

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MINUTES OF THE PARISH MEETING

Monday 13th May 2019 at 7.30pm, Sutton Village Hall

<p>In attendance: Cllr Andrews, Cllr Brown, Cllr Cross, Hannah-Louise O'Callaghan (parish clerk), Trudi Rogers (resident), David Snowdon (resident), District Cllr Alan Sutton</p> <p>Agenda Item 1: Election of Chairman and signing of the Declaration of Office On a motion proposed by Cllr Andrews and seconded by Cllr Brown, Cllr Dr John Cross was re-elected, unopposed as Chairman</p> <p>Agenda Item 2: Election of Vice Chair and signing of the Declaration of Office On a motion proposed by Cllr Cross and seconded by Cllr Brown, Cllr Andrews was re-elected, unopposed as Vice Chair</p> <p>Agenda Item 3: To accept delivery of the Acceptance of Office Forms and Declaration of Interest forms Clerk received the Acceptance of Office Forms. Clerk to re-send the Declaration of Interest Forms for all councillors to complete</p> <p>Agenda Item 4: Apologies for Absence Apologies were received in advance from Cllr Parkes & County Cllr Bradford</p> <p>Agenda Item 5: Co-opting of new Parish Councillors Cllr David Snowdon was formally co-opted onto the Parish Council. The vote was UNANIMOUS</p> <p>Agenda Item 6: Signing of Acceptance of Office and Declaration of Interest Forms by Co-Opted Councillors David Snowdon signed the Acceptance of Office and joined the Council as a co-opted member. Clerk requested that the Declaration of Interests forms be completed and returned to her</p> <p>Agenda Item 7: Code of Conduct 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 8: Approval of Minutes of meeting held on 6th March 2019 On a proposal by Cllr Brown and seconded by Cllr Andrews it was RESOLVED that the Minutes of the meeting held on 6th March 2019 be approved. They were duly signed as a correct record</p> <p>Agenda Item 9: Review and Approval of Council documents: Council reviewed and UNANIMOUSLY approved the Council documents as listed below: a) Code of Conduct b) Standing Orders c) Financial Regulations d) Parish Council Assets e) Staff and Cllrs Data Policy f) Health & Safety g) Risk Assessment</p> <p>Agenda Item 10: Appointment of representatives on the following bodies a) North East Parishes Forum & CDALC b) Burton and Chingford Ponds LNR Council agreed that all councillors should sit on these committees</p>	<p>ACTION</p> <p>Clerk</p> <p>All Cllrs</p>
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Agenda Item 11: Election of Chairs and Committee Members

Council agreed that all members of the Council should sit on the committees, in particular the Planning committee. The following councillors were elected to chair the committees as outlined:

- a) Planning – Cllr Andrews & Cllr Cross
- b) Roads and Ditches – Cllr Brown
- c) Footpaths – Cllr Brown with assistance from Trudi Rogers acting as a warden for footpaths for the Council
- d) Trees – Cllr Snowdon
- e) Finance & Communication – Cllr Parkes
- f) Winter Maintenance – Cllr Parkes

Cllr Cross highlighted to Council that the oak tree at the bottom of the hill past the White Horse is a valuable part of the village heritage and suggested that a TPO should be placed onto the tree. Cllr Snowdon to look into this.

Cllr Snowdon

Trudi Rogers highlighted several areas that need attention. Trudi to send Cllr Brown details so that action can be taken.

Trudi Rogers & Cllr Brown

Agenda Item 12: Planning Update

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

The Croft – SDNP/19/00893/MPO

The appeal on the Croft is ongoing has gone through to Bristol. The request to remove the Unilateral Undertaking has now been passed to the Secretary of State and a decision is outstanding to date.

Sutton Court Barn – SDNP/17/03290/LDE

PC wrote to Tim Slaney regarding the change of use of land as this has taken over 3 years. A link officer Nat Belderson has been appointed and reported that this case is being looked at by Districts legal officers.

Cllrs Andrews & Cross

Sutton Hollow

Development has started. Cllrs Andrews and Cross to visit the site to see progress.

Farrs Cottage

PC awaiting update regarding anticipated planning application. Clerk to follow up.

Clerk

Agenda Item 13: County Councillor Report

None

Agenda Item 14: District Councillor Report

District Councillor Alan Sutton joined the meeting to introduce himself to the Council. District Councillor Sutton gave Council brief personal introduction. District Councillor Sutton highlighted the drop-in centres that he is in the process of setting up. They are ad hoc sessions and he would be happy to bring one to Sutton if it is felt that this would be beneficial.

District Councillor Sutton agreed to attend the Electors Meeting on 17th May to introduce himself to the wider village community.

District Councillor Sutton informed Council that a full meeting of the District Council will take place on 21st May to elect the leaders of the District Council and he will be able to provide more information at our next meeting.

Cllr Cross asked for assistance in looking for funding opportunities going forwards, highlighting that District Councillor Suttons predecessor has been very helpful in providing assistance.

<p>Cllr Cross asked District Cllr Sutton to look into the continuing problem of potholes at Red Hill Hollow.</p> <p>Agenda Item 15: Update on matters carried forward from previous meeting:</p> <p>a) Update on invitation for Electors Meeting speaker 17th May Clerk reported that Seeseana Wright, Project Manager, Arun & Rother Rivers Trust will be giving a 15 minute presentation. Clerk requested Cllr Cross to look after AV requirements.</p> <p>b) Annual Electors Meeting Council agreed that Cllr Cross would purchase wine (red/white) for the meeting. Cllr Brown to provide soft drinks and nibbles. Clerk to send email reminder to residents</p> <p>c) Councillor Emails Clerk shared details of proposed councillor emails cost with Council, as provided by the current website provider. Council agreed to set up their own gmail emails and inform Clerk of these by 1st June. Clerk to set up email account for Cllr Andrews.</p>	<p>Cllr Cross</p> <p>Cllrs Brown & Cross, Clerk</p> <p>All Cllrs</p>
<p>Agenda Item 16: Highways, Footpaths and Village Maintenance Cllr Brown reminded Council that the swings at Greenfields need inspecting. Cllrs Brown and Cross to inspect the swings on 20th May.</p> <p>Cllr Brown reported that a resident had offered assistance to clear the ditches in front of The Croft. Council agreed UNANIMOUSLY to allow the resident to assist in keeping the village tidy and Cllr Cross asked Cllr Brown to offer the thanks of the Council.</p> <p>Cllr Cross reported that the village tidy up day was generally well received, although an email of concern was received regarding the pruning of a tree in the village. This has been responded to and the matter closed. Cllr Cross reported that numerous residents had commented positively on the achievements of the Council.</p>	<p>Cllr Brown</p>
<p>Agenda Item 17: Winter Maintenance Update No update.</p>	
<p>Agenda Item 18: Consultations There have been no recent consultations</p>	<p>Cllr Cross</p>
<p>Agenda Item 19: Correspondence</p> <p>a) Email received regarding concerns re pruning of tree during village tidy up The matter has now been closed</p> <p>b) Email received regarding village parking (10/5/19) Cllr Cross to respond</p> <p>c) Consideration of Parish Member appointments to National Park Authority Council felt that they were unable to commit to nominating a member of the Parish Council to the National Park Authority at this time. Council agreed UNANIMOUSLY that due to timings of the elections, Council would delegate authority to the Clerk to vote on behalf of the Council.</p>	<p>Clerk</p>
<p>Agenda Item 20: Annual Return</p> <p>a) Council received and noted the internal audit report 2018-19 as previously sent On a proposal by Cllr Brown and seconded by Cllr Andrews the internal audit report for 2018-19 was accepted by Council</p> <p>b) To consider the Section 1 Annual Governance Statement and findings as provided by the Clerk Clerk provided Council with a copy of the 2018-19 AGAR report</p> <p>c) To agree Section 1 Annual Governance Statement 2018-19 On a proposal by Cllr Andrews and seconded by Cllr Brown Council approved Section 1 of the Annual Governance Report and Cllr Cross signed as required</p>	

- d) To consider the Annual Accounting Statements (Section 2)

Council received the Annual Accounting Statements (Section 2) as presented by Clerk

- e) To agree Section 2 Accounting Statements 2018-19

On a proposal by Cllr Brown and seconded by Cllr Andrews Council approved Section 2 of the Annual Accounting Statement

- f) To sign and date approved Accounting Statements 2018-19

Cllr Cross signed as required

- g) To note and agree the explanation of variances

Clerk provided Council with the variances statement and explained any significance variances accordingly. On a proposal by Cllr Andrews and seconded by Cllr Brown Council approved the variances statement

- h) To set the period of public rights (Monday 3rd June – Friday 13th July inclusive)

On a proposal by Cllr Brown and seconded by Cllr Andrews council approved the period of public rights. A copy of the notice for the noticeboard will be provided by Clerk

Clerk

Clerk

Agenda Item 21: FINANCE

- a) Comparison of 2018-19 Budget against expenditure – **Appendix 1**

- b) To approve Final Accounts to 31st March 2019 – **Appendix 2**

On a proposal by Cllr Brown and seconded by Cllr Cross the 2018-19 Budget and Final Accounts as attached were approved by Council. Clerk to forward a copy of the new budget 2019-20 to Council for their records.

- c) To agree addition of all councillors as bank signatories

Council decided **UNANIMOUSLY** to put request to Natwest that all members of Council be made bank signatories. Clerk to get paperwork

- d) Acknowledgement of first installment of Precept

Council acknowledged receipt of the Precept part 1

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

Clerk

Clerk Salary and Expenses

Clerks Salary 1 – 30th April 2019

Net Salary @£13.15 per hour £512.85

Clerks Salary 1- 31st May 2019

Net Salary @£13.15 per hour £512.85

Paid by Standing Order on last working day of the month

Clerks Expenses 6th March - 12th May 2019

Clerks Expenses Paid after the meeting by cheque

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
13/5/19	Mileage (6/3/19)	Mileage to PC meeting (March) 9 miles @ 45 pence per mile	4.05	0	4.05
13/5/19	Working from home allowance (March)	As per contract	18.00	0	18.00
13/5/19	Working from home allowance (April)	As per contract	18.00	0	18.00
13/5/19	Stationery expenses	Stamps	13.92	0	13.92
13/5/19	Mileage	Mileage to drop off and collect audit documents to internal auditor at 45pence per mile per trip	21.60	0	21.60

13/5/19	Renewal of Hover domain	Reimbursement of domain renewal paid by Clerk	9.13	0	9.13
13/5/19	Stationery Expenses	Replacement ink cartridges	12.77	0	12.77
13/5/19	Salary top up	Under-payment of salary, standing order not changed in time	38.86	0	38.86
Total			136.33	0	136.33

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

f) To approve Bank Reconciliation, Income, and Expenditure Report – Appendices 3 & 4

A copy of the Accounts to 8th May 2019 and including payments to 13th May 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 21f was accepted and approved by Councillors. Cllr Brown **PROPOSED** the motion which was **SECONDED** by Cllr Cross

In line with good practice, Cllr Cross inspected the Natwest Bank Statements and initialled the corresponding balance.

g) To note and renew Council insurance

Clerk provided Council with the previously circulated insurance renewal details. Upon consideration Council opted to renew the Council insurance with Inspire. This was a **UNANIMOUS** decision.

Agenda Item 22: Approval of Future meeting dates

Council agreed upon the previously circulated dates. Clerk to update the website accordingly. After discussion it was agreed that Cllr Brown will check whether the Church is available for the July and September meetings as these fall on a Monday and the village hall has another event which does not finish until 7.30pm.

Agenda Item 23: Matters arising not dealt with elsewhere on the agenda

Agenda Item 24: Public Questions

Agenda Item 25: Any other matters for information only

Agenda Item 18: DATE OF THE NEXT MEETING

The next meeting Parish meeting will be held on 1st July 2019 at 7.30pm venue to be confirmed.

Meeting finished at 9pm

Appendices and Attachments

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

**Cllr Brown
Clerk**

Appendix 1 – Final Accounts 2018-19

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

	Budget 2018-19	Final Accounts 31/03/2019
	£	£
Balance b/f at 1 April	£8,557.74	8,557.74
Receipts		
Precept	£7,454.00	£7,454.00
Bank interest - PC	£2.00	£17.47
CDC Grants - Noticeboard	£0.00	£665.00
Other Grants - bignor defibrillator	£0.00	£820.00
WSCC Grants- Op Watershed	£0.00	£17,894.00
Queens 90th grant	£0.00	£0.00
Vat recovered	£400.00	£4,199.01
Total receipts for period	£7,856.00	£31,049.48
Total receipts	£16,413.74	£39,607.22
Payments		
<u>General Administration</u>		
Income Tax	£0.00	£0.00
Computer costs/Website	£200.00	£290.00
Postage	£2.50	£1.26
Stationery costs	£100.00	£9.92
Bank Charges	£0.00	£0.00
Clerk expenses	£250.00	£73.80
Home office	£216.00	£216.00
Employment Costs (Gross)	£4,994.28	£5,152.29
Employment costs PAYE	£0.00	£0.00
Payroll	£120.00	£120.00
Insurance	£350.00	£418.08
Audit fee	£200.00	£100.00
Training (Clerk/Councillors)	£200.00	£120.00
Councillor Expenses	£50.00	£0.00
AGM & other events	£140.00	£58.63
Village maintenance	£300.00	£50.00
Fingerposts	£0.00	£50.00
Winter maintenance	£400.00	£240.00
Clerk's membership fees (SLCC, SSALC)	£155.10	£244.43
Hire of Hall	£150.00	£62.00
Notice board/BT phone box/Other	£0.00	£401.16
<u>S.137 & S.142 payments</u>		
- Sutton PCC	£0.00	£0.00
- Barlavington PCC	£0.00	£0.00
- Village News	£0.00	£0.00
-Ebenoe Young Farmers	£0.00	£0.00
-Sutton Youth Club	£0.00	£0.00

<i>Sutton Village News Magazine</i>	£0.00	£0.00
<i>- Sutton Village Hall</i>	£0.00	£0.00
<i>- CAB</i>	£0.00	£0.00
<i>- Sussex Air Ambulance</i>	£0.00	£0.00
<i>-Sutton Fabric Fund</i>	£0.00	£0.00
<i>- P&DCA</i>	£0.00	£0.00
<i>- Victim Support</i>	£0.00	£0.00
<i>- Amberley First Responders?(1st meeting)</i>	£0.00	£0.00
<i>- Rural Mobile Youth Trust - Purple Bus</i>	£0.00	£0.00
Election	£0.00	£0.00
Precept payments	£7,827.88	£7,607.57
CDC Grants - Noticeboard	£0.00	£665.00
Bignor Defibrillator Grant	£0.00	£820.00
Operation Watershed	£1,080.00	£18,744.00
VAT paid	£600.00	£3,841.50
Total payments	£9,507.88	£31,678.07
Surplus/deficit	-£1,651.88	-£628.59
(Receipts less payments for period)		
Balance carried forward	£6,905.86	£7,929.15
<u>RESERVES</u>		
General Reserve	£5,355.86	£6,379.15
Computer reserve	£0.00	£0.00
Transparency reserve	£0.00	£0.00
Election reserve	£300.00	£300.00
Bus shelter reserve	£250.00	£250.00
Winter maintenance reserve	£1,000.00	£1,000.00
Balance carried forward	£6,905.86	£7,929.15

Clerk Salary and Expenses**Clerks Salary 1 – 30th April 2019**

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Clerks Salary 1- 31st May 2019

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Total			136.33	0	136.33

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
07-May-19		
RECEIPTS & PAYMENTS		
Balance brought forward as at 07/04/19		£7,929.15
Add Total Receipts		3914.61
Less Total Payments		(936.78)
TOTAL		£10,906.98
BANK		
Natwest Current as @ 7/5/19		7,404.76
Natwest Savings as @ 7/5/19		3,502.22
Plus Uncleared Deposits		
TOTAL		£10,906.98

**THE COMMON PARISH OF SUTTON & BARLAVINGTON
FINANCIAL REPORT PREPARED ON 7 MAY 2019**

RECEIPTS 1/4/19 - 7/5/19				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
12/04/2019	Precept Part 1	CDC	Precept Part 1	3914
30/04/2019	Interest	Natwest	Monthly Interest	0.61
				3914.61
PAYMENT 1/4/19 - 13/5/19				
DATE	CHEQUE NO/ONLINE	PAYEE	DESCRIPTION	AMOUNT
02/05/2019	online	HL O'Callaghan	March Salary did not clear account	468.39
13/05/2019	555	Chichester Payroll Services	March Payroll	10
13/05/2019	556	WSALC	Subscriptions WSALC & NALC	60.04
13/05/2019	557	SLCC	Renewal of Annual Subscription	156
13/05/2019	558	HL O'Callaghan	Hover domain renewal Paid by Cle	9.13
13/05/2019	558	HL O'Callaghan	Stationary - stamps	13.92
13/05/2019	558	HL O'Callaghan	Stationary - replacement ink cartri	12.77
13/05/2019	558	HL O'Callaghan	Working from home allowance Ap	18
13/05/2019	558	HL O'Callaghan	Working from home allowance M	18
13/05/2019	558	HL O'Callaghan	Mileage March meeting	4.05
13/05/2019	558	HL O'Callaghan	Mileage - Audit documents drop c	21.6
13/05/2019	558	HL O'Callaghan	Salary Shortfall	38.86
31/05/2019	online	HL O'Callaghan	April Salary	512.85
13/05/2019	555	Chichester Payroll Services	April Payroll	10
13/05/2019	559	RS Hall	Internal Audit	120
				1473.61