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

**MINUTES OF THE PARISH MEETING**

**MONDAY 1ST JULY AT 7.30pm, ST JOHNS CHURCH, SUTTON**

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| **In attendance:** Cllr Andrews,Cllr Brown,Cllr Cross, Cllr Parkes, Cllr Snowdon, Hannah-Louise O’Callaghan (parish clerk), County Cllr Bradford, District Cllr Sutton**Agenda Item 1: Apologies for Absence**No apologies were received **Agenda Item 2: Code of Conduct**1. 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.

**Agenda Item 3: Approval of Minutes of meeting held on 13th May 2019**On a **proposal** by Cllr Brown and **seconded** by Cllr Andrews it was **RESOLVED** that the Minutes of the meeting held on 13th May 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. Natwest signatories

Clerk handed out Natwest mandate forms and asked Cllrs Brown, Andrews & Snowdon to complete with personal information and take to Natwest for authorisation as signatories on the account* + 1. Councillor emails

Clerk requested that Cllrs Parkes and Andrews start to use the emails set up by the Clerk previously as soon as possible. Clerk reiterated that agreement was reached that these email addresses would be in use by 1st June to protect councillors in the event of any freedom of information requests. Cllr Cross to assist Cllr Andrews in setting up her account.* + 1. Declaration of Interest forms

Clerk confirmed that she is still awaiting declaration of interest forms from Cllrs Cross and Parkes**Agenda Item 5: County Councillor Report**Velo Report:I attended the Committee Report (ECFSC) and stated in no uncertain terms that we wanted NO road closures. The committee listened and stated that (a) any event had to be approved by all the relevant district councils and that (b) there is about a ONE YEAR lead time to get approvals etc. Nothing appears to be in the pipeline. The committee does like small local events however.Cllr Cross raised concerns about the painting of arrows on the road at a previous cycle event. County Cllr Bradford confirmed that this is not permissible and if it happens again a picture should be taken and sent to him.Highways RegulationsIt should be noted that we have very little say in national highways regulations, which are very strict. We have a good working relationship with both our Highways Officers (Chris Dye & Mike Dare) and the Road Safety Expert (Jon). But it takes ages to get a report after an accident, particularly if the police were involved. Ironically, it is much quicker if there has been a death as they have to set up an enquiry committee immediately. It is difficult to get around regulations but Jon seems pretty accommodating with extra signs. But no Black Spots anymore which is a pity.The major Black Spot continues to be the triangle of the A285, A286 and the A29. The worst is the never-ending nightmare outside Seaford Collage. But action is being taken on the hedge heights (a District Council matter fortunately). And a close second on the danger league is the exit from Burton Park Road turning right on to the main road. For safety’s sake, JUST DON T DO IT. Instead, hook round via the pub lay-by.The PC raised ongoing concerns re speeding in the village. The PC do not want to put up 30mph signs in the village, however asked whether anything could be done. District Cllr Bradford advised that very little can be done as this needs an act of parliament. District Cllr Sutton advised that speeding should be reported via operation crackdown.PolicingKatie Bourne is listening so we must keep up the pressure. We need a proper Rural Crime Team, but is the Chief Constable Listening? I think not. West Sussex is out of step with other nearby counties.DrugsBe vigilant and report any suspicious behaviour – we are up against highly organised criminal gangs!SchoolsRegular state-maintained Schools: all quiet on this front BUT with special schools the Council has received a poor OFSTED. Much needs to be done and lateral colleagues from Hampshire have been brought in to help.The Fire ServiceA poor review has been received. In my opinion we should have got shot of it when the police wanted it last year. Our CEO has better things to do with his time right now!Misc MattersThe financial management is very strong, as is Pensions performance and Administration (the latter having been moved from Capita to Hampshire)PoliticsThere is turbulence in all areas which is not helping matters!**Agenda Item 6: District Councillor Report**Chichester District Council Report to Parishes It has been a busy first 60 days as your District Councillor. I have attended 100% of the member induction training sessions and briefings on offer and now have confirmation of my committee appointments. I would mention that not all newly elected councillors have been attending which is disappointing, especially from new independent & opposition parties. I have attended the meetings of these committees and panels as well as sitting on the quasi-judicial Licensing Hearings (previously led by JP’s)As well as Licensing, I also sit on Grants & Concessions panel, disciplinary (Members) and also the Overview and Scrutiny Committee which holds the cabinet and decision makers to account.I have been appointed to the parking panel to represent areas North of the Downs and also to Petworth Vision Ltd as Chichester District Council’s representative.**Parish News:**I am committed to work closely with our County Councillors Janet Duncton (Petworth) and David Bradford (Rother Valley) and we have been looking at a number of issues together including traffic, planning and in particular road safety. I can report that the hedge close to Seaford College on the A285 has been cut improving visibility on that junction but we will continue to monitor the situation. Also at the Burton House & Park exit I have noted residents’ concerns about turning towards Petworth. I advise that good support and advice exists at Chichester District Council for businesses in our parish and also for community support. My particular emphasis is for piloting projects that are capable of being shining examples to the rest of the District from our area.I reported that some focus this month will be given to Health & safety and Food Safety at temporary events such as the Festival of Speed. I also can confirm that Westhampnett tip is open and functioning and that temporarily some waste loads are being taken directly to Ford for recycling to reduce the load until the effects of the fire are sorted. Action is also being taken about kerbside litter, particularly litter blown from moving vehicles and also fly tippingBy the time of the meeting the South Downs National Park local Plan will have been adopted and implemented. I am attending a briefing later this month and will report to the parish at the next meeting. I also remind you of the All Parishes meeting to be held in Midhurst on July 15th.Politically our leader and cabinet have been appointed and the new council is functioning well, with cross party working proving to be interesting and at times entertaining.Finally I attended the joint initiative for keeping safe in the community, looking at community safety and Crime prevention support for all residents, but particularly those vulnerable groups within our parish. This is a joint initiative between CDC, NatWest Bank, WSCC, Trading Standards, Police, Crimestoppers, Neighbourhood watch and West Sussex Fire & Rescue (which focuses on emergency/ disaster resilience planning, & recovery.I remain available to signpost, inform or advise on these or other matters.Clerk to send details of ongoing planning appeal re Sutton Court Barn, SDNP/17/01646/FUL**Agenda Item 7: Highways, Footpaths and Village Maintenance**Cllr Cross highlighted the ongoing problems with Red Hill Hollow to bring to the attention of both County and District Councillors.Cllr Brown updated Council on feedback received from Trudi regarding footpaths. Cllr Brown to ask Trudi to liaise directly with Darrel Hobden and to copy in Cllr Brown on correspondence. Discussion took place around several local footpaths that need attention in particular the footpaths past Potcroft and the one from Folly lane to the Church. Clerk to forward the report from Trudi to all Councillors.Cllr Snowdon asked whether there might be any grant money available to allow the PC to maintain the footpaths. It was agreed after discussion that Cllr Brown would look into this however the PC do not wish to take on responsibility for maintaining the footpaths as there are so many of them and it is a very labour-intensive job. Cllr Cross to ask for volunteers in the village news.Cllr Brown highlighted that water running down the road from outside the Croft continues to be a concern. Cllr Brown has investigated the issue with Southern Water as well as the Environment Agency and Highways – all have reported that it is not their fault and suggested that the PC contact the homeowner. Clerk to send an email to the homeowners asking them to investigate.Clerk showed Council an invoice received for £360 for works authorised by Cllr Andrews. Clerk requested authorisation to pay this bill. Cllrs Brown and Cross approved payment of this invoice. Clerk pointed out to Council that the budget for village maintenance of £300 has now been overspent.**Agenda Item 8: Tree Warden Update**Cllr Snowdon reported that there are currently 4 trees in Sutton and Barlavington that are under a tree preservation order: 1 chestnut in the Churchyard, 2 Limes in Cllr Andrews property (it was pointed out that these are indeed Yew trees), the remaining tree with a TPO was at Beck Hall, this was taken down with permission but Council need to ensure that it is duly replaced.Council expressed surprise that there were so few trees with TPO’s. Cllr Cross asked whether a TPO could be put on the tree at Barlavington just passed the stables.Cllr Cross to provide Cllr Snowdon with a copy of the parish boundaries map.**Agenda Item 9: Planning Update**Cllr Andrews updated Council on the previously circulated planning applications and decisions.The Croft – the appeal will be heard at local level on Tuesday 5th November. Cllr Andrews requested that all councillors attend this meeting. 2 Sutton Hollow – there is sign of some work starting with blocks being visible.Farm Cottage – Cllrs Cross asked what the decision was regarding this. Cllr Andres confirmed that planning had been refused.Farrs Cottage – this is ongoing. Clerk is following up with planning enforcement1 Sutton Hollow – this is ongoing**Agenda Item 10: GDPR and Data Protection**1. ICO Registration

Clerk advised Council that SSLC have confirmed that all councils regardless of size register with the ICO. Clerk sought permission to register with the ICO. The fee will be £40. After deliberation Council decided to leave this at present. Clerk to forward the email from SSLC to Council for consideration.District Councillor Sutton advised that Clerk speak to CDC for further advise if necessary.**Agenda Item 11: Consultations**The following consultations as advised to Council by the Clerk were noted:1. Feedback from Parking Consultation – email circulated 20/6/19

District Councillor Sutton informed the PC that he sits on the parking forum and will be keeping an eye on any changes that will be affecting the rural villages**Agenda Item 12: Correspondence** 1. Ash trees disease – email circulated

Clerk to re-circulate1. Sussex Pathwatch meeting date – email circulated
2. Notification of Appeal SDNP/19/00893 - The Croft, email forwarded 14th June
3. All Parishes meeting, Monday 15th July – email circulated

**Agenda Item 13: FINANCE** * 1. To note Clerks salary and expenses as detailed below:

**Clerk Salary and Expenses****Clerks Salary 1- 31st May 2019**Net Salary @£13.15 per hour £512.85**Clerks Salary 1 – 30th June 2019**Net Salary @£13.15 per hour £512.85Paid by Standing Order on last working day of the month**Clerks Expenses** Paid after the meeting by cheque

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| **Date Paid** | **Detail** | **Reason** | **Cost ex VAT (£)** | **VAT (£)** | **Cost inc VAT (£)** |
| 1/7/19 | Mileage (13/5/19) | Mileage to PC meeting (May) 9 miles @ 45 pence per mile | 4.05 | 0 | 4.05 |
| 1/7/19 | Working from home allowance (May) | As per contract | 18.00 | 0 | 18.00 |
| 1/7/19 | Working from home allowance (June) | As per contract | 18.00 | 0 | 18.00 |
| 13/5/19 | Salary top up | Reimbursement of tax | 5.60 | 0 | 5.60 |
| **Total** |  |  | **45.65** | **0** | **45.65** |

On a **proposal** by Cllr Cross and **seconded** by Cllr Parkes Clerks salary and expenses were approved by Council.1. **Approval of Accounts and Expenditure Reports**

A copy of the Accounts to 30th June 2019 and including payments to be made on 1st July 2019 was circulated and bank statements, bank reconciliation as at the same date was available at the meeting for monitoring and reconciliation purposes. 1. **Approval of Bank Reconciliation**

Clerk provided Council with a copy of the recent bank reconciliation dated 24th June 2019 (Appendix C) for consideration.Agenda Items 13b & c were accepted and approved by Councillors. Cllr Cross **PROPOSED** the motion which was **SECONDED** by Cllr ParkesIn 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**Cllr Andrews asked about the sign for the bowling club. It was confirmed that this goes up when there is a match and is subsequently taken downCllr Cross asked Council to consider working with the parochial council to organise fundraising for a toilet at the Church. Cllr Cross raised concerns that the Church could potentially miss out on weddings etc being held at the Church due to the lack of facilities. After much discussion Council agreed that Cllr Brown would discuss this further with the Churchwarden to see if there was any appetite for this.Clerk asked about the sign for an overflow car park outside the village hall on the verge. It was confirmed that this is common land and nothing to do with the parish council.**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 9th September 2019 at 7.30pm in the Church. **Meeting finished at 8.51pm****Appendices and Attachments**Monthly Bank Reconciliation and Monthly Income and Expenditure Report  | **ACTION****All****Clls Andrews & Cross****Cllrs Cross & Parkes****Clerk****Cllr Brown****Clerk****Clerk****Clerk****Cllr Cross****Clerk****Clerk****Clerk****Cllr Brown** |

**Appendix B**



**Appendix C**

