

COCKING PARISH COUNCIL

MINUTES OF A MEETING

6 MARCH 2017 AT 6.30PM

AT THE VILLAGE HALL, BELL LANE, COCKING

PRESENT: Cllrs Imlach (Chairman), Keefe (from Minute 9k), O'Neill and Miss Russell.

IN ATTENDANCE: G Burt, Clerk to the Council
District Cllr Mrs Neville

1. Apologies

The Clerk reminded members that in accordance with best practice, the Council should resolve to accept reasons for absence.

Apologies for absence were received from Cllrs Burgess (work), Craig (prior engagement) and Marks (work).

The reasons given were accepted.

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.

Cllr Miss Russell declared an interest as a member of the Village Hall Management Committee.

3. Minutes

The minutes of the meeting of the 6 February 2017, 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. WSCC Report

None.

7. CDC Report

District Cllr Mrs Neville reported that CDC's parking charge increases would be implemented, un-amended; the A27 discussion continued; CDC's share of the Council Tax would rise from 1st April; CDC was pushing Community Land Trusts as a means of providing social housing in rural areas; CDC was considering a charitable trust to take over the running of the Novium Museum. Plans for *Selsey Haven* were progressing. She applauded the work of *Visit Chichester*.

8. Planning

Members considered planning applications submitted since the last meeting and **RESOLVED** the responses as set out in Appendix A.

9. Parish Matters

a. Playground

Nothing to report.

b. Newsletter

Next edition due in April.

c. Events

Nothing to report.

d. Village Hall

The *Grange Association* had declined an application for a grant towards the extension. WSCC and iGAS applications were still pending.

e. Highways

Lavant had a portable Speed camera, which regrettably was not available for borrowing. The ones we usually borrowed were being repaired.

f. Bumblekyte

Nothing to report.

g. SDW Facilities

Nothing new to report.

h. Footpaths

All footways and footpaths were looking good following recent work by WSCC, except a path to the north of the War Memorial which was being churned-up by a tractor.

i. Cycleways

Nothing new to report.

j. Website

Good progress was being made on developing the new website, although some information was still required from some Councillors. The Clerk advised that it really needed to go *live* by the 1st April so that the Council complied with the *Transparency Code*.

k. The Croft

The Clerk would see if *The Hyde* representative was suitably recovered to attend a future meeting. Once again, the Green was being churned-up by inappropriate parking.

l. Village Welfare / Winter Management Plan

Cllr Imlach gave an overview of this ongoing initiative. WSCC and AiRS had both proved helpful.

m. Neighbourhood Watch

The Chairman had tried to ascertain the status of the former NW group in the village, only to find that he is still listed as a Coordinator, along with several other Cllrs! However, in effect the group was no longer active. He would visit Chichester Police Station to try to reactivate the group, and also highlight a recent spate of anti-social behaviour.

10. Finance

- a. Payments from 7 February to 6 March 2017, as set out in Appendix B, were **RESOLVED** and any receipts noted.
- b. A bank reconciliation, as set out in Appendix C, showing a Cashbook and Bank Balance agreeing of £11,597.19 as at 15 February 2017, was noted. In accordance with good practice, Cllr Keefe viewed Bank Statement No 35 and initialled the corresponding balance.
- c. A Budget Update as set out in Appendix D was noted.

11. Correspondence

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

12. Corporate Governance

- a. Members reviewed the Council's Standing Orders and **RESOLVED** to readopt without alteration.
- b. Members reviewed the Council's Financial Regulations and **RESOLVED** to readopt without alteration.
- c. Members reviewed and then amended the Council's Asset Register and **RESOLVED** accordingly, attached Appendix F.
- d. Members reviewed the Council's overall Risk Assessment and **RESOLVED** accordingly, attached Appendix G (Minute Book only)

13. Electors' Meeting

Members agreed to invite Phillip Jackson to present, either on the 20 or 25 April. Chairman to liaise.

14. Any Other Matters for Information

None

15. Date of Next Meeting

Monday 3 April 2017 6.30pm

The meeting closed at 7.43pm

Chairman:

Date:

APPENDIX A

PLANNING APPLICATIONS

SDNP/17/00561/TC A	2 High House A286 Mill Lane to The Croft Cocking Midhurst West Sussex GU29 0HG	Notification of intention to crown reduce by 33% (in lime with fire damaged Yew trees) on 4 no. Yew trees.	NO OBJECTION

APPENDIX B

FINANCIAL REPORT 6 MARCH 2017						
PAYMENTS: 7 FEBRUARY - 6 MARCH 2017						
DATE	PAYEE	CHEQ UE NO	DESCRIPTION	GROSS	VAT	NET
06/03/2017	SSALC	688	Finance and Meeting Training (50%)	£45.00	£7.50	£37.50
06/03/2017	SSALC	688	WSALC Spring Conf.	£24.00	£4.00	£20.00
06/03/2017	G Burt	689	Clerk's Net salary for Feb	£197.38		£197.38
06/03/2017	HMRC	690	Clerk's Tax - Feb	£49.40		£49.40
06/03/2017	Chi Payroll Services	691	Payroll Admin - Feb	£10.00		£10.00
06/03/2017	Cowdray Estate	692	Hist. Col. Site rental	£20.00		£20.00
				£345.78	£11.50	£334.28

BANK RECONCILIATION				
AS AT 15 FEBRUARY 2017				
PRESENTED TO COUNCIL ON 6 MARCH 2017				
RECEIPTS & PAYMENTS				
Balance brought forward as at 31/03/2016		£5,773.11		
Add Total Receipts		17,013.92		
Less Total Payments		(11,837.84)		
TOTAL		£10,949.19	◀	
BANK				
Lloyds Treasurers A/C (15/02/2017)		11,597.19		
Less unpresented cheques				
685	£10.00			
686	110.0			
687	£144.00			
687	£384.00			
	£648.00	-648.00		
Plus uncleared deposits		£0.00		
TOTAL		10,949.19	◀	

TALLY

COCKING PARISH COUNCIL 2016-17						
	Original Budget	Actual as @ 09/01/2017	Y/E Forecast	2017-18 DRAFT	2018-19 DRAFT	2019-20 DRAFT
Balances b/f at 1 April	5,773.11	5,773.11	5,773.11	11,000.00	11,300.00	12,000.00
Receipts						
Precept	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00
Council Tax Reduction Grant	459.17	459.17	459.17	0	0	0
Grants received		250.00	250.00			
VAT refund	1,500.00	3,248.75	3,248.75	1,500.00	1,500.00	1,500.00
Other		56.50	56.50			
Total Receipts	20,732.28	22,787.53	22,787.53	25,500.00	25,800.00	26,500.00
Payments						
ADMINISTRATION						
Gen Admin/office	300	1,490.43	1,500.00	300.00	300.00	300.00
Employment costs	3000	2,957.42	3,000.00	3,700.00	3,800.00	3,900.00
Clerks Expenses	400	449.47	480.00	500.00	500.00	400.00
PC Insurance	1030	1,071.63	1,071.63	1,080.00	1,080.00	1,030.00
Meeting room hire & APM	110	185.58	75.58	80.00	80.00	110.00
Audit fees	250	350.00	350.00	350.00	350.00	350.00
Chairman's Allowance	40		40.00	40.00	40.00	40.00
Members Travel						
Training	100	165.00	107.50	150.00	150.00	150.00
New sletter	460	364.00	364.00	400.00	400.00	500.00
VILLAGE HALL						
Insurance	190.00	191.63	191.63	200.00	200.00	200.00
Other	700.00	145.83	145.83	700.00	700.00	700.00
Ground Rent	263.6	287.32	287.32	287.32	287.32	287.32
SPORTS FIELD						
Ground Rent	150	172.33	172.33	172.33	172.33	172.33
Allotments	50					
Grass cutting	1,200.00	760.00	640.00	650.00	650.00	650.00
Other Grass Cutting verges						
WAR MEMORIAL						
Maintenance	50		0	50.00	50.00	50.00
Hist Column	20	20.00	20	20.00	20.00	20.00
EVENTS						
Fireworks	650	650.00	650.00	650.00	650.00	650.00
Other		134.30	134.30			
SUBSCRIPTIONS						
AIRS	50.00			50.00	50.00	50.00
SLCC	24.00	21.95	21.95	22.00	22.00	21.95
SALC	108.00	123.49	123.49	125.00	125.00	123.49
GRANTS	400	50.00	50.00	400.00	400.00	400.00
PLAY AREA						
Maintenance	650	120.55	250.00	500.00	500.00	500.00
Grass Cutting	1100	1,420.00	1,100.00	1,100.00	1,100.00	1,100.00
Inspections	80	73.50	73.50	80.00	80.00	80.00
Litter bin	80	65.52	65.52	80.00	80.00	80.00
HIGHWAYS						
Bus Shelters/Noticeboards/benches	300	212.01	212.01	300.00	300.00	300.00
Footpath maint.	200	81.00	81.00	200.00	200.00	200.00
Traffic Calming				500.00		
VAT	1,500.00	620.66	600.00	1,500.00	1,500.00	1,500.00
Total payments	13,455.60	12,183.62	11,807.59	14,186.65	13,786.65	13,865.09
Transfer to following year	7,276.68	10,603.91	10,979.94	11,313.35	12,013.35	12,634.91

APPENDIX E

NOTABLE CORRESPONDENCE TO 5 MARCH 2017			
Date	From	Subject	Action: Copied to all Cllrs unless otherwise stated
17/02/2017	CDC	Draft Public Space Protection Order, Control of Dogs 2017 - Notification of Consultation	
17/02/2017	CDC	NE and NW Community Forums - confirmation of venue	
17/02/2017	SDNPA	Community Infrastructure Levy	
05/03/2017	SSALC	SSALC Newsletter - March 2017 Edition	
05/03/2017	SDNPA	SDNPA 9 March Planning Committee meeting papers	
05/03/2017	WSSC	County Local Committee 16 March	

APPENDIX F

ASSET REGISTER AS AT 28 FEBRUARY 2017				
Ref No	Description	Location	Date Acquired	Cost*
Office Equipment				
1	Dell Lap Top	Clerk's Home	2010	436.00
2	Cannon Printer	Clerk's Home	2011	85.00
Street Furniture				
3	1 Notice Boards	The Croft	2003/05	700.00
4	1 Notice board	Post Office	1995	200.00
5	Bus Shelter	Opp The Croft	1996	3,079.10
6	Bus Shelter	Adj playground	2009	4,715.00
7	2 Concrete seats	Adj playground	2005	300.00
8	2 picnic benches	Rec Field	2008	300.00
9	Wooden Seat	A286 adj Heyshott Turning	1997	200.00
Play Equipment				
10	Play equipment		1984	17,759.16
11	Gates & Fencing around Play Area		1998	3,947.45
12	Litter Bin			120.00
Memorials				
13	Cocking History Column	r/o A286	2005	10,000.00
14	War Memorial	o/s Church	1914	1.00
Other				
15	Village Hall		2010	209,000.00
16	Village Hall contents		2010	21,000.00
TOTAL				271,842.71
				272,541.84
				699.13
				CHANGE
				Last years total