The Chairman advised that local sculptor Philip Jackson had kindly agreed to address the meeting, which should ensure a good turnout. A light buffet would be provided as appropriate.

**12. Any Other Matters for Information**

None.

**13. Correspondence**

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

**14. Co-options**

One vacancy remained.

**15. Date of Next Meeting**

**Monday 7 March 2016 6.30pm**

**16. Exclusion of Press and Public**

RESOLVED that due to the nature if the business about to be transacted (tenants/contracts) the Press and Public be instructed to withdraw

**17. Allotments**

Members considered a report by the Clerk, previously circulated. Councillors were concerned that despite pledges of interest in plots, take-up had been very disappointing. In addition, the lease for the entire site was due for renewal, and the cost to regularise the inclusion of allotments within a new lease could be considerable which would have to be borne by the Council. Cowdray had advised that there were plots available at their established sites in Midhurst and Easebourne.

RESOLVED that the Council not continue with the Allotment project; the existing lease for the field be renewed unaltered; that the Council offer to meet the first year's rent for the existing plot holder, should he wish to relocate to an alternative site.

*The meeting closed at 8.12pm*

Chairman:

Date:

| <b>FINANCIAL REPORT 1 FEBRUARY 2016</b>         |                      |             |                              |                  |            |            |
|---|----------------------|-------------|------------------------------|------------------|------------|------------|
| <b>1. RECIEPTS: 5 JANUARY - 1 FEBRUARY 2016</b> |                      |             |                              |                  |            |            |
| <b>DATE</b>                                     | <b>PAYEE</b>         | <b>REF</b>  | <b>DESCRIPTION</b>           | <b>GROSS</b>     |            |            |
| 12/01/2016                                      | C Village Hall       | 500030      | Grant towards driveway imps. | £1,000.00        |            |            |
| <b>2. PAYMENTS: 5 JANUARY - 1 FEBRUARY 2016</b> |                      |             |                              |                  |            |            |
| <b>DATE</b>                                     | <b>PAYEE</b>         | <b>E NO</b> | <b>DESCRIPTION</b>           | <b>GROSS</b>     | <b>VAT</b> | <b>NET</b> |
| 01/02/2016                                      | E.P. Clark & Co. Lt  | 604         | VH Driveway resurfacing      | £4,008.00        | £668.00    | £3,340.00  |
| 01/02/2016                                      | G Burt               | 605         | Clerk's Net salary for       | £194.28          |            | £194.28    |
| 01/02/2016                                      | HMRC                 | 606         | Clerk's Tax -Jan             | £48.60           |            | £48.60     |
| 01/02/2016                                      | Chi Payroll Services | 607         | Payroll Admin - Jan          | £10.00           |            | £10.00     |
|   |                      |             |                              | <b>£4,260.88</b> | £668.00    | £3,592.88  |

| <b>BANK RECONCILIATION</b>                     |  |                  |   |              |
|--|--|------------------|---|--------------|
| <b>AS AT 15 JANUARY 2016</b>                   |  |                  |   |              |
| <b>PRESENTED TO COUNCIL ON 1 FEBRUARY 2016</b> |  |                  |   |              |
| <b>RECEIPTS &amp; PAYMENTS</b>                 |  |                  |   |              |
| Balance brought forward as<br>at 31/03/2015    |  | £14,781.15       |   |              |
| Add Total Receipts                             |  | 16,144.96        |   |              |
| Less Total Payments                            |  | (22,523.94)      |   |              |
| <b>TOTAL</b>                                   |  | <b>£8,402.17</b> | ◀ | <b>TALLY</b> |
| <b>BANK</b>                                    |  |                  |   |              |
| Lloyds Treasurers A/C<br>(15/01/2016)          |  | 8,402.17         |   |              |
| <b>Less unpresented cheques</b>                |  |                  |   |              |
| <b>TOTAL</b>                                   |  | <b>£8,402.17</b> | ◀ |              |

| COCKING PARISH COUNCIL 2015-16 |                                   |                  |                           |                  |                  |                  |                  |
|--------------------------------|-----------------------------------|------------------|---------------------------|------------------|------------------|------------------|------------------|
| 14-15 Actual                   |                                   | Original Budget  | Actual as @<br>01/02/2016 | Revised Budget   | 2016-17<br>DRAFT | 2017-18<br>DRAFT | 2018-19<br>DRAFT |
| 3,346.58                       | Estd. Balances b/f at 1 April     | 14,781.15        | 14,781.15                 | 14,781.15        | 5,700.00         | 8,400.00         | 10,500.00        |
|                                | <b>Receipts</b>                   |                  |                           |                  |                  |                  |                  |
| 12,309.71                      | Precept                           | 13,000.00        | 13,000.00                 | 13,000.00        | 13,000.00        | 13,000.00        | 13,000.00        |
| 690.29                         | Council Tax Reduction Grant       | 548.59           | 548.59                    | 548.59           | 459.17           | 400              | 350              |
| 22.95                          | Bank interest refund              |                  |                           |                  |                  |                  |                  |
| 10,210.00                      | Grants received                   |                  | 1,000.00                  | 1,000.00         |                  |                  |                  |
|                                | VAT refund                        |                  | 1,596.37                  | 1,596.37         | 1,500.00         | 1,500.00         | 1,500.00         |
| 25.00                          | Other                             | 100              |                           |                  |                  |                  |                  |
| <b>26,604.53</b>               | <b>Total Receipts</b>             | <b>28,429.74</b> | <b>30,926.11</b>          | <b>30,926.11</b> | <b>20,659.17</b> | <b>23,300.00</b> | <b>25,350.00</b> |
|                                | <b>Payments</b>                   |                  |                           |                  |                  |                  |                  |
|                                | <b>ADMINISTRATION</b>             |                  |                           |                  |                  |                  |                  |
| 246.55                         | Gen Admin/office                  | 300              | 215.90                    | 300              | 300              | 300              | 300              |
| 2,567.00                       | Employment costs                  | 2810             | 2,681.52                  | 2,810.00         | 3000             | 3100             | 3200             |
| 186.30                         | Clerks Expenses                   | 360              | 392.78                    | 450              | 400              | 400              | 400              |
| 49.27                          | Bank charges                      |                  |                           |                  |                  |                  |                  |
| 741.12                         | PC Insurance                      | 741              | 1,027.11                  | 1,027.11         | 1030             | 1030             | 1030             |
| 152.00                         | Meeting room hire & APM           | 200              | 110.00                    | 110              | 110              | 110              | 110              |
| 300.00                         | Audit fees (inc 11-12)            | 300              | 250.00                    | 250              | 250              | 250              | 250              |
| 11.66                          | Chairman's Allowance              | 40               | 5.00                      | 40               | 40               | 40               | 40               |
|                                | Members Travel                    |                  |                           |                  |                  |                  |                  |
|                                | Training                          | 150              | 180.00                    | 180              | 100              | 100              | 100              |
| 289.80                         | Advertising                       |                  |                           |                  |                  |                  |                  |
| 344.33                         | New sletter                       | 400              | 454.45                    | 455              | 460              | 500              | 550.00           |
|                                | Elections                         | 700              |                           |                  |                  |                  |                  |
|                                | <b>VILLAGE HALL</b>               |                  |                           |                  |                  |                  |                  |
| 900.98                         | Insurance                         | 901              | 185.50                    | 185.5            | 190.00           | 200              | 200.00           |
| 119.54                         | Other                             | 1900             | 1,000.98                  | 1100             | 700.00           | 700              | 700.00           |
| 250.00                         | Ground Rent                       | 250              | 263.60                    | 263.6            | 263.6            | 263.6            | 263.6            |
|                                | <b>SPORTS FIELD</b>               |                  |                           |                  |                  |                  |                  |
| 125.00                         | Ground Rent                       | 25               | 125.00                    | 125              | 150              | 150              | 150              |
|                                | Driveway Resurfacing              |                  | 3,340.00                  | 3,340.00         |                  |                  |                  |
|                                | Allotments                        | 50               | 585.00                    | 585              | 50               | 50               | 50               |
| 1,786.67                       | Grass cutting                     | 1200             | 1,190.83                  | 1,190.83         | 1200             | 1200             | 1200             |
|                                | Other Grass Cutting verges        | 160              |                           |                  |                  |                  |                  |
|                                | <b>WAR MEMORIAL</b>               |                  |                           |                  |                  |                  |                  |
|                                | Maintenance                       | 50               |                           | 50               | 50               | 50               | 50               |
|                                | Hist Column                       |                  | 20.00                     | 20               | 20               | 20               | 20               |
|                                | <b>EVENTS</b>                     |                  |                           |                  |                  |                  |                  |
| 650.00                         | Fire works                        | 650              |                           |                  | 650              | 650              | 650              |
| 500.27                         | WWI Event                         |                  |                           |                  |                  |                  |                  |
|                                | <b>SUBSCRIPTIONS</b>              |                  |                           |                  |                  |                  |                  |
| 50.00                          | AIRS                              | 50               | 50.00                     | 50               | 50.00            | 50.00            | 50.00            |
|                                | SLCC                              | 30               | 23.08                     | 23.08            | 24.00            | 24.00            | 24.00            |
| 109.88                         | SALC                              | 110              | 107.84                    | 107.84           | 108.00           | 108.00           | 108.00           |
|                                | <b>GRANTS</b>                     |                  |                           |                  | 400              | 400              | 400.00           |
|                                | Churchyard                        | 125              |                           |                  |                  |                  |                  |
|                                | RVT/MADhurst                      |                  |                           |                  |                  |                  |                  |
|                                | CAB                               |                  |                           |                  |                  |                  |                  |
|                                | <b>PLAY AREA</b>                  |                  |                           |                  |                  |                  |                  |
| 15.83                          | Maintenance                       | 150              |                           | 150              | 650              | 500              | 500              |
| 1,250.00                       | Grass Cutting                     | 1100             | 1,000.00                  | 1100             | 1100             | 1100             | 1100             |
| 61.50                          | Inspections                       | 70               | 263.00                    | 263              | 80               | 80               | 80               |
|                                | Litter bin                        | 70               | 64.48                     | 64.48            | 80               | 80               | 80               |
|                                | Refurb                            |                  | 10,000.00                 | 10,000.00        |                  |                  |                  |
| 330.00                         | Bus Shelters/Noticeboards/benches | 300              |                           | 700              | 300              | 300              | 300              |
|                                | Footpath maint.                   |                  |                           |                  | 200              | 200              | 200              |
| 785.68                         | VAT                               |                  | 3,248.75                  | 3000             | 1500             | 1500             | 1500             |
| <b>11,823.38</b>               | <b>Total payments</b>             | <b>13,192.00</b> | <b>26,784.82</b>          | <b>27,940.44</b> | <b>13,455.60</b> | <b>13,455.60</b> | <b>13,605.60</b> |
| <b>14,781.15</b>               | Transfer to following year        | <b>15,237.74</b> | <b>4,141.29</b>           | <b>2,985.67</b>  | <b>7,203.57</b>  | <b>9,844.40</b>  | <b>11,744.40</b> |

| NOTABLE CORRESPONDENCE TO 31 JANUARY 2016 |                  |  |   |
|---|------------------|--|---|
| Date                                      | From             | Subject  | Action: Copied to all Cllrs unless otherwise stated |
| 05/01/2016                                | CDC              | WEST SUSSEX & THE QUEEN'S 90TH BIRTHDAY BEACONS - 21st APRIL 2016  |   |
| 12/01/2016                                | RSPB             | ARC winter newsletter - celebrating our volunteers, Rother riverfly scheme, free trees, free activities for primary schools and much more! |   |
| 12/01/2016                                | SSALC            | Grant opportunities  |   |
| 12/01/2016                                | SSALC            | SSALC January 2016 Newsletter  |   |
| 12/01/2016                                | CDALC            | A27 Public Consultation details  |   |
| 12/01/2016                                | S Morley         | Centurion Way extension is Open  |   |
| 12/01/2016                                | WSCC             | Reminder of Snow Shovels Offer   |   |
| 12/01/2016                                | CDC              | North West Community Forum - 20/1/16 - Agenda  |   |
| 13/01/2016                                | SDNPA            | SDNPA Planning Committee Agenda and Papers 21 January 2016   |   |
| 13/01/2016                                | SDNPA            | December key highlights  |   |
| 21/01/2016                                | CDALC            | Parish Councils and Business Rates   |   |
| 21/01/2016                                | SSALC            | HM Queen's 90th Birthday celebrations  |   |
| 21/01/2016                                | CDC              | Media Release: Residents warned of property banding scam   |   |
| 21/01/2016                                | SSALC            | Three Southern Counties Devolution Briefing Event - 11 March 2016 - BOOKINGS OPEN  |   |
| 21/01/2016                                | SSALC            | Details of website that will meet the Transparency Code  |   |
| 21/01/2016                                | RSPB             | We'd hate for you to miss out!   |   |
| 22/01/2016                                | GACC             | Gatwick Area Conservation Campaign.  |   |
| 26/01/2016                                | WSCC             | WSCC Highways & Transport Integrated Works Programme 2016/17   |   |
| 26/01/2016                                | CDC              | Electoral review of Chichester   |   |
| 27/01/2016                                | CDC              | Media release: Leisure services to be managed by an external company   |   |
| 27/01/2016                                | UKPN             | UK Power Networks Critical Friends Panels  |   |
| 31/01/2016                                | C Beaumont       | Views on Allotments  |   |
| 31/01/2016                                | WSCC             | Temporary Traffic Regulation - Road closure, Chichester North, Midhurst, June Lane 13th February 2016.                                     |   |
| 31/01/2016                                | Dis Cllr Neville | Briefing on Syrian Refugees  |   |
| 31/01/2016                                | WSCC             | County News: Chichester district January 2016  |   |