

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MINUTES OF THE PARISH MEETING

TUESDAY 4TH MAY 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 Snowdon, Hannah-Louise O’Callaghan (parish clerk), Cllr Sutton</p>	
<p>Agenda Item 1: Election of Chair and Signing of the Acceptance of Office On a proposal by Cllr Andrews and seconded by Cllr Snowdon, Cllr Cross was re-elected as Chair</p>	
<p>Agenda Item 2: Election of Vice Chair and Signing of the Acceptance of Office On a proposal by Cllr Brown and seconded by Cllr Snowdon, Cllr Andrews was re-elected as Vice Chair. Cllr Andrews duly signed the Acceptance of Office</p>	
<p>Agenda Item 3: To confirm and accept all Declarations and Acceptance of Office have been made and received Clerk confirmed that the Acceptance of Office has been duly signed and received from Cllr Andrews. Cllr Cross to return his form in due course</p>	Cllr Cross
<p>Agenda Item 4: Apologies for Absence Apologies were received from Cllrs Cross and Parkes</p>	
<p>Agenda Item 5: Code of Conduct Declaration of Members’ Personal Interests on items included in the Agenda and Dispensation Requests - None</p>	
<p>Agenda Item 6: Approval of Minutes of meeting held on 8th March 2021 On a proposal by Cllr Snowdon and seconded by Cllr Brown it was RESOLVED that the Minutes of the meeting held on 8 March 2021 be accepted as a true record of proceedings. Cllr Andrews signed the minutes accordingly</p>	
<p>Agenda Item 7: Councillor roles and responsibilities and formation of any sub committees After discussion Council decided that all members would sit on finance and planning. Cllr Brown would resume responsibility for Highways and Footpaths. Cllr Snowdon to resume responsibility for Trees and Cllr Parkes will resume responsibility for Winter Maintenance.</p>	
<p>Agenda Item 8: Procedures & Policies – review & agree the following:</p> <ul style="list-style-type: none">a) Standing Ordersb) Financial Regulationsc) Freedom of Informationd) Staff and Councillors Data Protection Policye) Risk Register <p>Council reviewed the above policies and voted UNANIMOUSLY to ratify the above policies. Clerk to update the website</p>	Clerk

Agenda Item 9: Update on any matters carried forward from previous meeting

None

Agenda Item 10: Finance

a) Annual Review for Year ending 31st March 2021

i. To receive and note full **internal audit report 2020-21** and any findings
Council received and reviewed the Internal Audit report 2020-21

ii. **Certificate of Exemption** – To approve and sign the Certificate of Exemption

Council agreed **UNANIMOUSLY** to certify themselves exempt from a limited insurance review and instructed the Clerk to submit the Certificate of Exemption as required

iii. **Annual Governance Statement** - To review the effectiveness of the system of internal control (Section 1)
Approve the Annual Governance Statement by resolution. Sign Section 1 of the Annual Return 2020-21

On a proposal by Cllr Brown and seconded by Cllr Snowdon Council reviewed and resolved unanimously to approve the Annual Governance Statement 2020-21. Section 1 was then signed by Cllr Andrews

iv. **Accounting Statements** - To consider the Accounting Statements (Section 2) – Approve the Accounting Statements by resolution. Sign Section 2 of the Annual Return

On a proposal by Cllr Brown and seconded by Cllr Andrews Council reviewed and resolved unanimously to approve the Accounting Statements 2020-21. Section 2 was then signed by Cllr Andrews

v. To agree and set the period of public rights (Thursday 3rd June – Wednesday 14th July)

On a proposal by Cllr Andrews and seconded by Cllr Brown Council reviewed and agreed to set the period of public rights from Thursday 3rd June – Wednesday 14th July 2021

b) To note the proposed Insurance renewal notification and agree payment (subject to receipt prior to meeting)
This was not received prior to the meeting and will be looked at upon receipt

c) To review Budget for 2020-21 and to agree 2021-22 Budget
Council reviewed the Budgets 2020-21 and 2021-22. On a proposal by Cllr Snowdon and seconded by Cllr Brown were duly accepted

d) To approve regular ongoing standing orders for 12 months

Clerk

- i. Clerks salary
- ii. Monthly payroll payment

After discussion Council agreed **UNANIMOUSLY** to continue the standing orders as set out

- e) To acknowledge first instalment of Precept
Council acknowledged receipt of the Precept
- f) To approve Clerks salary and expenses – Appendix A
On a proposal by Cllr Brown and seconded by Cllr Snowdon, Clerks salary and expenses were approved by the Council
- g) To note and approve income and expenditure report – Appendix B
On a proposal by Cllr Brown and seconded by Cllr Andrews, Council approved the income and expenditure report
- h) To approve the regular Bank Reconciliation – Appendix C
On a proposal by Cllr Snowdon and seconded by Cllr Brown, the Bank Reconciliation was approved by the Council

Agenda Item 11: Highways and Footpaths Update

Cllr Brown reported that there was no update on footpaths however the blocked drains have been dug out and the pipe at Bignor Hill has been repaired.

Agenda Item 12: Planning Update

Cllr Andrews reported that her and Cllr Snowdon have visited Burton Mill Farm and although it is the Councils view that this is a large development, it is being done sympathetically and the Council have no objection. Clerk to respond to SDNPA

Cllr Snowdon asked about the works on a swimming pool at Dove Cottage. It was confirmed that pre planning advice had been sought and that this can go ahead as planning is not required.

Agenda Item 13: District Councillor Report, Cllr Sutton

There are 5 Parish Annual or regular meetings this evening so I will join you when I can If at all possible, if not I send my apologies, if I attend I would be very grateful if you could please call me as the next item on your agenda so I can get to everyone.

So here we are again in the County Council pre-election period. David Bradford has stood down. Tom Richardson who chairs the anti-social riding and driving group is standing as the Conservative candidate.

As we are fully in Purdah for the County Elections and I am the agent for the conservative candidates standing for election locally I will try to stay politically neutral.

However I am happy to answer urgent questions and as always I am more than happy to supply written answers to cut the time down today.

In relation to decision making within the District Council, the position remains that it is 'business as usual' unless there are very good reasons why this should not be the case. In the vast majority of cases, the pre-election period will have no impact on normal council business, including the approval of planning decisions. The primary restriction is on proactive publicity by the council which particularly relates to candidates and other

Clerk

politicians involved directly in the election. The council can still issue media releases on factual matters, provided that these do not identify individual councillors or groups of councillors.

CDC is continuing to prepare for the elections this week on 6 May. CDC is working incredibly hard to make sure that all of our polling stations are Covid-secure for people who wish to vote in person. Residents can also apply to vote by proxy and they can find details on

this, along with more information about the elections, on our website at:

www.chichester.gov.uk/currentelections

Meetings

Following the recent court ruling CDC are required to hold our statutory meetings physically going forward. The position regarding non-statutory meetings is not clear so we are seeking advice. Hybrid meetings are not allowed but we will continue to broadcast our public meetings live.

Grants

Parish and Town Councils are eligible to receive grant funding (subject to meeting the required criteria) under the Tier 4 scheme and Local Restrictions Grant Schemes. It should be noted that all bar one of these schemes has now closed. However, for Restart Grants, Parish and Town Councils are not able to receive a grant under this scheme because they are publicly funded bodies. Additionally, to enable businesses that were required to close during the period 16.

Kerry Standing 01243 521092

February – 31 March 2021, the Local Restrictions Support Grant (closed Addendum) remains open for applications until 31 May 2021. For further information please visit

<https://www.chichester.gov.uk/businessratesannouncements>

Good progress is being made on the Restart Grants and Additional Restrictions Grants. Below is a summary of what has been paid out to businesses since 6 April 2021 and the figures published below are at 15 April 2021.

Grant name	Grants Paid (£)	% of Fund Paid out	Allocation from Government	Funding

Additional Restrictions Grant (ARG)	£ 3,247,837	9 3 %	£ 3,498,575	£ 250,738
Restart Grants 1 April	£ 1,290,006	1 2 %	£ 11,034,207	£ 9,744,201

Points to note:

- The Restart Grant scheme went live on 6 April 2021.
- We have 287 applications outstanding (yet to be processed).
- Since the Restart Grant scheme went live we have received 300 applications per week. This figure is much lower than we have anticipated. As a result further social media messages are being promoted along with a number of other initiatives to promote the Restart Grant scheme.
- Parishes are asked to promote the business rate grant schemes available within their area.

For further information related to Business Rates grants please visit

<https://www.chichester.gov.uk/businessratesannouncements2020>

SDNPA Habitats Regulations Assessment (HRA) Technical Advice Note (TAN) – published March 2021

The South Downs National Park Authority (SDNPA) has now published a Habitats Regulations TAN.

<https://www.southdowns.gov.uk/planning-policy/supplementary-planningdocuments/technical-advice-notes-tans/>

The HRA TAN has been produced to provide guidance on how to undertake Habitats Regulations Assessment for development proposals in the South Downs National Park, supporting policy requirements of SD9 and SD10 of the South Downs Local Plan, and the requirements of the Habitats Regulations. CDC officers will use this, where appropriate' to advise as to the appropriate way forward on planning applications.

Support Local

CDC has launched the next phase of our Support Local campaign as the Government has authorised us to move to the next step of the roadmap, which has seen local businesses reopen.

COMMUNITY SPEEDWATCH NEWS

Chichester District Council along with Sussex Police fully supports Community Speed Watch (CSW.) This is an initiative allowing local people to calm traffic in their communities. Sussex Police train volunteers to use speed calming equipment which is then loaned out to be used at safe, risk assessed locations within their community. Five new speed monitoring device starter kits have been ordered to further the current CSW schemes in Chichester. These kits have been kindly funded through the Chichester Joint Action Group (JAG) and will be loaned to newly trained volunteer

groups in the district on a long- term basis while they become established. Road safety is a priority for the Chichester Community Safety Partnership. There are currently over 50 trained CSW volunteer groups across Chichester District, all of which make a real difference calming traffic speed in our communities. If you are interested in starting or joining a current CSW volunteer group yourself then log onto www.communityspeedwatch.org where you will be able to register. Corporate Health and Safety, Emergency Planning and Business

CHICHESTER CONTRACT SERVICES

Operational challenges

As soon as the Government announced its Covid 'roadmap' the Operations Team at CCS met to consider the potential impact on our services. It didn't take long to realise the district's roads, beaches and parks would become much busier due to day trips and 'staycations'. Unfortunately higher usage often results in increased litter. Therefore, to tackle this problem, additional staff are being employed to litter pick areas of high footfall, 'Against Litter' signage is being placed on coastal approach roads and enforcement officers will resume patrols. Busy roads may also impact on our waste collection services so additional resource is on standby to assist rounds where delays are being experienced. CCS continues to operate with Covid secure measures in place. As the restrictions are eased and the public realm returns to normal we are still faced with the challenge of delivering services with an unpredictable workforce position. Vulnerable staff will still have to work in modified roles and isolation will still be necessary for any staff that develop symptoms (or their family members). If anything, our biggest challenge may yet be to come as we face increased demand for services while our staffing position remains restricted.

Corporate H&S, Emergency Planning and Business Continuity

Covid-19 risk assessments remain under constant review, in response to developments in Government guidance and staff are updated accordingly. The Sussex Resilience Forum (SRF) took the decision to downgrade the Covid response from a 'Major Incident'. Recovery works have been stepped up. Largely, the Forum partners are now operating under 'business as usual'. CDC's emergency planning team continue to take part in meetings with the SRF TCG (Tactical Coordinating Group). These meetings have been reduced from weekly to fortnightly. Asymptomatic rapid covid testing is now widely available to staff. Asymptomatic testing is for people that do not have symptoms of Covid-19. Around 1 in 3 people with Covid-19 don't have any symptoms. This quick form of testing can identify if someone is carrying the virus. Our staff can now obtain test kits from a number of different sources in the district. Staff have been made aware of where to obtain kits.

It has been strongly recommended that staff who cannot work completely from home, i.e. the occasional need to work in East Pallant House or conduct site visits, test themselves twice a week.

Many more staff have now received their covid vaccine as part of the national programme. Within the current restrictions, we continue to work on our 'business as usual' programme for our areas of work: Health & Safety, Emergency Planning and Business Continuity.

Cllr Sutton thanked the Council for their support and said that he looked forward to continue to work with the Council moving forward.

Cllr Sutton asked to be excused and left the meeting at 19.58

Agenda Item 14: County Councillor Report

None

<p>Agenda Item 15: Return to face to face meetings a) Meeting Covid requirements and risk assessment for Church Cllr Brown confirmed that the Church are meeting Covid requirements and she will get a copy of the risk assessment and Covid safe measures ahead of the July meeting</p> <p>Agenda Item 16: Correspondence Council acknowledged receipt of the following correspondence:</p> <p>a) Ash Tree dieback works b) Folly Lane Closure (10th May) – it was added that a further road closure is taking place on 5th May for further works</p> <p>Agenda Item 17: Matters arising not dealt with elsewhere on the agenda None</p> <p>Agenda Item 18: Public Questions None</p> <p>Agenda Item 19: Any other matters for information only None</p> <p>Agenda Item 20: DATE OF THE NEXT MEETING 5th July 2021 Cllr Brown gave her apologies in advance for the next meeting</p> <p>Meeting finished at 20.10 pm</p> <hr/> <p>Appendices and Attachments Monthly Bank Reconciliation and Monthly Income and Expenditure Report</p> <hr/>	<p>Cllr Brown</p>
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List of Appendices & Attachments

- Attachment – Certificate Of Exemption**
- Attachment – Annual Governance Statement**
- Attachment – Annual Accounting Statement**
- Attachment – Period of Public Rights**
- Attachment – Budget**
- Appendix A – Clerk Salary & Expenses**
- Appendix B – Monthly Payments**
- Appendix C – Bank Reconciliation 27/4/21**

Clerk Salary and Expenses

Clerks Salary 1 – 31st March 2021

Net Salary £540.95

PAYE 7.00

Clerks Salary 1- 30th April 2021

Net Salary £543.75

PAYE £4.20

Paid by Standing Order on last working day of the month

Clerks Expenses 7th March – 3rd May 2021

Paid after the meeting

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
5/5/21	Working from home allowance (March)	As per contract	18.00	0	18.00
5/5/21	Working from home allowance (April)	As per contract	18.00	0	18.00
5/5/21	Mileage allowance at £0.45 per mile	Drop off and collection of Audit documents (12 miles each way x 4 journeys)	21.60	0	21.60
Total			57.60	0	57.60

THE COMMON PARISH OF SUTTON & BARLAVINGTON					
FINANCIAL REPORT MAY 2021					
RECEIPTS:					
DATE	REF	PAYER	DESCRIPTION	AMOUNT	
07/04/2021	Precept Part 1	CDC	Precept Part 1	4,110	
				4,110.00	
PAYMENTS:					
FILE NUM	DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
1	30/04/2021	online d/d	HL O'Callaghan	Clerk Salary April	543.75
2	30/04/2021	online d/d	HMRC	PAYE April	4.2
3	30/04/2021	online d/d	Chichester Payroll Services	Payroll - April	10
4	05/05/2021	online d/d	HL O'Callaghan	Clerks work from home (March/Apri	36
5	05/05/2021	online d/d	HL O'Callaghan	Clerks Mileage Expenses	21.6
6	05/05/2021	online d/d	Rachel Hall	2021 Internal Audit	120
				735.55	

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
27-Apr-21		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/21		£7,534.45
Add Total Receipts		4110.00
Less Total Payments		-
TOTAL		£11,644.45
BANK		
Natwest Current as @ 27/4/21		8,134.32
Natwest Savings as @ 27/4/21		3,510.13
Plus Uncleared Deposits		
TOTAL		£11,644.45