

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON
MINUTES OF THE PARISH MEETING
MONDAY 7TH NOVEMBER 2022 AT 7.30pm

	ACTION
<p>In attendance: Cllr Cross, Cllr Andrews, Cllr Parkes, Cllr Snowdon, District Cllr Sutton, County Cllr Richardson, Hannah-Louise O’Callaghan (parish clerk)</p> <p>Agenda Item 1: Apologies for Absence Apologies were received from Cllr Brown</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 4th July 2022 On a proposal by Cllr Snowdon and seconded by Cllr Andrews it was RESOLVED that the Minutes of the meeting held on 4th July 2022 be accepted as a true record of proceedings. Cllr Cross signed the minutes accordingly. It was noted that no meeting took place in September.</p> <p>Agenda Item 4: District Councillor Report, Cllr Sutton Cllr Sutton reported that new leaflets “Supporting You” had been published and distributed in an attempt to support people with the cost of living. The new initiative targets people in rent arrears who have come to light through the benefits system. Cllr Sutton reported that the District Council had supported people through Stonepillow during the Covid pandemic and is now looking to support those starting out on the housing ladder as well as continuing to look for temporary accommodation for those that need it. Cllr Sutton noted that bin and recycling collection changes over the Christmas period have now been published and also mentioned that bottle tops can now be recycled.</p> <p>The District Council is supporting local business over Christmas and there are events in Midhurst, Chichester and Petworth.</p> <p>Cllr Cross highlighted the discrepancy in planning for solar panels for listed building. It was acknowledged that this would take a change in policy, however the SDNP is reviewing its policies and it is worth writing in to highlight this concern.</p> <p>Agenda Item 5: County Councillor Report, Tom Richardson Cllr Richardson apologised for his recent absence but reported that he has been working on the draft speed limit policy which is now completed. The policy will be going to the Scrutiny committee and should hopefully be in force mid-December. Although dealing with lots of areas regarding speeding the main area is the doing away with the national speed limit on country lanes. It was clarified that changes are down to the individual Parish Council and it is unlikely that funding would be available although this is something that could be precepted for. A Parish Council would need to apply to the Community Highways Scheme for new signs or on road painted signs. Any application would need to be made for a specific road.</p>	

Cllr Cross highlighted the ongoing concerns about the crossroads to Petworth. Many residents have expressed concerns over safety, and it was questioned whether this could be made into a 4 way junction. Cllr Richardson responded that any application would need to go through the Community Highways scheme for assessment. Cllr Richardson suggested looking at the Sussex Safer Roads Partnership data map to see statistics for accidents to see whether a case could be made.

Mention was also made of the Grove Lane to Haslingbourne junction which is also dangerous.

Cllr Cross highlighted concerns over drainage as Folly Lane in particular is flooding. It was suggested that concerns regarding drainage from landowners' properties onto roads should be highlighted on the LoveWestSussex app with "what3words" being used as a reference and photos submitted. This is the quickest way to get problems investigated.

Agenda Item 6: Update on any matters carried forward from previous meeting not covered elsewhere

- Planting of tree for Queens Jubilee
Cllr Snowdon to continue looking for a suitable tree and look to purchase in the next couple of weeks
- Traffic calming measures at Coates/Burton Mill Pond crossroads
In Cllr Browns absence, Cllr Andrews reported that the vegetation at the crossroads has been cut back on the left hand side.
Sutton Hollow is being done on 14th November and Bignor on 21st November.
The Barlavington Estate will be cutting their side of the road and the landowner on the other side will be looking into the work necessary

Cllr
Snowdon

Agenda Item 7: Highways and Footpaths Update

- a) Update on cutting of the verges – covered elsewhere

Agenda Item 8: Finance

- a) To approve Clerks salary and expenses – Appendix A
On a proposal by Cllr Snowdon and seconded by Cllr Andrews, Clerks salary and expenses were approved by the Council
- b) To note and approve income and expenditure report – Appendix B
On a proposal by Cllr Cross and seconded by Cllr Andrews, Council approved the income and expenditure report
- c) 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
- d) To note receipt of CIL payment
Clerk reported that the Parish Council have received £3567.18 in CIL payments. This money is ringfenced for projects aimed at improving the facilities or infrastructure of the Parish Council.
- e) To review the proposed Budget for 2023-24
The Budget was reviewed and amended. The Parish Council proposed an increase in

<p>the Precept by 5% however this is to be put on the January meeting for final ratification</p> <p>f) To ratify new pay scales backdated to April 2022 as set out by NALC On a proposal by Cllr Cross and seconded by Cllr Parkes the new pay scales were approved. Clerk to update payroll</p> <p>g) To consider the appointment of an Internal Auditor for the 2022-23 audit The Clerk informed the Council that it will be necessary to appoint a new internal auditor for the 2022-23 audit in April. Clerk asked the Council to consider whether they knew of anyone suitable for the role.</p> <p>h) To consider purchase of AVG virus protection for computer at £33.49 for the first year and £54.99 after one year or McAfee at £59.99 for 2 years. Cost after end period is £54.99 per year Cllr Parkes suggested that she contact her IT company to see if they could assist with a virus protection package. Cllr Parkes to update Clerk</p>	<p>Clerk</p> <p>Clerk</p> <p>All</p> <p>Cllr Parkes Clerk</p>
<p>Agenda Item 9: Planning Update</p>	
<p>Cllr Andrews reported that Sutton Court Barn had been granted change of use for the land</p>	
<p>Agenda Item 10: Correspondence</p>	
<p>The Council noted the following correspondence:</p>	
<p>a) PROW inspection</p> <p>b) Tree felling works at Burton Mill Pond</p> <p>c) Local Plan Review update correspondence</p> <p>d) To consider the adoption of the circulated “Councillor – Officer Protocol” policy It was agreed UNANIMOUSLY to adopt this policy with immediate effect</p> <p>e) Cllr Cross reported that he had received a message asking the Parish Council to support an application at Tuppens Farm. It was confirmed that it is not the policy of the Parish Council to support applications not in the area of the Parish Council</p>	<p>Cllr Cross</p>
<p>Agenda Item 11:</p>	
<p>To note and agree meeting dates for 2023</p>	
<ul style="list-style-type: none"> • 25th January • 6th March • 22nd May • 3rd July • 11th September • 6th November 	
<p>Agenda Item 12: Matters arising not dealt with elsewhere on the agenda</p>	
<p>Update on Winter Maintenance Cllr Parkes reported that her emails had not been working however she had sent everything as requested to WSCC. In addition it was noted that the salt bins are still full.</p>	
<p>Agenda Item 13: Public Questions</p>	
<p>None</p>	
<p>Agenda Item 14: Any other matters for information only</p>	

<p>Agenda Item 15: DATE OF THE NEXT MEETING 25th January 2023</p> <p>Meeting finished at 20.30</p> <hr/> <p>Appendices and Attachments Monthly Bank Reconciliation and Monthly Income and Expenditure Report</p> <hr/>	
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Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 30th September 2022

Net Salary £582.64

PAYE 8.60

Clerks Salary 1- 31st October 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 (£)
8/11/22	Working from home allowance (July)	As per contract	18.00	0	18.00
8/11/22	Working from home allowance (August)	As per contract	18.00	0	18.00
8/11/22	Working from home allowance (September)	As per contract	18.00	0	18.00
8/11/22	Working from home allowance (October)	As per contract	18.00	0	18.00
Total			72.00	0	72.00

Appendix B

FINANCIAL REPORT NOVEMBER 2022					
RECEIPTS:					
FILE NUM	DATE	REF	PAYER	DESCRIPTION	AMOUNT
	30/09/2022	Natwest		Interest	0.64
					0.64
PAYMENTS:					
FILE NUM	DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
21	30/09/2022	dd	HLO'Callaghan	Clerk Salary - September	582.64
22	03/10/2022	dd	HMRC	PAYE - September	8.6
23	03/10/2022	dd	Chi Payroll	Payroll - September	15
24	04/10/2022	dd	Jefferies Computers	SSL Certificate & Management Fee	85
25	31/10/2022	dd	HLO'Callaghan	Clerk Salary - October	582.64
					1273.88

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
31-Oct-22		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/22		£7,578.10
Add Total Receipts		11787.26
Less Total Payments		(5,128.78)
TOTAL		£14,236.58
BANK		
Natwest Current as @ 31/10/22		10,724.01
Natwest Savings as @ 31/10/22		3,512.57
Plus Uncleared Deposits		
TOTAL		£14,236.58

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON								
	Budget 2022-23	Current Expenditure	Expected budget	Notes for 2022-23	Proposed Budget 2023-24 0%	Proposed Budget 2023-24 5%	Proposed Budget 2023-24 10%	
		01/11/2022	31/03/2022					
Balance b/fat 1 April	£7,652.70	£7,578.10	£7,652.70		£9,392.50	£9,392.50	£9,392.50	
Receipts								
Precept	£8,218.00	£8,218.00	£8,218.00		£8,218.00	£8,628.90	£9,039.80	
Bank interest - PC	£0.50	£2.08	£2.50		£2.00	£2.00	£2.00	
CDC Grants - Noticeboard	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	
Other Grants	£0.00	£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	£0.00	
WSCC/CDC Grants	£250.00	£0.00	£0.00		£0.00	£0.00	£0.00	
Insurance Claim	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	
Vat recovered	£50.00	£0.00	£50.00		£50.00	£50.00	£50.00	
Total receipts for period	£8,518.50	£11,787.26	£11,837.68		£8,270.00	£8,680.90	£9,091.80	
Total receipts	£16,171.20	£19,365.36	£19,490.38		£17,662.50	£18,073.40	£18,484.30	
Payments								
<u>General Administration</u>								
Income Tax	£0.00	£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	£150.00	
Postage	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	
Stationery costs	£30.00	£0.00	£30.00		£30.00	£30.00	£30.00	
Bank Charges	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	
Clerk expenses - mileage	£50.00	£29.70	£50.00		£50.00	£50.00	£50.00	
Home office	£216.00	£72.00	£216.00		£216.00	£216.00	£216.00	
Employment Costs	£7,094.88	£4,078.68	£7,094.88		£7,562.88	£7,562.88	£7,562.88	assumes contractual pay increase & new salary scales
Payroll	£180.00	£105.00	£180.00		£180.00	£180.00	£180.00	
Insurance	£600.00	£496.54	£496.54		£550.00	£550.00	£550.00	
Audit fee	£100.00	£100.00	£100.00		£100.00	£100.00	£100.00	
Training (Clerk/Councillors)	£75.00	£0.00	£75.00		£75.00	£75.00	£75.00	
Councillor Expenses	£0.00	£0.00	£0.00		£50.00	£50.00	£50.00	
AGM & other events	£50.00	£0.00	£0.00		£50.00	£50.00	£50.00	
Village maintenance	£500.00	£0.00	£500.00		£500.00	£500.00	£500.00	
Fingerposts	£200.00	£0.00	£200.00		£200.00	£200.00	£200.00	
Winter maintenance	£400.00	£0.00	£400.00		£400.00	£400.00	£400.00	
Clerk's membership fees (SLCC, SSALC)	£120.00	£105.46	£105.46		£109.88	£109.88	£109.88	true figure
Hire of Hall	£50.00	£0.00	£50.00		£50.00	£50.00	£50.00	
Notice board/BT phone box/Other	£100.00	£0.00	£100.00		£100.00	£100.00	£100.00	
Election	£0.00	£0.00	£0.00		£100.00	£100.00	£100.00	
Precept payments	£9,915.88	£5,072.38	£9,797.88		£10,473.76	£10,473.76	£10,473.76	
Grants	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00	
CDC Grants	£250.00	£0.00	£250.00	potential spend of grant for jubilee tree	£0.00	£0.00	£0.00	
CIL income	£0.00	£0.00	£0.00		£3,567.18	£3,567.18	£3,567.18	
VAT paid	£50.00	£20.00	£50.00		£50.00	£50.00	£50.00	
Total payments	£10,215.88	£5,092.38	£10,097.88		£14,090.94	£14,090.94	£14,090.94	
Surplus/deficit	-£1,697.38	£6,694.88	£1,739.80		-£5,820.94	-£5,410.04	-£4,999.14	
(Receipts less payments for period)								
Balance carried forward	£5,955.32	£14,272.98	£9,392.50		£3,571.56	£3,982.46	£4,393.36	
CIL ringfenced funds received October 2022 £3567.18				7				