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**

**MONDAY 9th SEPTEMBER 2019 AT 7.30 PM AT ST JOHN’S CHURCH, 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.

1. Approval of Minutes of meeting held on 1st July 2019
2. Update on matters carried forward from previous meeting:
	* 1. Natwest signatories
		2. Councillor Emails
		3. Outstanding Declaration of Interests forms, Cllrs Cross and Parkes
3. County Councillor Report (10 Minutes)
4. District Councillor Report (10 Minutes)
5. Highways and Footpaths & Village Maintenance Update
6. Tree Warden Update
7. Planning Update

See attachment for full list of applications/decisions

1. Consultations
2. Update on Chichester Parking Management Plan – email circulated 27/8/19
3. Correspondence
4. Adoption of South Downs Local Plan – email circulated 10/7/19
5. Local Plan Review: CDC Landscape Gap Assessment Study – email circulated 11/7/19
6. South Downs Planning Newsletter – email circulated 23/7/19
7. Ash Tree dieback locally, email from Sebastien Anstruther – email 25/7/19
8. West Sussex Town and Parish news – email circulated 1/8/19
9. Finance
	1. To adopt updated financial regulations (previously forwarded for consideration)
	2. To note Clerk’s salary and expenses – **Appendix A**
	3. To note and approve Income and Expenditure Report – **Appendix B**
	4. To approve Bank Reconciliation – **Appendix C**
10. Matters arising not dealt with on the Agenda
11. Public Questions (10 Minutes)
12. Any other matters for information only
13. Date of next Meeting – Monday 4th November 2019

Signed:



HL O’Callaghan

Clerk & RFO

**Appendix A**

**Clerk Salary and Expenses**

**Clerks Salary 1 – 31st July 2019**

Net Salary @£13.15 per hour £512.85

**Clerks Salary 1- 31st August**

Net Salary @£13.15 per hour £512.85

**Paid by Standing Order on last working day of the month**

**Clerks Expenses 30th June – 8th September 2019**

**Clerks Expenses** Paid after the meeting by cheque

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date Paid** | **Detail** | **Reason** | **Cost ex VAT (£)** | **VAT (£)** | **Cost inc VAT (£)** |
| 9/9/19 | Mileage (1/7/19) | Mileage to PC meeting (July) 9 miles @ 45 pence per mile | 4.05 | 0 | 4.05 |
| 9/9/19 | Working from home allowance (July) | As per contract | 18.00 | 0 | 18.00 |
| 9/9/19 | Working from home allowance (August) | As per contract | 18.00 | 0 | 18.00 |
| **Total** |  |  | **40.05** | **0** | **40.05** |

**Appendix B**

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**Appendix C**

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| **THE COMMON PARISH OF SUTTON & BARLAVINGTON** |
|  |  |  |
| **BANK RECONCILIATION** |
| **02-Sep-19** |
|  |
|  |  |  |
| **RECEIPTS & PAYMENTS** |  |  |
| Balance brought forward as at 31/03/19 |   | £7,929.15 |
|   |   |   |
| Add Total Receipts |   | 3916.95 |
|   |   |   |
| Less Total Payments |   |  (4,388.03) |
|   |   |   |
| TOTAL |   | **£7,458.07** |
|  |  |  |
|  |  |  |
| **BANK**  |
| Natwest Current as @ 2/9/19 |   | 3,953.51 |
| Natwest Savings as @ 2/9/19 |   |  3,504.56  |
|   |   |   |
|   |   |   |
|  |   |   |
|   |   |   |
|  |   |   |
| **Plus Uncleared Deposits** |   |   |
|   |   |   |
| TOTAL |   | **£7,458.07** |