

COCKING PARISH COUNCIL
MINUTES OF THE MEETING OF THE COUNCIL
6 JANUARY 2020, 6.30PM
VILLAGE HALL, BELL LANE, COCKING

PRESENT: Cllrs Miss F Russell (Chair), D Imlach, Mrs J Jackson, R Jenkins (from Minute 4), R Marks and D Summerfield.

IN ATTENDANCE: G Burt, Clerk to the Council
Dis Cllr G Mcara
3 Members of the public

1. Apologies

Apologies for absence were received from Cllr T Waite due to prior engagements. The apologies were noted and reasons given 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.

Mrs J Jackson and Miss F Russell declared interests as shareholders in the Bluebell Community Hub. Cllr Summerfield declared an interest as a member of the Village Hall Committee.

3. Questions from Visitors

A resident gave Cllrs an update on the issue of no high speed broadband to the north of the village. The response obtained from WSCC by the Parish Council had been helpful but had posed even more questions! For example, BT said that the area in question would be unviable, yet it was an area of relatively young families whose children used the internet heavily, plus many were also self-employed home-workers. Residents were collectively making representations, and it was agreed the Parish Council would write further.

4. WSCC Report

No report.

5. CDC Report

Cllr G Mcara reported: his apologies for the last meeting; the *Bersted Man* exhibition at the Novium Museum; that Dunfold House had hopefully been sold to become a Wedding Venue which would offer employment; help for businesses on cyber protection; that CDC's online Christmas promotion for the district had attracted over 700k hits; plans to provide electric vehicle charging pints in CDC car parks; grants available.

6. Minutes

The minutes of the meeting of the 2 December 2019, previously circulated were agreed as a correct record and signed by the Chairman, subject to the addition of the following to Minute 3: A resident reported that high-speed broadband was not available in the north of the village, despite being in the main road. The Clerk would seek clarification from WSCC who had funded it.

7. Matters Arising from the Minutes

Bell Lane TRO - still to be actioned.

Water leak in Mill Lane - a start date had been advised to residents.

No reply yet from Hyde-Martlet re. Oak tree at The Croft.

8. Planning

There were no planning applications to consider.

9. Bluebell Inn Community Project – to receive an update if available from the Council's representative.

Cllr Miss F Russell advised that the building was now open had been very popular and were seeking bar staff. Simultaneously the Post Office & Shop opposite had closed due to ill health. The Bluebell had asked both the PO and Cowdray (who own the freehold of the PO) what their plans were for the interim and future. The Bluebell had it in their business plan to host the PO but not in the short term or necessarily a shop. It was agreed that the Parish Council would press the PO to make interim provision in the village. In the meantime, the Council would host a public meeting to ascertain what level of support there was for the continuance of a shop in the village, in order to help other stakeholders hone their own plans.

10. Highways

a. Village Gateways – to receive an update.

The licence had been received. The gates could now be ordered and the Clerk would chase the quote to install.

b. Footpaths and Footways

A footpath sign needed moving. Cllr Jenkins would take a photo of the sign and send to the Clerk who would contact WSCC ROW.

c. Cycleways

Nothing to report.

11. Parish Matters

a. Playground

Nothing to report.

b. Newsletter

The Chairman reported that it had been suggested that the three organisations currently delivering newsletters to all households: Council, Church and Bluebell, combine resources into just one publication. It was agreed that the Chairman continue to liaise and report back accordingly.

c. Village Hall

It was reported that the Clock was not working and may need replacing.

d. Village Hall Car Park

It was agreed that given that the Council owned the car park, it would place any orders for the work; however, it would appreciate any assistance that the Village Hall Committee could give by way of raising the funds via grants etc.

e. Bus Shelter

A resident reported that the shelter opposite The Croft had been heavily vandalised over Christmas; Cllr D Imlach would arrange any repairs; Cllr R Marks would look at drainage issues nearby.

12. Finance

a. Payments from 3 December 2019 – 6 January 2020 totalling £768.45 as set out in Appendix A, were **RESOLVED** and any receipts noted.

b. A Bank Reconciliation to the 12 December 2019 was agreed, Appendix B. Cllr Mrs J Jackson initialled the corresponding entry on statement number 69.

- a. To resolve the Budget for 2020-21
A Budget Update for 2019-20 was received and Draft Budget for 2020-21 considered. **RESOLVED** a revenue budget of £17,117.12 (net of VAT) for the year 2020-21, Appendix C.
- b. To resolve the Precept for 2020-21
RESOLVED that a precept of £13,567 be levied upon Chichester District Council for the year 2020-21. (Whilst the Council would be collecting £147 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.

13. Forward Strategy / Cocking Voice

Members approved the suggested artwork. The Chairman would liaise with Cllr T Waite on printing and delivery.

14. Crest

No progress.

15. Correspondence

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

16. Any Other Matters for Information

Cllr D Summerfield requested an *action column* be added to the minutes. The Clerk agreed to do this.
Defibrillator and Broadband would be placed on the February agenda.

17. Date of Next Meeting

Monday 3 February 2020 6.30pm

The meeting closed at 7.50pm

Chairman:

Date:

APPENDIX A

PAYMENTS: - 2 DECEMBER 2019 - 6 JANUARY 2020						
DATE	PAYEE	CHEQUE NO	DESCRIPTION	GROSS	VAT	NET
06/01/2020	Littlefield Lawnca	539	Bank Clearance and bulb planting	£500.00		£500.00
06/01/2020	G Burt	540	Clerk's Net salary for Dec	£214.65		£214.65
06/01/2020	HMRC	841	Clerk's Tax - Dec	£53.80		£53.80
				£768.45		£768.45

APPENDIX B

BANK RECONCILIATION				
AS @ 12 DECEMBER 2019				
RECEIPTS & PAYMENTS				
Balance brought forward as at 01/04/2019		£14,004.86		
Add Total Receipts		13,686.67		
Less Total Payments		(12,739.51)		
TOTAL		£14,952.02	◀	
BANK				
Lloyds Treasurers A/C (12/12/2019)		15,002.02		
Less unrepresented cheques				
537	-50.00	-£50.00		
Plus unrepresented deposits				
		0		
TOTAL		14,952.02	◀	

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APPENDIX C

COCKING PARISH COUNCIL 2019-20				2020-21
	Budget	Actual as @ 02/12/2019	Y/E Forecast	DRAFT
Balances b/f at 1 April	13,977.26	14,004.86	14,004.86	8,504.06
Receipts				
Precept	13,420.00	13,420.00	13,420.00	13,567.00
Grants received		266.67	266.67	
VAT refund	1,500.00		1,000.00	1,500.00
Other				
Total Receipts	28,897.26	27,691.53	28,691.53	23,571.06
Payments				
<i>ADMINISTRATION</i>				
Gen Admin/office	400.00	335.50	400.00	400.00
Website	250.00	550.19	600.00	600.00
IT	400.00	374.87	500.00	500.00
Employment costs	3,900.00	2,408.38	3,900.00	3,978.00
Clerks Expenses	500.00	432.00	500.00	500.00
PC Insurance	1,300.00	1,198.80	1,198.80	1,198.80
Meeting room hire & APM	130.00	150.00	130.00	150.00
Audit fees	355.00	325.00	325.00	325.00
Chairman's Allowance	40.00	0.00	40.00	40.00
Members Travel		0.00	-	
Training	250.00	160.00	250.00	250.00
Newsletter	450.00	478.47	500.00	500.00
Elections	2,000.00	168.00	168.00	-
<i>VILLAGE HALL</i>				
Insurance	240.00	218.00	218.00	218.00
Other	700.00	400.00	700.00	700.00
Ground Rent	287.32	287.32	287.23	287.32
Car Park imp.				500.00
<i>SPORTS FIELD</i>				
Ground Rent	200.00	200.00	200.00	200.00
Grass cutting	850.00	1,299.97	1,500.00	1,500.00
Other				
<i>WAR MEMORIAL</i>				
Maintenance	50.00	0.00	50.00	50.00
Hist Column	20.00	0.00	20.00	20.00
<i>EVENTS</i>				
Fireworks	650.00	916.67	916.67	650.00
<i>SUBSCRIPTIONS</i>				
AIRS	50.00	50.00	50.00	50.00
SSALC	135.00	133.27	133.27	140.00
GRANTS	400.00	225.00	400.00	400.00
<i>PLAY AREA</i>				
Maintenance	500.00	909.66	1,000.00	1,000.00
Grass Cutting	1,100.00	-	1,100.00	1,100.00
Inspections	80.00	75.50	75.50	80.00
Litter bin emptying	125.00	70.72	125.00	130.00
<i>HIGHWAYS</i>				
Bus Shelters/Noticeboards/b	300.00	152.88	300.00	300.00
Footpath maint.	1,000.00	215.00	250.00	1,000.00
Traffic Calming	5,000.00	0.00	2,500.00	
Other grass -cutting		276.95	350.00	350.00
VAT	1,500.00	606.84	1,500.00	
Total payments	23,162.32	12,618.99	20,187.47	17,117.12
Transfer to following year	5,734.94		8,504.06	6,453.94