**THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON**

**MINUTES OF THE PARISH MEETING**

**MONDAY 20th SEPTEMBER 2021 AT 7.30pm**

|  |  |
| --- | --- |
| **In attendance:** Cllr Andrews,Cllr Brown, Cllr Parkes,Cllr Snowdon, Hannah-Louise O’Callaghan (parish clerk), County Cllr Richardson**Agenda Item 1: Apologies for Absence**Apologies received from Cllr Cross and District Cllr Sutton **Agenda Item 2: Code of Conduct**1. Declaration of Members’ Personal Interests on items included in the Agenda and Dispensation Requests - None

**Agenda Item 3: Approval of Minutes of meeting held on 4th May 2021 (no meeting in July)** On a **proposal** by Cllr Andrews and **seconded** by Cllr Brown it was **RESOLVED** that the minutes of the meeting held on 4th May 2021 be accepted as a true record of proceedings. Cllr Andrews signed the minutes accordingly. **Agenda Item 4:**  **Update on Matters carried forward**1. Salt Bins submission

Cllr Parkes confirmed that the salt bins were full and the report submitted to WSCC. It was noted that Cllrs Brown and Andrews have additional salt stored at their homes which would be transferred into the salt bins. Cllr Parkes reported that some of the bins had water in them but she would look into this.**Agenda Item 5: County Councillor Report, Cllr Richardson**County Cllr Richardson reported that although there was not much of relevance this month, he is always available if questions or concerns arise. County Cllr Richardson announced that he will shortly take up the position of special advisor for road safety to the cabinet member for highways.Discussion took place around speeding in the rural villages. Clerk shared the concerns highlighted by Cllr Cross in an email as follows:A. Speed restrictions in the village....not sign posts....what can be done?B.  The Cross roads going to Petworth, can anything be done about it?  I.e. it's dangerous if you go straight on or turn right and someone is speeding up the hillC.  Surprisingly several people thought the mini roundabout outside the pub was a good idea to slow trafficDiscussion took place regarding the use of village gateways, speedhumps and white lines all as a means of slowing drivers in the villages and on narrow country lanes. It was agreed that educating drivers should be a priority. The issue of community speedwatch was raised however it was noted that this is only applicable in areas designated 40mph and therefore not of use on country lanes. County Cllr Richardson will be discussing the issue of lowering speed limits in rural areas as part of his new role.Council agreed to wait and see what progress County Cllr Richardson is able to make.**Agenda Item 6: District Councillor Report, Cllr Sutton**See Appendix D for the full report as submitted in advance**Agenda Item 7: Planning Update**SDNP/21/03081/HOUS Haslands Farm, Folly Lane, Barlavington, GU28 0LG Extension and alteration of existing ancillary building Cllr Snowdon reported that he had looked at the application in detail and had no objection. Council agreed to submit a comment of no objection to this application.**Agenda Item 8: Highways, Footpaths and Village Maintenance Update**Cllr Brown reported that she has reported ongoing problems with footpaths, in particular the one from the telephone box. It is hoped that these will be addressed shortly. It was confirmed that any surface work is done by the Council contractors however any overgrown foliage is the responsibility of the landowner.**Agenda Item 9: Finance**1. To approve Clerks salary and expenses – Appendix A

On a proposal by Cllr Andrews and seconded by Cllr Parkes, Clerks salary and expenses were approved by the Council1. To note and approve income and expenditure report – Appendix B

On a proposal by Cllr Brown and seconded by Cllr Parkes, Council approved the income and expenditure report1. To approve the regular Bank Reconciliation – Appendix C

On a proposal by Cllr Brown and seconded by Cllr Andrews, the Bank Reconciliation was approved by the CouncilIt was noted that the Council finances were in good order. Clerk to send a copy of the budget to all councillors.**Agenda Item 10: Correspondence**Council acknowledged receipt of the following correspondence:1. WSALC Forum 14th October – Clerk to attend
2. Transport Survey
3. Southern Water Survey and Feedback
4. Email from Andrew Griffith MP to Cllr Cross
5. Parish Online Licensing (Emails sent 12/8)

**Agenda Item 11: Matters arising not dealt with elsewhere on the agenda**Cllr Cross informed Clerk prior to the meeting that his predecessor, Terry Johnson had recently passed away. It was suggested that by Cllr Cross that a card of condolence be sent to his family.Council agreed to do this, Cllr Andrews to arrange.Cllr Snowdon reported that he had spoken at length to Openreach regarding the tree at the telephone exchange and they are going to look into this as well as the replacing of the broken gate and replacement cover for the generator.**Agenda Item 12: Public Questions**None**Agenda Item 13: Any other matters for information only****Agenda Item 14: DATE OF THE NEXT MEETING 1st November 2021****Meeting finished at 7.57pm****Appendices and Attachments**Monthly Bank Reconciliation and Monthly Income and Expenditure Report  | **ACTION****Cllrs Andrews & Brown****Clerk****Clerk****Cllr Andrews** |
|  |  |

**Appendix A**

**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** |

**Appendix B**



**Appendix C**



**Appendix D**

**Afghan Refugees**

As you will have seen through the media, we have all been faced with the heart breaking images of people trying to flee Afghanistan. As a council, we are committed to playing our part to support the Government’s emerging plan. This aims to help those most in need, particularly women, girls and those who have been helping British operations in Afghanistan. In the same way that we have helped Syrian families to settle in the Chichester District, we are fully committed to supporting the national effort to help the most vulnerable Afghan people to resettle in the UK, in any way that we can.

We understand that the Government is looking to resettle 20,000 Afghan refugees in the UK over a number of years, with 5,000 in the first year. This is in addition to the current Afghan Locally Employed scheme, which works to relocate at-risk Afghan workers who have supported coalition troops. We're proud to say that Chichester District Council was one of the first districts to have housed a family under the Locally Employed scheme, and that we are looking at housing more people in the near future.

West Sussex County Council will lead on any scheme to resettle Afghan refugees in the county. Our main role will be to identify suitable housing that can be used as part of the scheme.

**Waste Collections**

Unlike several of our neighbouring districts and boroughs, Chichester Contract Services have managed to provide a full kerbside waste collection service including green and trade waste throughout the year. This has been very difficult at times particularly over the last few months, with many of our crew members taking much needed annual leave and the teams being continuingly impacted by the pandemic. We have been very close at times to dropping one or more rounds but by transferring staff from other operational areas of CCS including the workshop, this has not been necessary. We hope that the relaxation of the track and trace rules around self-isolation will now reduce the challenge that we have been managing on a daily basis.

**Health Protection**

While Covid restrictions have been relaxed the Health Protection team continue to provide support and guidance to businesses for outbreak management and ensuring their risk assessments cover any necessary Covid controls. The Health Protection Team has recommenced their food inspection programme which has been on hold since March 2020 due to Covid. New, high risk and non-compliant premises are being prioritised for inspections up until March 2022 in line with the Food Standards Agency’s Local Recovery Plan. The remaining backlog will then follow in 2022/2023.

**Petworth Vision**

CDC has approved funding to assist Petworth Vision to manage the creation of a dedicated website and design of a logo for the Petworth Heritage Partnership to go ‘live’ in September. This partnership comprises the following organisations:

• St Mary’s Church

• United Reformed Church

• The Leconfield Hall

• Sacred Heart Church

• The Old Railway Station

• Petworth & District Community Association

• Petworth Vision CIC

• The Petworth Society

• Petworth Business Association; and,

• The Petworth Town Band.

The aim of promoting the organisations together on one dedicated website is to help showcase Petworth’s large number of heritage sites in a more efficient way in order to encourage greater community engagement and increasing visitor numbers into the town. The ongoing maintenance of the new website will be funded by donations raised during the Heritage Weekends and throughout the year.

We have also approved funding for Petworth Vision to set up and run computer training at the United Reform Church for residents of Petworth and the surrounding areas. It is being presented as an IT café and training will range from on-line banking and shopping, to the use of Zoom and Skype as well as IT Security. There will be two morning sessions a week running from 14 September 2021 until September 2022

As always I am happy to answer any questions or signpost you if your question falls outside my remit