

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MINUTES OF THE PARISH MEETING

THURSDAY 10TH JANUARY AT 7.30pm, Sutton Church

	ACTION
<p>In attendance: Cllr Andrews, Cllr Cross, Cllr Parkes Hannah-Louise O’Callaghan (parish clerk), Trevor Leggo, SSALC</p>	
<p>Agenda Item 1: Apologies for Absence Apologies were received in advance from Cllr Brown, District Cllr Elliott & County Cllr Bradford</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 – Cllr Cross informed Council that he has an ongoing vested interest in any discussions pertaining to the White Horse and would recuse himself where necessary. There were no requests for Dispensation.</p>	
<p>Agenda Item 3: Approval of Minutes of meeting held on 14th November 2018 On a proposal by Cllr Parkes and seconded by Cllr Andrews it was RESOLVED that the Minutes of the meeting held on 14th November 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) New noticeboard Clerk informed Council that a grant for £665 has been awarded. Payment will be made on receipt of invoices showing that the work has been completed. Cllr Cross informed Council that the contractor aims to complete the work by the end of the month. As per the agreement the contractor will retain the glass.</p>	
<p>c) Removal of sign from outside of White Horse Ongoing</p>	Cllr Cross
<p>d) Grant assistance to Bignor Clerk informed Council that Bignor has been awarded £820 for the purchase of a defibrillator. As requested these funds will be payed into Sutton and Barlavingtons’ account and then transferred to Bignor and receipts for the work provided to Sutton and Barlavington. Clerk has sent bank details as requested to CDC for payment of this grant. It was confirmed that Sutton and Barlavington cannot claim the VAT back on this project.</p>	
<p>Agenda Item 5: County Councillor Report None</p>	
<p>Agenda Item 6: District Councillor Report None</p>	

Agenda Item 7: Elections 2019 and report by Trevor Leggo

Trevor Leggo, CEO, SSALC attended the meeting to clarify and explain the options available to Sutton and Barlavington following the forthcoming Elections. Council discussed the election process and legal requirements.

After discussion Cllr Cross expressed that he was hopeful that more residents will come forward to join the Parish Council in the May elections.

Cllr Cross agreed to be nominated to receive the election papers however it was reiterated that each Councillor wishing to stand is responsible for the submission of their own papers.

Clerk to report more fully on the Election process following the training course in February.

**Cllr Cross
& Clerk**

Agenda Item 8: Highways, Footpaths and Village Maintenance

Council suggested a tri-party (PC, Hort Soc and Village Hall) organised village tidy up to take place in April. Cllr Cross to liaise with John Collis and Martin Shepherd. PC to pay any necessary costs.

Cllr Andrews reported on the work that needs undertaking at Folly Lane/Gatting Lane corner to dredge and improve road flooding. Council agreed **UNANIMOUSLY** that this work must be done.

Clerk to discuss with Cllr Brown to organise

Cllr Cross

**Clerk &
Cllr
Brown**

Agenda Item 9: Operation Watershed Application Update

Clerk informed Council that she understands that work will start on 14th January and continue to 25th January with two-way signals in place. In the meantime it is understood that preparatory work is already taking place.

Agenda Item : Winter Maintenance Update

No update. Council reiterated that it was keen to grit only when necessary to look at keeping costs within the budget.

Agenda Item 11: Planning Update

Cllr Andrews updated Council on the previously circulated planning applications and decisions.

Cllr Andrews reported that 2 properties had been reported to enforcement for potential breaches in planning. Farris Cottage, addition of a new porch (following recent correspondence it is understood that this is now in the process of being removed) and Winters Cottage, the addition of a pagoda at the back of the property.

Agenda Item 12: Consultations

The following consultation as advised to Council by the Clerk were noted:

- 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)

Agenda Item 13: Correspondence

Council received the following correspondences as highlighted by the Clerk:

- a) Update on hedge at Greenfields site
Clerk informed Council that having finally spoken to the Hyde Group it has been confirmed that the hedge will be maintained by Hyde as part of their scheduled maintenance. This has been communicated to the resident concerned.
- b) Circulation of materials from Town and Parish workshops
- c) Invite to Rother Valley Farmers Group

Cllr Cross reported to Council that this was a very useful meeting and very informative. Cllr Cross suggested inviting a representative from the Rother Farmers Group to speak at the forthcoming Parish Meeting.

- d) Email regarding presentation from Sussex Wildlife Trust Michael Blencowe
Council have already had a presentation from Sussex Wildlife Trust and therefore asked Clerk to decline on this occasion.
- e) Maintenance schedule and rights of way management – email forwarded 18/12/18
- f) Email regarding vandalism of postboxes locally
Council noted and discussed.
- g) Village Hall Bookings and future meeting dates
Council agreed meetings going forward. These dates are to be forwarded to the Village Hall for booking.

Clerk

Clerk

Agenda Item 14: FINANCE

- a) Review of 2018 – 2019 Budget
Clerk provided details of the budget and explained that Council finances are healthy but advised Council to consider raising the Precept to mitigate against other increased costs.
- b) Approval of 2019-20 Budget
Clerk went through the budget and asked Council to note the varying options regarding increasing of the Precept. Council agreed **UNANIMOUSLY** to set the 2019-20 budget as presented.
- c) To resolve the Precept 2019-20
After consideration Council agreed, **UNANIMOUSLY** on a motion by Cllr Cross to request an increase in the Precept to £7827 for the forthcoming year.
- d) To note receipts and approve payments and Clerks salary and expenses as detailed below:

Clerk

Clerk Salary and Expenses

Clerks Salary 1 – 30th November 2018

Net Salary @£12.01 per hour £468.39

Clerks Salary 1- 31st December 2018

Net Salary @£12.01 per hour £468.39

Paid by Standing Order on last working day of the month

Clerks Expenses 14th November 2018 – 9th 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	As per contract	18.00	0	18.00

	(December)				
10/1/19	Mileage	Mileage to meeting with Trevor Leggo 5/12/18	6.30	0	6.30
Total			46.35	0	46.35

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

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

A copy of the Accounts to 3rd January 2019 and including payments to 7th January 2019 was circulated and bank statements, bank reconciliation as at the same date was available at the meeting for monitoring and reconciliation purposes.

Agenda Item 14d 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

Agenda Item 16: Public Questions

Agenda Item 17: Any other matters for information only

Agenda Item 18: DATE OF THE NEXT MEETING

The next meeting Parish meeting will be held on 6th March 2019 at 7.30pm in the Village Hall.

Agenda Item 19: Exclusion of Press and Public

Agenda Item 20: Clerk salary review

Clerk asked Council to consider reviewing her pay in line with her contract. After discussion Council agreed to revert on this matter at the March meeting when all councillors have had the option to comment.

Meeting finished at 8.50pm

Appendices and Attachments

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

Appendix A

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)
TOTAL		£27,659.20
BANK		
Natwest as @ 3/1/19		2,692.72
Natwest as @ 3/1/19		24,966.48
Plus Uncleared Deposits		
TOTAL		£27,659.20

Appendix 2

THE COMMON PARISH OF SUTTON & BARLAVINGTON				
FINANCIAL REPORT PREPARED ON 7 JANUARY 2019				
RECEIPTS 14 November - 10th January				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
30/11/2018	Interest	Natwest	Monthly Interest	2.14
31/12/2018	Interest	Natwest	Monthly Interest	4.24
				6.38
PAYMENT 14th November - 10 January				
DATE	CHEQUE NO/ONLINE	PAYEE	DESCRIPTION	AMOUNT
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
10/01/2019		Sutton Village Hall	Hire of Hall	62
				1215.13