

PAGHAM PARISH COUNCIL

Tel: 01243-266424

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14th September 2017

Date and time of meeting: Tuesday 19th September 2017 at 7.30pm

Venue: Committee Room at Pagham Village Hall, Pagham Road, Pagham PO21 4NJ

Members of the Parish Council: Ms L Allard, Mr P Atkins, Mr J Carr, Mr M Cole, Mr P Hailey, Mrs D Hall, Mr P Higson, Mr D Huntley, Mr B James, Mr R Radmall, Mrs D Salter

Members are hereby summoned to attend a MEETING of PAGHAM PARISH COUNCIL to transact the business detailed below:-

Members of the Public and Press are welcome and encouraged to attend

Agenda.

1. **Apologies from Members.**
2. **Declarations of Interest and Dispensation Requests**
 1. To receive declarations of interest from councillors on items on the agenda
 2. To receive written requests for dispensations for disclosable pecuniary interests (if any)
 3. To grant any requests for dispensation as appropriate
3. **Public Session (*this will be limited to 10 minutes*)**
4. **To receive and approve the minutes of the Council meetings held 8th August 2017 (*previously issued*)**
5. **To consider an application for a Casual Vacancy (*applicant information previously circulated*)**
6. **Matters arising from the previous Minutes (*this is for information sharing purposes only*)**
7. **Receive Reports:**
 - 7.1.Chairman's Report
 - 7.2.Clerk's Report
 - 7.3.District Council report
 - 7.4.County Council Report
 - 7.5.Representatives for Outside Bodies
8. **Flooding & Coastal Erosion – *Consider any matters arising***
9. **Committee Minutes & Reports – to note the minutes & action any recommendations**
 - 9.1.Planning meetings held on 27th June, 11th July and 25th July 2017
 - 9.2.Highways & Amenities meeting held on 11th July 2017
 - 9.3.Finance meeting held on 25th June 2017
- 10.**Finance**
 - 10.1.Receive accounts for the period ending 30th June 2017 (*previously issued*)
 - 10.2.Orders for payment for authorisation (*previously received*)
 - 10.3.Adoption of Standing Orders January 2016 and Financial Regulations July 2017 (*previously circulated*)
11. **Power of General Competence**
 - 11.1.To consider adopting the Power of General Competence (*briefing paper previously circulated*)
- 12.**To note the date of the next meeting**

Signed: *Nicola Jones*
Nicola Jones – Clerk to the Council

Voucher	Cheque	Date	Gross £	VAT	H & A Meeting Net £	Finance Meeting Payee	Council Meeting Details
001/17	201573	3/31/17	£ 56.00		£ 56.00	PVHT	
002/17	201571	3/31/17	£ 113.90	£ 6.37	£ 127.53	SSE	
003/17	201570	3/27/17	£ 2,640.00	£ 440.00	£ 2,200.00	2020 Consultancy - Adam Bunce	
004/17	201572	3/31/17	£ 1,350.00		£ 1,350.00	Petra Billings Woodland Consultancy	
005/17	DD010417	3/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges
006/17	DD030417	3/16/17	£ 2.50	£ -	£ 2.50	Barclays Bank Plc	Bank charges
007/17	DD200417	3/29/17	£ 1,178.72	£ -	£ 1,178.72	ADC	Payroll
008/17	201574	3/10/17	£ 260.00	£ -	£ 260.00	BA Small	Play areas/bus shelters/bins
009/17	201575	3/31/17	£ 310.00	£ -	£ 310.00	Local Lawns	Grass cutting
010/17	201576	4/1/17	£ 1,834.59	£ -	£ 1,834.59	WSALC	SALC/NALC fees
011/17	201577	4/24/17	£ 50.00	£ -	£ 50.00	Sussex Steel	PoP deposit
012/17	201578	4/12/17	£ 240.00	£ -	£ 240.00	D Chaffe	Website Process2
013/17	DD210417	4/21/17	£ 6,017.11	£ -	£ 6,017.11	PWLB	Loan repayment
014/17	DD120517	4/28/17	£ 1,178.72	£ -	£ 1,178.72	ADC Payroll	Salary
015/17	DD100517	4/21/17	£ 2.50	£ -	£ 2.50	Barclays Bank Plc	Bank charges
016/17	DD020517	5/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges
017/17	201579	4/30/17	£ 500.00	£ -	£ 500.00	Local Lawns	Grass cutting
018/17	201580	4/30/17	£ 45.00	£ -	£ 45.00	PVHT	Room hire
019/17	201581	4/30/17	£ 360.00	£ 60.00	£ 300.00	RS Hall & Co	Internal audit fee
020/17	201582	4/21/17	£ 75.00	£ -	£ 75.00	Petra Billings Woodland Consultancy	Letter
021/17	201583	5/24/17	£ 360.00	£ -	£ 360.00	Lindsay Frost Consulting Ltd	Letter re calling in application
022/17	201584	6/11/17	£ 139.20	£ 23.20	£ 116.00	RBS Software	RIALTUS support contract
023/17	201585	5/26/17	£ 1,998.00	£ 333.00	£ 1,665.00	SA Smart	Bench maintenance/repairs/gate latches
024/17	DD060617	5/18/17	£ 2.50	£ -	£ 2.50	Barclays Bank	Bank charges
025/17	DD010617	5/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges
026/17	DD120617	5/31/17	£ 1,178.72	£ -	£ 1,178.72	ADC	Salary
027/17	201586	5/31/17	£ 585.00	£ -	£ 585.00	Local Lawns	Grass Cutting
028/17	201587	5/31/17	£ 82.00	£ -	£ 82.00	PVHT	Room hire
029/17	201588	5/31/17	£ 585.00	£ -	£ 585.00	BA Small	Bus shelter/bins/play areas
030/17	201589	6/1/17	£ 162.00	£ 27.00	£ 135.00	WSSCC	JWAAC H&T committee administration contribution
031/17	201590	6/20/17	£ 205.80	£ 34.30	£ 171.50	Playsafety Ltd	RoSPA report
032/17	201591	6/13/17	£ 113.50	£ 9.58	£ 103.92	Viking	Stationery
039/17	201596	7/11/17	£ 260.00	£ -	£ 260.00	BA Small	Bus shelters, play areas, bins
040/17	201597	7/5/17	£ 487.48	£ 81.25	£ 406.23	West Sussex County Council	Street light maintenance
041/17	201598	7/7/17	£ 108.00	£ 18.00	£ 90.00	SSALC Ltd	Training day costs
042/17	201599	7/9/17	£ 450.00	£ -	£ 450.00	My Trusted Handyman	Bus shelter repairs
043/17	201600	6/29/17	£ 132.60	£ 6.31	£ 126.29	SSE	Electricity Q1 2017-18
044/17	201601	7/11/17	£ 1,000.00	£ -	£ 1,000.00	Pagham Parochial Church Council	Church Roof appeal
045/17	DD210717	7/21/17	£ 1,234.10	£ -	£ 1,234.10	ADC Payroll	Salary
046/17	DD020717	6/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges
047/17	DD040817	7/19/17	£ 2.50	£ -	£ 2.50	Barclays Bank Plc	Bank charges
048/17	201602	5/9/17	£ 83.88	£ 13.98	£ 69.90	HCI Data Limited	domain name renewal
049/17	201603	7/18/17	£ 240.00	£ -	£ 240.00	D Chaffe	Website maintenance
050/17	201604	7/31/17	£ 1,250.00	£ -	£ 1,250.00	Local Lawns	Grass cutting and hedge cut Hall
051/17	201605	7/31/17	£ 63.75	£ -	£ 63.75	PVHT	Room hire
052/17	201606	5/1/17	£ 200.00	£ -	£ 200.00	Sussex Steel	Balance for PoP
053/17	201607	7/31/17	£ 63.78	£ -	£ 63.78	Cash	Top up petty cash account to £100

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
PAYMENTS MADE SINCE COUNCIL MEETING ON 25th July 2017							
045/17	DD210717	7/21/17	£ 1,234.10	£ -	£ 1,234.10	ADC Payroll	Salary
046/17	DD020717	6/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges
047/17	DD040817	7/19/17	£ 2.50	£ -	£ 2.50	Barclays Bank Plc	Bank charges
PAYMENTS TO BE CONSIDERED							
048/17	201602	5/9/17	£ 83.88	£ 13.98	£ 69.90	HCI Data Limited	domain name renewal
049/17	201603	7/18/17	£ 240.00	£ -	£ 240.00	D Chaffe	Website maintenance
050/17	201604	7/31/17	£ 1,250.00		£ 1,250.00	Local Lawns	Grass cutting and hedge cut Hall
051/17	201605	7/31/17	£ 63.75	£ -	£ 63.75	PVHT	Room hire
052/17	201606	5/1/17	£ 200.00		£ 200.00	Sussex Steel	Balance for PoP
053/17	201607	7/31/17	£ 63.78	£ -	£ 63.78	Cash	Top up petty cash account to £100
			£ -	£ -	£ -		
	Total		£ 3,191.41	£ 22.88	£ 3,168.53		

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
PAYMENTS MADE SINCE COUNCIL MEETING ON 11th April 2017							
013/17	DD210417	4/21/17	£ 6,017.11	£ -	£ 6,017.11	PWLB	Loan repayment
014/17	DD120517	4/28/17	£ 1,178.72	£ -	£ 1,178.72	ADC Payroll	Salary
015/17	DD100517	4/21/17	£ 2.50	£ -	£ 2.50	Barclays Bank Plc	Bank charges
016/17	DD020517	5/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges
PAYMENTS TO BE CONSIDERED							
017/17	201579	4/30/17	£ 500.00	£ -	£ 500.00	Local Lawns	Grass cutting
018/17	201580	4/30/17	£ 45.00	£ -	£ 45.00	PVHT	Room hire
019/17	201581	4/30/17	£ 360.00	£ 60.00	£ 300.00	RS Hall & Co	Internal audit fee
020/17	201582	4/21/17	£ 75.00	£ -	£ 75.00	Petra Billings Woodland Consultancy	Letter
			£ -	£ -	£ -		
Total			£ 8,231.73	£ 68.90	£ 8,162.83		

Job	Action	Progress	Responsibility	Target date	Complete
Village Hall					
RoSPA report - table tennis table	Chipped edge needs repair/paint	10/4/16 Repair 2/28/17 Repair attempted but did not work 5/30/17 RR to supply epoxy concrete 7/11/17 BJ making frame and fibreglass repair 11/07/17 RoSPA report jobs list to be prepared	RR and BJ BJ BJ BJ PA	12/20/16 31/03/17 30/06/17 22/08/17	
Hook Lane					
Paddock					
Highways/Footpaths					
The Parade	Improvement of communal areas by management company	10/4/16 Management company seeking quotes but progress unlikely before Spring 2017 28/02/17 DS will email. Reports of an injury received and will follow up More photos sent of trip hazard 30/05/17 Further deterioration reported. No Parish Council powers to intervene 11/07/17 Contact ADC and WSCC from a housing safety perspective	DS DS DS NJ	ongoing 31/03/17 22/08/17	
Signage	Produce tourist-friendly signage for attachment to PC assets	10/4/16 BJ to get quotes for production 11/15/16 Quotes obtained	BJ	11/15/16	11/15/16
	Further modifications required.	11/15/16 Emailable map required for artist	DS/NJ	1/17/17	
	Produce a leaflet version sponsored by local businesses	10/4/16 BJ to approach local businesses 11/15/16 LA to investigate alternative costs 2/28/17 Further feedback asked for - crossing over lagoon and access to beach should be shown. Amusements near beach and play area at village hall. Mention supermarket. Bus stops. Rose Green and Bognor Regis 28/02/17 LA to ask designer to update artwork 11/04/17 Mark footpaths with dotted lines 11/04/17 New Pagham crest to LA 30/05/17 BJ to get quote for new high res image 11/07/17 approach graphic designer for quotes	BJ LA LA DS DS BJ NJ	31/03/17	
Fingerpost					
Woodfield Road carpark		11/07/17 Brambles need cutting. Andy Local Lawns	PA		
Streetlights					
Bus Shelter/Noticeboards/Benches/Bins					
Bus shelters	Audit to check condition and get quotes for work	PA to undertake audit Wooden ones need attention - strimmer first to see extent of damage Written report back	PA PA PA	7/11/17 8/22/17	
Nyetimber stores noticeboard	Community noticeboard brackets need attention	11/15/16 RR to attempt to fix 2/28/17 Co-Op and Betting shop brackets	RR RR	8/22/17 8/22/17	
Channel View	Bench repairs to memorial bench	2/28/17 Repairs needed. 7/17/14 Difficult to repair. Dangling wood needs to be removed or bonded.	RR RR	22/08/17	
Bin - The Parade	repairs to door needed	10/4/16 Remove bin 11/15/16 Complaint received about bin 5/30/17 Revisit removal of bin with ADC	RR	4/30/17 22/08/17	
Ditches/Drainage	prevention of recurrence of blockage of ditch at Pagham Road after operation watershed work	5/30/17 Clerk to contact WSCC to understand maintenance responsibility now ditch working well 11/07/17 PA to talk to Ben Whiffin about nature of weeds and when to cut	NJ PA	7/11/17	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control A/c			1,096.49	
200	Current & Saver Bank A/c			76,645.47	
201	Business BR Tracker A/c			27,869.42	
203	Petty Cash			36.22	
204	Pagaham on Parade			101.33	
310	General Reserves				14,227.99
320	EMR Pagham on Parade				1,126.34
321	EMR Flood Defence Reserve				11,752.00
322	EMR Prudent reserve				27,859.00
323	EMR Housing				25,000.00
1000	Rent	100	Income		10.00
1027	POP Donations	201	Events		5.00
1076	Precept	100	Income		40,458.50
4100	Clerk Salary	102	Staff Costs	3,757.14	
4105	NI	102	Staff Costs	143.04	
4106	Pension contributions ER	102	Staff Costs	814.70	
4109	Training - Staff	102	Staff Costs	130.00	
4110	Travelling Expenses - Staff	102	Staff Costs	35.59	
4119	Website	101	Administration	240.00	
4121	Bank Charges	101	Administration	7.50	
4123	Computer Maintenance	101	Administration		124.00
4125	Printing & Stationery	101	Administration	47.92	
4126	Postage	101	Administration	60.17	
4127	Telephone, Copier & repair	101	Administration	133.50	
4130	CIIs Allowances	101	Administration		4,064.00
4140	Audit and Accountancy	101	Administration		500.00
4142	Subscriptions	101	Administration	1,969.59	
4145	Refreshments	101	Administration	1.99	
4146	Room Hire - Meetings	101	Administration	183.25	
4147	Service Charge Parish room	101	Administration	400.00	
4160	PWLB	101	Administration	6,017.11	
4200	POP Expenses	201	Events	50.00	
4251	Discretionary Grants	202	Community Contributions	1,000.00	
4300	Parish General Maintenance	301	Amenities	150.00	
4301	Bus Shelters Maintenance	301	Amenities	450.00	
4302	Cleaning	301	Amenities	715.00	
4303	Dog & Litter	301	Amenities	130.00	
4304	Grass Cutting	301	Amenities	1,670.00	
4306	Play Areas	301	Amenities	274.50	
4307	Public Benches	301	Amenities	29.38	
4320	Public Lighting	301	Amenities	532.52	
4400	Contingencies	401	Special Projects	435.00	

Date : 07/08/2017

Pagham Parish Council

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Time: 10:01

Trial Balance for Current Year

User : PPC

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
				<hr/>	<hr/>
Trial Balance Totals :				125,126.83	125,126.83
Difference				0.00	

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Pagham on Parade	1,126.34		1,126.34
321 EMR Flood Defence Reserve	1,752.00	10,000.00	11,752.00
322 EMR Prudent reserve	27,859.00		27,859.00
323 EMR Housing	0.00	25,000.00	25,000.00
	<u>30,737.34</u>	<u>35,000.00</u>	<u>65,737.34</u>

Detailed Income & Expenditure by Budget Heading 07/08/2017

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Income						
1000 Rent	10	10	0			100.0%
1026 Donations	0	4,064	4,064			0.0%
1076 Precept	40,459	80,917	40,459			50.0%
1090 Interest	0	40	40			0.0%
Income :- Income	40,469	85,031	44,563			47.6%
Movement to/(from) Gen Reserve	40,468					
101 Administration						
4119 Website	240	624	384		384	38.5%
4120 Advertisiing	0	100	100		100	0.0%
4121 Bank Charges	8	30	23		23	25.0%
4123 Computer Maintenance	(124)	512	636		636	(24.2%)
4124 Office Equip repairs & mainten	0	100	100		100	0.0%
4125 Printing & Stationery	48	400	352		352	12.0%
4126 Postage	60	200	140		140	30.1%
4127 Telephone, Copier & repair	134	1,186	1,053		1,053	11.3%
4130 Cllrs Allowances	(4,064)	4,064	8,128		8,128	(100.0%)
4131 Cllrs Expenses & Training	0	150	150		150	0.0%
4137 Insurance	0	1,673	1,673		1,673	0.0%
4140 Audit and Accountancy	(500)	1,000	1,500		1,500	(50.0%)
4141 Legal Fees	0	1,500	1,500		1,500	0.0%
4142 Subscriptions	1,970	2,042	72		72	96.5%
4145 Refreshments	2	50	48		48	4.0%
4146 Room Hire - Meetings	183	700	517		517	26.2%
4147 Service Charge Parish room	400	800	400		400	50.0%
4160 PWLB	6,017	12,034	6,017		6,017	50.0%
Administration :- Indirect Expenditure	4,373	27,165	22,792	0	22,792	16.1%
Movement to/(from) Gen Reserve	(4,373)					
102 Staff Costs						
4100 Clerk Salary	3,757	11,982	8,225		8,225	31.4%
4105 NI	143	450	307		307	31.8%
4106 Pension contributions ER	815	2,600	1,785		1,785	31.3%
4109 Training - Staff	130	350	220		220	37.1%
4110 Travelling Expenses - Staff	36	125	89		89	28.5%
Staff Costs :- Indirect Expenditure	4,880	15,507	10,627	0	10,627	31.5%
Movement to/(from) Gen Reserve	(4,880)					

Detailed Income & Expenditure by Budget Heading 07/08/2017

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>201 Events</u>						
1027 POP Donations	5	0	(5)			0.0%
Events :- Income	<u>5</u>	<u>0</u>	<u>(5)</u>			
4200 POP Expenses	50	0	(50)		(50)	0.0%
Events :- Indirect Expenditure	<u>50</u>	<u>0</u>	<u>(50)</u>	<u>0</u>	<u>(50)</u>	
Movement to/(from) Gen Reserve	<u>(45)</u>					
<u>202 Community Contributions</u>						
4250 Churchyard Upkeep	0	1,000	1,000		1,000	0.0%
4251 Discretionary Grants	1,000	3,000	2,000		2,000	33.3%
Community Contributions :- Indirect Expenditure	<u>1,000</u>	<u>4,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>25.0%</u>
Movement to/(from) Gen Reserve	<u>(1,000)</u>					
<u>301 Amenities</u>						
4135 Hook Lane Play area rental	0	125	125		125	0.0%
4300 Parish General Maintenance	150	4,700	4,550		4,550	3.2%
4301 Bus Shelters Maintenance	450	1,000	550		550	45.0%
4302 Cleaning	715	2,860	2,145		2,145	25.0%
4303 Dog & Litter	130	620	490		490	21.0%
4304 Grass Cutting	1,670	5,750	4,080		4,080	29.0%
4306 Play Areas	275	1,200	926		926	22.9%
4307 Public Benches	29	1,000	971		971	2.9%
4308 Village Signs	0	300	300		300	0.0%
4320 Public Lighting	533	890	357		357	59.8%
4331 Village Enhancement	0	1,500	1,500		1,500	0.0%
Amenities :- Indirect Expenditure	<u>3,951</u>	<u>19,945</u>	<u>15,994</u>	<u>0</u>	<u>15,994</u>	<u>19.8%</u>
Movement to/(from) Gen Reserve	<u>(3,951)</u>					
<u>401 Special Projects</u>						
4400 Contingencies	435	5,000	4,565	5,000	(435)	108.7%
4420 Parish Plan Update	0	2,500	2,500		2,500	0.0%
4430 Sea Defence	0	10,000	10,000		10,000	0.0%
Special Projects :- Indirect Expenditure	<u>435</u>	<u>17,500</u>	<u>17,065</u>	<u>5,000</u>	<u>12,065</u>	<u>31.1%</u>
Movement to/(from) Gen Reserve	<u>(435)</u>					

Detailed Income & Expenditure by Budget Heading 07/08/2017

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	40,474	85,031	44,558			47.6%
Expenditure	14,690	84,117	69,427	5,000	64,427	23.4%
Net Income over Expenditure	<u>25,784</u>	<u>914</u>	<u>(24,870)</u>			
Movement to/(from) Gen Reserve	<u>25,784</u>					

31st March 2017

31st March 2018

Current Assets			
235	VAT Control A/c	1,096	
62,548	Current & Saver Bank A/c	76,645	
27,869	Business BR Tracker A/c	27,869	
86	Petty Cash	36	
101	Pagaham on Parade	101	
<u>90,840</u>			<u>105,749</u>
	90,840 Total Assets		105,749
Current Liabilities			
4,591	Creditors	0	
6,284	Accruals	0	
<u>10,875</u>			<u>0</u>
	79,965 Total Assets Less Current Liabilities		105,749
Represented By			
49,228	General Reserves		40,012
1,126	EMR Pagham on Parade		1,126
1,752	EMR Flood Defence Reserve		11,752
27,859	EMR Prudent reserve		27,859
0	EMR Housing		25,000
<u>79,965</u>			<u>105,749</u>

The above statement represents fairly the financial position of the authority as at 31/07/2017 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____