

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON
MINUTES OF THE MEETING
WEDNESDAY 18th MAY 2016 AT 7.30 pm SUTTON VILLAGE HALL

In attendance: Cllr Cross, Cllr Andrews, Cllr Neave, Cllr Brown, Rachel Orr (Parish Clerk), CDC Cllr John Elliott, WSCC Cllr Michael Brown

128.16-Agenda Item 1: APOLOGIES FOR ABSENCE

Cllr Parkes sent her apologies

129.16-Agenda Item 2: ELECTION OF CHAIRMAN & SIGNING OF DECLARATION OF OFFICE

Cllr Cross was **PROPOSED** as Chairman by Cllr Brown and **SECONDED** by Cllr Neave
He was re-elected and the Declaration of Office duly signed.

130.16-Agenda Item 3: ELECTION OF VICE-CHAIRMAN & SIGNING OF DECLARATION OF OFFICE

Cllr Andrews was **PROPOSED** as Vice - Chairman by Cllr Cross and **SECONDED** by Cllr Brown
She was re-elected and the Declaration of Office duly signed.

131.16 – Agenda Item 4: CODE OF CONDUCT

a) Declaration of Members’ Personal Interests on items included in the Agenda

Cllr Andrews declared a personal in Agenda Item 12a planning application SDNP/16/00375 & has stepped down from further activity with regards this application and has passed all the information over to Cllr Brown

b) To receive completed Register of Interest Update Forms from all Councillors

Register of Interest Forms duly completed by all Councillors attending the meeting

Action:

Cllr Parkes to update her register of interest, Parish Clerk to forward to her for completion
Cllr Pontin register of interest to be complete when she returns from her leave of absence

Cllr
Parkes
Parish
Clerk

132.16- Agenda Item 5: APPOINTMENT OF REPRESENTATIVES ON THE FOLLOWING BODIES

a) NE Parish Forum Meeting

b) Burton & Chingford Ponds LNR

Cllr Neave has represented both of these external bodies over the past year, it was proposed that the NEParish forum should be represented by the Parish Council as a whole and to reappoint Cllr Neave to the Burton & Chingford Ponds LNR

The re-appointment of Cllr Neave was **PROPOSED** by Cllr Cross and **SECONDED** by Cllr Andrews

133.16- Agenda Item 6: ELECTION OF MEMBERS TO SERVE ON THE FOLLOWING COMMITTEES

a) Planning & Trees

Cllr Andrews was re-elected as Chairman of the Planning Committee and her appointment was **PROPOSED** by Cllr Cross and **SECONDED** by Cllr Brown

It was agreed that all councillors would remain members of the planning committee

b) Roads, Ditches, Footpaths

Cllr Brown was re-elected in this role and her appointment was **PROPOSED** by Cllr Andrews and **SECONDED** by Cllr Cross

c) Winter Maintenance Plan

Cllr Parkes was re-elected in this role and her appointment was **PROPOSED** by Cllr Cross and **SECONDED** by Cllr Brown

d) Finance & Communication

Cllr Neave was re-elected in this role and his appointment was **PROPOSED** by Cllr Cross and **SECONDED** by Cllr Brown

134.16- Agenda Item 7: MINUTES OF THE MEETING HELD ON 9th March 2016

The Minutes of the meeting held on 9th March 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 Andrews. Cllr Brown **PROPOSED** and Cllr Neave **SECONDED** the motion.

135.16 Agenda Item 8: COUNTY COUNCILLOR'S REPORT (10 minutes)

WSSC Cllr Brown stated that WSSC also has funds such as the big society funds, up to max £25k that may be applied via the Village Hall for purposes such as the expansion of the kitchen facilities. The applicants would be required to be seen to raise some funds for themselves, showing community buy in.

WSSC Cllr Brown, also noted that lollipop man in Lynchmere was now wearing a police approved camera provided by Sussex police, which may help highlight some of the issues that he has been experiencing in the role, the evidence from which may be submitted as evidence in court. This is a 6-month trial.

Footpaths & pedestrian ways has found £5million to improve these over the next 2 years, should there be anywhere that require resurfacing then now would be the right time to highlight these to WSSC

136.16 Agenda Item 9: DISTRICT COUNCILLOR'S REPORT (10 minutes)

Cllr Elliott reported that Chichester may lose its court house through a judicial review, a number of Parishes have recorded their feelings about this to local MP's. By closing this there would be no high court remaining in West Sussex – the nearest court would be Lewes.

CDC Cllr Elliott suggested that CDC grant funding may also be applicable to improve the Village Hall Kitchen – grants officer could come along with the planning officer to review the plans. The government has pulled some funding, as a result the grants committee will close after the next election in 2019 and therefore should the Village Hall wish to apply for funding it may be prudent to start this process soon.

137.16- Agenda Item 10: MATTERS ARISING FROM PRIOR MEETINGS

a) Village assets

- Sutton Telephone Box
 - The telephone box has been developed into a tourist information point and a number of tourists have been seen using the box. The remaining New Home Bonus funds from 2015 (£48.95) were allocated towards this project & approved by CDC on 06/04/2016.
 - To complete this project the council would like to paint the exterior of the box & reputty the glazing. Cllr Brown will lead this project
- Other

Cllr
Brown

<p>b) Defibrillator refresher training</p> <ul style="list-style-type: none"> This training will be completed on Saturday 11th June @ 10am, by Dr Richardson with David Snowdon – members of the public are encouraged to attend <p>Action: Parish Clerk to advertise this date via email letting, parishioners to let Cllr Cross know if they can attend</p>	Parish Clerk
<p>c) Sutton Bowls Club</p> <ul style="list-style-type: none"> A meeting was held on 18/05/16 with CDC and the councillors to discuss <p>d) Village Website & Archive</p> <ul style="list-style-type: none"> The website www.suttonandbarlavington.co.uk is currently under construction and will be available from 1st June with basic content and for use by the Parish Council to upload required transparency documents to. Parish Clerk to liaise with Robert Eitel to upload. Robert Eitel is available to come to the APM, it was agreed that this would be of benefit, Parish Clerk to arrange Cllr Neave to engage with page owners for content. Village Archive – for ongoing consideration, to be revisited in September <p>e) Co-Option of another councillor</p> <ul style="list-style-type: none"> For ongoing consideration (council remains quorate) Cllr Pontin’s leave of absence to be reviewed in July meeting (currently may be able to come back in September) 	Parish Clerk Parish Clerk Cllr Neave
<p>f) APM</p> <ul style="list-style-type: none"> Event planned for Wednesday 25th May, 7pm in the Village Hall Guest Speakers include - Peter Gillbe, Petworth Management company & Jane Wilmott, Sussex Wildlife Trust. Parish Clerk to circulate info regarding the guest speakers via mail chimp. Agenda for the meeting was agreed & finalised Notices have been posted on the three notice boards on the 18/5/16 and have been sent out via email. Councillors to be there from 6.30pm to set up & co-ordinate 	Parish Clerk
<p>g) Queens 90th Birthday Celebrations</p> <ul style="list-style-type: none"> CDC has approved grant funding of £500 (joint funding for Sutton & Barlavington & Bignor) to support this event for up to £250 for entertainment and up to £250 for catering & non-alcoholic beverages. This funding will be reimbursed to the Parish Council upon receipt of evidence of spend. CDC have also asked for a write up of the event and photographs – a contact would be helpful for this An application has also been made to CDC on behalf of the Village Hall for a road closure license for the event. The application is currently being reviewed and CDC will inform us when the consultation with the Police, Highway Authority, bus operators, and other public services is complete. The Village Hall will take on the responsibility for all the signage etc <p>h) To discuss any matters arising not dealt with elsewhere on the Agenda None</p>	Parish Clerk & Cllrs Cllr Cross
<p>138.16 Agenda Item 7: HIGHWAYS AND FOOTPATHS & VILLAGE MAINTENANCE:</p> <p>a) Update on maintenance, flooding and drainage repairs</p> <p>b) Footpaths and public rights of way Top end of Sutton Hollow has been cut back & cleaned by M.Dallyn, this has been met with</p>	

very positive feedback

Vegetation has been cleared, footpaths will be done between June & August

c) Operation watershed update

No further progress with this work, thought a quote & application is in place for Operation Watershed 2016 -see Agenda Item 13

d) Winter Maintenance Plan

Nothing to report

139.16 Agenda Item 9: PLANNING

A copy of the Planning Appendix showing outstanding applications and decisions from April 2016 is attached. (this includes any outstanding applications from 2015/2016)

a) Current applications and decisions

a. Current applications for consideration by Councillors

None

b. Decisions advised since last meeting

SDNP/16/01083/TCA The Smithy, The Street, Sutton, Pulborough, West Sussex, RH20 1PS

Notification of intention to fell 1 no. Leyland Cypress tree (T1). reduce outer sectors in upper crown by 2-3m on 1 no. Beech tree (T2). **No objection raised**

SDNP/16/01456/TCA Land North of The Orchard, Barlavington Lane, Sutton, Pulborough, West Sussex, RH20

1PL Remove tips of branches back to boundary, to a height of 6m on 5 Sycamore trees (3). **No objection raised**

b) Other planning issues

- 12 Greenfields – 14/04507 – CDC have advised 26/04/16 that they have asked their legal team to issue a notice requiring the work to be completed
- 1 Sutton Hollow – A planning contravention notice has been issued 17/05 by CDC
- Seven doors Correspondence from the owners – retrospective planning application. Cllr Andrews has declared a potential conflict of interest and Cllr Brown has taken over responsibility for this application. The planning committee reviewed the application during the Parish Council meeting and it was agreed that the comments made would remain
- Burton Mill Pond – this is currently back with planning

140.16 Agenda Item 13: Operation Watershed Phase 3 Grant

WSCC has advised that “the very successful Operation Watershed is being re-introduced for the coming financial year (April 2016) to help again with localised flooding issues around the County. West Sussex County Council has put aside £500,000 over the next 12 months so community groups and parish and town councils can bid to fund new flooding projects, helping people to help themselves with localised flooding issues.” Applications are currently being accepted. There are a set of criteria for a successful bid for which a score of 50 is required to be successful.

After previous successful applications by the Parish Council, it is proposed that an application be made to WSCC for further funding this year to further alleviate the flooding problems in the area, specifically Ditch Clearance & flood prevention at Sutton Hill. A culvert south of ‘The Croft’ on the western side of the road has collapsed and needs to be replaced, the ditch also requires clearing. Currently the water flows freely on the road causing flooding and danger when ice occurs. It was AGREED unanimously to submit the application

Action: Parish Clerk to submit the application to WSCC

Parish Clerk

141.16 Agenda Item 14: New Homes Bonus 2016

<p>The government have offered this scheme again in 2016 & either a combination of Sutton & Barlavington or Sutton, Barlavington & Bignor meet the criteria of a minimum of 5 new homes within the community, enabling the Parish Council to apply for a grant to fund a community based project. The aim of the New Homes Bonus is to improve quality of life for the community, and stimulate cohesive and vibrant communities</p> <ul style="list-style-type: none"> · To allocate monies and reward communities where significant development has occurred · To facilitate infrastructure where there are deficits within a community or area · To enhance local facilities available to new and existing residents · To encourage communities to identify their needs and work collaboratively to address them <p>The indicative allocations would mean that funding may be available with ~£1266 for 6 new houses and £1688 for 8 new houses. The allocations show the following new homes by area; (Bignor 2, Sutton 3, Barlavington 3)</p> <p>The Village Hall have been consulted as an amenity that is used by the whole community and they have suggested a new boiler for the Village hall.</p> <p>The other unfunded community project is to create an online archive comprising all of the photos and documents that we can assemble in order that ourselves and future generations can view our history and heritage.</p> <p>An email has been sent out to the Parish Council distribution list on 14th May for possible ideas to be put forward. Additionally, this will also be communicated in the next Village News.</p> <p>As of 17th May there have been 4 responses to the email circulation highlighting the need for a VH kitchen expansion, however it was agreed that the NHB grant funding would not be enough to meet the needs of this project.</p> <p>The successful application will need to be approved at the next PC meeting early July and any application made by the 29th July 2016.</p> <p>Action: Cllr Cross to share views at the APM, putting forward all the suggestions invite, views from the forum, with a view to seeking a vote for the project to move forward via an email survey following the meeting</p>	<p>Cllr Cross</p>
<p>142.16 Agenda Item 15: TRANSPARENCY CODE GRANT 2016</p> <p>NALC has secured more funding for becoming and staying compliant under the Transparency Code. Even with the successful claim last year claim, parish councils can claim again this year for up to three hours per month to remain compliant from April 2016 to March 2017. As per above, Agenda Item 10d, the website will be available to upload documents to from 1st June and so it is proposed that an application be submitted on this basis for the months of June 2016 to March 2017.</p> <p>A completed application form is enclosed with the paperwork for the meeting for approval & subsequent submission.</p> <p>After due consideration it was RESOLVED to submit the application for Transparency Grant, this motion was PROPOSED by Cllr Neave and SECONDED by Cllr Andrews</p> <p>Action: Parish Clerk to submit the application to SSALC</p>	<p>Parish Clerk</p>
<p>143.16 Agenda Item 16: CAME & CO INSURANCE RENEWAL</p> <p>Came & Co have submitted their renewal quote for our Local Council Insurance policy. The quote is for £346.02, with a reduction to £328.72 should the council wish to take advantage of a 3 year agreement. In previous years it appears that the council have renewed for 12 months After due consideration it was RESOLVED to renew the insurance for a further 12 months, this motion was PROPOSED by Cllr Neave and SECONDED by Cllr Cross</p>	

<p>144.16 Agenda Item 17: NE PARISH FORUM & OTHER COMMITTEE / ADVISORY GROUPS</p> <p>a) LNR Meeting Cllr Neave fed-back following meeting on 13th April, the minutes have been circulated, the LNR is looking to develop a vision for the pond.</p> <p>b) SDNP Parish Workshop Cllr Neave fed-back following the workshop on 11th May, the minerals plan was outlined in the meeting. Community planning toolkit from this meeting was passed to the Chairman</p> <p>c) All Parish Meeting Apologies sent as no-one available to attend this meeting on 19th May</p> <p>d) CDALC Meeting Monday 25th July – representation to be confirmed – no one available, apologies to be sent</p> <p>e) SSALC Briefing Cllr Andrews and Parish Clerk plan to attend this event on Tuesday 26th July</p>	<p>Parish Clerk</p>
<p>145.16 Agenda Item 18: CONSULTATIONS</p> <p>a) Draft Burton and Chingford Local Nature Reserve Management Plan See agenda item 17a</p> <p>b) Joint Minerals Local Plan for West Sussex The closing date for comments for this consultation is 17th June West Sussex County Council and the South Downs National Park Authority are working in partnership to prepare a new Joint Minerals Local Plan for West Sussex. This will replace the existing Minerals Local Plan (2003). An exhibition event is planned in Steyning on Monday 23 May 2016 from 3pm-8pm at The Steyning Centre, Fletchers Croft, Steyning, West Sussex, BN44 3XZ. Action: Parish Clerk to find out who is the Chairman of Fittleworth and forward to Cllr Cross for discussion</p> <p>c) West Sussex Household Waste Consultation The closing date for comments for this consultation is 12th June The consultation encompasses a series of proposals to deliver savings to WSCC through a number of changes to the provision of Household Waste Recycling Services within West Sussex. Action: Cllr Cross to review and feedback</p>	<p>Parish Clerk</p> <p>Cllr Cross</p>
<p>146.16 Agenda Item 19: CORRESPONDENCE</p> <p>a) West Sussex NHS Trust Letter dated 23rd March from West Sussex Hospital Foundation Trust to raising awareness of the existence of Trust membership, this email was circulated to the Parish Council distribution list</p> <p>b) Chichester Observer Parish Council Column There is an interest in writing an article for the Chichester Observer regarding the development of the phone box, this is now with the editors</p> <p>c) Public Rights of way – annual works Summary A summary of works completed within the parish and work due to be completed over the next 12 months in Sutton & Barlavington</p> <p>d) Seven doors planning application letter from owners See agenda item 9b</p>	

147.16 Agenda Item 20: FINANCE

a) Report from the internal auditor

The Report from the Internal Auditor dated 7th May 2016 was presented to the Meeting by the Parish Clerk/ Responsible Financial Officer for approval by Councillors.

SUMMARY AND OPINION TAKEN FROM THE REPORT:

One of the functions of internal audit is to give assurance to members of the council that the financial systems are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any material respect that the regulatory requirements have not been complied with.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be satisfactory, and accurately record the Council's financial position.

Rachel Hall (ACA)

7 May 2016

b) Annual review of the effectiveness of internal control systems

The Parish Clerk/Responsible Financial Officer presented the annual governance statement for consideration and approval by Councillors.

After due consideration section 1 of the Annual return was accepted and approved by Councillors. Cllr Neave PROPOSED the motion which was SECONDED by Cllr Cross Section 1 The Annual Return was duly signed by Chairman Cllr Dr John Cross and Parish Clerk/Responsible Financial Officer.

c) Approval of accounting statements and annual return for year ended 31st March 2016 with explanation of variances to schedule

The Parish Clerk/Responsible Financial Officer presented the Annual Return for consideration and approval by Councillors with an explanation of the variances schedule for 2015/2016.

After due consideration section 2 of the Annual return was accepted and approved by Councillors. Cllr Neave PROPOSED the motion which was SECONDED by Cllr Cross Section 2 The Annual Return was duly signed by Chairman Cllr Dr John Cross and Parish Clerk/Responsible Financial Officer.

d) To approve accounts for payment and Clerk's salary and expenses

a. Accounts for payment

Paid prior to the Meeting					
16/4/16	SSALC Ltd	LCR Subscription	34.00	£0.00	34.00
16/4/16	SSALC Ltd	WSALC & NALC Subscription	104.63	£0.00	104.63
Paid after the Meeting					
18/5/16	Sutton Village Hall	May PC & APM Meetings	46.25		46.25
18/5/16	RS Hall & Co	Internal Audit Fee	100.00	20.00	120.00
18/5/16	Came & Co	Parish Council Insurance	346.02		346.02
18/5/16	RA Dallyn	Sutton Hill Branch cutting	150.00	30.00	180.00
TOTAL			£780.90	£50.00	£830.90

b. Parish Clerks Salary for April & May 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 9th July 2014.

c. Clerks Expenses Paid after the meeting

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
7/5/16	Staples	Stamps	£5.92		£5.92
7/5/16	Staples	Envelopes & Dividers	£7.14	£1.43	£8.57
14/5/16	Post Office	Stamps	£6.60		£6.60
30/4/16	Mileage	Travel to & from RS Hall 17 miles @ 0.45p to deliver Internal report material	£7.65		£7.65
10/5/16	Mileage	Travel to & from RS Hall 17 miles @ 0.45p to deliver Internal report material	£7.65		£7.65
Total			£34.96	£1.43	£36.39

e) To approve Accounts, Bank Reconciliation, Income and Expenditure Reports and Actual v Budget - Report to end April 2016

A copy of the Accounts to end of April 2016 is attached and bank statements, bank reconciliation as at the same date will be available at the Meeting for monitoring and reconciliation purposes.

148.16 Agenda Item 21: DATE OF THE NEXT MEETING

July 6th 2016

Meeting closed at 9.15pm

Signed:

Clr John Cross

Chairman, the Common Parish Council of Sutton and Barlavington

Dated: 6 July 2016

Attachments

Planning Appendix

Accounts to end April 2016

Internal Auditor report

Transparency funding application form

Operation Watershed Application form

Draft minutes of meeting 9th March 2016