

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MINUTES OF THE PARISH MEETING

WEDNESDAY 4<sup>th</sup> JULY 2018 AT 7.30pm

	ACTION
<p><b>In attendance:</b> Cllr Andrews, Cllr Cross, Cllr Parkes, Hannah-Louise O’Callaghan (parish clerk) and County Cllr David Bradford</p>	
<p><b>Agenda Item 1: Apologies for Absence</b> Apologies were received in advance from Cllr Brown</p>	
<p><b>Agenda Item 2: Code of Conduct</b></p> <p>a) Declaration of Members’ Personal Interests on items included in the Agenda and Dispensation Requests - none</p>	
<p><b>Agenda Item 3: Approval of Minutes of meeting held on 2<sup>nd</sup> May 2018</b> On a <b>proposal</b> by Cllr Cross and <b>seconded</b> by Cllr Parkes it was <b>RESOLVED</b> that the Minutes of the meeting held on 2<sup>nd</sup> May 2018 be approved. They were duly signed by Cllr Cross as a correct record</p>	
<p><b>Agenda Item 4: Update on matters carried forward from previous meeting:</b></p> <p>a) Village archive none</p>	
<p>b) Website Update After discussion it was agreed that the PC would host a training session facilitated by Robert Eitel to train the PC and other interested local parties on using and updating the website. Cllr Cross suggested several dates in September including the week commencing 10<sup>th</sup> September. Clerk to contact Robert Eitel to confirm a date. Training to take place at Cllr Parkes house. Council agreed to instruct Robert Eitel to update the website with a cookies pop up to ensure GDPR compliance. The cost of this would be £20 and would make the website fully compliant. Clerk to confirm with Robert Eitel.</p>	Clerk
<p>c) Noticeboards Cllr Cross informed Council that there may be an option to acquire some used noticeboards from Petworth. He is awaiting details and will update Council accordingly. Cllr Cross to discuss maintenance of Barlavington noticeboard with Sebastian Anstruther. Clerk reported that no further communication has been received regarding the Burton Mill noticeboard – Clerk to follow up</p>	Clerk
<p>d) Removal of sign from outside of White Horse After discussion it was agreed that Cllr Cross would contact Odile Griffith regarding the sign outside the White Horse. Following repeated calls from residents for the sign to be removed and, if required, replaced with a more sympathetic sign, the Parish Council will inform the White Horse of their intentions and remove the sign. This is in keeping with the feel of the village.</p>	Cllr Cross
<p>e) Co-option of additional Councillors</p>	

Nothing to report

**Agenda Item 5: County Councillor Report**

County Cllr Bradford attended the meeting and highlighted to Council the recent Schools Consultation which is underway. He reported that he had been involved in the consultation process but at this stage he had nothing further that he could say. It was highlighted that any decision may well impact on local schools. In addition County Cllr Bradford highlighted the £40,000 cut in grants for schools locally.

It was reported that the inpatients department at Midhurst hospital will be closing but at present no date has been set.

County Cllr Bradford spoke about the impact of Velo South on the region and the local impact to residents. The Parish Council, after consideration responded with the following statement:

It is the view of the Parish Council that whilst in principle the Parish Council support the South Downs National Park being open to all for sport and leisure, we are surprised that the County Council have given permission to give the go ahead to a private commercial enterprise that brings no benefit to the community or charities that benefit the locality. The Parish Council feel that considerable disturbance and inconveniences to differing communities have not been considered and we support other local PC's in their concern. In addition the Parish Council question who is paying for the road closures which will indirectly affect many residents trying to go about their daily business on the day of the race.

Operation Watershed grant application. County Cllr Bradford gave his full support to the application from the Parish Council and signed the necessary documentation. Clerk to forward grant application for consideration.

Clerk

**Agenda Item 6: District Councillor Report**

None

**Agenda Item 7: Highways, Footpaths and Village Maintenance**

On behalf of Cllr Brown the Clerk updated Council regarding footpath 737. Cllr Brown has contacted Bignor Park Estate regarding clearing and maintenance of this footpath and received a response saying that the issue will be checked and cleared. In addition Bignor Park estate will also speak to the Ranger to ensure that any overgrown areas not on their boundaries are also cleared.

- a) Village Tidy up – ongoing to be placed on next agenda
- b) Japanese Knotweed

Clerk advised that reporting any occurrences of this is not the responsibility of the Parish Council and it is up to the resident to report this to the Environment Agency as appropriate. Cllr Cross to put a piece in the village news clarifying for residents

Clerk

Cllr Cross

**Agenda Item 8: Operation Watershed Application**

Clerk reported on behalf of Cllr Brown that an application to the Active Community Fund is in process to request Operation Watershed funding to cover permanent repairs to Sutton Hollow to alleviate the continual flooding problems. Support has been obtained from Cllr Bradshaw to further this application. Clerk to submit. Cllr Andrews questioned whether another course of

Clerk

<p>action, should the grant application not be successful, might be to contact the water board to see if they can assist.</p>	
<p>Cllr Andrews highlighted the ongoing concern with potholes and will discuss with Cllr Brown for an update.</p>	<p><b>Cllr Andrews</b></p>
<p><b>Agenda Item 9: Winter Maintenance Update</b>  Clerk reported that the salt bins audit had been returned to CDC. Cllr Parkes requested that if WSCC distribute salt bins again free of charge, the Parish Council should apply to get one. Clerk to monitor this.</p>	<p><b>Clerk</b></p>
<p><b>Agenda Item 10: GDPR update</b>  Clerk highlighted the email received from Robert Eitel regarding the placement of a cookies pop up on the website. On a proposal put forward by the Clerk it was <b>UNANIMOUSLY</b> agreed by Council to put this in place at a cost of £20</p>	
<p><b>Agenda Item 11: Planning Update</b>  Cllr Andrews updated Council on the previously circulated planning applications and decisions.</p>	
<p><b>Agenda Item 12: Consultations</b>  Clerk advised Council of the following consultations that had been received</p> <ul style="list-style-type: none"> <li>a) West Sussex Schools Consultation. Email sent 1/6/18</li> <li>b) Update on Pre-Submission of SDNP Local Plan. Email sent 8/5/18</li> <li>c) Findings of Joint Mineral Plan Consultation. Email sent 13/6/18  Cllr Cross to review</li> <li>d) CDC Local Transport Plan. Email sent 20/6/18  Clerk to resend to Council</li> </ul>	<p><b>Cllr Cross</b>  <b>Clerk</b></p>
<p><b>Agenda Item 13: Correspondence</b>  Clerk advised Council that several items of correspondence have been received:</p> <ul style="list-style-type: none"> <li>a) Southern Water Survey. Email sent 24/5/18</li> <li>b) Robert Eitel emails regarding adding of cookies to website and additional Councillor training. Email sent 29/5/18</li> <li>c) Velo South 2018 update email. Email sent 8/6/18  PC statement as detailed in item 5</li> <li>d) Hedge Maintenance – Greenfield. Email sent 29/6/18  Clerk to respond to resident advising them that private hedge maintenance is not in the remit of the Parish Council</li> </ul>	<p><b>Clerk</b></p>
<p><b>Agenda Item 14: FINANCE</b></p> <ul style="list-style-type: none"> <li>a) Approval of monthly payments and Clerk’s salary and expenses as below</li> </ul>	
<p><b><u>Clerk Salary and Expenses</u></b></p>	
<p><b>Clerks Salary 1 – 30<sup>th</sup> June 2018</b>  Net Salary @£12.01 per hour £468.39</p>	

**Clerks Salary 1- 31<sup>st</sup> 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**

<b>Date Paid</b>	<b>Detail</b>	<b>Reason</b>	<b>Cost ex VAT (£)</b>	<b>VAT (£)</b>	<b>Cost inc VAT (£)</b>
23/5/18	Mileage	Mileage to PC meeting (May) 9 miles @ 45 pence per mile	4.05	0	4.05
2/5/18	Mileage	Mileage to Annual Parish Meeting on 23/5/18 @45 pence per mile per trip	4.05	0	4.05
2/5/18	Working from home allowance (May)	As per contract	18.00	0	18.00
2/5/18	Working from home allowance (June)	As per contract	18.00	0	18.00
2/5/18	Refreshments	Purchase of refreshments for APM on 23/5/18	58.63	0	58.63
<b>Total</b>			<b>102.73</b>	<b>0</b>	<b>102.73</b>

On a **proposal** by Cllr Cross and **seconded** by Cllr Parkes Clerks salary and expenses were approved by Council.

**b) Approval of Accounts, Bank Reconciliation, Income and Expenditure Reports**

A copy of the Accounts including payments to 30 June 2018 was circulated and bank statements, bank reconciliation as at the same date was available at the meeting for monitoring and reconciliation purposes.

Agenda Item 14b was accepted and approved by Councillors. Cllr Cross **PROPOSED** the motion which was **SECONDED** by Cllr Andrews

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

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

None

**Agenda Item 16: Public Questions**

None

**Agenda Item 17: Any other matters for information only**

Cllr Cross asked for a donation to the Church to be put on the next agenda for consideration

**Agenda Item 18: DATE OF THE NEXT MEETING**

The next meeting Parish meeting will be held at 7.30pm on 5<sup>th</sup> September in the Village Hall

**Meeting finished at 8.35pm**

<b>Appendices and Attachments</b> Bank Reconciliation and Monthly Income and Expenditure Report – Appendix 1 & 2	
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**Appendix 1 – Bank Reconciliation**

**THE COMMON PARISH OF SUTTON & BARLAVINGTON**

**BANK RECONCILIATION**

**27-Jun-18**

**RECEIPTS & PAYMENTS**

Balance brought forward as at 31/03/2018		£8,557.74
Add Total Receipts		3728.69
Uncleared March 2018 salary paid in April finances		
Less Total Payments		(2,927.32)
<b>TOTAL</b>		<b>£9,359.11</b>

<b>BANK</b>		
Natwest as @ 27/6/18		1,295.48
Natwest as @ 27/6/18		8,063.63
<b>Plus Uncleared Deposits</b>		
<b>TOTAL</b>		<b>£9,359.11</b>

Appendix 2 – Income and Expenditure Report

<b>THE COMMON PARISH OF SUTTON &amp; BARLAVINGTON</b>				
<b>FINANCIAL REPORT 4th JULY 2018</b>				
<b>RECEIPTS: 30 April - 30 June</b>				
<b>DATE</b>	<b>REF</b>	<b>PAYER</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
30/04/2018	Interest	Natwest	Monthly Interest	0.35
31/05/2018	Interest	Natwest	Monthly Interest	0.34
				<b>0.69</b>
<b>PAYMENTS: 30 April - 30 June 2018</b>				
<b>DATE</b>	<b>CHEQUE NO/ONLINE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
04/05/2018	online	Dallyn & Sons	Ditch Clearing	1020
31/05/2018	online	HL O'Callaghan	Clerk Salary - May	468.39
08/06/2018	online	Came&Co	Insurance	418.08
04/07/2018		Chi Payroll	May Payroll	10
04/07/2018		HL O'Callaghan	APM Expenses	58.63
04/07/2018		HL O'Callaghan	Mileage	8.1
04/07/2018		HL O'Callaghan	Clerk Home Office Allowance (Ma	36
30/06/2018	online	HL O'Callaghan	Clerk Salary - June	468.39
04/07/2018		Chi Payroll	June Payroll	10
				<b>2497.59</b>