

Draft Minutes subject to ratification
COCKING PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

2 NOVEMBER 2015 AT 6.30PM

AT THE VILLAGE HALL, BELL LANE, COCKING

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

IN ATTENDANCE: G Burt, Clerk to the Council
Mrs Naomi Barnett, Footpath Warden
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 5 October 2015, previously circulated were agreed as a correct record and signed by the Chairman, subject to the addition of – *the Clerk had circulated a response from Came & Co.* after the word Insurance, Min 4.

4. Matters Arising from the Minutes

None.

5. Questions from Visitors

None

6. WSCC Report

Cty Cllr Brown had sent his apologies.

7. CDC Report

Cllr Mrs Neville reported on:

The PCC's consultation on next year's Police budget and precept.

Grant funding – various.

Fund-raising courses.

Midhurst shops.

8. Footpaths

Mrs Naomi Barnett reported on footpath issues in the Parish. She had agreed to meet with a WSCC officer earlier in the year, to discuss issues, but this had not materialised. The matter of a grass-cut at the height of the season when it was most needed, was an ongoing issue for many parishes. WSCC did two cuts per year, one in the spring and one in the autumn, when it was no longer needed! Members considered those paths to be included in the list of priority paths to be maintained. Mrs Barnett outlined the division of responsibilities between land owner and WSCC (as highway authority). Cllr Marks kindly agreed to attend a future meeting with Mrs Barnett and WSCC. Mrs Barnett was thanked for her ongoing work on behalf of the Parish.

9. Planning Applications

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

10. Parish Matters

a. Playground

The recent ROSPA inspection had been circulated; Cllr Burgess to look at some of the issues to be addressed.

b. Allotments

The Clerk was asked to look at the issue of tenancies where no rent was sought/waived.

c Newsletter

Members commented positively on the recent edition.

d. Events

Cllr Keefe offered to lead on the Firework Display in 2016 and suggested some other events that could be looked at. The Chairman advised him to work through the Village Hall Committee as they were best placed to deliver events.

e. Village Hall

Exterior treatment had been completed and a new draft excluder fitted to the rear door. Confirmation that planning permission was not required for the driveway resurfacing had now been received! Cllr Imlach would lead on undertaking this project.

f. Highways

Cllrs Keefe and Cllr Craig volunteered to assist with Speedwatch. WSCC had requested that a licence be sought to place the Grit Bin at Crypt Lane.

g. Bumblekyte

It was agreed, subject to budgetary provision being made, see Minute 11 c below, to proceed with a new seat at this location.

h. The Croft

No progress.

i. Social Media

In the light of comments at the last meeting, regarding the difficulty in promoting events etc. between 6-monthly newsletters, Cllr Keefe kindly offered to set-up a Facebook page and TWITTER account for the Council. AGREED

j. History Column Seat

Members spoke positively on a suggestion to place a seat by the History Column, in memory of a Clarissa Bewley, although the land was in the control of others.

k. Broadband

Cllr Keefe reported that there was website where you register a request for faster Broadband; if many registered, it may add weight to our cause.

11. Finance

a. Payments between 6 October and 2 November 2015, as set out in Appendix B, were approved and any receipts noted.

b. A bank reconciliation, as set out in Appendix C, showing a Cashbook and Bank balance agreeing of £11,570.17 as at 14 October 2015, was noted. In accordance with good practice, Cllr Imlach viewed Bank Statement No 19 and initialled the corresponding balance.

c. A Budget Update had been circulated, Appendix D. Noting that the cost to treat the exterior of eth Village Hall was under budget, it was agreed to vire part of this underspend to the Street Furniture budget to allow a new seat to be purchased and installed at Bumblekyte.

d. 2016-17 Budget

The Clerk outlined the budget-setting process which would lead to the setting of the precept at the January meeting. It was now good practice to set a three-year rolling budget, which would enable members to plan ahead. Members would continue to seek quotes for any projects next year so they could be incorporated as appropriate. (Current suggestions: VH car park surfacing; VH Driveway handrail; The Croft bus shelter refurbishment.) The Clerk was asked to seek tenders for grass cutting at various sites for 2016.

12. Correspondence

The Clerk had submitted a summary of notable correspondence since the last meeting - attached Appendix E. Cllrs Burgess, Craig and Keefe would be attending a New Cllrs Training event run by SSALC.

13. Co-options

One vacancy remained. Cllrs Burgess, Craig and Keefe would be attending a training event for new Cllrs run by SSALC.

14. Date of Next Meeting

Monday 7 December 2015 6.30pm

15. Exclusion of Press and Public

RESOLVED that due to the nature if the business about to be transacted (staffing) the Press and Public be instructed to withdraw.

16. Clerk's Contract of Employment

The Clerk had circulated a draft contract, based on the NALC/SLCC model. RESOLVED that the Chairman sign the contract, amended as appropriate, on behalf of the Council accordingly.

17. Pension

The Clerk had circulated the recent briefing note on the requirement for employers to offer a workplace pension. It would appear that that for the Parish Council, (based on the salary paid) it was not obliged to contribute, but make provision should the employee wish to contribute. The Clerk confirmed that he wished to contribute. RESOLVED to note the Clerk's request and make provision accordingly.

The meeting closed at 8.20pm

Chairman:

Date:

PLANNING APPLICATIONS

SDNP/15/05217/ HOUS	21/10/2015	5 Lamberts Yard Cocking West Sussex GU29 0EU	Loft conversion and alterations.	NO OBJECTION
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APPENDIX B

FINANCIAL REPORT 2 NOVEMBER 2015						
1. RECEIPTS: 6 OCTOBER - 2 NOVEMBER 2015						
DATE	PAYEE	CHEQUE NO	DESCRIPTION	GROSS		
				£0.00		
2. PAYMENTS: 6 OCTOBER - 2 NOVEMBER 2015						
DATE	PAYEE	CHEQUE NO	DESCRIPTION	GROSS	NET	NET
02/11/2015	KerryType	586	Newsletter Printing	£235.00		£235.00
02/11/2015	Playsafety Ltd	587	Playground Inspection	£261.60	£43.60	£218.00
02/11/2015	G Burt	588	Clerk's Net salary - Oct	£194.48		£194.48
02/11/2015	Chi Payroll Services	589	Payroll Admin - Oct	£10.00		£10.00
02/11/2015	HMRC	590	Clerk's Tax - Oct	£48.40		£48.40
02/11/2015	David Green	591	VH Exterior Painting	£675.00		£675.00
				£1,424.48	£43.60	£1,380.88

BANK RECONCILIATION				
AS AT 14 OCTOBER 2015				
PRESENTED TO COUNCIL ON 2 NOVEMBER 2015				
RECEIPTS & PAYMENTS				
Balance brought forward as at 31/03/2015		£14,781.15		
Add Total Receipts		15,144.96		
Less Total Payments		(18,553.44)		
TOTAL		£11,372.67	◀	
BANK				
Lloyds Treasurers A/C (14/10/2015)		11,570.17		
Less unpresented cheques				
	580	£187.50		
	583	£10.00		
		-197.50		
TOTAL		£11,372.67	◀	

TALLY

APPENDIX E

NOTABLE CORRESPONDENCE SUMMARY SINCE 3 SEPTEMBER 2015			
Date	From	Subject	Action: Copied to all Cllrs unless otherwise stated
05/10/2015	Cllr Neville	Funding opportunities.	
07/10/2015	WSCC	Enabling closer working between the emergency services including PCC governance for Fire services	
07/10/2015	CDALC	Chichester District Association of Local Councils	Chair / V Chair
07/10/2015	CDC	Media Release: Cabinet amend rural car parking proposals following feedback	
07/10/2015	SDNPA	Presentation from the recent SDNPA Parish Workshops Consultation on the South Downs Local Plan: Preferred Options	
07/10/2015	WSCC	West Sussex Joint Minerals Local Plan - Update letter	
07/10/2015	CDC	All Parishes Meetings	
07/10/2015	SSALC	WSALC AGM	Cllrs Marks & O'Neill
07/10/2015	AirS	Action in Rural Sussex (Sussex Rural Community Council) AGM	
09/10/2015	CDC	Media Release: Council reviews the way it manages leisure services	
16/10/2015	Rev L Robertson	Invite to Chairman to Remembrance Service	Chair confirmed attendance
22/10/2015	WSCC	Please circulate to your local community contacts - Do you know a North Chichester based Community Group that needs help with a Project	
22/10/2015	WSCC	North Chichester County Local Committee - 29 September 2015 - min	
22/10/2015	Police	Burglary campaign information	
22/10/2015	WSCC	Young Person's Travel Survey	
22/10/2015	SDNPA	Key highlights and case studies	
28/10/2015	OUTSET Youth Action	Letter seeking Grant.	Clerk advised no grants available in current year