

**COCKING PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE COUNCIL**

**7 JANUARY 2019 AT 6.30PM**

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

**PRESENT:** Cllrs Imlach (Chairman), Burgess, Craig, Mrs Jackson, Marks and Miss Russell.

**IN ATTENDANCE:** G Burt, Clerk to the Council

**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.

**3. Questions from Visitors**

None

**4. County & District Councillor Reports**

County Cllr D Bradford District and Cllr Mrs C Neville and had both tendered apologies, the latter adding:

*The most important thing is to try to get as many people to the Midhurst society meeting on Thursday night. We need to make CDC aware that people do care what happens to Midhurst. SDNPA will have officers there and they need to see decent attendance.*

*Please send my congratulations re the imminent purchase of the Bluebell.*

*I have been corresponding with David re speeding issues through many rural villages. We need to get all together and ask Katy Bourne to attend.*

*Nothing much at CDC at the moment.*

*Talks on A27, Southern Gateway etc.*

*Severe Pollution in Rumbolds Hill, but what to do?*

*I am trying to arrange a meeting with Gillian Keegan. She comes to local pubs to meet residents and hear their concerns. Only one to reply so far is The Three Moles in Selham. Maybe we should book one well in advance for The Bluebell.*

**5. Minutes**

The minutes of the meetings of the 3 December 2018, previously circulated were agreed as a correct record and signed by the Chairman.

**6. Matters Arising from the Minutes**

None

**7. Planning**

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

Ref. No	Address	Details	
SDNP/18/063 05/TCA	Highlands Bell Lane Cocking Midhurst West Sussex GU29 0HU	Notification of intention to prune 6 no. lower branches on 1 no. beech tree.	<b>NO OBJECTION</b>

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

Cllr Miss F Russell, the Council’s representative reported that: the current owners had agreed to sell the property to a Community Benefit Society (CBS), but would undertake some important renovations prior to selling. A deposit had been paid. The next Project Group meeting was on 18<sup>th</sup> January. It was hoped that the facility would appeal to a wide area. NOTED.

**9. Annual/Parish Meeting of Electors 2019 – to consider date and speaker etc.**

It was agreed that the Clerk would invite The Wey & Arun Canal Trust on a date when the hall was available.

**10. Highways**

**a. Village Gateways**

The Council had invited via the last Newsletter, comments from residents on the suggestion of Village Gateway Features. A summary of the 12 comments had been previously circulated to all Cllrs. There had been near unanimous support and a list of names gathered at the Post Office had also indicated a majority in favour. The Chairman and Cllr Mrs Jackson would look at some possible designs and report back accordingly.

**b. Other Traffic Calming**

The Chairman suggested that rather the village reinvent the wheel, a common approach working with other local parishes who had similar problems, was the best way forward.

**c. Footways and Footpaths**

The verge alongside the Croft to Heyshott turn footway, east side, had been cut back by the Council’s own contractor. Verges around History Column had also been tidied. Hedging to the rear of the Old Malt House and around the History Column needed a good trim.

**d. Cycleway**

The possibility of a *Velo South 2019* being held remained a concern.

**11. Parish Matters**

**a. Playground**

Grass encroaching on the footway fronting the play area had been cut back. A quote to control moles (and also at the Recreation Field) was awaited.

**b. Newsletter**

As agreed, a local Scout would feature on the next edition; parental consent had been given.

**c. Events**

Nothing to report.

**d. Village Hall**

A faulty light was due to be repaired. The Chairman had bought timber preservative in a sale, in readiness for this year's annual paint. Cowdray would be chased to do work on the Willow Tree.

e. **Neighbourhood Watch**

New signs had been erected.

f. **Street Furniture**

Thicker acrylic was due to be fitted in broken bus shelter windows.

**12. Finance**

- a. Payments from 4 December 2018 – 7 January 2019, totalling £452.56 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 L Burgess initialled the corresponding entry on statement number 57.
- c. To resolve the Budget for 2019-20  
A Budget Update for 2018-19 was received and Draft Budget for 2019-20 considered. Members were mindful of the support for Village Gateway features and felt it would be better to pay for them from existing reserves and then, if needed, raise the precept the following year when the exact cost would have been established. Whilst a budget line was included for elections, it was unusual for these to be contested, so this may not be required. **RESOLVED** a revenue budget of £21,662.32 (net of VAT) for the year 2019-20, Appendix C.
- d. To resolve the Precept for 2019-20  
**RESOLVED** that a precept of £13,420 be levied upon Chichester District Council for the year 2019-20. (Whilst the Council would be collecting £420 more, the amount collected per Band D property would remain the same at £61.03. This was due to a rise in the Council Tax Base i.e. the amount required by the Council was spread over more properties.)
- e. The Council had previously resolved that all Cllrs be bank signatories, unless they declined. The Clerk pointed out that only 4 of the current 7 Cllrs were signatories. Cllrs Mrs J Jackson and Miss F Russell kindly offered to become signatories – Clerk to arrange accordingly.

**13. Information Technology**

The new Council e-mail (for the Clerk) was in use.

**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 intimated that they would prefer to see the *Silent Soldier* not left in situ permanently, as it would lose its impact.
- b. A Cllr spoke of the need to encourage residents to put themselves forward for election in May and also to serve on other village organisations.
- c. A Cllr suggested having a community litter pick, although apparently when held previously numbers dwindled and it was the *usual faces*. It would be explored – CDC could lend kit.

**16. Date of Next Meeting**

**Monday 4 February 2019 6.30pm**

*The meeting closed at 7.40pm*

Chairman:

Date:

**APPENDIX A**

<b>PAYMENTS: - 4 DEC 2018 - 7 JAN 2019</b>						
<b>DATE</b>	<b>PAYEE</b>	<b>CHEQUE NO</b>	<b>DESCRIPTION</b>	<b>GROSS</b>	<b>VAT</b>	<b>NET</b>
07/01/2019	G Burt	802	Clerk's Net salary for Dec	£208.58		£208.58
07/01/2019	HMRC	803	Clerk's Tax - Dec	£52.20		£52.20
07/01/2019	Cocking Village Hall	804	Room Hire for 2018	£130.00		£130.00
07/01/2019	Aztec Computers	805	IT support - Dec	£44.92	£7.49	£37.43
07/01/2019	D Imlach	806	Notice board key	£8.00		£8.00
07/01/2019	D Imlach	806	Postage - various	£5.36		£5.36
07/01/2019	D Imlach	806	Xmas cards	£3.50		£3.50
				<b>£452.56</b>	<b>£7.49</b>	<b>£445.07</b>

**APPENDIX B**

<b>BANK RECONCILIATION</b>		
<b>AS @ 11 JANUARY 2019</b>		
<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		(12,946.85)
<b>TOTAL</b>		<b>£15,425.66</b>
<b>BANK</b>		
Lloyds Treasurers A/C (11/01/2019)		15,746.52
<b>Less unrepresented cheques</b>		
761	£51.00	
795	£20.88	
795	£5.00	
803	£52.20	
804	£130.00	
805	£44.92	
806	£8.00	
806	£5.36	
806	£3.50	
	£320.86	-320.86
<b>Plus unrepresented deposits</b>		0
<b>TOTAL</b>		<b>15,425.66</b>

**TALLY**

**APPENDIX C**

COCKING PARISH COUNCIL 2018-19					
	Budget	Actual as @ 03/12/2018	Y/E Forecast	2019-20 AGREED	2020-21 DRAFT
Balances b/f at 1 April	15,001.68	15,001.68	15,001.68	13,977.26	5,734.94
<b>Receipts</b>					
Precept	13,000.00	13,000.00	13,000.00	13,420.00	13,000.00
Grants received		370.83	370.83		
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>28,372.51</b>	<b>28,897.26</b>	<b>20,234.94</b>
<b>Payments</b>					
<b>ADMINISTRATION</b>					
Gen Admin/office	400.00	297.20	350.00	400.00	400.00
Website	250.00	229.19	250.00	250.00	250.00
IT		722.76	800.00	400.00	400.00
Employment costs	3,800.00	2,602.25	3,200.00	3,900.00	3,900.00
Clerks Expenses	500.00	367.52	450.00	500.00	500.00
PC Insurance	1,150.00	1,212.74	1,212.74	1,300.00	1,400.00
Meeting room hire & APM	125.00	130.00	130.00	130.00	130.00
Audit fees	350.00	355.00	355.00	355.00	355.00
Chairman's Allowance	40.00	5.00	20.00	40.00	40.00
Members Travel					
Training	250.00	125.00	200.00	250.00	250.00
New sletter	400.00	631.75	631.75	450.00	500.00
Elections				2,000.00	
<b>VILLAGE HALL</b>					
Insurance	220.00	218.00	218.00	240.00	260.00
Other	700.00	360.00	450.00	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		
<b>SPORTS FIELD</b>					
Ground Rent	200.00	200.00	200.00	200.00	200.00
Grass cutting	850.00	540.00	540.00	850.00	850.00
Other					
<b>WAR MEMORIAL</b>					
Maintenance	100.00		-	50.00	50.00
Hist Column	20.00		20.00	20.00	20.00
<b>EVENTS</b>					
Fireworks	650.00	770.83	770.83	650.00	650.00
Other / Cocking Week	200.00				
<b>SUBSCRIPTIONS</b>					
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
<b>GRANTS</b>	400.00	100.00	200.00	400.00	400.00
<b>PLAY AREA</b>					
Maintenance	500.00	457.60	500.00	500.00	500.00
Grass Cutting	1,100.00	1,000.00	1,000.00	1,100.00	1,100.00
Inspections	80.00	73.50	73.50	80.00	80.00
Litter bin emptying	120.00	68.12	68.12	125.00	130.00
<b>HIGHWAYS</b>					
Bus Shelters/Noticeboards/benches	300.00	32.89	300.00	300.00	300.00
Footpath maint.	1,000.00	205.00	205.00	1,000.00	1,000.00
Traffic Calming				5,000.00	
VAT	1,500.00	732.19	750.00	1,500.00	1,500.00
<b>Total payments</b>	<b>15,694.32</b>	<b>12,936.85</b>	<b>14,395.25</b>	<b>23,162.32</b>	<b>16,342.32</b>
Transfer to following year	<b>13,807.36</b>		<b>13,977.26</b>	<b>5,734.94</b>	<b>3,892.62</b>

**APPENDIX D**

COCKING PARISH COUNCIL			
NOTABLE CORRESPONDENCE TO 2 JANUARY 2019			
03/12/2018	SDNPA	Autumn 2018 National Park Authority Town and Parish Council workshops	
07/12/2018	CDC	Funding approved for next stage of council's Against Litter project	
07/12/2018	SDNPA	SDNPA Planning Committee - Agenda 13 December November 2018	
07/12/2018	CDC	Community Fourm survey	
13/12/2018	CDC	Residents in Chichester District are being urged to join the fight against food waste this Christmas	
10/12/2018	SSALC	SSALC Weekly Bulletin	
18/12/2018	CDC	Residents are being encouraged to recycle their Christmas trees	
22/12/2018	WSCC	The West Sussex County Council Budget Challenge	
22/12/2018	CDC	Highways England rejects new A27 options	
22/12/2018	WSCC	WSCC Public Rights of Way Inspection and Maintenance Schedule and Rights of Way	