

f) Camping and Caravan site meeting

It was reported from the floor that a meeting had taken place and that the resident would like to use the shepherds hut for friends and family to stay in. Given the objections faced the resident applied for a camping and caravanning permit for the site but has no intention of development. Overall it was a positive meeting.

g) Community Initiative Grant Application

Cllr Cross reported that although the application had been put in, it was returned for more information. The deadline for submission for this round of funding has passed but Cllr Cross will re-apply next year which was deemed more appropriate as the Club is currently closed for the winter months.

Cllr Cross

Agenda Item 5: Matters arising not dealt with already on the Agenda

Cllr Cross reported that he had exchanged messages with a resident regarding the concerns at Greenfields. Cllr Cross advised the resident that he had written to the managing agent, the Hyde Group. Cllr Cross informed the resident that as a parish council there was no further course of action open to them, however the parish council remains willing to provide any support within their remit as necessary.

Agenda Item 6: County Councillor Report

The Council welcomed David Bradford the new County Councillor. Cllr Bradford introduced himself and asked the Parish Council for their concerns. It was reported that traffic and highways remain a concern. Cllr Cross mentioned Folly Lane being a concern. It was acknowledged that over the years there has been a lot of outsourcing which is something the County Council will be looking to address.

Cllr Cross reported that flooding remains a concern for the Parish Council but it is something that the PC are proactive in tackling by cleaning and unblocking ditches.

It was reported that the sandpit at Horncroft and mineral extraction also remains a concern and the Parish Council remain vigilant on this front.

Cllr Bradford closed by saying that he is always available for the Parish Council and looks forward to working with Councillors.

Agenda Item 7: District Councillor Report

District Cllr Elliott reported on the ongoing A27 bypass around Chichester saying that the organisations involved are now working together to find a solution. The District Council is in favour of option 2 however the more popular option, supported by WSCC is option 1 involving the phasing out of roundabouts in the area and bringing in a slow lane.

District Cllr Elliott closed by reminding Council that grant applications could still be placed.

Agenda Item 8: Winter Management Plan

Cllr Parkes approved the Winter Management Plan as presented by the Clerk and asked for this to be sent to WSCC. Cllr Cross agreed to speak to Hort Soc regarding moving the gritter/bins to the front of the shed in preparation for Winter.

**Clerk &
Cllr Cross**

Agenda Item 9: Highways, Footpaths and Village Maintenance

Cllr Cross to place a reminder in the village news regarding clearing of drains

Cllr Cross

Agenda Item 10: Planning Update

A copy of the Planning Appendix showing outstanding applications and decisions from April was presented to Council.

a) **New Application** – SDNP/17/03638/LIS

SDNP/17/03637/HOUS

Location: Annexe Browns House The Street Sutton RH20 1PS

Proposal: Annex roof extension, refurbishment and associated works

Council has no objection

b) **New Application** - SDNP/17/03290/LDE

Location: Sutton Court Barn Barlavington Lane Sutton RH20 1PN

Proposal: Change of use land to garden

Council objected as per previous application

c) **New Application** - SDNP/17/03584/LDE

Location: Old Manor House, The Street, Sutton, RH20 1PS

Proposal: Existing lawful development certificate for the continued use of converted garage as separate residential annexe

Objection sent

d) **New Application** – SDNP/17/03405/HOUS

SDNP/17/03406/LIS

Location: Bakers Cottage, The Street, Sutton

Proposal: Erection of single storey extension to rear elevation, installation of dormer window to North elevation and internal alterations

Council has no objection

Agenda Item 11: Update on any consultation in progress

Cllr Cross asked whether Council had received feedback regarding the minerals consultation and Clerk confirmed that there has been nothing to date.

Agenda Item 12: Correspondence

The Parish Council met with the owners of the White Horse and discussed their plans for the future of the White Horse

Agenda Item 13: FINANCE

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

A copy of the Accounts to 6th September 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 – 31st August 2017

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

Clerks Salary 1 – 30th September 2017

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

Paid by Standing Order on last working day of the month

Clerks Expenses Paid after the meeting by cheque

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
10/07/17	Mileage	Mileage to PC meeting (July) 9 miles @ 45 pence per mile	4.05	0	4.05
30/06/17	Working from home allowance (July)	As per contract	18.00	0	18.00
30/07/17	Working from home allowance (August)	As per contract	18.00	0	18.00
05/09/17	Mileage	Mileage to GDPR training course 16 miles @ 45 pence per mile	7.20	0	7.20
5/9/17	Overtime Training Hours GDPR	5 hours @11.77	58.85	0	58.85
Total			106.10	0	106.10

Agenda Items 13a & b were accepted and approved by Councillors. Cllr Neave **PROPOSED** the motion which was **SECONDED** by Cllr Cross

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

- c)** Council received the external audit report and copies were distributed to place on the village noticeboards. Clerk to publish public rights and external audit documents on the website.

Clerk

- d) Council unanimously **APPROVED** changing of bank mandate and addition of Clerk as an authorized signatory. Cllrs Cross and Neave duly signed the paperwork. Council **RESOLVED** that the authorized signatories in the current mandate, for the accounts detailed in section 2 of Natwest mandate, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.
- e) On a **PROPOSAL** by Cllr Neave and **SECONDED** by Cllr Parkes Council **RESOLVED** to use Chichester Payroll Services going forward to provide payroll services to the Council at a cost of £10 per month.

Clerk

Cllr Cross raised the question of our reserves and the potential of not raising the precept next year. Clerk advised that the next meeting is to discuss the setting of the precept. Council planned to make the decision regarding not raising the precept at the next meeting.

Agenda Item 14: Public Questions

None

Agenda Item 15: DATE OF THE NEXT MEETING

The next meeting Parish meeting will be held 15th November at 7.30pm in the Village Hall

Agenda Item 16: Exclusion of Press and Public

Agenda Item 17: GDPR Compliance and next steps

Clerk reported back to Council on training recently attended. It was agreed by Council that steps be taken to ensure compliance. Clerk to contact SSALC re templates for policies.

Meeting finished at 9.00

Appendices and Attachments

- Bank Reconciliation – Appendix A
- September Payments – Appendix B
- Planning Spreadsheet (Attached)

Appendix A

**THE COMMON PARISH OF SUTTON &
BARLAVINGTON**

BANK RECONCILIATION

06-Sep-17

PRESENTED TO COUNCIL ON 6 SEPTEMBER 2017

RECEIPTS & PAYMENTS

Balance brought forward as at 31/03/2016		£8,665.89
Add Total Receipts		3,728.34
Less Total Payments		(3,580.44)
TOTAL		£8,813.79

BANK		
Natwest as @ 31/08/2017		752.57
Natwest as @ 31/08/2017		8,061.22
Less unpresented cheques		0.00
Plus Uncleared Deposits		0
TOTAL		£8,813.79

Appendix B

**THE COMMON PARISH OF SUTTON & BARLAVINGTON
FINANCIAL REPORT 6 SEPTEMBER 2017**

RECEIPTS: 10 JULY 2017 - 6 SEPTEMBER

DATE	£	REF	PAYER	DESCRIPTION
31/08/2017	0.07	Int	Natwest	Monthly Interest

0.07

PAYMENTS: - 10 JULY - 6 SEPTEMBER

DATE	£	CHEQUE NO	PAYEE	DESCRIPTION
			PKF Littlejohn	
10/08/2017	120	paid online	LLP	External Audit Fee
06/09/2017	357.02	paid online	HL O'Callaghan	Clerk Salary - August
06/09/2017	4.05	524	HL O'Callaghan	Expenses - Mileage
06/09/2017	36	524	HL O'Callaghan	Working from home allowance
06/09/2017	7.2	524	HL O'Callaghan	Mileage to GDPR Training
06/09/2017	58.85	524	HL O'Callaghan	Overtime Training Hours GDPR
06/09/2017	28.8	525	SSALC	GDPR Training
06/09/2017	165.4	526	HMRC	Outstanding Tax
06/09/2017	20.5	527	J Cross	Expenses - Hospitality
06/09/2017	100	paid online	R Eitel	Website Training
Total Monthly Payments	897.82			