

Draft Minutes subject to ratification
COCKING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

HELD ON 1 DECEMBER 2014 AT 6.30PM

AT THE VILLAGE HALL, BELL LANE, COCKING

PRESENT: Cllrs R Marks (Chairman), L Burgess, D Imlach (Vice Chairman), Mrs Miles and P O'Neill.

IN ATTENDANCE: District Cllr J Cherry
G. Burt, Clerk

1. Chairman's Announcements

None

2. Apologies

Apologies for absence were received from Cllr Budd and County Cllr M Brown.

3. 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 Mrs Miles declared an interest as a tenant and employee of the Hyde Group.

4. Minutes

The minutes of the meetings of the 6 November, previously circulated were agreed as a correct record and signed by the Chairman.

5. Matters Arising from the Minutes

None.

6. Hyde Martlet

The Chairman welcomed Jane Taylor and Ann Burford from H-M. They had come in response to various concerns raised by the Council in regard to The Croft. Having visited the area earlier that day, they confirmed that they will:

- i. Install speed humps, possibly the rubber-type, on Cherry Close which is in their control.
- ii. Erect a knee-high wooden rail around the green, to prevent vehicles parking on the grass and churning it up. (To include a barrier for maintenance.)
- iii. Investigate tenants running businesses from home.

Tenants will be informed in advance of these works,

They confirmed that the large marketing sign at the entrance to The Croft will stay until all units are tenanted.

Councillors were pleased to hear that such positive action was planned and thanked Jane and Ann for attending.

7. CDC Report

District Cllr Cherry reported on the continuing evolution of the Local Plan, which had had to be amended at the request of the Inspector, to deliver more homes over the plan period. Whether the homes would actually be delivered in the numbers required was another matter.

Despite a continuing reduction in government grant to local authorities, CDC had been planning ahead for some time as to how it would manage on a reduced income. It had continued to *cut its cloth according to its purse*, whilst still ensuring front-line services were protected. One area where it had managed to reduce costs was in its asset management. By staff *hot-desking*, space had been freed-up to be rented out.

He spoke of the number of grant *pots* that the parish could tap into for projects.

8. Questions from Visitors

None

9. Planning Applications

Two planning applications had been received since the last meeting, and the comments submitted, as set out in Appendix A, were approved by the Council.

10. Finance

a. Receipts between the 4 November to 1 December 2014, as set out in Appendix B, were noted.

b. Payments between the 4 November to 1 December 2014, as set out in Appendix B, were approved.

c. A bank reconciliation, as set out in Appendix C, showing a Cashbook and Bank balance agreeing of £8,719.81 as at 11 November 2014, was noted.

f. The Clerk had circulated a budget update as at 6 October. Appendix D

Members were concerned that both grass-cutting contracts were significantly overspent. This would be addressed in the New Year, with more robust contract management.

It was also felt that savings could be made on the insurance renewal.

It would be reviewed again at the next meeting, with a view to setting the budget and resulting precept for 2015-16.

11. Parish Matters

a. Playground

The Council had been successful in its application to the Big Lottery Fund for £10k toward play area improvements. It was hoped that some of the preparation could be done by volunteers to ensure that the budget was not exceeded. SSE were still being pursued to undertake promised work. The Play Area Inspection would be booked ASAP.

b. Events

A Christmas Fair the previous Saturday had been well attended.

c. Village Hall

Two quotes to redo the driveway had been received, a third was awaited.

d. Highways

Members commented that a verge by the Bus Shelter near The Croft was being churned-up by vehicles; a litter bin was also required here.

e. Footpaths

WSSC had written to parishes regarding the frequency of inspections etc. Our own volunteer warden, Mrs Naomi Barnett had confirmed her willingness to continue to walk the Parish's ROW network and report defects to WSSC accordingly.

f. Archives

Cllr Burgess kindly agreed to help sift through archives with assistance from the Chairman.

g. Parish Mapping

Cllr O'Neill reported on a recent training session he had attended. Parish Mapping would be very useful, say, in the event that a Neighbourhood Plan was produced.

12. Correspondence

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

13 Date of Next Meeting

5 January 2014 6.30pm

It was agreed that the May (Annual) 2015 meeting be changed to 12th May so that it fell after the elections. Cllr Imlach to confirm with the VH.

The meeting closed at 7.55pm

Chairman:

Date:

APPENDIX A

Planning Applications Summary			
Application No	Address	Details	Comments of CPC
SDNP/14/05716/ TCA	Manor Farmhouse Mill Lane Cocking GU29 0HJ	Notification of intention to fell 2 no. Yew trees (T1 and T2).	NO OBJECTION
SDNP/14/05575/ LIS	1 High House A286 Mill Lane to The Croft Cocking GU29 0HG	Repair 1no. sash window and replace 1 casement window.	NO OBJECTION

APPENDIX B

1. RECEIPTS: 4 NOVEMBER 2014 - 1 DECEMBER 2014

DATE	£	DEP SLIP	FROM	DESCRIPTION
23/10/2014	£7.69	BAC	RBS	Bank Charges - Aug
23/10/2014	£6.53	BAC	RBS	Bank Charges - Sept
TOTAL	£14.22			

1. PAYMENTS: 4 NOVEMBER 2014 - 1 DECEMBER 2014

DATE	£	CHEQUE NO	PAYEE	DESCRIPTION
01/12/2014	£1,500.00	460	George Hughes Landscaping	Grass cutting of Play area
01/12/2014	£860.00	461	Sussex Land Works	Grass cutting of Rec Field
01/12/2014	£42.00	462	Cocking Village Hall	Hall hire (for loss of hirer due to late-booked meeting)
01/12/2014	£192.50	463	G Burt	Clerk's Net salary for Nov
01/12/2014	£48.00	464	HMRC	Clerk's Tax - Nov
01/12/2014	£10.00	465	Chi Payroll Services	Payroll Admin - Nov
01/12/2014	£75.00	466	MR Woods Prop Serv	Repairs etc to V Hall gutters
TOTAL	£2,727.50			

**BANK RECONCILIATION
AS OF 11 NOVEMBER 2014
PRESENTED TO COUNCIL ON 1
DECEMBER 2014**

RECEIPTS & PAYMENTS

Balance brought forward as at 03/11/2014		£9,907.61
Add Total Receipts		14.22
Less Total Payments		(1,202.02)
TOTAL		£8,719.81

BANK		
Lloyds Business Banking Extra		8,719.81
Less unrepresented cheques		£0.00
Plus uncleared deposits		0.00
TOTAL		£8,719.81

APPENDIX D

BUDGET 2014-15				
	Budget	Actual at 01/12/2014	Forecast to 31/03/2015	Budget 2015-16
Estd. Balances b/f at 1 April	3,347.00	3,347.00	3,347.00	3,810.00
Receipts				
Precept	13,000.00	13,000.00	13,000.00	13,000
Other				
Other		243.73	243.73	100
Total Cash for period	16,347.00	16,590.73	16,590.73	16,910.00
Payments				
ADMINISTRATION				
Gen Admin/office	400	190	300	300
Employment costs	2810	1694	2810	2810
Clerks Expenses	360	284	360	360
Bank charges	100	49	50	0
PC Insurance	740	741	741	741
Meeting room hire & APM	200	152	200	200
Audit fees (inc 11-12)	420	300	300	300
Chairman's Allowance	0	12	40	40
Members Travel				
Training	300		0	150
Advertising	200	290	290	0
Newsletter	360	344	344	400
VILLAGE HALL				
Insurance	870	901	901	901
Other	400	120	310	1900
Rent/Rates	260	250	250	250
SPORTS FIELD				
Rent	140	125	125	25
Allotments	500		585	50
Grass cutting	600	1790	1790	1790
Other Grass Cutting verges	160		160	160
WAR MEMORIAL				
Maintenance	500		50	50
OTHER				
Fireworks	700	650	650	650
WWI Event	250	500	500	0
SUBSCRIPTIONS				
AIRS	50	50	50	50
SLCC	30		30	30
SALC	120	110	110	110
GRANTS				
Churchyard	125		125	125
RVT/MADhurst				
CAB				
PLAY AREA				
Maintenance	500	19	19	150
Other Grass Cutting playground	550	1250	1250	

				1,250
Inspections	70		70	70
Litter bin	70		70	70
Bus Shelters/Noticeboards/benches	60	30	300	300
Total payments	11,845.00	9,850.66	12,780.00	13,232.00

*1	4,502.00		3,810.73	3,678.00
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*Notes

1 Forecast y/e Reserves

APPENDIX E

NOTABLE CORRESPONDENCE SUMMARY SINCE 4 NOVEMBER 2014

	Date	From	Subject	Action
1	04/11/2014	WSCC	Surface Water Management Plan newsletter June 14	Forwarded to All Cllrs
2	04/11/2014	SDNPA	Materials from the SDNPA Parish workshop 23/10	
3	04/11/2014	CDC	North West Community Forum - 17th September - Minutes	Forwarded to All Cllrs
4	04/11/2014	Southern Water	Securing healthy drinking water supplies until 2040	Forwarded to All Cllrs
5	05/11/2014	SDNPA	Weekly List and Decisions List Wk44	Forwarded to All Cllrs
6	09/11/2014	WSCC	Parish Online training event	Forwarded to All Cllrs
7	13/11/2014	NHS COASTAL WEST SUSSEX CCG)	Chichester - lay member opportunity Public Reference Panel	Forwarded to All Cllrs
8	13/11/2014	SDNPA	October highlights document	Forwarded to All Cllrs
9	14/11/2014	WSCC	Foundations for Wellbeing - Director of Public Health Report	Forwarded to All Cllrs
10	20/11/2014	Sx Police	Operation Crackdown - update	Forwarded to All Cllrs
11	20/11/2014	Cty Cllr Brown	Letter to Langmead Farms re. tractor driving	Forwarded to All Cllrs
12	21/11/2014	Lodsworth PC	Commercial Air Traffic noise	Forwarded to All Cllrs
13	26/11/2014	WSCC	Management of Public Rights of Way	Forwarded to All Cllrs
14	27/11/2014	CDC	Waste/Recycling and Street Cleaning - Report it	Forwarded to All Cllrs
15	27/11/2014	SDNPA	Weekly List Wk48	Forwarded to All Cllrs