

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MINUTES OF THE PARISH MEETING

MONDAY 5th MARCH 2018 AT 7.30pm

	Action:
<p>In attendance: Cllr Andrews, Cllr Brown, Cllr Cross, Cllr Neave, and Hannah-Louise O’Callaghan (parish clerk)</p>	
<p>Agenda Item 1: APOLOGIES FOR ABSENCE Apologies were received in advance from District Cllr Elliott and County Cllr Bradford</p>	
<p>Agenda Item 2: CODE OF CONDUCT Declaration of Members’ Personal Interests on items included in the Agenda and Dispensation Requests</p> <p>Cllr Cross highlighted that he had a vested interest in any discussions surrounding the White Horse. Agenda Item 10 in Planning</p>	
<p>Agenda Item 3: Approval of Minutes of meeting held on 8th January 2018 On a proposal by Cllr Andrews and seconded by Cllr Brown it was RESOLVED that the Minutes of the meeting held on 8th January 2018 be approved. They were duly signed by Cllr Cross as a correct record</p>	
<p>Agenda Item 4: Update on matters carried forward from previous meeting:</p> <p>a) Village archive Cllr Neave reported that he still had some photos to upload onto the website and would do this shortly</p>	<p>Cllr Neave</p>
<p>b) Website Update Cllr Neave reported that visitor to the site remain static. He highlighted the repeat visitor from Canada who visits the site on a monthly basis. Council agreed to highlight this interest from Canada in the next edition of Parish Matters to see if anyone knew who this might be. It was determined that this would be a nice community interest piece. Cllr Cross requested the data from the site which Cllr Neave will supply</p>	<p>Cllr Neave & Cllr Cross</p>
<p>c) Renewal of Sutton Noticeboard Cllr Cross reported that he had spoken with the contractor who replaced the last noticeboard in Barlavington and he had quoted £985. Council thought that this quote was expensive and asked Cllr Cross to investigate some alternative quotes. After much discussion surrounding noticeboards Council decided that given the maintenance costs and restricted budget moving forward it would be prudent to look at reducing the noticeboards from 3 to 2 and replacing the existing Sutton noticeboard with one in the bus shelter. Council was concerned with the reaction from residents and requested Clerk to draft a notice to go onto the noticeboards putting this suggestion forward and to monitor response.</p>	<p>Clerk & Cllr Cross</p>

<p>d) Co-option of additional Councillors Council agreed that the forthcoming Annual Electors Meeting was a good place to highlight the need for residents to come forward to serve on the Parish Council. This is to be placed on the agenda for the Annual Electors Meeting</p>	<p>Cllr Cross & Clerk</p>
<p>Agenda Item 5: County Councillor Report No report</p>	
<p>Agenda Item 6: District Councillor Report No report</p>	
<p>Agenda Item 7: Highways, Footpaths and Village Maintenance Cllr Brown reported that she is meeting Michael Dallyn (MD) at 4.30 on Wednesday 7th March to discuss and set in motion the following:</p> <ul style="list-style-type: none"> • The Plantation. One of the accesses is blocked due to leaves and silting and is causing water to be trapped on the road • The bottom of Sutton Hollow is once again silting up. MD to try to re-divert the stream that springs from halfway down the hill off the road. MD to send estimate for works and once agreed he will complete them and invoice by 31 March. Once this is done Operation Watershed will be finished. MD also to clear the mud that has spread along Long Sutton. • Cllr Brown has written to Barlavington Estate asking them to look at their ditches as mud is spreading onto the road and causing hazardous driving conditions. In addition Cllr Brown has asked for the hedge to be cut. Cllr Brown reported that the Barlavington estate have confirmed that they will look into the matter • Two drains outside the forge and finches have been reported as blocked. These have been checked by WSCC and will be cleared. Cllr Cross asked for the drain under the road outside Budds Cottage to be looked at as well. Cllr Brown to add this to the list • The Victorian bridge that needs repairing on the footpath between Sutton and Barlavington remains on the list of works to be done but as of yet no funds are available. • The road to Bignor will also have the ditch accesses cleared. • The road at the bottom of Sutton Hollow and at Red Hill Hollow have been reported as needing resurfacing to WSCC <p>In addition Cllr Brown reported that she is meeting Michael from the Leconfield Estate on Friday morning regarding the pathway at Hogs Lane and the reclassification of this. It has been suggested that this be made into a permissive footpath. Michael has been on paternity leave hence the delay is progressing this.</p>	<p>Cllr Brown</p>
<p>a) Village Tidy up Council agreed UNANIMOUSLY that this was not needed at this stage but it is to be kept on the agenda</p>	
<p>Agenda Item 8: Winter Maintenance Update a) Update on placing of map on noticeboards to show areas to be gritted Cllr Brown as requested sent a map to Cllr Neave. Council agreed that gritting seems to be a little haphazard. It was agreed that Cllr Parkes to request that Kennard provide details of where they have gritted</p>	

b) Update on the use of MailChimp to communicate gritting schedule
Clerk reported that this has worked well and that an email of thanks has been received from a resident regarding the gritting email

Agenda Item 9: GDPR preparation and update

Clerk reported that having sent the email requesting that residents re-confirm their wish to receive communications from the Parish Council by email, 46 residents have replied. 2 residents asked to be removed as they no longer live in the village. As per requirements the residents that did not reply have now been removed from the database and will no longer receive communications from the Parish Council. Cllr Cross reported that he will once again mention this in the village news.

Agenda Item 10: Planning Update

A copy of the Planning Appendix showing outstanding applications and decisions from April onwards was presented to Council. Cllr Cross excused himself from discussions at this point due to a conflict of interest as stated in Agenda Item 2

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

Letter sent: No Objection 28/02/18

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

Letter sent: No objection 26/02/18

Clerk reported that an email had been received this evening from a concerned resident asking the Parish Council to consider the impact of noise and smoking on the front terrace of the pub should this application go through. Comment was made from the floor that the general consensus in the village is that the new application by the White Horse will give rise to increased noise out the front of the pub. It was asked that the Parish Council consider what plans the pub has put in place for rubbish removal, parking and smoking and drinking out of hours as it is understood that a manager will be on site therefore increasing the potential for out of hours noise. Council asked Clerk to respond to the email received asking the resident to contact planning directly to raise these concerns. At the same time Clerk will send an addition email to planning to voice these concerns, however this does not form an objection to the plans. Cllr Andrews to contact Licensing as well to raise these issues.

Cllr Cross

Clerk

Cllr
Andrews

- 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
Cllr Andrews reported that this appeal has now been refused and that the building needs to be demolished and hardcore taken away. The enforcement notice is to be upheld

Agenda Item 11: Consultations

- a) Joint Minerals Local Plan

Cllr Cross asked for an edited version of the main document to be sent to him for consideration. Cllr Neave responded that he could send the link and Clerk would follow up if necessary

- b) Results of Petworth Neighborhood Development Plan. Cllr Brown reported that there

**Cllr
Neave**

was nothing to concern Sutton

Agenda Item 12: Correspondence

Clerk advised Council that several items of correspondence have been received:

- a) Resident email regarding Operation Watershed and ongoing drainage concerns. This item has been dealt with in Agenda Item 8
- b) Resident email regarding the 'old road into Sutton' PROW designation. This item has been covered in Agenda Item 8. Cllr Brown to continue to update
- c) Velo South 2018 email. Council acknowledged receipt of this email
- d) New Homes Bonus, Parish Allocations. Council acknowledged receipt of this email and noted that nothing was due to the Parish Council this year
- e) CDALC Meeting. Council acknowledged receipt of this email.
- f) Email correspondence re pruning of lime tree. Cllr Andrews reported that there has been no authority to prune this tree. Council was advised by Cllr Andrews that planning is required for any tree pruning etc

**Cllr
Brown**

Agenda Item 13: FINANCE

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

A copy of the Accounts to 28th February 2018 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 – 31st January 2018

LCP Scale 25 (per SALC payment schedule)	£11.77 per hour
Salary for January 2018	£459.03
Less Tax January 2018	0
Less NIC January 2018	0
Net salary for January 2018	£459.03

Clerks Salary 1 – 28th February 2018

LCP Scale 25 (per SALC payment schedule)	£11.77 per hour
Salary for February 2018	£459.03
Less Tax February 2018	0
Less NIC February 2018	0
Net salary for February 2018	£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

Council made note of the amount spent on gritting and noted that although Council has spent over the budget of £400, Council has reserves of £1000 for winter maintenance out of which Council has used £200 leaving £800 in reserves for Winter maintenance for the next financial year to date. Clerk asked Council to note that there are still outstanding invoices to be received.

Clerk took Council through the bank reconciliation and payments and invoices file to show income and expenditure and explained the spreadsheets presented at each meeting.

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

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

c) To re-appoint an internal auditor

In a motion put forward by the Clerk Council unanimously **RESOLVED** to re-appoint Rachel Hall as the internal auditor for the forthcoming audit 2017-18

Agenda Item 14: Invitation of a speaker to the upcoming Annual Electors Meeting

After discussions Council agreed to invite Police Commissioner Katy Bourne to give a brief presentation at the forthcoming Annual Electors Meeting as well as asking Odile from the White Horse to attend and give an update to the village. Cllr Cross agreed to invite Odile. Clerk to send invitation to Katy Bourne. An item surrounding catering is to be placed on the agenda for the next meeting

Agenda Item 15: Matters arising not dealt with elsewhere on the agenda

Council was advised that Cllr Neave has formally resigned from the Council with immediate effect. Clerk to inform CDC accordingly. Cllr Cross formally thanked Cllr Neave for his time and effort spent on behalf of the Parish Council and wished him well.

Agenda Item 16: Public Questions

None

Agenda Item 17: Any other matters for information only

Clerk & Cllr Cross

<p>a) Natwest Closure Clerk reported that she had written a piece regarding the forthcoming closure of Natwest in Midhurst and Petworth to be included in the next issue of Parish Matters in order to keep residents informed</p> <p>b) Receipt of mobile library timetables. Cllr Brown to place these on the noticeboards</p> <p>Agenda Item 18: DATE OF THE NEXT MEETING The next meeting Parish meeting will be held at 7.30pm on 2nd May 2018 in the Church</p> <p>Meeting finished at 20.42</p> <p>Appendices and Attachments March Payments – Appendix A Bank Reconciliation – Appendix B</p>	<p>Clerk</p> <p>Cllr Brown</p>
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Appendix A

THE COMMON PARISH OF SUTTON & BARLAVINGTON				
FINANCIAL REPORT 5 MARCH 2018				
RECEIPTS: 04 JANUARY - 28 FEBRUARY 2018				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
31/01/2018	Interest	Natwest	Monthly Interest	0.36
28/02/2018	Interest	Natwest	Monthly Interest	0.31
				0.67
PAYMENTS: - 04 JANUARY - 28 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
28/02/2018	online	Kennard Plant Gritting and Winter Services	Invoice 8218 - Gritting 13 & 23/2/1	144
12/02/2018	online	Kennard Plant Gritting and Winter Services	Invoice 8106 - Gritting 31/1/18	72
21/02/2018	online	Kennard Plant Gritting and Winter Services	Invoice 8154 - Gritting 11/02/18	72
21/02/2018	online	Kennard Plant Gritting and Winter Services	Invoice 8153 - 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 allowance	36
05/03/2018		534 HL O'Callaghan	Expenses Web domain renewal	8.63
				1490.74

**THE COMMON PARISH OF SUTTON &
BARLAVINGTON**

BANK RECONCILIATION

01-Mar-18

PRESENTED TO COUNCIL ON 5 MARCH 2018

RECEIPTS & PAYMENTS

Balance brought forward as at 31/03/2016		£8,665.89
Add Total Receipts		8,838.13
Less Total Payments		(8,202.89)
TOTAL		£9,301.13

BANK		
Natwest as @ 26/02/18		1,238.51
Natwest as @ 26/02/18		8,062.62
Less unpresented cheques		0.00
Plus Uncleared Deposits		0
TOTAL		£9,301.13