

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON
MINUTES OF THE PARISH MEETING
WEDNESDAY 25TH JANUARY 2023 AT 7.30pm

	ACTION
<p>In attendance: Cllr Cross, Cllr Andrews, Cllr Brown, Hannah-Louise O’Callaghan (parish clerk)</p> <p>Agenda Item 1: Apologies for Absence Apologies were received and accepted from Cllr Snowdon and Cllr Parkes</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 7th November 2022 On a proposal by Cllr Andrews and seconded by Cllr Cross it was RESOLVED that the Minutes of the meeting held on 7th November 2022 be accepted as a true record of proceedings. Cllr Cross signed the minutes accordingly.</p> <p>Agenda Item 4: Update on any matters carried forward from previous meeting not covered elsewhere None</p> <p>Agenda Item 5: District Councillor Report, Cllr Sutton No report</p> <p>Agenda Item 6: County Councillor Report, Tom Richardson No report</p> <p>Agenda Item 7: Planning Update Review of recent applications and decisions:</p> <p>It was recorded that a notification of “No further action” had been received regarding Sutton Hollow. Cllr Cross questioned the payment of Council Tax and whether this was being paid on one or two properties. The Council agreed that there was no further action to be taken on this.</p> <p>Decisions:</p> <p>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</p>	

Applications:

SDNP/22/05801/TCA

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

Proposal: Notification of intention to 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

Agenda Item 8: Highways, Footpaths and Village Maintenance Update

- a) Footpath between Hurst Cottage and Finches

Cllr Brown reported that the Ranger had now put a drawbridge in place and discussions were still ongoing regarding the replacement of 2 stiles with gates.

Cllr Brown reported that some potholes have been marked up however the large pothole on Folly Lane has been filled by a local resident. It was confirmed that the Parish Council have been advised by Highways not to fill in potholes otherwise the liability will fall with the Parish Council

Agenda Item 9: Finance

- 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 Council
- b) To note and approve income and expenditure report – Appendix B
On a proposal by Cllr Andrews and seconded by Cllr Brown, Council approved the income and expenditure report
- c) To approve the regular Bank Reconciliation – Appendix C
On a proposal by Cllr Andrews and seconded by Cllr Cross, the Bank Reconciliation was approved by the Council
- d) To discuss renewal of Microsoft 365 licence at a cost of £59.99 for the year
The Council agreed **UNANIMOUSLY** to authorise the Clerk to pay for the Microsoft 365 renewal and to reclaim the money as the parish council does not have a credit/debit card from which to make payment directly.
- e) To review the proposed Budget for 2023-24 and set Precept
After reviewing the Budget and taking into account previous discussions the Council agreed **UNANIMOUSLY** to request a 5% increase in the Precept
- f) To consider the appointment of Mulberry & Co as the Internal Auditor for the 2022-

Clerk

Clerk

23 audit

Cllr Cross reported that Peter Bentham, a local accountant, had offered his services and after discussion the Council agreed **UNANIMOUSLY** to appoint Peter Bentham as the internal auditor for the 2022-23 accounts. Cllr Cross to provide contact details to the Clerk

Cllr Cross

Agenda Item 10: Correspondence

The Council noted the following correspondence:

- a) Volunteer Driver service for the village – the Parish Council agreed that due to liability and insurance issues this would not be set up by them
- b) New policing team
- c) Police all parishes zoom meeting
- d) Highways new online reporting tool – the Council noted that this new reporting tool was not very user friendly and was time consuming to use. It was noted that it is easier to call Highways directly to report problems
- e) Burton Mill Pond works schedule update
- f) Update newsletter from Southern Water
- g) Resident correspondence regarding verges – it was noted by the Council that the verges in question sit in the parish of Bignor and not Sutton and Barlavington and that they are the responsibility of Highways and not this Parish Council

Agenda Item 11: Matters arising not dealt with elsewhere on the agenda

- Jubilee Tree
It was noted that discussions were still taking place with the relevant parties

- Cllr Cross asked whether the Parish Council should organise anything for the Coronation. It was reported that the Village Hall have plans in place. Cllr Cross suggested that a village clean up take place beforehand. A date of 10th April was set for this to take place. Cllr Cross to organise

Cllr Cross

Agenda Item 12: Public Questions

None

Agenda Item 13: Any other matters for information only

Agenda Item 14: DATE OF THE NEXT MEETING 6th March 2023

It was requested that this meeting take place at 2pm to allow the Chairman to attend. This was agreed and the meeting duly moved to 2pm

Meeting finished at 7.54pm

Appendices and Attachments

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

Clerk Salary and Expenses

Clerks Salary 1 – 30th November 2022

Net Salary £824.24

PAYE £71.00

Total £895.24

Clerks Salary 1- 31st December 2022

Net Salary £613.84

PAYE £16.40

Total £630.24

Paid by Standing Order on last working day of the month

Clerks Expenses January 2023

Paid after the meeting

Date to be Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
25/1/23	Working from home allowance (Nov)	As per contract	18.00	0	18.00
25/1/23	Working from home allowance (Dec)	As per contract	18.00	0	18.00
25/1/23	Mileage November Meeting	Travel to November meeting as per contract 9 miles @ £0.45	4.05	0	4.05
25/1/23	Mileage January Meeting	Travel to January meeting as per contract 9 miles @ £0.45	4.05	0	4.05
Total			44.10	0	44.10

Appendix B

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	HLO'Callaghan	Clerk work from home payment (J	36
29	08/11/2022	BACS	HLO'Callaghan	Clerk work from home payment (S	36
30	30/11/2022	BACS	HLO'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	HLO'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

