

**THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON**  
**MINUTES OF THE MEETING**  
**WEDNESDAY 9<sup>th</sup> NOVEMBER 2016 AT 7.30 pm SUTTON VILLAGE HALL**

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**In attendance:** Cllr Cross, Cllr Andrews, Cllr Brown, Cllr Parkes, Cllr Neave, Rachel Orr (Parish Clerk), WSCC Michael Brown

**175.16-Agenda Item 1: APOLOGIES FOR ABSENCE**

CDC Cllr John Elliott

**176.16-Agenda Item 2: CODE OF CONDUCT**

**Declaration of Members' Personal Interests on items included in the Agenda**

Cllr Neave – declared a potential interest as a neighbour and took no part in any discussion relating to Sutton Court Barn

**177.16- Agenda Item 3: MINUTES OF THE MEETING HELD ON 14<sup>th</sup> SEPTEMBER 2016**

The Minutes of the meeting held on 14<sup>th</sup> September 2016 were declared correct and accepted as a true record, and the Council agreed they should be signed off by the Chairman of the meeting Cllr Cross. Cllr Brown **PROPOSED** and Cllr Andrews **SECONDED** the motion.

**178.16 Agenda Item 4: COUNTY COUNCILLOR'S REPORT (10 minutes)**

County Councillor Brown reported that the Highway Authority have a duty of care to keep drainage etc running. However, drain covers are being blocked by these leaves and going down the drains causing surface flooding – plea from WSCC to clear leaves from drain covers when out and about, a simple task that will prevent ongoing issues, Cllr Brown asked that this is reported in the Village News

£5million available to improve footways is currently available, however all footpaths within the parish are in good repair.

Burton pond has been silting, an academic from UCL has investigated the silting of Burton pond and contrary to folklore this silting is a natural occurrence and so therefore has suggested that the WSCC should spend no money desilting the ponds, therefore it is unlikely that this pond will ever be desilted as this is a natural process.

**Action: Cllr Cross to add drain cover leaf removal to his next Parish Matters report**

Cllr  
Cross

**179.16 Agenda Item 5: DISTRICT COUNCILLOR'S REPORT (10 minutes)**

District Councillor Elliott was unable to attend the meeting and sent his apologies

**180.16- Agenda Item 6: MATTERS ARISING FROM PRIOR MEETINGS**

- a) Village assets
  - Nothing arising
- b) Defibrillator refresher training
  - Defibrillator training was planned for 11/06/16, awaiting rescheduled date to be arranged by Cllr Cross

**Action: Cllr Cross to liaise with David Snowdon to arrange a date**

- c) Sutton Bowls Club
  - No further action at present, will remove from future agendas
- d) Village Website & archive
  - The village Website is up and running, training has been completed in September, administrators are getting up to speed with editing as required and visitors are going to web site – final invoice from Robert Eitel is due

Cllr  
Cross

<p>imminently, next to understand ongoing costs to build into the budget for future years, these costs are understood to be small</p> <ul style="list-style-type: none"> <li>• Require further information for village history</li> <li>• Village archive – after due discussion about the 3000 odd photos it was agreed that any content would have to be organised &amp; structured in such a way that it could easily be organised in any village archive detail on the web site, this would be best coordinated with key individuals within the village</li> </ul>	
<p><b>Action: Cllr Cross to create detail for the history content</b></p>	<p>Cllr Cross</p>
<p><b>Action: Cllr Cross to talk to key individuals within the village about how village archive material should be catalogued, possibly meeting prior to the next PC meeting in January</b></p>	<p>Cllr Cross</p>
<p><b>Action: Understand web site costs for future years &amp; budgets</b></p>	<p>Parish Clerk</p>
<p>e) Co-option of another councillor</p> <ul style="list-style-type: none"> <li>• Clarification to be sought from Cllr Pontin as to her intentions with regards returning to Parish Council following her leave of absence</li> <li>• For ongoing consideration (council remains quorate)</li> </ul>	
<p><b>Action: Cllr Cross to speak to Cllr Pontin with regards her position</b></p>	<p>Cllr Cross</p>
<p>f) New homes Bonus application The application for the village hall boiler replacement has been successful to the full value of the grant applied (£1688). The conditions of this funding must be accepted and understood by the council Cllr Cross <b>PROPOSED</b> and Cllr Andrews <b>SECONDED</b> the motion to approve &amp; understand these conditions</p>	
<p><b>Action: Parish Clerk to return the NHB paperwork to CDC</b></p>	<p>Parish Clerk</p>
<p>Timings around the purchase of the of the boiler to be finalised, it is expected that this will undertaken at the start of the year, in conjunction with the Village Hall, this was felt best to be completed within this financial year</p>	
<p>g) Transparency grant 2016 Application has been approved and funds received, this will be removed from future agendas</p>	
<p>h) To discuss any matters arising not dealt with elsewhere on the Agenda <b>Salt boxes</b> - WSCC have suggested that it may be possible to provide some salt boxes for use within the community and will endeavour to delivery ~10 boxes to the village hall, such that they may be distributed to those that may be vulnerable in the winter months and who may be assisted by neighbours etc</p>	
<p><b>181.16 Agenda Item 7: HIGHWAYS AND FOOTPATHS &amp; VILLAGE MAINTENANCE:</b></p>	
<p>a) Footpaths and public rights of way A couple of complaints have been received about footpaths that have been fenced in south of school lane, Nick Scott will investigate these. Another area has been identified nr Cold Harbour, WSCC have said that they will fix this.</p>	
<p>b) Operation watershed Unspent funds from 2015 &amp; 2016 total £4845.64, of which £2124 is allocated for works part completed, but not yet invoiced by Landbuild (of the £2124, £1200 was for the</p>	

scoping work on the drains and so must be kept in reserves as contingency)  
Cllr Brown will get a quote from M Dallyn for further drainage work to be completed using some of the balance of these funds

**Action: Parish Clerk to ensure clarity in the accounts**

c) Winter Maintenance Plan 2016/17

i. **Local Farmer**

Cllr Parkes has done a lot of work investigating finding a new local farmer and Sussex Manures is the preferred option. They have quoted for a proactive or a reactive services and further questions need to be answered to fully understand the implications of working with them and the costs  
The council agreed that should these questions be clarified then the PC would be happy to sign up with Sussex Manures and build them into the Winter Maintenance plan

**Action: Cllr Parkes to seek further clarification and fully understand how Sussex manures would work, subsequently building into winter maintenance plans and the use of the budget for this purpose**

ii. **Village Hall Generator**

Discussion around the requirement of the village hall for the generator & who would own. The village has a responsibility towards vulnerable residents. After due discussion, the Parish Council believe that the village has a need for a generator to protect those most vulnerable and therefore should seek to get funding for a generator which would be housed at the village hall.  
Would only go with it if it were fully funded, there is a possible grant from SSE which may be available in early 2017. However, the parish council may be able to build into it's funds the ongoing costs for the maintenance of a generator

**Action: Cllr Cross to write article in the village news and website re the decision to seek funding for generator**

**Action: Cllr Neave to liaise with the Village Hall around the minimum size required and will investigate funds and ongoing costs**

iii. **Gritters**

After due discussion, the Parish Council decided that they would like to purchase a small manual gritter to trial within the village through this winter  
The PC will investigate the possibility of buying a larger one, seeking funding through community initiative funding from WSCC and a CDC grant. This will be after seeing how the smaller one functions over the duration of this winter

**Action: Parish Clerk to purchase a small manual gritter ~£100 for use within the Parish**

Parish Clerk

Cllr Parkes

Cllr Cross  
Cllr Neave

Parish Clerk

**182.16 Agenda Item 8: PLANNING**

A copy of the Planning Appendix showing outstanding applications and decisions from April 2016 is attached.

a) **Current applications and decisions**

i. **Current applications for consideration by Councillors**

- 6 Greenfields

ii. **Decisions advised since last meeting**

- SDNP/16/03939/HOUS – Millstone Cottage – approved
- SDNP/16/04216/CND – Rats Castle Cottage – approved
- SDNP/16/04837/TCA – Beckhall – no objection
- SDNP/16/04940/TCA – The Smithy - no objection

b) **Other planning issues**

- i. Sutton Court Barn - Breaches of planning have been identified – CDC to review the

case, agent was due to prepare options for landowner to become compliant

- SDNP/16/00521/COU - Sutton Court Barn (Use of stables as a garage)
- SDNP/16/00522/COU - Sutton Court Barn (Use of shepherd huts for residential occupation)

**Action: Parish Clerk to clarify Sutton Court Barn situation with Reg Hawks**

**Parish Clerk**

**183.16 Agenda Item 9: N.E. PARISH FORUM & OTHER COMMITTEE / ADVISORY GROUPS**

- NW & NE Community forum-** 10<sup>th</sup> November - Leconfield Hall – 7pm – apologies have been sent
- SDNP Land allocation** - 23<sup>rd</sup> November – Southdowns Centre – Midhurst – 6.30pm – no one available to attend
- Burton & Chingford LNR committee** - 15<sup>th</sup> March - Duncton Village hall – 10.30am – Cllr Parkes may be able to attend

**184.16 Agenda Item 10: CONSULTATIONS**

- Bury Neighbourhood plan** - consultation ends 24/12/16
- SDNP local list review** - consultation ends 30/12/16

**Action: Cllr Cross to review and comment on behalf of the council**

**Cllr Cross**

**185.16 Agenda Item 11: CORRESPONDENCE**

- Dove Cottage**, from J. Pontin – 16/10/16, PC has reviewed and planning applications have been submitted, this has planning permission
- John Parker** – re bowls club and registration as village asset, Cllr Cross has responded to this letter

**Action: Cllr Cross to forward letter & response to John Parker to Parish Clerk**

**Cllr Cross**

**186.16 Agenda Item 12: FINANCE**

- To approve accounts for payment and Clerk’s salary and expenses**
  - Accounts for payment**

<b>Paid after the Meeting</b>					
9/11/16	PKF Littlejohn	External Audit fees	100.00	20.00	120.00
9/11/16	Sutton Village Hall	Hall hire July- November	61.00	0.00	61.00
9/11/16	Post Office	HMRC payment	203.00	0.00	203.00
<b>TOTAL</b>			<b>£364.00</b>	<b>£20.00</b>	<b>£384.00</b>

**ii. Parish Clerks Salary for October & November 2016**

Details presented for approval as a separate confidential record in accordance with financial Regulations sections 7.4 & 7.5 – adopted by the Parish Council on 6<sup>th</sup> July 2016

**iii. Clerks Expenses Paid after the meeting**

<b>Date</b>	<b>Detail</b>	<b>Reason</b>	<b>Cost ex VAT (£)</b>	<b>VAT (£)</b>	<b>Cost inc VAT (£)</b>
9/11/16	Amazon	Laptop sleeve	10.49	0.00	10.49
<b>Total</b>			<b>10.49</b>	<b>0.00</b>	<b>10.49</b>

**b) To approve Accounts, Bank Reconciliation, Income and Expenditure Reports and Actual v Budget - Report to end September 2016**

A copy of the Accounts to end of September 2016 is attached and bank statements, bank reconciliation as at the same date will be available at the Meeting for monitoring and reconciliation purposes. October statements have not yet been received to enable accounts to the end of October to be prepared.

**c) External Audit**

The external audit for the 2015-16 Parish Council accounts has now been completed and provided assurance that our accounting records are in order, relevant legislation and regulatory requirements have been fully met and that sound systems of internal control are in place. One minor comment was made, due to an error in completion of one box – however this did not affect the overall conclusion of the audit

**d) Online banking update**

Cllr Parkes has verified her signature with NatWest bank, currently awaiting to hear back from the bank as to next steps and confirmation of the match

**Action: Parish Clerk to chase**

Parish Clerk

**e) Pension Auto enrolment**

Have had a communication, Cllr Neave to go on government gateway

**Action: Cllr Neave to update Government gateway**

Cllr Neave

**f) Other financial matters that don't require a decision**

A letter has been drafted to move funds from the current to reserves account in accordance with the financial regulations requires signing by 2 signatories

**Action: Parish Clerk to take to bank**

Parish Clerk

A draft budget for 2017-18 will be prepared over the next month to be tabled for discussion in the January meeting. The precept and budget for the forthcoming year will need to be finalised at this meeting in January.

**Action: Parish Clerk to liaise with Cllr Neave in preparation for decision to be taken in January meeting**

Parish Clerk / Cllr Neave

**187.16 Agenda Item 13: DATE OF THE NEXT MEETING**

Councillors approved the following dates which have been booked in the village hall for 2016

- 11th January
- 22nd March
- 10th May
- 5th July
- 13th September
- 8th November
- Annual Parish Meeting 24th May

**Meeting closed at 9pm**

**Cllr John Cross**  
**Chairman, the Common Parish Council of Sutton and Barlavington**

**Dated: 11<sup>th</sup> January 2017**

**Attachments**

Planning Appendix

Accounts to end September 2016

Generator

New Homes Bonus Conditions

Draft minutes of 14<sup>th</sup> September meeting