

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON
MINUTES OF THE PARISH MEETING
MONDAY 6TH MARCH 2023, 2PM

	ACTION
<p>In attendance: Cllr Cross, Cllr Parkes, Cllr Snowdon, District Cllr Sutton, Hannah-Louise O’Callaghan (parish clerk)</p> <p>Agenda Item 1: Apologies for Absence Apologies were received in advance and accepted from Cllr Andrews and 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 25th January 2023 On a proposal by Cllr Cross and seconded by Cllr Snowdon it was RESOLVED that the Minutes of the meeting held on 25th January 2023 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</p> <ul style="list-style-type: none"> • Village Clean Up <p>Cllr Cross reported that this would be held on 10th April and he would co-ordinate with Cllr Parkes regarding high vis vests and equipment. A list of tasks will be drawn up and details put in the village news</p> <p>Agenda Item 5: District Councillor Report, Cllr Sutton District Cllr Sutton reported on the following items:</p> <ul style="list-style-type: none"> • At the recent budget meeting an increase had been agreed by Chichester District Council which equates to a £5 for the district council. It was noted that over 80 services are currently delivered by the district council and none of these are being cut. • Voters must carry ID for the forthcoming elections • A period of purdah from 22nd March should be observed <p>District Cllr Sutton thanked the Parish Council for its support over the last 4 years and reported that he would again be standing.</p> <p>Cllr Cross asked for an update regarding the A29 at Pulborough. District Cllr Sutton reported that the recent meeting as very well attended however a final solution is still not yet available. Several options are on the table including two-way traffic with traffic lights but more will be communicated once agreement has taken place with the landowner. Several options are being looked at.</p> <p>It was noted that signage from the villages is not very helpful and there has been a lack of communication with the outlying villages who have to use the route. District Cllr Sutton suggested that the clerk approach Matt Davey asking to be included in the distribution of information.</p>	<p style="text-align: center; vertical-align: middle;">JC</p> <p style="text-align: center; vertical-align: bottom;">Clerk</p>

Cllr Cross asked what funding is available for the coronation and it was reported that this should be made available to parishes shortly however the clerk could contact James Bridgen for further information as he is leading on this.

Clerk

Agenda Item 6: County Councillor Report, Tom Richardson

No report

Agenda Item 7: Planning Update

None

Agenda Item 8: Highways, Footpaths and Village Maintenance Update

It was noted that work has started to fill potholes

Agenda Item 9: Finance

- a) To approve Clerks salary and expenses – Appendix A
On a proposal by Cllr Snowdon and seconded by Cllr Parkes, 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 Snowdon and seconded by Cllr Parkes, Council approved the income and expenditure report

- c) To approve the regular Bank Reconciliation – Appendix C
On a proposal by Cllr Parkes and seconded by Cllr Snowdon, the Bank Reconciliation was approved by the Council

- d) To acknowledge receipt of VAT rebate of £49.17
Council acknowledged the tax rebate of £49.17

Agenda Item 10: Correspondence

The Council noted the following correspondence:

- a) Parish Magazine article – Sebastien Anstruther
- b) Notification of Elections and period of Purdah
- c) Email regarding Burton Mill fenland restoration works

Agenda Item 11: To discuss the format and date of the Annual Parish Meeting

After discussion it was decided that the Annual Parish Meeting will take place on 17th May with a presentation from the outgoing/incoming Chair of the Parish Council. Cllr Cross will supply drinks as per previous years. The Annual Council meeting will follow directly after the Annual Parish Meeting which will start at 6.30pm and be held in the village hall. Clerk to book the village hall.

**JC
Clerk**

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

Agenda Item 13: Public Questions

None

Agenda Item 14: Any other matters for information only

- It was noted that the open gardens event will take place on 3/4th June
- The Clerk reported that she will be away from 23rd March – 16th April. Election papers are available on the website to download or will be available from Cllr Cross in the clerks absence.

Agenda Item 15: DATE OF THE NEXT MEETING 17th May 2023

Agenda Item 16: Exclusion of Press and Public

Agenda Item 17: To discuss yearly salary review

The Clerk confirmed that she would be happy to forgo a salary increase this year in recognition of rising parish costs.

Meeting finished at 2.39pm

Appendices and Attachments

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 31st January 2023

Net Salary £613.84

PAYE £16.40

Total £630.24

Clerks Salary 1- 28th February 2023

Net Salary £613.84

PAYE £16.40

Total £630.24

Paid by Standing Order on last working day of the month

Clerks Expenses

Paid after the meeting

Date	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
7/3/23	Working from home allowance (January)	As per contract	18.00	0	18.00
7/3/23	Working from home allowance (February)	As per contract	18.00	0	18.00

7/3/23	Mileage for March meeting	Travel to January meeting as per contract 9 miles @ £0.45	4.05	0	4.05
Total			40.05	0	40.05

Appendix B

THE COMMON PARISH OF SUTTON & BARLAVINGTON					
FINANCIAL REPORT MARCH 2023					
RECEIPTS:					
FILE NUM	DATE	REF	PAYER	DESCRIPTION	AMOUNT
	31/1/243		Natwest	Interest	£ 2.47
	27/02/2023		HMRC	VAT Rebate	49.17
FILE NUMBER					51.64
PAYMENTS:					
	DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
37	26/01/2023	BACS	HLO'Callaghan	Clerk work from home payment (I	36
37	26/01/2023	BACS	HLO'Callaghan	Clerk Mileage November & Janua	8.1
38	31/01/2023	BACS	HLO'Callaghan	Clerk Salary - January	613.84
39	02/02/2023	BACS	HMRC	PAYE - January	16.4
40	02/02/2023	BACS	Chi Payroll	Payroll -January	15
41	10/02/2023	BACS	HLO'Callaghan	Reimbursement of 365 renewal	59.99
					749.33

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
27-Feb-23		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/22		£7,578.10
Add Total Receipts		12094.38
Less Total Payments		(7,804.68)
TOTAL		£11,867.80
BANK		
Natwest Current as @ 27/2/23		8,347.28
Natwest Savings as @ 27/2/23		3,520.52
Plus Uncleared Deposits		
TOTAL		£11,867.80