

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MINUTES OF THE PARISH MEETING

WEDNESDAY 5th SEPTEMBER 2018 AT 7.30pm

	ACTION
<p>In attendance: Cllr Andrews, Cllr Brown, Cllr Cross, Hannah-Louise O’Callaghan (parish clerk), District Councillor Elliott and 1 member of the public</p>	
<p>Agenda Item 1: Apologies for Absence Apologies were received in advance from Cllr Parkes</p>	
<p>Agenda Item 2: Code of Conduct</p> <p>a) Declaration of Members’ Personal Interests on items included in the Agenda and Dispensation Requests - none</p>	
<p>Agenda Item 3: Approval of Minutes of meeting held on 4th July 2018 On a proposal by Cllr Cross and seconded by Cllr Andrews it was RESOLVED that the Minutes of the meeting held on 4th July 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 none</p> <p>b) Website Update Training hosted by Robert Eitel is confirmed for 6pm on 11/9/18. All Councillors will be in attendance.</p> <p>c) Noticeboards Cllr Cross reported to Council that the Petworth noticeboard is not suitable for Council requirements. Cllr Cross to go ahead in securing a quote from Alan Bradley to replace the Sutton noticeboard and place in the bus shelter as previously agreed. District Cllr Elliott suggested that the Parish Council apply for a grant to buy the new noticeboard. Clerk to follow up. Cllr Cross reported that no further correspondence had been received regarding the ongoing maintenance of the Barlavington noticeboard which is in bad repair therefore as previously agreed this will be taken down. Despite previous emails Clerk reported that no further communication has been received regarding the Burton Mill noticeboard – Clerk to follow up again</p> <p>d) Removal of sign from outside of White Horse Having received no response from the White Horse regarding the sign, the Parish Council decided UNANIMOUSLY to remove this in accordance with the majority wishes of the village.</p> <p>e) Pruning of hedge at Greenfields site. Cllr Brown reported to Council that further to a visit by Cllr Brown and the Clerk it was agreed that the Clerk would contact CDC to investigate responsibility for the hedge located at 14 Greenfields RH20 1PP. It has been confirmed that responsibility for maintenance of the area lies with the Hyde</p>	<p>Cllr Cross</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>Group. Clerk to email the Hyde Group to discuss ongoing maintenance. Cllr Cross asked when the next safety inspection of the swings was due – Clerk to respond</p> <p>f) Co-option of additional Councillors Nothing to report</p> <p>g) Consideration of a donation to the Church</p>	<p>Clerk</p>
<p>Further to the recent usage of the Church as an alternative meeting venue in recent months, Council unanimously agreed to make a small donation of £50 to cover heating expenses that may have been incurred on the part of the PC. Cllr Cross to provide details.</p>	<p>Cllr Cross</p>
<p>Agenda Item 5: County Councillor Report</p>	
<p>None</p>	
<p>Agenda Item 6: District Councillor Report</p>	
<p>District Cllr Elliott reported on the difficulties faced by rural parishes to get the numbers they need to keep parish councils running – this is an ongoing problem and not specific to Sutton and Barlavington.</p>	
<p>District Cllr Elliott highlighted a new programme aimed at tackling the waste disposal of plastics and mentioned the possibility of another bin being introduced. Cllr Cross mentioned the increasing problem of tyres being dumped and asked what the PC can do. It was suggested that the PC can register for a licence to allow disposal of fly tipping waste. Alternatively the waste unit can be contacted and they will collect the waste. Concerns were raised over new legislations encouraging fly tipping.</p>	
<p>Cllr Cross to investigate a license for the PC to dispose of fly tipping waste such as tyres. Cllr Cross to include in next village news.</p>	
<p>Agenda Item 7: Highways, Footpaths and Village Maintenance</p>	
<p>a) Village tidy up – to be taken off the agenda until next year.</p>	
<p>Cllr Brown reported that she had not heard anything further regarding Hoggs Lane. Cllr Brown to re-report the footpath at the bottom of school lane as that has not been done yet and also Red Hill Hollow.</p>	
<p>Cllr Brown reported that the fingerpost opposite the White Horse has been damaged and the Petworth part is missing. Cllr Brown has the broken part for safe keeping. Council questioned whether the damage had been done by lorries/vans working and asked the Clerk to email the White Horse to see if they could shed any further light on this matter.</p>	
<p>Agenda Item 8: Operation Watershed Application Update</p>	
<p>Clerk awaiting update</p>	
<p>Agenda Item 9: Winter Maintenance Update</p>	
<p>None</p>	
<p>Agenda Item 10: GDPR update</p>	
<p>Clerk made available to Council the latest updates from SSALC regarding GDPR. Clerk is continuing to ensure that PC is keeping on top of requirements. No further updates.</p>	
<p>Agenda Item 11: Planning Update</p>	
<p>Cllr Andrews updated Council on the previously circulated planning applications and decisions. Cllrs Cross and Andrews to visit the Croft</p>	
<p>Agenda Item 12: Consultations</p>	
<p>Clerk advised Council of recent updates on consultations:</p>	
<p>a) Minerals and Waste Consultation. Clerk reported that this has been adopted and now forms part of the statutory development plan for West Sussex as per the email forwarded to Council on 2/8/18. Clerk provided a copy to Cllr Cross</p>	
<p>Clerk</p>	

Agenda Item 13: Correspondence

Clerk highlighted the recently received correspondence:

- a) Request for assistance in applying for a grant from Bignor. Email sent 19/7/18
After discussion a proposal was made by Cllr Cross and seconded by Cllr Andrews to assist Bignor parish meeting in their bid for a grant for a defibrillator. The Parish Council will provide bank details and assistance to Bignor to allow any grant monies to be paid into the PC account and then transferred to Bignor for the purchase of the defibrillator. These funds are earmarked and cannot be used for anything else. Clerk to respond to Bignor. Item to be placed on the next agenda
- b) Velo South – Temporary Traffic Regulation Order. Email sent 17/8/18
Clerk to send the latest email received.
- 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
- f) Pathwatch email. Email sent 4/9/18

Clerk

Clerk

Agenda Item 14: FINANCE

- a) To note the transfer of £1000 from the “secondary” account into the “day to day” account to cover ongoing costs
Clerk provided details of the budget and explained that although Council finances are healthy a transfer of funds was needed to cover costs until the second part of the precept is paid. Council agreed **UNANIMOUSLY** to the transfer of funds
- b) Approval of monthly payments and Clerk’s salary and expenses as below

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

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

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

A copy of the Accounts to 29th August 2018 and including payments to 5th September 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 14c 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

A member of the public commented that in previous years salt supplies have been used by some residents for personal use. PC asked to be kept informed of this.

Agenda Item 17: Any other matters for information only

Cllr Andrews informed the Council that she may have someone interested in joining the Council. Cllr Andrews to keep Council updated accordingly

Agenda Item 18: DATE OF THE NEXT MEETING

The next meeting Parish meeting will be held at 7.30pm on 14th November in the Village Hall

Meeting finished at 8.45

Appendices and Attachments

Bank Reconciliation and Monthly Income and Expenditure Report – Appendix 1 & 2

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