

**COCKING PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE COUNCIL**

**5 SEPTEMBER 2016 AT 6.30PM**

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

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

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

**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.

Cllr Miss Russell declared an interest as members of the Village Hall Committee.

**3. Minutes**

The minutes of the meeting of the 4 July 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. WSCC Report**

Cty Cllr Brown reported that Joel Sykes's replacement, Chris Dye would take up his post in October. The A27 consultation was ongoing. He would be pleased to try to expedite some improvement in the standard of grass cutting at the entrance to the village, if forwarded the e-mail thread. The poor quality of cutting was making it difficult for pedestrians to walk alongside the busy main road, and also for cyclists.

**7. CDC Report**

District Cllr Mrs Neville reported on the Recycling Roadshow, CDC Electoral Boundary Review, Tesco grants and ongoing discussions with Hyde-Martlet. The state of 210 Cocking was of concern to all.

**8. Planning Applications**

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

**9. Parish Matters**

**a. Playground**

Matters highlighted in the annual inspection were being addressed.

- b. Newsletter**  
The Chairman was compiling items for the next edition. Gill Buchanan was going to redesign the mast-head.
- c. Events**  
Nothing new to report.
- d. Village Hall**  
The Cocking Village Hall Management Committee had written to the Council asking for support for the extension project and setting out how, as Leasee, the Council would place the orders and pay invoices. RESOLVED that the project be endorsed and that the Council would work with the CVHMC as suggested.
- e. Highways**  
Members RESOLVED to suspend the Community Speedwatch, due to a lack of volunteers and only *clocking* 5 speeding cars in 3 recent sessions; the highest speed noted was 39mph.
- f. Bumblekyte**  
The Chairman reported that St Catherine's had lent a bench which had proved very popular; meanwhile a local resident had kindly offered to sponsor a permanent seat at this location. The Chairman would liaise with Cowdray Estate on a suitable licence. Members commented on how attractive and well used the area was, thanks largely to local volunteers (The Masseys) who maintain it.
- g. Bus Shelters**  
The new notice boards in the shelters were proving very popular with villagers.
- h. SDW Facilities**  
It was reported that the SDNPA would be encouraging event-organisers to follow best-practice in the provision of temporary facilities for event-goers.
- i. Footpaths**  
A copy of a letter from Naomi Barnett to WSCC had been circulated to all Cllrs.
- j. Cycleways**  
Nothing new to report.
- k. Village First Aid**  
The next newsletter would invite interest in a possible first aid course in the Village Hall. The Clerk would ask SECAMB for progress on their *First Responder* project.
- l. Website**  
Nothing new to report.
- m. The Croft**  
Nothing new to report.
- n. Recreation Field**  
RESOLVED that the draft new lease, Heads of Terms previously circulated, be agreed and that the Chair and Vice Chair sign the document accordingly.
- o. Winter Management Plan**

Cllr Imlach was looking at formalising current winter weather plans. Existing Grit Bins did not require re-filling.

p. **Village Welfare**

Members discussed possible ways to assist the more vulnerable residents, such as the lonely and those recovering post-hospital. Cllr Imlach reported on a possible church-initiative. CDC offered grants to help with the cost of installing central heating.

**10. Finance**

a. Payments between 5<sup>th</sup> July and 5<sup>th</sup> September 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 £11,536.60 as at 15 August 2016, was noted. In accordance with good practice, Cllr Imlach viewed Bank Statement No 29 and initialled the corresponding balance.

**11. Correspondence**

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

**12. Any Other Matters for Information**

a. The Clerk reported that he had advised the Chairman that he would, from the 3<sup>rd</sup> October 2016 become Full Time Clerk at Billingshurst, but would remain Clerk at Cocking.

b. Cllr Miss Russell requested that supporting documentation for meetings be issued earlier if possible. The Clerk agreed!!

c. It was reported that BT planned to install a new pole in the village, in conjunction with Fibre Optic communication improvements.

d. Cllr O'Neill suggested a possible speaker for next year's Parish / Electors' Meeting. The Chairman thought it might be nice to invite Phillip Jackson to come back to continue his 2016 talk.

**13. Date of Next Meeting**

**Monday 3 October 2016 6.30pm**

*The meeting closed at 8.10pm*

Chairman:

Date:

**APPENDIX A**

SDNP/16/03625/T CA	Larkrise Church Lane, Cocking GU29 0HW	Notification of intention to fell 1 no. Conifer tree (T1).	No Objection
SDNP/16/03785/H OUS	Box Tree Cottage A286 The Croft To Bex Lane Cocking Causeway Cocking GU29 0HD	Demolition of existing asbestos cement garage & construction of a new timber garage with office space.	No Objection
SDNP/16/04248/T CA	The Bluebell A286 Church Lane to Bell Lane Cocking GU29 0HN	Notification of intention to crown reduce by up to 33% on 1 no. Oak tree (marked on plan as T1).	No Objection

**APPENDIX B**

<b>FINANCIAL REPORT 5 SEPTEMBER 2016</b>						
<b>PAYMENTS: 5 JULY - 5 SEPTEMBER 2016</b>						
<b>DATE</b>	<b>PAYEE</b>	<b>CHEQUE NO</b>	<b>DESCRIPTION</b>	<b>GROSS</b>	<b>VAT</b>	<b>NET</b>
22/07/2016	Curry & Co LLP	642	Landlord's Legal costs re Rec	£930.00	£154.00	£776.00
22/07/2016	Playsafety Ltd	643	Playground annual inspection	£88.20	£14.70	£73.50
22/07/2016	SSALC	644	Clerk's training	£27.00	£4.50	£22.50
22/07/2016	Arun & Chi CAB	645	Grant	£50.00		£50.00
22/07/2016	D Imlach	646	Underpayment on Cheque 64	£4.00		£4.00
01/08/2016	G Burt	647	Clerk's Net salary for July	£197.38		£197.38
01/08/2016	HMRC	648	Clerk's Tax - July	£49.40		£49.40
01/08/2016	Chi Payroll Services	649	Payroll Admin - July	10.00		£10.00
01/08/2016	Sussex Land Work	650	FP trimming	97.2	£16.20	81.00
01/08/2016	Sussex Land Work	650	Bus Shelter painting	43.2	£7.20	36.00
01/08/2016	D Imlach	651	Bus Shelter paint	68.84	£11.47	£57.37
01/08/2016	D Imlach	651	Bus Shleter wood	£58.58	£9.76	£48.82
01/08/2016	G Miles	652	HMQ Birthday Tea Food/Ingr	£15.34	£2.56	£12.78
		653	<b>VOID</b>			
05/09/2016	G Burt	654	Clerk's Net salary for Aug	£197.38		£197.38
05/09/2016	HMRC	655	Clerk's Tax - Aug	£49.50		£49.50
05/09/2016	Chi Payroll Services	656	Payroll Admin - Aug	10.00		10.00
05/09/2016	G Burt	657	Milage	£37.97		£37.97
05/09/2016	G Burt	657	Working from home allowance	£216.00		£216.00
05/09/2016	D Imlach	658	Printer cartridge	£13.49	£2.25	£11.24
				<b>£2,163.48</b>	<b>£222.64</b>	<b>£1,940.84</b>
<b>RECIPTS: 5 JULY - 5 SEPTEMBER 2016</b>						
02/08/2016	CDC	BAC	Queen's Birthday event grant	£250.00		
22/08/2016	D Imlach for Various	500031	Queen's Birthday event fund-raising	£56.00		
				<b>£306.00</b>		

<b>BANK RECONCILIATION</b>				
<b>AS AT 15 AUGUST 2016</b>				
<b>PRESENTED TO COUNCIL ON 5 SEPTEMBER 2016</b>				
<b>RECEIPTS &amp; PAYMENTS</b>				
Balance brought forward as at 31/03/2016		£5,773.11		
Add Total Receipts		10,284.92		
Less Total Payments		(5,503.63)		
<b>TOTAL</b>		<b>£10,554.40</b>	◀	
<b>BANK</b>				
Lloyds Treasurers A/C (15/08/2016)		11,536.60		
<b>Less unpresented cheques</b>				
636	£10.00			
642	£930.00			
643	£88.20			
649	10.00			
	£1,038.20	-1,038.20		
<b>Plus uncleared deposits</b>	500031	£56.00		
<b>TOTAL</b>		<b>10,554.40</b>	◀	

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<b>COCKING PARISH COUNCIL</b>			
<b>NOTABLE CORRESPONDENCE TO 5 SEPTEMBER 2016</b>			
<b>Date</b>	<b>From</b>	<b>Subject</b>	<b>Action: Copied to all Cllrs unless otherwise stated</b>
01/07/2016	WSCC	Community Crime Prevention Initiative	
04/07/2016	J Hambleton	Observer Column apology	
05/07/2016	SSALC	Leaders' July meeting to consider latest proposals	
05/07/2016	Savils	210 Cocking	
13/07/2016	WSCC	Public consultation West Sussex Fire & Rescue Service	
20/07/2016	WSCC	HWRC Changes Final Decision	
20/07/2016	WSCC	Improvements to contacting West Sussex Highways	
25/07/2016	UKPN	UK Power Networks: '105'	
27/07/2016	SSALC	SSALC Newsletter - July 2016	
27/07/2016	SDNPA	Key highlights - June 2016	
27/07/2016	SDNPA	South Downs National Park Authority - Town and Parish workshops AUTUMN 2016	
29/07/2016	SSALC	Community Led Housing Survey	
29/07/2016	WSCC	Better Broadband Scheme	
29/07/2016	WSCC	Change in rangers for area 3	
04/08/2016	SDNPA	SDNPA 11 August Planning Committee meeting papers	
04/08/2016	WSCC	Communities actively involved in local Flood Mitigation	
04/08/2016	SECAMB	Invitation to SECAMB's Annual Members Meeting in Brighton	
16/08/2016	SDNPA	Town and Parish workshops AUTUMN 2016 BOOKING PLACES	
17/08/2016	CDC	Chichester District Electoral Review	
18/08/2016	WSCC	3in1 Card concessionary travel scheme to end 31 Dec 2016	
22/08/2016	Naomi Barnett	Footpath Letter	
30/08/2016	C2C	West Sussex Broadband Connection Vouchers	
30/08/2016	CDC	Recycling week 12 September	
30/08/2016	WSCC	School Admissions - Your assistance please	
30/08/2016	SSALC	Upcoming Planning Updates	
02/09/2016	WSCC	County News: Chichester district August 2016	
02/09/2016	SDNPA	8 September Planning Committee meeting papers	