

**COCKING PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE COUNCIL**

**3 DECEMBER 2018 AT 6.30PM**

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

**PRESENT:** Cllrs Imlach (Chairman), Mrs Jackson (from Minute 7), Marks and Miss Russell.

**IN ATTENDANCE:** G Burt, Clerk to the Council  
County Cllr D Bradford  
13 Members of the public

**1. Apologies**

Apologies for absence were received from Cllrs Burgess, Craig and O'Neill – prior engagements. The reasons for absence were approved.

**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.

**3. Questions from Visitors**

None

**4. County & District Councillor Reports**

County Cllr D Bradford reported on policing; the idea of a pan-SDNP 40mph speed limit; that Chris Dye at WSCC Highways now had an assistant – Neil Smith who is very helpful. In respect of the review of supported bus routes, Parish Councillors once again stressed the need for onward connections to be user-friendly, particularly to such places as Southlands Hospital at Worthing, which often, if you were referred there you shouldn't drive! Gatwick was planning to improve its taxiing/emergency runway so it became a *de facto* second runway. WSCC were still looking at Council Tax for 2019-20. He tended his advance apologies for the January 2019 meeting.

District Cllr Mrs C Neville in tending her apologies had submitted the following written report:

*I am so pleased to hear that the application of change of use for the Bluebell has been retracted. I wish you all the best of luck... I hope to be invited to the opening!!*

*Midhurst Cottage Hospital – Bailey Ward with 17 beds as you know has now closed due to staffing problems (except for the few existing patients). Pendean has offered 3 beds. There is discussion that the Midhurst Cottage Hospital will become a frailty hub. The model can be seen on [www.cshsurrey.co.uk](http://www.cshsurrey.co.uk). (The Macmillan unit will remain)*

*At the HASC (Health and Social Care) meeting I attended last week we were asked to inform all parishes of the concerns of the increase in numbers of sexually transmitted infections particularly within the 16-24 age groups and the help that can be found on [www.sexualhealthsussex.nhs.uk](http://www.sexualhealthsussex.nhs.uk)*

*More education needs to be given within schools and colleges and to other vulnerable groups of society to prevent these infections, unwanted pregnancies and HIV. Also, the committee is seeking more screenings and to promote early detection of HIV.*

*With the cold weather coming on please remember the Warm Homes Initiative scheme for those on low incomes who need help with the installation of an efficient heating system as well as loft and wall insulation. They can call 01243 521041 or email [info@chichesterwellbeing.org.uk](mailto:info@chichesterwellbeing.org.uk)*

*Also, Careline is offering a 13-week free trial on a lifeline unit. 01243 778688  
[www.chichestercareline.org.uk](http://www.chichestercareline.org.uk)*

*Father Christmas will be at the Novium Museum on 8,15 and 22<sup>nd</sup> December 11am-4pm (£6 per child)*

*For Park and Ride over Christmas please see [www.chichester.gov.uk/christmas](http://www.chichester.gov.uk/christmas) together with other Christmas information*

*Free WellBalanced Workshop at The Grange on 6<sup>th</sup> December. Aimed to teach people to reduce their risk of falling. 01243 521041*

*Goodness...this is the last meeting before Christmas!!!*

*HAPPY CHRISTMAS EVERYONE AND A VERY HAPPY AND PEACEFUL NEW YEAR.*

5. **Minutes**

The minutes of the meetings of the 5 and 14 November 2018, previously circulated were agreed as a correct record and signed by the Chairman.

6. **Matters Arising from the Minutes**

None

7. **To consider applications for Co-option.**

Mrs Jean Jackson had asked to be considered and a written resume had been previously circulated. **RESOLVED** that Mrs Jean Jackson be coopted onto Cocking Parish Council. She signed the statutory declaration of acceptance of office and then joined other Councillors at the table.

8. **Planning**

Comments on applications received since the last meeting were **RESOLVED** as set out below:

Ref. No	Address	Details	
SDNP/18/055 64/HOUS	Rose Cottage Bell Lane Cocking GU29 0HU	Single storey rear extension, demolish existing lean-to rear extension.	NO OBJECTION

9. **Bluebell Inn – to receive an update if available from the Council’s representative.**

Cllr Miss F Russell, the Council’s representative reported that: the planning application to convert the premises to residential had been withdrawn by the applicant. A questionnaire and update had been distributed to all households in the village. Finance options and a Business Plan were being worked upon. Cllr Miss F Russell offered to submit the project in outline form to the SDNPA as it could contribute to the South Downs Partnership Management Plan objectives. [The Chairman was due to talk to the Area Highways Manger about the possible obstruction of sightlines caused by the Heras fencing around the site.]

10. **Highways**

a. **Traffic Calming**

WSCC had completed their traffic data monitoring and results were awaited. The Chairman was meeting the Area Highways Manager shortly to look at sites, materials etc. for gateway features; the Clerk would provide a summary of the recent public

consultation results for the next meeting to inform a decision as to whether to proceed. Speedwatch volunteers were still being sought

b. Footways and Footpaths

The footway from The Croft bus shelter to the Heyshott turn required further improvement.

c. Cycleways

Nothing to report

d. Hedges

Members **RESOLVED** not to pay for additional hedge cuts. It was reported that villagers cutting hedges of their own volition could jeopardise countryside stewardship payments to local farmers.)

## 11. Parish Matters

a. Playground

A cost for possible improvements would be available for the January budget-setting meeting.

b. Newsletter

A suggestion to feature a local Scout on the front of the next Newsletter was welcomed. It was **RESOLVED** that paid advertising would be permitted in the Newsletter, but businesses could be mentioned in editorial if it related to /or was a news story.

c. Events

The Beacon to mark the end of WWI had been well-received and Cllr Marks asked that thanks be recorded to Malcolm for his assistance. A lunch for 37 residents at the Village Hall had gone very well and donations resulting, totalled £255 had been forwarded to the RBL Poppy Appeal. The Chairman said all the events, including those at the church and War Memorial had been excellent and thanked all who had helped. The large poppies on street furniture would be removed shortly, along with the *Soldier Silhouette*.

d. Village Hall

It was reported that residual funds from the former Sports Club of approximately £2,000 had been transferred to the Village Hall, as an appropriate beneficiary. Informal football games were being held on the Recreation Field. A Willow Tree at the edge of the field was due to be inspected.

e. Neighbourhood Watch

Nothing to report.

f. Street Furniture

The Chairman reported that a new/refurbished notice board at the entrance to The Croft was now complete.

## 12. Finance

a. Payments from 6 November – 3 December, totalling £2,541.78 as set out in Appendix A, were **RESOLVED** and any receipts noted.

b. A Bank Reconciliation to the 14 November 2018 was agreed, Appendix B. Cllr Mrs J Jackson initialled the corresponding entry on statement number 56.

c. Members considered a Budget Update for the current year, attached Appendix C.

**13. Information Technology**

The new laptop had been delivered. New e-mail addresses for the Clerk and Councillors would be activated early in the New Year.

**14. Correspondence**

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

**15. Any Other Matters for Information**

- a. Members commented upon the need for additional litter bins but it was pointed out that the Council had consistently declined requests due to cost of emptying and setting a precedent for further requests.
- b. A request to the SDNPA to use CiL to provide a footpath from The Croft to the Recreation Field had been declined.
- c. Arrangements for the 2019 Annual/Parish Meeting of Electors would be on the next agenda.

**16. Date of Next Meeting**

**Monday 7 January 2019 6.30pm**

*The meeting closed at 7.26pm*

Chairman:

Date:

**APPENDIX A**

FINANCIAL REPORT 3 DECEMBER 2018						
PAYMENTS: - 6 NOV - 3 DEC 2018						
DATE	PAYEE	CHEQUE NO	DESCRIPTION	GROSS	VAT	NET
03/12/2018	Littlefield Lawncare	798	Play area grass cutting	£1,000.00		£1,000.00
03/12/2018	Littlefield Lawncare	798	Rec Ground grass cutting	£540.00		£540.00
03/12/2018	HMRC	799	Clerk's Tax - Nov	£52.20		£52.20
03/12/2018	G Burt	800	Clerk's Net salary for Nov	£208.58		£208.58
03/12/2018	Aztec Computers	801	New laptop with software etc	£741.00	£123.50	£617.50
				<b>£2,541.78</b>	<b>£123.50</b>	<b>£2,418.28</b>

**APPENDIX B**

BANK RECONCILIATION		
AS @ 14 NOVEMBER 2018		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 01/04/2018		£15,001.68
Add Total Receipts		13,370.83
Less Total Payments		(9,932.51)
<b>TOTAL</b>		<b>£18,440.00</b>
<b>BANK</b>		
Lloyds Treasurers A/C (14/11/2018)		19,878.22
<b>Less unrepresented cheques</b>		
761	£51.00	
790	£229.19	
791	£432.00	
792	£195.00	
795	£20.88	
795	£5.00	
796	£36.48	
796	£44.92	
797	£423.75	
		-1,438.22
<b>Plus unrepresented deposits</b>		
<b>TOTAL</b>		<b>18,440.00</b>

**TALLY**

**APPENDIX C**

COCKING PARISH COUNCIL 2018-19					
	Budget	Actual as @ 03/12/2018	Y/E Forecast	2019-20 DRAFT	2020-21 DRAFT
Balances b/f at 1 April	15,001.68	15,001.68	15,001.68	10,800.00	10,500.00
<b>Receipts</b>					
Precept	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00
Grants received		370.83	250.00		
VAT refund	1,500.00			1,500.00	1,500.00
Other					
<b>Total Receipts</b>	<b>29,501.68</b>	<b>28,372.51</b>	<b>28,251.68</b>	<b>25,300.00</b>	<b>25,000.00</b>
<b>Payments</b>					
<i>ADMINISTRATION</i>					
Gen Admin/office	400.00	278.34	400.00	400.00	400.00
Website	250.00	229.19	250.00	250.00	250.00
IT		685.33	200.00	300.00	300.00
Employment costs	3,800.00	2,341.47	3,800.00	3,900.00	3,900.00
Clerks Expenses	500.00	367.52	500.00	500.00	500.00
PC Insurance	1,150.00	1,212.74	1,212.74	1,150.00	1,150.00
Meeting room hire & APM	125.00		125.00	125.00	125.00
Audit fees	350.00	355.00	355.00	355.00	355.00
Chairman's Allowance	40.00	5.00	40.00	40.00	40.00
Members Travel					
Training	250.00	125.00	250.00	250.00	250.00
New sletter	400.00	631.75	425.00	450.00	500.00
<i>VILLAGE HALL</i>					
Insurance	220.00	218.00	218.00	240.00	260.00
Other	700.00	360.00	700.00	700.00	700.00
Ground Rent	287.32	287.32	287.32	287.32	287.32
Extension					
Car Park imp. & new planters		1,036.00	1,036.00		
<i>SPORTS FIELD</i>					
Ground Rent	200.00	200.00	200.00	200.00	200.00
Grass cutting	850.00	540.00	850.00	850.00	850.00
Other					
<i>WAR MEMORIAL</i>					
Maintenance	100.00		100.00	50.00	50.00
Hist Column	20.00		20.00	20.00	20.00
<i>EVENTS</i>					
Fireworks	650.00	770.83	650.00	650.00	650.00
Other / Cocking Week	200.00				
<i>SUBSCRIPTIONS</i>					
AIRS	50.00	50.00	50.00	50.00	50.00
SLCC	22.00				
SSALC	130.00	126.99	126.99	135.00	140.00
GRANTS	400.00	100.00	400.00	400.00	400.00
<i>PLAY AREA</i>					
Maintenance	500.00	457.60	500.00	500.00	500.00
Grass Cutting	1,100.00	1,000.00	1,100.00	1,100.00	1,100.00
Inspections	80.00	73.50	73.50	80.00	80.00
Litter bin emptying	120.00	68.12	120.00	125.00	130.00
<i>HIGHWAYS</i>					
Bus Shelters/Noticeboards/benches	300.00	24.89	300.00	300.00	300.00
Footpath maint.	1,000.00	205.00	1,000.00	200.00	200.00
Traffic Calming				5,000.00	
VAT	1,500.00	724.70	750.00	1,500.00	1,500.00
<b>Total payments</b>	<b>15,694.32</b>	<b>12,474.29</b>	<b>16,039.55</b>	<b>20,107.32</b>	<b>15,187.32</b>
Transfer to following year	<b>13,807.36</b>		<b>12,212.13</b>	<b>5,192.68</b>	<b>9,812.68</b>

NOTABLE CORRESPONDENCE TO 1 DECEMBER 2018			
06/11/2018	WSCC	Public Notice - Temporary Traffic Regulation Order - Sunwool Lane, Cocking - Start date: 26/11/18	
07/11/21018	Mrs S Redshaw	Jack Dalglish funeral	
19/11/2018	CDC	New On-line Sports Club Directory for Chichester District (registration deadline - 12 December 2018)	
19/11/2018	CDC	Join new Let's Talk Panel and give your views about important issues across Chichester District	
19/11/2018	SSALC	Sussex Police funding 2018-2022 - Survey	
21/11/2018	WSCC	Public consultation on the proposed Adults' Services Vision and Strategy - 16 November to 14 December 2018	
27/11/2018	WSCC	Funding window open to applications - Community Initiative Fund 2018/19	
27/11/2018	CDC	Community Forum Survey	
27/11/2018	WSCC	Ditch the Problem - Riparian Ownership	
27/11/2018	CDC	Let's Talk Panel	
29/11/2018	CDC	Chichester In Partnership November 2018 Newsletter	