

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

**MINUTES OF THE MEETING OF THE COUNCIL**

**6 July 2015 AT 6.30PM**

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

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

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

**1. Apologies**

None

**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. None were declared.

**3. Minutes**

The minutes of the meeting of the 4 June 2015, previously circulated were agreed as a correct record and signed by the Chairman.

**4. Matters Arising from the Minutes**

A reply had been received from Cllr Dignum, (minute 8b refers) – copied to all Councillors.

**5. Co-options**

Mrs Elaine Hooley, who was already known to Members due to her activity in the community had expressed an interest in being co-opted to the Parish Council. RESOLVED that Mrs Hooley be co-opted to Cocking Parish Council. She then signed the statutory *Declaration of Acceptance of Office* and joined the table.

**6. WSSC Report**

No report.

**7. CDC Report**

Cllr Mrs Neville reported that discussions between CDC and The Hyde Group were ongoing. Hyde was planning on increasing the service charges for leaseholders. The ongoing issue of Broadband in rural areas had been discussed at a recent meeting. There seemed to be little hope at the present time for communities such as Cocking, where most properties in the village were too far from a possible fibre-connected cabinet to see much benefit even if this fibre link is made.

**8. Questions from Visitors**

None

**9. Planning Applications**

There were no applications to consider.

**10. Finance**

- a. Receipts between 5 June and 7 July 2015, as set out in Appendix A, were noted.
- b. Payments between the 5 June and 7 July 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 £7,465.50 as at 12 June 2015, was noted. In accordance with good practice, Cllr Imlach viewed Bank Statement No 15 and initialled the corresponding balance.
- d. Insurance Renewal. The Clerk reported on negotiations since the last meeting, and subsequent new policies put in place. One was for the Parish Council and one was for the Village Hall Committee. The latter policy had now been passed to them and it was their contact details on the policy. (The Parish Council had paid the latter's premium in accordance with the agreement between the Council and VHC.) There were one or two details still requiring clarification with the Insurance Broker, which could be resolved at an informal meeting, details tbc.
- e. Details of the new Transparency Regulations had been previously circulated and the Clerk gave an overview. The changes were designed to obviate the need for parishes with turnover less than £20,000 to submit their accounts to external audit. Cocking generally had turnover of around £10k, however given that turnover would be around £20k this year due to the play area project, the new regulations may not apply this year. However, the Clerk had been discussing with Nick Birch who manages the village website, extra Parish Council pages, so that the additional information required under the new regulations could be made available.

## **11. Parish Matters**

### **a. Playground**

Cllr Imlach reported that a sign had been acquired from the Lottery to go on the site, and that an open evening was planned for the evening of the 30 July 2015, with Petanque, BBQ and other activities. The SSE volunteers would be invited.

Cllr Imlach was recording fortnightly inspections and it was agreed that ROSPA be appointed to undertake the annual inspection.

Cllr Imlach said it would be nice to turf around the new trees to tidy-up the site. Cllr Marks would grass seed the area in the autumn.

### **b. Allotments**

Nothing to report

### **c. Newsletter**

Cllr Imlach was planning the September edition

### **d. Village Hall**

Paint had been purchased.

### **e. Highways**

Nothing new to report.

### **f. Footpaths**

A sign pointing to the church was in need of repair.

Cllr Marks reported on the problem of participants in cycling and other events on the SD Way, using the car park as a base, but making no toilet provision for participants.

Cllr Mrs Hooley reported that a footpath near the History Column required cutting; probably the responsibility of the Cowdray Estate.

### **g. Bumblekyte**

The seat was still waiting to be carved.

**h. New Homes Bonus (NHB)**

The Clerk had submitted the application to use funds for the Village Hall driveway project.

**i. Speed Monitoring**

An appeal for more volunteers would be made.

**j. The Croft**

Details of start dates of promised works by The Hyde Group were still awaited.

**k. Recreation Field**

The grass cutting contractor had reported on the large number of Mole Hills. Cllr Marks reported a cost of approximately £600 to deal with the matter. RESOLVED to take no further action at the present time.

**12. Correspondence**

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

**13. Date of Next Meeting**

**Monday 1 September 2015 6.30pm**

*The meeting closed at 7.50pm*

Chairman:

Date:

<b>FINANCIAL REPORT 6 JULY 2015</b>						
<b>1. PAYMENTS: 5 JUNE - 6 JULY 2015</b>						
<b>DATE</b>	<b>PAYEE</b>	<b>UE NO</b>	<b>DESCRIPTION</b>	<b>GROSS</b>	<b>VAT</b>	<b>NET</b>
12/06/2015	Broker Network	564	PC Insurance renewal	£1,027.11		£1,027.11
18/06/2015	Broker Network	565	Village Hall Ctte Insurance renewal	185.5		185.50
06/07/2015	G Burt	566	Clerk's Net salary for June	£194.28		£194.28
06/07/2015	HMRC	567	Clerk's Tax - June	£48.60		£48.60
06/07/2015	Chi Payroll Services	568	Payroll Admin - June	£10.00		£10.00
06/07/2015	D Imlach	569	Paint for exterior of Village Hall	£271.62	£45.27	£226.35
06/07/2015	D Imlach	569	Refreshments for Playground volunteers	£5.00		£5.00
06/07/2015	G Burt	570	Photocopying	9.68	£1.61	£8.07
06/07/2015	G Burt	570	Postage	55.28		55.28
06/07/2015	G Burt	570	Clerk's Mileage	42.62		42.62
				<b>£1,849.69</b>	<b>£46.88</b>	<b>£1,802.81</b>
<b>2. RECEIPTS: 5 JUNE - 6 JULY 2015</b>						
<b>DATE</b>	<b>PAYEE</b>	<b>REF</b>	<b>DESCRIPTION</b>	<b>GROSS</b>		
18/05/2015	HMRC	BAC	VAT Refund	£932.02		
				<b>£932.02</b>		

<b>BANK RECONCILIATION</b>				
<b>AS OF 12 JUNE 2015</b>				
<b>PRESENTED TO COUNCIL ON 6 JULY 2015</b>				
<b>RECEIPTS &amp; PAYMENTS</b>				
Balance brought forward as at 31/03/2015		£14,781.15		
Add Total Receipts		7,706.61		
Less Total Payments		(15,279.94)		
<b>TOTAL</b>		<b>£7,207.82</b>	◀	
<b>BANK</b>				
Lloyds Treasurers A/C (12/06/2015)		7,465.50		
<b>Less unpresented cheques</b>				
556	£180.00			
559	£10.00			
561	£67.68			
		-257.68		
<b>TOTAL</b>		<b>£7,207.82</b>	◀	

**TALLY**

APPENDIX C

NOTABLE CORRESPONDENCE SUMMARY SINCE 29 MAY 2015			
Date	From	Subject	Action
01/06/2015	SSALC	SSALC Chairs Networking Day - Bookings OPEN! & SSALC Chairmanship Briefing Events	Sent to Chair & V Chair
02/06/2015	WSCC	West Sussex Better Connected Update June 2015	Copied to All Cllrs
02/06/2015	WSCC	War Memorial Funding 2015/16	Copied to All Cllrs
04/06/2015	SDNPA	SDNPA Planning Committee Agenda and Papers 11 June 2015	Copied to All Cllrs
11/06/2015	WSCC	County Local Committee meeting 23 June	Copied to All Cllrs
12/06/2015		CARE HOME OPEN DAY AT MARRIOTT HOUSE AND LODGE	Copied to All Cllrs
15/06/2015	ARC	ARC summer newsletter - up to £1000 grants for local communities, free outdoor learning activities for primary schools, volunteer opportunities	Copied to All Cllrs
16/06/2015	WSCC	Boundary Review of West Sussex County Council	Copied to All Cllrs
19/06/2015	MAC	Invite to MAC meeting	Copied to All Cllrs
24/06/2015	CDC	North West Community Forum - Broadband	Copied to All Cllrs
24/06/2015	WSCC	Boundary Review of West Sussex County Council update	Copied to All Cllrs
27/06/2015	CDC	Community invited to give their views on the future of Chichester's market	Copied to All Cllrs
01/07/2015	CDC	North West Community Forum - 8th July 2015	Copied to All Cllrs
01/07/2015	SSALC	SSALC Newsletter July 2015	Copied to All Cllrs
01/07/2015	SDNPA	SDNPA Planning Committee Agenda and Papers 9 July 2015	Copied to All Cllrs
01/07/2015	CDC	Chichester in Partnership e- bulletin June 2015	Copied to All Cllrs
01/07/2015	CDC	CIP newsletter - Extra edition	Copied to All Cllrs
03/07/2015	SDNPA	May Key Highlights	Copied to All Cllrs