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

**MINUTES OF THE PARISH MEETING**

**MONDAY 14 SEPTEMBER 2020 AT 7.30pm, IN LINE WITH GOVERNMENT GUIDANCE THIS MEETING WAS HELD VIRTUALLY VIA ZOOM**

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| **In attendance:** Cllr Andrews,Cllr Brown**,** Cllr Cross, Cllr Snowdon, Cllr Parkes, Hannah-Louise O’Callaghan (parish clerk), Cllr Sutton, 1 member of the public  **Agenda Item 1: Apologies for Absence**  None    **Agenda Item 2: Code of Conduct**   1. Declaration of Members’ Personal Interests on items included in the Agenda and Dispensation Requests - None   **Agenda Item 3: Approval of Minutes of meeting held on 6th July 2020**  On a **proposal** by Cllr Brown and **seconded** by Cllr Snowdon it was **RESOLVED** that the Minutes of the meeting held on 6th July 2020 be accepted as a true record of proceedings. Cllr Cross signed the minutes accordingly.  **Agenda Item 4:**  **Update on Matters carried forward**   1. Website   Council discussed the implications of moving the current website from an integrated part of the larger village website to a standalone parish council website. Clerk reminded Council that Parish Council need to comply with new accessibility guidelines by 23rd September 2020. Our current website is not accessibility of GDPR compliant. Council agreed that Clerk should go ahead with the instruction to the new provider to start work on the new website but asked that Clerk draft an email to the larger village explaining the need for a new website and giving the village the option to continue with the old provider should they wish however the Parish Council will no longer pay for the old website when it comes up for renewal.  **Agenda Item 5: Finance**   1. 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 Council   1. To note and approve income and expenditure report – Appendix B   On a proposal by Cllr Andrews and seconded by Cllr Cross, Council approved the income and expenditure report   1. To approve the regular Bank Reconciliation – Appendix C   On a proposal by Cllr Parkes and seconded by Cllr Andrews, the Bank Reconciliation was approved by the Council  **Agenda Item 6: County Councillor Report**    I trust you are all well.    The latest Coronavirus Report from WSCC  states that, over a 14 day period to August 23rd, the overall rate per 100,00 population in West Sussex remains BELOW the England rate at 10.2 cases compared to 22.5 for England. No need for complacency of course. You will be aware, schools are ready for the new term; if you have any queries then there are frequent reports on the WSCC website; a special video made by our students and teachers is there to reassure children.    There is a new temporary cycleway scheme in Chichester; I went past last week but couldn’t see any cycles! Still, there is a survey to take part in if you so desire. Separately, if you are part of the Blue Badge concession scheme, note that after 30th September they will start to get tough again, so make sure you renew at the right time! Go online or call 01243 777653.    More importantly, looking after mental health in lockdown is very important and details are noted on the ‘NHS Every Mind Matters’ website.    Although we are primarily a rural community in Rother Valley, we still have particularly with those that use Haslemere Station, people that go all the way to London. The present situation has exposed how potty we all are going on EXPENSIVE trains and overcrowded tubes etc. Most are now working from home all or part of the time – the big question is: “ is this temporary or permanent?”. Personally, I hope we dont go back to the old way. I have two little grandchildren who now see there Mum and Dad far more then before, and where the family saves a lot on travel. I dont agree with the Government trying to force people back to the workplace – we have the chance to make a lifetime ‘stepchange’ so lets grab it!    The planning laws need amending so that redundant retail can further convert into much needed housing much more quickly.    I am very excited by the opportunities before us. Out of tragedy some good may arise!    I cant wait to see you all face-to-face again but will have to wait a little longer!    **Agenda Item 7: District Councillor Report**  Some of you may be aware that I had major open heart surgery a few weeks ago following a sudden illness in July. I am recovering well although it will be a few more weeks until I am fully physically recovered.  However I have now resumed my duties as a councillor and cabinet member on a phased return to duties. I will of course continue to support the parish council in any way I can. I am unable to attend face to face meetings at present but as almost all meetings are virtual this does not present a problem.  I resumed the last of my suspended duties last week, returning to he planning committee.  The District Council has been quiet but staff are starting to return to work 2 days a week.  I have continued to sit on the Housing and Communities and the Economic and High Street recovery teams at CDC. These have started working and it has become clear that the need for more flexibility on the approach to high streets has become more important. It is vital to get the message out that high streets and town centres are open for business across the District. Trends have shown that people are continuing to shop locally and rural farm shops are continuing to do well although footfall has shown that a younger demographic are going into Chichester.  Events are crucial going forward and the Great Sussex Way (formerly Visit Chichester) under the chairmanship of Francis Hobbs will soon be marketed with a view to advertising events and opportunities throughout Sussex.  The National Park has a grant aimed at supporting anyone in the visitor economy. CDC also has open applications for grants for both business and community based projects affected by Covid 19. The District Council want to continue to encourage entrepreneurship from business that have worked in innovative new ways, such as pubs that have started takeaway businesses and we wish for them to continue without unnecessary hindrance.  The District Council is in negotiations to receive a substantial grant to plant trees in the District which in light of the ash tree die back will be welcomed.  Cllr Cross asked who is funding the grant for planting new trees. Cllr Sutton responded that the grant has yet to be allocated so he cannot comment further at this time.  Cllr Cross commented that when looking for grant information for local area business grants the links currently do not seem to work. Cllr Sutton suggested that CDC may have the correct links but if they are not working then he will try to help further.  **Agenda Item 8: Planning Update**  Cllr Andrews reported the following:  Sutton Court Barn had received an extension until 11th September and at present there is no further update  Glattings Farm – no planning application at present although building does seem to be continuing  Farm Cottage – this application was reduced to a smaller garage and this has been approved  **Agenda Item 9: Correspondence**   1. Email received regarding smoking and the bus shelter   Council invited public comment on this item. After background updates and further discussion, it was reported that following the recent correspondence the bus shelter has now been cleaned up, however the situation is still of concern.  The bus shelter is a Parish Council asset and it was agreed by the Council that it should not be used as an extension of the White Horse for staff to smoke during their breaks. It was agreed that the White Horse should be providing a smoking area for their staff. Clerk to write an email to the management of the White Horse for the Council to send outlining their concerns of the bus shelter being used in this way but also highlighting the increased risks during this period of infection.  Council also agreed to continually assess the risks associated with the bus shelter should the infection rate continue to rise locally.   1. Email received regarding works to remove ash dieback   Cllr Cross updated the Council with an email received regarding the start of work to mitigate the impact of ash dieback. It was agreed that although this will have a huge impact it is necessary for the work to be done  **Agenda Item 10: Matters arising not dealt with elsewhere on the agenda**  Cllr Parkes updated Council on the salt bins stating that they all had salt in them however it was highlighted that there is no bin at Barlavington Church. Council asked Clerk to look at whether grants are still available to purchase additional grit bins.  Cllr Parkes informed Council that a branch of a tree opposite the White Horse had fallen down. Cllr Brown to look at and Council to remove as necessary.  Cllr Cross raised concerns about motorbike noise on A272. Clerk updated Council with the work being undertaken by operation Downsway led by Cllr Sutton.  Cllr Brown reported that the gates on the bridleway from the fishing lakes to the Downs have been locked. This has been reported to Darryl Hobden and an enforcement notice has been issued. The gates have now been opened but this will continue to be monitored.  **Agenda Item 11: Public Questions**  **Agenda Item 12: Any other matters for information only**  **Agenda Item 13: DATE OF THE NEXT MEETING 2nd November 2020**  **Meeting finished at 20.20 pm**  **Appendices and Attachments**  Monthly Bank Reconciliation and Monthly Income and Expenditure Report | **ACTION**  **Clerk**  **Clerk**  **Clerk**  **Cllr Brown**  **Cllr Brown** |
| **Appendix A**  **Clerk Salary and Expenses**  **Clerks Salary 1 – 31st July 2020**  Net Salary @£13.15 per hour £512.85  **Clerks Salary 1- 31st August 2020**  Net Salary @£13.15 per hour £512.85  **Paid by Standing Order on last working day of the month**  **Clerks Expenses 6 July - 13th September 2020**  Paid after the meeting   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Date** | **Detail** | **Reason** | **Cost ex VAT (£)** | **VAT (£)** | **Cost inc VAT (£)** | | 14/9/20 | Working from home allowance (July) | As per contract | 18.00 | 0 | 18.00 | | 14/9/20 | Working from home allowance (August) | As per contract | 18.00 | 0 | 18.00 | | **Total** |  |  | **36.00** | **0** | **36.00** |   **Appendix B**    **Appendix C** |  |