

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 8 MARCH 2021 AT 7.30 PM

Due to the Coronavirus Government guidelines the meeting will be held via Zoom video conference call

AGENDA

1. Apologies for Absence
2. Code of Conduct
Declaration of Members' disclosable pecuniary interests and other interests on items included on the Agenda.
3. Approval of Minutes of meeting held on 11 January 2020
4. Update on matters carried forward:
 - a) Barlavington Whole Estate Plan Update – Cllr Cross
5. Finance
 - a) To approve Clerks salary and expenses – **Attached**
 - b) To note and approve income and expenditure report – **Attached**
 - c) To approve the regular Bank Reconciliation – **Attached**
6. To review and adopt updated Code of Conduct
7. Questions to County Councillor (Report to be submitted in advance)
8. Questions to District Councillor (Report to be submitted in advance)
9. Planning Update
10. Consideration of Parish Meeting (May)
11. Highways, Footpaths and Village Maintenance Update
12. Correspondence
 - a) WSALC/SSALC
 - b) Free Trees for Projects (email 22/2/21)
 - c) Census 2021 (email 22/2/21)
 - d) OFWAT letter (email 2/2/21)
 - e) Parking Changes in Chichester (email 24/2/21)
 - f) CDC Local Plan Newsletter (1/3/21)
 - g) Soft Sand Review – Inspectors Report (1/3/21)
13. Matters arising not dealt with on the Agenda
14. Public Questions (10 Minutes)
15. Any other matters for information only
16. Date of next Meeting 3rd May 2021 - AGM
17. Exclusion of Press and Public
18. Consideration of Pay Review in line with Clerks contract to SCP 22

Signed:



HL O'Callaghan
Clerk & RFO

Clerk Salary and Expenses

Clerks Salary 1 – 31st January 2021

Salary £523.49

PAYE £2.40

Clerks Salary 1- 28th February 2021

Salary £523.49

PAYE £2.40

Paid by Standing Order on last working day of the month

Clerks Expenses 10th January - 7th March 2021

Paid after the meeting

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
11/1/21	Working from home allowance (January)	As per contract	18.00	0	18.00
11/1/21	Working from home allowance (February)	As per contract	18.00	0	18.00
Total			36.00	0	36.00

Hannah-Louise O'Callaghan, Clerk to the Common Parish Council of Sutton & Barlavington

suttonbarlav@gmail.com

1 March 2021

THE COMMON PARISH OF SUTTON & BARLAVINGTON				
FINANCIAL REPORT MARCH 2021				
RECEIPTS:				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
29/01/2021	Natwest	Natwest	Interest	0.03
29/01/2021	Santander	HL O'Callaghan	salary overpayment refund	0.2
26/02/2021	Natwest	Natwest	Interest	0.03
				0.26
PAYMENTS:				
DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
12/01/2021	online	HL O'Callaghan	Working from Home allowance (Nov	36
29/01/2021	SO	HL O'Callaghan	January Salary	523.49
02/02/2021	online	Chi Payroll	January Payroll	10
11/02/2021	online	HMRC	Employee Tax Contributions	2.6
26/02/2021	SO	HL O'Callaghan	February Salary	523.49
01/03/2021	online	Chi Payroll	February Payroll	10
09/03/2021	online	HL O'Callaghan	Working from Home allowance (Jan+	36
				1141.58

THE COMMON PARISH OF SUTTON & BARLAVINGTON**BANK RECONCILIATION****01-Mar-21****RECEIPTS & PAYMENTS**

Balance brought forward as at 31/03/20		£6,837.58
Add Total Receipts		9799.61
Less Total Payments		(8,503.82)
TOTAL		£8,133.37

BANK

Natwest Current as @ 1/3/21		4,623.27
Natwest Savings as @ 1/3/21		3,510.10
Plus Uncleared Deposits		
TOTAL		£8,133.37