

COCKING PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL

5 DECEMBER 2016 AT 6.30PM

AT THE VILLAGE HALL, BELL LANE, COCKING

PRESENT: Cllrs Imlach (Chairman), Burgess, Marks, 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 Keefe (Work) and Craig (Illness). 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 interests as members of the Village Hall Committee.

3. Minutes

The minutes of the meeting of the 7 November 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

None.

7. CDC Report

District Cllr Mrs Neville reported on the excellent service offered by *Chichester Care Line*; sources of grant-funding; a Tim Peake exhibition at *The Novium Museum* and proposed new car parking charges in Chichester.

8. Planning

- a. There were no new planning applications.
- b. The SDNPA had asked the Council for its views on a draft new Settlement Policy Boundary (SPB) for the Parish. Members had noticed differences to the existing SPB. Cllrs Imlach and O'Neill had recently attended a SDNPA workshop for parishes where the *raison d'être* for the changes had been explained; both Cllrs thought the explanation to be satisfactory. It was agreed that the item would remain on the next agenda, in case the Parish wished to make official comment.

- c. CDC was consulting on BT proposals to remove Cocking's Telephone Box. It had not been used at all in the last 12 months. Being of modern design it was not an attractive addition to the streetscape unlike the conventional red boxes. However, members felt that it could still be useful, say to keep grit and snow shovels in. It was agreed that the Clerk would make suitable enquiries about its possible adoption by the Council.

9. Parish Matters

a. Playground

There was still some minor works to be done.

b. Newsletter

Nothing to report

c. Events

Cllr Imlach reported on forthcoming Christmas events at the Village Hall.

d. Village Hall

Cllr Miss Russell reported two grants applications (CDC and WSCC) had recently been submitted and a further application (I-Gas) was underway. Cllr Imlach was looking at using road-planings to top-up the car park.

e. Highways

Members were pleased to see that several hedgerows on the main road had been cut, improving the appearance of the entrances to the village.

f. Bumblekyte

Nothing to report.

g. SDW Facilities

Nothing new to report.

h. Footpaths

Cllr Imlach reported on ongoing efforts to get WSCC to tidy-up the footway along the main road towards Heyshott.

i. Cycleways

Nothing new to report.

j. Village First Aid

Nothing new to report.

k. Website

Nothing new to report.

l. The Croft

The Clerk was asked to invite a representative from *The Hyde Group* to the next meeting to give updates on ongoing issues.

m. Village Welfare

Cllr Imlach reported that as a result of an article in the recent newsletter, three offers of help to drive residents to hospital appointments etc had been received.

n. Winter Management Plan

Nothing new to report.

10. Finance

a. Payments between 8th November and 5th December 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 £15,408.51 as at 15 November 2016, was noted. In accordance with good practice, Cllr O'Neill viewed Bank Statement No 32 and initialled the corresponding balance.

c. Members received and noted a budget update, Appendix C.

11. Correspondence

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

12. Any Other Matters for Information

The sad news of the death of prominent villager Angus Manson was reported.

13. Date of Next Meeting

Monday 9 January 2017 6.30pm

The meeting closed at 7.35pm

Chairman:

Date:

APPENDIX A

FINANCIAL REPORT 5 DECEMBER 2016						
PAYMENTS: 8 NOVEMBER - 5 DECEMBER 2016						
DATE	PAYEE	CHEQUE NO	DESCRIPTION	GROSS	VAT	NET
05/12/2016	G Huges T/A Littlefield	673	Sports Field Grass Cutting 2016 Season	£600.00		£600.00
05/12/2016	G Huges T/A Littlefield	673	Play Area Grass Cutting 2016 Season	£1,100.00		£1,100.00
05/12/2016	PKF Littlejohn	674	15-16 Ext Audit	£240.00	£40.00	£200.00
05/12/2016	Cocking VH	675	Hire of Hall for Queen's Birthday Event	£10.00		£10.00
05/12/2016	G Burt	676	Clerk's Net salary for Nov	£197.38		£197.38
05/12/2016	HMRC	677	Clerk's Tax - Nov	£49.40		£49.40
05/12/2016	Chi Payroll	678	Payroll Admin - Nov	£10.00		£10.00
				£2,206.78	£40.00	£2,166.78

BANK RECONCILIATION				
AS AT 15 NOVEMBER 2016				
PRESENTED TO COUNCIL ON 5 DECEMBER 2016				
RECEIPTS & PAYMENTS				
Balance brought forward as at 31/03/2016		£5,773.11		
Add Total Receipts		17,013.92		
Less Total Payments		(8,323.72)		
TOTAL		£14,463.31	◀	
BANK				
Lloyds Treasurers A/C (15/11/2016)		15,408.51		
Less unpresented cheques				
667	£49.40			
668	£10.00			
669	£196.30			
670	£19.50			
671	£650.00			
672	£20.00			
	£945.20	-945.20		
Plus uncleared deposits		£0.00		
TOTAL		14,463.31	◀	

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COCKING PARISH COUNCIL 2016-17						
	Original Budget	Actual as @ 05/12/2016	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	9,500.00	10,500.00	10,500.00
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	24,000.00	25,000.00	25,000.00
Payments						
ADMINISTRATION						
Gen Admin/office	300	1,460.06	1,500.00	300.00	300.00	300.00
Employment costs	3000	2,217.12	3,500.00	4,000.00	4,000.00	4,000.00
Clerks Expenses	400	390.02	400.00	400.00	400.00	400.00
PC Insurance	1030	1,071.63	1,071.63	1,030.00	1,030.00	1,030.00
Meeting room hire & APM	110	75.58	75.58	110.00	110.00	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	107.50	150.00	150.00	150.00	150.00
Advertising						
New sletter	460	364.00	364.00	500.00	500.00	500.00
VILLAGE HALL						
Insurance	190.00	191.63	191.63	200.00	200.00	200.00
Other	700.00	65.83	700.00	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	640.00	640.00	650.00	650.00	650.00
Other Grass Cutting verges						
WAR MEMORIAL						
Maintenance	50		50	50.00	50.00	50.00
Hist Column	20		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	50.00
SLCC	24.00	21.95	21.95	21.95	21.95	21.95
SALC	108.00	123.49	123.49	123.49	123.49	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	1,100.00	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
Bus Shelters/Noticeboards/benches	300	212.01	300.00	300.00	300.00	300.00
Footpath maint.	200	81.00	81.00	200.00	200.00	200.00
VAT	1,500.00	505.16	1,000.00	1,500.00	1,500.00	1,500.00
Total payments	13,455.60	10,530.50	13,412.25	13,965.09	13,965.09	13,965.09
Transfer to following year	7,276.68	12,257.03	9,375.28	10,034.91	11,034.91	11,034.91

NOTABLE CORRESPONDENCE TO 2 DECEMBER 2016			
Date	From	Subject	Action: Copied to all Cllrs unless otherwise stated
12/11/2016	SSALC	SSALC Newsletter - November 2016	
12/11/2016	SSALC	NALC DIS 895	
12/11/2016	CDC	Media Release: Preparing for winter weather	
12/11/2016	SSALC	Sussex Police Consultation	
22/11/2016	WSCC	Bus User Survey on proposed changes to a number of West Sussex routes	
22/11/2016	WSCC	County Local Committee meeting 8 December	
28/11/2016	WSCC	Proposed Submission Draft West Sussex Joint Minerals Local Plan – Update	
28/11/2016	SSALC	November edition of the Sussex Fraud Newsletter	
29/11/2016	SSALC	Minutes from the meeting with the Chief Constable plus Q&A	
30/11/2016	SDNPA	8 December Planning Committee papers	