

Draft Minutes subject to ratification
COCKING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

HELD ON 2 MARCH 2015 AT 6.30PM

AT THE VILLAGE HALL, BELL LANE, COCKING

PRESENT: D Imlach (Vice Chairman in the Chair), Burgess, Mrs Miles and P O'Neill.

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

1. Chairman's Announcements

None

2. Apologies

Apologies for absence were received from Cllrs Budd, Marks and Cty 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. Cllrs Mrs Miles declared an interest as a tenant and employee of *The Hyde Group*.

4. Minutes

The minutes of the meetings of the 5 February 2015, previously circulated were agreed as a correct record and signed by the Vice Chairman.

5. Matters Arising from the Minutes

None

6. WSCC Report

None

7. CDC Report

Cllr Cherry reported on CDC's new website which had received a 4* rating and also a forthcoming meeting with The Hyde Group, regarding problems with the way that they managed the district's former social housing stock.

CDC was commended for the introduction of pay-on exit car parking equipment.

8. Questions from Visitors

None

9. Planning Applications

The comment on the following application was confirmed.

SDNP/15/00148/HOUS	1 Malthouse Cottages Crypt Lane Cocking Midhurst West Sussex GU29 0HP	Single storey rear extension.	NO OBJECTION
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10. Finance

- a. Receipts between the 3 February and 2 March 2015, as set out in Appendix A, were noted.
- b. Payments between the 3 February and 2 March 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 £5,331.65 as at 9 February 2015, was noted. In accordance with good practice, Cllr Imlach viewed Bank Statement No 11 and initialled the corresponding balance.
- d. The Clerk had circulated a budget update as at 25/02/2015 - NOTED. Appendix C
- e. The Clerk reported on the VAT reclaim.

11. Parish Matters

a. Playground

Cllr Imlach reported that Wicksteed had inspected the site prior to firming up their quote for works which would then be passed to the Clerk so that an official order could be placed. A deposit in the bank from the Lottery had not yet been seen. SSE were still intending to undertake their voluntary work.

b. Allotments

Nothing new to report

c. Newsletter

Cllr Imlach reported that a Spring edition was imminent, and it was intended to include photos, Easter Church services, the need for a new Neighbourhood Watch Coordinator as well as promote the Electors' Meeting.

d. Village Hall

Quotes for the drive and outside painting continued to be sought. Cllr Mrs Miles, who does the minutes of the Village Hall Committee would arrange for them to be sent to the Clerk regularly so they could be distributed to members.

e. Highways

An additional Grit Bin had been installed at Crypt Lane; there were now three in the village. We had accepted an offer of free litter picking equipment from CDC. Cllr Imlach reported on outstanding highway repair matters – see Appendix D

f. Footpaths

Nothing new to report

g. Bumblekyte

Nothing new to report

h. New Homes Bonus (NHB)

CDC had confirmed that £2,314 was available to be spent on Cocking projects in 2015-16. Applications had to be submitted in July; members would consider possible projects for determination at a future meeting.

i. S.I.D.

Volunteers had started to operate this in the village, to great effect.

j. Notice Board

An additional board was required at the top of The Croft.

12. Annual Meeting of Electors (Parish Meeting) – Tues 14 April 2015 at 7pm.

Unfortunately Diane Griffiths was now unable to do the buffet, but Mrs Pauline Marks had kindly agreed to step in. The speaker would be Richard Pailthorpe, of the Weald & Downland Museum, talking about their exciting future plans.

13. Correspondence

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

14 Date of Next Meeting

7 April 2015 6.30pm

15. Exclusion of Press and Public

RESOLVED that due to the nature of the business about to be transacted (Staffing) the press and public be instructed to withdraw.

16. Appointment of Clerk

As per the nationally agreed conditions of employment for clerks, it was appropriate to review the appointment of the Clerk after the first six months. RESOLVED that the Council confirm the permanent appointment of the Clerk.

The meeting closed at 7.32pm

Chairman:

Date:

FINANCIAL REPORT 2 MARCH 2015

1. RECEIPTS: 3 FEBRUARY TO 2 MARCH 2015

DATE	£	DEP SLIP	FROM	DESCRIPTION
TOTAL	£0.00			

1. PAYMENTS: 3 FEBRUARY TO 2 MARCH 2015

DATE	£	CHEQUE NO	PAYEE	DESCRIPTION
02/02/2015	£192.50	475	G Burt	Clerk's Net salary for Feb
02/02/2015	£48.00	476	HMRC	Clerk's Tax - Feb
02/02/2015	£10.00	477	Chi Payroll Services	Payroll Admin - Feb
02/02/2015	£300.00	478	M R Woods	Refurbish bench

£
TOTAL 550.50

BANK RECONCILIATION AS OF 9 FEBRUARY 2015 PRESENTED TO COUNCIL ON 2 MARCH 2015

RECEIPTS & PAYMENTS

Balance brought forward as at 14/01/2015		£5,668.01
Add Total Receipts		-
Less Total Payments		(336.36)
TOTAL		£5,331.65

BANK		
Lloyds Treasurers A/C		5,341.65
Less unrepresented cheques		
	473	-10.00
TOTAL		£5,331.65

TALLY

APPENDIX C

BUDGET 2014-15				
	Budget	Actual at 25/02/2015	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	12,309.71	12,309.71	12,309.71	13,000.00
Other				
Council-Tax Support Grant	690.29	690.29	690.29	548.59
Other		243.73	243.73	100
Total Cash for period	16,347.00	16,590.73	16,590.73	17,458.59
Payments				
ADMINISTRATION				
Gen Admin/office	400	247	300	300
Employment costs	2810	2567	2810	2810
Clerks Expenses	360	186	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
Elections				700
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	1200
Other Grass Cutting verges	160			160
WAR MEMORIAL				
Maintenance	500			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
RVT/MADhurst				
CAB				
PLAY AREA				

Maintenance	500	19	19	150
Other Grass Cutting playground	550	1250	1250	1,100
Inspections	70	62	62	70
Litter bin	70		70	70
Bus Shelters/Noticeboards/benches	60	330	330	300
Total payments	11,845.00	11,044.66	12,467.00	13,192.00

*1	4,502.00		4,123.73	4,266.59
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*Notes

1 Forecast y/e Reserves

APPENDIX D

ONGOING HIGHWAY FAULTS		
Location	Issue	Status
Post Office	Missing <i>This way to Church sign</i>	Taken down when new lamp post erected. Referred to WCCC as they control contractors.
Bumble Kyte	Kerbside barriers down	Highways Asset Division investigating
Bell Lane	Need 30mph sign moved	On Highways <i>list</i> but not deemed urgent
Bus Shelter @ The Croft	Parking on grass	RM had reported leaking water main to SW. Residents will be asked to make good if damage gets worse
Heyshott Road, starting at P.O.	Poor surface	Awaiting WSCC to advise of action intended.
Traffic Island	New <i>Keep Left</i> sign not illuminated	Referred to Highways
30mph sign	Not flashing	SSE to check power supply

NOTABLE CORRESPONDENCE SUMMARY SINCE 3 FEBRUARY 2015			
Date	From	Subject	Action
30/01/2015	CDC	CDC Corporate Plan 2015-2018	Copied to All Cllrs
31/01/2015	WSCC	Changes to care and support for adults	Copied to All Cllrs
05/02/2015	SDNPA	SDNPA Planning Committee Agenda and Papers 12 February 2015	Copied to All Cllrs
05/02/2015	SW	Southern Water bills for 2015/16	Copied to All Cllrs
05/02/2015	CDC	Should you need to report a Waste / Recycling or Street Cleaning issue.	Copied to All Cllrs
05/02/2015	WSCC	Maintenance of Public Rights of Way in West Sussex	Copied to All Cllrs
11/02/2015	CDC	Candidates and Agents Briefing - Elections May 2015	Copied to All Cllrs
11/02/2015	WSCC	West Sussex Surface Water Management Plan January newsletter	Copied to All Cllrs
13/02/2015	CDC	New Homes Bonus (Parish Allocations) 2015	Copied to All Cllrs
17/02/2015	SSALC	SSALC Newsletter - February 2015	Copied to All Cllrs
17/02/2015	WSCC	Adoption of the Future West Sussex Plan and the Council budget	Copied to All Cllrs
17/02/2015	CDC	New Homes Bonus (Parish Allocations) 2015 - Cocking Explanation	Copied to All Cllrs
17/02/2015	Dis Cllr Cherry	Gatwick Airport	Copied to All Cllrs
17/02/2015	Clerk	Asking who requires election nomination papers from CDC	Copied to All Cllrs
19/02/2015	CDC	Spring Clean Day Equipment Storage Request	Copied to All Cllrs