

**COCKING PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE COUNCIL**

**7 MARCH 2016 AT 6.30PM**

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

**PRESENT:** Cllrs Imlach (Chairman), Burgess, Craig, Keefe (from Minute 9d) Marks and O'Neill.

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

**1. Apologies**

Cllr Keefe would be late arriving.

**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 1 February 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. CDC Report**

Cllr Mrs Neville reported on: the deletion of a new northern Chichester bypass from the forthcoming Highways England public consultation; CDC electoral boundary review; Midhurst Library; CDC's increase in Council Tax; the forthcoming Forum meeting which will feature the Sussex PCC, Katy Bourne, and the next *Pathwatch* meeting.

**7. WSCC Report**

Cllr Brown also reported on the deletion of a new northern Chichester bypass from the forthcoming Highways England public consultation.

**8. Planning Applications**

None.

**9. Parish Matters**

**a. Playground**

Nothing to report

**b. Allotments**

The Clerk reported on likely landlord's costs to be borne by the Council, in preparing a new lease for the Recreation Field.

**c. Newsletter**

The Chairman circulated details of features planned for the next edition.

**d. Events**

- i. The planned Tea Party to mark HM The Queen's 90<sup>th</sup> Birthday was discussed. It was agreed that the Council would permit its insurance policy to cover the event, (jointly with the Village Hall Committee). The Clerk would apply for a CDC grant of £250 towards costs, based on a budget to be prepared by Cllr Imlach.
- ii. Cllr Keefe was working on the Fireworks event.

**e. Village Hall**

- i. Cllr Craig's enquiry to the SDNPA to ascertain if planning permission for the Village Hall extension had been acknowledged. Cllr Imlach circulated some rules for the use of the Recreation Field in conjunction with the Village Hall. RESOLVED that they be adopted.
- ii. RESOLVED that Cllr Craig be appointed as the Council's second representative on the Village Hall Management Committee, joining Cllrs Imlach.

**f. Highways**

Cllr Imlach gave a Speedwatch update.

**g. Bumblekyte**

WSCC was unwilling to repair the barrier. The Chairman gave an update on the bench seat.

**h. The Croft**

The Clerk would invite *The Hyde Group* to the next meeting to give an update.

**i. Bus Shelters**

Cllr Imlach had recently swept out the shelter at The Croft and was dismayed at the amount of litter. A bin might be helpful. Also, a volunteer was needed to sweep the shelter on a regular basis; an article in the next newsletter would ask if anyone was willing to undertake this task.

**j. SDW Facilities**

Nothing new to report.

**k. Footpaths**

A *Pathwatch* meeting date had been circulated. Cllr Marks usually tried to attend if available.

**l. Cycleways**

Nothing new to report.

**m. Broadband**

Cllr Keefe reported that Cocking is due to have superfast Broadband by Sept 2017, courtesy of BT. Surveying in advance was planned for this September.

**n. Defibrillator**

The Chairman circulated a report on investigations into possible sites for a community Defibrillator. Unfortunately, none of the sites were practicable for a variety of reasons. Cllr Keefe suggested that some free training for villagers in the Village Hall might be more effective. The Clerk would investigate costs.

**o. Website**

Unfortunately, the grants available through SSALC to assist with new websites etc to help councils meet the Transparency Code requirements were not available to Cocking, as Cocking's turnover this year would exceed £25k. Cllr Keefe reiterated that he was still willing to construct a new website, f.o.c. RESOLVED that this kind offer be accepted; Clerk and Cllr Keefe to liaise on content. To be operational by 1<sup>st</sup> April 2017 at the very latest, and to have a facility to allow links to other village groups' websites.

**p. Grass Cutting**

The Clerk had circulated quotes from several contractors for the cutting of grass for 2017. RESOLVED that George Hughes be appointed to cut grass at the Recreation Field and Playground.

**q. Press Coverage**

Members commented on the new Parish Councils' round-up in the Chichester Observer.

**10. Finance**

a. Payments between 2 February and 7 March 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 £6,465.29 as at 10 February 2016, was noted. In accordance with good practice, Cllr Marks viewed Bank Statement No 23 and initialled the corresponding balance.

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

d. Members reviewed the Asset Register and subject to some amendments, RESOLVED to approve the document accordingly. Appendix D

e. Members reviewed the Corporate Risk Assessment and subject to some amendments, RESOLVED to approve the document accordingly. Appendix E (Minute Book only)

**11. WSCC Community Support Teams Consultation**

The Chairman kindly agreed to complete this questionnaire.

**12. CDC Electoral Boundary Review**

RESOLVED to make no comment.

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

The Chairman showed an attractive poster designed to help promote the event, which would complement the usual statutory notice.

**14. Any Other Matters for Information**

None.

**15. Correspondence**

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

**16. Co-options**

One vacancy remained.

**17. Pensions Update**

The Clerk advised that from 1<sup>st</sup> April 2016, contributions to the WSCC LGPS were employees 5.5% and employers 21.7%.

**18. Date of Next Meeting**

**Monday 7 April 2016 6.30pm** (Advance apologies from Cllr Craig)

*The meeting closed at 8.19pm*

Chairman:

Date:

**APPENDIX A**

<b>FINANCIAL REPORT 7 MARCH 2016</b>						
<b>1. RECIEPTS: 2 FEBRUARY - 7 MARCH 2016</b>						
<b>DATE</b>	<b>PAYEE</b>	<b>REF</b>	<b>DESCRIPTION</b>	<b>GROSS</b>		
09/02/2016	CDC	BAC	NHB grant towards driveway imps.	£2,314.00		
				<b>£2,314.00</b>		
<b>2. PAYMENTS: 2 FEBRUARY - 7 MARCH 2016</b>						
<b>DATE</b>	<b>PAYEE</b>	<b>CHEQUE NO</b>	<b>DESCRIPTION</b>	<b>GROSS</b>	<b>VAT</b>	<b>NET</b>
07/03/2016	Flowers Glazing Ltd	608	Hall door repair	£234.00	£39.00	£195.00
07/03/2016	CDC	609	Elections recharge	£149.80		£149.80
07/03/2016	Viscount Cowdray	610	Hist Column ground rent	£20.00		£20.00
07/03/2016	G Burt	611	Clerk's Net salary for	£194.28		£194.28
07/03/2016	HMRC	612	Clerk's Tax - Feb	£48.60		£48.60
07/03/2016	Chi Payroll Services	613	Payroll Admin - Feb	£10.00		£10.00
07/03/2016	SSALC	614	Training	£25.50	£4.25	£21.25
				<b>£682.18</b>	<b>£43.25</b>	<b>£638.93</b>

<b>BANK RECONCILIATION</b>				
<b>AS AT 10 FEBRUARY 2016</b>				
<b>PRESENTED TO COUNCIL ON 7 MARCH 2016</b>				
<b>RECEIPTS &amp; PAYMENTS</b>				
Balance brought forward as at 31/03/2015		£14,781.15		
Add Total Receipts		18,458.96		
Less Total Payments		(26,784.82)		
<b>TOTAL</b>		<b>£6,455.29</b>	◀	
<b>BANK</b>				
Lloyds Treasurers A/C (10/02/2016)		6,465.29		
<b>Less unpresented cheques</b>				
	607	-10.00		
<b>TOTAL</b>		<b>£6,455.29</b>	◀	

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COCKING PARISH COUNCIL 2015-16							
14-15 Actual		Original Budget	Actual as @ 07/03/2016	Revised Budget	2016-17	2017-18 DRAFT	2018-19 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		3,314.00	3,314.00			
	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>33,240.11</b>	<b>33,240.11</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	225.90	300	300	300	300
2,567.00	Employment costs	2810	2,924.90	3,100.00	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	149.80	149.80			
	<b>VILLAGE HALL</b>						
900.98	Insurance	901	185.50	185.5	190.00	200	200.00
119.54	Other	1900	1,195.98	1,200.00	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		40.00	40.00	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	1,000.00	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		3,287.75	3000	1500	1500	1500
<b>11,823.38</b>	<b>Total payments</b>	<b>13,192.00</b>	<b>27,442.00</b>	<b>28,400.24</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>5,798.11</b>	<b>4,839.87</b>	<b>7,203.57</b>	<b>9,844.40</b>	<b>11,744.40</b>

ASSET REGISTER AS AT 31 MARCH 2016				
Ref No	Description	Location	Date Acquired	Cost*
<b>Office Equipment</b>				
1	Dell Lap Top	Clerk's Home	2010	436.00
2	Cannon Printer	Clerk's Home	2011	85.00
<b>Street Furniture</b>				
3	2 Notice Boards	Playground & The Croft	2003/05	1,399.13
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
<b>Play Equipment</b>				
10	Play equipment		1984	17,759.16
11	Gates & Fencing around Play Area		1998	3,947.45
12	Litter Bin			120.00
<b>Memorials</b>				
13	Cocking History Column	r/o A286	2005	10,000.00
14	War Memorial	o/s Church	1914	1.00
<b>Other</b>				
15	Village Hall		2010	209,000.00
16	Village Hall contents		2010	21,000.00
			<b>TOTAL</b>	<b>272,541.84</b>
				Last years total
				<b>CHANGE</b>
*Original or estimated				

<b>NOTABLE CORRESPONDENCE TO 1 MARCH 2016</b>			
<b>Date</b>	<b>From</b>	<b>Subject</b>	<b>Action: Copied to all Cllrs unless otherwise stated</b>
03/02/2016	CDC	Public invited to have their say on ward boundaries as part of review	
06/02/2016	SDNPA	Agenda and Papers SDNPA Planning Committee 11 February 2016	
06/02/2016	CDC	Her Majesty's 90th Birthday Celebrations	
11/02/2016	SDNPA	South Downs National Park Community Infrastructure Levy: Statement of Modifications	
11/02/2016	SDNPA	Sussex Pathwatch: next meeting 1 March 2016	
11/02/2016	WSCC	Community Support Teams Consultation and Future Partnership Working	
15/02/2016	CDC	Chichester in Partnership Annual Conference 2016	
15/02/2016	CDC	Media Release: Housing and Planning Minister visits Starter Homes site in Chichester	
15/02/2016	CDC	North West Community Forum - minutes and future meeting.	
15/02/2016	SSALC	Neighbourhood planning event	
16/02/2016	AirS	Community Led Development Event - 21st & 23rd of March 2016	
16/02/2016	MEDACT	Invitation to Public Meeting: Facts Before Fracking: Health (23 Mar 2016)	
16/02/2016	CDC	NW Community Forum - Policing Issues meeting - date confirmed.	
21/02/2016	CDC	Electoral review of Chichester District	
21/02/2016	WSCC	Consultation on the future of the 3in1 Card concessionary travel scheme	
27/02/2016	CDC	Media release: Dog walkers views wanted	
27/02/2016	CDC	Media Release: Work to start on developing a Vision for Chichester	
27/02/2016	CDC	Media release: Leisure management contract is awarded to SLM Ltd	
27/02/2016	CDC	Media Release: Sport Relief comes to Chichester District!	
27/02/2016	AirS	Superfast broadband business Digital Connectivity Grant 2nd round	
27/02/2016	SDNPA	Agenda - Sussex Pathwatch meeting 1 March 2016	
01/03/2016	WSCC	Safer West Sussex Partnership Survey 2016 - Chichester	
01/03/2016	CDC	Last Chance - Chichester In Partnership Annual Conference 2016	
01/03/2016	CDC	NW Community Forum meeting - local policing issues with Katy Bourne	