

**COCKING PARISH COUNCIL**

**MINUTES OF A MEETING OF THE COUNCIL**

**7 NOVEMBER 2016 AT 6.30PM**

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

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

**IN ATTENDANCE:** G Burt, Clerk to the Council  
District Cllr Brown  
County Cllr Mrs 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.

Cllrs Keefe and Miss Russell declared interests as members of the Village Hall Committee.

**3. Minutes**

The minutes of the meeting of the 3 October 2016, 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**

County Cllr Brown reported that WSCC was asking all Parishes *to do their bit* in ensuring, where possible, they cleared any gullies and guttering in their charge, to reduce drains becoming blocked with leaves etc. He was supporting a Village Hall Improvement Grant application to WSCC. WSCC had £5 million over the next two years to spend on Footway improvements and was seeking suggestions of possible schemes. The new rail at Bumblekyte looked very good.

**7. CDC Report**

District Cllr Mrs Neville reported that from 2017-18, there would be no Council Tax Relief on buildings being renovated. Tenders were being invited for The Grange site. A plan to share services with Horsham and Arun DCs was on hold.

Off street car parking fees would be frozen until 2108, excluding Season Tickets. Pay by phone was being introduced. Evening car parking fees were being introduced to North St and New Park car parks in Chichester.

**8. Planning Applications**

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

## 9. Parish Matters

### a. Playground

Cllr Burgess had reviewed the Annual Inspection and no major areas of concern had been identified.

### b. Newsletter

Cllr Imlach had hand-delivered the latest edition.

### c. Events

Members commented positively on the recent Firework evening, in particular Cllr Keefe's efforts. Several other village events were planned in the run up to Christmas.

### d. Village Hall

Several grant applications were being prepared seeking funds towards the extension, all with the support of the Parish Council. The Council had been successful in securing NHB funds towards the scheme, and it was RESOLVED that the Terms and Conditions be accepted. The Hall was continuing to prove popular and was covering its running costs.

### e. Highways

The Chairman was due to inspect Village Gateway features at Easebourne.

### f. Bumblekyte

The area was looking very nice, and plans for a sponsored hand-carved seat were in hand; Cowdray Estate had granted a rent-free licence.

### g. Bus Shelters

A window was broken, requiring repair.

### h. SDW Facilities

Nothing new to report.

### i. Footpaths

Residents were to be reminded of their duty to prevent hedges etc from encroaching onto footways and footpaths. Cllr Marks advised that any hedges for which he was privately responsible would be cut by 1<sup>st</sup> March 2017. Members commented on the need to improve the unofficial footpath from The Croft to the Village Hall.

### j. Cycleways

Nothing new to report.

### k. Village First Aid

Nothing new to report.

### l. Website

Some Councillors had yet to submit their profiles.

### m. The Croft

The grass was looking tidier. Cllr Imlach would raise some issues directly with The Hyde Group.

### n. Village Welfare

Cllr Imlach was due to talk to the Village Luncheon Club and would be asking AiRS what assistance they could offer. This would in part be covered by the Winter Management Plan, being drafted.

**o. Winter Management Plan**

The Chairman was drafting this document and had been particularly impressed with Duncton and Singleton's Plans.

**p. Allotment Land Reinstatement**

Cllr Marks had rolled this area, and mowing and footfall would level it further.

**q. Farnborough Flight Path**

Cllr Imlach reported on a meeting he and Cllr O'Neill had attended. Members did not feel that the Parish Council should make any representation.

**10. Finance**

**a. Payments** between 4th October and 7<sup>th</sup> November 2016, 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 £15, 665.29 as at 14 October 2016, was noted. In accordance with good practice, Cllr Keefe viewed Bank Statement No 31 and initialled the corresponding balance.

**c. Members received and noted a budget update**, Appendix D. Cllr Imlach would seek a price to source road planings for the Village Hall Car Park.

**11. Correspondence**

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

The Clerk was asked to obtain a map showing the existing Cocking SPB, to compare to the draft circulated by the SDNPA.

**12. Any Other Matters for Information**

The Clerk had circulated a Draft Meeting Schedule for 2017 – **AGREED.**

**13. Date of Next Meeting**

**Monday 5 Deceember 2016 6.30pm**

*The meeting closed at 7.50pm*

Chairman:

Date:

**APPENDIX A**

**COMMENTS ON PLANNING APPLICATIONS**

SDNP/16/04526/TEL	Telecommuncations Mast Land South West of Cocking Chalk Pit Hillbarn Lane Cocking West Sussex	Installation of 2no. antennas and ancillary works.	NO OBJECTION
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**APPENDIX B**

<b>FINANCIAL REPORT 7 NOVEMBER 2016</b>						
<b>PAYMENTS: 4 OCTOBER - 7 NOVEMBER 2016</b>						
<b>DATE</b>	<b>PAYEE</b>	<b>CHEQUE NO</b>	<b>DESCRIPTION</b>	<b>GROSS</b>	<b>VAT</b>	<b>NET</b>
07/11/2016	G Burt	666	Clerk's Net salary for Oct	£197.38		£197.38
07/11/2016	HMRC	667	Clerk's Tax - Oct	£49.40		£49.40
07/11/2016	Chi Payroll Services	668	Payroll Admin - Oct	£10.00		£10.00
07/11/2016	KerryType Ltd	669	Newsletter Printing	£196.30		£196.30
07/11/2016	SSALC	670	Clerk's Networking Day %	£19.50	£3.25	£16.25
07/11/2016	Cocking Village Ha	671	Cont to Firework Event	£650.00		£650.00
07/11/2016	David Imlach	672	Reimb for Cycling Conference	£20.00		£20.00
				<b>£1,142.58</b>	<b>£3.25</b>	<b>£1,139.33</b>

<b>BANK RECONCILIATION</b>				
<b>AS AT 14 OCTOBER 2016</b>				
<b>PRESENTED TO COUNCIL ON 7 NOVEMBER 2016</b>				
<b>RECEIPTS &amp; PAYMENTS</b>				
Balance brought forward as at 31/03/2016		£5,773.11		
Add Total Receipts		17,013.92		
Less Total Payments		(7,181.14)		
<b>TOTAL</b>		<b>£15,605.89</b>	◀	
<b>BANK</b>				
Lloyds Treasurers A/C (14/10/2016)		15,665.29		
<b>Less unpresented cheques</b>				
662	£10.00			
663	£49.40			
		-59.40		
<b>Plus uncleared deposits</b>				
<b>TOTAL</b>		<b>15,605.89</b>	◀	

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COCKING PARISH COUNCIL 2016-17				
	Original Budget	Actual as @ 07/11/2016	2017-18 DRAFT	2018-19 DRAFT
Balances b/f at 1 April	5,773.11	5,773.11	8,400.00	10,500.00
<b>Receipts</b>				
Precept	13,000.00	13,000.00	13,000.00	13,000.00
Council Tax Reduction Grant	459.17	459.17	400	350
Grants received		250.00		
VAT refund	1,500.00	3,248.75	1,500.00	1,500.00
Other		56.50		
<b>Total Receipts</b>	<b>20,732.28</b>	<b>22,787.53</b>	<b>23,300.00</b>	<b>25,350.00</b>
<b>Payments</b>				
<b>ADMINISTRATION</b>				
Gen Admin/office	300	1,450.06	300	300
Employment costs	3000	1,970.34	3100	3200
Clerks Expenses	400	390.02	400	400
PC Insurance	1030	1,071.63	1030	1030
Meeting room hire & APM	110	75.58	110	110
Audit fees	250	150.00	250	250
Chairman's Allowance	40		40	40
Members Travel				
Training	100	107.50	100	100
Advertising				
New sletter	460	364.00	500	550.00
<b>VILLAGE HALL</b>				
Insurance	190.00	191.63	200	200.00
Other	700.00	65.83	700	700.00
Ground Rent	263.6	287.32	263.6	263.6
<b>SPORTS FIELD</b>				
Ground Rent	150	172.33	150	150
Allotments	50		50	50
Grass cutting	1,200.00	40.00	1200	1200
Other Grass Cutting verges				
<b>WAR MEMORIAL</b>				
Maintenance	50		50	50
Hist Column	20		20	20
<b>EVENTS</b>				
Fireworks	650	650.00	650	650
Other		124.30		
<b>SUBSCRIPTIONS</b>				
AIRS	50.00		50.00	50.00
SLCC	24.00	21.95	24.00	24.00
SALC	108.00	123.49	108.00	108.00
<b>GRANTS</b>	400	50.00	400	400.00
<b>PLAY AREA</b>				
Maintenance	650	120.55	500	500
Grass Cutting	1100		1100	1100
Inspections	80	73.50	80	80
Litter bin	80	65.52	80	80
Bus Shelters/Noticeboards/benches	300	212.01	300	300
Footpath maint.	200	81.00	200	200
VAT	1,500.00	465.16	1500	1500
<b>Total payments</b>	<b>13,455.60</b>	<b>8,323.72</b>	<b>13,455.60</b>	<b>13,605.60</b>
Transfer to following year	<b>7,276.68</b>	<b>14,463.81</b>	<b>9,844.40</b>	<b>11,744.40</b>

<b>NOTABLE CORRESPONDENCE TO 6 NOVEMBER 2016</b>			
<b>Date</b>	<b>From</b>	<b>Subject</b>	<b>Action: Copied to all Cllrs unless otherwise stated</b>
05/10/2016	WSCC	Invitation to West Sussex Life 2017-19 Launch Event: 31st October 2016	
12/10/2016		Wednesday 19 October: West Sussex Superfast Broadband Connection Vouchers	
12/10/2016	Came & Company	Council Matters Autumn 2016 - Came & Company Local Council Insurance Brokers	
24/10/2016	SSALC	Meeting with the Sussex Chief Constable	
31/10/2016	CDC	North West and North East Community Forum - next meeting	
31/10/2016	SDNPA	Local List Review - invite to Parish Councils	
06/11/2016	CDC	Planning Enforcement Complaints	
06/11/2016	SDNPA	10 November Planning Committee meeting papers	
06/11/2016	SDNPA	Settlement map showing proposed land allocations and designations	