

**MINUTES OF FUNTINGTON PARISH COUNCIL MEETING
02 NOVEMBER 2022**

PRESENT: Sheena King (SK) Chair
David Ash (DA)
Bob Mousley (BM)

Richard Littler (RL)
Pat Young (PY)

David Palmer (CDC)

MEMBERS OF THE PUBLIC: Six

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
1. Welcome	SK welcomed all to the meeting	<ul style="list-style-type: none"> None 	N/A
2. Apologies	Jean Simmonds, Julian Joy (WSCC)	<ul style="list-style-type: none"> None 	N/A
3. Declaration of Interest	None declared	<ul style="list-style-type: none"> None 	N/A
4. Minutes of 05 October 2022 meeting	Minutes – Proposed, Seconded and AGREED	<ul style="list-style-type: none"> Post on website 	Clerk
5. Action Grid	<p>Damaged Funtington Noticeboard</p> <ul style="list-style-type: none"> The Clerk reported that she had now received the crime number, the claim had been fully processed and the money for the replacement board approved but not yet received. 	<ul style="list-style-type: none"> Add to agenda 	Clerk
6. Open Forum	No questions received	<ul style="list-style-type: none"> None 	N/A
7. Receive Reports	<p>County Councillor Julian Joy</p> <ul style="list-style-type: none"> The County Council budget will be determined after the next Government Budget. The capital allowances for the majority of services have not been set and this information will also follow the next budget. The speed reduction policy is due to be in draft format for Christmas but further delays are possible. <p>District Councillor David Palmer</p> <ul style="list-style-type: none"> Following the meeting of the Corporate Governance Committee DP reported that reduced revenues and increased costs were forecast. 	<ul style="list-style-type: none"> None None 	N/A N/A

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<p>8. Planning</p>	<p>Minutes of the Planning Committee Meeting held on 10 October 2022</p> <ul style="list-style-type: none"> Previously circulated to all councillors. Nothing to report. <p>Planning Committee Meeting to be held on 07 November 2022</p> <ul style="list-style-type: none"> The Clerk reported that there were no applications for either CDC or SDNP for weeks 40-43. Therefore the November Planning Committee Meeting would be cancelled. One notable decision: Case No: FU/21/01876/FUL Location: Land South of Tower View Nursery West Ashling Road Hambrook Funtington Chichester West Sussex PO18 8UD Proposal: Retrospective change of use for land to be used as a residential gypsy caravan site for 16 caravans of which no more than 12 shall be static caravans/mobile homes. This led to a discussion as to whether this may be included in the upcoming Appeals Hearing. <p>Planning Appeals</p> <ul style="list-style-type: none"> SK summarised that, following a number of disappointments with her contribution, the Planning Consultant previously employed by FPC no longer works for the Council. Although FPC does not have to give verbal representation on the day of the Hearing it essential that we submit a written submission. BM iterated that matters related to the Hearing are progressing but are subject to ongoing change with the discussions currently involving the CDC and SDNPA policies. At present there is no intention to employ a new Planning Consultant but this remains under review. It is hoped that FPC will work with the consultants representing two West Ashling residents to ensure all representations are aligned. 	<ul style="list-style-type: none"> Post on website Update at December meeting 	<p>Clerk</p> <p>SK</p>
<p>9. CCTV at the Dell</p>	<ul style="list-style-type: none"> Following a number of anti social behaviour issues at Dell it was decided to investigate the installation of CCTV. There would be a number of challenges including: no electricity, limited direct sun for solar, no Wi-Fi and limited 3g mobile data signal. SK reported that she and the Clerk had met with a specialist company who would be submitting a report on options available for the site. 	<ul style="list-style-type: none"> Add to agenda 	<p>Clerk</p>
<p>10. Awarding of Grants Proposal</p>	<ul style="list-style-type: none"> SK summarised that historically a number of organisations had been awarded donations without any formal application nor reports on how the money was spent. She proposed that money awarded by the Council should be for the benefit of the residents of 		

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	<p>the Parish. Therefore a new Grants Application process should be formalised to ensure that the money is spent appropriately and a report submitted giving details of all projects that have benefited.</p> <ul style="list-style-type: none"> • SK reiterated that the purpose of this proposal was not to reduce spending but rather to ensure the appropriate spending of public money. • Following the circulation of the written proposal a discussion was held as to when organisations could apply. • It was AGREED to adopt the new proposal which would: <ul style="list-style-type: none"> ○ Award funds throughout the financial year on a ‘first come first serve’ basis. • As this was a new policy it would be reviewed and adjusted as deemed necessary. 	<ul style="list-style-type: none"> • Finalise Grants Policy 	<p>Clerk / SK</p>
<p>11. Public Meeting with Sgt Coles</p>	<ul style="list-style-type: none"> • SK summarised that Sgt Coles of the Arun & Chichester Neighbourhood Policing Team had been invited to attend a Parish Council meeting to discuss the current situation with both crime and PCSO attendance in the Parish. • Due to Wednesday currently being Sgt Coles’ rest day he would be unable to attend any PC meetings until at least March 2023. It was therefore proposed that a public meeting be arranged and advertised. This was AGREED 	<ul style="list-style-type: none"> • Contact Sgt Coles 	<p>Clerk</p>
<p>12. 20mph Application and guidance received from Highways</p>	<p>Update from WSCC Assistant Highways Manager</p> <ul style="list-style-type: none"> • WSCC are currently reviewing the speed limit policy, and that as such there may be changes to the route and speed criteria. • WSCC are proposing to undertake a consultation with key stakeholders including Police and Local Members, later this year. The PC may then wish to resubmit the application, as and when the new speed limit policy is in place, as this may offer more flexibility going forwards. 	<ul style="list-style-type: none"> • Monitor WSCC Decision 	<p>Clerk</p>
<p>13. Countryside Working Party</p>			
<p>a) B1246 Bus Shelter Update</p>	<ul style="list-style-type: none"> • Following earlier concern that the previously submitted bus shelter examples were more suited to an urban environment a quote had been received from local bespoke carpenter Gabriel Langlands. <p>All quotes and designs were considered:</p> <ul style="list-style-type: none"> ○ Bus shelters Limited: £7,077.62 ○ Littlethorpe: 5,995 ○ Gabriel Langlands: £6,500 <ul style="list-style-type: none"> • It was unanimously AGREED that, although Gabriel Langlands did not provide the cheapest quote, his design was more fitting for the location. He is a local tradesman using mostly local 	<ul style="list-style-type: none"> • Award contract to G Langlands 	<p>Clerk</p>

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	wood and is also recycling parts of the existing shelter.		
14. Community Speed Watch (CSW)	<ul style="list-style-type: none"> • Following an email received from a resident it was proposed that CSW be reinvestigated. • SK summarised the recent history: <ul style="list-style-type: none"> ○ November 2019 PC Lemm who is the lead for the CSW initiative in the area gave a talk to the Council. Unfortunately the talk did not generate enough interest to allow for a full CSW team to be formed and trained. ○ PC Lemm was contacted again in April 2021 and he advised that a public meeting could be held if enough interested people wished to attend. Following advertising by the PC on the website noticeboards and the newsletter only one response had been received. • After discussion as to how residents could be encouraged to sign up for the initiative DA suggested that the East Ashling residents might be interested in forming a team despite having previously been involved with limited results. • It was AGREED that PC Lemm be invited to join the public meeting with Sgt Coles in order to gauge interest. 	<ul style="list-style-type: none"> • Discuss with EA RA • Contact PC Lemm 	DA Clerk
15. West Ashling Playground			
a) Proposed Improvements	<p>PY summarised research to date:</p> <ul style="list-style-type: none"> • Three initial quotes had been obtained: <ul style="list-style-type: none"> ○ Playdale - £63,358.99 ○ Playsafe: - £57,043 ○ Sovereign: - £52,328.61 • Following a detailed total cost comparison for the three companies Playdale was eliminated based on cost. • Following a detailed equipment comparison for the two remaining companies it was AGREED to choose Sovereign as the equipment supplier. • Following a meeting of the playground working group PY had since worked with Sovereign to produce a final cost by: <ul style="list-style-type: none"> ○ Reducing the size and quantity of the largest piece of equipment. ○ Reconfiguring the layout to reduce the area of surfacing required. • The final quote also included a replacement trim trail to complete all equipment improvements at one time. • Current Sovereign quote reported as: £53,047.35 to include the following warranties: 		PY

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	<ul style="list-style-type: none"> ○ Timber – 20 year ○ Surfacing – 5 year ● BM proposed that the removal of existing equipment be carried out independently. It was AGREED that Sovereign would be asked for a revised quote and BM would produce a formal quote with assurance that the works would be carried out as specified by Sovereign. 	<ul style="list-style-type: none"> ● Request updated Quote ● Submit removal quote 																															
<p>b) Available Funds including all CiL</p>	<ul style="list-style-type: none"> ● The Clerk summarised the current funds held including all CiL monies: <table border="1" data-bbox="436 464 1331 886"> <thead> <tr> <th colspan="2" style="background-color: #fce4d6;">Balances</th> </tr> </thead> <tbody> <tr> <td>Current Account</td> <td style="text-align: right;">£48,533.04</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£56,703.01</td> </tr> <tr> <td>Total Funds in Accounts</td> <td style="text-align: right;">£105,236.05</td> </tr> <tr> <th colspan="2" style="background-color: #e1bee7;">Ringfenced Funds</th> </tr> <tr> <td>Neighbourhood Plan Grant</td> <td style="text-align: right;">£9,620.76</td> </tr> <tr> <td>Total Available Funds</td> <td style="text-align: right;">£95,615.29</td> </tr> <tr> <th colspan="2" style="background-color: #fff9c4;">CiL Portion of Funds</th> </tr> <tr> <td>SDNPA CiL</td> <td style="text-align: right;">£52,439.57</td> </tr> <tr> <td>CDC CiL</td> <td style="text-align: right;">£2,144.48</td> </tr> <tr> <td>Total CiL</td> <td style="text-align: right;">£54,584.05</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ● As per financial regulations the PC must hold 50% of its precept (2022-23 precept £24,557 and therefore absolute minimum reserves should be £12,278). ● Following a letter received from SDNPA a discussion was held about the need to reassign funds or risk losing them.: <i>“Please note that the funds received via the Neighbourhood Portion are ring-fenced for 5 years. We have not been advised that you have spent any of the funds that you received so far and I must therefore confirm that the first tranche of funds, £23,794.82 received in October 2018, must be spent by 30th September 2023”.</i> <table border="1" data-bbox="390 1166 1430 1352"> <thead> <tr> <th colspan="2" style="background-color: #fff9c4;">Proposed Adjusted Assigned CiL Funds</th> </tr> </thead> <tbody> <tr> <td><i>Travellers Planning Application provision</i></td> <td style="text-align: right;">£5,000.00</td> </tr> <tr> <td>Total Currently Assigned CiL</td> <td style="text-align: right;">£5,000.00</td> </tr> <tr> <td>Total Unassigned CiL</td> <td style="text-align: right;">£49,584.05</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ● After discussion it was AGREED that the money previously ringfenced for the village hall should 	Balances		Current Account	£48,533.04	Saver Account	£56,703.01	Total Funds in Accounts	£105,236.05	Ringfenced Funds		Neighbourhood Plan Grant	£9,620.76	Total Available Funds	£95,615.29	CiL Portion of Funds		SDNPA CiL	£52,439.57	CDC CiL	£2,144.48	Total CiL	£54,584.05	Proposed Adjusted Assigned CiL Funds		<i>Travellers Planning Application provision</i>	£5,000.00	Total Currently Assigned CiL	£5,000.00	Total Unassigned CiL	£49,584.05		
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	<p>now be reassigned to the playground project to ensure the funds are spent before the September 2023 deadline.</p>	<ul style="list-style-type: none"> • Inform VH Trustees 	<p>Clerk</p>
<p>16. Neighbourhood Plan (NP)</p>	<ul style="list-style-type: none"> • SK read out an update received from Jane Mottershead, Chair of the NP Group (NPG): <ul style="list-style-type: none"> ○ An informal meeting of new members, just as an introduction to Neighbourhood Plans and as an update on where we are with our Plan was held on 24 October ○ The Planning Consultant’s Report and Programme along with other relevant information had been forwarded to new members. ○ Some of the Steering Group had met informally last week to discuss an Action Plan and this group is now in the process of writing a programme, which will include a topic a month to be discussed by the whole team and then researched by those that wish to take it on as their particular challenge: each topic will be 'on-going' for much of the programme ○ Planning Consultants from Locality are starting to prepare the Design Statement. ○ SDNPA are now setting up a specific NP website which will be administrated by a member of the SG. ○ The next SG meeting is to be held in November. 	<ul style="list-style-type: none"> • Update at December Meeting 	<p>BM</p>
<p>17. Finance</p>			

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<p>a) Consider and approve monthly cashbook</p>	<p style="text-align: center;">FUNTINGTON PARISH COUNCIL Financial Statement as at 31 October 2022</p> <p>Statement Balances as at 31 October 2022</p> <table border="1" data-bbox="445 337 785 393"> <tr> <td>Current Account</td> <td style="text-align: right;">£47,601.54</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£56,720.49</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£104,322.03</td> </tr> </table> <p>Income Already Received</p> <table border="1" data-bbox="445 425 1039 496"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>03-Oct-22</td> <td>Carter</td> <td>Current</td> <td style="text-align: right;">£60.00</td> </tr> <tr> <td>20-Oct-22</td> <td>SDNPA CIL</td> <td>Current</td> <td style="text-align: right;">£6,351.82</td> </tr> <tr> <td colspan="3">Total Income</td> <td style="text-align: right;">£6,411.82</td> </tr> </tbody> </table> <p>Payments Already Made</p> <table border="1" data-bbox="445 529 1404 652"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Method</th> <th>Details</th> <th>Net</th> <th>VAT</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>17-Oct-22</td> <td>West Stoke Village Hall</td> <td>Online</td> <td>Hall Hire</td> <td style="text-align: right;">£45.50</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£45.50</td> </tr> <tr> <td>27-Oct-22</td> <td>Wel Medical</td> <td>Online</td> <td>AED Battery</td> <td style="text-align: right;">£170.00</td> <td style="text-align: right;">£34.00</td> <td style="text-align: right;">£204.00</td> </tr> <tr> <td>27-Oct-22</td> <td>Wel Medical</td> <td>Online</td> <td>AED Battery</td> <td style="text-align: right;">£170.00</td> <td style="text-align: right;">£34.00</td> <td style="text-align: right;">£204.00</td> </tr> <tr> <td>27-Oct-22</td> <td>Wel Medical</td> <td>Online</td> <td>AED Battery</td> <td style="text-align: right;">£170.00</td> <td style="text-align: right;">£34.00</td> <td style="text-align: right;">£204.00</td> </tr> <tr> <td>27-Oct-22</td> <td>Wel Medical</td> <td>Online</td> <td>AED Battery</td> <td style="text-align: right;">£170.00</td> <td style="text-align: right;">£34.00</td> <td style="text-align: right;">£204.00</td> </tr> <tr> <td colspan="4">Totals</td> <td style="text-align: right;">£725.50</td> <td style="text-align: right;">£136.00</td> <td style="text-align: right;">£861.50</td> </tr> </tbody> </table> <p>Payments Due 1 November 2022</p> <table border="1" data-bbox="445 685 1404 899"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Method</th> <th>Details</th> <th>Net</th> <th>VAT</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>01-Nov-22</td> <td>Clerk V Williams</td> <td>Online</td> <td>Clerk Salary</td> <td style="text-align: right;">£677.39</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£677.39</td> </tr> <tr> <td>01-Nov-22</td> <td>Clerks Expenses</td> <td>Online</td> <td>Office / Mileage</td> <td style="text-align: right;">£57.80</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£57.80</td> </tr> <tr> <td>01-Nov-22</td> <td>HMRC V Williams</td> <td>Online</td> <td>Clerk Tax - 2307</td> <td style="text-align: right;">£149.40</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£149.40</td> </tr> <tr> <td>01-Nov-22</td> <td>Countrywide</td> <td>Online</td> <td>WA Play Area</td> <td style="text-align: right;">£108.33</td> <td style="text-align: right;">£21.67</td> <td style="text-align: right;">£130.00</td> </tr> <tr> <td>01-Nov-22</td> <td>Azets</td> <td>Online</td> <td>Payroll Services</td> <td style="text-align: right;">£202.50</td> <td style="text-align: right;">£40.50</td> <td style="text-align: right;">£243.00</td> </tr> <tr> <td>01-Nov-22</td> <td>Handy Home Help</td> <td>Online</td> <td>Handyman Services</td> <td style="text-align: right;">£40.00</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£40.00</td> </tr> <tr> <td>01-Nov-22</td> <td>Reimb S King</td> <td>Online</td> <td>CANVA Subscription Annual</td> <td style="text-align: right;">£99.99</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£99.99</td> </tr> <tr> <td>01-Nov-22</td> <td>Reimb V Williams</td> <td>Online</td> <td>Textbook on Local Council Ad</td> <td style="text-align: right;">£82.50</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£82.50</td> </tr> <tr> <td>01-Nov-22</td> <td>Reimb V Williams</td> <td>Online</td> <td>Councillor Advert Posters</td> <td style="text-align: right;">£8.00</td> <td style="text-align: right;">£1.60</td> <td style="text-align: right;">£9.60</td> </tr> <tr> <td>01-Nov-22</td> <td>C Arnold</td> <td>Online</td> <td>Dell Maintenance</td> <td style="text-align: right;">£1,000.00</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£1,000.00</td> </tr> <tr> <td colspan="4">Total Payments to be made</td> <td style="text-align: right;">£2,489.68</td> <td></td> <td></td> </tr> </tbody> </table> <p>Balances After Payments</p> <table border="1" data-bbox="445 922 1268 1029"> <tr> <td>Current Account</td> <td style="text-align: right;">£ 45,111.86</td> </tr> <tr> <td>Saver Account</td> <td style="text-align: right;">£ 56,720.49</td> </tr> <tr> <td>SDNPA CIL Grant allocated to Funtington & District Village Hall</td> <td style="text-align: right;">-£ 23,794.08</td> </tr> <tr> <td>Travellers Planning Applications provision</td> <td style="text-align: right;">-£ 15,000.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£ 63,038.27</td> </tr> </table> <p>Ringfenced Funds</p> <table border="1" data-bbox="445 1052 1268 1143"> <tr> <td>SDNPA CIL</td> <td style="text-align: right;">£46,087.75</td> </tr> <tr> <td>CDC CIL</td> <td style="text-align: right;">£2,144.48</td> </tr> <tr> <td>Neighbourhood Plan Grant</td> <td style="text-align: right;">£9,629.76</td> </tr> <tr> <td>Total CIL</td> <td style="text-align: right;">£57,861.99</td> </tr> </table> <p>These were APPROVED</p>	Current Account	£47,601.54	Saver Account	£56,720.49	Total	£104,322.03	Date	Details	Account	Amount	03-Oct-22	Carter	Current	£60.00	20-Oct-22	SDNPA CIL	Current	£6,351.82	Total Income			£6,411.82	Date	Payee	Method	Details	Net	VAT	Gross	17-Oct-22	West Stoke Village Hall	Online	Hall Hire	£45.50	£0.00	£45.50	27-Oct-22	Wel Medical	Online	AED Battery	£170.00	£34.00	£204.00	27-Oct-22	Wel Medical	Online	AED Battery	£170.00	£34.00	£204.00	27-Oct-22	Wel Medical	Online	AED Battery	£170.00	£34.00	£204.00	27-Oct-22	Wel Medical	Online	AED Battery	£170.00	£34.00	£204.00	Totals				£725.50	£136.00	£861.50	Date	Payee	Method	Details	Net	VAT	Gross	01-Nov-22	Clerk V Williams	Online	Clerk Salary	£677.39	£0.00	£677.39	01-Nov-22	Clerks Expenses	Online	Office / Mileage	£57.80	£0.00	£57.80	01-Nov-22	HMRC V Williams	Online	Clerk Tax - 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Totals				£725.50	£136.00	£861.50																																																																																																																																																																										
Date	Payee	Method	Details	Net	VAT	Gross																																																																																																																																																																										
01-Nov-22	Clerk V Williams	Online	Clerk Salary	£677.39	£0.00	£677.39																																																																																																																																																																										
01-Nov-22	Clerks Expenses	Online	Office / Mileage	£57.80	£0.00	£57.80																																																																																																																																																																										
01-Nov-22	HMRC V Williams	Online	Clerk Tax - 2307	£149.40	£0.00	£149.40																																																																																																																																																																										
01-Nov-22	Countrywide	Online	WA Play Area	£108.33	£21.67	£130.00																																																																																																																																																																										
01-Nov-22	Azets	Online	Payroll Services	£202.50	£40.50	£243.00																																																																																																																																																																										
01-Nov-22	Handy Home Help	Online	Handyman Services	£40.00	£0.00	£40.00																																																																																																																																																																										
01-Nov-22	Reimb S King	Online	CANVA Subscription Annual	£99.99	£0.00	£99.99																																																																																																																																																																										
01-Nov-22	Reimb V Williams	Online	Textbook on Local Council Ad	£82.50	£0.00	£82.50																																																																																																																																																																										
01-Nov-22	Reimb V Williams	Online	Councillor Advert Posters	£8.00	£1.60	£9.60																																																																																																																																																																										
01-Nov-22	C Arnold	Online	Dell Maintenance	£1,000.00	£0.00	£1,000.00																																																																																																																																																																										
Total Payments to be made				£2,489.68																																																																																																																																																																												
Current Account	£ 45,111.86																																																																																																																																																																															
Saver Account	£ 56,720.49																																																																																																																																																																															
SDNPA CIL Grant allocated to Funtington & District Village Hall	-£ 23,794.08																																																																																																																																																																															
Travellers Planning Applications provision	-£ 15,000.00																																																																																																																																																																															
Total	£ 63,038.27																																																																																																																																																																															
SDNPA CIL	£46,087.75																																																																																																																																																																															
CDC CIL	£2,144.48																																																																																																																																																																															
Neighbourhood Plan Grant	£9,629.76																																																																																																																																																																															
Total CIL	£57,861.99																																																																																																																																																																															
<p>18. Parish Notices</p>	<ul style="list-style-type: none"> • SK reported that there is a new NALC Model Councillor Officer Protocol which should be adopted by the Council. 	<ul style="list-style-type: none"> • Add to Agenda 	<p>Clerk</p>																																																																																																																																																																													
<p>19. Date of next meeting</p>	<ul style="list-style-type: none"> • Wednesday 07 December 2022 Time 6:00 pm – Church Room, St Mary’s Funtington 	<ul style="list-style-type: none"> • Post agenda on website and noticeboards 	<p>Clerk</p>																																																																																																																																																																													
<p>Meeting Closed</p>	<p>Meeting closed at 19.17</p>	<p>None</p>	<p>N/A</p>																																																																																																																																																																													

Funtington Parish Council Minutes – November 2022

Signed..... Chairman

All reports are available in full on the website: <https://www.funtingtonpc.org>