

**COCKING PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE COUNCIL**

**4 APRIL 2016 AT 6.30PM**

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

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

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

**1. Apologies**

Apologies for absence were received from Cllrs Craig 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 7 March 2016, previously circulated were agreed as a correct record and signed by the Chairman.

**4. Matters Arising from the Minutes**

None.

**5. Issues at The Croft**

The Chairman welcomed Linda Tucker, Hyde Group Housing Officer for Cocking. Members expressed concern that issues discussed with her predecessor in October 2014, upon which action was promised, had not been progressed. A knee-high rail around the green was still needed, to stop parking on the grass which was not only being damaged but also unsightly. However, due to the shortage of parking in the area, a case might be made to *grass-crete* part of the site to create formal additional parking as part of the overall scheme. A speed hump was still needed at the entrance to Cherry Close to reduce traffic speed. Mrs Tucker promised to take these matters forward for resolution, as there was a budget for such works. There was a brief discussion on rodent and damp problems in some properties, plus businesses being run from tenanted properties. The Clerk was asked to send a summary of the Council's concerns once again to Hyde.

**6. Questions from Visitors**

None

**7. CDC Report**

Cllr Mrs Neville reported that CDC had held a lengthy discussion on proposed electoral boundary changes for the District; changes to dog-chipping laws were imminent.

The Novium Museum has achieved Arts Council Accreditation and the Visit England Quality Assurance Standard. It is leading the first ever Roman Week in May. It has secured an object loan from the Horniman Museum and an exhibition from the V&A. It is working towards a Tim Peake exhibition. A small cafe has opened in its foyer providing drinks and cakes. It makes for an interesting visit for schools, has sleepovers for children and talks for adults.

Councillors expressed regret that despite the fact that the Novium also hosted the Tourist Office, it did little to disseminate information as to its location and what it has to offer. Circulation of handbills was suggested, and that a café with seating and a variety of foods would be likely to generate much-needed contributions to the financing of the Museum.

8. **WSCC Report**

No report.

9. **Planning Applications**

The following application was RESOLVED

SDNP/16/01172/TCA	Hedgerows A286 The Croft to Bex Lane Cocking Causeway Cocking Midhurst West Sussex	Notification of intention to fell 1 no. Silver Birch tree.	NO OBJECTION
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10. **Parish Matters**

a. **Playground**

New seats for the swings were to be ordered. Subject to Cowdray’s permission it was intended to plant a donated suitable tree at the site to celebrate Aubrey Marks’ 90<sup>th</sup> Birthday.

b. **Allotments**

Cllr Marks had previously kindly agreed to reinstate the former plots to grass. The standpipe may be retained to service occasional visits by Scouts.

c. **Newsletter**

The Chairman circulated a draft and invited comments.

d. **Events**

An application for £250 to CDC for the Queen’s 90<sup>th</sup> Birthday Tea Party had been successful. Work on the Fireworks event was progressing.

e. **Village Hall**

Nothing new to report. The rules for the use of the Recreation Field when used in conjunction with the Village Hall, approved at the last meeting, are attached to these minutes, Appendix A.

f. **Highways**

Cllr Imlach reported that Cocking’s Speedwatch team was now formally registered with the Police and teams would start shortly.

g. **Bumblekyte**

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

h. **Bus Shelters**

Nothing new to report.

i. **SDW Facilities**

Nothing new to report. (*Post meeting note: the car park at the top of Cocking Hill, including litter removal etc, which was of concern to members, is the responsibility of WSCC.*)

**j. Footpaths**

A footway on the eastern side of the main road by The Croft was becoming very narrow due to overhanging vegetation. **Both trimming of the hedge and cutting back of encroaching grass were needed.**

**k. Cycleways**

Nothing new to report.

**l. Broadband**

Nothing new to report.

**m. Defibrillator / Village First Aid**

Prices for a First Aid session were awaited.

**n. Website**

Nothing new to report.

**o. NHB Allocation 2016-17**

Cocking had been allocated £2,100 for 2016-17. Applications need to be submitted by July. One possible use was to put it towards the proposed Village Hall extension.

**11. Finance**

**a. Payments** between 8 March and 4 April 2016, as set out in Appendix B, were approved and any receipts noted.

**b. A bank reconciliation**, as set out in Appendix C, showing a Cashbook and Bank balance agreeing of £6,192.41 as at 15 March 2016, was noted. In accordance with good practice, Cllr Burgess viewed Bank Statement No 24 and initialled the corresponding balance.

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

Members discussed catering requirements.

**13. Any Other Matters for Information**

None.

**14. Correspondence**

The Clerk had submitted a summary of notable correspondence since the last meeting - attached Appendix D. He drew members' specific attention to his change of address.

**15. Co-options**

One vacancy remained.

**16. Date of Next (Annual) Meeting**

**Tuesday 10 May 2016 6.30pm**

**17. 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.

## 18. Pensions Update

As an employer listed in Part 2 of Schedule 2 of the Local Government Pension Scheme Regulations 2013, Cocking Parish Council has the power to designate who within the organisation can join the pension scheme.

RESOLVED

- a) That all members of staff holding an employment contract with Cocking Parish Council are eligible to join the LGPS. Membership is not extended to any other individuals.
- b) That the Council adopt the Auto Enrolment Staging Date of 1<sup>st</sup> February 2017.

(Scheme employers participating in the LGPS in England or Wales have to formulate, publish and keep under review a Statement of Policy on certain discretions which they have the power to exercise in relation to their members.)

- c) To adopt WSCC's Discretions Policies.

*The meeting closed at 7.49pm*

Chairman:

Date:

**APPENDIX A**

## Cocking Parish Council

(working with Cocking Village Hall Management Committee)

### **GUIDELINES FOR USE OF SPORTS FIELD IN CONJUNCTION WITH THE BOOKING OF COCKING VILLAGE HALL.**

#### Tents, Gazebos and small Marquees

- The above can only be placed on the Sports Field at an agreed location with the written permission of Cocking Village Hall Management Committee.
- All music must be contained within the Village Hall and no other noisy activities will be permitted outside of the hall area.

#### Fires, BBQ's, Hog roasts

- There are to be no fires lit on the grass and all BBQs must be at least 3 metres away from the Village Hall and must be fully extinguished at the end of use. All ash must be removed by the hirer.
- Enclosed hog roasts may be permitted and must also be situated at least 3 metres away from the Village Hall.

- All operators must have Public Liability insurance in place to cover their event if relevant and provide Cocking Village Hall Management Committee a copy of their event risk assessment.

## Vehicles

- No vehicles should be driven on the field without prior permission from the Village Hall management Committee/Cocking Parish Council
- Any vehicle damage/personal injury arising from use of the car park is at the owner's risk.

*Please be aware that the Sports Field is a public space for the village and villagers have free access to walk dogs, visit allotments at all times so exclusive access/use cannot be given and insurance/risk assessments should always reflect this.*

April 2016

## APPENDIX B

<b>FINANCIAL REPORT 4 APRIL 2016</b>						
<b>2. PAYMENTS: 8 MARCH - 4 APRIL 2016</b>						
<b>DATE</b>	<b>PAYEE</b>	<b>CHEQUE NO</b>	<b>DESCRIPTION</b>	<b>GROSS</b>	<b>VAT</b>	<b>NET</b>
04/04/2016	Viscount Cowdray	616	Ground Rent- Village Hall - 1st Part	143.66		143.66
04/04/2016	Viscount Cowdray	616	Ground Rent- Rec Field - 1st Part	62.5		62.5
04/04/2016	G Burt	617	Clerk's Net salary for Mar	£194.28		£194.28
04/04/2016	HMRC	618	Clerk's Tax - Mar	£48.60		£48.60
04/04/2016	Chi Payroll Services	619	Payroll Admin - Mar	£10.00		£10.00
04/04/2016	WS ALC	620	Annual Sub WSALC+NALC	£123.49		£123.49
04/04/2016	CDC	621	Various bin emptying	£78.62	£13.10	£65.52
				<b>661.15</b>	<b>13.1</b>	<b>648.05</b>

<b>BANK RECONCILIATION</b>				
<b>AS AT 15 MARCH 2016</b>				
<b>PRESENTED TO COUNCIL ON 4 APRIL 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		(27,467.00)		
<b>TOTAL</b>		<b>£5,773.11</b>	◀	
<b>BANK</b>				
Lloyds Treasurers A/C (15/03/2016)		6,192.41		
<b>Less unpresented cheques</b>				
608		-234.00		
609		-149.80		
613		-10.00		
614		-25.50		
<b>TOTAL</b>		<b>£5,773.11</b>	◀	

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APPENDIX D

NOTABLE CORRESPONDENCE TO 4 APRIL 2016			
Date	From	Subject	Action: Copied to all Cllrs unless otherwise stated
02/03/2016	CDC	Media Release: Public invited to have their say on draft ward boundaries as part of Electoral Review	
02/03/2016	SSALC	SSALC March Newsletter	
02/03/2016	SDNPA	Agenda and Papers for SDNPA Planning Committee 10 March 2016	
03/03/2016	CDC	Media Release: Councillors back proposal for small rise in council tax to protect services	
03/03/2016	CDC	Media Release: Grants to help support the Queen's 90th birthday	
03/03/2016	Came & Co	The Queen's 90th Birthday - Came & Company Parish Council Insurance Brokers	
05/03/2016	Police	Letter from Chief Inspector Justin Burtenshaw - Arun & Chichester District Commander	
05/03/2016	CDC	Media release: Leaders feel let down at Highways England A27 delay	
09/03/2016	CDC	Community Forum meeting - Police Issues - 5th April 2016	
09/03/2016	CDC	Media Release: Council getting ready to play its part in supporting Syrian refugees	
18/03/2016	WSCC	Traffic Regulation Orders - Appendix B	
18/03/2016	CDC	New Homes Bonus (Parish Allocations ) Scheme	
23/03/2016	SDNPA	SDNPA Parish Workshops	
23/03/2016	Clerk	Change of Address	
29/03/2016	Came & Co	Council Matters Spring 2016 - Came & Company Parish Council Insurance Brokers	
04/04/2016	SSALC	Police Update Roadshows - your invitation	
04/04/2016	UKPN	UK Power Networks: Priority Service Register & energy efficiency advice leaflet	