

Draft Minutes subject to ratification
COCKING PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

7 September 2015 AT 6.30PM

AT THE VILLAGE HALL, BELL LANE, COCKING

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

IN ATTENDANCE: G Burt, Clerk to the Council
Dis Cllr Mrs C Neville
Cty Cllr M Brown
Ms F Russell, Village Hall Committee

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. Insurance Matters

The Chairman welcomed Vicky Jacomb, from Came & Co, the Council's (and Village Hall's) insurers. She answered several potential liability issue questions, given certain scenarios. She also gave some suggestions as to how to limit liability, via some simple good-practice steps. She would put more detailed responses in an e-mail to the Clerk who would then disseminate further.

4. Minutes

The minutes of the meeting of the 6 July 2015, previously circulated were agreed as a correct record and signed by the Chairman.

5. Matters Arising from the Minutes

None.

6. Co-options

Mrs Elaine Hooley, who had been co-opted at the last meeting, had, on hindsight, decided not to progress her co-option further. The Chairman had thanked her for her interest. Members discussed how the process of *easing in* potential new Cllrs might be improved so it was less daunting.

7. WSSC Report

Cty Cllr Brown reported on:

- a. The work of the Coroner's Service, a little known-about function of WSSC, particularly in the light of the recent Shoreham Air Disaster.
- b. The subletting of County Hall North to Horsham DC.
- c. The possibility of some Members' Budget assistance to help with the cost of improvements to the fencing around the War Memorial.

8. CDC Report

Cllr Mrs Neville reported that the last minutes should have read that Hyde had in fact already put tenants' rents up. CDC were currently looking to see if the increase had been fair. She commented on forthcoming events and meetings.

9. **Questions from Visitors**

None

10. **Planning Applications**

Comments in those applications as set out in Appendix A, were resolved.

11. **Finance**

a. Payments between 8 July and 7 September 2015, as set out in Appendix B, were approved.

b. A bank reconciliation, as set out in Appendix C, showing a Cashbook and Bank balance agreeing of £5,780.20 as at 10 August 2015, was noted. In accordance with good practice, Cllr Imlach viewed Bank Statement No 17 and initialled the corresponding balance.

c. A Budget Update had been circulated, Appendix D. The Clerk highlighted significant variances to budget, highlighted yellow. New budget headings for History Column and Playground Improvements, were approved. The latter was created so that it did not look like the Council had spent the £10,000 on a whim and gone over budget, when in fact the project was cost-neutral to the Council given that it had been funded via a grant received in the last financial year.

12. **Parish Matters**

a. **Playground**

Cllr Imlach reported on the very successful evening event which had attracted many residents. A ROSPA inspection was still to be done.

b. **Allotments**

Members commented on the lack of interest in the plots; the poor soil condition may not help.

c. **Newsletter**

Cllr Imlach was planning the September edition. A SSE initiative to identify vulnerable residents who could be given priority assistance in the event of power cuts etc, would be included.

d. **Village Hall**

The painting of the Hall was now complete. Benches outside had also been treated and the patio had been cleaned. CDC had asked for clarification on some aspects of the application for NHB funds for the driveway resurfacing, which had been dealt with.

e. **Highways**

Cllr Imlach reported on the timing of getting the new Salt Bin in Crypt Lane in place prior to filling with salt. The acquisition of a salt spreader would be looked at, grants permitting.

f. **Footpaths**

The Chairman suggested inviting Naomi Barnett, the Village Footpath Warden, to the next meeting to report on current issues.

g. **Bumblekyte**

The seat was still waiting to be carved. Members agreed to look in the meantime at buying a manufactured seat, although grants would need to be sought as the budget is insufficient. A price and design would need to be approved.

h. The Croft

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

i. Recreation Field

The Chairman had arranged to have the car park weed-killed, but felt the appearance was detracting from the otherwise attractive hall and setting. It was agreed that an improved surface might be a suitable future project, again, grants-permitting.

j. Website

Members discussed the availability of Council information on the village website. They felt that a dedicated Council website might be desirable in the longer term.

k. Village Businesses

The Chairman reported that two important businesses in the village were up for sale.

13. Correspondence

The Clerk had submitted a summary of notable correspondence since the last meeting - attached Appendix E. The Clerk highlighted the training opportunity for new Councillors.

14. Date of Next Meeting

Monday 5 October 2015 6.30pm

The meeting closed at 8.10pm

Chairman:

Date:

APPENDIX A

PLANNING APPLICATIONS

SDNP/15/03493/CND	Glendale A286 The Croft To Bex Lane Cocking Causeway Cocking GU29 0HD	Demolition of existing dwelling and erection of two new detached dwellings and garages: (Variation of Condition 2 and 12 of SDNP/14/00835/FUL) incorporating details required by Conditions 5, 9, 13, 15 and 16 of SDNP/14/00835/FUL.	NO OBJECTION
SDNP/15/03787/LIS	Mill Cottage Mill Lane Cocking Midhurst West Sussex GU29 0HJ	Renew 5 no. timber casements for windows on south elevation.	NO OBJECTION
SDNP/15/03529/FUL	Cocking Sawmill Hillbarn Lane Cocking West Sussex GU29 0HS	Erection of a replacement timber warehouse and loading bay on the site of an existing unit (to be demolished).	NO OBJECTION

FINANCIAL REPORT 7 SEPTEMBER 2015						
1. PAYMENTS: 7 JULY - 7 SEPTEMBER 2015						
DATE	PAYEE	CHEQUE NO	DESCRIPTION	GROSS	VAT	NET
03/08/2015	Sussex Land Wks	571	Rec Fld Grass cutting	£204.00	£34.00	£170.00
03/08/2015	G Burt	572	Clerk's Net salary for July	£194.28		£194.28
03/08/2015	HMRC	573	Clerk's Tax - July	£48.60		£48.60
03/08/2015	Chi Payroll Services	574	Payroll Admin - July	£10.00		£10.00
07/09/2015	G Burt	575	Clerk's Net salary for Aug	£194.28		£194.28
07/09/2015	HMRC	576	Clerk's Tax - Aug	£48.60		£48.60
07/09/2015	Chi Payroll Services	577	Payroll Admin - Aug	£10.00		£10.00
07/09/2015	G Burt	578	Postage	0.74		£0.74
07/09/2015	G Burt	578	Ink Cart %	10.66	£1.78	£8.88
07/09/2015	G Burt	578	Mileage	£27.00		£27.00
07/09/2015	D Imlach	579	Weed killer for Rec Field Car Park	24.99	£4.16	£20.83
07/09/2015	D Imlach	579	Patio Cleaner for o/s Village Hall	£6.99	£1.16	£5.83
07/09/2015	D Imlach	579	Paint for exterior of Village Hall	£33.89	£5.65	£28.24
				£814.03	£46.75	£767.28

BANK RECONCILIATION				
AS OF 10 AUGUST 2015				
PRESENTED TO COUNCIL ON 6 SEPT 2015				
RECEIPTS & PAYMENTS				
Balance brought forward as at 31/03/2015		£14,781.15		
Add Total Receipts		8,370.96		
Less Total Payments		(17,585.91)		
TOTAL		£5,566.20	◀	
BANK				
Lloyds Treasurers A/C (10/08/2015)		5,780.20		
Less unrepresented cheques				
571	£204.00			
574	£10.00			
		-214.00		
TOTAL		£5,566.20	◀	

TALLY

NOTABLE CORRESPONDENCE SUMMARY SINCE 3 JULY 2015			
Date	From	Subject	Action
03/07/2015	SDNPA	May Key Highlights	Copied to All Cllrs
03/07/2015	CDALC	Chichester District Association of Local Councils - meeting details	Copied to Chair & V Chair
07/07/2015	WSCC	Boundary Review of West Sussex - Chichester update	Copied to All Cllrs
08/07/2015	CDC	Media release: Council aims to help give tourism industry a boost	Copied to All Cllrs
11/07/2015	CDC	North West Community Forum - 8th July 2015	Copied to All Cllrs
11/07/2015	CDC	Information Update and Promotional Opportunities for Halls and Churches	Copied to All Cllrs
17/07/2015	Cllr Mrs Neville	Questionnaire - West Sussex Families Plan 2015 - 2020	Copied to All Cllrs
22/07/2015	RSPB	FREE Invasive species workshop and work parties	Copied to All Cllrs
24/07/2015	SDNPA	South Downs National Park Authority - Parish / Town Council workshops	Copied to All Cllrs
27/07/2015	CDC	Consultation on the DRAFT Statement of Licensing Policy 2016-2021	Copied to All Cllrs
30/07/2015	CDC	Council Tax Setting 2016-17	Copied to All Cllrs
30/07/2015	SDNPA	Updated Highlights doc for June	Copied to All Cllrs
30/07/2015	SDNPA	Introduction to West Sussex Parishes	Copied to All Cllrs
31/07/2015	SW	Your views welcomed for important Southern Water stakeholder research	Copied to All Cllrs
03/08/2015	SDNPA	Town and Parish Council Workshops. South Downs Local Plan	Copied to All Cllrs
07/08/2015	SDNPA	Planning Committee Agenda and Papers 13 August 2015	Copied to All Cllrs
13/08/2015	CDC	Glendale, A286 The Croft to Bex Lane. Planning Enforcement	Copied to All Cllrs
13/08/2015	SSALC	Invitation to First Aid Course and tea at Warnham Park	Copied to All Cllrs
19/08/2015	SSALC	SSALC Chairmanship & HR Services Events	Copied to Chair & V Chair
19/08/2015	WSCC	Current Issues August Edition	Copied to All Cllrs
29/08/2015	WSCC	County News: Chichester district August 2015	Copied to All Cllrs
01/09/2015	CDC	All Parishes Meeting - Wednesday 30 September 2015	Copied to Chair & V Chair
03/09/2015	SDNPA	Planning Committee Agenda and Papers 10 September 2015	Copied to All Cllrs
03/09/2015	SSALC	SSALC September Newsletter	Copied to All Cllrs
03/09/2015	SDNPA	South Downs Local Plan: Preferred Options - Invitation to Join	Copied to All Cllrs
03/09/2015	CAGNE	Gatwick and changes to flight paths	Copied to All Cllrs
03/09/2015	WSCC	Community Winter Maintenance 2015/16 - Salt Audit	Copied to All Cllrs