

**THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON**  
**DRAFT MINUTES OF THE MEETING**  
**WEDNESDAY 22<sup>nd</sup> MARCH 2017 AT 7.30 pm SUTTON VILLAGE HALL**

<p><b>In attendance:</b> Cllr Cross, Cllr Andrews, Cllr Brown, Cllr Parkes, Rachel Orr (Parish Clerk), DCllr John Elliott and Hannah O’Callaghan (new parish clerk)</p>	
<p><b>116.17-Agenda Item 1: APOLOGIES FOR ABSENCE</b>  Cllr Neave &amp; WSCC Michael Brown sends his apologies</p>	
<p><b>117.17-Agenda Item 2: CODE OF CONDUCT</b>  <b>Declaration of Members’ Personal Interests on items included in the Agenda</b>  None declared</p>	
<p><b>118.17- Agenda Item 3: MINUTES OF THE MEETING HELD ON 11<sup>th</sup> JANUARY 2017</b>  The Minutes of the meeting held on 11<sup>th</sup> January 2017 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 Parkes <b>PROPOSED</b> and Cllr Brown <b>SECONDED</b> the motion.</p>	
<p><b>119.17- Agenda Item 4: MATTERS ARISING FROM PRIOR MEETINGS</b></p>	
<p>a) Village assets</p> <ul style="list-style-type: none"> <li>• Cllr Neave has a copy of the insurance information in order to review options prior to renewal</li> </ul> <p><b>Action: Cllr Neave to review options prior to renewal</b></p>	<p>Cllr Neave</p>
<p>b) Defibrillator refresher training</p> <ul style="list-style-type: none"> <li>• Defibrillator training has been arranged by the WI in the Village Hall on the 4<sup>th</sup> October</li> </ul>	
<p>c) Village archive</p> <ul style="list-style-type: none"> <li>• Village archive – Cllr Cross plans to hold a meeting with key individuals to discuss and progress</li> </ul> <p><b>Action: Cllr Cross to progress</b></p>	<p>Cllr Cross</p>
<p>d) Parish Clerk Vacancy</p> <ul style="list-style-type: none"> <li>• Hannah O’Callaghan has been appointed as the parish clerk &amp; RFO following her interview on Wednesday 1<sup>st</sup> March, references have now been taken</li> <li>• Hannah will start in role on the 1<sup>st</sup> April &amp; will complete a one month handover with the current clerk</li> </ul> <p><b>Action: Parish Clerks to agree handover progress</b></p>	<p>Parish Clerks</p>
<p>e) Annual Parish Meeting</p> <ul style="list-style-type: none"> <li>• Planned for Wednesday 24<sup>th</sup> May</li> <li>• Ian Wightman, Senior Historic Buildings advisor at CDC is confirmed as a guest speaker</li> <li>• WSCC have confirmed that they are unable to provide an APM speaker to talk about the role of the Access Ranger within the community</li> <li>• After due discussion a finger buffet will be booked with the pub, quantities will be reduced from last years booking to 15 people</li> <li>• Will need to publicise, arrange drinks and get reports from the various village groups</li> <li>• The council would like to be able to run a demonstration of the web site, possibly</li> </ul>	

using 3G to run the presentation, this will need to be trialled to see if it is possible to do

**Action: Parish Clerk to book buffet, arrange drinks and publicise**

**Action: Cllr Neave to see if feasible to run a demo of website in Village Hall**

**Parish  
Clerk  
Cllr  
Neave**

f) Online Banking update

- Online banking is now fully up and running with the majority of payments being made online, payments are made in line with the financial regulations and are only made with two email confirmations from signatories. This has been of real benefit to the Parish Clerk in managing the finances / payments

g) Co-option of additional councillors

- The council currently have two vacancies, the role has been advertised, CDC have confirmed that there has been no request for an election
- So far there has been no interest from potential applicants
- For ongoing consideration (council remains quorate)

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

- None

**120.17 Agenda Item 5: COUNTY COUNCILLOR'S REPORT (10 minutes)**

No report provided

**121.17 Agenda Item 6: DISTRICT COUNCILLOR'S REPORT (10 minutes)**

DCllr Elliott discussed council tax rises. He also noted that Chichester Northgate car park is due to be modified shortly to provide further disabled parking. He suggested that CDC grant funding is available for community projects. The next round of community funding is closing on the 2<sup>nd</sup> June, this may an opportunity to apply for funding.

**122.17 Agenda Item 7: HIGHWAYS AND FOOTPATHS & VILLAGE MAINTENANCE:**

a) Footpaths and public rights of way

- Ranger is due to complete footpath works over the course of the next month
- Brick bridge on footpath 730 towards Barlavington Church will require repairing in the summer, which after due discussion was agreed that this may be a suitable project for CDC Community funding via David Hyland & Operation watershed grant funding,

**Action: Cllr Brown to investigate**

b) Operation watershed

- Cllr Brown reported that M Dallyn has completed some further operation watershed funded works, Cllr Brown has focused on a number of areas.

**Cllr  
Brown**

- i. Down from the crossroads there has been a considerable amount of flooding on the left, just south of the Permissive path but before you get to Crouch Farm Lane. New ditches have been dug as soakaways, and the resulting flooding has soaked away
- ii. All drains coming towards the village have been cleared.
- iii. In Sutton Hollow (the hill leading to the village) the stream that rises half way up the hill on the right hand side, has been diverted into a newly created ditch. This should stop water crossing the road, which in the winter freezes. WSCC can now be asked to fill in the potholes caused by the running water.
- iv. Opposite the Pub all drains have been dug out, right down to the bottom of Bignor Hill. There is a possibility of a collapsed drain just south of the Croft, but this is doubtful, and the advice seems to be that expensive works would

not achieve anything. There probably was never pipework there, so a watching brief will be maintained.

- Operation Watershed will once again be running in the next financial year, this will be matched funding
  - Operation Watershed has also purchased licenses for Parish Online for all Parish Councils for the next 3 years free of charge
- c) Winter Maintenance Plan 2016/17
- Gritting through the year has cost £360, the council feel this has been an effective plan that is working well for the community

### **123.17 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**
  - i. None
- **Decisions advised since last meeting**
  - i. SDNP/16/05114/LIS – Rose Cottage - Approved – 24/02/17
  - ii. SDNP/16/06049/CND Rats Castle Cottage– Approved – 03/03/17
  - iii. SDNP/17/00163/TCA Stapleforads - Approved – 13/02/17
  - iv. SDNP/17/00813/TCA – Sutton Court Farm House – 17/03/17

#### **b) Other planning issues**

- Sutton Court Barn – awaiting an update from Reg Hawks
- 1 Sutton Hollow – The s174 appeal against the enforcement notice is currently in progress, so the most appropriate course of action at this stage is to await the outcome of the appeal, which if dismissed requires the unauthorised building to be demolished.
- 2 Sutton Hollow – PC objection to revised plans has been lodged – the application is still in the process of being heard

### **124.17 Agenda Item 9: N.E. PARISH FORUM & OTHER COMMITTEE / ADVISORY GROUPS**

- a. CDALC Meeting – 27<sup>th</sup> March Pallant house, Chichester – 7pm
- b. NE & NW Community forum – 28<sup>th</sup> March – The Old Library, Midhurst, 6.30pm
- c. West Sussex ALC Spring Conference – 30<sup>th</sup> March – Lodge Hill, Pulborough, 9.30am
- d. All Parish Meeting – 5<sup>th</sup> April – East Pallant House, Chichester, 6pm
  - Councillors are unable to attend these meetings

### **125.17 Agenda Item 10: CONSULTATIONS**

- The Parish Council have submitted their representation relating to the West Sussex Joint minerals local plan – response was focused on looking at strengthening the strategic objectives, the parish communicated with Fittleworth & Bury regarding the this

### **126.17 Agenda Item 11: CORRESPONDENCE**

- J Pontin email correspondence regarding 1 Sutton Hollow appeal notification  
**Action: Cllr Cross to forward to the clerk for filing**

### **128.17 Agenda Item 12: FINANCE**

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

**J Cross**

Paid before the Meeting					
19/1/17	RA Dallyn	Ditch clearance	300.00	60.00	360.00
29/01/17	SSALC	LCR Subscription	34.00	0.00	34.00
26/1/17	Sussex Manures	January Gritting	180.00	36.00	216.00
14/03/217	Sussex Manures	February Gritting	60.00	12.00	72.00
14/03/17	PAYE	HMRC	179.40	0.00	179.40
<b>TOTAL</b>			<b>753.40</b>	<b>108.00</b>	<b>861.40</b>

- **Parish Clerks Salary for February & March 2017 (paid before the meeting)**

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 6<sup>th</sup> July 2016.

- **Clerks Expenses Paid after the meeting**

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
21/01/17	Staples	A4 paper & Ink cartridges	27.48	5.50	32.97
06/02/17	BT	Phone calls	1.30	0.00	1.30
06/03/17	BT	Phone Calls	10.55	0.00	10.55
<b>Total</b>			<b>39.33</b>	<b>5.50</b>	<b>44.82</b>

**b) To approve Accounts, Bank Reconciliation, Income and Expenditure Reports and Actual v Budget - Report to end February 2017**

A copy of the Accounts to end of February 2017 is attached and bank statements, bank reconciliation as at the same date was available at the Meeting for monitoring and reconciliation purposes.

**c) Finalise budget for 2017/18**

- The proposed budget for 2017/18 was discussed in detail and virements to move unspent transparency and Operation watershed grant funding into reserves for spend in 2018/19 were unanimously agreed.
- It is understood that the Landlord at the pub may not look to renew his lease at the end of the summer. There is a question as to whether the pub may be registered as an asset of community value by the Parish Council or possibly has already been registered.

**Action: Parish Clerk to investigate with CDC whether this has already been registered**

Parish Clerk

**d) Appointment of internal auditor & arrangements for annual return**

Councillors were asked to approve the re-appointment of RS Hall and Co as our internal auditor for 2016-2017 financial year, this was unanimously agreed

**Action: Parish Clerk to appoint RS Hall to complete the internal audit**

Parish Clerk

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

• **Precept**

The precept for Sutton & Barlavington has been confirmed by CDC with a breakdown of the precept as below;

Barlavington	£2224.84
Sutton	£5229.16
Total	£7454.00

CDC have confirmed that the parish precept will be forwarded in two instalments on the 13th April & 8th September

**Agenda Items 12a,b,c & d were accepted and approved by Councillors**

Cllr Cross **PROPOSED** the motion which was **SECONDED** by Cllr Parkes

**129.17 Agenda Item 13: DATE OF THE NEXT MEETINGS**

It was agreed to change the dates of some of the forthcoming planned meetings in order to ensure the new Parish Clerk would be able to attend the meetings, revised schedule detailed below

- 26<sup>th</sup> April
- 24<sup>th</sup> May - APM
- Monday 10<sup>th</sup> July
- Wednesday 6<sup>th</sup> September – to be held in the church
- Wednesday 15<sup>th</sup> November

Meeting finished at 8.45pm

**Attachments**

Planning Appendix

Accounts to end February 2017

Budget proposal

**Parish  
Clerk**