

Draft Minutes subject to ratification
COCKING PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

5 OCTOBER 2015 AT 6.30PM

AT THE VILLAGE HALL, BELL LANE, COCKING

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

IN ATTENDANCE: G Burt, Clerk to the Council
Dis Cllr Mrs C Neville
Cty Cllr M Brown
1 Member of the Public

1. Apologies

None

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 7 September 2015, previously circulated were agreed as a correct record and signed by the Chairman.

4. Matters Arising from the Minutes

Insurance

5. WSSC Report

Cty Cllr Brown reported on the Chancellor's announcement of a major change to the current Business Rate structure, whereby in future local councils will retain a larger percentage of the rates they collect. Commensurately, the Revenue Support Grant currently distributed back to local councils from the Treasury, will be phased out by 2020. The Chancellor also announced that the Local Government Pensions Funds will be amalgamated and managed rather like an ISA. Using money from these pension funds, six new Wealth Funds will be created to invest money in infrastructure projects. Some redistribution of funds will also be made to channel money from richer funds to poorer funds. This will disadvantage the wealthier pension funds, such as West Sussex, which has been very successfully managed in the past few years.

6. CDC Report

Cllr Mrs Neville reported on ongoing discussions regarding *The Hyde Group's* management of the former CDC housing stock.

Members discussed car parking charges and new stores opening in Midhurst.

7. Questions from Visitors

None

8. Planning Applications

Comments on those applications as set out in Appendix A, were resolved.

9. Finance

a. Payments between 8 September and 5 October 2015, as set out in Appendix B, were approved and receipts noted.

b. A bank reconciliation, as set out in Appendix C, showing a Cashbook and Bank balance agreeing of £11,993.05 as at 14 September 2015, was noted. In accordance with good practice, Cllr Imlach viewed Bank Statement No 18 and initialled the corresponding balance.

c. A Budget Update had been circulated, Appendix D.

d. External Auditor's Report. This had been previously circulated and was on the website. Members were pleased to note that the Auditor had made no comment on the Council's accounts.

10. Parish Matters

a. Playground

Cllr Burgess to refit missing steering wheel. Inspection awaited.

b. Newsletter

Cllr Imlach circulated a draft of the next edition, inviting comments.

c. Events

Cllr Imlach summarised forthcoming events at the Village Hall.

d. Village Hall

Cllr Imlach gave an update on the external redecoration. The Clerk reported that the Council's bid for New Homes Bonus (NHB) funds towards resurfacing the driveway, had been approved. One of the conditions was that the view of the SDNPA must be sought as to whether the work required planning permission. Cllr Craig kindly agreed to take some photos in daylight, to assist the Clerk meet this condition. RESOLVED that the conditions be accepted and that the Clerk be authorised to sign accordingly.

e. Highways

Cllr Imlach commented on how the new list of contacts in the highways department will make it easier to *pin down* officers. He was now the authorised coordinator of *Cocking Speedwatch*; the list of volunteers was still being finalised.

The Chairman reported that the garage had kindly agreed to house a small winter grit-spreader. The cost would be £140.00; to be discussed at the next meeting.

It was reported that lorries servicing the quarry at Pendean were causing no disturbance to local residents.

f. Footpaths

It was hoped that Naomi Barnet, the Footpath Warden, would be able to attend the next meeting.

g. Bumblekyte

Local volunteers would be approached to install a concrete base for a seat. Prices and designs for the seat would be considered at the next meeting. The fence was tatty and WSCC was being chased to improve it; it was an otherwise very attractive area.

h. The Croft

It was suggested that a Residents' Association be formed.

i. Website

Members commented favourably on the recent changes to the Parish Council pages on the website, ensuring that it should satisfy the new Transparency Code requirements.

j. South Downs Way Facilities

Cllr Craig kindly agreed to submit a comment to the current SDNP Local Plan consultation, on the need for improved facilities at the car park, to cater for increasing numbers of organised cycle rides traversing the SD Way, in conjunction with better arrangements to be made in advance for such occasions.

11. 2016-17 Projects and Budget

Members suggested:
Improvements to the Village Hall Car Park.
Seeking new tenders for grass-cutting.
Mole management.
Refurbishment of the Bus Shelter at *The Croft*.

12. Correspondence

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

Members had sadly learnt of the recent death of Juliet Kaye, who had been on the Parish Council for many years.

13. Co-options

Mr Adam Keefe, who had earlier made himself known to the Chairman and Clerk as being interested in being co-opted to the Council, having sat through the meeting, confirmed that he was still keen. He then gave a little information about himself and it was RESOLVED that Mr Adam Keefe be co-opted to the Council, with effect from completion and signing the appropriate declarations etc.

14. Date of Next Meeting

Monday 2 November 2015 6.30pm

The meeting closed at 8.05pm

Chairman:

Date:

APPENDIX A

PLANNING APPLICATIONS

| | | | | |
|-------------------|------------|---|---|--------------|
| SDNP/15/04380/TCA | 07/09/2015 | Whitegate Bell Lane Cocking Midhurst West Sussex GU29 0HU | Notification of intention to reduce heights by 30% on 2no. Lombardy Poplar trees. | NO OBJECTION |
|-------------------|------------|---|---|--------------|

APPENDIX B

| FINANCIAL REPORT 5 OCTOBER 2015 | | | | | | | |
|--|---------------------------|------------------|---------------------------|------------------|---------------|----------------|--|
| 1. RECEIPTS: 8 SEPTEMBER - 5 OCTOBER 2015 | | | | | | | |
| | | | | | | | |
| DATE | PAYEE | CHEQUE NO | DESCRIPTION | GROSS | | | |
| xx/09/2015 | CDC | BAC | Precept Part II | £6,500.00 | | | |
| xx/09/2015 | CDC | BAC | Council Tax Grant Part II | £274.00 | | | |
| | | | | £6,774.00 | | | |
| 1. PAYMENTS: 8 SEPTEMBER - 5 OCTOBER 2015 | | | | | | | |
| | | | | | | | |
| DATE | PAYEE | NO | DESCRIPTION | GROSS | NET | NET | |
| 05/10/2015 | Viscount Cowdray | 580 | Ground Rent- Village Ha | 125.00 | | 125.00 | |
| 05/10/2015 | Viscount Cowdray | 580 | Ground Rent - Rec Field | 62.50 | | 62.50 | |
| 05/10/2015 | PKF Littlejohn LLP | 581 | External Audit 14-15 | £120.00 | £20.00 | £100.00 | |
| 05/10/2015 | G Burt | 582 | Clerk's Net salary for | £194.28 | | £194.28 | |
| 05/10/2015 | Chi Payroll Services | 583 | Payroll Admin - Sept | £10.00 | | £10.00 | |
| 05/10/2015 | Action in rural Sussex | 584 | Membership | £50.00 | | £50.00 | |
| 05/10/2015 | HMRC | 585 | Clerk's Tax - Sept | £48.60 | | £48.60 | |
| | | | | £610.38 | £20.00 | £590.38 | |

| BANK RECONCILIATION | | | | |
|---|--------|-------------------|---|--|
| AS OF 14 SEPTEMBER 2015 | | | | |
| PRESENTED TO COUNCIL ON 5 OCTOBER 2015 | | | | |
| | | | | |
| | | | | |
| | | | | |
| RECEIPTS & PAYMENTS | | | | |
| Balance brought forward as at 31/03/2015 | | £14,781.15 | | |
| | | | | |
| Add Total Receipts | | 15,144.96 | | |
| | | | | |
| Less Total Payments | | (17,943.06) | | |
| | | | | |
| TOTAL | | £11,983.05 | ◀ | |
| | | | | |
| | | | | |
| BANK | | | | |
| | | | | |
| Lloyds Treasurers A/C (14/10/2015) | | 11,993.05 | | |
| | | | | |
| Less unpresented cheques | | | | |
| | | | | |
| 577 | £10.00 | -10.00 | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | £11,983.05 | ◀ | |
| | | | | |

TALLY

| COCKING PARISH COUNCIL 2015-16 | | | | |
|--------------------------------|-----------------------------------|------------------|------------------|------------------|
| 14-15 Actual | | Original Budget | Revised Budget | Actual |
| 3,346.58 | Estd. Balances b/f at 1 April | 14,781.15 | 14,781.15 | 14,781.15 |
| | Receipts | | | |
| 12,309.71 | Precept | 13,000.00 | 13,000.00 | 13,000.00 |
| 690.29 | Council Tax Reduction Grant | 548.59 | 548.59 | 548.59 |
| 22.95 | Bank interest refund | | | |
| 10,210.00 | Grants received | | | |
| | VAT refund | | | 1,596.37 |
| 25.00 | Other | 100 | 100 | |
| 26,604.53 | Total Receipts | 28,429.74 | 28,429.74 | 29,926.11 |
| | Payments | | | |
| | ADMINISTRATION | | | |
| 246.55 | Gen Admin/office | 300 | 300 | 160.81 |
| 2,567.00 | Employment costs | 2810 | 2810 | 1,710.00 |
| 186.30 | Clerks Expenses | 360 | 360 | 350.14 |
| 49.27 | Bank charges | | | |
| 741.12 | PC Insurance | 741 | 1,027.11 | 1,027.11 |
| 152.00 | Meeting room hire & APM | 200 | 200 | |
| 300.00 | Audit fees (inc 11-12) | 300 | 300 | 250.00 |
| 11.66 | Chairman's Allowance | 40 | 40 | 5.00 |
| | Members Travel | | | |
| | Training | 150 | 150 | 15.00 |
| 289.80 | Advertising | | | |
| 344.33 | New sletter | 400 | 400 | 219.45 |
| | Elections | 700 | | |
| | VILLAGE HALL | | | |
| 900.98 | Insurance | 901 | 185.5 | 185.50 |
| 119.54 | Other | 1900 | 1900 | 316.82 |
| 250.00 | Rent/Rates | 250 | 250 | 250.00 |
| | SPORTS FIELD | | | |
| 125.00 | Rent | 25 | 25 | 125.00 |
| | Allotments | 50 | 50 | 585.00 |
| 1,786.67 | Grass cutting | 1200 | 1200 | 650.83 |
| | Other Grass Cutting verges | 160 | 160 | |
| | WAR MEMORIAL | | | |
| | Maintenance | 50 | 50 | |
| | Hist Column | | 20 | 20.00 |
| | OTHER | | | |
| 650.00 | Fireworks | 650 | 650 | |
| 500.27 | WWI Event | | | |
| | SUBSCRIPTIONS | | | |
| 50.00 | AIRS | 50 | 50 | 50.00 |
| | SLCC | 30 | 30 | 23.08 |
| 109.88 | SALC | 110 | 110 | 107.84 |
| | GRANTS | | | |
| | Churtyard | 125 | 125 | |
| | RVT/MADhurst | | | |
| | CAB | | | |
| | PLAY AREA | | | |
| 15.83 | Maintenance | 150 | 150 | |
| 1,250.00 | Other Grass Cutting playground | 1100 | 1100 | |
| 61.50 | Inspections | 70 | 70 | 45.00 |
| | Litter bin | 70 | 70 | 64.48 |
| | Refurb | | 10,000.00 | 10,000.00 |
| 330.00 | Bus Shelters/Noticeboards/benches | 300 | 300 | |
| | | | | |
| 785.68 | VAT | | | 2,361.41 |
| 11,823.38 | Total payments | 13,192.00 | 22,082.61 | 18,522.47 |
| 14,781.15 | Transfer to following year | 15,237.74 | 6,347.13 | 11,403.64 |

indicates change to budget

| COCKING PARISH COUNCIL | | | |
|---|------------------|---|---|
| NOTABLE CORRESPONDENCE SUMMARY SINCE 3 SEPTEMBER 2015 | | | |
| Date | From | Subject | Action: Copied to all Cllrs unless otherwise stated |
| 05/09/2015 | AirS | AirS AGM 2015 | |
| 08/09/2015 | CDC | Statement from the Leader of CDC on the Syrian Refugee Crisis | |
| 08/09/2015 | WSCC | Community Winter Maintenance 2015/16 - Salt Audit DEADLINE REMINDER 7TH SEPT 2015 | |
| 08/09/2015 | CAB | Citizens Advice Bureau's, Annual General Meeting. | |
| 08/09/2015 | SSALC | Invitation - Booking Required SSALC | |
| 09/09/2015 | SSALC | SSALC Events 2015 | |
| 09/09/2015 | Cllr Mrs Neville | rural/countryside funding... In case you are not aware of these..will find the others | |
| 11/09/2015 | SDNPA | South Downs National Park Local Plan: Preferred Options Consultation | |
| 11/09/2015 | SDNPA | South Downs Local Plan - Public Drop in sessions | |
| 13/09/2015 | Came & Co | Council Matters Autumn 2015 - Came & Company Local Council Insurance Brokers | |
| 15/09/2015 | SSALC | Sussex & Surrey Planning Events | |
| 15/09/2015 | WSCC | Community Resilience - Are You Prepared? (Training Opportunities) | |
| 15/09/2015 | CDC | Media Release: Support your farmers' market during British Food Fortnight | |
| 18/09/2015 | CDC | North West Community Forum - Minutes 8th July 2015 | |
| 18/09/2015 | CDC | All Parishes Meeting - Wednesday 30 September 2015 | |
| 21/09/2015 | WSCC | North Chichester County Local Committee | |
| 28/09/2015 | WSCC | Current Issues September Edition | |
| 28/09/2015 | CDC | Media Release: Chichester parking charges are reviewed | |
| 28/09/2015 | CDC | Media Release: Changes to rural car park charges are considered | |
| 29/09/2015 | SSALC | Meeting with Chief Constable | |
| 04/10/2015 | MAC | MAC minutes | |
| 04/10/2015 | SDNPA | ROADS IN THE SOUTH DOWNS" - A NEW GUIDE BY THE SDNP | |
| 04/10/2015 | WSCC | Finance Newsletter - Issue 5 | |
| 04/10/2015 | WSCC | area office - highways | |