

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 25 JANUARY 2023 AT 7.30 PM

AGENDA

1. Apologies for Absence
Apologies received in advance from Cllr Snowdon
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 7th November 2022
4. Update on matters carried forward:
None
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 and decisions:
 - Notification of "No further action" on Sutton Hollow

Decisions:

SDNP//22/05408/CND

Proposal: Alterations and extensions to outbuildings at The Steward's House, including new double garage unit - Variation of Condition 6 of householder permission SN/05/00775/DOM - Vary condition of restricted ancillary use at Cottage Annex to include the occasional use as a holiday let.

Location: The Stewards House, Barn , Bignor Park, Bignor, West Sussex, RH20 1HQ

Comments: Approved 13th January 2023

Applications:

SDNP/22/05801/TCA

Location: Seven Doors School Lane Sutton West Sussex RH20 1PU

Proposal: Notification of intention to crown reduce and crown thin by 40% on 1no. Birch tree and fell 3 no. Persian Ironwood trees.

1. Weeping (silver) birch -crown reduction
2. Dismantling & clearance of three Parrotia (Persian Ironwood)

Comments: No objection submitted 16/1/23

SDNP/22/05596/LIS

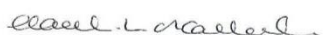
Proposal: Change of use of existing building to office use

Location: Barlavington Farm Church Lane Barlavington West Sussex GU28 0LG

Comments: PC comments submitted 17/1/23

8. Highways, Footpaths and Village Maintenance Update
 - a) Footpath between Hurst Cottage and Finches
9. Finance
 - a) To approve Clerks salary and expenses – **Attached**
 - b) To note and approve income and expenditure report – **to be attached**
 - c) To approve the regular Bank Reconciliation – **to be attached**
 - d) To discuss renewal of Microsoft 365 licence at a cost of £59.99 for the year
 - e) To review the budget for 2023-24 and set Precept
 - f) To appoint the Internal Auditor for the 2022-2023 audit
10. Correspondence and Consultations
 - a) Volunteer Driver service for the village
 - b) New policing team
 - c) Police all parishes zoom meeting
 - d) Highways new online reporting tool
 - e) Burton Mill pond works schedule update
 - f) Update newsletter from Southern Water
 - g) Resident correspondence regarding verges
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 6th March 2023

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

THE COMMON PARISH OF SUTTON & BARLAVINGTON					
FINANCIAL REPORT JANUARY 2023					
RECEIPTS:					
FILE NUM	DATE	REF	PAYER	DESCRIPTION	AMOUNT
	20/10/2022		SDNPA	CIL monies	3567.18
	31/10/2022		Natwest	Interest	1.15
	22/11/2022		CDC	Grant for Jubilee Tree	250
	30/11/2022		Natwest	Interest	£ 2.02
	30/12/2022		Natwest	Interest	£ 2.31
FILE NUMBER					3822.66
PAYMENTS:					
	DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
26	01/11/2022	BACS	HMRC	PAYE - October	8.6
27	01/11/2022	BACS	Chi Payroll	Payroll - October	15
28	08/11/2022	BACS	HL O'Callaghan	Clerk work from home payment (J	36
29	08/11/2022	BACS	HL O'Callaghan	Clerk work from home payment (S	36
30	30/11/2022	BACS	HL O'Callaghan	Clerk Salary - November	832.24
31	01/12/2022	BACS	HMRC	PAYE - November	71
32	01/12/2022	BACS	Chi Payroll	Payroll - November	15
33	01/12/2022	BACS	David Snowdon	Reimbursement of payment to Ar	175
33	01/12/2022	BACS	David Snowdon	Reimbursement of payment to Pe	42.5
34	30/12/2022	BACS	HL O'Callaghan	Clerk Salary - December	613.84
35	03/01/2023	BACS	HMRC	PAYE - December	16.4
36	03/01/2023	BACS	Chi Payroll	Payroll - December	15
					1876.58

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
18-Jan-23		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/22		£7,578.10
Add Total Receipts		12042.74
Less Total Payments		(7,055.35)
TOTAL		£12,565.49
BANK		
Natwest Current as @ 18/1/23		9,047.44
Natwest Savings as @ 18/1/23		3,518.05
Plus Uncleared Deposits		
TOTAL		£12,565.49

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON						
	Budget 2022-23	Current Expenditure 18/01/2023	Expected budget 31/03/2022	Notes for 2022-23	Proposed Budget 2023-24 0%	Proposed Budget 2023-24 5%
Balance b/fat 1 April	£7,652.70	£7,578.10	£7,652.70		£11,053.84	£11,053.84
Receipts						
Precept	£8,218.00	£8,218.00	£8,218.00		£8,218.00	£8,628.90
Bank interest - PC	£3.00	£7.56	£8.00		£5.00	£5.00
CDC Grants - Noticeboard	£0.00	£0.00	£0.00		£0.00	£0.00
Other Grants	£0.00	£0.00	£0.00		£0.00	£0.00
Miscellaneous income	£0.00	£3,567.18	£3,567.18	ringfenced CIL income	£0.00	£0.00
WSCC/CDC Grants	£0.00	£250.00	£250.00		£0.00	£0.00
Insurance Claim	£0.00	£0.00	£0.00		£0.00	£0.00
Vat recovered	£50.00	£49.17	£49.17		£50.00	£50.00
Total receipts for period	£8,271.00	£12,091.91	£12,092.35		£8,273.00	£8,683.90
Total receipts	£15,923.70	£19,670.01	£19,745.05		£19,326.84	£19,737.74
Payments						
<u>General Administration</u>						
Income Tax	£0.00	£0.00	£0.00		£0.00	£0.00
Computer costs/Website	£150.00	£85.00	£200.00	includes purchase of office 365 £59.99 after free period expires and AVG security	£150.00	£150.00
Postage	£0.00	£0.00	£0.00		£0.00	£0.00
Stationery costs	£30.00	£0.00	£10.00		£30.00	£30.00
Bank Charges	£0.00	£0.00	£0.00		£0.00	£0.00
Clerk expenses - mileage	£50.00	£29.70	£50.00		£50.00	£50.00
Home office	£216.00	£144.00	£216.00		£216.00	£216.00
Employment Costs	£7,094.88	£5,672.16	£7,094.88		£7,562.88	£7,562.88
Payroll	£180.00	£135.00	£180.00		£180.00	£180.00
Insurance	£600.00	£496.54	£496.54		£550.00	£550.00
Audit fee	£100.00	£100.00	£100.00		£150.00	£150.00
Training (Clerk/Councillors)	£75.00	£0.00	£0.00		£0.00	£0.00
Councillor Expenses	£0.00	£0.00	£0.00		£100.00	£100.00
AGM & other events	£50.00	£0.00	£0.00		£50.00	£50.00
Village maintenance	£500.00	£0.00	£0.00		£0.00	£0.00
Fingerposts	£200.00	£0.00	£0.00		£0.00	£0.00
Winter maintenance	£400.00	£0.00	£0.00		£400.00	£400.00
Clerk's membership fees (SLCC, SSALC)	£120.00	£105.46	£105.46		£109.88	£109.88
Hire of Hall	£50.00	£0.00	£0.00		£50.00	£50.00
Notice board/BT phone box/Other	£100.00	£0.00	£0.00		£0.00	£0.00
Election	£0.00	£0.00	£0.00		£100.00	£100.00
Precept payments	£9,915.88	£6,767.86	£8,452.88		£9,698.76	£9,698.76
Grants	£0.00	£0.00	£0.00		£0.00	£0.00
CDC Grants	£250.00	£188.33	£188.33	potential spend of grant for jubilee tree	£0.00	£0.00
CIL projects payments	£0.00	£0.00	£0.00		£3,567.18	£3,567.18
VAT paid	£50.00	£49.17	£50.00		£50.00	£50.00
Total payments	£10,215.88	£7,005.36	£8,691.21		£13,315.94	£13,315.94
Surplus/Deficit (Receipts less payments for period)	£5,707.82	£12,664.65	£11,053.84		£6,010.90	£6,421.80
Balance carried forward 18 January 2023						
CIL ringfenced funds received October 2022						

Anna Louise O'Callaghan, Clerk to the Common Parish Council of Sutton & Barlavington
 suttonbarlavington@gmail.com
 18 January 2023