

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MINUTES OF THE PARISH MEETING

MONDAY 8<sup>th</sup> MARCH 2021 AT 7.30pm, IN LINE WITH GOVERNMENT GUIDANCE THIS MEETING WAS HELD VIRTUALLY VIA ZOOM

	ACTION
<p><b>In attendance:</b> Cllr Andrews, Cllr Brown, Cllr Cross, Cllr Snowdon, Hannah-Louise O’Callaghan (parish clerk), Cllr Sutton and 1 member of the public</p>	
<p><b>Agenda Item 1: Apologies for Absence</b> Apologies received from Cllr Parkes</p>	
<p><b>Agenda Item 2: Code of Conduct</b> Declaration of Members’ Personal Interests on items included in the Agenda and Dispensation Requests - None</p>	
<p><b>Agenda Item 3: Approval of Minutes of meeting held on 11<sup>th</sup> January 2021</b> On a <b>proposal</b> by Cllr Cross and <b>seconded</b> by Cllr Snowdon it was <b>RESOLVED</b> that the Minutes of the meeting held on 11 January 2020 be accepted as a true record of proceedings. Cllr Cross signed the minutes accordingly.</p>	
<p><b>Agenda Item 4: Update on Matters carried forward</b> a) Barlavington Whole Estate Plan Cllr Cross asked whether the Parish Council will have the opportunity to respond when more information is available. Clerk to find out</p>	Clerk
<p><b>Agenda Item 5: Finance</b></p> <ul style="list-style-type: none"><li>a) To approve Clerks salary and expenses – Appendix A On a proposal by Cllr Cross and seconded by Cllr Andrews, Clerks salary and expenses were approved by the Council</li><li>b) To note and approve income and expenditure report – Appendix B On a proposal by Cllr Andrews and seconded by Cllr Brown, Council approved the income and expenditure report</li><li>c) To approve the regular Bank Reconciliation – Appendix C On a proposal by Cllr Cross and seconded by Cllr Snowdon, the Bank Reconciliation was approved by the Council</li></ul>	
<p><b>Agenda Item 6: To review and adopt the 2021 Code of Conduct</b> It was explained that the new code of conduct had been introduced by central government to standardise what is being used across the sector. Council agreed <b>UNANIMOUSLY</b> to adopt the new Code of Conduct with immediate effect.</p>	
<p><b>Agenda Item 7: County Councillor Report</b> None</p>	

**Agenda Item 8: District Councillor Report, Cllr Sutton**

Cllr Sutton reported that he would send a newsletter for Clerk to forward with all updates. The key points are that services will be maintained coming out of lockdown. The Budget has been approved and there will be not cuts in services from the District Council in the next 12 months. Cllr Sutton pointed out that government legislation regarding meetings looks unlikely to be changed and therefore face to face meetings will resume after the end of May. Cllr Andrews asked why it was possible to meet friends in a hotel during May but not meet face to face. It was clarified that legislation for hospitality is different.

Cllr Sutton introduced Tom Richardson who will be standing as the conservative nominee to replace Cllr Bradford in the May elections. Tom Richardson currently chairs the antisocial driving campaign locally.

Following his introduction Tom updated the Council on the latest developments in the antisocial driving campaign. Moving forward Tom will be working with parishes and the motorcycle action group to target specific spots where noise and antisocial driving takes place. In time it is hoped that static acoustic cameras will be available for use in the area to combat the noise from motorcycles.

**Agenda Item 9: Planning Update**

No report specifically however concern was raised regarding the application for boreholes at Coates.

Cllr Cross asked whether there is silicon sand at Coates as the joint minerals plan does not include this. Cllr Sutton responded that it appears that the sand at Coates is different and this is what is being investigated. He suggested making contact with Fittleworth and Bury regarding their responses and to find out whether it is worth adding our voice to their concerns.

Cllr Cross and Andrews to compose a response to the Glamping consultation for submission

**Agenda Item 10: Consideration of Annual Parish Meeting**

After discussion Council agreed to look at holding an informal meeting as necessary later on in the year and not to have a Annual Parish Meeting in May due to the ongoing restrictions with COVID 19

**Agenda Item 11: Highways, Footpaths and Village Maintenance Update**

Cllr Brown reported that a number of potholes and ditches have been reported including Sutton Hollow and Folly Lane. Cllr Brown to continue to chase and monitor this

**Agenda Item 12: Correspondence**

Council acknowledged receipt of the following 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)

**Agenda Item 13: Matters arising not dealt with elsewhere on the agenda**

**Clerk &  
Cllr  
Andrews**

**Cllrs Cross  
&  
Andrews**

**Cllr Brown**

Cllr Cross reported that he had been approached regarding why the roads had not been salted and this was addressed with the resident.

**Agenda Item 14: Public Questions**

None

**Agenda Item 15: Any other matters for information only**

**Agenda Item 16: DATE OF THE NEXT MEETING 3<sup>rd</sup> May 2021 AGM**

**Agenda Item 17: Exclusion of Press and Public**

**Agenda Item 18: Consideration of Pay Review in line with Clerks contract to SCP 22**

Council agreed UNANIMOUSLY to award a pay increase to the Clerk in line with contractual terms

**Meeting finished at 20.16 pm**

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**Appendices and Attachments**

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

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**Clerk Salary and Expenses**

**Clerks Salary 1 – 31<sup>st</sup> January 2021**

Salary £523.29

PAYE £2.60

**Clerks Salary 1- 28<sup>th</sup> February 2021**

Salary £523.49

PAYE £2.40

**Paid by Standing Order on last working day of the month**

**Clerks Expenses 10<sup>th</sup> January - 7<sup>th</sup> March 2021**

**Paid after the meeting**

<b>Date</b>	<b>Detail</b>	<b>Reason</b>	<b>Cost ex VAT (£)</b>	<b>VAT (£)</b>	<b>Cost inc VAT (£)</b>
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
<b>Total</b>			<b>36.00</b>	<b>0</b>	<b>36.00</b>

**THE COMMON PARISH OF SUTTON & BARLAVINGTON  
FINANCIAL REPORT MARCH 2021**

<b>RECEIPTS:</b>				
<b>DATE</b>	<b>REF</b>	<b>PAYER</b>	<b>DESCRIPTION</b>	<b>A</b>
29/01/2021	Natwest	Natwest	Interest	
29/01/2021	Santander	HL O'Callaghan	salary overpayment refund	
26/02/2021	Natwest	Natwest	Interest	
<b>PAYMENTS:</b>				
<b>DATE PAID</b>	<b>SO/DD</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>A</b>
12/01/2021	online	HL O'Callaghan	Working from Home allowance (Nov	
29/01/2021	SO	HL O'Callaghan	January Salary	
02/02/2021	online	Chi Payroll	January Payroll	
11/02/2021	online	HMRC	Employee Tax Contributions	
26/02/2021	SO	HL O'Callaghan	February Salary	
01/03/2021	online	Chi Payroll	February Payroll	
09/03/2021	online	HL O'Callaghan	Working from Home allowance (Jan-	

**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)
<b>TOTAL</b>		<b>£8,133.37</b>

**BANK**

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