

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MINUTES OF THE PARISH MEETING

WEDNESDAY 15<sup>th</sup> NOVEMBER 2017 AT 7.30pm

<p><b>In attendance:</b> Cllr Andrews, Cllr Brown, Cllr Parkes, County Cllr Bradford, and Hannah-Louise O'Callaghan (parish clerk)</p>	<p><b>Action:</b></p>
<p><b>Agenda Item 1: APOLOGIES FOR ABSENCE</b> Apologies were received in advance from Cllrs Cross and Neave. District Cllr Elliott informed Council that he would try to make the meeting but sent apologies in advance if he was unable to make it as he had 3 other meetings to attend.</p>	
<p><b>Agenda Item 2: CODE OF CONDUCT</b> Declaration of Members' Personal Interests on items included in the Agenda and Dispensation Requests  None</p>	
<p><b>Agenda Item 3:</b> Approval of Minutes of meeting held on 6<sup>th</sup> September 2017 On a <b>proposal</b> by Cllr Parkes and <b>seconded</b> by Cllr Brown it was <b>RESOLVED</b> that the Minutes of the meeting held on 6<sup>th</sup> September 2017 be approved. They were duly signed as a correct record</p>	
<p><b>Agenda Item 4: Update on matters carried forward from previous meeting:</b></p> <ul style="list-style-type: none"><li>a) Village archive Cllr Andrews reported that work was still underway collating pictures and other information for the website. Cllr Neave to continue to liaise on this</li> <li>b) Website Update No update</li> <li>c) Co-option of additional Councillors Cllr Andrews reported that no interest had been shown despite efforts by Cllr Cross to engage the community</li></ul>	<p>Cllr Neave</p>
<p><b>Agenda Item 5: Matters arising not dealt with already on the Agenda</b> Bignor/Sutton scam presentation.</p>	
<p>Cllr Andrews reported that the PC had been contacted by John Dwane regarding the opportunity for PCSO Richard Moorey to attend a meeting to give a presentation regarding scam safety. After discussion Council decided that the presentation would be interesting to the whole village especially to the elderly residents and therefore suggested that Richard Moorey be invited to give the presentation at the Annual Electors meeting. Clerk to send email to all members of PC and John Dwane to confirm this and then to invite Richard Moorey</p>	<p>Clerk</p>
<p><b>Agenda Item 6: County Councillor Report</b> County Cllr Bradford reported that he is continuing to build relationships with highway officers</p>	

and road safety officers. He reported that he is trying to get more signs put in place in dangerous places, in particular the road around Seaford College. County Cllr Bradford is hoping to get a priority list in place and work on progressing this with Highways.

Cllr Andrews mentioned to County Cllr Bradford that the bowls club will be looking for funding in the near future to replace some benches. County Cllr Bradford responded that at present no finding applications are being turned down, however only 50% of the funding asked for seems to be being granted. Cllr Andrews said that she would get the bowls club to contact County Cllr Bradford with regard to applying for funding.

Cllr Parkes asked if County Cllr Bradford had any information on the diggers that are in place on the land opposite Barlavington House. County Cllr Bradford said this was not his area as it is off the highway, but would take a look.

#### **Agenda Item 7: District Councillor Report**

No report

#### **Agenda Item 8: Highways, Footpaths and Village Maintenance**

Cllr Brown reported that the PC had received an email regarding concerns with the timber extraction alongside the bridlepath that passes from Sutton to the road beside Lords Piece. Cllr Brown confirmed that this has now been dealt with by the Ranger and no further action is required by the PC.

#### **Agenda Item 9: Planning Update**

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

a) **New 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.

Cllr Andrews reported that she has not yet received the plans for this application however having visited the site she has concerns regarding access.

b) **New Application (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

**Cllr  
Andrews**

**Strong Objection. Letter sent 28/9/17**

Cllr Andrews advised that this should be finalised by the end of the year

**c) New Application (28/9/17)**

**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

**No Objection. Letter sent 23/10/17**

Cllr Andrews advised the PC that although Historic Buildings are not keen on the current internal plans, the PC raises no objection and sees this as a positive and sympathetic development of the village pub

**d) New Application (12/10/17)**

**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

**No Objection. Letter sent 31/10/17**

**e) New Application (20/10/17)**

**SDNP/17/04268/HOUS**

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

**Proposal:** Reconstruction of garden studio.

**No Objection. Letter sent 31/10/17**

**Agenda Item 10: Update on any consultation in progress**

a) Pre-Submission South Downs Local Plan consultation 29/9/17 – 21/11/17

Cllr Andrews reported that the only possible area of concern is the Minerals Plan however Cllr Andrews understands that this is likely to be turned down. Cllr Andrews also highlighted the new homes developments in Fittleworth, Coldwaltham and Petworth.

**Agenda Item 12: Correspondence**

Sutton to Bignor Stile, David Snowdon, 3/10/17

Further to correspondence received from a parishioner Cllr Brown to investigate the metal gate and report back to PC

**Cllr  
Brown**

School Funding request, Helen Martin, Graffam Infants & Duncton Junior Schools  
17/10/17

Cllr Andrews requested Clerk to respond to Helen Martin advising that the PC are unable to fund any charity requests at the present time

Clerk

Against Litter Campaign, CDC, 12/10/17

Cllr Brown to place leaflets in the old telephone box and on the noticeboard as appropriate

Cllr  
Brown

Sussex Pathways Information Cards distribution 1/11/17

Cllr Brown to place leaflets in the old telephone box and on the noticeboard as appropriate

Cllr  
Brown

### Agenda Item 13: FINANCE

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

A copy of the Accounts to 9<sup>th</sup> November 2017 was 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 – 31<sup>st</sup> October 2017

LCP Scale 25 (per SALC payment schedule)	£11.77 per hour
<b>Salary for October 2017</b>	<b>£357.02</b>
Less Tax October 2017	0
Less NIC October 2017	0
Net salary for October 2017	<b>£357.02</b>

#### Clerks Salary 1 – 30<sup>th</sup> November 2017

LCP Scale 25 (per SALC payment schedule)	£11.77 per hour
<b>Salary for November 2017</b>	<b>£459.03</b>
Less Tax November 2017	0
Less NIC November 2017	0
Net salary for November 2017	<b>£459.03</b>

#### 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 (£)
6/09/17	Mileage	Mileage to PC meeting (September) 9 miles @ 45 pence per mile	4.05	0	4.05
07/09/17	Working from home allowance (September)	As per contract	18.00	0	18.00
01/10/17	Working from home allowance	As per contract	18.00	0	18.00

	(October)				
07/09/17	Invoice for Shredder	Purchased as agreed by PC	23.99	0	23.99
<b>Total</b>			<b>64.04</b>	<b>0</b>	<b>64.04</b>

Agenda Items 13a & b were accepted and approved by Councillors. Cllr Parkes **PROPOSED** the motion which was **SECONDED** by Cllr Brown  
 In line with good practice, Cllrs Andrews and Brown inspected the Natwest Bank Statements and initialled the corresponding balance.

**c) Council received the budget as prepared by Clerk in conjunction with Cllr Neave**

In a motion put forward by Cllr Andrews Council unanimously **RESOLVED** to accept the budget as presented

**Agenda Item 13: Dates for forthcoming Council meetings**

Council received and duly noted the dates for future meetings. Clerk to update the website accordingly

Clerk

**Agenda Item 14: Public Questions**

None

**Agenda Item 15: Any other matters for information only**

Cllr Parkes informed Council that the Winter Management Plan is underway and she had received texts from Sussex Manures regarding gritting but this has not yet been needed.

Cllr Parkes informed Council that she would ensure that the fallen ivy tree covering the grit box would be removed at the weekend

Cllr Parkes

Cllr Andrews enquired whether the gritter had been moved to the front of the storage shed. Clerk informed Council that Cllr Cross was liaising on this.

Cllr Cross

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

The next meeting Parish meeting will be held 8<sup>th</sup> January 2018 in the Church

**Agenda Item 17: Exclusion of Press and Public**

**Agenda Item 18: Staffing matters**

In line with earlier budget discussions, in a motion **proposed** by Cllr Andrews and **seconded** by Cllr Parkes Council **RESOLVED** to adjust Clerks hours accordingly starting with Novembers salary

**Meeting finished at 8.15pm**

**Appendices and Attachments**

- November Payments – Appendix A
- Bank Reconciliation – Appendix B
- Budget

Appendix A

**THE COMMON PARISH OF SUTTON & BARLAVINGTON  
FINANCIAL REPORT 9 NOVEMBER 2017**

**RECEIPTS: 6 SEPTEMBER - 15 NOVEMBER**

DATE	£	REF	PAYER	DESCRIPTION
29/09/2017	0.06	Int	Natwest	Monthly Interest
31/10/2017	0.07	Int	Natwest	Monthly Interest

**0.13**

**PAYMENTS: - 6 SEPTEMBER - 15 NOVEMBER**

DATE	£	CHEQUE NO	PAYEE	DESCRIPTION
30/09/2017	357.02	online	HL O'Callaghan	Clerk Salary - September
31/10/2017	357.02	online	HL O'Callaghan	Clerk Salary - October
15/11/2017	4.05		HL O'Callaghan	Expenses Mileage
15/11/2017	36		HL O'Callaghan	Working from home allowance x2 months
15/11/2017	23.99		HL O'Callaghan	Purchase of scanner
15/11/2017	10		Chi Payroll Services	Payroll - October
15/11/2017	90		Sutton Village Hall	Hall rental

**Total Monthly Payments                    878.08**

## THE COMMON PARISH OF SUTTON &amp; BARLAVINGTON

## BANK RECONCILIATION

09-Nov-17

PRESENTED TO COUNCIL ON 15 NOVEMBER 2017

## RECEIPTS &amp; PAYMENTS

Balance brought forward as at 31/03/2016		£8,665.89
Add Total Receipts		7,454.47
Less Total Payments		(4,715.28)
<b>TOTAL</b>		<b>£11,405.08</b>



<b>BANK</b>		
Natwest as @ 09/11/2017		3,343.73
Natwest as @ 09/11/2017		8,061.35
<b>Less unpresented cheques</b>		<b>0.00</b>
<b>Plus Uncleared Deposits</b>		<b>0</b>
<b>TOTAL</b>		<b>£11,405.08</b>



THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON								
	Budget 2017-18		Forecast to 31/03/2018	Current Total 05/10/2017	Forecast 2018-19	Forecast 2018-19	Audited 2016-17	Audited 2015-16
	£		£	£	£	£	£	£
					0% rise in precept	2% rise in precept		
<b>Balance b/fat 1 April</b>	£8,665.88		8,665.88	8,665.88	£10,656.14	£10,656.14	£10,427.46	£5,596.37
<b>Receipts</b>								
Precept	7454.00		£7,454.00	£7,454.00	£7,454.00	£7,603.08	£7,380.00	£7,200.00
Bank interest - PC	1.00		£0.76	£0.40	£1.00	£1.00	£0.71	£0.62
CDC Grants (NHB) & VH Boiler grant	0.00		£0.00	£0.00			£2,785.00	£1,925.00
Other Grants - transparency	0.00		£0.00	£0.00			£167.85	£1,107.00
WSCC Grants- Op Watershed	1993.64		£1,563.64	£1,563.64	£1,563.64	£1,563.64	£1,400.00	£4,045.64
Queens 90th grant	0.00		£0.00	£0.00			£359.45	
Vat recovered	1382.39		£1,385.05	£0.00	£400.00	£400.00	£769.81	£1,585.39
<b>Total receipts for period</b>	10831.03		£10,403.45	£9,018.04	£9,418.64	£9,567.72	£12,862.82	£15,863.65
<b>Total receipts</b>	<b>£19,496.91</b>	<b>Budget vs Forecast</b>	<b>£19,069.33</b>	<b>£17,683.92</b>	<b>£20,074.78</b>	<b>£20,223.86</b>	<b>£23,290.28</b>	<b>£21,460.02</b>
<b>Payments</b>								
<u>General Administration</u>								
Income Tax			£165.40	£165.40	£0.00	£0.00		
Computer costs/Website	£200.00	£191.71	£8.29	£8.29	£200.00	£200.00	£339.54	£135.12
Postage		-£0.98	£2.00	£0.98	£2.50	£2.50	£0.00	
Stationery costs	£150.00	£140.00	£10.00	£4.75	£100.00	£100.00	£113.63	£140.91
Bank Charges		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Clerk expenses	£500.00	£250.00	£250.00	£124.10	£250.00	£250.00	£261.56	£479.29
Home office	£20.00	-£196.00	£216.00	£108.00	£216.00	£216.00	£18.63	£9.39
Employment Costs (Gross)	£4,634.28	-£406.33	£5,040.61	£2,541.47	£4,994.28	£4,994.28	£3,901.34	£4,905.01
Employment costs PAYE	-£94.00		-£94.00	-£94.00			£0.00	£0.00
Insurance	£363.32	£47.32	£316.00	£316.00	£350.00	£350.00	£346.02	£331.64
Audit fee	£204.00	£4.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00
Training (Clerk/Councillors)	£200.00	£76.00	£124.00	£124.00	£200.00	£200.00	£0.00	£475.00
Councillor Expenses	£0.00	-£20.50	£20.50	£20.50	£50.00	£50.00	£0.00	£7.40
AGM & other events	£0.00	-£136.39	£136.39	£136.39	£140.00	£140.00	£0.00	
Village maintenance	£300.00	£0.00	£300.00	£0.00	£300.00	£300.00	£150.00	£485.00
Winter maintenance	£400.00	£0.00	£400.00	£0.00	£400.00	£400.00	£473.79	
<u>Subscriptions</u>								
- SLCC (Clerk's membership fee)	£159.60	£7.60	£152.00	£0.00	£155.10	£155.10	£152.00	£96.00
- SALC	£105.00	£3.00	£102.00	£102.00	£104.08	£104.08	£104.63	£101.04
- SALC Local Council Review Subscription	£35.70	£1.70	£34.00	£0.00	£34.69	£34.69	£34.00	£34.00
Hire of Hall	£200.00	£200.00	£0.00	£0.00	£200.00	£200.00	£187.75	£156.75
Notice board/BT phone box/Other		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<u>S.137 &amp; S.142 payments</u>	£200.00	£0.00	£200.00	£0.00	£200.00	£200.00	£0.00	
- Sutton PCC		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Barlavington PCC		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Village News		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Ebnoe Young Farmers		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Sutton Youth Club		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Sutton Village News Magazine		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Sutton Village Hall		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- CAB		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Sussex Air Ambulance		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Sutton Fabric Fund		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- P&DCA		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Victim Support		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Amberley First Responders?(1st meeting)		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
- Rural Mobile Youth Trust - Purple Bus		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Election		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£230.15
<b>Precept payments</b>	<b>£7,577.90</b>		<b>£7,583.19</b>	<b>£3,757.88</b>	<b>£8,096.65</b>	<b>£8,096.65</b>	<b>£6,282.90</b>	<b>£7,786.70</b>
Queens 90th grant & NHB grant		£0.00	£0.00		£0.00	£0.00	£3,194.45	£2,476.05
Transparency Grant		£0.00	£0.00		£0.00	£0.00	£850.00	
Operation Watershed	£430.00	£0.00	£430.00	£430.00			£2,912.00	
VAT paid	588.72		£400.00	£170.38	£600.00	£600.00	£1,385.05	£769.81



- Rural Mobile Youth Trust - Purple Bus		£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	
Election		£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	£230.15
<b>Precept payments</b>	<b>£7,577.90</b>		<b>£7,583.19</b>	<b>£3,757.88</b>		<b>£8,096.65</b>	<b>£8,096.65</b>	<b>£6,282.90</b>	<b>£7,786.70</b>
Queens 90th grant & NHB grant		£0.00	£0.00			£0.00	£0.00	£3,194.45	£2,476.05
Transparency Grant		£0.00	£0.00			£0.00	£0.00	£850.00	
Operation Watershed	£430.00	£0.00	£430.00	£430.00				£2,912.00	
VAT paid	588.72		£400.00	£170.38		£600.00	£600.00	£1,385.05	£769.81
<b>Total payments</b>	<b>£8,596.63</b>		<b>£8,413.19</b>	<b>£4,358.26</b>		<b>£8,696.65</b>	<b>£8,696.65</b>	£14,624.40	£11,032.56
<b>Surplus/deficit</b>	<b>£2,234.40</b>		<b>£1,990.26</b>	<b>£4,659.78</b>		£721.99	£871.07	-£1,761.58	£4,831.09
<b>(Receipts less payments for period)</b>									
<b>Balance carried forward</b>	<b>£10,900.28</b>		<b>£10,656.14</b>	<b>£13,325.66</b>		<b>£11,378.13</b>	<b>£11,527.21</b>	<b>£8,665.88</b>	<b>£10,427.46</b>
<b>RESERVES</b>									
General Reserve	£6,891.79		£7,263.65	£10,933.17		£7,985.64	£8,134.72	£8,135.86	£5,144.80
Computer reserve	£100.00		£0.00	£0.00				£280.02	£480.02
Operation Watershed reserve	£1,933.64		£1,417.64	£1,417.64		£1,417.64	£1,417.64	£0.00	£0.00
Transparency reserve	£424.85		£424.85	£424.85		£424.85	£424.85	£850.00	£0.00
Election reserve	£300.00		£300.00	£300.00		£300.00	£300.00	£0.00	£250.00
Bus shelter reserve	£250.00		£250.00	£250.00		£250.00	£250.00	£250.00	£0.00
Winter maintenance reserve	£1,000.00		£1,000.00	£1,000.00		£1,000.00	£1,000.00		
<b>Balance carried forward</b>	<b>£10,900.28</b>		<b>£10,656.14</b>	<b>£13,325.66</b>		<b>£11,378.13</b>	<b>£11,527.21</b>	<b>£8,665.88</b>	<b>£10,427.46</b>