

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

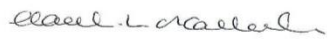
MEMBERS OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ARE HEREBY SUMMONED TO THE FULL COUNCIL
MEETING OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ON
WEDNESDAY 6TH MARCH 2019 AT 7.30 PM AT THE VILLAGE HALL, SUTTON

AGENDA

1. Apologies for Absence
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 10th January 2019
4. Update on matters carried forward from previous meeting:
 - a) Village archive
 - b) Update on New Noticeboard
 - c) Removal of the sign outside White Horse
 - d) Village Tidy Up – to confirm dates, advertisement etc
 - e) Update on Bignor grant application – Clerk to show receipt and transfer of £820 to Bignor Parish Meeting
 - f) Update on Invitation to Rother Valley Farmers to speak at Parish Meeting
5. County Councillor Report (10 Minutes)
6. District Councillor Report (10 Minutes)
7. Elections 2019 and report of Clerks Training
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: Soft Sand Review – Joint Minerals Consultation (email sent 21/1/19)
 - b) Chichester Local Plan Review: Preferred Approach (email sent 28/1/19) Consultation closed 7/2/19
 - c) CDC Adoption of Site Development Plan (email sent 31/1/19) Consultation runs until 28/3/19
 - d) CDC Parking Management Plan (email sent 7/2/19) Consultation runs until 31/3/19
13. Correspondence
 - a) CDALC Meeting 29/1/19 – details circulated
 - b) All Parishes Meeting 15th July
 - c) Receipt of PROW letter forwarded to Cllr Brown
 - d) CAGNE meeting 27th February
14. Finance
 - a) To note Clerk's salary and expenses – **Appendix A**
 - b) To note and approve Income and Expenditure Report – **Appendix B**
 - c) To approve Bank Reconciliation – **Appendix B**
 - d) To appoint an Internal Auditor for forthcoming 2018-19 Audit
15. Matters arising not dealt with on the Agenda
 - a) GDPR - Council email addresses
 - b) SSALC award for innovative phonebox use
16. Public Questions (10 Minutes)
17. Any other matters for information only
18. Date of next Meeting – Monday 13th May 2019, Village Hall
19. Exclusion of Press and Public

20. Clerk Salary review

Signed:

A handwritten signature in cursive script, appearing to read 'Hannah-Louise O'Callaghan'.

HL O'Callaghan

Clerk & RFO

Clerk Salary and Expenses

Clerks Salary 1 – 31st January 2019

Net Salary @£12.01 per hour £468.39

Clerks Salary 1- 28th February

Net Salary @£12.01 per hour £468.39

Paid by Standing Order on last working day of the month

Clerks Expenses 9th January - 5th March 2019

Clerks Expenses Paid after the meeting by cheque

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
6/3/19	Mileage	Mileage to PC meeting (January) 9 miles @ 45 pence per mile	4.05	0	4.05
6/3/19	Working from home allowance (January)	As per contract	18.00	0	18.00
6/3/19	Working from home allowance (February)	As per contract	18.00	0	18.00
6/3/19	Stationery	Paper and Envelopes (between 2 parishes)	3.54	0.70	4.24
6/3/19	Mileage	Training Course	13.50	0	13.50
Total			57.09	0.70	57.79

THE COMMON PARISH OF SUTTON & BARLAVINGTON				
FINANCIAL REPORT PREPARED ON 27 FEBRUARY 2019				
RECEIPTS 10th January - 27 February 2019				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
31/01/2019	Interest	Natwest	Monthly Interest	4.24
				4.24
PAYMENT 10 January - 27 February 2019				
DATE	CHEQUE NO/ONLINE	PAYEE	DESCRIPTION	AMOUNT
31/01/2019	online	HL O'Callaghan	Clerk Salary - January	468.39
06/03/2019	554	HL O'Callaghan	Stationery	4.24
22/02/2019	online	Landbuild	Op Watershed works, The Street	21,472.80
06/02/2019	online	Egdean Joinery	Supply of new noticeboard	950
04/01/2019	online	Kennard Gritting	Gritting 29/1/19 & 30/1/19	144
06/03/2019	552	John Cross	Laminated Glass for noticeboard	116.16
06/03/2019	550	JK Engineering	Repair of finger post	60
06/03/2019	551	Chi Payroll	Payroll - January	10
04/02/2019	online	HL O'Callaghan	Renewal of Hover domain	9.13
28/02/2019	online	HL O'Callaghan	Clerk Salary - February	468.39
06/03/2019	551	Chi Payroll	Payroll - February	10
06/03/2019	554	HL O'Callaghan	Clerk Home Allowance	36
03/03/2019	554	HL O'Callaghan	Mileage	17.55
27/02/2019	online	Kennard Gritting	Gritting 21/1/19 & 23/1/19	144
06/03/2019	553	SSALC	Elections Training	24
				23934.66

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
27-Feb-19		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2018		£8,557.74
Add Total Receipts		27203.58
Uncleared March 2018 salary paid in April finances		
Less Total Payments		(30,911.73)
TOTAL		£4,849.59
BANK		
Natwest as @ 27/2/19		1,351.67
Natwest as @ 27/2/19		3,497.92
Plus Uncleared Deposits		
TOTAL		£4,849.59