

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 5th MARCH 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
Apologies received in advance from Cllr David Bradford and Cllr John Elliott
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 8th January 2018
4. Update on matters carried forward from previous meeting:
 - a) Village archive
 - b) Website Update
 - c) Renewal of Sutton noticeboard
 - d) Co-option of additional Councillors
5. County Councillor Report (10 Minutes)
6. District Councillor Report (10 Minutes)
7. Highways and Footpaths & Village Maintenance Update
 - a) Village Tidy Up
8. Winter Maintenance Update
 - a) Update on placing of map on noticeboards to show areas to be gritted
 - b) Update on the use of MailChimp to communicate gritting schedule
9. GDPR Update
 - a) Update on opt-in email to residents
10. Planning Update
Current applications and decisions

a) **NEW APPLICATION 5/2/18**

SDNP/18/00353/HOUS

Location: Burton Hill Barn Burton Park Road Barlavington GU28 0JS

Proposal: Demolition and replacement of existing garden room. Proposed extensions to provide open double car-port and open entrance porch. Alterations and installation of new window openings to suit internal reordering

b) **NEW APPLICATION 12/2/18**

SDNP/18/00356/LIS & SDNP/18/00355/FUL

Location: White Horse Inn The Street Sutton RH20 1PS

Proposal: Proposed ancillary single storey over-night guest accommodation, minor alterations to the existing fire escape ramp and introduction of fencing to form a flat roof terrace

c) **Pre-App – No Update**

SDNP/17/05690/PRE

Location: Glattings Farm, Glattings Lane, Sutton

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

- d) **APPROVED 25/1/18**
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.

- e) **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.

- f) **Ongoing Application (28/7/17)**
SDNP/17/03290/LDE
Location: Sutton Court Barn Barlavington Lane Sutton RH20 1PN
Proposal: Change of use land to garden

- g) **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

11. Consultations

- a) Joint Minerals Local Plan – email circulated on 16th January re representation period (15th January – 15th March 2018)
- b) Results of Petworth Neighborhood Development Plan received and circulated (9/2/18)

12. Correspondence

- a) Resident email regarding Operation Watershed and ongoing drainage concerns (5/2/18)
- b) Resident email regarding the 'old road into Sutton' PROW designation (3/2/18)
- c) Velo South 2018 email. Email circulated for reference 26/02/18
- d) New Homes Bonus, Parish Allocations. Email circulated 26/02/18
- e) CDALC Meeting – next meeting 16th April. Email circulated 20/02/18
- f) Email correspondence re felling of lime tree. Received 26/02/18

13. 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) Re-Appointment of internal auditor Rachel Hall

14. Invitation of a speaker for the upcoming Electors Meeting – suggestion Katy Bourne, Sussex Police Commissioner

15. Matters arising not dealt with on the Agenda

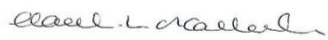
16. Public Questions (10 Minutes)

17. Any other matters for information only

- a) Natwest Bank Closure. Information to be included in Parish Matters

18. Date of next Meeting – 2nd May 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 March 2018*

APPENDIX A

Clerks Salary 1 – 28th February 2018

Net Salary @£11.77 per hour £459.03

Clerks Salary 1- 31st March 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 (£)
5/2/18	Mileage	Mileage to PC meeting (January) 9 miles @ 45 pence per mile	4.05	0	4.05
5/2/18	Working from home allowance (January)	As per contract	18.00	0	18.00
5/2/18	Working from home allowance (February)	As per contract	18.00	0	18.00
5/2/18	Renewal of web domain - Hover	Renewal of web domain as agreed with Council	8.63	0	8.63
Total			48.68	0	48.68

Appendix B

Bank Reconciliation

**THE COMMON PARISH OF SUTTON &
BARLAVINGTON**

BANK RECONCILIATION

26-Feb-18

PRESENTED TO COUNCIL ON 5 MARCH 2018

RECEIPTS & PAYMENTS

Balance brought forward as at 31/03/2016		£8,665.89
Add Total Receipts		8,837.82
Less Total Payments		(7,599.86)
TOTAL		£9,903.85

BANK		
Natwest as @ 26/02/18		1,841.54
Natwest as @ 26/02/18		8,062.31
Less unpresented cheques		0.00
Plus Uncleared Deposits		0
TOTAL		£9,903.85

Income and Expenditure

THE COMMON PARISH OF SUTTON & BARLAVINGTON				
FINANCIAL REPORT 8 JANUARY 2018				
RECEIPTS: 04 JANUARY - 26 FEBRUARY 2018				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
31/01/2018	Interest	Natwest	Monthly Interest	0.36
				0.36
PAYMENTS: - 04 JANUARY - 26 FEBRUARY 2018				
DATE	CHEQUE NO/ONLINE	PAYEE	DESCRIPTION	AMOUNT
31/01/2018	online	HL O'Callaghan	Clerk Salary - January	459.03
28/02/2018	online	HL O'Callaghan	Clerk Salary - February	459.03
12/02/2018	online	Kennard Plant Gritting and Winter Services	Gritting 31/1/18	72
21/02/2018	online	Kennard Plant Gritting and Winter Services	Gritting 11/02/18	72
21/02/2018	online	Kennard Plant Gritting and Winter Services	Gritting 5,6,7/02/18	216
05/03/2018	533	Chi Payroll Services	Payroll - January	10
05/03/2018	533	Chi Payroll Services	Payroll - February	10
05/03/2018	534	HL O'Callaghan	Expenses Mileage	4.05
05/03/2018	534	HL O'Callaghan	Working from home allow	36
05/03/2018	534	HL O'Callaghan	Expenses Web domain re	8.63
				1346.74