

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON
MINUTES OF THE PARISH MEETING
MONDAY 1st NOVEMBER 2021 AT 7.30pm

	ACTION
<p>In attendance: Cllr Andrews, Cllr Brown, Cllr Cross, Cllr Parkes, Cllr Snowdon, County Cllr Richardson, District Cllr Sutton</p> <p>Agenda Item 1: Apologies for Absence Apologies received from Clerk, minutes taken by Cllr Brown in Clerks absence</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 20th September 2021 On a proposal by Cllr Andrews and seconded by Cllr Snowdon it was RESOLVED that the minutes of the meeting held on 20th September 2021 be accepted as a true record of proceedings.</p> <p>Agenda Item 4: Update on Matters carried forward a) Winter Plan Update Cllr Parkes reported that the Parish Council have withdrawn from the previous agreement with Sussex Manures. It was agreed that no gritting will take place this year and no further action will be taken except in the event of an emergency.</p> <p>Agenda Item 5: County Councillor Report, Cllr Richardson County Cllr Richardson updated the Council with the following: Hopefully you will have received the temporary road closure notices for roads in the Sutton & Barlavington area for 8th & 9th November? I took a drive through last week and identified a number of potholes. I have also flagged with highways the state of the roads and verges caused by everyone using the villages as a cut through to avoid the A285 closure. I have asked highways to keep on top of this and once the A285 re-opens, to do what they can to tidy up and repair the damage caused. I have also asked them to send road sweepers through to try and clear some of the mud off the roads as it is somewhat of a safety issue.</p> <p>Agenda Item 6: District Councillor Report, Cllr Sutton See Appendix E for full report submitted by District Cllr Sutton. After discussions, District Cllr Sutton said that he will investigate what grants are available to assist the Parish Council.</p>	

Agenda Item 7: Planning Update

- SDNP/21/05235/TCA

Notification of intention to fell 1 no. Flowering Cherry tree (Japanese Kanzan)

Budds Cottage The Street Sutton RH20 1PS

Council agreed that there was no objection to this application.

Agenda Item 8: Highways, Footpaths and Village Maintenance Update

Cllr Brown informed the meeting that she had reported the damage to Crouch Farm Lane that has been caused by the increased traffic being diverted from A285.

It was reported that Mr & Mrs Owen have applied for permission to remove a tree stump from the felled oak at Sutton Hollow. This has been approved.

- Duncton road closure update

Update circulated to the Council.

- Flooding at junction of Folly Lane/Glatting Lane

Sebastien Anstruther is to arrange a meeting between local landowners, the Parish Council and his agent about the flooding at the junction of Glatting Lane/Folly Lane. David Green who owns the land on one side of the junction has offered £100 towards the works. It was agreed that the Council would also offer £100. It was also noted that there is water pouring down Bignor Hill.

**Cllrs Cross
& Brown**

Agenda Item 9: Finance

- 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
- b) 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 report
- c) 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 Council
- d) Review of expenditure vs. budget

It was noted that the Council finances were in good order. It was agreed that the Precept will not be increased for the year 2022 – 23 at the January meeting.

Agenda Item 10: Correspondence

Council acknowledged receipt of the following correspondence:

- Queens Green Canopy. Various suggestions were made regarding a possible siting of a tree, these were: Greenfield, Bus Shelter, Village Hall, Churchyard near the bridleway.
- Resident email re website. It was agreed that Cllr Cross would approach the village hall committee to ensure that the old website was removed and a link to the new parish council website provided.

Cllr Cross

Agenda Item 11: Setting of Future Meeting Dates

The following meeting dates were agreed for 2022:

- Wednesday 26th January 2022
- TBC, March 2022
- Monday 9th May 2022

- TBC, July 2022

Further dates to be added once Cllr Cross has his timetable for September onwards.

Agenda Item 12: Matters arising not dealt with elsewhere on the agenda

None

Agenda Item 13: Public Questions

None

Agenda Item 14: Any other matters for information only

None

Agenda Item 15: DATE OF THE NEXT MEETING 26th January 2022

Meeting finished at 20.28

Appendices and Attachments

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

Appendix A

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

District Council Report to Parishes October 2021 – Alan Sutton, Fittleworth Ward

Customer First

We will shortly be launching an internal campaign called 'Customer First.' This aims to encourage staff to put the customer at the centre of everything they do – and highlight all of the work that is taking place across the council to achieve this, including training, guidance, and achievements. We hope that this branding will then be used as an external campaign at some point next year.

Christmas campaign

We are currently developing a Christmas 'Support Local' campaign, which will build on what we achieved last year. The Observer series and V2 Radio have both agreed to partner with us on this campaign – as well as all of our usual partners

Tree Chichester District

As part of our DEFRA-funded subsidised tree scheme, applications for the free tree phase of the project were open between 19 July and 2 September. We received more than 100 applications.

During the upcoming planting season we will be distributing around 8,300 trees to successful applicants which included residents; community groups; landowners; schools; charities; parish councils; and, businesses.

As part of the wider scheme we will also be planting two mini urban forests in public spaces in our district, and funding tree planting on farms and private land.

For further information, please see <https://www.chichester.gov.uk/treescheme>

The latest vacancy rate figures:

Chichester 11.55% East Wittering 0% Midhurst – 8.3% Petworth – 4.5%
Selsey 5.4%

For comparison the British Retail Consortium using data from the Local Data Company reports overall vacancy rates were 14.5 per cent in Britain, up from 14.1 per cent in the first quarter of the year – meaning the number of empty shops has increased for the past three years.

Business Contact Programme figures

In August 2021, the Business Contact Programme provided support to 87 businesses across the district, helped protect 32 local jobs, saw 98 new jobs created, and assisted with funding for 46 district businesses. Responsive planning application support was also provided to 14 businesses.

Enabling Grant 2021

The second round of funding is currently open to new applications. This round of funding opened on 22 September and the deadline for applications is midnight on 13 October 2021. As with the first round of funding, businesses that fit the grant criteria will be eligible to apply for one of the following three grants:

- Capital Projects: up to a maximum contribution of £2,000 from the council (50% match funded).
- Website/Social Media projects: up to a maximum contribution of £1,500 from the council (50% match funded).
- Start-up Awards: up to a maximum contribution of £500 from the council (non match funded).

After the deadline, all applications will be evaluated by our economic development officers. Applicants will receive a decision within six weeks of the application closing date.

For further information please visit:

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

Rough Sleeper Update

Our Rough Sleeper Outreach Team has been nominated to receive a Sussex Police Ivan Western Award Divisional Commendation for their work supporting vulnerable people during the pandemic. The awards recognise the contribution of those who have gone above and beyond what is expected of them to keep Sussex safe and protect the public. The team will be attending the awards ceremony at Arundel Castle on Monday 18th October 2021 which will be hosted by the Chief Constable and the High Sherriff of West Sussex.

Animal Welfare Licensing

Under the 'Animal Welfare Licensing Regulations' (2018) Local Authorities are required to license individuals running a business conducting certain activities involving animals. We currently have 80 licences in force, comprising businesses falling into the categories of: kennelling for cats and dogs; breeding dogs; hiring horses or donkeys; selling animals as pets; keeping or training animals for exhibition. Two officers are in the process of completing a diploma in 'Animal Welfare Licensing'. Regular inspections - both announced and unannounced - are conducted by inspectors to ensure that conditions are appropriate, including a suitable environment, a suitable diet and competent staff. We can suspend or revoke an Animal Welfare Licence in certain circumstances