

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 1 NOVEMBER 2021 AT 7.30 PM AT THE CHURCH

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 20th September 2021
4. Update on matters carried forward:
 - a) Winter Plan Update – Cllr Parkes
5. Questions to County Councillor Tom Richardson (Report to be submitted in advance)
6. Questions to District Councillor Alan Sutton (Report to be submitted in advance)
7. Planning Update
Review of recent applications:
 - SDNP/21/05235/TCA
Notification of intention to fell 1 no. Flowering Cherry tree (Japanese Kanzan)
Budds Cottage The Street Sutton RH20 1PS
8. Highways, Footpaths and Village Maintenance Update
 - Duncton road closure update
9. 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**
 - d) Review of Expenditure vs. Budget ahead of Precept setting (January)
10. Correspondence
 - Queens Green Canopy
 - Resident email re website
11. Setting of Future Meeting Dates
 - Monday 10th January 2022
 - Monday 7th March 2022
 - Monday 9th May 2022
 - Monday 4th July 2022
 - Monday 12th September 2022
 - Monday 7th November 2022
12. Matters arising not dealt with on the agenda
13. Public Questions (10 Minutes)
14. Any other matters for information only
15. Date of next Meeting: Monday 10th January 2022

Signed:



HL O'Callaghan
Clerk & RFO

*Hannah-Louise O'Callaghan, Clerk to the Common Parish Council of Sutton & Barlavington
suttonbarlav@gmail.com
1 November 2021*

Clerk Salary and Expenses

Clerks Salary 1 – 30th September 2021

Net Salary £543.55

PAYE £4.40

Total £547.95

Clerks Salary 1- 31st October 2021

Net Salary £543.75

PAYE £4.20

Total £547.95

Paid by Standing Order on last working day of the month

Clerks Expenses November

Paid after the meeting

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
2/11/21	Working from home allowance (September)	As per contract	18.00	0	18.00
2/11/21	Working from home allowance (October)	As per contract	18.00	0	18.00
2/11/21	Mileage	Travel to September meeting as per contract 9 miles @ £0.45	4.05	0	4.5
Total			40.05	0	40.05

THE COMMON PARISH OF SUTTON & BARLAVINGTON					
FINANCIAL REPORT NOVEMBER 2021					
RECEIPTS:					
DATE	REF	PAYER	DESCRIPTION	AMOUNT	
15/09/2021		CDC	Precept Part 2	4108	
PAYMENTS:					
FILE NUM	DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
21	21/09/2021	online d/d	HL O'Callaghan	Clerks work from home (May/June)	36
22	21/09/2021	online d/d	HL O'Callaghan	Clerks work from home (July/August)	36
23	30/09/2021	online d/d	HL O'Callaghan	Clerk Salary September	543.55
24	04/10/2021	online d/d	HMRC	PAYE September	4.4
25	04/10/2021	online d/d	Chichester Payroll	Payroll September	10
26	08/10/2021	online d/d	Jefferies Computers	Annual SSL certificate and managem	85
27	29/10/2021	online d/d	HL O'Callaghan	Clerk Salary October	543.75
					1258.7

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
25-Oct-21		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/21		£7,534.45
Add Total Receipts		8218.18
Less Total Payments		(4,257.59)
TOTAL		£11,495.04
BANK		
Natwest Current as @ 25/10/21		7,984.73
Natwest Savings as @ 25/10/21		3,510.31
Plus Uncleared Deposits		
TOTAL		£11,495.04

