

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MINUTES OF THE PARISH MEETING

MONDAY 11th JANUARY 2021 AT 7.30pm, IN LINE WITH GOVERNMENT GUIDANCE THIS MEETING WAS HELD VIRTUALLY VIA ZOOM

	ACTION
<p>In attendance: Cllr Andrews, Cllr Brown, Cllr Cross, Cllr Snowdon, Cllr Parkes, Hannah-Louise O’Callaghan (parish clerk) & Cllr Sutton</p>	
<p>Agenda Item 1: Apologies for Absence None</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 14th September 2020 (no meeting held in November 2020) On a proposal by Cllr Cross and seconded by Cllr Brown it was RESOLVED that the Minutes of the meeting held on 14th September 2020 be accepted as a true record of proceedings. Cllr Cross signed the minutes accordingly.</p>	
<p>Agenda Item 4: Update on Matters carried forward a) Website Clerk updated the Council and informed them that the website is working well. Having spoken to the website designer he will add a couple of links as necessary to the information page however Clerk suggested that this should be done by return and parish council links added to the other websites. Cllr Cross asked Clerk to send a link to the website which he would then disseminate amongst the various village groups</p>	Clerk & Cllr Cross
<p>Agenda Item 5: Finance</p> <ul style="list-style-type: none">a) 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 Councilb) 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 reportc) To approve the regular Bank Reconciliation – Appendix C On a proposal by Cllr Cross and seconded by Cllr Andrews, the Bank Reconciliation was approved by the Councild) To review Budget and set Precept After discussion the Council agreed to keep the Precept at the current rate with no raise. The Council by show of hands voted UNANIMOUSLY to accept this proposale) To appoint internal auditor for 2020/21 audit After a discussion the Council agreed UNANIMOUSLY to appoint Rachel Hall as the internal auditor for the forthcoming audit. Clerk to ask Rachel if she is available.	Clerk Clerk

<p>Agenda Item 6: County Councillor Report None</p> <p>Agenda Item 7: District Councillor Report, Cllr Sutton Cllr Sutton reported that there was no official report as all was quiet at present. For any queries residents should be referred to the CDC website which has the most up to date information. Cllr Brown commented that the arrangements at PMG for vaccines is working well. Cllr Cross asked whether drains and ditches are still being cleared. Cllr Sutton responded that calls should be logged in the same way and cases are being grouped together and dealt with on a priority basis as long as it is COVID safe to do so. Cllr Brown expressed concern that some requests are not being dealt with and it was suggested that these were re-logged and copied into Cllr Bradford. Cllr Sutton updated the Council regarding the grouping of 4 surgeries to form a hub – Petworth, Pulborough, Loxwood and Midhurst. Loxwood and Petworth and currently unable to facilitate vaccines so patients of these surgeries are being sent to Pulborough and Midhurst. Community Transport is available to assist patients with this.</p> <p>Agenda Item 8: Planning Update No report</p> <p>Agenda Item 9: Correspondence Nothing to report</p> <p>Agenda Item 10: Matters arising not dealt with elsewhere on the agenda Cllr Cross asked to be copied into planning emails and responses as he has been approached recently by residents and did not have the most up to date information to hand. Clerk to action. Cllr Cross mentioned that he had received a couple of anonymous calls from residents wanting to report COVID breaches. Cllr Sutton reported that there are COVID wardens who are able to assist with potential breaches as part of the community resilience team. Cllr Sutton provided an email contact which could be given out in the parish magazine and put on the website. Clerk to forward. Cllr Brown noted her concern regarding the amount paid in SSALC/SLCC subscriptions. Clerk responded that these had been looked at and the subscription to SLCC had been dropped.</p> <p>Agenda Item 11: Public Questions None</p> <p>Agenda Item 12: Any other matters for information only Cllr Parkes noted that the Barlavington noticeboard had been replaced.</p> <p>Agenda Item 13: DATE OF THE NEXT MEETING 8th March 2021</p> <p>Meeting finished at 20.07 pm</p>	<p>Clerk</p> <p>Clerk</p>
<p>Appendices and Attachments Monthly Bank Reconciliation and Monthly Income and Expenditure Report</p>	

Clerk Salary and Expenses

Clerks Salary 1 – 30th November 2020

Net Salary £525.89

Clerks Salary 1- 31st December 2020

Net Salary £525.89

Paid by Standing Order on last working day of the month

Clerks Expenses 1st November 2020 – 10th January 2021

Paid after the meeting

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

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

RECEIPTS:

DATE	REF	PAYER	DESCRIPTION	A
30/09/2020	Natwest	Natwest	Interest	
31/10/2020	Natwest	Natwest	Interest	
30/11/2020	Natwest	Natwest	Interest	
31/12/2020	Natwest	Natwest	Interest	

PAYMENTS:

DATE PAID	SO/DD	PAYEE	DESCRIPTION	A
19/11/2020	online	HL O'Callaghan	Working from Home (Sept & Oct)	
30/11/2020	SO	HL O'Callaghan	November Salary	
02/12/2020	online	Chi Payroll	November Payroll	
08/12/2020	online	HMRC	Employee Tax Contributions	
31/12/2020	SO	HL O'Callaghan	December Salary	
04/01/2021	online	Chi Payroll	December Payroll	
11/01/2021	online	HMRC	Employee Tax Contributions	

THE COMMON PARISH OF SUTTON & BARLAVINGTON

BANK RECONCILIATION

04-Jan-21

RECEIPTS & PAYMENTS

Balance brought forward as at 31/03/20		£6,837.58
Add Total Receipts		9799.35
Less Total Payments		(7,398.44)
TOTAL		£9,238.49

BANK

Natwest Current as @ 4/1/21		5,728.45
Natwest Savings as @ 4/1/21		3,510.04
Plus Uncleared Deposits		
TOTAL		£9,238.49