

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MINUTES OF THE PARISH MEETING

WEDNESDAY 6TH MARCH AT 7.30pm, Sutton Village Hall

	ACTION
<p>In attendance: Cllr Andrews, Cllr Brown, Cllr Parkes, Hannah-Louise O’Callaghan (parish clerk), County Cllr David Bradford</p>	
<p>Agenda Item 1: Apologies for Absence Apologies were received in advance from Cllr Cross</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 – There were no declarations of personal interests or requests for Dispensation.</p>	
<p>Agenda Item 3: Approval of Minutes of meeting held on 10th January 2019 On a proposal by Cllr Parkes and seconded by Cllr Andrews it was RESOLVED that the Minutes of the meeting held on 10th January 2019 be approved. They were duly signed as a correct record</p>	
<p>Agenda Item 4: Update on matters carried forward from previous meeting:</p> <p>a) Village archive None. Council requested this item be removed for now from the Agenda.</p> <p>b) Update on New noticeboard Council noted that the new noticeboard is in place and looks good. The old ones have been taken down.</p> <p>c) Removal of sign from outside of White Horse This is ongoing</p> <p>d) Village Tidy Up This has been confirmed for 6th April. Council requested that Clerk draft a “call to action” to be emailed and put up on the noticeboards making residents aware of the event and asking for volunteers. Cllr Cross has registered for the adopt an area scheme and has acquired high vis vests for volunteers.</p> <p>e) Grant assistance to Bignor Clerk informed Council that the grant for Bignor for the purchase of their defibrillator has been received and the funds transferred (£820) to Bignor as requested. Clerk provided the Council with a copy of the transfer receipt. This was noted and the transfer confirmation signed by Council.</p> <p>f) Update on invitation to Rother Valley Farmers to speak at Parish Meeting Clerk to send an invitation asking Rother Valley Farmers to speak at the event on 17th May.</p>	<p>Clerk</p> <p>Cllr Cross</p> <p>Clerk</p> <p>Clerk</p>
<p>Agenda Item 5: County Councillor Report Cllr Bradford offered his apologies for being unable to attend previous meetings due to having commitments to lots of parishes. Cllr Bradford reported that potholes remained a concern. In</p>	

response to a comment from Cllr Brown, Cllr Bradford confirmed that he would be highlighting several local potholes including the ones at Red Hill Hollow and Bignor Hill.
Cllr Bradford discussed several issues including the ageing population, children in care in West Sussex, the cost of adult social care and the continuation of route 99 request bus service.
In addition Cllr Bradford noted that council tax would be rising and figures had now been set and would be communicated shortly.

Agenda Item 6: District Councillor Report

None

Agenda Item 7: Elections 2019 and report on recent training

Clerk reported on her recent elections training provided by SSALC. Clerk provided Council with an elections timetable and information on completing the nomination papers. The clerk reminded councillors that they are responsible for ensuring that they submit their own nomination papers by 4pm on 3rd April, papers received after this time will not be accepted. Clerk will be providing Council with further elections material in due course such as flyers to advertise the forthcoming elections. The clerk asked Council to note that at the end of March the Council will be entering a period of Purdah during which time the Council should not highlight or advertise achievements of individual councillors. Normal Council business can continue as normal. The clerk advised Council that she will be providing a short piece on the forthcoming elections to be used in the April edition of the village news.

Clerk

Agenda Item 8: Highways, Footpaths and Village Maintenance

Cllr Brown reported that Cllr Cross had kindly agreed to clear out the gulleys at the edges of Bignor Hill to help with the water running down the sides.

Cllr Brown reported that the Rangers have provided a list of works that will take place, this year the focus will be on Barlavington and a comprehensive list of works has been provided.

Hoggs Lane is still in the process of discussions however it is hoped that it will be made into a full footpath rather than a permissive footpath. Discussion are still underway with the Leconfield Estate but an update is hoped for at the end of April.

Clerk asked Council to note that the recently received invoice for ditching works has been rescinded and will now be re-issued and paid in April.

Agenda Item 9: Operation Watershed Application Update

Works have been completed and this item can be removed from the agenda.

Clerk

Agenda Item : Winter Maintenance Update

No update.

Agenda Item 11: Planning Update

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

Cllr Andrews highlighted the 2 recent applications by the Croft; 1 application SDNP/19/00003/REF appealing against the recent decision made against application SDNP/18/01575/FUL. The second application SDNP/19/00893/MPO looking remove the S106 undertaking relating to SN/11/02662/DOMNP

Cllr Andrews to provide Clerk with PC comments for submission

Cllr
Andrews

Agenda Item 12: Consultations

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

- 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

Agenda Item 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

Agenda Item 14: FINANCE

- a) To note Clerks salary and expenses as detailed below:

Clerk Salary and Expenses

Clerks Salary 1 – 31st January 2019

Net Salary @£12.01 per hour £468.39

Clerks Salary 1- 28th February 2019

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

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

<p>b) Approval of Accounts, Bank Reconciliation, Income and Expenditure Reports A copy of the Accounts to 27 February 2019 and including payments to 6th March 2019 was circulated and bank statements, bank reconciliation as at the same date was available at the meeting for monitoring and reconciliation purposes.</p> <p>Agenda Items 14b & c were accepted and approved by Councillors. Cllr Parkes 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.</p>	
<p>c) To appoint an internal auditor for forthcoming 2018-19 audit Clerk asked Council to consider the reappointment of Rachel Hall as the internal auditor for the Council. In a motion proposed by Cllr Brown and seconded by Cllr Andrews Clerk was asked to contact Rachel Hall to reappoint her as the internal auditor for the Council.</p>	Clerk
<p>Agenda Item 15: Matters arising not dealt with elsewhere on the agenda</p> <p>a) GDPR – Council email addresses Clerk informed Council regarding the risk of using personal email addresses for Council business and suggested that they consider changing these after the forthcoming elections. Clerk informed Council that the current website provider could provide this service at a yearly cost of £300, however Clerk suggested that Council may want to consider setting up another generic email address. Clerk asked for this to go onto the agenda for the next meeting. Clerk suggested that after the forthcoming elections, the new Council may wish to consider looking at alternative website providers as the current support is more expensive than competitors. This may involve initial set up/transfer costs but ongoing costs should come down. Clerk to look into this.</p> <p>b) SSALC Award for innovative use of phone box. Clerk informed the Council that they had won 3rd place in SSALCS recent competition for the most innovative use of an old phone box. The prize is £100 in SSALC training vouchers to be awarded at a ceremony, date to be confirmed by SSALC but possibly 18th April 2019. Clerk to keep Council informed.</p>	Clerk All Cllrs
<p>Agenda Item 16: Public Questions</p>	
<p>Agenda Item 17: Any other matters for information only</p>	
<p>Agenda Item 18: DATE OF THE NEXT MEETING The next meeting Parish meeting will be held on 13th May 2019 at 7.30pm in the Village Hall.</p>	Clerk
<p>Agenda Item 19: Exclusion of Press and Public</p>	
<p>Agenda Item 20: Clerk salary review Council asked Clerk to re-send previously proposed remuneration email for their consideration.</p>	Clerk
<p>Meeting finished at 8.26pm</p> <hr/> <p>Appendices and Attachments Monthly Bank Reconciliation and Monthly Income and Expenditure Report</p> <hr/>	

Appendix A

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

Appendix B

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