

**THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON**  
**MINUTES OF THE MEETING**  
**WEDNESDAY 11<sup>th</sup> JANUARY 2017 AT 7.30 pm SUTTON VILLAGE HALL**

<p><b>In attendance:</b> Cllr Cross, Cllr Brown, Cllr Neave, Rachel Orr (Parish Clerk), WSCC Michael Brown, DCllr John Elliott</p>	
<p><b>100.17-Agenda Item 1: APOLOGIES FOR ABSENCE</b>  Cllr Andrews &amp; Cllr Parkes sent their apologies</p>	
<p><b>101.17-Agenda Item 2: CODE OF CONDUCT</b>  <b>Declaration of Members' Personal Interests on items included in the Agenda</b>  Cllr Neave – declared a potential interest as a neighbour and took no part in any discussion relating to Sutton Court Barn</p>	
<p><b>102.17- Agenda Item 3: MINUTES OF THE MEETING HELD ON 9<sup>th</sup> NOVEMBER 2016</b>  The Minutes of the meeting held on 9<sup>th</sup> November 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 <b>PROPOSED</b> and Cllr Neave <b>SECONDED</b> the motion.</p>	
<p><b>103.17- Agenda Item 4: MATTERS ARISING FROM PRIOR MEETINGS</b></p> <ul style="list-style-type: none"> <li>• Village assets <ul style="list-style-type: none"> <li>• Parish Clerk to forward the date for the insurance renewal to Cllr Neave to enable review of options prior to renewal</li> </ul> </li> <li>• Defibrillator refresher training <ul style="list-style-type: none"> <li>• Defibrillator training was planned for 11/06/16, awaiting rescheduled date to be arranged by Cllr Cross</li> </ul> </li> <li>• Village Website &amp; archive <ul style="list-style-type: none"> <li>• The village Website is up and running, final invoice has been received &amp; approved for payment prior to the meeting</li> <li>• Village archive – Cllr Cross has had some informal conversations and plans to hold a meeting with key individuals to discuss and progress</li> </ul> </li> <li>• Co-option of another councillor &amp; Cllr Pontin leave of absence <ul style="list-style-type: none"> <li>• Cllr Pontin has submitted her resignation from her role as a Parish Councillor following her leave of absence, the Parish Council are deeply saddened by her decision to leave, but accept her resignation and would like to acknowledge her commitment and dedication to the Council during her tenure.</li> <li>• A formal process will now need to be instigated, which will include informing CDC returning officer and advising the parishioners of the vacancy</li> </ul> </li> <li>• NHB Boiler installation – new boiler has been installed, 2 outstanding issues that are being resolved. Payment will then be made to Adept heating on resolution of these issues. The Parish Council will seek partial refund from the VH for the difference between the bill and the sum of the NHB grant and the VAT which will be reclaimed in the forthcoming financial year</li> <li>• Village hall generator - SSE are not currently issuing grants, Cllr Neave is on the mailing list therefore when funds are reopened Cllr Neave will be advised. Further action on this will take place as and when grants are reopened.</li> <li>• To discuss any matters arising not dealt with elsewhere on the Agenda - None</li> </ul>	<p>Parish Clerk</p> <p>Cllr Cross</p> <p>Cllr Cross</p> <p>Parish Clerk</p> <p>Parish Clerk</p> <p>Cllr Neave</p>

<p><b>104.17 Agenda Item 5: COUNTY COUNCILLOR’S REPORT (10 minutes)</b></p>	<p>Parish Clerk</p>
<p>Cllr Brown reported that WSCC Council Tax bill is likely to increase by 4% as a motion is being put forward imminently, Cllr Brown will be voting against this proposal to increase taxes. Cllr Cross reported that fly tipping has increased in the area following the introduction of charges by WSCC recycling charges (including building waste etc). Cllr Brown reported that WSCC has recorded a reduction in reported fly tipping.</p>	<p>Parish Clerk / Cllr Andrews</p>
<p><b>105.17 Agenda Item 6: DISTRICT COUNCILLOR’S REPORT (10 minutes)</b></p>	<p>Parish Clerk</p>
<p>DClIr Elliott discussed various planning concerns that have been raised recently within his parishes. The Parish Council raised their concern over 6 Greenfields extension which has recently been approved and feel that the approval will stimulate a great deal of unrest. The Parish Council did object to this, this application has also been flagged to DClIr Elliott at a number of his other parishes, he advised the Parish Clerk to write to the planning officer to seek clarification on the logic behind this approval. He advised that he has another complaint for a similar type of application in another parish where the property is being massively increased in size. DClIr Elliott advised that the Parish Clerk should email him in future should there be any issues or planning concerns arising. Any objections that the planning committee make should also be communicated to DClIr Elliott The Parish Council also sought support from DClIr Elliott with regards to the issues with Sutton Court Barn, Parish Clerk to forward communication to DClIr Elliott. DClIr Elliott has also advised that the council tax and housing allowances for the next 5 years have now been agreed at CDC and the next All Parish Meeting is likely to be held in March and is to be confirmed.</p>	<p>Parish Clerk / Cllr Andrews</p>
<p><b>106.17 Agenda Item 7: HIGHWAYS AND FOOTPATHS &amp; VILLAGE MAINTENANCE:</b></p>	<p>Cllr Brown</p>
<p>a) Footpaths and public rights of way</p> <ul style="list-style-type: none"> <li>• At bottom of Barlavington lane the barriers over the causeway have recently been repaired.</li> <li>• Brick bridge towards Barlavington Church will require repairing in the summer</li> </ul> <p>b) Operation watershed</p> <ul style="list-style-type: none"> <li>• One of culverts towards the ford is blocked again, possibly a tree root blocking the culvert, M Dallyn will investigate in the spring, he will provide a quote to re-rod, this will come under remaining winter maintenance funds</li> </ul>	<p>Cllr Brown</p>
<p>c) Winter Maintenance Plan 2016/17</p> <ul style="list-style-type: none"> <li>• A meeting was held in December to further discuss the Winter maintenance plans a summary of which is with the documentation for the meeting</li> <li>• Gritting has been carried out 3 times to date (£60 / grit excl VAT), using the funds from the winter maintenance budget. The council have budgeted for up to 10 grits during this winter season</li> <li>• Each time gritting is instigated an email will be sent to the community to inform them that this is happening</li> <li>• Bags of salt were received from WSCC and these have been distributed around the village to key places such as the pub, village hall, church – many thanks go to WSCC &amp; the AA for this kind donation</li> <li>• The manual gritter has arrived and has been located within the Hort Soc shed, this will remain within the care of the VH committee</li> </ul>	<p>Parish Clerk</p>
<p><b>107.17 Agenda Item 8: PARISH CLERK VACANCY</b></p>	<p>Parish Clerk</p>
<ul style="list-style-type: none"> <li>• The Parish Clerk handed in her notice on 19/12/2016. Her resignation has been accepted by the council with sadness, but with understanding of her position.</li> </ul>	<p>Parish Clerk</p>

<ul style="list-style-type: none"> <li>• The Clerk has emailed the local clerking community to see if anyone might be interested in the role, no one has yet shown any interest. It was agreed that this will be communicated on the village notice boards, in the village news &amp; on the website &amp; also via mailchimp to drive interest.</li> <li>• The clerk is happy to remain in place to the end of March if required</li> </ul>	<b>Parish Clerk</b>
<p><b>108.17 Agenda Item 9: 2017-2018 BUDGET including precept requirement &amp; financial projection</b></p> <ul style="list-style-type: none"> <li>• Proposed budget for the next 3 years alongside a suggested increase in the precept of 1% for 2017/2018 has been circulated with the information pack circulated for the meeting</li> <li>• Cllr Neave presented the current situation &amp; discussed the key areas of discretionary spend and their impact on the ongoing reserves. The councillors felt that it was important for the council to be able to maintain the village and its services. A winter gritting reserve has been built in in order to be able to withstand possible severe winter. The elector base has increased over the past year by 1% hence precept element of council tax SHOULD remain the same for both 2017/8 and 2016/17</li> <li>• After due consideration and discussion, the above was taken to a vote and with reluctance the councillors agreed unanimously to increase the precept for 2017/18 by 1%. Parish Clerk to inform the council</li> </ul>	<b>Parish Clerk</b>
<p><b>109.17 Agenda Item 10: APM Speakers / plan</b></p> <ul style="list-style-type: none"> <li>• Nick Scott, WSCC Access Ranger &amp; Derek Price, CDC Planning, have been invited as speakers for the May APM</li> <li>• Nick is moving on to a new role at the end of February, but that this will be discussed with the new person. Parish Clerk to email Nicks manager to see if she can come to the APM if the new person in role is unable to</li> <li>• There has been no response from planning as yet – Parish Clerk to chase again</li> <li>• There was a suggestion that Dr Ian Wightman @ CDC may be willing to come to talk about his role, listed buildings, ethos of dept within rural community etc</li> </ul>	<b>Parish Clerk</b> <b>Parish Clerk</b> <b>Parish Clerk</b>
<p><b>110.17 Agenda Item 11: PLANNING</b></p> <p>A copy of the Planning Appendix showing outstanding applications and decisions from April 2016 is attached.</p> <p><b>d) Current applications and decisions</b></p> <ul style="list-style-type: none"> <li>• <b>Current applications for consideration by Councillors</b></li> <li>• <b>Decisions advised since last meeting</b> <ul style="list-style-type: none"> <li>• SDNP/16/04878/LIS – Approved – 01/12/16</li> <li>• SDNP/16/05136/HOU – Approved – 16/12/16 – 6 Greenfields - the Parish Council are shocked &amp; surprised at the fact that this has gone through and will seek more clarification from CDC as per the notes in item 105.17</li> <li>• SDNP/16/05541/TCA – Approved – 1/12/16</li> <li>• SDNP/16/05857/TCA – Approved – 21/12/16</li> </ul> </li> </ul> <p><b>e) Other planning issues</b></p> <ul style="list-style-type: none"> <li>• Breaches of planning have been identified – no further update <ul style="list-style-type: none"> <li>i. SDNP/16/00521/COU - Sutton Court Barn (Use of stables as a garage)</li> <li>ii. SDNP/16/00522/COU - Sutton Court Barn (Use of shepherd huts for residential occupation)</li> </ul> </li> </ul>	

**111.17 Agenda Item 12: N.E. PARISH FORUM & OTHER COMMITTEE / ADVISORY GROUPS**

- a. Burton & Chingford LNR committee – 15<sup>th</sup> March – Duncton Village Hall 10.30am (Cllr Parkes may be able to attend)
- b. West Sussex ALC Spring Conference – 30<sup>th</sup> March – Lodge Hill, Pulborough, 9.30am – no one is able to attend
- c. CDALC Meeting – 16<sup>th</sup> January – CDC, Pallant House, Chichester – 7pm – no-one is able to attend
- d. Cllr Brown attended the last NE Parish forum meeting

**112.17 Agenda Item 13: CONSULTATIONS**

None

**113.17 Agenda Item 14: CORRESPONDENCE**

- a. A request has been made by Arun & Chichester Citizens Advice for grant support – the council are unable to support at this time
- b. Cllr Cross has been in communication with Sebastian Anstruther about returning the boundary stone to its rightful place. SA will coordinate this (Cllr Cross to forward this to Parish Clerk for file)

Cllr  
Cross**114.17 Agenda Item 15: FINANCE**

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

Paid before the Meeting					
10/12/16	RA Dallyn	Operation Watershed	1400.00	280.00	1680.00
10/12/16	Sussex Manures	Gritting	60.00	12.00	72.00
10/12/16	Landbuild	Operation Watershed	1212.00	242.40	1454.40
16/12/16	Post Office	HMRC Payment	189.60	0.00	189.60
11/01/17	Robert Eitel	Web design & training	£550.00	0.00	£550.00
11/1/2017	Adept Heating	VH Boiler	2785.00	557.00	£3342.00
11/1/2017	Sussex Manures	Gritting	60.00	12.00	£72.00
<b>TOTAL</b>			<b>£6256.60</b>	<b>534.40</b>	<b>£3946.00</b>

- Parish Clerks Salary for December 2016 & January 2017

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 before the meeting

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
02/12/16	Hover	Website domain renewal	8.22	0.00	£8.22
02/12/16	Office Supplies Supermarket	Manual gritter for village	113.79	22.76	£136.55

03/12/16	Books & Stationers ltd	Stamps	13.20	0.00	13.20
<b>Total</b>			£135.21	£22.76	£157.97

**b) To approve Accounts, Bank Reconciliation, Income and Expenditure Reports and Actual v Budget - Report to end December 2016**

A copy of the Accounts to end of December 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 Parish Council banking is now online and as statements etc can be pulled off at anytime, giving a clear & accurate view of the accounts. The ability to make online payments is not yet available

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

None

**115.17 Agenda Item 16: DATE OF THE NEXT MEETING**

- Wednesday 22<sup>nd</sup> March

**Meeting closed at 8.50pm**

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

**Dated: 22<sup>nd</sup> March 2017**

**Attachments**

Planning Appendix  
Accounts to end December 2016  
Budget proposal  
Winter maintenance meeting output