**THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON**

**MINUTES OF THE PARISH MEETING**

**MONDAY 9TH MARCH 2020 AT 7.30pm, SUTTON VILLAGE HALL**

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| **In attendance:** Cllr Andrews,Cllr Cross, Cllr Snowdon, Hannah-Louise O’Callaghan (parish clerk), Cllr Alan Sutton  **Agenda Item 1: Apologies for Absence**  Apologies were received in advance from Cllr Brown & Cllr Parkes    **Agenda Item 2: Code of Conduct**   1. Declaration of Members’ Personal Interests on items included in the Agenda and Dispensation Requests – Cllr Cross declared an interest in a planning item on the agenda (item 10)   **Agenda Item 3: Approval of Minutes of meeting held on 15th January 2020**  On a **proposal** by Cllr Snowdon and **seconded** by Cllr Andrews it was **RESOLVED** that the Minutes of the meeting held on 15th January 2020 be accepted as a true record of proceedings. Cllr Cross signed the minutes accordingly.  **Agenda Item 4:**  **Update on matters carried forward from previous meeting:**   * + 1. PCSO Invitation to Parish Meeting   Clerk reported that PCSO Scott Wrein has said that subject to work commitments he will attend the event. Clerk asked that the meeting date be confirmed as 6th May. Cllrs Cross and Brown to provide drinks and nibbles as per previous years.   * + 1. Repair of fingerpost   Cllr Andrews confirmed that it was not a statutory requirement to replace the fingerpost however given mixed views this would be discussed as the Annual Village Meeting. The cost would be approx. £1500 + £300 VAT   * + 1. Website   Clerk reported that the current website is not compliant. The PC can either work with the current provider Robert to update the website and make it compliant by October 2020 or alternatively look at setting up a completely new website with another provider. The current parish council website is built into the village website and currently the parish council are paying for everything with no contribution from other users.  After discussion Council asked Clerk to find out how much a new provider would cost to set up the website and also how much the existing contractor would charge to provide the necessary files.  **Agenda Item 5: County Councillor Report**  No report  **Agenda Item 6: District Councillor Report**  Cllr Sutton provided the following headline report:   * Coronovirus – advice is to follow NHS and government guidelines. Should further restrictions be put in place CDC is well equipped to work as normal however there may be some disruption to refuse collection. * The budget for 2020-21 has been approved. There is a balanced budget for next year. * Although the local plan is not applicable to Sutton is was noted that this has been delayed on the advice of the planning Advisory service * Cllr Sutton met with the rural services network and highlighted the availability of a leaflet that can be found at [www.rsnonline.org.uk](http://www.rsnonline.org.uk) * Cllr Sutton highlighted that the CDC economic development team have produced a business welcome pack that may be of interest. It can be found on their website * Cllr Sutton reported that he will be joining the cabinet of the CDC focussing on housing, licensing, communications and events. This role will start on 6th May. It is not thought that his new role will impact his attendance at parish meetings on the whole. The Council offered their congratulations to Cllr Sutton.   **Agenda Item 7: VE Day celebrations**  After discussion the Council agreed that they would like to support the village hall tea party and work with them to hold this event. To this end Council asked Clerk to apply for a grant. Clerk reminded Council that in order to apply for a grant the Parish Council would have to show that they are involved in the event and that the Parish Council would have oversight of the use of the grant.  **Agenda Item 8: Highways, Footpaths and Village Maintenance**  All potholes have been reported  **Agenda Item 9: Tree Warden Update**  Cllr Snowdon reported that he is still awaiting a response from Henry Whitby regarding the trees on the hill.  Cllr Snowdon has visited Barlavington Barn to look at the potential impact of the trees with the proposed putting in of underground heating systems (SDNP/19/05747)  Cllr Snowdon visited the Barlavington Estate to check on the damage done to the trees after the bonfire and has been in touch with Andy Kinnear.  **Agenda Item 10: Planning Update**  Cllr Andrews reported that 1 Sutton Hollow and Sutton Court Barn are still ongoing. Council asked Clerk to follow up with Shona Archer and Tara Lang.  Cllr Cross excused himself at this point and handed the chair to Cllr Andrews.  **SDNP/19/06118/HOUS**  Cllr Andrews reported that further to consideration and discussion regarding the application, it is the opinion of the Parish Council that this application does not meet the SD31 policy on size or impact to the local landscape.  A resident disputed that the planned building exceeds the 30% limit as it is a replacement building not a new build.  Cllr Andrews asked Clerk to respond to Jenna Shore highlighting the Councils concerns.  Permission for solar panels  Cllr Andrews reported that further to a conversation with the planning department it is the understanding of the Council that planning permission would need to be sought by the bowls club regarding the erection of solar panels. Cllr Andrews suggested that the bowls club may want to ask planning directly before spending money to put in a planning application. Cllr Cross to report back to the bowls club.  Cllr Cross re-joined to chair the meeting.  **Agenda Item 11: Consultations**   1. CDC Parking Management Plan Consultation – email sent 11/2/20 2. Public Space Protection (Dog Control) – email sent 9/2/20   **Agenda Item 12: Correspondence**  The Council noted receipt of the following correspondence:   1. Sustainable Construction Planning document – email sent 11/2/20 2. PROW letter – email sent 28/2/20 3. Solar panels 4. Pension regulator   **Agenda Item 13: Finance**   * 1. To note Clerks salary and expenses as detailed below (Appendix A):   **Clerk Salary and Expenses**  **Clerks Salary 1 – 31st January 2020**  Net Salary @£13.15 per hour £512.85  **Clerks Salary 1- 29th February 2020**  Net Salary @£13.15 per hour £512.85  **Paid by Standing Order on last working day of the month**    On a **proposal** by Cllr Cross and **seconded** by Cllr Andrews Clerks salary and expenses were approved by Council.   * 1. **Approval of Accounts and Expenditure Reports**   A copy of the Accounts including payments to be made on 9th March 2020 was circulated and bank statements were available for inspection. (Appendix B)   * 1. **Approval of Bank Reconciliation**   Clerk provided Council with a copy of the recent bank reconciliation for March 2020 (Appendix C) for consideration.  Agenda Items 13b&c were accepted and approved by Councillors. Cllr Snowdon **PROPOSED** the motion which was **SECONDED** by Cllr Andrews  In line with good practice, Cllr Cross inspected the Natwest Bank Statements and initialled the corresponding balance.  **Agenda Item 14: Matters arising not dealt with elsewhere on the agenda**   * Coronavirus – Cllr Cross asked whether if the situation got worse and elderly residents were required to self isolate, could the parish council underwrite payments for grocery shopping to help out those who do not have access to online banking. Clerk to ask SSALC for advice * Cllr Snowdon asked what was happening regarding Farrs. Cllr Andrews responded that uprights linking the handrail to the porch have now been removed.   The matter remains a breach of planning control.  However, following advice provided by the Council’s Historic Buildings Advisor to remove the uprights, it is not considered that the wooden handrails have a detrimental impact on the character or fabric of the listed building, nor on the Conservation Area given the similarity to the handrails historically in situ.   * Cllr Snowdon reported that a large sign has been put up in Barlavington where the old noticeboard used to be. He asked whether this needed planning permission. Cllr Andrews to investigate further.   **Agenda Item 15: Public Questions**  **Agenda Item 16: Any other matters for information only**  **Agenda Item 17: DATE OF THE NEXT MEETING**  The next meeting Parish meeting will be held on Monday 4th May 2020. The village meeting will take place on Wednesday 6th May  **Meeting finished at 7.43pm**  **Appendices and Attachments**  Monthly Bank Reconciliation and Monthly Income and Expenditure Report | **ACTION**  **Cllrs Cross & Brown**  **Clerk**  **Clerk**  **Clerk**  **Cllr Cross**  **Clerk**  **Cllr Andrews** |

**Appendix B**



**Appendix C**

