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

ACTION

In attendance: Cllr Cross, Cllr Andrews, Cllr Brown, Hannah-Louise O'Callaghan (parish clerk)

Agenda Item 1: Apologies for Absence

Apologies were received and accepted from Cllr Snowdon and Cllr Parkes

Agenda Item 2: Code of Conduct

Declaration of Members' Personal Interests on items included in the Agenda and Dispensation Requests - None

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.

Agenda Item 4: Update on any matters carried forward from previous meeting not covered elsewhere

None

Agenda Item 5: District Councillor Report, Cllr Sutton

No report

Agenda Item 6: County Councillor Report, Tom Richardson

No report

Agenda Item 7: Planning Update

Review of recent applications and decisions:

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.

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 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 OLG

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

Appendix B

| | THE COMMON PARISH OF SUTTON & BARLAVINGTON | | | | | | | |
|----------|--|-------------------------------|---------------------------------------|----------------|--|--|--|--|
| | | FINANCIAL REPORT JANUARY 2023 | | | | | | |
| | RECEIPTS: | | | | | | | |
| FILE NUN | DATE | REF | PAYER DESCRIPTIO | N 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 NUM | IBER | | | | | | | |
| | | | | 3822.66 | | | | |
| | PAYMENTS: | | | | | | | |
| | DATE PAID | SO/DD | PAYEE DESCRIPTIO | N AMOUNT | | | | |
| 26 | 01/11/2022 | BACS | HMRC PAYE - October | 8.6 | | | | |
| | 01/11/2022 | BACS | Chi Payroll Payroll - October | 15 | | | | |
| | 08/11/2022 | BACS | HLO'Callaghan Clerk work from home | | | | | |
| | 08/11/2022 | BACS | HLO'Callaghan Clerk work from home | | | | | |
| 30 | 30/11/2022 | BACS | HL O'Callaghan Clerk Salary - Novembe | r 832.24 | | | | |
| 31 | 01/12/2022 | BACS | HMRC PAYE - November | 71 | | | | |
| 32 | 01/12/2022 | BACS | Chi Payroll - November | 15 | | | | |
| 33 | 01/12/2022 | BACS | David Snowdon Reimbursement of payr | ment to Ar 175 | | | | |
| 33 | 01/12/2022 | BACS | David Snowdon Reimbursement of payr | | | | | |
| | 30/12/2022 | BACS | HLO'Callaghan Clerk Salary - December | | | | | |
| | 03/01/2023 | BACS | HMRC PAYE - December | 16.4 | | | | |
| 36 | 03/01/2023 | BACS | Chi Payroll Payroll - December | 15 | | | | |
| | | | | 1876.58 | | | | |

Appendix C

| THE COMMON PARISH OF SUTTON & BARLAVINGTON | | | | | | |
|--|------------|--|--|--|--|--|
| | | | | | | |
| BANK RECONCILIATION | | | | | | |
| 18-J | an-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 | | | | | |

| | Budget 2022- 23 | Expenditure | Expected budget | Notes for 2022-23 | Proposed Budget 2023- 24 0% | Proposed Budget 2023- 24 5% | Proposed Budget 2023 24 10% |
|---------------------------------------|--------------------|----------------|-----------------|---|-----------------------------------|-----------------------------------|-----------------------------------|
| | | 18/01/2023 | 31/03/2022 | | | | |
| | | | | | | | |
| Balance b/fat 1 April | £7,652.70 | £7,578.10 | £7,652.70 | | £10,585.84 | £10,585.84 | £10,585.84 |
| Receipts | | | | | | | |
| Precept DC | £8,218.00 | £8,218.00 | | | £8,218.00 | £8,628.90 | £9,039.80 |
| Bank interest - PC | £3.00 | £7.56 £0.00 | | | £5.00 | £5.00 £0.00 | £5.00 £0.00 |
| CDC Grants - Noticeboard Other Grants | £0.00 | £0.00 | | | £0.00 | £0.00 | £0.00 |
| Other Grants | 10.00 | 10.00 | 10.00 | ringfenced | 10.00 | 10.00 | 10.00 |
| Miscellaneous income | £0.00 | £3,567.18 | £3,567.18 | CIL income | £0.00 | £0.00 | £0.00 |
| WSCC/CDC Grants | £0.00 | £250.00 | £250.00 | | £0.00 | £0.00 | £0.00 |
| Insurance Claim | £0.00 | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 |
| Vat recovered | £50.00 | £49.17 | £49.17 | | £50.00 | £50.00 | £50.00 |
| Total receipts for period | £8,271.00 | £12,091.91 | £12,092.35 | | £8,273.00 | £8,683.90 | £9,094.80 |
| Total receipts | £15,923.70 | £19,670.01 | £19,745.05 | | £18,858.84 | £19,269.74 | £19,680.64 |
| Payments | | | | | | | |
| General Administration | | | | | | | |
| 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 |
| Stationery costs | £30.00 | £0.00 | | | £30.00 | £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 | £7,562.88 | £5,672.16 | £7,562.88 | | £7,787.52 | £7,787.52 | £7,787.52 |
| Payroll | £180.00 | £135.00 | £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 | | £150.00 | £150.00 | £150.00 |
| Training (Clerk/Councillors) | £75.00 | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 |
| Councillor Expenses | £0.00 | £0.00 | £0.00 | | £100.00 | £100.00 | £100.00 |
| AGM & other events | £50.00 | £0.00 | £0.00 | | £50.00 | £50.00 | £50.00 |
| Village maintenance | £500.00 | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 |
| Fingerposts | £200.00 | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 |
| Winter maintenance | £400.00 | £0.00 | £0.00 | | £400.00 | £400.00 | £400.00 |
| Clerk's membership fees (SLCC, SSALC) | £120.00 | £105.46 | £105.46 | | £109.88 | £109.88 | £109.88 |
| Hire of Hall | £50.00 | £0.00 | £0.00 | | £50.00 | £50.00 | £50.00 |
| Notice board/BT phone box/Other | £100.00 | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 |
| Election | £0.00 | £0.00 | £0.00 | | £100.00 | £100.00 | £100.00 |
| Precept payments | £10,383.88 | £6,767.86 | £8,920.88 | | £9,923.40 | £9,923.40 | £9,923.40 |
| Grants | £0.00 | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 |
| | | | | potential spend of grant for | | | |
| CDC Grants | £250.00 | £188.33 | | jubilee tree | £0.00 | £0.00 | £0.00 |
| CIL projects payments | £0.00 | £0.00 | | | £3,567.18 | | £3,567.18 |
| VAT paid | £50.00 | £49.17 | | | £50.00 | £50.00 | £50.00 |
| Total payments | £10,683.88 | £7,005.36 | £9,159.21 | | £13,540.58 | | £13,540.58 |
| Surplus/deficit | -£2,412.88 | £5,086.55 | £2,933.14 | | -£5,267.58 | -£4,856.68 | -£4,445.78 |
| (Receipts less payments for period) | | | | | | | |
| Balance carried forward | £5,239.82 | £12,664.65 | £10,585.84 | | £5,318.26 | £5,729.16 | £6,140.06 |
| | | | | | | | |
| | | | | 7 | | | |