

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MEMBERS OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ARE HEREBY SUMMONED TO THE FULL COUNCIL MEETING OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ON
WEDNESDAY 15th NOVEMBER 2017 AT 7.30 PM

AGENDA

Ten minutes are available at the end of the meeting for the public to express a view or ask a question on relevant matters on the following agenda. The public are welcome to observe the rest of the meeting

1. Apologies for Absence
Apologies received from Cllrs Neave and Cross in advance
2. Declaration of Members' disclosable pecuniary interests and non disclosable pecuniary interests on items included on the Agenda
3. Approval of Minutes of meeting held on 6th September 2017
4. Update on matters carried forward from previous meeting:
 - a) Village archive
 - b) Website Update
 - c) Co-option of additional Councillors
5. Matters arising not dealt with already on the Agenda
6. County Councillor Report (10 Minutes)
7. District Councillor Report (10 Minutes)
8. Highways and Footpaths & Village Maintenance Update
9. Planning Update

Current applications and decisions

- a) **New Application (8/11/17)**
SDNP/17/05372/FUL
Location: Wiltshires Barn Folly Lane Sutton West Sussex
Proposal: Change of use of existing traditional former agricultural building to educational / recreational retreat centre, and other works including installation of 1 no. conservation style roof light.

Strong Objection. Letter sent 28/9/17
- b) **New Application (21/09/17)**
SDNP/17/00295/LIS
SDNP/17/00294/FUL
Location: 1 Sutton Hollow The Street Sutton RH20 1PY
Proposal: Retrospective application for partial reconstruction and change of use of existing outbuilding to form self contained annexe / holiday accommodation in connection with 1 Sutton Hollow

Strong Objection. Letter sent 28/9/17
- c) **New Application (28/9/17)**
SDNP/17/04677/LIS
SDNP/17/04686/FUL
Location: The White Horse, Sutton
Proposal: Proposed internal and external alterations and refurbishment of the existing bar, restaurant, kitchen and overnight accommodation, as well as the refurbishment of the Gardeners Cottage. In addition to the removal/relocation of existing external gas tanks and the installation of CCTV cameras

No Objection. Letter sent 23/10/17

d) New Application (12/10/17)

SDNP/17/05242/TCA

Location: The White Horse, Sutton

Proposal: Proposed internal and external alterations and refurbishment of the existing bar, restaurant, kitchen and overnight accommodation, as well as the refurbishment of the Gardeners Cottage. In addition to the removal/relocation of existing external gas tanks and the installation of CCTV cameras

No Objection. Letter sent 31/10/17

e) New Application (20/10/17)

SDNP/17/04268/HOUS

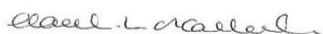
Location: Darrsfield The Street Sutton Pulborough West Sussex RH20 1PX

Proposal: Reconstruction of garden studio.

No Objection. Letter sent 31/10/17

10. Update on any Consultations in progress
 - a) Pre-Submission South Downs Local Plan consultation 29/9/17 – 21/11/17
11. Correspondence
 - Sutton to Bignor Stile, David Snowdon, 3/10/17
 - School Funding request, Helen Martin, Graffam Infants & Duncton Junior Schools 17/10/17
 - Against Litter Campaign, CDC, 12/10/17
 - Sussex Pathways Information Cards distribution 1/11/17
12. Finance
 - a) To note receipts and approve any payments and Clerk's salary and expenses – **Appendix A**
 - b) To approve Bank Reconciliation, Income, and Expenditure Report – **Appendix B**
 - c) Precept Budgeting 2018-19 – **Appendix C**
13. Dates for forthcoming council meetings – **Appendix D**
14. Public Questions (10 Minutes)
15. Any other matters for information only
16. Date of next Meeting – 8th January 2018 at 7.30pm in the Church
17. Exclusion of Press and Public
18. Staffing matters

Signed:



HL O'Callaghan

Clerk & RFO

APPENDIX A

Clerks Salary 1 – 31st October 2017

Net Salary @£11.77 per hour £357.02

Clerks Salary 1- 30th November 2017

Net Salary @£11.77 per hour £357.02

Paid by Standing Order on last working day of the month

Clerks Expenses Paid after the meeting by cheque

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
6/09/17	Mileage	Mileage to PC meeting (September) 9 miles @ 45 pence per mile	4.05	0	4.05
7/09/17	Invoice for Shredder	Purchased as agreed by PC	23.99	0	23.99
1/09/17	Working from home allowance (September)	As per contract	18.00	0	18.00
1/10/17	Working from home allowance (October)	As per contract	18.00	0	18.00
Total			64.04	0	64.04

Appendix B

**THE COMMON PARISH OF SUTTON & BARLAVINGTON
FINANCIAL REPORT 9 NOVEMBER 2017**

RECEIPTS: 6 SEPTEMBER - 15 NOVEMBER

DATE	£	REF	PAYER	DESCRIPTION
29/09/2017	0.06	Int	Natwest	Monthly Interest
31/10/2017	0.07	Int	Natwest	Monthly Interest

0.13

PAYMENTS: - 6 SEPTEMBER - 15 NOVEMBER

DATE	£	CHEQUE NO	PAYEE	DESCRIPTION
30/09/2017	357.02	online	HL O'Callaghan	Clerk Salary - September
31/10/2017	357.02	online	HL O'Callaghan	Clerk Salary - October
15/11/2017	4.05		HL O'Callaghan	Expenses Mileage Working from home allowance x2
15/11/2017	36		HL O'Callaghan	months
15/11/2017	23.99		HL O'Callaghan	Purchase of scanner
15/11/2017	10		Chi Payroll Services	Payroll - October
15/11/2017	90		Sutton Village Hall	Hall rental

**Total Monthly
Payments 878.08**

**THE COMMON PARISH OF SUTTON &
BARLAVINGTON**

BANK RECONCILIATION

09-Nov-17

PRESENTED TO COUNCIL ON 15 NOVEMBER 2017

RECEIPTS & PAYMENTS

Balance brought forward as at 31/03/2016		£8,665.89
Add Total Receipts		7,454.47
Less Total Payments		(4,715.28)
TOTAL		£11,405.08



BANK		
Natwest as @ 09/11/2017		3,343.73
Natwest as @ 09/11/2017		8,061.35
Less unpresented cheques		0.00
Plus Uncleared Deposits		0
TOTAL		£11,405.08



THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

	Budget 2017-18		Forecast to 31/03/2018	Current Total 05/10/2017	Forecast 2018-19	Forecast 2018-19	Audited 2016-17	Audited 2015-16
	£		£	£	£	£	£	£
					0% rise in precept	2% rise in precept		
Balance b/f at 1 April	£8,665.88		8,665.88	8,665.88	£10,656.14	£10,656.14	£10,427.46	£5,596.37
Receipts								
Precept	7454.00		£7,454.00	£7,454.00	£7,454.00	£7,603.08	£7,380.00	£7,200.00
Bank interest - PC	1.00		£0.76	£0.40	£1.00	£1.00	£0.71	£0.62
CDC Grants (NHB) & VH Boiler grant	0.00		£0.00	£0.00			£2,785.00	£1,925.00
Other Grants - transparency	0.00		£0.00	£0.00			£167.85	£1,107.00
WSCC Grants - Op Watershed	1993.64		£1,563.64	£1,563.64	£1,563.64	£1,563.64	£1,400.00	£4,045.64
Queens 90th grant	0.00		£0.00	£0.00			£359.45	
Vat recovered	1382.39		£1,385.05	£0.00	£400.00	£400.00	£769.81	£1,585.39
Total receipts for period	10831.03		£10,403.45	£9,018.04	£9,418.64	£9,567.72	£12,862.82	£15,863.65
Total receipts	£19,496.91	Budget vs Forecast	£19,069.33	£17,683.92	£20,074.78	£20,223.86	£23,290.28	£21,460.02
Payments								
<u>General Administration</u>								
Income Tax			£165.40	£165.40	£0.00	£0.00		
Computer costs/Website	£200.00	£191.71	£8.29	£8.29	£200.00	£200.00	£339.54	£135.12
Postage		-£0.98	£2.00	£0.98	£2.50	£2.50	£0.00	
Stationery costs	£150.00	£140.00	£10.00	£4.75	£100.00	£100.00	£113.63	£140.91
Bank Charges		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Clerk expenses	£500.00	£250.00	£250.00	£124.10	£250.00	£250.00	£261.56	£479.29
Home office	£20.00	-£196.00	£216.00	£108.00	£216.00	£216.00	£18.63	£9.39
Employment Costs (Gross)	£4,634.28	-£406.33	£5,040.61	£2,541.47	£4,994.28	£4,994.28	£3,901.34	£4,905.01
Employment costs PAYE	-£94.00		-£94.00	-£94.00			£0.00	£0.00
Insurance	£363.32	£47.32	£316.00	£316.00	£350.00	£350.00	£346.02	£331.64
Audit fee	£204.00	£4.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00
Training (Clerk/Councillors)	£200.00	£76.00	£124.00	£124.00	£200.00	£200.00	£0.00	£475.00
Councillor Expenses	£0.00	-£20.50	£20.50	£20.50	£50.00	£50.00	£0.00	£7.40
AGM & other events	£0.00	-£136.39	£136.39	£136.39	£140.00	£140.00	£0.00	
Village maintenance	£300.00	£0.00	£300.00	£0.00	£300.00	£300.00	£150.00	£485.00
Winter maintenance	£400.00	£0.00	£400.00	£0.00	£400.00	£400.00	£473.79	
<u>Subscriptions</u>								
- SLCC (Clerk's membership fee)	£159.60	£7.60	£152.00	£0.00	£155.10	£155.10	£152.00	£96.00
- SALC	£105.00	£3.00	£102.00	£102.00	£104.08	£104.08	£104.63	£101.04
- SALC Local Council Review Subscription	£35.70	£1.70	£34.00	£0.00	£34.69	£34.69	£34.00	£34.00
Hire of Hall	£200.00	£200.00	£0.00	£0.00	£200.00	£200.00	£187.75	£156.75
Notice board/BT phone box/Other		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<u>S.137 & S.142 payments</u>	£200.00	£0.00	£200.00	£0.00	£200.00	£200.00	£0.00	
- Sutton PCC		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Barlavington PCC		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Village News		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Ebnoe Young Farmers		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Sutton Youth Club		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Sutton Village News Magazine		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Sutton Village Hall		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- CAB		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Sussex Air Ambulance		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Sutton Fabric Fund		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- P&DCA		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Victim Support		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Amberley First Responders?(1st meeting)		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Rural Mobile Youth Trust - Purple Bus		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Election		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£230.15
Precept payments	£7,577.90		£7,583.19	£3,757.88	£8,096.65	£8,096.65	£6,282.90	£7,786.70
Queens 90th grant & NHB grant		£0.00	£0.00		£0.00	£0.00	£3,194.45	£2,476.05
Transparency Grant		£0.00	£0.00		£0.00	£0.00	£850.00	
Operation Watershed	£430.00	£0.00	£430.00	£430.00			£2,912.00	
VAT paid	588.72		£400.00	£170.38	£600.00	£600.00	£1,385.05	£769.81

Hannah-Louise O'Callaghan, Clerk
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15 November 2017

Common Parish Council & Barlavington

- Rural Mobile Youth Trust - Purple Bus		£0.00	£0.00	£0.00		£0.00	£0.00		£0.00	
Election		£0.00	£0.00	£0.00		£0.00	£0.00		£0.00	£230.15
Precept payments	£7,577.90		£7,583.19	£3,757.88		£8,096.65	£8,096.65		£6,282.90	£7,786.70
Queens 90th grant & NHB grant		£0.00	£0.00			£0.00	£0.00		£3,194.45	£2,476.05
Transparency Grant		£0.00	£0.00			£0.00	£0.00		£850.00	
Operation Watershed	£430.00	£0.00	£430.00	£430.00					£2,912.00	
VAT paid	588.72		£400.00	£170.38		£600.00	£600.00		£1,385.05	£769.81
Total payments	£8,596.63		£8,413.19	£4,358.26		£8,696.65	£8,696.65		£14,624.40	£11,032.56
Surplus/deficit	£2,234.40		£1,990.26	£4,659.78		£721.99	£871.07		-£1,761.58	£4,831.09
(Receipts less payments for period)										
Balance carried forward	£10,900.28		£10,656.14	£13,325.66		£11,378.13	£11,527.21		£8,665.88	£10,427.46
RESERVES										
General Reserve	£6,891.79		£7,263.65	£10,933.17		£7,985.64	£8,134.72		£8,135.86	£5,144.80
Computer reserve	£100.00		£0.00	£0.00					£280.02	£480.02
Operation Watershed reserve	£1,933.64		£1,417.64	£1,417.64		£1,417.64	£1,417.64		£0.00	£0.00
Transparency reserve	£424.85		£424.85	£424.85		£424.85	£424.85		£850.00	£0.00
Election reserve	£300.00		£300.00	£300.00		£300.00	£300.00		£0.00	£250.00
Bus shelter reserve	£250.00		£250.00	£250.00		£250.00	£250.00		£250.00	£0.00
Winter maintenance reserve	£1,000.00		£1,000.00	£1,000.00		£1,000.00	£1,000.00			
Balance carried forward	£10,900.28		£10,656.14	£13,325.66		£11,378.13	£11,527.21		£8,665.88	£10,427.46

Hannah-Louise O'Callaghan, Clerk to the Common Parish Council of Sutton & Barlavington
suttonbarlav@gmail.com
15 November 2017

Appendix D

PC Meetings 2018. To be held at 7.30pm in the Village Hall, unless otherwise stated.

2018	
Parish Council	8 January (Precept-setting) (Church)
Parish Council	5 March (Church)
Annual General Meeting	2 May
Annual Meeting of Electors	23 May
Parish Council	4 July
Parish Council	5 September
Parish Council	14 November (Budget Discussion)