

Draft Minutes subject to ratification
COCKING PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

7 DECEMBER 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
Dis Cllr Mrs C Neville
Cty Cllr Michael Brown

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 2 November 2015, previously circulated were agreed as a correct record and signed by the Chairman.

4. Matters Arising from the Minutes

None.

5. Questions from Visitors

None

6. WSCC Report

Cty Cllr Brown reported further on the impact of the Chancellor's Autumn Statement on the finances of WSCC. Whilst strenuous efforts had been made to soften the impact of previous spending cuts through efficiency savings, there was a limit to such savings. WSCC was now considering increasing its precept, to help specific services such as Adult Social Care.

Cllr Imlach spoke positively about the new Highways Team.

7. CDC Report

Cllr Mrs Neville reported on a review of the number of Councillors on CDC, which would see a reduction in the number of members and therefore save money. Some Parishes were considering *grouping orders*, in order to attract/afford a Clerk. The site of the old Grange Centre at Midhurst was no longer to become a Waitrose and CDC were seeking new proposals. Parking charges would not be altered in Midhurst **except that the initial free period at the North Car Park would be reduced to one hour.**

Discussions with *The Hyde Group* about a number of issues were ongoing. Relate and CAB were relocating within Chichester. CDC were purchasing electric vehicles. CDC and WSCC were working together to assist local families, as appropriate. The 3S bid (by West and East Sussex and Surrey) sought to devolve some Government services. CDC were launching a new *Healthy Chichester Campaign* in the New Year.

8. Planning Applications

None. *Glendale* had now been demolished, prior to rebuilding as two dwellings.

9. Parish Matters

a. Playground

Nothing to report

b. Allotments

An application had been received for a plot. The Clerk would review the files to see if there was a plan showing the Council's demise, prior to further work being undertaken on a possible Community Orchard, which could occupy part of the site. Advisers had commented that the site lent itself to fruit trees, and grants were available to fund such initiatives. The issue of Dog Control in the area was raised, and the legal position could be included in a future newsletter.

c. Newsletter

Nothing to report

d. Event

Cllr Keefe reported on plans to reinstate the fireworks in 2016 and other possible events.

e. Village Hall

The driveway resurfacing was complete; an exterior door had been damaged in recent high wind and some repairs were required in a toilet. The Clerk reported that under the terms of the lease of the site from the Cowdray Estate, the rent was due to be reviewed. RESOLVED to accept the proposed new rent of £287.31.

f. Highways

Training of volunteers to undertake the operation of the speed gun was complete. A licence was now not needed to place the new Grit Bin at Crypt Lane. There was currently no budget for a grit spreader. An illuminated bollard outside the PO had been repaired.

g. Bumblekyte

WSCC now seemed minded to repair the concrete and steel-rail barrier. A specification for the concrete base was being prepared.

h. The Croft

No progress.

i. SDW Facilities

Work was continuing on plans to sign the SDW as it crossed the A286.

j. Footpaths

Work was planned on the FP leading from the Mill to the Farm Buildings near the Church.

k. Broadband

Cllr Keefe reported on alternative Broadband providers, such as *Gigaclear*, who would install the necessary infrastructure, if enough potential customers could sign up. The Chairman

encouraged him to pass the information to Cty Cllr Brown who had led on negotiations between WSCC and BT for such service provision in the past.

I. Cycleways

Cllrs Imlach and Keefe would be attending a Cycling Infrastructure workshop in the New Year.

10. Finance

a. Payments between 3 November and 7 December 2015, as set out in Appendix A, were approved and any receipts noted.

b. A bank reconciliation, as set out in Appendix B, showing a Cashbook and Bank balance agreeing of £9,948.19 as at 11 November 2015, was noted. In accordance with good practice, Cllr Burgess viewed Bank Statement No 20 and initialled the corresponding balance.

c. A Budget Update and 2016-17 Budget. The Clerk had earlier circulated a budget update, together with draft budgets for the next three years, incorporating suggestions from Cllrs and the confirmed level of Council Tax Support from CDC - Appendix C. This would be finalised at the January 2016 meeting and the precept resolved.

d. External Audit. Following the abolition of the Audit Commission by Government, the Parish sector had created its own body to oversee the appointment of External Auditors. Parishes would have their external Auditor appointed by the body, unless the Parish opted-out and made its own arrangements. RESOLVED, not to opt out.

11. Financial Regulations and Standing Orders

The Clerk had earlier circulated draft new FRs and SOs, based on the national models. RESOLVED to defer adoption to the January meeting, to allow members time to review them.

12. Any Other Matters for Information

Cllrs commented on the sale of two local businesses. Cllrs had sent a *Get Well* card to former Council Chairman, Aubrey Marks.

13. Correspondence

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

14. Co-options

One vacancy remained.

15. Date of Next Meeting

Monday 4 January 2016 6.30pm

16. 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.

17. Pension

The Clerk advised as the West Sussex Pension Scheme was a *contributory* scheme, the employer was also obliged to contribute. He was seeking information on the implications of this.

The meeting closed at 8.34pm

Chairman:

Date:

FINANCIAL REPORT 7 DECEMBER 2015

1. PAYMENTS: 3 NOVEMBER - 7 DECEMBER 2015

DATE	PAYEE	CHEQUE NO	DESCRIPTION	GROSS	VAT	NET
07/12/2015	Sussex Land Wks	592	Rec Fld Grass cutting x2 each: July-Sept	£648.00	£108.00	£540.00
07/12/2015	SSALC Ltd	593	Training - Clerk	£18.00	£3.00	£15.00
07/12/2015	SSALC Ltd	593	Training - New Cllrs	£180.00	£30.00	£150.00
07/12/2015	Cocking Village Hall	594	Hall hire - meetings	£110.00		£110.00
07/12/2015	Littlefield Lawncare	595	Playground grass cutting - whole season	£1,000.00		£1,000.00
07/12/2015	D Imlach	596	Postage	£5.40		£5.40
07/12/2015	D Imlach	596	Paint brushes fo CVH	£10.99	£1.83	£9.16
07/12/2015	G Burt	597	Copying	£0.70	£0.12	£0.58
07/12/2015	G Burt	597	Envelopes	£1.60	£0.27	£1.33
07/12/2015	G Burt	597	Ink Cart	£9.33	£1.55	£7.78
07/12/2015	G Burt	597	Mileage	£42.64		£42.64
07/12/2015	G Burt	597	Clerk's Net salary for Nov	£194.28		£194.28
07/12/2015	HMRC	598	Clerk's Tax - Nov	£48.60		£48.60
07/12/2015	Chi Payroll Services	599	Payroll Admin - Nov	£10.00		£10.00

£2,279.54

BANK RECONCILIATION				
AS AT 11 NOVEMBER 2015				
PRESENTED TO COUNCIL ON 7 DECEMBER 2015				
RECEIPTS & PAYMENTS				
Balance brought forward as at 31/03/2015		£14,781.15		
Add Total Receipts		15,144.96		
Less Total Payments		(19,977.92)		
TOTAL		£9,948.19	◀	
BANK				
Lloyds Treasurers A/C (11/11/2015)		10,152.67		
Less unpresented cheques				
588	£194.48			
589	£10.00			
		-204.48		
TOTAL		£9,948.19	◀	

TALLY

COCKING PARISH COUNCIL 2015-16							
14-15 Actual		Original Budget	Actual as @ 07/12/2015	Revised Budget	2016-17 DRAFT	2017-18 DRAFT	2018-19 DRAFT
3,346.58	Estd. Balances b/f at 1 April	14,781.15	14,781.15	14,781.15	5,700.00	8,400.00	10,500.00
	Receipts						
12,309.71	Precept	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00
690.29	Council Tax Reduction Grant	548.59	548.59	548.59	459.17	400	350
22.95	Bank interest refund						
10,210.00	Grants received						
	VAT refund		1,596.37	1,596.37	1,500.00	1,500.00	1,500.00
25.00	Other	100					
26,604.53	Total Receipts	28,429.74	29,926.11	29,926.11	20,659.17	23,300.00	25,350.00
	Payments						
	ADMINISTRATION						
246.55	Gen Admin/office	300	195.90	300	300	300	300
2,567.00	Employment costs	2810	2,195.76	2,810.00	3000	3100	3200
186.30	Clerks Expenses	360	392.78	450	400	400	400
49.27	Bank charges						
741.12	PC Insurance	741	1,027.11	1,027.11	1030	1030	1030
152.00	Meeting room hire & APM	200	110.00	110	110	110	110
300.00	Audit fees (inc 11-12)	300	250.00	250	250	250	250
11.66	Chairman's Allowance	40	5.00	40	40	40	40
	Members Travel						
	Training	150	180.00	180	100	100	100
289.80	Advertising						
344.33	New sletter	400	454.45	455	460	500	550.00
	Elections	700					
	VILLAGE HALL						
900.98	Insurance	901	185.50	185.5	190.00	200	200.00
119.54	Other	1900	1000.98	1100	700.00	700	700.00
250.00	Ground Rent	250	250.00	250	287.31	287.31	287.31
	SPORTS FIELD						
125.00	Ground Rent	25	125.00	125	125	125	125
	Allotments	50	585.00	50	50	50	50
1,786.67	Grass cutting	1200	1,190.83	1,190.83	1200	1200	1200
	Other Grass Cutting verges	160					
	WAR MEMORIAL						
	Maintenance	50		50	50	50	50
	Hist Column		20.00	20	20	20	20
	EVENTS						
650.00	Fireworks	650			650	650	650
500.27	WWI Event						
	SUBSCRIPTIONS						
50.00	AIRS	50	50.00	50	50.00	50.00	50.00
	SLCC	30	23.08	23.08	24.00	24.00	24.00
109.88	SALC	110	107.84	107.84	108.00	108.00	108.00
	GRANTS				400	400	400.00
	Churchyard	125					
	RV/T/MADhurst						
	CAB						
	PLAY AREA						
15.83	Maintenance	150		150	650	500	500
1,250.00	Grass Cutting	1100	1,000.00	1100	1100	1100	1100
61.50	Inspections	70	263.00	263	80	80	80
	Litter bin	70	64.48	64.48	80	80	80
	Refurb		10,000.00	10,000.00			
330.00	Bus Shelters/Noticeboards/benches	300		700	300	300	300
	Footpath maint.				200	200	200
785.68	VAT		2,580.75	3000	1500	1500	1500
11,823.38	Total payments	13,192.00	22,257.46	24,051.84	13,454.31	13,454.31	13,604.31
14,781.15	Transfer to following year	15,237.74	7,668.65	5,874.27	7,204.86	9,845.69	11,745.69

COCKING PARISH COUNCIL			
NOTABLE CORRESPONDENCE SUMMARY SINCE 29 OCTOBER 2015			
Date	From	Subject	Action: Copied to all Cllrs unless otherwise stated
04/11/2015	CDC	Media Release: Councillors continue to support households on low incomes across Chichester District	
04/11/2015	CDC	Media release: Council will lift the lid on its work as part of national Twitter campaign	
04/11/2015	Cllr Mrs Neville	Fruit Tree info.	
06/12/2015	VAAC	Introduction to Volunteering Workshops	
06/11/2015	Police	Sussex Police precept consultation 2016-17	
06/11/2015	SSALC	SSALC November Newsletter 2015	
18/11/2015	Chicycle	Invitation to Cycling Workshop	
21/11/2015	SDNPA	Some highlights of SDNPA work - October 2015	
21/11/2015	MAC	From SDNPA's October works	
01/12/2015	MAC	Centurion Way Upgrade & Re-alignment Project	
01/12/2015	WSCC	County News: Chichester District November 2015	
05/12/2015	CDC	Council Tax setting 2016/17	
05/12/2015	Rural WS	Digital Connectivity Grant	
05/12/2015	SDNPA	Planning Committee 10 December Agenda & Papers	
05/12/2015	CDC	Media Release: Midhurst site to go back on the market	
05/12/2015	Cllr Mrs Neville	Tesco Community Grant deadline extended until 11th December 2015	