

**Ordinary Meeting of West Dean Parish Council**  
**Wednesday 26 June 2019 at 7:00pm in King George’s Hall, West Dean**

Present: Harry Urquhart (HU) – Chair, Jane Higgins (JH), Bill Seabrooke (BS), Christine Warry (CW), Sarah Hurst (SH), and Astrid Lynn (AL)

Others present: Melanie Camilleri (MC) – Clerk, and two members of the public.

**55/19 Apologies for Absence:** Mike Marx

**56/19 Open Forum**

**57/19 Declarations of interest:** AL indicated that as a planning officer of TVBC, she’d be unable to comment on the Planning Application under 63/19

**58/19 Minutes** of the Ordinary Parish Council Meeting held on Wednesday 8 May 2019 were agreed by all and signed by HU. Matters arising:-  
 Hog Roast: children under 12 are FREE

**59/19 WCC update:** No update as Cllr Devine didn’t attend

**60/19 Allocation of Councillor Responsibilities**

- i) Parish Council duties allocation agreed as follows:-
  - a. JH: Rec Grd/Playground, Finance
  - b. HU/AL: Planning
  - c. Pat Hargraves (via HU): War Memorial
  - d. CW: Lengthsman (Parish Steward), Highways, Footpaths, general village maintenance
  - e. HU: Area Board
  - f. SH: website
  - g. Andy F (via BS): Five Rivers Group
  - h. All: rota to attend WT PC Meetings

**61/19 Internal Audit 2018/19: findings and signature of AGAR: Led by MC**

- i) Annual Internal Audit  
 John Murray carried out audit on 25 June. Annual Internal Audit Report 2018/19 (Page 4 of AGAR) completed – all agreed. Points arising for PC attention:-

Subject	Attention required	Parish Council agreed action
Recruitment Policy	None in place	MC to put together for approval at next PC meeting
Workplace Pensions	Establish if we are registered with Pensions Regulator	MC to investigate and report back at next PC meeting
Risk Assessment	Must have one in place. MC couldn’t trace from papers handed-over	JG to contact person who carried out risk assessment for Village Fete with the view to them doing for Hog Roast and Village Playground  MC to carry out Financial Risk Assessment
Insurance	Recently auto renewed so MC checking if the WM and new Climbing wall are covered	MC to check policy and, if not covered, MC to arrange additional cover with insurer

Banking	2-step process not in place (1) raise payments, and (2) authorise payment by two signatories	New Lloyds bank mandate received for completion  Cheque book requested so that two signatures can authorise payments until online 2-step process in place
---------	--	---

- Approved and signed by HUD (Chairman) and MC (RFO): Certificate of Exemption (AGAR 2018/19 Part 2), Annual Governance Statement 2018/19 (Section 1), Accounting Statements 2018/19 (Section 2), and End of year accounts (Financial Statements year end 31 March 2019).
- MC will publish the approved accounts on the Parish Council website for public inspection, as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities.
- MC will also return Certificate of Exemption to the external auditor PKF Littlejohn (address 1, Westferry Circus, Canary Wharf, London, E14 4HD)

62/19

**Website**

- i) Name of the website, ICT Extra Hands Platinum Package renewal due 1 July 2019, and Website hosting.

These points were discussed collectively. It was agreed that we'd not renew the Extra Hands Platinum Package with ICT, and SH will take-over updating the website, as required. This, however, is dependent upon establishing ownership of the domain name, as ICT appear to have taken on the domain in 2016 when they asked the Clerk at that time to make changes with the domain holder GoDaddy. ICT requested this so that they could allocate a web domain related email address to the Clerk. Email address was never allocated, and it's apparent from correspondence that the Clerk didn't know the implications of making the change.

Action: MC to contact ICT to establish situation.

63/19

**Planning**

- i) **19/00876/FULLS**

Site: Glebe Farm, Rectory Hill, West Dean, SP5 1JL

Proposal: Erection of dwelling and garage with annex, following the removal of existing agricultural buildings

Application made to TVBC so comes under West Tytherley, Frenchmoor & Buckholt Parish Council. They will take the lead on the response, and HU will attend their PC Meeting when it will be discussed, so as to take a co-ordinated approach in its response to TVBC

- ii) **NDP update: delivered by Alan Bannister (AB)**

End of 6 weeks consultation. Good responses from both West Dean and West Tytherley. Significant comments back from HCC, TVBC, WCC. Reminder still opportunity to have your say - complete page 2/3 (pull out from the Plan) and return to AB during July, whilst he is collating all comments

64/19

**Village Matters**

- i) West Dean Fun Bus: sadly no longer viable given decline in use
- ii) Report on the water voles: CW provided an informative Water Vole Survey Report. A copy has been sent to Andy F of the Five Rivers Group. CW will also send a copy to AB for NDP purposes

- iii) Report on Village Spring Clean Day: despite not being supported by WCC this year (due to NoVo chock matter), it was a success. Thanks to all volunteers who got involved, to Simon P for using his tractor to scrape-up weeds, to MM who kindly disposed of the black bags of litter collected, and to JG for planting
- iv) Parking on Rec Grd - team service at St Mary's on Sunday 30th June. Approved.

#### 65/19 Finance and Cheques

Lloyds Bank - new mandate signed removing signatories (who are no longer with the Parish Council) and adding JH, BS, and MC as additional signatories to HU and CW.

#### Bank balances

Treasurers Account (as at 26 June 2019): £1,703.92

Savings Account (as at 26 June 2019): £15,354.87

#### Main Account

Payee	Detail	Amount £	Method
WALC	Annual subscription for WALC/NALC	104.30	BACS 10/6
Community First Trading Ltd	Annual Insurance	593.35	BACS 10/6
M Camilleri	Clerk Salary May	277.29	Standing Order
M Camilleri	Clerk Salary June	277.29	Standing Order
M Camilleri	Clerk Salary (April – June for pay-point increase)	17.34	BACS 10/6
West Tytherley PC	NDP contribution (from Precept)	£1,000.00	
Sarah Goddard	Refreshments for Annual Parish Council Meeting (£56.04) plus printing (£1.27)	57.31	000649
Pat Seabrooke	Refreshments for Spring Clean	15.15	000650
John Murray	Internal audit	135.00	000676
Jane Gimpel	Plants	28.87	000677
Total debit		<b>£2,505.90</b>	

Receipts	Detail	Amount £	Deposit Ref.
None			
Total credit		<b>£0.00</b>	

#### 66/19 Correspondence and AOB

- Requested Treeworks close to powerlines. Form received from SSE detailing which Trees on Rec Grd and seeking authority from PC to reduce, for safety reasons. Handed to AL to action.
- With regret, MC delivered notice to resign as Clerk and RFO. She will support the PC until such time a new Clerk & RFO can be sourced, and will carry out a hand-over. MC indicated that she will continue to support the Councillor's efforts to recruit a replacement, and will conduct a hand-over to the new Clerk. The Councillors expressed their thanks to MC for all her efforts in the role as Clerk and RFO.
- For next agenda:-
  - AL to deliver powerpoint presentation on planning
  - Quotes for replacement shed
  - 2<sup>nd</sup> defib in the village offered for free (to be located the other side of the railway tracks)

**c67/19** The date of the next **West Dean Parish Council** meeting will be held on **Wednesday 4 September 2019 at 7:00pm in the King George's Hall, West Dean**

Being no further business, HU closed the meeting at 9:30pm

**DRAFT MINUTES TO BE SIGNED AT THE NEXT MEETING OF THE PARISH**