

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

DRAFT MINUTES OF THE PARISH MEETING

MONDAY 8th JANUARY 2018 AT 7.30pm

| | Action: |
|--|-----------------------------------|
| <p>In attendance: Cllr Andrews, Cllr Brown, Cllr Cross, Cllr Neave, Cllr Parkes, and Hannah-Louise O'Callaghan (parish clerk)</p> <p>Agenda Item 1: APOLOGIES FOR ABSENCE Apologies were received in advance District Cllr Elliott and County Cllr Bradford</p> <p>Agenda Item 2: CODE OF CONDUCT Declaration of Members' Personal Interests on items included in the Agenda and Dispensation Requests</p> <p>Cllr Cross highlighted that he had a vested interest in any discussions surrounding the White Horse. Agenda Item 12 in Planning</p> <p>Agenda Item 3: Approval of Minutes of meeting held on 15th November 2017 On a proposal by Cllr Andrews and seconded by Cllr Parkes it was RESOLVED that the Minutes of the meeting held on 15th November 2017 be approved. They were duly signed as a correct record</p> <p>Agenda Item 4: Update on matters carried forward from previous meeting:</p> <ul style="list-style-type: none">a) Village archive No update b) Website Update Cllr Neave reported that he had some photos to upload onto the website. Cllr Neave reported that in the last 3 months visitor numbers had fallen 9%, page views were up 6%. The site has received 230 visitors who have viewed 1100 pages. Visitors to the site have been international as well as local. The village hall and the PC both have received 168 views. Visitors are spending longer on the site c) Sutton to Bignor stile update on condition and access Cllr Brown reported that there was nothing wrong with the stile and it has been replaced professionally d) Co-option of additional Councillors No update <p>Agenda Item 5: Matters arising not dealt with already on the Agenda Cllr Cross reported that a request had been received from Margaret Mogford to move the next 2 meetings from the village hall. Council agreed to hold both the May and July meetings to the Church. Clerk will update the website. Cllr Cross to respond to Margaret Mogford.</p> <p>Cllr Andrews highlighted that on several occasions Village News have published the incorrect</p> | <p>Clerk & Cllr Cross</p> |

| | |
|--|--|
| <p>time or venue for meetings and that it is not mentioned at all in the Dates section. Council to request a draft copy before publication. Cllr Cross to speak to Janet asking for a draft to be sent to Clerk as well as Cllr Neave.</p> | <p>Cllr Cross</p> |
| <p>Agenda Item 6: County Councillor Report No report</p> | |
| <p>Agenda Item 7: District Councillor Report No report</p> | |
| <p>Agenda Item 8: Highways, Footpaths and Village Maintenance</p> <p>a) Gritting of roads. Cllr Parkes confirmed that gritting has taken place once already. Cllr Parkes reported that she has struggled to get a map to provide to Sussex Manures for gritting purposes. Cllr Brown to forward a copy of a map that she has that can be used. In addition Council discussed the request received recently from a parishioner to put a map up showing which roads would be gritted and with possible with a schedule. Council confirmed that it is areas that are gritted and not specific roads. After discussion Council agreed that the same map that is to be supplied to Sussex Manures will also be put on the noticeboards highlighting the areas for gritting in accordance with the Winter Maintenance Plan. Clerk to respond to parishioner clarifying that a map will be put up showing the areas that will be gritted in accordance with the Winter Maintenance Plan. After discussion surrounding the logistics of gritting and keeping the residents informed, it was agreed that Cllr Neave will now take responsibility for deciding whether gritting is necessary, communication with Sussex Manures and subsequently sending an email out to the parish via MailChimp.</p> <p>Cllr Brown reported that the footpath at Hopkins is not a legal footpath but the County Council has now agreed that it can be designated as a footpath. Cllr Brown to get a statement from residents stating that it is being used. Cowdray Estate are owners of the footpath.</p> <p>Cllr Cross reported that several bridges are slippery and potentially hazardous and that wire needs to be put down on the following bridges: The bridge between Sutton and Bignor The new bridge off the footpath opposite the White Horse pub</p> <p>In addition the brick bridge on 724 needs to be rebuilt however Cllr Brown confirmed that this is work in progress.</p> | <p>Cllrs Brown, Neave, Parkes & Clerk</p> <p>Cllr Brown</p> <p>Cllr Brown</p> |
| <p>Agenda Item 9: Winter Maintenance Update No report</p> | |
| <p>Agenda Item 10: Mailchimp On a proposal by Cllr Neave and seconded by Cllr Cross, Council agreed that Mailchimp should be used by Cllr Neave when necessary to keep residents informed about gritting or other urgent matters.</p> | <p>Cllr Neave</p> |

Council **RESOLVED** that moving forward emails to parishioners from the Clerk should be sent via the suttonbarlav email, however in accordance with incoming GDPR regulations Clerk will draft an email to all parishioners who currently receive village emails detailing how and when their email address would be used for communications and asking them to respond in agreement. Any parishioners who do not respond to the email giving their approval for Council to contact them via email will be taken off the system as GDPR regulations state that parishioners must opt into emails. Clerk to draft email and forward to Council for approval. Cllr Cross to mention this in his village update before any email is sent by Clerk

Agenda Item 11: GDPR preparation and update

Clerk presented Council with updated policies as outlined below, for approval and adoption. On a **proposal** by Cllr Cross and **seconded** by Cllr Andrews the newly updated and GDPR compliant privacy policy, freedom of information guidelines, document retention policy and data protection policy, Agenda items 11 a, b, c & d were formally adopted by Council. Clerk to update the website accordingly with new policies. Clerk confirmed that these guidelines relate to PC emails and correspondence

- a) Adoption of updated privacy policy
- b) Adoption of updated freedom of information guidelines
- c) Adoption of updated document retention guidelines
- d) Adoption of updated data protection guidelines
- e) Update on DPO position

Clerk reported to Council that further to recent discussions between SSALC and NALC, it has been determined that the role of DPO should not be fulfilled by the Clerk as there would be a potential conflict of interest and the Clerk does not have expert knowledge of data protection law. Clerk reported that there have been a number of options put forward by SSALC for the fulfilment of this role, including the setting up of a separate body to support Councils, the employment of industry wide DPO's to work with Council etc. Clerk advised Council that it would seem prudent to continue working in preparation for GDPR with Clerk to update Council when more information becomes available. Clerk advised Council that current communications from SSALC suggest that there will be a cost involved with the DPO appointment. Clerk to keep Council updated. Cllr Neave reminded Council that the risk to the Council is minimal at this stage and suggested that Council does not need to take immediate action.

Agenda Item 12: Planning Update

A copy of the Planning Appendix showing outstanding applications and decisions from April onwards was presented to Council.

- a) **Pre-App**
SDNP17/05690/PRE
Location: Glattings Farm, Glattings Lane, Sutton
Proposal: Change if use of barns to recording studio/ personal office space/party barn

- b) **New Application**
SDNP/17/05807/HOUS
Location: Winters Hill Barlavington Lane Sutton RH20 1PN

Clerk

Proposal: Demolition of an existing block of stables, workshop and car barn to be replaced with 4 oak framed garages (2 open, 2 closed) and a workshop.

Clerk

Clerk to advise SDNPA that PC do not have any objection to this application.

c) **Ongoing 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.

d) **Appeal in Progress (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

e) **Application Approved (1/12/17)**

SDNP/17/03405/HOUS

SDNP/17/03406/LIS

Location: Bakers Cottage The Street Sutton RH20 1PS

Proposal: Erection of single storey extension to rear elevation, installation of dormer window to north elevation and internal alterations.

f) **Application Approved (30/11/17)**

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

g) **Application Approved (22/11/17)**

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

h) Application Approved (1/12/17)

SDNP/17/04268/HOUS

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

Proposal: Reconstruction of garden studio

Agenda Item 13: Update on any consultation in progress

a) Chichester Local Plan Review

The plan is currently being reviewed and no final decisions have been made. Clerk advised Council that the main issues are available in a series of documents on the CDC website

b) Draft Public Rights of Way Management Plan – previously circulated. Clerk reminded Council that any comments must be submitted by 31/1/18. Clerk to resend to all Councillors

Agenda Item 14: Correspondence

Clerk advised Council of an email received regarding village road gritting. This has been covered in agenda item 8

Agenda Item 15: FINANCE

a) Approval of Accounts, Bank Reconciliation, Income and Expenditure Reports

A copy of the Accounts to 4th January 2018 was circulated and bank statements, bank reconciliation as at the same date was available at the meeting for monitoring and reconciliation purposes.

b) Approval of accounts for payment and Clerk’s salary and expenses

Clerks Salary 1 – 31st December 2017

| | |
|--|-----------------|
| LCP Scale 25 (per SALC payment schedule) | £11.77 per hour |
| Salary for December 2017 | £459.03 |
| Less Tax December 2017 | 0 |
| Less NIC December 2017 | 0 |
| Net salary for December 2017 | £459.03 |

Clerks Salary 1 – 30th November 2017

| | |
|--|-----------------|
| LCP Scale 25 (per SALC payment schedule) | £11.77 per hour |
| Salary for January 2018 | £459.03 |
| Less Tax January 2018 | 0 |
| Less NIC January 2018 | 0 |
| Net salary for January 2018 | £459.03 |

Clerk

Paid by Standing Order on last working day of the month

Clerks Expenses Paid after the meeting by cheque

| Date Paid | Detail | Reason | Cost ex VAT (£) | VAT (£) | Cost inc VAT (£) |
|--------------|--|---|-----------------|----------|------------------|
| 8/1/18 | Mileage | Mileage to PC meeting (November) 9 miles @ 45 pence per mile | 4.05 | 0 | 4.05 |
| 8/1/18 | Tax repayment | Repayment of tax as salary already processed by the time of tax rebate notification | 71.40 | 0 | 71.40 |
| 8/1/18 | Working from home allowance (November) | As per contract | 18.00 | 0 | 18.00 |
| 8/1/18 | Working from home allowance (December) | As per contract | 18.00 | 0 | 18.00 |
| Total | | | 111.45 | 0 | 111.45 |

Agenda Items 15 a & b were accepted and approved by Councillors. Cllr Cross **PROPOSED** the motion which was **SECONDED** by Cllr Brown

In line with good practice, Cllr Cross inspected the Natwest Bank Statements and initialled the corresponding balance.

Clerk highlighted the tax repayment that has been made this month which covers a tax payment made unnecessarily in April.

c) To resolve the precept 2018-19

In a motion put forward by Cllr Cross Council unanimously **RESOLVED** that the precept for 2018-19 would remain unchanged at £7,454 and Clerk would advise CDC accordingly

Cllr Neave reported that the reserves were healthy and that Council has enough money for gritting requirements when necessary. Cllr Neave also highlighted to Council that some money could be made available from the budget for village maintenance, for example new village noticeboards. Cllr Brown agreed that this would be good as the back of the noticeboard is rotting. After various discussions it was decided that Cllr Cross will contact Alan Bradley to get a quote for the noticeboards, however work will not take place until the end of the winter to ensure that funds are available.

Agenda Item 16: Public Questions

None

Agenda Item 17: Any other matters for information only

Cllr Parkes informed Council that the land opposite Barlavington Home has been bought and will become a vineyard.

Council agreed to place the matter of a village tidy up on the next agenda

Clerk

Clerk

Agenda Item 18: DATE OF THE NEXT MEETING

The next meeting Parish meeting will be held 5th March 2018 in the Church

Meeting finished at 20.22

Appendices and Attachments

January Payments – Appendix A

Bank Reconciliation – Appendix B

Appendix A

**THE COMMON PARISH OF SUTTON & BARLAVINGTON
FINANCIAL REPORT 8 JANUARY 2018**

RECEIPTS: 15 NOVEMBER 2017 - 04 JANUARY 2018

| DATE | £ | REF | PAYER | DESCRIPTION |
|------------|-----------------|------------|---------|------------------|
| 30/11/2017 | 0.28 | Int | Natwest | Monthly Interest |
| 29/12/2017 | 0.32 | Int | Natwest | Monthly Interest |
| 27/12/2017 | 1382.39 | HMRC Barcl | HMRC | Tax Rebate |
| | 1,382.99 | | | |

PAYMENTS: - 15 NOVEMBER 2017 - 04 JANUARY 2018

| DATE | £ | CHEQUE | PAYEE | DESCRIPTION |
|-------------------------|----------------|--------|----------------------|--------------------------------------|
| 30/11/2017 | 459.03 | online | HL O'Callaghan | Clerk Salary - November |
| 02/01/2018 | 459.03 | online | HL O'Callaghan | Clerk Salary - December |
| 04/01/1900 | 780 | online | R A Dallyn | Ditch Clearing |
| 04/01/2018 | 72 | online | Kennard | Gritting |
| 07/01/2018 | 4.05 | 532 | HL O'Callaghan | Expenses Mileage |
| 07/01/2018 | 36 | 532 | HL O'Callaghan | Working from home allowance x2 month |
| 07/01/2018 | 71.4 | 532 | HL O'Callaghan | Salary Tax rebate |
| 07/01/2018 | 10 | 531 | Chi Payroll Services | Payroll - November |
| 07/01/2018 | 10 | 531 | Chi Payroll Services | Payroll - December |
| Total Monthly Pa | 1901.51 | | | |

Appendix B

| THE COMMON PARISH OF SUTTON & BARLAVINGTON | | |
|---|--|-------------------|
| BANK RECONCILIATION | | |
| 04-Jan-18 | | |
| PRESENTED TO COUNCIL ON 8 JANUARY 2018 | | |
| RECEIPTS & PAYMENTS | | |
| Balance brought forward as at 31/03/2016 | | £8,665.89 |
| | | |
| Add Total Receipts | | 8,837.46 |
| | | |
| Less Total Payments | | (6,639.38) |
| | | |
| TOTAL | | £10,863.97 |
| | | |
| | | |
| BANK | | |
| Natwest as @ 04/01/18 | | 2,802.02 |
| Natwest as @ 04/01/18 | | 8,061.95 |
| | | |
| | | |
| Less unpresented cheques | | 0.00 |
| | | |
| | | |
| Plus Uncleared Deposits | | 0 |
| | | |
| TOTAL | | £10,863.97 |