

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MINUTES OF THE PARISH MEETING

MONDAY 6th JULY 2020 AT 7.30pm, HELD VIRTUALLY

	ACTION
<p>In attendance: Cllr Andrews, Cllr Brown, Cllr Cross, Cllr Snowdon, Cllr Parkes, Hannah-Louise O'Callaghan (parish clerk)</p>	
<p>Agenda Item 1: Apologies for Absence Apologies were received in advance from Cllrs Sutton and Bradford</p>	
<p>Agenda Item 2: Code of Conduct Declaration of Members' Personal Interests on items included in the Agenda and Dispensation Requests - None</p>	
<p>Agenda Item 3: Approval of Minutes of meeting held on 9th March 2020 On a proposal by Cllr Andrews and seconded by Cllr Cross it was RESOLVED that the Minutes of the meeting held on 9th March 2020 be accepted as a true record of proceedings. Cllr Cross signed the minutes accordingly. It was noted that there were no minutes for the May meeting as this was cancelled due to Covid-19</p>	
<p>Agenda Item 4: Annual Return</p> <ul style="list-style-type: none">a) To receive full internal audit report 2019 – 20 Council received and approved the internal audit reportb) To agree and sign exemption certificate Council agreed submission of the exemption certificate. This was duly signed.c) To consider the Section 1 Annual Governance Statement and findings Council agreed receipt of the Annual Governance Statement and this was duly signedd) To agree, sign and date Section 2 Accounting Statements 2019 – 20e) Council agreed receipt of the Annual Accounting Statement and this was duly signedf) To set the period of public rights (Friday 28th August – 9th October 2020 inclusive) Council agreed the setting of the period of public rights	Clerk
<p>Cllr Cross PROPOSED that all parts of the 2019-20 Audit as detailed above and approved UNANIMOUSLY by the Council be accepted, this was SECONDED by Cllr Parkes</p>	
<p>Agenda Item 5: Finance</p> <ul style="list-style-type: none">a) Comparison of 2019 - 20 Budget against expenditure and approve final accounts 2019 – 20 Council received and acknowledged the 2019 – 20 Budgetb) Acknowledgement of receipt of first instalment of Precept The receipt of the Precept was duly acknowledged by the Councilc) To approve Clerks salary and expenses – Appendix A On a proposal by Cllr Cross and seconded by Cllr Parkes, Clerks salary and expenses were approved by the Councild) To note and approve income and expenditure report – Appendix B On a proposal by Cllr Cross and seconded by Cllr Andrews, Council approved the income and expenditure reporte) To approve the regular Bank Reconciliation – Appendix C	

<p>On a proposal by Cllr Cross and seconded by Cllr Parkes, the Bank Reconciliation was approved by the Council</p> <p>Clerk asked Council to consider an ongoing Standing Order to pay the Chichester Payroll Invoice (£10pm) on an ongoing basis. After clarification that the invoice would still be available for scrutiny by the Council at meetings, Council UNANIMOUSLY approved the ongoing Standing Order</p>	
<p>Agenda Item 6: Update on matters carried forward:</p> <ul style="list-style-type: none"> a) Repair of fingerpost. Clerk reported that the insurance payout had been received and that payment would be made this week to settle the invoice. Council APPROVED payment of this invoice by Bank Transfer. Clerk to action. Cllr Cross reiterated the need to ensure that Council approves and minutes future expenditure such as this to ensure compliance with Financial Regulations. Cllr Cross thanked Cllr Brown for canvassing for donations to make up the shortfall for the fingerpost and asked Cllr Brown to pass on the thanks of the Council to the donor. b) Website. Council agreed that they will be moving to a standalone website that meets accessibility compliance guidelines and that can be fully maintained by the Clerk. Clerk reported that a cost for this has not yet been received. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>Agenda Item 7: County Councillor Report</p> <p>A subject dear to my heart is the Watershed project which is highly relevant to our rural area. Two or three submissions have been made recently (Eastbourne and Bury) and I hope to see more coming forwards.</p> <p>Most meetings are of course taking place by Zoom or Skype and, whilst this is very welcome, I think that as time goes on we are beginning to lose the benefits of face-to-face contact. Questioning is more difficult and, in particular, I miss the ability to ‘cruise the top corridor’ at County Hall and ask relevant questions to speed matters up. But please don’t hold back on any issues.</p> <p>There is a raft of data on the WSCC website and I will pick out some salient points.</p> <p>I am told today that inspections of Parish Rights of Way are restarting – some ‘return to normality’.</p> <p>We continue to ramp up the pothole repairs budget and, certainly where I live, some long standing issues are being addressed.</p> <p>Further plans have been produced for protecting WSCC residents from the spread of COVID-19. The government is now trying to seek out ‘pockets’ of the virus so lets hope that we get very few. I notice that a number of elderly residents continue to be completely isolated so if they are one of your neighbours, a friendly phone call or a wave over the garden fence would be much appreciated!</p> <p>Regarding Schools, a note from Paul Wagstaff the Director of Education & Skills was issued on 30th June. He states that national guidance is essentially unchanged, but he adds that Summer Holidays will take place as planned and adds that Teachers and support staff ‘deserve a break ‘</p>	

to recharge. However some school leaders may be considering using something called the 'catch up premium' and links are again on the website.

I continue to serve on a number of financial committees and these continue much as before. Unlike some other parts of the country, we are still very robust in our financial strength. My pet baby is the Pensions Panel and, in spite of all the stock market ups and downs, we are still 108% covered against our liabilities.

Agenda Item 6: District Councillor Report

The main news I have is regarding CDCs recovery plan. A framework for our recovery plan is passing through Cabinet and Full Council shortly having already been through both Overview and Scrutiny & Corporate Governance Committees this week. Full details are in the public domain in the agenda packs for those meetings mentioned above.

Important highlights are:

1. A deficit in our budget of up to £8m is anticipated for the current financial year. We will not be cutting services as we plan to allocate reserves to cover this. Going forward we anticipate a £2m loss each year. But of course nobody knows the true figures yet as there may be a second wave of infection changing the assumptions made.
2. Our recovery teams (4) are led by the relevant cabinet members (* if I am the cabinet member) cover CDC Organisational recovery, Housing & Community Recovery *, Economic Recovery and Planning *, Health & Environmental Recovery. There is an additional High Street Recovery Group *.
3. The response needs to be agile, flexible, transformational and rapid. It should take forward all options and everything will be looked at.
4. The parishes & public will be able to access our teams and I am preparing a communications plan including public participation for these teams.

The press is reporting that we plan to dispose of East Pallant House. This is not true. All options are on the table to consider but nothing is decided yet.

Our council has very low Council tax compared to other districts as we have been successful in raising income in other ways (We are 4th in England for this) . This income has been badly hit. The government has announced some financial help for us yesterday but the full detail isn't known.

We will resist cuts but it is almost inevitable that some will happen in future financial years.

We advise parishes that they should think about raising precept income for local non-statutory services as we may have to re-prioritise and repurpose support to parishes towards economic and social recovery projects and not give the same level of support to parishes through funding (For example through grants) in the future. But nothing is certain or decided yet.

I will keep you informed and involved in our recovery teams.

Finally my antisocial riding and driving Taskforce is working well and having an impact. Over 2000 traffic stops have been made and we are pursuing many collaborations with other councillors at all levels and enjoy the full support of our MP. Sussex Police's Operation Downsway will continue through the summer.

I am happy to answer any questions by e mail or phone call.

Agenda Item 9: Planning Update

Cllr Andrews reported that the Barlavington Estate has been instructed to demolish the Bovey by 29th December 2020 to comply with the enforcement notice.

It was reported that an amendment has been made to the recent application by Farm Cottage to make the garage smaller.

Cllr Cross reported that the application for the offices and dwelling at Barlavington Barn has been approved.

Council raised concern regarding the works taking place at Glattings Farm. It was noted that the Council have not seen a planning application for the work.

Agenda Item 10: Matters arising not dealt with elsewhere on the agenda

It was confirmed that the sign at Barlavington Stud is legitimate.

Agenda Item 11: Public Questions

Agenda Item 12: Any other matters for information only

After discussion the Council confirmed that it would not reschedule the Parish Meeting at this stage

Agenda Item 13: DATE OF THE NEXT MEETING

Meeting finished at 20.10 pm

Appendices and Attachments

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

Clerks Expenses 4 May - 5 July 2020

Paid after the meeting

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
6/7/20	Working from home allowance (May)	As per contract	18.00	0	18.00
6/7/20	Working from home allowance (June)	As per contract	18.00	0	18.00
6/7/20	Mileage	Mileage to collect Audit Docs @ 45 pence per mile	10.80	0	10.80
6/7/20	Stamps	Letters to JK Engineering and additional stamps	6.84	0	6.84
Total			53.64	0	53.64

**THE COMMON PARISH OF SUTTON & BARLAVINGTON
FINANCIAL REPORT JULY 2020**

RECEIPTS:				
DATE	REF	PAYER	DESCRIPTION	A
30/05/2020	Interest	Natwest	Interest	
PAYMENTS:				
DATE PAID	SO/DD	PAYEE	DESCRIPTION	A
20/05/2020	online	RS Hall	Internal Audit	
29/05/2020	online	Came & Co	Insurance Renewal	
29/05/2020	online	Chi Payroll	May Payroll	
26/06/2020	online	WSALC	Annual Subs	
31/05/2020	SO	HL O'Callaghan	Clerk Salary May	

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
29-Jun-20		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/20		£6,837.58
Add Total Receipts		5060.14
Less Total Payments		(1,757.89)
TOTAL		£10,139.83
BANK		
Natwest Current as @ 29/6/20		6,630.00
Natwest Savings as @ 29/6/20		3,509.83
Plus Uncleared Deposits		
TOTAL		£10,139.83

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