

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON
MINUTES OF THE PARISH MEETING
WEDNESDAY 23 MARCH AT 7.30pm

	ACTION
<p>In attendance: Cllr Andrews, Cllr Brown, Cllr Snowdon, Hannah-Louise O’Callaghan (Clerk)</p>	
<p>Agenda Item 1: Apologies for Absence Cllr Parkes, County Cllr Richardson & District Cllr Sutton</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 26 January 2022 On a proposal by Cllr Snowdon and seconded by Cllr Brown it was RESOLVED that the minutes of the meeting held on 26 January 2022 be accepted as a true record of proceedings.</p>	
<p>Agenda Item 4: Update on Matters carried forward a) Queens Green Canopy Cllr Snowdon reported that there is little to update. There are no trees available until August. It would cost the Council approximately £350 to plant trees at Lords Piece with Bury Parish Council. After discussion the Council agreed that they would not be going ahead with this as it is not a priority spend for the village. Cllr Snowdon to update Bury Parish Council.</p>	<p>Cllr Snowdon</p>
<p>b) Jubilee Grant update Clerk reported that £250 had been allocated by CDC for the planting of a tree to be planted outside the Church, it is now up to the Parish Council to source and buy the tree and submit a receipt which will then be reimbursed. After discussion it was agreed that a Yew tree would be sourced locally as this was in keeping with the existing trees and would make a nice addition. Cllr Snowdon to follow up.</p>	<p>Cllr Snowdon</p>
<p>Agenda Item 5: County Councillor Report, Cllr Richardson None</p>	
<p>Agenda Item 6: District Councillor Report, Cllr Sutton A full report was received and circulated in advance (Appendix A)</p>	
<p>Agenda Item 7: Planning Update It was noted that the Parish Council had received the following applications and responded accordingly:</p>	
<p>SDNP/22/00453/LIS Glattings Farm Glatting Lane Sutton RH20 1PR 2 no. windows to the south elevation and replacement cement finish to lime based render PC comments submitted: no objection</p>	

SDNP/22/01059/TCA

Beckhall The Street Sutton Pulborough West Sussex RH20 1PS

Notification of intention to fell 1 no. Hazel tree

PC comments submitted: no objection

Cllr Snowdon highlighted concern about the walkway at Beckhall next to the bungalow and it was agreed that the Council would keep an eye on any further developments.

Agenda Item 8: Highways, Footpaths and Village Maintenance Update

Cllr Brown reported that the inside of the telephone box had been cleared and she has the paint to do the outside which will be done in the coming weeks.

It was also noted that the previously reported trees had now been removed.

Cllr Brown

Agenda Item 9: Finance

a) To approve Clerks salary and expenses – Appendix B

On a proposal by Cllr Brown and seconded by Cllr Snowdon, Clerks salary and expenses were approved by the Council

b) To note and approve income and expenditure report – Appendix C

On a proposal by Cllr Snowdon and seconded by Cllr Brown, Council approved the income and expenditure report

c) To approve the regular Bank Reconciliation – Appendix D

On a proposal by Cllr Brown and seconded by Cllr Snowdon, the Bank Reconciliation was approved by the Council

d) To confirm the appointment of Rachel Hall as the internal auditor for the 2020/21 accounts audit

After discussion the Council agreed **UNANIMOUSLY** to re-appoint Rachel Hall as the internal auditor for 2021-22. Clerk to advise.

Clerk

e) To discuss the ongoing usage of Chichester Payroll Services following fee increase

After discussion the Council agreed **UNANIMOUSLY** to continue to use Chichester Payroll Services

Clerk

Agenda Item 10: Correspondence

Council acknowledged receipt of the following correspondence:

- Sussex Police Rural Crime Monthly Report
- Seaford College Community Action Day – 30th June
Council agreed that at this time there were no relevant projects for their involvement and asked the Clerk to respond
- Sutton conservation area - BT upgrading landline network to digital (Stephen Walker)
It was agreed that Cllr Cross should respond to this highlighting that it is not something the Parish Council can undertake as it is a concern for the resident and financially unviable
- Article submitted to Parish magazine by Sebastian Anstruther – Fountain Copse

Clerk

Cllr Cross

It was noted that this had been received and would hopefully go into the next Parish News.

Agenda Item 11: Parish Meeting

- a) Confirmation of date: 25th May at 6.45pm
- b) Confirmed speakers, District Cllr Sutton and County Cllr Richardson

Council noted that Cllr O’Sullivan would be unable to attend as would the Clerk. Cllr Cross was nominated to provide drinks as per previous years and Cllr Brown would provide nibbles. The Clerk reported that the village hall booking had been confirmed. Clerk to provide posters for the village noticeboard to advertise the event.

**Cllrs Cross
& Brown
Clerk**

Agenda Item 12: Matters arising not already dealt with 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 9th May 2022

Agenda Item 16: Exclusion of Press and Public

Agenda Item 17: Consideration of contractual pay increase for Clerk to point 24 of NALC scale

Council noted the details of the pay increase and NALC suggestion for back pay relating to April 2022 due to the change in salary scales. It was agreed **UNANIMOUSLY** to award the Clerk a pay increase and to accept the proposed back pay award as suggested by NALC

Meeting finished at 7.20pm

Appendices and Attachments

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

Appendix A

Alan Sutton, Report to Parishes March 2022

Chichester District Council Budget 2020-23

My thoughts are with the whole world facing the prospect of war and uncertain times. My approach to this, indeed my whole philosophy, is in my own small way to work with everyone for the benefit of our residents and to put aside party differences to achieve real benefits. Actions still speak louder than words.

I have been elected (from 1st April 2022) as a public governor for the Sussex Community NHS Foundation Trust. I still hold roles as a Research Champion for the Sussex University Hospitals Trust and a public engagement role at the new Nursing School at Chichester University. These are all non- political roles

My focus this month is the 2022-23 Budget which was passed at our special council meeting on the 8th of March. The budget was passed with all party support and builds on the maintenance of services and improvements to sustainable ways of working brought about through changes and lessons learned from the pandemic.

My report gives you the thrust of our priorities and some information about the way we use **your** money.

Although we collect **ALL** your Council Tax the Chichester District Council share is under 10% of your bill (Around £3 per week on average depending on the Council Tax Band of your property), for which we deliver over 80 services

As always, I will be happy to answer any questions on this or any other matters.

Alan

Alan Sutton

Fittleworth Ward Member

Cabinet Member for Housing, Licensing, Communications & Events

March 2022

The budget is the financial plan that delivers our corporate priorities. This budget not only enables us to continue to deliver our highly valued services but also allows us to invest additional monies in our five Corporate Plan core priorities.

Priority 1 Financial Prudence – managing the Council’s finances prudently and effectively (Peter Wilding, Cabinet Member)

- Despite the Covid 19 pandemic severely affecting our finances we have closed the budget gap from £2.1m last year to less than £600k this year. This is due to delivering on our efficiencies saving programme approved by Council last year. The savings and additional income that have been achieved have meant that we have not had to cut any front-line services and that we have been able to accommodate significant cost pressures, including over £1m of additional staffing costs. It has also meant that we are able to invest in in new priority services.
- Due to our prudent financial management over the years, we have been able to fund this year’s deficit from reserves. However, we intend to close the budget gap over the next five-years using the Future Services Framework approved by Council in January.
- We continue to take a more targeted approach to Treasury Management and our returns have significantly exceeded our targets. Due to our successful management and control of our Treasury Activities we have now built in an additional £800k of income into the base budget.
- Next year we will be spending £5.4m to ensure our assets are fully maintained.

Priority 2 Homes for All – a broad range of homes available for residents of all ages. (Alan Sutton, Cabinet Member)

- Later this month we will be opening a brand-new building at Freeland Close to add to our existing temporary accommodation at Westward House. This short stay accommodation offers 17 new flats for single people, couples and families who find themselves homeless. This fantastic new facility comes with excellent eco-friendly credentials, including solar panels to generate renewable electricity for the building, electric charging points, water efficient appliances and bird and bat boxes to support wildlife habitats. In addition to providing much better accommodation it will also reduce the amount we pay in B&B accommodation.
- During the pandemic we brought all our rough sleepers in off the street and supported them into settled accommodation. We have successfully bid with our partners for funding from the Rough Sleeper Initiative receiving grant funding of £324k. This will help us to continue this important work into next year. We have also received funding to help ex-offenders who may be at risk of sleeping rough and for the “protect and vaccinate” scheme to help ensure anyone sleeping rough are offered a Covid vaccination.
- We have £3.7m available for spend through various housing capital grants, including disabled facilities grants and affordable housing grants.
- **We have yet again agreed to maintain our Council Tax support Scheme at 100% for the most vulnerable, meaning they are not affected by any increase in Council Tax.**
- We have agreed with WSCC to jointly fund a further Council Tax hardship fund for working age claimants of CTR so that their Council tax bill will be reduced by up to £150. This scheme is worth £300k to our residents on low incomes. And is in addition to the government funded energy rebate scheme.

Priority 3 Thriving Economy – Encouraging new business investment and sustainable growth across the district (Tony Dignum, Cabinet Member)

- Inward investment and helping local businesses to grow and thrive is a key priority for us. We are doing a huge amount of work in this area – from encouraging businesses to relocate and directly developing to increase our business accommodation:
 - We are halfway through the building works at St James, a £6million business development in Chichester to offer 30 new industrial units due to be completed this summer. We know quality business accommodation can make a big difference in whether a business relocates in the area.
 - We have recently approved a further £71k to fund another year of business support grant. These grants help with economic growth and new jobs in the district. These grants will continue to help businesses fund a range of projects including apprentices, new websites, purchase of new equipment etc.
- Despite the Pandemic our return on commercial investments remains strong: The Council’s Enterprise Centre, which provides affordable accommodation to new or small businesses, is nearly fully occupied; and the Council’s Ravenna Point Business units are fully occupied too. The returns we receive from our commercial premises help us to maintain vital services to our communities.
- Many Councils are closing their public toilets, but this Council places a high priority on retaining them. We believe it is very important that people have access to good quality modern toilet facilities so we will invest £1.2m to be refurbished 9 toilets across the district to bring them up to modern environmentally efficient standards.
- Working with our partners we will be delivering a season of culture - Culture Spark 22. This is an exciting season of events, performances, live entertainment and community projects. Culture Spark aims to give everyone - including every child in the district - the chance to participate in an amazing cultural experience. It also celebrates multiple milestones of some of our cultural organisations recognising 60 years of Chichester Festival Theatre; 40 years of Pallant House Gallery; 30 years of Chichester Cinema at New Park's International Film Festival; 10 years of The Novium Museum and the Festival of Chichester; and even more impressively, 200 years of the Canal Trust! This is a fantastic opportunity to showcase and celebrate what our cultural organisations and partnerships offer. We are so lucky to live in a location that has such a rich and diverse offering of cultural and heritage experiences, as well as internationally renowned organisations.
- After what has been a very challenging couple of years, we are hoping that these events will bring a spark of excitement to the district." Recognising the importance of events not only in economic benefit to the district but also community cohesion we have allocated an additional £44k into the base budget so that we are able to continue to support the event programme including the successful ‘Market, Cross and more’. **(Alan Sutton, Cabinet Member, Events)**

Priority 4 Supported Community – To Support our residents, of all ages and ability, to live healthy and fulfilled lives (Roy Briscoe, Cabinet Member)

- We recognise the positive contribution of private, voluntary and community sectors and support them through our grants and concessions policy. To help our communities thrive we have continued to make an on-going provision of £175k in our budget for grants. Organisations can apply for funding for projects supporting our economy, improving community places and spaces, and for projects supporting our residents who are greatest in need.
- We have also agreed to continue to fund for the next three years the successful ‘Chose Work’ programme that helps individuals back to employment.
- We have been successful in achieving funding for a two-year pilot project to develop a young person’s Social Prescribing service to support young people who need support due to the impact of Covid 19.

Priority 5 A cared for Environment – to protect our environment as we move towards a low-carbon future (Penny Plant, Cabinet Member)

- We have invested over £100k of additional resources in the Development Management service to ensure we can continue to provide good quality and high performing planning services.
- We have negotiated a new 3-year agency arrangement with the SDNPA to continue to provide development management services on their behalf, fully recognising the success of the partnership with the park authority.
- We have added significantly to the funding available to the Local Plan Review process to ensure that the evidence work required can be completed and the Plan finalised for submission for examination as soon as possible this year.
- We continue to deliver the innovative DEFRA funded (almost £300,000) Trees Outside Woodlands pilot project to provide significant additional tree planting in the district and help combat climate change.
- We will also be employing an apprentice tree officer to supplement the growing demands on this service.
- We completed the refresh of the Air Quality Action Plan and finalised our Chichester City Local Cycling and Walking Infrastructure Plan which means looking forward we are very well placed to bid for government and other forms of grant funding for projects to reduce air pollution and enhance the existing network of cycle and footpaths in the district.
- We have provided an extra £50k towards fly tipping cost removals
- We have made great strides in moving towards the targets in our climate change action plan. We are investing considerable amount of existing and new funding next year to help us achieve our targets, including new funding for:
 - £800k of capital funding to purchase two new electric refuse freighters
 - £1.3m capital funding towards the decarbonisation of the Westgate Leisure Centre
 - An extra £56k base budget funding for additional staff in the Environment Strategy unit.

In summary I believe we provide great value for money to our Council Tax-Payers as we continue to invest in new priorities as well as delivering over 80 different services at a cost of less than £4 per week to a Band D council taxpayer.

Eileen Lintill, Petworth Ward Member, Leader of the Council.

Appendix B

Clerk Salary and Expenses

Clerks Salary 1 – 31st January 2022

Net Salary £543.75

PAYE £4.20

Total £547.95

Clerks Salary 1- 28th February 2022

Net Salary £543.75

PAYE £4.20

Total £547.95

Paid by Standing Order on last working day of the month

Clerks Expenses January/February - Paid after the meeting

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
24/3/22	Working from home allowance (January)	As per contract	18.00	0	18.00
24/3/22	Working from home allowance (February)	As per contract	18.00	0	18.00
24/3/22	Mileage to January meeting	Mileage reimbursement contract 9 miles @ £0.45	4.05	0	4.05
Total			40.05	0	4.05

Appendix C

THE COMMON PARISH OF SUTTON & BARLAVINGTON				
FINANCIAL REPORT 16 MARCH 2022				
RECEIPTS:				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
14/01/2022		HMRC	Tax Rebate	36.67
31/01/2022		Natwest	Interest	£ 0.03
28/02/2022		Natwest	Interest	£ 0.03
PAYMENTS:				
DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
27/01/2022	online d/d	HL O'Callaghan	Clerk work from home (November)	36
31/01/2022	online d/d	HL O'Callaghan	Clerk Salary January	543.75
02/02/2022	online d/d	HMRC	PAYE January	4.2
02/02/2022	online d/d	Chichester Payroll	Payroll January	10
14/02/2022	online d/d	HL O'Callaghan	Purchase of new laptop	172.99
28/02/2022	online d/d	HL O'Callaghan	Clerk Salary February	543.75
01/03/2022	online d/d	HMRC	PAYE February	4.2
01/03/2022	online d/d	Chichester Payroll	Payroll January February	10
				1324.89

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
16-Mar-22		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/21		£7,534.45
Add Total Receipts		8433.99
Less Total Payments		(7,675.37)
TOTAL		£8,293.07
BANK		
Natwest Current as @ 16/3/22		4,782.61
Natwest Savings as @ 16/03/22		3,510.46
Plus Uncleared Deposits		
TOTAL		£8,293.07