

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON
MINUTES OF THE PARISH MEETING
MONDAY 10TH JULY 2017 AT 7.30pm SUTTON VILLAGE HALL

<p>In attendance: Cllr Cross, Cllr Andrews, Cllr Brown, Cllr Neave and Hannah-Louise O’Callaghan (parish clerk)</p>	<p>Action:</p>
<p>Agenda Item 1: APOLOGIES FOR ABSENCE No apologies were received Cllr Cross reported that Michael Brown has stepped down from the Council. Clerk is to contact new County Councillor David Bradford to invite him to attend future meetings</p>	<p>Clerk</p>
<p>Agenda Item 2: CODE OF CONDUCT Declaration of Members’ Personal Interests on items included in the Agenda and Dispensation Requests Cllrs Brown and Neave declared an interest in Item 6 on the Agenda and stated that they would recuse themselves for this item</p>	
<p>Agenda Item 3: Approval of Minutes of meeting held on 24th May 2017 On a proposal by Cllr Andrews and seconded by Cllr Neave it was RESOLVED that the Minutes of the meeting held on 24th May 2017 be approved. They were duly signed as a correct record</p>	
<p>Agenda Item 4: Update on matters carried forward from previous meeting:</p> <ul style="list-style-type: none"> a) Village assets Cllr Cross reported that the bus shelter had now been fixed b) Village archive Cllr Neave reported that it is 25 years since building of village hall. Cllr Neave to investigate putting a piece regarding this on the website c) Community Right to Bid Cllr Cross reported that an application to place the White Horse as a Community Asset was in process d) Website Update Cllr Neave informed Council that he would supply website stats which are included as appendix A of the minutes. The figures are usage for the last 3 months with the figures in green representing the movement over that previous 3 months e) Co-option of additional Councillors Cllr Cross asked members of the public present to consider joining the Parish Council 	<p>Cllr Neave</p> <p>Cllr Neave</p>
<p>Agenda Item 5: Matters arising not dealt with already on the Agenda Cllr Cross noted that Parish Council notices are being taken down from noticeboards which</p>	

means that not all parishioners have the opportunity to know what is happening in the village if they are not able to check the other sources of information such as the website

Agenda Item 6: Caravan and Camping Site

Cllrs Brown and Neave recused themselves from the discussion at this point, moving to sit with the public. Cllr Cross told the meeting that the Parish Council sent around an email regarding application for a caravan and camping site in the village, which has been granted by DEFRA. The Parish Council have not expressed an opinion neither do they have comment on this matter. Cllr Cross reminded the meeting that the Parish Council were not consulted on this matter and that the decision to issue the licence was taken by DEFRA. Cllr Cross sought clarification from SALLC as to what powers the Parish Council had should residents wish the PC to pursue the issue. Cllr Cross informed those attending that the only course of action was a judicial review, which was untenable. Debate was then moved to the floor.

Discussion around the caravan and camping site ensued with an email being read from the floor on behalf of Nick and Sue Vince (appendix B) and several comments and discussions took place from the floor. After a lengthy debate Council **RESOLVED** that a meeting between villagers and the license owners, Nick and Sue Vince should take place, with all parties trying to find an amicable resolution. This meeting (to be arranged) would then be reported back to the Parish Council. Cllr Cross asked for a show of hands from the floor to take this course of action forward and then closed the discussion.

Agenda Item 7: Planning Update

A copy of the Planning Appendix showing outstanding applications and decisions from April 2017 is attached (appendix C)

New Application – SDNP/17/02862/FUL

Location: Barlavington Farm Church Lane Barlavington GU28 0LG

Proposal: Change of use of existing barn, byre, stables / workshop and cart shed to commercial (B1 office) and residential use and associated work including external landscaping and car parking.

New Application – SDNP/17/02863/LIS

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Proposal: Change of use of existing barn, byre, stables / workshop and cart shed to commercial (B1 office) and residential use and associated work including external landscaping and car parking.

Cllr Cross reported that the plans for the Barlavington Farm development would be available on Saturday morning (15th July) should anyone want to view them.

Cllr Andrews reported that, the Parish Council, in principle, support the plans. Cllr Andrews recommended that the Parish Council endorse the application if the following criteria was met:

- Financial liability and what might be required to conserve the barn
- The tranquillity and special quality of the location
- No more planning to be permitted
- Improving size of gardens to houses
- Concern of visual impact

**Cllrs
Andrews
& Cross**

- Capacity of local highway network and increased usage
- A better balance between residential and commercial use

Other planning issues

Decision Made - SDNP/17/01144/FUL

Burton Mill Farm Burton Park Road Barlavington GU28 0JR

Application Approved

Decision Made - SDNP/16/05500/LIS

SDNP/16/05499/HOUS

2 Sutton Hollow

Application Approved

Decision Made - SDNP/17/00294/FUL

SDNP/17/00295/LIS

1 Sutton Hollow

Appeal to be heard by August

Appeal Decision – SDNP/16/03417/FUL

Lodge Copse Barn, Crouch Lane, Barlavington

Appeal Dismissed

Agenda Item 8: District Councillor Report

District Cllr Elliott reported that grant funding was available and asked whether the Parish Council had applied for funding for the village hall. Cllr Cross clarified that the village hall is not a Parish Council asset and that the village hall committee had not applied to the Council for funding help.

Cllr Cross put forward that the Parish Council would be applying for the Community Initiative Grant. District Cllr Elliott clarified that the next meeting is in September and not November as published on the website.

District Cllr Elliott talked about the Chichester Development Plan (Southgate Development) and urged Council to feedback their thoughts on the project, details previously circulated to Councillors.

Agenda Item 9: County Councillor Report

No report

Agenda Item 10: Highways, Footpaths and Village Maintenance Update

No report

Agenda Item 11: Community Initiative Grant Application – Sutton Bowls Club

Cllr Cross mentioned to District Cllr Elliott that the Parish Council will be applying for a community initiative grant to invest in new benches for the bowls club. District Cllr Elliott confirmed that he sees no problem with this community application.

Agenda Item 12: Update on any Consultations

- Chichester Local Plan

District Cllr Elliott covered this in his report. Agenda Item 8

Cllr Cross asked whether the final minerals report had been received. Clerk confirmed this had not yet been received.

Agenda Item 13: Correspondence

- a) Antisocial Behaviour Greenfield, Sutton

Cllr Cross recounted that a new family to the area was subjecting existing residents to increasing anti social behaviour. Debate from the floor recognised this issue and raised concerns. Cllr Cross reported to Council that he had been copied into letter, which echoed the concerns raised in the meeting, to Nick Herbert who sent a standard response. Cllr Cross reported that the Parish Council had already been asked to write a letter by the residents concerned regarding this behaviour and will follow up and find out whom the letter should be written to and then support the parishioners accordingly.

- b) Caravan and Camping Site - Mr N Vince

See Agenda Item 6

Agenda Item 14: FINANCE

- a) **Approval of Accounts, Bank Reconciliation, Income and Expenditure Reports**

A copy of the Accounts to 7th July 2017 was been circulated and bank statements, bank reconciliation as at the same date was available at the Meeting for monitoring and reconciliation purposes.

- b) **Approval of accounts for payment and Clerk's salary and expenses**

Clerks Salary 1 – 30th June 2017

LCP Scale 25 (per SALC payment schedule)	£11.77 per hour
Salary for June 2017	£357.02
Less Tax June 2017	0
Less NIC June 2017	0
Net salary for June 2017	£357.02

Clerks Salary 1 – 31st July 2017

LCP Scale 25 (per SALC payment schedule)	£11.77 per hour
Salary for July 2017	£357.02
Less Tax July 2017	0
Less NIC July 2017	0
Net salary for July 2017	£357.02

Paid by Standing Order on last working day of the month

Clerks Expenses Paid by cheque at the meeting

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
24/05/17	Mileage	Mileage to PC meeting (May) 9 miles @ 45 pence per mile	4.05	0	4.05
27/05/17	Postage	Sending Audit docs	0.98	0	0.98
30/05/17	Working from home allowance (June)	As per contract	18.00	0	18.00
30/05/17	Working from home allowance (July)	As per contract	18.00	0	18.00
Total			41.03	0	41.03

Agenda Items 14a & b were accepted and approved by Councillors. Cllr Neave **PROPOSED** the motion which was **SECONDED** by Cllr Cross

In line with good practice, Cllrs Brown and Cross inspected the Natwest Bank Statements and initialled the corresponding balance.

Agenda Item 11: DATE OF THE NEXT MEETING

The next meeting Parish meeting will be held Wednesday 6th September at 7.30pm in the Church

Meeting finished at 8.45

Appendices and Attachments

Website Statistics (A)

Correspondence re Caravan and Camping site (email). Agenda Item 6(B)

Planning Appendix (attached)

Accounts to end 7th July 2017 (attached)

General Statistics

SESSIONS

485

Total number of Sessions within the date range. A session is the period time a user is actively engaged with your website, app, etc.

41.81 % 90 days ago

VISITORS

338

Users that have had at least one session within the selected date range. Includes both new and returning users.

56.48 % 90 days ago

PAGE VIEWS

1,154

Pageviews is the total number of pages viewed. Repeated views of a single page are counted.

26.40 % 90 days ago

AVG. TIME ON SITE

1^m 8^s

The amount of time a user spends on your site.

-15.15 % 90 days ago

BOUNCE RATE

49%

Bounce Rate is the percentage of single-page visits (i.e. visits in which the person left your site from the entrance page without interacting with the page).

13.11 % 90 days ago

PAGES/SESSION

2

Pages/Session is the average number of pages viewed during a session. Repeated views of a single page are counted.

-10.87 % 90 days ago

% NEW SESSIONS

64%

Pages/Session is the average number of pages viewed during a session. Repeated views of a single page are counted.

6.81 % 90 days ago

NEW VS RETURNING VISITORS

DEVICES OF VISITORS

Did you know that total time on your site is **9h 13m 54s**.

Top pages by views

#	Title
1	Village fete 2017 Sutton and Barlavington
2	Sutton and Barlavington Information for residents and visitors about the villages of Sutton, Barlavington
3	Village Fete Sutton and Barlavington
4	Parish Council Sutton and Barlavington
5	Village Hall Sutton and Barlavington

Appendix B

Dear John, members of the Parish council, friends and locals of Sutton village.

It has come to our attention that letters have been distributed via email and Parish notice boards which we have seen concerning Camping and Caravan site.

We would like to Quell these rumours once and for all. we had a complaint made to Chichester District council last year that the Shepards hut was being used as a permanent residence which was untrue, but designed to cause us harm.

We applied for a Camping license last year which we received in April this year which means we can keep the Hut in place and Occasionally rent it out that's all.

We have no intention of having Caravans or Tents or any other form of Camping on the site whatsoever..

It has also come to our attention that Certain untruths have been written and spoken about us that are not true or designed to cause us harm and we reserve the right to take whatever action is deemed necessary to defend our name and will do so through the Courts .

John I would like this Minuted in the Parish notes .

Yours Sincerely Nicholas and Susan Vince

