

**Draft Minutes subject to ratification**  
**COCKING PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE PARISH COUNCIL**

**HELD ON 5 JANUARY 2015 AT 6.30PM**

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

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

**IN ATTENDANCE:** G. Burt, Clerk

**1. Chairman's Announcements**

None

**2. Apologies**

None

**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. None were declared.

**4. Minutes**

The minutes of the meetings of the 1 December 2014, previously circulated were agreed as a correct record and signed by the Chairman.

**5. Matters Arising from the Minutes**

11(f) Archives. The Chairman had kindly agreed to look after one plastic crate of council papers that needed to be retained.

6 Hyde Group. The Clerk was asked to contact the representatives who attended the previous meeting, asking what the timescales to implement the works would be.

**6. WSCC & CDC Reports**

None

**7. Questions from Visitors**

None

**8. Planning Applications**

There had been no planning applications since the last meeting.

## **9. Finance**

- a. Receipts between the 2 December 2014 to 5 January 2015, as set out in Appendix A, were noted.
- b. Payments between the 2 December to 5 January 2015, as set out in Appendix A, were approved.
- c. A bank reconciliation, as set out in Appendix B, showing a Cashbook and Bank balance agreeing of £5,992.31 as at 15 December 2014, was noted. In accordance with good practice, Cllr Burgess viewed Bank Statement No 9 and initialled the corresponding balance.
- d. The Clerk had circulated a budget update as at 01/12/2014 - NOTED. Appendix C
- e. A draft budget for 2015-16 had been circulated. RESOLVED that the budget as attached Appendix D, be approved.
- f. It was RESOLVED that a precept be levied upon Chichester District Council for the year 2015-16 of £13,000, currently £12,309.71.

Members felt that an increase in the precept was necessary in the light of the reduced Council Tax Support Grant from CDC and the advice from CDC to budget for contested elections. Also, grass was being cut more frequently at the play area at the request of residents and the outside of the Village Hall required treating with preservative. The Council's reserves were still quite low, and needed to be gradually brought back up to a reasonable level. The Council hopes to make savings in the coming year, inter alia, looking to combine the separate insurance policies for the Council and Village Hall. Whilst the increase in precept is 5.6%, this equated to an increase on a Band D property of 3.2% for the parish element. This was due to an increase in the Tax Base for the parish caused by new house-building completions.

The inclusion of a new budget heading *Chairman's Allowance*, was to cover those gratuities (e.g. tin of sweets) given to villagers to thank them for their service to the Council or village. This was following advice from an Internal Auditor, that it was not appropriate to code such expenditure under the heading for which the service given, relates.

## **10. Parish Matters**

### **a. Playground**

Cllr Imlach reported that progress had been made on getting SSE to undertake promised works. The quote from Wicksteed had been honed to no more than £10k. The last inspection had been undertaken in 2013 and the contractor, given the pending works, did not think another was required at this moment in time. Cllr Imlach would undertake an interim inspection.

### **b. Allotments**

It was agreed that the availability of plots be advertised to residents outside the parish, given the slow take up.

### **c. Village Hall**

A third quote was still being sought to improve the driveway.

### **d. Highways**

Heyshott Lane was in need of attention. Cllrs commented on traffic to the Pendean Sand Pit. Cllr Marks would contact Southern Water to see if a leak could be fixed opposite The Croft, which would reduce the amount of damage to grass caused by vehicles parking on it.

**e. Bumblekyte**

The fencing had been improved and the possibility of a grant to fund a seat was being explored.

**f. Grass-Cutting Contracts**

The Clerk would formally write to the two contractors asking them to explain the increased cuts in 2014 and requesting a quote for cuts in 2015.

**11. Annual Meeting of Electors (Parish Meeting)**

It was agreed that this would be held on **Tuesday 14th April at 7pm**. The Clerk was asked to arrange suitable refreshments with the usual supplier, and Cllr Imlach would contact Ed Dickinson at WSCC to see if he could attend and give a presentation.

**12. Correspondence**

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

**13 Date of Next Meeting**

**2 February 2014 6.30pm**

*The meeting closed at 7.45pm*

Chairman:

Date:

**APPENDIX A**

**FINANCIAL REPORT 5 JANUARY 2015**

**1. RECEIPTS: 2 DECEMBER 2014 - 5 JANUARY 2015**

DATE	£	DEP SLIP	FROM	DESCRIPTION
<b>TOTAL</b>	<b>£0.00</b>			

**1. PAYMENTS: 2 DECEMBER 2014 - 5 JANUARY 2015**

DATE	£	CHEQUE NO	PAYEE	DESCRIPTION
05/01/2015	£192.50	467	G Burt	Clerk's Net salary for Dec
05/01/2015	£48.00	468	HMRC	Clerk's Tax - Dec
05/01/2015	£10.00	469	Chi Payroll Services	Payroll Admin - Dec
05/01/2015	£61.50	470	NW Adams	Play area inspection - June 2013
<b>TOTAL</b>	<b>£312.00</b>			

**BANK RECONCILIATION  
AS OF 15 DECEMBER 2014  
PRESENTED TO COUNCIL ON 5 JANUARY 2015**

**RECEIPTS & PAYMENTS**

Balance brought forward as at 01/12/2014		£8,719.81
Add Total Receipts		-
Less Total Payments		(2,727.50)
<b>TOTAL</b>		<b>£5,992.31</b>

**BANK**

Lloyds Treasurers A/C		6,002.31
<b>Less unpresented cheques</b>	465	-£10.00
<b>Plus uncleared deposits</b>		0.00
<b>TOTAL</b>		<b>£5,992.31</b>

	Budget	Actual at 01/12/2014	Forecast to 31/03/2015
Estd. Balances b/f at 1 April	3,347.00	3,347.00	3,347.00
<b>Receipts</b>			
Precept	12,309.71	12,309.71	12,309.71
Other			

Council-Tax Support Grant	690.29	690.29	690.29
Other		243.73	243.73
Total Cash for period	<b>16,347.00</b>	<b>16,590.73</b>	<b>16,590.73</b>
<b>Payments</b>			
<b>ADMINISTRATION</b>			
Gen Admin/office	400	200	300
Employment costs	2810	1935	2810
Clerks Expenses	360	284	360
Bank charges	100	49	50
PC Insurance	740	741	741
Meeting room hire & APM	200	152	200
Audit fees (inc 11-12)	420	300	300
Chairman's Allowance	0	12	40
Members Travel			
Training	300		0
Advertising	200	290	290
Newsletter	360	344	344
Elections			
<b>VILLAGE HALL</b>			
Insurance	870	901	901
Other	400	120	310
Rent/Rates	260	250	250
<b>SPORTS FIELD</b>			
Rent	140	125	125
Allotments	500		585
Grass cutting	600	1790	1790
Other Grass Cutting verges	160		160
<b>WAR MEMORIAL</b>			
Maintenance	500		50
<b>OTHER</b>			
Fireworks	700	650	650
WWI Event	250	500	500
<b>SUBSCRIPTIONS</b>			
AIRS	50	50	50
SLCC	30		30
SALC	120	110	110
<b>GRANTS</b>			
Churchyard	125		125
RVT/MADhurst			
CAB			
<b>PLAY AREA</b>			
Maintenance	500	19	19
Other Grass Cutting playground	550	1250	1250
Inspections	70	62	70
Litter bin	70		70
Bus Shelters/Noticeboards/benches	60	30	300
<b>Total payments</b>	<b>11,845.00</b>	<b>10,163.66</b>	<b>12,780.00</b>

*1	<b>4,502.00</b>		<b>3,810.73</b>
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\*Notes

1 Forecast y/e Reserves

APPENDIX D

	<b>Budget 2015-16</b>
Estd. Balances b/f at 1 April	3,810.00
<b>Receipts</b>	
Precept	13,000.00
Other	
Council-Tax Support Grant	548.59
Other	100
Total Cash for period	<b>17,458.59</b>
<b>Payments</b>	
<b>ADMINISTRATION</b>	
Gen Admin/office	300
Employment costs	2810
Clerks Expenses	360
Bank charges	0
PC Insurance	741
Meeting room hire & APM	200
Audit fees (inc 11-12)	300
Chairman's Allowance	40
Members Travel	
Training	150
Advertising	0
Newsletter	400
Elections	700
<b>VILLAGE HALL</b>	
Insurance	901
Other	1900
Rent/Rates	250
<b>SPORTS FIELD</b>	
Rent	25
Allotments	50
Grass cutting	1200
Other Grass Cutting verges	160
<b>WAR MEMORIAL</b>	
Maintenance	50
<b>OTHER</b>	
Fireworks	650
WWI Event	0
<b>SUBSCRIPTIONS</b>	
AIRS	50
SLCC	30
SALC	110
<b>GRANTS</b>	
Churchyard	125

RVT/MADhurst	
CAB	
<b>PLAY AREA</b>	
Maintenance	150
Other Grass Cutting playground	1,100
Inspections	70
Litter bin	70
Bus Shelters/Noticeboards/benches	300
<b>Total payments</b>	<b>13,192.00</b>

\*1

<b>4,266.59</b>
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## APPENDIX E

### NOTABLE CORRESPONDENCE SUMMARY SINCE 27 NOVEMBER 2014

	<b>Date</b>	<b>From</b>	<b>Subject</b>	<b>Action</b>
	02/12/14	WSCC	Integrated Works Programme Stakeholder Consultation	Forwarded to All Clrs
	05/12/14	SDNPA	Agenda and Papers for 11 December Planning Committee Meeting	Forwarded to All Clrs
	05/12/14	SDNPA	SDNPA Weekly List Wk49	Forwarded to All Clrs
	08/12/14	CDC	Council Tax setting 2015/16	Forwarded to All Clrs
	12/12/14	SDNPA	SDNPA Weekly List WK50	Forwarded to All Clrs
	12/12/14	SDNPA	Key SDNPA Highlights - November	Forwarded to All Clrs
	12/12/14	WSCC	The Safer West Sussex Partnership online survey	Forwarded to All Clrs
	12/12/14	CDC	Untidy land - Glendale, A286 The Croft to Bex Lane, Cocking	Forwarded to All Clrs
	12/12/14	CDC	North West Community Forum	Forwarded to All Clrs
	12/12/14	SW	Important Update on Southern Water Business Plan for 2015 to 2020	Forwarded to All Clrs
	16/12/14	WSCC	West Sussex Better Connected broadband update	Forwarded to All Clrs
	18/12/14	SDNPA	SDNPA Weekly List WK51	Forwarded to All Clrs
	19/12/14	NHS	NHS Patient Transport Services	Forwarded to All Clrs
	19/12/14	CDC	Chichester In Partnership Showcase Event 2015	Forwarded to All Clrs
	22/12/14	WSCC	Leaders end of year message to Stakeholders	Forwarded to All Clrs
	24/12/14	CDC	Cost of Parish Elections 2015	Forwarded to All Clrs
	24/12/14	SDNPA	SDNPA Weekly Lists WK52	Forwarded to All Clrs
	2/1/15		UK Power Networks 'Power to Your Voice' Stakeholder Engagement newsletter December 2014	Forwarded to All Clrs