

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MINUTES OF THE PARISH MEETING

WEDNESDAY 14<sup>th</sup> NOVEMBER 2018 AT 7.30pm

	ACTION
<p><b>In attendance:</b> Cllr Andrews, Cllr Brown, Cllr Cross, Hannah-Louise O’Callaghan (parish clerk), 1 member of the public</p>	
<p><b>Agenda Item 1: Apologies for Absence</b> No apologies were received</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 – Cllr Cross informed Council of an interest in matters concerning the White Horse and as such would recuse himself where necessary.</p>	
<p><b>Agenda Item 3: Approval of Minutes of meeting held on 5<sup>th</sup> September 2018</b> On a <b>proposal</b> by Cllr Brown and <b>seconded</b> by Cllr Andrews it was <b>RESOLVED</b> that the Minutes of the meeting held on 5<sup>th</sup> September 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 Council confirmed that training had been completed by all councillors. Cllr Cross asked that the Clerk contact the website provider to ask whether it is possible for all of the village societies calendar updates be included on the central events calendar. Clerk to find out.</p> <p>c) Noticeboard grant application Clerk informed Council that the grant application for a new noticeboard had been re-submitted with the Parish Council covering £300 towards the cost as agreed by Cllr Cross. Clerk to update Council when more information is received.</p> <p>d) Removal of sign from outside of White Horse Cllr Cross to oversee</p> <p>e) Damage to fingerpost and wall outside the White Horse Clerk shared the response received from Odile at the White Horse pertaining to the damage. Pc has been quoted £50 for the repair which was <b>UNANIMOUSLY</b> agreed by Council. PC awaiting invoice</p> <p>f) Co-option of additional Councillors Nothing to report. Clerk requested that with the elections coming up in 2019 this item be put on the agenda for the January meeting.</p> <p>g) Consideration of a donation to the Church Cllr Brown reported that the Church feel that they would not be able to accept a donation as the Church is for use by the whole village.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Cross</p>

<b>Agenda Item 5: County Councillor Report</b>	
None	
<b>Agenda Item 6: District Councillor Report</b>	
None	
<b>Agenda Item 7: Highways, Footpaths and Village Maintenance</b>	
<p>Cllr Brown reported that the process is still underway to make Hogs Lane into a permissive path. This will be maintained in part by the Leconfield Estate who will provide the big maintenance such as tree and hedge cutting however a working party of volunteers from the village would report on any works needed on a regular basis.</p> <p>Cllr Cross informed the Council that he had received several requests from walkers to put chicken wire across the bottom of the stiles to make them less dangerous as they are currently very slippery and pose a hazard. Cllr Brown informed Council that due to health and safety this is no longer allowed, however Cllr Brown will take these concerns to the Ranger to see if a solution can be found.</p> <p>Cllr Brown reported that Red Mill Hollow is still ongoing and is due to be resurfaced.</p>	
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Cllr Brown reported that Red Mill Hollow is still ongoing and is due to be resurfaced.	
<b>Agenda Item 8: Operation Watershed Application Update</b>	
<p>Clerk informed Council that the application for a grant had been successfully and the monies received and banked. Landbuild can now be instructed to begin works. Council requested that the monies received be transferred into the savings account to build interest until payment for the works is needed. Clerk to action.</p>	
<b>Agenda Item 9: Winter Maintenance Update</b>	
<p>Clerk informed Council that all documents had been submitted to CDC however Clerk is still awaiting a map showing the roads that are to be gritted to forward as requested to CDC. Clerk suggested that it may be advisable to put a copy of this map onto the noticeboards for village interest.</p>	
<p>Cllr Cross asked how much it costs each time the Council undertook gritting activities. Clerk to confirm exact figure</p>	
<b>Agenda Item 10: GDPR update</b>	
No further updates.	
<b>Agenda Item 11: Planning Update</b>	
Cllr Andrews updated Council on the previously circulated planning applications and decisions:	
<p>SDNP/18/05015/LIS – PC has no objection  SDNP/18/05082/TCA – PC has no objection  SDNP/18/03154/HOUS – ongoing application. PC has asked for environmental agency to review  1 Sutton Hollow – a new application has been submitted however this is not yet in the public forum and therefore there is no further discussion to be had. Cllr Andrews informed Council that the demolition order is currently on hold whilst the new application is submitted.  SDNP/18/03666/LIS – Application for extension refused  SDNP/18/02573/FUL – Application approved</p>	
<p>Cllr Cross reported that Andy Kinnear had requested to speak to the PC regarding Sutton Hollow but no further contact has taken place.</p>	
<b>Agenda Item 12: Consultations</b>	
The following consultation as advised to Council by the Clerk were noted:	
a) Permitted development for shale gas exploration. Email sent to Council 17/9/18	

**Agenda Item 13: Correspondence**

Council received the following correspondences as highlighted by the Clerk:

- a) Local vehicle damage  
Cllr Cross asked if neighborhood liaison officers still exists. Clerk to find out
- b) Post Office van  
Cllr Cross to write a piece for the village news to see if there is any interest
- c) Notes from Pathwatch Meeting. (email sent 8/10/18)
- d) Bus User Survey (email sent 11/10/18)
- e) Council Tax Referendum report (email sent 29/10/18)
- f) Gatwick Airport CAGNE email (email sent 31/10/18)
- g) Publication of Report on Site Allocation (email sent 31/10/18)
- h) Community Infrastructure Call for Projects email (email sent 31/10/18)

**Clerk**

**Cllr Cross**

Cllr Cross informed Council that he had been asked by a local resident whether the Council would consider purchasing the Green at Greenfields. After discussion Council agreed **UNANIMOUSLY** that this was not something they would pursue.

**Agenda Item 14: FINANCE**

- a) Review of 2018 – 2019 Budget  
Clerk provided details of the budget and explained that Council finances are healthy. Clerk asked Council to consider the budget ahead of the next meeting where the Precept for 2019 – 20 would be set
- b) To note receipts and approve payments and Clerks salary and expenses as detailed below:

**Clerk Salary and Expenses****Clerks Salary 1 – 30<sup>th</sup> September 2018**

Net Salary @£12.01 per hour £468.39

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

Net Salary @£12.01 per hour £468.39

**Paid by Standing Order on last working day of the month****Clerks Expenses 4<sup>th</sup> September - 14<sup>th</sup> November 2018****Clerks Expenses Paid after the meeting by cheque**

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
14/11/18	Mileage	Mileage to PC meeting (September) 9 miles @ 45 pence per mile	4.05	0	4.05

14/11/18	Working from home allowance (September)	As per contract	18.00	0	18.00
14/11/18	Working from home allowance (October)	As per contract	18.00	0	18.00
14/11/18	Postage	Postage of hard copy of Operation Watershed Application	1.26	0	1.26
<b>Total</b>			<b>41.31</b>	<b>0</b>	<b>41.31</b>

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

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

A copy of the Accounts to 5<sup>th</sup> November 2018 and including payments to 5<sup>th</sup> November 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 Brown

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**

Cllr Brown reported that the monthly swings inspections had taken place and provided Clerk with inspection reports.

Cllr Cross asked Clerk to find out if a property is empty within the village is Council tax still paid on that property? For example if a property is a second home or is in the process of being sold what if any council tax is paid and over what time period? Clerk to find out

Clerk

**Agenda Item 16: Public Questions**

A question was raised from the floor regarding the up-lights outside the White Horse and what time should they be turned off. In addition it was asked what happens regarding lighting and use of the facilities when residents are staying and can the White Horse leave lights on after licensing hours if they have residents? Clerk to find out the answer to these questions and report back to Council.

Clerk

On another matter a resident asked about the ongoing maintenance of the hedge at Greenfields. Clerk informed the meeting that the hedge sits on Hyde Martlett land and as such should be maintained by them during their normally maintenance activities in the area. Hyde Martlett has informed Council that if there are specific concerns then the resident should contact them informing them of any missed works once maintenance has been carried out. It was asked who owns the swings? Who does the land belong to? Clerk informed Council that the swings are a Parish Council asset and are maintained by the Parish Council. The Parish Council have insurance to cover any liabilities. The land is owned and maintained by Hyde Martlett and the PC do not have any responsibility for grass cutting, hedge cutting etc. The hedge in question is not a PC asset.

Clerk

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

Future meeting dates were agreed by the Council. Clerk to publish.

Clerk

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

The next meeting Parish meeting will be held on 10<sup>th</sup> January 2019 at 7.30pm in the Village Hall.  
Cllr Brown gave her apologies in advance

**Meeting finished at 8.50pm**

**Appendices and Attachments**

2018 – 2019 Budget, Monthly Bank Reconciliation and Monthly Income and Expenditure Report

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON			
	Budget	Current to date	Forecast
	2018-19		31/03/2019
	£		£
<b>Balance b/fat 1 April</b>	£8,432.42	£8,432.42	8,432.42
<b>Receipts</b>			
Precept	£7,454.00	£7,454.00	£7,454.00
Bank interest - PC	£2.00	£3.16	£4.00
CDC Grants (NHB) & VH Boiler grant	£0.00	£0.00	£0.00
Other Grants - transparency	£0.00	£0.00	£0.00
WSCC Grants- Op Watershed	£0.00	£0.00	£0.00
Queens 90th grant	£0.00	£0.00	£0.00
Vat recovered	£400.00	£356.80	£356.80
<b>Total receipts for period</b>	<b>£7,856.00</b>	<b>£7,813.96</b>	<b>£7,814.80</b>
<b>Total receipts</b>	<b>£16,288.42</b>	<b>£16,246.38</b>	<b>£16,247.22</b>
<b>Payments</b>			
<u>General Administration</u>			
Income Tax	£0.00	£0.00	£0.00
Computer costs/Website	£200.00	£200.00	£200.00
Postage	£2.50	£1.26	£2.50
Stationery costs	£100.00	£6.38	£100.00
Bank Charges	£0.00	£0.00	£0.00
Clerk expenses	£250.00	£45.90	£250.00
Home office	£234.00	£144.00	£216.00
Employment Costs (Gross)	£4,994.28	£3,278.73	£5,265.04
Employment costs PAYE	£0.00	£0.00	£0.00
Payroll	£120.00	£80.00	£120.00
Insurance	£350.00	£418.08	£350.00
Audit fee	£200.00	£100.00	£200.00
Training (Clerk/Councillors)	£200.00	£100.00	£200.00
Councillor Expenses	£50.00	£0.00	£50.00
AGM & other events	£140.00	£58.63	£140.00
Village maintenance	£300.00	£0.00	£300.00
Winter maintenance	£400.00	£0.00	£400.00
Clerk's membership fees (SLCC, SSALC)	£155.10	£244.43	£155.10
Hire of Hall	£150.00	£0.00	£150.00
Notice board/BT phone box/Other	£0.00	£0.00	£0.00
<u>S.137 &amp; S.142 payments</u>			
- Sutton PCC	£0.00	£0.00	£0.00
- Barlavington PCC	£0.00	£0.00	£0.00
- Village News	£0.00	£0.00	£0.00
- Ebeneze Young Farmers	£0.00	£0.00	£0.00
- Sutton Youth Club	£0.00	£0.00	£0.00
Sutton Village News Magazine	£0.00	£0.00	£0.00
- Sutton Village Hall	£0.00	£0.00	£0.00
- CAB	£0.00	£0.00	£0.00
- Sussex Air Ambulance	£0.00	£0.00	£0.00
- Sutton Fabric Fund	£0.00	£0.00	£0.00
- P&DCA	£0.00	£0.00	£0.00
- Victim Support	£0.00	£0.00	£0.00
- Amberley First Responders?(1st meeting)	£0.00	£0.00	£0.00
- Rural Mobile Youth Trust - Purple Bus	£0.00	£0.00	£0.00
Election	£0.00	£0.00	£0.00
<b>Precept payments</b>	<b>£7,845.88</b>	<b>£4,677.41</b>	<b>£8,098.64</b>
Queens 90th grant & NHB grant	£0.00	£0.00	£0.00
Transparency Grant	£0.00	£0.00	£0.00
Operation Watershed	£1,080.00	£1,020.00	£1,080.00
VAT paid	£600.00	£190.00	£600.00
<b>Total payments</b>	<b>£9,525.88</b>	<b>£5,887.41</b>	<b>£9,778.64</b>
<b>Surplus/deficit</b>	<b>-£1,669.88</b>	<b>£1,926.55</b>	<b>-£1,963.84</b>
<b>(Receipts less payments for period)</b>			
<b>Balance carried forward</b>	<b>£6,762.54</b>	<b>£10,358.97</b>	<b>£6,468.58</b>
<b>RESERVES</b>			
General Reserve	£5,212.54	£8,808.97	£4,918.58
Computer reserve	£0.00	£0.00	£0.00
Transparency reserve	£0.00	£0.00	£0.00
Election reserve	£300.00	£300.00	£300.00
Bus shelter reserve	£250.00	£250.00	£250.00
Winter maintenance reserve	£1,000.00	£1,000.00	£1,000.00
<b>Balance carried forward</b>	<b>£6,762.54</b>	<b>£10,358.97</b>	<b>£6,468.58</b>

Appendix B – Bank Reconciliation

<b>THE COMMON PARISH OF SUTTON &amp; BARLAVINGTON</b>		
<b>BANK RECONCILIATION</b>		
<b>05-Nov-18</b>		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 31/03/2018		£8,557.74
Add Total Receipts		7813.96
Uncleared March 2018 salary paid in April finances		
Less Total Payments		(5,456.10)
<b>TOTAL</b>		<b>£10,915.60</b>
<b>BANK</b>		
Natwest as @ 05/11/18		3,849.50
Natwest as @ 05/11/18		7,066.10
<b>Plus Uncleared Deposits</b>		
<b>TOTAL</b>		<b>£10,915.60</b>

Appendix C – Income and Expenditure Report

THE COMMON PARISH OF SUTTON & BARLAVINGTON				
FINANCIAL REPORT PREPARED ON 5 NOVEMBER 2018				
<b>RECEIPTS</b> 29th August - 5 November 2018				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
31/08/2018	Interest	Natwest	Monthly Interest	0.34
28/09/2018	Interest	Natwest	Monthly Interest	0.27
31/10/2018	Interest	Natwest	Monthly Interest	1.19
				<b>1.8</b>
<b>PAYMENT</b> 6th September - 14th November				
DATE	CHEQUE NO/ONLINE	PAYEE	DESCRIPTION	AMOUNT
01/10/2018	online	HL O'Callaghan	Clerk Salary - September	468.39
14/11/2018	542	Chi Payroll	September Payroll	10
14/11/2018	542	Chi Payroll	October Payroll	10
14/11/2018	543	Robert Eitel	Website Training	200
14/11/2018	544	HL O'Callaghan	Mileage	4.05
14/11/2018	544	HL O'Callaghan	Clerk Home Allowance	36
14/11/2018	544	HL O'Callaghan	Postage Costs	1.26
31/10/2018	online	HL O'Callaghan	Clerk Salary - October	468.39
				<b>1198.09</b>