

COCKING PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

8 MAY 2017 AT 6.30PM

AT THE VILLAGE HALL, BELL LANE, COCKING

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

IN ATTENDANCE: G Burt, Clerk to the Council
District Cllr Mrs C Neville

1. To elect the Chairman of the Council and to receive the Declaration of Office

The Council **RESOLVED** that Cllr Imlach be elected Chairman of the Council for the ensuing municipal year. Cllr Imlach signed the statutory declaration of acceptance of office.

2. To elect the Vice Chairman of the Council and to receive the Declaration of Office

The Council **RESOLVED** that Cllr Craig be elected Vice Chairman of the Council for the ensuing municipal year. Cllr Craig signed the non-statutory declaration of acceptance of office.

3. Apologies

Apologies for absence were received from Cllr Keefe (family commitments).

The Clerk reminded members that in accordance with best practice, the Council should resolve to accept reasons for absence.

The reason given was accepted.

4. 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.

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

5. The Croft

The Chairman welcomed Lynda Tucker from *The Hyde Group*. A speed hump had been installed on that part of the estate which was not adopted highway. Grounds maintenance had greatly improved following the appointment of a new contractor – Groundscapes. They had sponsored the recent successful Community Day held on the green. The next project was to look to install a rail around the green to prevent parking. Hyde was mindful that many properties around the green were privately owned. Cllr Miss Russell asked what energy-efficiency programs were available to tenants? Many properties still had old storage heaters which were inefficient and costly for older residents. She would report back on this matter. In respect of vandalism from youngsters, she acknowledged that some young residents had caused problems particularly when they had moved into the village and got bored! The recent Community Day helped integrate new residents.

6. Questions from Visitors

None.

7. WSCC Report

None

8. CDC Report

District Cllr Mrs C Neville reported that CDC was in a good financial position; the Secretary of State had confirmed that £250 million was *still on the table* for A27 improvements. Car Parking rises had been implemented which would hopefully assist CDC's finances. They were working to retain the *Novium* under a Trust model. CDC had a good team to deal with fly-tipping.

9. Minutes

The minutes of the meeting of the 3 April 2017, previously circulated were agreed as a correct record and signed by the Chairman.

10. Matters Arising from the Minutes

None

11. Planning

No applications had been received since the last meeting.

12. Parish Matters

a. Playground

Annual Inspection due in June; last year's report to be checked prior, to ensure all matters had been actioned.

b. Newsletter

Positive feedback about the latest edition had been received.

c. Events

The Chairman suggested that a *Village Week* be held next year where each group in the village held one event and they be promoted via combined publicity. The target audience was villagers rather than visitors. To be discussed further.

d. Village Hall

The foundations for the extension were now complete.

Anti-social behaviour continued to be a problem. It was agreed that Cllr Craig would seek quotes/advice on a CCTV system in which case advisory signs would be required.

e. Highways

Mixed responses had been received to the proposal for new gateway features. Comment had also been received on speeding through the village, and the Chairman had drafted a response, which was agreed. Mobile cameras could only be used at locations agreed by the Police. Cllr Imlach would report the need for a replacement Street Name Plate (SNP) for High Meadow to CDC.

f. Bumblekyte

Designs for the new seat looked good!

g. SDW Facilities

Some fly-tipping in the car park at Cocking Hill had been removed. It was reported that many people walked in the road (A286) to get to the SD Way, which was dangerous. They needed to be encouraged, via signs, to use Crypt Lane.

h. Footpaths

Nothing new to report.

i. Cycleways

Nothing new to report.

j. New Website (www.cocking-village.co.uk)

Members commented that the new site was not easy to find, and wondered if it might be possible to use the original website address.

k. Village Welfare / Winter Management Plan

The Chairman reported that the SSALC paper by Liz Leggo was very helpful.

l. Neighbourhood Watch

Nothing new to report.

m. Dog Bins

In response to a request from a local resident, Cllr Keefe had asked the Council to reconsider its previous position on the provision of new dog bins. **RESOLVED** that the Council sustain its position of April 2015. Thus

Councillors considered that, whilst the wish to dispose of dog waste responsibly was commended, the current practice whereby dog-walkers all take their waste home to dispose of, should continue.

Not only was there the cost of the bin at approximately £200, but also the emptying at nearly £6.00 per week. Whilst these may seem small amounts, the fear was that if the Council installed a bin, it would receive similar requests which could not be afforded.

n. NHB 2017-18

£3,325 was available for village projects. Members were mindful of the need to improve the Village Hall Car Park. The Chairman would seek quotes.

13. Finance

a. Payments from 4 April – 8 May 2017, as set out in Appendix A, were **RESOLVED** and any receipts noted.

b. The detailed Accounts to 31 March 2017 as set out in Appendix B were **RESOLVED**.

c. A bank reconciliation, as set out in Appendix C, showing a Cashbook and Bank Balance agreeing of £14,126.23 as at 31 March 2017, was **RESOLVED**. In accordance with good practice, Cllr Burgess viewed Bank Statement No 37 and initialled the corresponding balance.

d. RESOLVED that Section 1 (Annual Governance Statement) of the 2016/17 Annual Return be approved. Appendix D.

e. RESOLVED that Section 2 (Accounting Statements) of the 2016/17 Annual Return be approved. Appendix E.

f. RESOLVED that an application for a grant from Arun & Chichester CAB be declined.

14. To confirm appointments to outside bodies

Chichester District Association of Local Councils (CDALC) – Chair & Vice Chair.

West Sussex Association of Local Councils (WSALC) – Cllrs Marks and O'Neill
 Village Hall Committee – Cllrs Imlach and Craig
 North West Forum - Chair & Vice Chair.
 North Chichester County Community Committee - Chair & Vice Chair.
 Landfill/Gravel Liaison Group - Cllr Imlach.

15. Electors' Meeting

The Minutes of the meeting held on 25 April 2017 were received. It was noted that there were no significant matters requiring consideration of the Council.

16. Correspondence

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

17. Any Other Matters for Information

It was reported that HS Broadband had been offered to Bepton, if the Parish Council contributed a significant capital sum.

18. Date of Next Meeting

Monday 5 June 2017 6.30pm

The meeting closed at 8.10pm

Chairman:

Date:

APPENDIX A

FINANCIAL REPORT 3 APRIL 2017						
PAYMENTS: 7 MARCH - 3 APRIL 2017						
DATE	PAYEE	CHEQUE NO	DESCRIPTION	GROSS	VAT	NET
08/05/2017	Sussex Land Works	701	Hall Ext. Groundworks	£2,394.00	£399.00	£1,995.00
08/05/2017	CDC	702	Various bin emptying	£79.87	£13.31	£66.56
08/05/2017	Came & Co	703	Insurance	£1,118.02		£1,118.02
08/05/2017	G Burt	704	Clerk's Net salary for Apr	£197.58		£197.58
08/05/2017	HMRC	705	Clerk's Tax - Apr	£49.20		£49.20
08/05/2017	Chi Payroll Services	SO	Payroll Admin - Apr	£10.00		£10.00
08/05/2017	D Imlach	706	Electors' Mtg refreshments	£10.39		£10.39
08/05/2017	KerryType Ltd	707	Newsletter Printing	£196.30		£196.30
				4,055.36	412.31	3,643.05
RECENT RECEIPTS						
30/03/2017	WSCC	BAC	Hall Extn Grant	£1,425.00		
15/04/2017	CDC	BAC	Precept Part I	£6,500.00		

APPENDIX B

COCKING PARISH COUNCIL 2016-17			
	Original Budget	Revised Budget	Actual
Balances b/f at 1 April	5,773.11	5,773.11	5,773.11
Receipts			
Precept	13,000.00	13,000.00	13,000.00
Council Tax Reduction Grant	459.17	459.17	459.17
Grants received		250.00	3,785.00
VAT refund	1,500.00	3,248.75	3,248.75
Other		56.00	56.00
Total Receipts	20,732.28	22,787.03	26,322.03
Payments			
ADMINISTRATION			
Gen Admin/office	300	1,490.43	1,513.25
Employment costs	3000	2,957.42	2,957.42
Clerks Expenses	400	449.47	449.47
PC Insurance	1030	1,071.63	1,071.63
Meeting room hire & APM	110	185.58	185.58
Audit fees	250	350.00	350.00
Chairman's Allowance	40		6.00
Members Travel			
Training	100	165.00	165.00
New sletter	460	364.00	364.00
VILLAGE HALL			
Insurance	190.00	191.63	191.63
Other	700.00	145.83	145.83
Ground Rent	263.6	287.32	287.32
SPORTS FIELD			
Ground Rent	150	172.33	172.33
Allotments	50		
Grass cutting	1,200.00	760.00	760.00
Other Grass Cutting verges			
WAR MEMORIAL			
Maintenance	50		0
Hist Column	20	20.00	20
EVENTS			
Fireworks	650	650.00	650.00
Other		134.30	134.30
SUBSCRIPTIONS			
AIRS	50.00		
SLCC	24.00	21.95	21.95
SALC	108.00	123.49	123.49
GRANTS	400	50.00	50.00
PLAY AREA			
Maintenance	650	120.55	120.55
Grass Cutting	1100	1,420.00	1,420.00
Inspections	80	73.50	73.50
Litter bin	80	65.52	65.52
HIGHWAYS			
Bus Shelters/Noticeboards/benches	300	212.01	212.01
Footpath maint.	200	81.00	81.00
Traffic Calming			
VAT	1,500.00	620.66	624.02
Total payments	13,455.60	12,183.62	12,215.80
Transfer to following year	7,276.68	10,603.41	14,106.23
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*1 Includes Earmarked Reserve of £3,535 for Hall Extn.			

BANK RECONCILIATION				
AS AT 31 MARCH 2017				
PRESENTED TO COUNCIL ON 8 MAY 2017				
RECEIPTS & PAYMENTS				
Balance brought forward as at 31/03/2016		£5,773.11		
Add Total Receipts		20,548.92		
Less Total Payments		(12,215.80)		
TOTAL		£14,106.23	◀	
BANK				
Lloyds Treasurers A/C (31/03/2017)		14,126.23		
Less unpresented cheques				
685	10.0			
691	£10.00			
		-20.00		
Plus uncleared deposits		£0.00		
TOTAL		14,106.23	◀	

TALLY

NOTABLE CORRESPONDENCE TO 7 MAY 2017			
Date	From	Subject	Action: Copied to all Cllrs unless otherwise stated
03/04/2017	SSALC	Meeting with Sussex Chief Constable	
11/04/2017	CDC	All Parishes Meeting 5 April 2017 Mins	
11/04/2017	SDNPA	Planning Committee Agenda 13 April	
11/04/2017	SDNPA	Community Forum meeting - SDNPA - 28th March 2017 Follow up discussion	
11/04/2017	SSALC	Health and Wellbeing Report for West Sussex Association of Local Councils	
18/04/2017	SSALC	Parish Members Appointments to the National Park Authority	
18/04/2017	Came & Co	Spring Council Matters 2017	
25/04/2017	SECAMB	Invitation to attend local ambulance service event - Surrey & West Sussex	
02/05/2017	SSALC	West SALC AGM & Conference 2017 - date for your diary!	
02/05/2017	C Beaumont	NO gates! Improve other speed measures	
02/05/2017	M Beaumont	NO gates! Improve other speed measures	
02/05/2017	R Bryant	YES to gates!	
06/05/2017	SDNPA	SDNPA - Planning Committee 11 May 2017	
06/05/2017	CDC	Joint Community Forum Meeting - 28 March 2017 - Minutes	