

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MEMBERS OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ARE HEREBY SUMMONED TO THE FULL COUNCIL
MEETING OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ON
MONDAY 8 JANUARY 2018 AT 7.30 PM IN SUTTON CHURCH

AGENDA

Ten minutes are available at the end of the meeting for the public to express a view or ask a question on relevant matters on the following agenda. The public are welcome to observe the rest of the meeting

1. Apologies for Absence
2. Declaration of Members' disclosable pecuniary interests and non-disclosable pecuniary interests on items included on the Agenda
3. Approval of Minutes of meeting held on 15th November 2017
4. Update on matters carried forward from previous meeting:
 - a) Village archive
 - b) Website Update
 - c) Sutton to Bignor Stile Update on condition and access
 - d) Co-option of additional Councillors
5. Matters arising not dealt with already on the Agenda
6. County Councillor Report (10 Minutes)
7. District Councillor Report (10 Minutes)
8. Highways and Footpaths & Village Maintenance Update
 - a) Gritting of roads. To discuss putting a map on the website showing which roads will be gritted
9. Winter Maintenance Update
10. Communications - MailChimp
11. GDPR Preparation and Update
 - a) Adoption of updated privacy policy
 - b) Adoption of updated freedom of information guidelines
 - c) Adoption of updated document retention guidelines
 - d) Adoption of updated data protection guidelines
 - e) Update on DPO position
12. Planning Update

Current applications and decisions

a) Pre-App

SDNP/17/05690/PRE

Location: Glattings Farm, Glattings Lane, Sutton

Proposal: Change of use of barns to recording studio/personal office space/party barn

b) New Application

SDNP/17/05807/HOUS

Location: Winters Hill Barlavington Lane Sutton RH20 1PN

Proposal: Demolition of an existing block of stables, workshop and car barn to be replaced with 4 oak framed garages (2 open, 2 closed) and a workshop.

c) Ongoing Application (8/11/17)

SDNP/17/05372/FUL

Location: Wiltshires Barn Folly Lane Sutton West Sussex

Proposal: Change of use of existing traditional former agricultural building to educational / recreational retreat centre, and other works including installation of 1 no. conservation style roof light.

d) **Appeal in Progress (21/09/17)**

SDNP/17/00295/LIS

SDNP/17/00294/FUL

Location: 1 Sutton Hollow The Street Sutton RH20 1PY

Proposal: Retrospective application for partial reconstruction and change of use of existing outbuilding to form self contained annexe / holiday accommodation in connection with 1 Sutton Hollow

Strong Objection. Letter sent 28/9/17

e) **Application Approved (1/12/17)**

SDNP/17/03405/HOUS

SDNP/17/03406/LIS

Location: Bakers Cottage The Street Sutton RH20 1PS

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

f) **Application Approved (30/11/17)**

SDNP/17/04677/LIS

SDNP/17/04686/FUL

Location: The White Horse, Sutton

Proposal: Proposed internal and external alterations and refurbishment of the existing bar, restaurant, kitchen and overnight accommodation, as well as the refurbishment of the Gardeners Cottage. In addition to the removal/relocation of existing external gas tanks and the installation of CCTV cameras

g) **Application Approved (22/11/17)**

SDNP/17/05242/TCA

Location: The White Horse, Sutton

Proposal: Proposed internal and external alterations and refurbishment of the existing bar, restaurant, kitchen and overnight accommodation, as well as the refurbishment of the Gardeners Cottage. In addition to the removal/relocation of existing external gas tanks and the installation of CCTV cameras

h) **Application Approved (1/12/17)**

SDNP/17/04268/HOUS

Location: Darrsfield The Street Sutton Pulborough West Sussex RH20 1PX

Proposal: Reconstruction of garden studio.

13. Consultations

- a) Draft Public Rights of Way Management Plan – circulated. Comments due 31/01/18

14. Correspondence

15. Finance

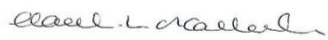
- a) To note receipts and approve any payments and Clerk's salary and expenses – **attached**
b) To approve Bank Reconciliation, Income, and Expenditure Report –**attached**
c) To resolve the precept 2018-19

16. Public Questions (10 Minutes)

17. Any other matters for information only

18. Date of next Meeting – 5th March 2018 at 7.30pm in the Church

Signed:



HL O'Callaghan
Clerk & RFO

*Hannah-Louise O'Callaghan, Clerk to the Common Parish Council of Sutton & Barlavington
suttonbarlav@gmail.com
5 January 2018*

APPENDIX A

Clerks Salary 1 – 31st December 2017

Net Salary @£11.77 per hour £459.03

Clerks Salary 1- 31st January 2018

Net Salary @£11.77 per hour £459.03

Paid by Standing Order on last working day of the month

Clerks Expenses Paid after the meeting by cheque

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
8/1/18	Mileage	Mileage to PC meeting (November) 9 miles @ 45 pence per mile	4.05	0	4.05
8/1/18	Tax repayment	Repayment of tax as salary already processed by the time of tax rebate notification	71.40	0	71.40
8/1/18	Working from home allowance (November)	As per contract	18.00	0	18.00
8/1/18	Working from home allowance (December)	As per contract	18.00	0	18.00
Total			111.45	0	111.45

Appendix B

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
04-Jan-18		
PRESENTED TO COUNCIL ON 8 JANUARY 2018		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2016		£8,665.89
Add Total Receipts		8,837.46
Less Total Payments		(6,639.38)
TOTAL		£10,863.97
BANK		
Natwest as @ 04/01/18		2,802.02
Natwest as @ 04/01/18		8,061.95
Less unpresented cheques		0.00
Plus Uncleared Deposits		0
TOTAL		£10,863.97

**THE COMMON PARISH OF SUTTON & BARLAVINGTON
FINANCIAL REPORT 8 JANUARY 2018**

RECEIPTS: 15 NOVEMBER 2017 - 04 JANUARY 2018

DATE	£	REF	PAYER	DESCRIPTION
30/11/2017	0.28	Int	Natwest	Monthly Interest
29/12/2017	0.32	Int	Natwest	Monthly Interest
27/12/2017	1382.39	HMRC Barcl	HMRC	Tax Rebate
	1,382.99			

PAYMENTS: - 15 NOVEMBER 2017 - 04 JANUARY 2018

DATE	£	CHEQUE	PAYEE	DESCRIPTION
30/11/2017	459.03	online	HL O'Callaghan	Clerk Salary - November
02/01/2018	459.03	online	HL O'Callaghan	Clerk Salary - December
04/01/1900	780	online	R A Dallyn	Ditch Clearing
04/01/2018	72	online	Kennard	Gritting
07/01/2018	4.05	532	HL O'Callaghan	Expenses Mileage
07/01/2018	36	532	HL O'Callaghan	Working from home allowance x2 month
07/01/2018	71.4	532	HL O'Callaghan	Salary Tax rebate
07/01/2018	10	531	Chi Payroll Services	Payroll - November
07/01/2018	10	531	Chi Payroll Services	Payroll - December
Total Monthly Pa	1901.51			