

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

**MINUTES OF THE MEETING OF THE PARISH COUNCIL**

**HELD ON 3 NOVEMBER 2014 AT 6.30PM**

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

**PRESENT:** Cllrs R Marks (Chairman), D Imlach (Vice Chairman), C Budd, Mrs Miles and P O'Neill.

**IN ATTENDANCE:** G. Burt, Clerk

**1. Chairman's Announcements**

Unfortunately Hyde-Martlet were not responding to requests to attend a meeting. In tending his apologies, District Cllr Cherry indicated that several other councils were having a similar problem, and asked that relevant e-mails be forwarded to him - done.

**2. Apologies**

Apologies for absence were received from Cllr L Burgess, District Cllr J Cherry and County Cllr M Brown.

**3. 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.

**4. Minutes**

The minutes of the meetings of the 6 October, previously circulated were agreed as a correct record and signed by the Chairman.

**5. Matters Arising from the Minutes**

None.

**6. WSCC & CDC Reports and Questions from Visitors**

None

**7. Planning Applications**

**a.** One planning application had been received since the last meeting, and the comments submitted, as set out in Appendix A, were approved by the Council.

**b.** Since the last meeting, the SDNPA had asked for a letter of support for it's bid to have an area, which included the Parish, to have special Dark Skies Designation. Councillors had by e-mail agreed that the letter be sent. RESOLVED to endorse the sending of a letter of support.

**c.** Cllr O'Neill reported on a recent meeting for parishes, hosted by SDNPA.

## **8. Finance**

- a. Receipts between the 7 October and 3 November 2014, as set out in Appendix B, were noted.
- b. Payments between the 7 October and 3 November 2014, as set out in Appendix B, were approved.
- c. A bank reconciliation, as set out in Appendix C, showing a Cashbook and Bank balance agreeing of £9,907.61 as at 13 October 2014, was noted.
- d. The Clerk reported that he had arranged with the bank to have the Council's account to be on a Community rather than Business tariff, which would incur no charges. They also agreed to refund charges for August and September.
- e. Reimbursements to the Village Hall in lieu of lost or last minute bookings were discussed. Apparently, reimbursement for the loss of a booking caused by the dangerous driveway was no longer required, but it was RESOLVED that payment for a lost booking caused by the late booking of the venue for the Annual (Parish) Meeting of Electors was agreed, cost £42.00.
- f. The Clerk had circulated a budget update as at 6 October. Following some minor changes to headings, the budget was noted and is appended to these minutes, Appendix D. For the next meeting, the Clerk would look at budgets that would be underspent, to enable a street furniture budget to be created so that a seat could be refurbished. It would be reviewed again at the next meeting, with a view to setting the budget and resulting precept for 2015-16. Members were asked to bring their ideas for any projects that they wanted to be considered for the next financial year to the December meeting.

## **9. Parish Matters**

### **a. Playgrounds**

The Vice Chairman advised that progress had at last been made in liaising with SSE; forms now had to be filled in. Cllr Mrs Miles pointed out that putting off our annual inspection until works identified last year had been done, was bad practice it was agreed that the inspection be expedited ASAP. The application to the Lottery had been slightly revised following feedback.

### **b. Allotments**

*spell.* Cllr Marks reported that the contractor installing the water supply, was now waiting for a *dry* spell. The supply would come from the Village Hall, but be sub-metered so that the PC could be re-charged. It was agreed that plots would be offered to non-Cocking residents if there were vacant plots.

### **c. Newsletter**

An excellent autumn edition had been produced. Gill Buchanan was willing to continue collating articles, but not doing the layout. Cllr Imlach would ask the printer to quote for doing the artwork.

### **d. Events**

Members reported on the recent Firework/Halloween event on the Rec Field/Sports Field which had been very successful. Pitch Bookings for the Church Christmas Fair were slow. There would be no village Christmas Tree this year.

### **e. Village Hall**

Quotes to redo the driveway were still awaited.

**f. Winter Plan**

Cllr Imlach had circulated details of a WSCC guide on how to prepare a winter plan; it was agreed that the Church be asked to include the article about looking out for vulnerable neighbours in their next newsletter, as the Council's own newsletter wasn't due out until the Spring.

**g Footways**

Cllr Burgess had reported to the Clerk that the property mentioned at the last meeting as having an overgrown hedge, was not causing an obstruction to the highway. Members felt that the untidy state of the garden was a problem, and it was agreed that the Clerk would contact CDC asking them to consider issuing a Section 215 notice.

**h. Mobile Phone Signals**

Members reported that the signal was much improved in recent days, and paid tribute to those villagers who had led the campaign.

**i. Bumblekyte**

The desirability of a seat near to the Brook was suggested. Grants may be available.

**10. Forward Plan / Business Plan**

Cllr Imlach reported that at the CDC All Parishes Meeting the previous week, presentations included the idea of the Council having a Forward/Business Plan. Members felt that this concept had merit, suggesting that the Annual (Parish) Meeting of Electors held each Spring, would be a good opportunity to ask villagers to come along with their ideas, that could be fed into a plan. Such a plan would help guide new Cllrs upon election on what the council tries to do over its four years, and could actually encourage more people to stand for election. It was reported that some councils had varied their title to Village or Community, rather than Parish, taking advantage of new legislation.

**11. Correspondence**

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

**12. Date of Next Meeting**

**1 December 2014. 6.30pm**

*The meeting closed at 7.43pm.*

Chairman:

Date:

**APPENDIX A**

<b>Planning Applications Summary</b>			
<b>Application No</b>	<b>Address</b>	<b>Details</b>	<b>Comments of CPC</b>
SDNP/14/053 19/TCA	Castersbrooke, Mill Lane, Cocking, Midhurst, West Sussex, GU29	Notification of intention to fell 1 no. Poplar tree (A) and 1 no. Beech tree (B).	NO OBJECTION

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**APPENDIX B**

**FINANCIAL REPORT 3 NOVEMBER 2014**

**1. RECEIPTS: 7 OCTOBER - 3 NOVEMBER 2014**

DATE	£	DEP SLIP	FROM	DESCRIPTION
13/10/2014	£8.73	BAC	RBS	Bank Charges - Oct

**TOTAL £8.73**

**2. PAYMENTS: 7 OCTOBER - 3 NOVEMBER 2014**

DATE	£	CHEQUE NO	PAYEE	DESCRIPTION
13/10/2014	£8.73	BAC	RBS	Bank Charges - Oct
03/11/2014	£650.00	455	Cocking Village Hall	Grant (for Fireworks)
03/11/2014	£110.00	455	Cocking Village Hall	Hall Hire for 2014
03/11/2014	£192.50	456	G Burt	Clerk's Net salary for Oct
03/11/2014	£48.00	457	HMRC	Clerk's Tax - Oct
03/11/2014	£187.53	458	Kerrytype Lyd	Newsletter Printing
03/11/2014	£13.99	459	D Imlach	Reimbs: Thank you to W Mem volunteer

**TOTAL £1,210.75**

## RECEIPTS AND PAYMENTS ACCOUNT

### BANK RECONCILIATION

AS OF 13 OCTOBER 2014

PRESENTED TO COUNCIL ON 3  
NOVEMBER 2014

#### RECEIPTS & PAYMENTS

Balance brought forward as at 06/10/2014		£10,538.06
Add Total Receipts		8.73
Less Total Payments		(639.18)
<b>TOTAL</b>		<b>£9,907.61</b>



#### BANK

Lloyds Business Banking Extra		9,917.61
<b>Less unpresented cheques</b>		
451 £10.00		-£10.00
<b>Plus uncleared deposits</b>		0.00

**TALLY**

<b>TOTAL</b>		<b>£9,907.61</b>



## APPENDIX D

<b>BUDGET 2014-15</b>			
	<b>Budget</b>	<b>As at 03/11/2014</b>	
Estd. Balances b/f at 1 April	3,347.00		
<b>Receipts</b>			
Precept	13,000.00	13,000.00	
Other			
Other		243.73	
Total Cash for period	<b>16,347.00</b>	<b>13,243.73</b>	
<b>Payments</b>			
<b>ADMINISTRATION</b>			
Gen Admin/office	400	180	
Employment costs	2810	1454	
Clerks Expenses	360	284	
Bank charges	100	49.27	
PC Insurance	740	741	
Meeting room hire & APM	200	100	
Audit fees (inc 11-12)	420	300	
Members Travel			
Training	300		
Advertising	200	290	
Newsletter	360	344.33	
<b>VILLAGE HALL</b>			
Insurance	870	901	

Other	400	45	
Rent/Rates	260	250	
<b>SPORTS FIELD</b>			
Rent	140	125	
Allotments	500		
Grass cutting	600	1070	
Other Grass Cutting verges	160		
<b>OTHER</b>			
Fireworks	700	650	
WWI Event	250	500.27	
<b>SUBSCRIPTIONS</b>			
AIRS	50	50	
SLCC	30		
SALC	120	110	
<b>GRANTS</b>			
Churchyard	125		
War Memorial	500	12	
RVT/MADhurst			
CAB			
<b>PLAY AREA</b>			
Maintenance	500	19	
Other Grass Cutting playground	550		
Inspections	70		
Litter bin	70		
Bus Shelters/Noticeboards/benches	60	30	
<b>Total payments</b>	<b>11,845.00</b>	<b>7,504.03</b>	

\*1 **4,502.00**

\*Notes

**NOTABLE CORRESPONDENCE SUMMARY SINCE 6 OCTOBER 2014**

	<b>Date</b>	<b>From</b>	<b>Subject</b>	<b>Action</b>
1	09/10/2014	WSCC	Current Issues October Edition	Forwarded to All Cllrs
1 A	09/10/2014	Miss Gatcum	Enquiring about History Column	Replied + photos
2	12/10/2014	WSCC	West Sussex Better Connected information update	Forwarded to All Cllrs
3	12/10/2014	CDC	All Parishes Agenda - 21 October 2014.	Forwarded to All Cllrs - seeking rep / DI & PO confirmed
4	12/10/2014	WSCC	Town and Parish Councils; how would you like to be updated?	Forwarded to All Cllrs
5	15/10/2014	SDNP A	Secrets of the High Woods project	Forwarded to All Cllrs
6	15/10/2014	Sussex Police	Crackdown data	Forwarded to All Cllrs
7	18/10/2014	SDNP A	Dark Skies Project	Let of support sent following agreement from Cllrs by e-mail
8	18/10/2014	WSCC	Access to the countryside: Want to play a part?	Forwarded to All Cllrs
9	20/10/2014	CDC	Draft Planning Obligations & Affordable Housing Supplementary Planning Document	Forwarded to All Cllrs
1 0	23/10/2014	CDC	New website - 'live'	Forwarded to All Cllrs
1 1	30/10/2014	WSCC	Riparian Ditches Campaign	Forwarded to All Cllrs
1 2	30/10/2014	RSPB	Woodlands for Water - free event for farmers / land managers.	Forwarded to All Cllrs
1 3	01/11/2014	WSCC	Preparing for winter - article	Forwarded to All Cllrs
1	01/11/2014	SDNP	SDNPA - West Sussex Parish	Forwarded to All Cllrs



4		A	Meeting 23/10/2014	
1 5	03/11/2014	SW	Water Resources & Drought Strategy	Passed to Cllr O'Neill