

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON
MINUTES OF THE PARISH MEETING
MONDAY 4TH JULY 2021 AT 7.30pm

	ACTION
<p>In attendance: Cllr Cross, Cllr Andrews, Cllr Snowdon, Hannah-Louise O’Callaghan (parish clerk)</p> <p>Agenda Item 1: Apologies for Absence Apologies were received from Cllr Brown, Cllr Parkes and District Cllr Sutton, County Cllr Richardson</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 9th May 2022 On a proposal by Cllr Snowdon and seconded by Cllr Andrews it was RESOLVED that the Minutes of the meeting held on 9th May 2022 be accepted as a true record of proceedings. Cllr Andrews signed the minutes accordingly</p> <p>Agenda Item 4: Update on expressions of interest for co-option No expressions of interest have been received</p> <p>Agenda Item 5: Update on any matters carried forward from previous meeting not covered elsewhere</p> <ul style="list-style-type: none">• Planting of tree for Queens Jubilee Clerk updated council stating that CDC have confirmed that the grants will still be available to apply for in September (with a valid receipt) for trees purchased during the optimum planting season. Cllr Snowdon confirmed that he would start to look for suitable trees at the end of August. <p>Agenda Item 6: Finance</p> <ol style="list-style-type: none">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 Councilb) To note and approve income and expenditure report – Appendix B On a proposal by Cllr Cross and seconded by Cllr Snowdon, Council approved the income and expenditure reportc) 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 <p>Agenda Item 7: Highways and Footpaths Update</p>	

In the absence of Cllr Brown, the Clerk reported that Cllr Brown had contacted WSCC regarding the potential for traffic calming measures at the crossroads for Coates and Burton Mill Pond and has not received a response to date. Cllr Brown will continue to follow this up.
Cllr Andrews asked that Cllr Brown also report the potholes near the Poor House and also Sutton Hollow as these are again growing in size.

Agenda Item 8: Planning Update

Cllr Snowdon mentioned a planning application for solar panels at "The Orchard" – clerk to look this up as she is currently unaware of any application for solar panels. Clerk to forward details of any application.

SDNP/22/02513/APNB

Replacement building for forestry use

Lodge Copse, Crouch Lane, Barlavington

Approved 20/6/22

Agenda Item 9: District Councillor Report, Cllr Sutton

None

Agenda Item 10: County Councillor Report, Tom Richardson

None

Agenda Item 11: Correspondence

The Council noted the following correspondence:

- a) Update from Mr & Mrs Kimber – Sutton Court Farm
- b) Summer Road Safety Briefings
- c) SDNPA Anniversary Plaques installation

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

Cllr Cross suggested that a village clean up to be put on the agenda for April/May 2023

Agenda Item 13: Public Questions

None

Agenda Item 14: Any other matters for information only

Agenda Item 15: DATE OF THE NEXT MEETING 12th September 2021

Meeting finished at 19.50 pm

Appendices and Attachments

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

Clerk

Clerk Salary and Expenses

Clerks Salary 1 – 31st May 2022

Net Salary £582.64

PAYE 8.60

Clerks Salary 1- 30th June 2022

Net Salary £582.64

PAYE £8.60

Paid by Standing Order on last working day of the month

Paid after the meeting

Date to be Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
5/7/22	Working from home allowance (May)	As per contract	18.00	0	18.00
5/7/22	Mileage for May meeting	9 miles @£0.45 per mile	4.05	0	4.05
5/7/22	Working from home allowance (June)	As per contract	18.00	0	18.00
5/7/22	Mileage for July meeting	9 miles @£0.45 per mile	4.05	0	4.05
Total			44.10	0	44.10

THE COMMON PARISH OF SUTTON & BARLAVINGTON				
FINANCIAL REPORT JULY 2022				
RECEIPTS:				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
29/04/2022	Natwest		Interest	0.24
31/05/2022	Natwest		Interest	0.31
				0.55
PAYMENTS:				
DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
31/05/2022	dd	Arthur Gallagher Insurance	Insurance Renewal 2022-23	496.54
31/05/2022	dd	HL O'Callaghan	Clerk Salary - May	582.64
06/06/2022	dd	HMRC	PAYE - May	8.6
06/06/2022	dd	Chi Payroll	Payroll - May	15
30/06/2022	dd	HL O'Callaghan	Clerk Salary - June	582.64
01/07/2022	dd	HMRC	PAYE - June	8.6
01/07/2022	dd	Chi Payroll	Payroll - June	15
05/07/2022	dd	HL O'Callaghan	Clerk work from home payment (I	36
05/07/2022	dd	HL O'Callaghan	Mileage (May and July meeting)	8.1
				1753.12

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
27-Jun-22		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/22		£7,578.10
Add Total Receipts		4110.55
Less Total Payments		(1,992.08)
TOTAL		£9,696.57
BANK		
Natwest Current as @ 27/6/22		6,185.53
Natwest Savings as @ 27/6/22		3,511.04
Plus Uncleared Deposits		
TOTAL		£9,696.57