

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MEMBERS OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ARE HEREBY SUMMONED TO THE FULL ANNUAL
COUNCIL MEETING OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ON
MONDAY 20 SEPTEMBER 2021 AT 7.30 PM AT THE CHURCH

AGENDA

1. Apologies for Absence
Apologies received from Cllr Cross
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 4th May 2021 (July Meeting Cancelled)
4. Update on matters carried forward:
 - a) Salt Bins submission – 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:
 - a) SDNP/21/03081/HOUS
Haslands Farm Folly Lane Barlavington GU28 OLG
Extension and alteration of existing ancillary building
Comment Due 15th September
8. Highways, Footpaths and Village Maintenance 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**
10. Correspondence
 - a) WSALC Forum 14th October – Clerk to attend
 - b) Transport Survey
 - c) Southern Water Survey and Feedback
 - d) Email from Andrew Griffith MP to Cllr Cross
 - e) Parish Online Licensing (Emails sent 12/8)
11. Matters arising not dealt with on the Agenda
12. Public Questions (10 Minutes)
13. Any other matters for information only
14. Date of next Meeting 1st November 2021

Signed:



HL O'Callaghan
Clerk & RFO

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

Clerk Salary and Expenses**Clerks Salary 1 – 31st July 2021**

Net Salary £543.75

PAYE £4.20

Total £547.95

Clerks Salary 1- 31st August 2021

Net Salary £543.75

PAYE £4.20

Total £547.95

Paid by Standing Order on last working day of the month**Clerks Expenses 4 May – 4 July 2021 (outstanding from July)****Paid after the meeting**

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
5/7/21	Working from home allowance (May)	As per contract	18.00	0	18.00
5/7/21	Working from home allowance (June)	As per contract	18.00	0	18.00
Total			36.00	0	36.00

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
21/9/21	Working from home allowance (July)	As per contract	18.00	0	18.00
21/9/21	Working from home allowance (August)	As per contract	18.00	0	18.00
Total			36.00	0	36.00

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

RECEIPTS:				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
30/06/2021	Interest	Natwest	Interest	0.03
30/07/2021	Interest	Natwest	Interest	0.03
30/08/2021	Interest	Natwest	Interest	0.03
				0.09
PAYMENTS:				
DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
30/07/2021	online d/d	HL O'Callaghan	Clerk Salary July	543.75
30/07/2021	online d/d	HMRC	PAYE July	4.2
03/08/2021	online d/d	Chichester Payroll	Payroll July	10
31/08/2021	online d/d	HL O'Callaghan	Clerk Salary August	543.75
30/07/2021	online d/d	HMRC	PAYE August	4.2
03/08/2021	online d/d	Chichester Payroll	Payroll August	10
				1115.9

BANK RECONCILIATION		
20-Sep-21		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/21		£7,534.45
Add Total Receipts		4110.15
Less Total Payments		(3,542.64)
TOTAL		£8,101.96
BANK		
Natwest Current as @ 20/9/21		4,591.68
Natwest Savings as @ 20/9/21		3,510.28
Plus Uncleared Deposits		
TOTAL		£8,101.96

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