



WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: **Beccy Anderson**

Westhampnett Community Hall

Hadrian Drive

Westhampnett

PO18 0FP

Tel: 07354 990243 email: westhampnettclerk@gmail.com

www.westhampnettpc.co.uk

To Westhampnett Parish Councillors:

Cllr W Holden, Cllr D Plummer, Cllr S Burborough, Cllr T Ashcroft, Cllr S James, Cllr O'Meara, Cllr C McLeish and Cllr N Jackson

I hereby give notice that a **Full Council Meeting** of the Parish Council will be held at Westhampnett Community Hall, Hadrian Drive, Westhampnett, PO18 0FP on **Monday 13TH January 2025 at 7pm** and you are hereby summoned to attend such meeting.

Beccy Anderson, Clerk to the Council

8th January 2025

AGENDA

| | | |
|---|---|--|
| 1 | <u>OPEN MEETING & TAKE APOLOGIES FOR ABSENCE</u> | <u>Chair</u> |
| 2 | <u>DISCLOSURE OF INTERESTS:</u> To receive from members declarations of Disclosable Pecuniary Interests or Non-Pecuniary Interests, in addition to those listed attached in relation to any items included on the agenda for this meeting, in accordance with Localism Act 2011 s. 29 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. | <u>ALL</u> |
| 3 | <u>PUBLIC QUESTION TIME</u> (5 minutes) - <i>prior notice of any question to the Parish Clerk please</i> | |
| 4 | <u>REPORTS FROM EXTERNAL BODIES:</u> including District Councillor (Henry Potter) and County Councillor (Jeremy Hunt) and local organisations; reports to be submitted by email to the Parish Clerk for circulation to Councillors prior to the meeting. Questions to be taken at the meeting. | |
| 5 | <u>CONFIRM MINUTES OF THE:-</u> (i) Full Parish Council Meeting 11th November 2024 (ii) Extraordinary Meeting 3 rd January 2025 | <u>ALL</u> |
| 6 | <u>CHAIR'S ANNOUNCEMENTS</u> – The Chair to note the devolution proposals for West/East Sussex. | <u>Chair</u> |
| 7 | <u>PLANNING</u> Councillors to note/discuss and approve any appropriate action regarding:- (i) Chichester Local Plan for draft housing allocation for Land at Maudlin Farm (ii) WH/23/02711 REM – Land north of Madgwick Lane Application for approval of remaining Reserved Matters | <u>Cllr SB</u> <u>ALL</u> |
| 8 | <u>PAYMENT APPROVAL</u> Councillors to approve:- (i) December 2024 online payments. (ii) January 2025 online payments | <u>ALL</u> |
| 9 | <u>BANK RECONCILIATION</u> Councillors to approve (i) Barclays Bank Reconciliation for November 2024 (ii) Barclays Bank Reconciliation for December 2024 | <u>ALL</u> |

| | | |
|----|---|---|
| 10 | <u>2025/2026 BUDGET</u> (i) Councillors to discuss and approve the 2025/2026 Budget (ii) Councillors to approve pay rate increases for 2025/2026 for (a) 6.7% for the Hall Manager (b) 4% for the Parish Clerk. (iii) Councillors to approve the 2025/2026 Precept amount to be requested from CDC. | <u>ALL</u> |
| 11 | <u>COMMUNITY HALL</u> (i) Report from Cllr Ashcroft (ii) Solar Batteries – Councillors to be updated (iii) Notice Boards – Councillors to be updated | <u>Cllrs TC</u> <u>ALL</u> |
| 12 | <u>ALLOTMENTS</u> (i) Councillors to be updated in regard to the handover of the Allotments from the developer of Madgwick Park to the Parish Council. (ii) Councillors to approve the Madgwick Park Allotments Management Plan (Dec 2024) | <u>Cllr DP</u> <u>ALL</u> |
| 13 | <u>A27 PORTFIELD ROUNDABOUT</u> Councillors to discuss possible traffic control enhancements | <u>Cllr NJ</u> <u>ALL</u> |
| 14 | <u>COMMUNITY HALL PARKING</u> Councillors to discuss the request from Little Blue Door Nursery for additional parking. | <u>ALL</u> |
| 15 | <u>DATE OF NEXT MEETING:</u> Monday 10 th February 2025, 7pm | <u>Chair</u> |
| 16 | <u>CLOSE MEETING</u> | <u>Chair</u> |

END OF AGENDA

ITEM 8 DECEMBER 2024 PAYMENTS

| DECEMBER 2024 ONLINE PAYMENTS | | | | |
|---|---------------------|----------------------------|--|-----------------|
| Payment Date | Invoice Date | Payee | Details | Amount |
| ITEMS BOUGHT USING DEBIT CARD APPROVED BY T ASHCROFT | | | | |
| 25/11/24 | 25/11/24 | Amazon | Consumables comm café/ Christmas decs | 38.15 |
| 25/11/24 | 25/11/24 | Amazon | Christmas decs | 191.61 |
| ONLINE PAYMENTS | | | | |
| 16/12/24 | 21/11/24 | Whitehill Direct Ltd | Notice Boards | 2,335.20 |
| 16/12/24 | 26/11/24 | Green Clean (UK) Ltd | Hall cleaning, 26/11 - 25/12/2024 | 222.00 |
| 16/12/24 | 24/11/24 | Paul Richards | Clerking Services November 2024 & 0.75 hrs website meeting | 219.50 |
| 16/12/24 | 18/11/24 | PPL PRS Ltd | Music Licence for Comm Hall Nov 2024 to Nov 2025 | 162.00 |
| 16/12/24 | 23/10/24 | West Sussex County Council | Payroll administration 01/04 to 30/09/24 * | 57.38 |
| 16/12/24 | 28/11/24 | West Sussex County Council | Clerk's salary and oncosts November 2024 | 3,336.83 |
| 16/12/24 | 01/12/24 | Chris Maher | Chris Maher November 2024 hours | 528.00 |
| 16/12/24 | 05/12/24 | RM Huntingford | Grass Cutting Westhampnett/Westerton 14 & 28/11/2024 | 560.00 |
| 16/12/24 | 06/12/24 | T Ashcroft | Comm Hall Resources/Refreshments | 39.95 |
| | | | TOTAL | 7,690.62 |
| * This invoice was in November 2024 payments list but missed off the cheque payment | | | | |

ITEM 8 JANUARY 2025 PAYMENTS

| JANUARY 2025 ONLINE PAYMENTS | | | | |
|-------------------------------------|---------------------|----------------------------|------------------------------------|-----------------|
| Payment Date | Invoice Date | Payee | Details | Amount |
| 08/0125 | 13/12/24 | Scottish Power | VG electricity 11/09 to 10/12/2024 | 191.14 |
| 06/01/25 | 01/01/25 | Chris Maher | December 2024 hours | 648.00 |
| 06/01/25 | 26/12/24 | Green Clean (UK) Ltd | Hall cleaning, 26/12 - 25/01/2025 | 222.00 |
| 06/01/25 | 30/12/24 | West Sussex County Council | Clerk's salary & oncosts Dec 24 | 3,336.83 |
| 06/01/25 | 06/01/25 | St Winfrids Hospice | Christmas Tree recycling | 30.00 |
| | | | | |
| | | | TOTAL | 4,427.97 |

ITEM 9 NOVEMBER 2024 BANK RECONCILIATION

WPC Current Account Bank Reconciliation @ 30th November 2024

| | |
|---|------------------|
| Bank Balance @ 1st November 2024 | 64,594.47 |
| Add income | |
| Less payments | 10,722.09 |
| Less: Unpresented cheques | 321.00 |
| Net bank balance @ 30th November 2024 | 53,551.38 |

CASH BOOK

| | |
|---------------------------------|------------------|
| Opening balance @ 01/11/2024 | 64,594.47 |
| Add receipts for November 2024 | |
| Less Payments for November 2024 | 11,043.09 |
| Balance carried forward | 53,551.38 |

ITEM 9 DECEMBER 2024 BANK RECONCILIATION

WPC Current Account Bank Reconciliation @ 31st December 2024

| | |
|---|------------------|
| Bank Balance @ 1st December 2024 | 53,872.38 |
| Add income | 1,195.00 |
| Less payments | 7,904.14 |
| Less: Unpresented cheques | 321.00 |
| Net bank balance @ 31st December 2024 | 46,842.24 |

CASH BOOK

| | |
|---------------------------------|------------------|
| Opening balance @ 01/12/2024 | 53,551.38 |
| Add receipts for December 2024 | 1,195.00 |
| Less Payments for December 2024 | 7,904.14 |
| Balance carried forward | 46,842.24 |