

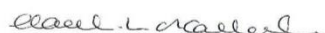
THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MEMBERS OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ARE HEREBY SUMMONED TO THE FULL COUNCIL
MEETING OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ON
WEDNESDAY 5 SEPTEMBER 2018 AT 7.30 PM IN THE VILLAGE HALL

AGENDA

1. Apologies for Absence
2. Code of Conduct
Declaration of Members' disclosable pecuniary interests and other interests on items included on the Agenda.
3. Approval of Minutes of meeting held on 4th July 2018
4. Update on matters carried forward from previous meeting:
 - a) Village archive
 - b) Website Update. Training
 - c) Noticeboards
 - d) Removal of the sign outside White Horse
 - e) Pruning of hedge at Greenfields site
 - f) Option to Co-opt 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. Operation Watershed Application Update
9. Winter Maintenance Update
10. GDPR Update
11. Planning Update
See attachment for full list of applications/decisions
12. Consultations
 - a) West Sussex Minerals & Waste Policy Update. Email sent 2/8/18
13. Correspondence
 - a) Request for assistance in applying for a grant from Bignor. Email sent 19/7/18
 - b) Velo South – Temporary Traffic Regulation Order. Email sent 17/8/18
 - c) Online Scam Presentation. Email sent 16/8/18
 - d) Traveller Email. John Pitts. Email sent 20/8/18
 - e) Ranger Email – Dan Oakley. Email sent 22/8/18
14. Finance
 - a) To note the transfer of £1000 from the “secondary” account into the “day to day” account to cover ongoing costs
 - b) To note receipts and approve any payments and Clerk’s salary and expenses – **attached**
 - c) To approve Bank Reconciliation, Income, and Expenditure Report – **attached**
15. Matters arising not dealt with on the Agenda
16. Public Questions (10 Minutes)
17. Any other matters for information only
18. Date of next Meeting – 14th November 2018 at 7.30pm in the Village Hall

Signed:



HL O'Callaghan
Clerk & RFO

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

Clerk Salary and Expenses

Clerks Salary 1 – 31st August 2018

Net Salary @£12.01 per hour £468.39

Clerks Salary 1- 31st July 2018

Net Salary @£12.01 per hour £468.39

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 (£)
5/9/18	Mileage	Mileage to PC meeting (July) 9 miles @ 45 pence per mile	4.05	0	4.05
5/9/18	Working from home allowance (July)	As per contract	18.00	0	18.00
5/9/18	Working from home allowance (August)	As per contract	18.00	0	18.00
5/9/18	Mileage	Travel to Sutton to meet with resident re hedge query	4.05	0	4.05
Total			44.10	0	44.10

Appendix 1 – Bank Reconciliation

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
29-Aug-18		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2018		£8,557.74
Add Total Receipts		4086.16
Uncleared March 2018 salary paid in April finances		
Less Total Payments		(3,986.83)
TOTAL		£8,657.07
BANK		
Natwest as @ 28/8/18		1,592.77
Natwest as @ 28/8/18		7,064.30
Plus Uncleared Deposits		
TOTAL		£8,657.07

Appendix 2 – Income and Expenditure Report

THE COMMON PARISH OF SUTTON & BARLAVINGTON				
FINANCIAL REPORT 29th AUGUST 2018				
RECEIPTS 29th June - 29th August				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
29/06/2018	Interest	Natwest	Monthly Interest	0.32
31/07/2018	Interest	Natwest	Monthly Interest	0.35
				0.67
PAYMENT 1st July - 5th September				
DATE	CHEQUE NO/ONLINE	PAYEE	DESCRIPTION	AMOUNT
31/07/2018	online	HL O'Callaghan	Clerk Salary - July	468.39
05/09/2018	540	Chi Payroll	July Payroll	10
05/09/2018	540	Chi Payroll	August Payroll	10
31/08/2018	online	HL O'Callaghan	Clerk Salary - August	468.39
05/09/2018	541	HL O'Callaghan	Mileage	8.1
05/09/2018	541	HL O'Callaghan	Clerk Home Allowance	36
				1000.88