

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

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MEMBERS OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ARE HEREBY SUMMONED TO THE FULL COUNCIL  
MEETING OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ON  
THURSDAY 10<sup>TH</sup> JANUARY 2019 AT 7.30 PM AT THE PARISH CHURCH OF ST JOHN THE BAPTIST, SUTTON

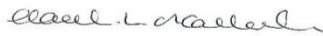
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AGENDA

1. Apologies for Absence  
Apologies received in advance from Cllr Brown
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 14<sup>th</sup> November 2018
4. Update on matters carried forward from previous meeting:
  - a) Village archive
  - b) New Noticeboard
  - c) Removal of the sign outside White Horse
  - d) Assistance with Bignor grant application
5. County Councillor Report (10 Minutes)
6. District Councillor Report (10 Minutes)
7. Elections 2019 and report of Clerks meeting with Trevor Leggo, CEO, SSALC
8. Highways and Footpaths & Village Maintenance Update
9. Operation Watershed Update
10. Winter Maintenance Update
11. Planning Update  
See attachment for full list of applications/decisions
12. Consultations
  - a) Consultation: Adult Services and Strategy (email sent 19/11/18)
  - b) Consultation: District Council improving Communication (email sent 26/11/18)
  - c) Chichester Local Plan Review Preferred Approach Consultation - December 2018 to February 2019 (email sent 13/12/18)
13. Correspondence
  - a) Update on hedge at Greenfields site
  - b) Circulation of materials from Town and Parish workshops
  - c) Invite to Rother Valley Farmers Group – Cllr Cross attended 8/1/19
  - d) Email regarding presentation from Sussex Wildlife Trust Michael Blencowe
  - e) Maintenance schedule and rights of way management – email forwarded 18/12/18
  - f) Email regarding vandalism of postboxes locally
14. Finance
  - a) Review of 2018-2019 Budget
  - b) Approval of 2019-20 Budget
  - c) To resolve the Precept 2019-20
  - d) To note receipts and approve any payments and Clerk's salary and expenses – **attached**
  - e) 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 – Wednesday 6<sup>th</sup> March 2019, Village Hall
19. Exclusion of Press and Public

20. Clerk Salary review

Signed:



HL O'Callaghan  
Clerk & RFO

**Clerk Salary and Expenses**

**Clerks Salary 1 – 30<sup>th</sup> November 2018**

Net Salary @£12.01 per hour £468.39

**Clerks Salary 1- 31<sup>st</sup> December 2018**

Net Salary @£12.01 per hour £468.39

**Paid by Standing Order on last working day of the month**

**Clerks Expenses 14<sup>th</sup> November 2018 – 9<sup>th</sup> January 2019**

**Clerks Expenses** Paid after the meeting by cheque

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
10/1/19	Mileage	Mileage to PC meeting (November) 9 miles @ 45 pence per mile	4.05	0	4.05
10/1/19	Working from home allowance (November)	As per contract	18.00	0	18.00
10/1/19	Working from home allowance (December)	As per contract	18.00	0	18.00
10/1/19	Mileage	Mileage to meeting with Trevor Leggo 5/12/18	6.30	0	6.30
<b>Total</b>			<b>46.35</b>	<b>0</b>	<b>46.35</b>

**THE COMMON PARISH OF SUTTON & BARLAVINGTON**
**BANK RECONCILIATION**
**03-Jan-19**
**RECEIPTS & PAYMENTS**

Balance brought forward as at 31/03/2018		£8,557.74
Add Total Receipts		25714.34
Uncleared March 2018 salary paid in April finances		
Less Total Payments		(6,612.88)
<b>TOTAL</b>		<b>£27,659.20</b>

**BANK**

Natwest as @ 3/1/19		2,692.72
Natwest as @ 3/1/19		24,966.48
<b>Plus Uncleared Deposits</b>		
<b>TOTAL</b>		<b>£27,659.20</b>

**THE COMMON PARISH OF SUTTON & BARLAVINGTON  
FINANCIAL REPORT PREPARED ON 3 JANUARY 2019**

<b>RECEIPTS 14 November - 10th January</b>				
<b>DATE</b>	<b>REF</b>	<b>PAYER</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
30/11/2018	Interest	Natwest	Monthly Interest	2.14
31/12/2018	Interest	Natwest	Monthly Interest	4.24
				<b>6.38</b>
<b>PAYMENT 14th November - 10 January</b>				
<b>DATE</b>	<b>CHEQUE NO/ONLINE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
30/11/2018	online	HL O'Callaghan	Clerks Salary - November	468.39
10/01/2019		Chi Payroll	November Payroll	10
10/01/2019		Robert Eitel	Website Events Pro Upgrade	90
10/01/2019	online	HL O'Callaghan	Clerks Salary - December	468.39
10/01/2019		Chi Payroll	December Payroll	10
10/01/2019		HL O'Callaghan	Mileage	10.35
10/01/2019		HL O'Callaghan	Clerk Home Allowance	36
10/01/2019		RA Dallyn & Sons	Clearing of drains	60
				<b>1153.13</b>