

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON
MINUTES OF THE MEETING
WEDNESDAY 6th July 2016 AT 7.30 pm SUTTON VILLAGE HALL

In attendance: Cllr Cross, Cllr Andrews, Cllr Neave, Cllr Brown, Cllr Parkes, Rachel Orr (Parish Clerk), CDC Cllr John Elliott and 1 Parishioner

149.16-Agenda Item 1: APOLOGIES FOR ABSENCE

WSCC Cllr Michael Brown

150.16-Agenda Item 2: CODE OF CONDUCT

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

None declared

151.16- Agenda Item 3: MINUTES OF THE MEETING HELD ON 18th May 2016

The Minutes of the meeting held on 18th May 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 Andrews **PROPOSED** and Cllr Neave **SECONDED** the motion.

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

See apologies above

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

Cllr Elliott discussed the fact that Burton Pond staging has been agreed, but with some safety modifications. The PC wished to make clear that the residents are unhappy with this, due to safety concerns crossing the road. Cllr Elliott also noted that Sutton Bowls club were recently unable to pull a team together & that it was a shame that this was the case.

Cllr Elliott also commented that there is still funding available for 'green / environmental' initiatives perhaps for secondary glazing for the Village Hall – David Hyland is the contact at CDC. He also suggested that the Parochial Parish council be informed that there is funding available that may be used for community /church related projects. Such grants work effectively if PC, DH & planning officer work in conjunction with one another

Clerk to speak to D. Hyland to get an application form for green initiatives

Cllr Cross to talk to VH chair re secondary glazing possibility & also to let the Parochial council know that funding may be available

Parish Clerk
Cllr Cross

154.16- Agenda Item 6: MATTERS ARISING FROM PRIOR MEETINGS

a) Village assets

- Sutton Telephone Box - Cllr Brown has completed the telephone box refurbishment project, the Parish Council would like to extend their thanks to Cllrs Brown for the hard work they have put into refurbishing this.

b) Defibrillator refresher training

- Defibrillator training was planned for 11/06/16, however this had to be cancelled due to lack of interest. David Snowdon has agreed to run a lower key event for fewer people on his own

Cllr Cross to agree a new date for this training with David Snowdon

c) Sutton Bowls Club

- Cllr Cross has sent a letter to the Bowls Club committee which has not been responded to. It is understood that a grounds person has now been appointed by the club to maintain the grounds

Cllr Cross

<ul style="list-style-type: none"> • After due discussion it was agreed to explore with SSALC whether the PC can seek legal advice. It was however felt that legal fees are likely to be more than the PC can fund <p>Parish Clerk to understand if PC funds can be used to fight a legal case / consult, can SSALC support in any way</p> <p>Parish Clerk to understand what the PC commercial & legal protection provides – provide copy to Cllr Neave</p> <p>d) Village Website & archive</p> <ul style="list-style-type: none"> • The website www.suttonandbarlavington.co.uk is now live and the various pages are starting to be populated with material. • Some material is still required to detail the history of Sutton • The parish council section is now compliant with transparency regulations and is now being used to upload parish council minutes & agendas to. • Email to be sent to the list to launch website & the VN in August • After due discussion it councillors AGREED to pay the first instalment (£300) of Robert Eitels web design fee • Village archive – it has been agreed that this will be revisited in the September <p>Cllr Cross to develop content for history of Sutton upload to the website</p> <p>Cllr Andrews & Cllr Neave to do a write up for the VN for August launching the website</p> <p>Cllr Neave to send out an email after the VN distribution</p> <p>e) Co-option of another councillor</p> <ul style="list-style-type: none"> • For ongoing consideration (council remains quorate) <p>After due discussion it was unanimously agreed that Cllr Pontin’s leave of absence be extended for a further 4 months and be reviewed again in November</p> <p>f) APM Report</p> <ul style="list-style-type: none"> • The APM was a successful event attended by 28 people, with an excellent buffet provided by the White Horse, with beverages purchased from Tesco. Guest speakers included Jane Willmott, Living Landscape Officer at Sussex Wildlife Trust who delivered a presentation on the work of the SWT and the plans for the future. The second guest speaker was Peter Gillbe of Petworth Management Company at Burton Park estate, who gave an enlightening presentation on Burton House and the Historic Parkland. David Snowdon also gave an update on his work as an ambulance 1st responder. • Options for NHB grant applications were also discussed and agreement was reached to develop & submit an application for a replacement boiler for the village hall. (See agenda item 6h) <p>g) Queens 90th Birthday Grant</p> <ul style="list-style-type: none"> • Receipts from the street party celebrating the Queens 90th birthday have been submitted to CDC for approval. The receipts total £409.95, CDC are able to refund £359.95. • It was unanimously AGREED to pay Tina the full £409.95 and the PC would fund the £50 difference • CDC have requested a write up from the event, along with some photos <p>Parish Clerk to send cheque to Tina Owen and ask her if she is able to forward a brief write up and some photos from the event</p> <p>h) New Homes Bonus Grant application</p> <ul style="list-style-type: none"> • Following the APM, where it was agreed that a bid be submitted for a replacement Village Hall boiler Cllr Neave has worked closely with the VH committee to develop a bid for submission. It is proposed that application is in the name of Sutton, Barlavington and Bignor and is for a NHB grant to replace the boiler as part of a “Winter Resilience Plan” – as the PC wish the VH to be a “place of refuge” should there be a major weather incident affecting 	<p>Parish Clerk Parish Clerk</p> <p>Cllr Cross Cllr Andrew Cllr Neave</p> <p>Parish Clerk</p>
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the villages. This requires the boiler to be reliable. With this option the PC recover VAT whereas if the VH applied for the grant they would not.

- In opting for this, further steps to deliver a Winter Resilience Plan will need to be taken. Primarily this will require a diesel generator to power the lights, microwave and critically the central heating pump. Outline costs for this are being sought and we may be able to apply for a grant to cover this.
- A generator would have to be owned & managed by the VH.
- If the VH are not supportive of the generator bid then a “Winter Resilience Plan” would not be feasible and the PC should apply for a NHB funded contribution to a new VH boiler. This might be considered to be a less worthy bid.
- It is understood that a PC bid for a grant from SSE for a new generator may be successful

After due discussion it was agreed that the PC wishes to develop a winter resilience plan, to ensure that the Village Hall may become a place of refuge in the case of a major weather incident.

It was unanimously RESOLVED that the Parish Council will develop a winter resilience plan, the first step of which being to submit a NHB bid for a new boiler. In conjunction with this then develop a bid for the purchase of a generator for the Village Hall from SSE. This is subject to the VH agreeing to own & manage the generator as a VH asset.

NHB Application for the boiler to be finalised and submitted to CDC

Contact SSE to develop bid for the generator

- i) Transparency grant 2016
 - An application for this grant has been approved by SSALC & submitted to NALC, currently awaiting feedback
- j) To discuss any matters arising not dealt with elsewhere on the Agenda
 - None

155.16 Agenda Item 7: HIGHWAYS AND FOOTPATHS & VILLAGE MAINTENANCE:

- k) Update on maintenance, flooding and drainage repairs
 - M.Dallyn is planning to work on the drainage ditches towards the end of the summer
- l) Footpaths and public rights of way
 - Cllr Brown has reported the holes at the bottom of Sutton Hollow
 - Footpaths at the back of Barlavington village are planned for this summer
 - Greenfields footpaths have been reviewed and they all seem ok
- m) Operation watershed 2016 grant application
 - An application has been submitted to WSCC, as yet have not heard anything back

Parish Clerk to chase the bid with WSCC

- n) Winter Maintenance Plan 2016/17
 - As per last year the council will refill any salt bins <75% full, the bin audit is to be completed. Hippo Bags can also be topped up as part of this process
 - Grit bin audit to be returned to CDC by 5th September, along with updated community plan (any changes in farmer to be identified at this time along with PLI), Neil Dallyn is currently detailed as the designated local farmer, he no longer wishes to be considered for this. Cllr Parkes has investigated a number of sources and are unable to find a farmer or a contractor for a reasonable price.

After due discussion it was unanimously agreed that the PC would remove a designated local farmer from it’s winter maintenance plan.

In conjunction with this the council will investigate the purchase of a two small manual gritters or a large gritter that would go on the back of a vehicle such that trained persons in the village would

Cllr
Neave /
Parish
Clerk

Parish
Clerk

be able to grit the main areas of concern in the event of snow / ice
Parish Clerk to investigate with CDC possibility of grant funding for a gritter

Parish
Clerk

156.16 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

- **Current applications for consideration by Councillors**

none

- **Decisions advised since last meeting**

SDNP/15/06142/FUL – Burton Mill Pond, Burton Park Road, GU28 0JR. Construction of decking platform
Approved

SDNP/16/00387/FUL - Rats Castle Cottage, Burton Park Road, Barlavington, West Sussex, GU28 0JR,
Proposed replacement dwelling & associated landscaping **Approved**

SDNP/16/00375/HOUS - Seven Doors School Lane Sutton Pulborough West Sussex RH20 1PU
Landscape rear garden. **Approved**

b) Other planning issues

None

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

a) CDALC Meeting

The next meeting is planned for Monday 25th July – no-one available to attend

b) SSALC Briefing

The next meeting is planned for Tuesday 26th July – Cllr Andrews & Parish Clerk are booked in to attend this event

158.16 Agenda Item 10: CONSULTATIONS

a) Draft Burton and Chingford Local Nature Reserve Management Plan

nothing to update

b) Joint Minerals Local Plan for West Sussex

PC did not respond

c) West Sussex Household Waste Consultation

Cllr Cross responded on behalf of the PC

159.16 Agenda Item 11: CORRESPONDENCE

a) TPO Request for Lime Tree @ Greenfields

A number of residents expressed a concern over the Lime Tree on the Green at Greenfields. A TPO was sought & has subsequently been approved ref SDNP/16/00142/TPONP

b) Planning appeal letter from J Pontin

Parish Clerk to respond as duly noted & send a copy to Cllr Andrews

c) Sutton Bowls Club Letter from PC

d) Letter from Andrew Tyrie re the closure of the Chichester Courts (23/06/16)

Parish
Clerk

160.16 Agenda Item 12: FINANCE

a) Clerks National Pay Award

- The Parish Clerk provided details of the new 2014-2016 pay scales effective from April 2016. The agreed point for the Parish Clerk's pay has increased from £11.190 to £11.302 per hour, a total of £0.112 based on scale 24 which will be £21,745 per annum from April 2016. Councillors are asked to approve payment of this national award.

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

• **Accounts for payment**

Paid after the Meeting					
6/7/16	Robert Eitel	Village web design	£300.00	£0.00	£300.00
6/7/16	Tina Owen	Queens 90 th Celebrations	£409.95		£409.95
6/7/16	Post Office	PAYE	£208.20		£208.20
TOTAL			£918.15	£0.00	£918.15

• **Parish Clerks Salary for June & July 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.

• **Clerks Expenses Paid after the meeting**

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
21/5/16	Tesco	Wine & napkins etc for APM	£59.94		£59.94
26/5/16	Amazon.co.uk	Print cartridges	£13.32	£2.66	£15.98
6/6/16	BT	Phone calls	£1.26	£0.00	£1.26
Total			£74.52	£2.66	£77.18

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

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

d) Review of Parish Council Standing Orders & Financial Regulations and proposal to move to online banking

- Councillors are asked to APPROVE the current version of the Parish Council Standing orders, which have been updated – the changes are just to the format or the document
- Councillors are asked to APPROVE the updated set of Financial orders which have been adapted for use with online banking, specifically to sections 5&6
- Councillors are asked to APPROVE the proposal to move to online banking, in conjunction with the updated version of financial regs

e) Other financial matters that don't require a decision

Following discussion, agenda items 12 (a), (b), (c) & (d) were APPROVED unanimously by the Meeting. Cllr Cross **PROPOSED** the motion to accept the above which was **SECONDED** by Cllr Andrews.

161.16 Agenda Item 13: DATE OF THE NEXT MEETING

September 14th 2016 – Cllr Cross unavailable

Meeting closed at 9.10pm

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

Dated: 14th September 2016

Attachments

Planning Appendix
Budget 2015-2016
Accounts to end May 2016
Draft minutes of meeting 18th May 2016
NHB draft application form
Updated financial regulations (& old version for comparison)
Updated standing orders