

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON
MINUTES OF THE MEETING
WEDNESDAY 14th SEPTEMBER 2016 AT 7.30 pm SUTTON VILLAGE HALL

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

162.16-Agenda Item 1: APOLOGIES FOR ABSENCE

Cllr Neave, Cllr Parkes

163.16-Agenda Item 2: CODE OF CONDUCT

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

Cllr Cross declared a possible interest in planning application, SDNP/16/03939/HOUS, for Millstone Cottage and took no part in any discussion

164.16- Agenda Item 3: MINUTES OF THE MEETING HELD ON 6th JULY 2016

The Minutes of the meeting held on 6th July 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.

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

WSCC Cllr Brown reported that Joel Sykes, Area highway manager, who recently moved on to a new role, has now been replaced by Chris Dye. Chris is due to start on the 1st November and he will be the main point of contact moving forward. The AA have donated 1500 salt boxes containers which the Parish Council may be able to obtain one of these, WSCC Cllr Brown to forward the link to the Parish Clerk for follow up.

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

Cllr Elliott discussed the Electoral Review of Chichester Boundary is currently in progress and should it go ahead this area will increase to 8 parishes within Bury ward. A number of the local villages are also completing Village Design Statements currently, in conjunction with local estates. Cllr Elliott discussed the A27 bypass consultation that is also underway at the moment.

167.16- 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
 - David Snowdon is happy to arrange either large / small group training sessions depending upon requirements
 - Action: Cllr Cross to liaise with David Snowdon to arrange a date**
- c) Sutton Bowls Club
 - No further action at present
- d) Village Website & archive
 - The website www.suttonandbarlavington.co.uk is now live and has been publicised via the Village News & email to all those on the distribution list. Training is being planned for October to enable page owners to take ownership for their pages
 - Village archive – for discussion at next meeting
- e) Co-option of another councillor

Cllr
Cross

• It is understood that Cllr Pontin may now wish to return as a Parish Councillor.
Action: Cllr Cross to invite Cllr Pontin to return to her role as a Parish Councillor, undertaking the role of deputy planning and trees, should she be ready to return.

Cllr
Cross

- For ongoing consideration (council remains quorate)

f) New Homes Bonus 2016 application

- The application for a new boiler for the Village Hall was submitted and the Parish Council await feedback following the special meeting of the Grants and Concessions Panel on 22nd September 2016.

g) Transparency grant 2016

- An application for this grant was successfully submitted to NALC & is now complete

h) To discuss any matters arising not dealt with elsewhere on the Agenda

- Nothing arising

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

i) Footpaths and public rights of way

- Cllr Brown has highlighted the issue with the potholes and is following up this to ensure they are filled.
- Nick Scott is due to come out and have a look at the footpath

j) Operation watershed 2016 grant application

- The grant application for £1400 towards the Sutton Hill project – ditch clearance & flood prevention, was successful. Cllr Brown has asked M. Dallyn to complete this work
- There is still some money remaining from 2015 Operation Watershed grant which will be used to rebuild the roadside and clear the drains in the street. It is hoped that this will be completed within the next month or so.

k) Winter Maintenance Plan 2016/17

- The salt bin audit has been completed, identifying 2 bins that are <75% full & will be topped up by WSCC.
- Any litter / loose salt bags in these will need to be removed prior to this happening to ensure they are filled
- An extension to the deadline for the submission of the winter maintenance plan has been agreed with WSCC, this is now due by the end of September 2016
- Currently no local farmer has been found, and ideally a local farmer would be included in the Winter Plan.

Action: Cllr Parkes to ensure all grit bins are emptied of litter / loose salt bags by the end of October

Action: Cllr Parkes to review the options for local farmers for inclusion in the winter plan

Cllr
Parkes
Cllr
Parkes

169.16 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/16/01634/HOUS - Little Cott Burton Park Road Barlavington West Sussex GU28 0JR

Proposed storm porch **Approved**

SDNP/16/03417/FUL – Lodge Copse Barn, Crouch Lane, Barlavington
Conversion of redundant barn **Refused**

b) Other planning issues

- Enforcement notice SN/3 has been issued on 18th August for the land at 1 Sutton Hollow.
- Registration of breach of planning
 - i. SDNP/16/00521/COU - Sutton Court Barn (Use of stables as a garage)
 - ii. SDNP/16/00522/COU - Sutton Court Barn (Use of shepherd huts for residential occupation)

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

- a) **CDC All Parish Meeting** - Wednesday 28th September, 7pm, East Pallant House
- b) **SSALC Planning update** - Tuesday 11th October, 6pm Lodge Hill
- c) **West Sussex ALC AGM** - Monday 17th October, 10am Lodge Hill

No one able to attend any of these meetings to represent the council

171.16 Agenda Item 10: CONSULTATIONS

- a) **Electoral Review of Chichester** – no comments
- b) **TAG Farnborough Airspace Consultation** – J Cross to review and comment on behalf of the council

Action: Parish Clerk to forward documentation to Cllr Cross for review

172.16 Agenda Item 11: CORRESPONDENCE

- a) **Sutton Hollow** - J Pontin – copy of further letter to CDC regarding planning breaches. The Parish Council wish to recognise the enduring support received by J. Pontin in support of the parish and the resolution of these breaches
- b) **David Snowdon** – Raised concerns about speeding & poor parking through the village, Cllr Cross will raise this in the Village News, however after some discussion it was felt that the PC could not pursue additional signage in the village, as this was reduced through the village fairly recently at the request of the villagers.

173.16 Agenda Item 12: FINANCE

- a) **To approve accounts for payment and Clerk's salary and expenses**
 - **Accounts for payment**

Paid after the Meeting					
14/09/16	SLCC	SLCC Renewal	£118.00	£0.00	£118.00
14/09/16	Bluefish	Laptop diagnostics	£30.00	£0.00	£30.00
TOTAL			£148.00	£0.00	£148.00

- **Parish Clerks Salary for August & September 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 6th July 2016

Parish
Clerk &
Cllr
Cross

• Clerks Expenses Paid after the meeting

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
7/7/16	BT	Phone Calls	£5.53		£5.53
29/07/2016	Staples	Printer paper & Ink	£65.69	£13.14	£78.83
26/7/16	Mileage	Travel to & from Lodsworth Village Hall for SALC Awareness training 23.6 miles	£10.62		£10.62
7/8/16	F Secure	Internet Security renewal	£66.66	£13.33	£79.99
5/09/16	Currys	Replacement Laptop	£224.17	£44.83	£269.00
Total			£372.67	£71.30	£443.97

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 August 2016 is attached and bank statements, bank reconciliation as at the same date will be available at the Meeting for monitoring and reconciliation purposes.

c) Online banking update

The paperwork has been submitted to move to online banking, awaiting confirmation of a signature match for Cllr Parkes and then next steps from Nat West Bank

Action: Cllr Parkes to get signature confirmed in order to move forward

Cllr
Parkes

d) VAT refund claim

A claim was successfully submitted for the refund of VAT for the financial year 2015/16 for £769.81

e) Pension Auto enrolment

The Parish Clerk has elected not to opt in to auto enrolment

f) New Council Laptop

A new laptop has been purchased for the council, with APPROVAL from Cllr Cross & Cllr Neave, using the Computer reserves due to the existing one having an issue with the hard drive that was considered not to be cost effective to repair

g) 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 circulate for signature

Parish
Clerk

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

174.16 Agenda Item 13: DATE OF THE NEXT MEETING

November 9th 2016

Action: Councillors are asked to consider the dates for forthcoming meetings over the next year

Cllrs
Cross &
Andre
ws

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

Dated: 9th November 2016

Attachments

Planning Appendix

Budget 2015-2016

Accounts to end August 2016

Draft minutes of meeting 6th July 2016

Auto enrolment letter

Winter Maintenance Plan