

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
WEDNESDAY 26 JANUARY 2022 AT 7.30 PM

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 1st November 2021
4. Update on matters carried forward:
 - a) Queens Green Canopy – Cllr Snowdon
To consider and discuss the proposed oak tree planting at Lords Piece in conjunction with Bury PC
To consider planting of a tree at the bus shelter by the White Horse further to a suggestion by a local resident
 - b) Removal of old website and redirection to new website – Cllr Cross
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: None
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**
 - d) To set Precept
 - e) Consideration of purchase of new laptop for Clerk
10. Correspondence and Consultations
 - a) Fire Service Consultation
 - b) Big Data Police presentation
 - c) SDNPA Self-Build and Custom Housebuilding Consultation
 - d) Eroica Cycling Event, Goodwood
 - e) Tree planting
 - f) Electric ChargePoint Email
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 23rd March 2022

Signed:



HL O'Callaghan
Clerk & RFO

Clerk Salary and Expenses

Clerks Salary 1 – 30th November 2021

Net Salary £543.75

PAYE £4.20

Total £547.95

Clerks Salary 1- 31st December 2021

Net Salary £543.55

PAYE £4.40

Total £547.95

Paid by Standing Order on last working day of the month

Clerks Expenses November/December

Paid after the meeting

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
27/1/22	Working from home allowance (November)	As per contract	18.00	0	18.00
27/1/22	Working from home allowance (December)	As per contract	18.00	0	18.00
Total			36.00	0	36.00

Appendix B

**THE COMMON PARISH OF SUTTON & BARLAVINGTON
FINANCIAL REPORT 19 JANUARY 2022**

RECEIPTS:

DATE	REF	PAYER	DESCRIPTION	AMOUNT
30/09/2021		Natwest	Interest	£ 0.03
29/10/2021		Natwest	Interest	£ 0.03
30/11/2021		Natwest	Interest	£ 0.03
31/12/2021		Natwest	Interest	£ 0.03
21/12/2021		HL O'Callaghan	Reimbursement of returned laptop	£ 178.99

PAYMENTS:

FILE NUM	DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
28	02/11/2021	online d/d	HMRC	PAYE October	4.2
29	02/11/2021	online d/d	Chichester Payroll	Payroll October	10
30	02/11/2021	online d/d	HL O'Callaghan	Working from Home (Sept & Oct)	35
30	02/11/2021	online d/d	HL O'Callaghan	Mileage to September meeting	4.05
31	30/11/2021	online d/d	HL O'Callaghan	Clerk Salary November	543.75
32	02/12/2021	online d/d	HMRC	PAYE November	4.2
33	02/12/2021	online d/d	Chichester Payroll	Payroll November	10
34	02/12/2021	online d/d	Barlavington Estate	Glatting Lane part recharge	100
35	10/12/2021	online d/d	HL O'Callaghan	Reimbursement of new HP compute	178.99
36	31/12/2021	online d/d	HL O'Callaghan	Clerk Salary December	543.55
37	05/01/2022	online d/d	HMRC	PAYE December	4.4
38	05/01/2022	online d/d	Chichester Payroll	Payroll November	10
					1448.14

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
19-Jan-22		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/21		£7,534.45
Add Total Receipts		8433.93
Less Total Payments		(6,250.48)
TOTAL		£9,717.90
BANK		
Natwest Current as @ 25/10/21		6,207.50
Natwest Savings as @ 25/10/21		3,510.40
Plus Uncleared Deposits		
TOTAL		£9,717.90