

**THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON**  
**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL**  
**WEDNESDAY 17<sup>TH</sup> MAY 2023, 7PM**

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

**Agenda Item 1: Election of Chairman and signing of the Declaration of Office**

On a proposal by Cllr Andrews and seconded by Cllr Brown, Cllr Cross was elected as Chair. Cllr Cross signed and returned his Declaration of Office

**Agenda Item 2: Election of Vice Chair and signing of the Declaration of Office**

On a proposal by Cllr Cross and seconded by Cllr Brown, Cllr Andrews was elected as Vice Chair. Cllr Andrews signed and returned the Declaration of Office

**Agenda Item 3: To accept delivery of the Acceptance of Office Forms and Register of Interest forms**

The Clerk confirmed and accepted the declarations of office and register of interests forms. It was noted that Cllr Cross will return his register of interests to the Clerk after the meeting

**Agenda Item 4: Apologies for Absence**

There were no apologies for absence

**Agenda Item 5: Co-Option of New Parish Councillors**

2 members of the public attended, having completed their co-option forms and expressed an interest in joining the Parish Council. On a proposal by Cllr Andrews and seconded by Cllr Brown, both Yvette Parkes and Mark Holdsworth were duly co-opted onto the Parish Council

**Agenda Item 6: Signing of Acceptance of Office and Register of Interest Forms by Co-Opted Councillors**

Declarations of Office were received from Cllr Parkes & Cllr Holdsworth. It was noted that the Register of Interests forms would be completed and returned to the Clerk

**Agenda Item 7: Approval of Minutes of meeting held on 6<sup>th</sup> March 2023**

On a **proposal** by Cllr Andrews and **seconded** by Cllr Brown it was **RESOLVED** that the Minutes of the meeting held on 6<sup>th</sup> March 2023 be accepted as a true record of proceedings. Cllr Cross signed the minutes accordingly

**Agenda Item 8: To allocate councillor roles and responsibilities and formation of any sub committees**

- Planning – Cllr Andrews
- Finance – Cllr Parkes
- Highways/Footpaths – Cllr Brown
- Trees – Cllr Holdsworth
- Winter Maintenance – Cllr Parkes

There were no sub-committees formed. Councillor roles were allocated as above.

Cllr Andrews explained the role of Tree Warden to Cllr Holdsworth explaining that there are a few TPO's to be aware of. Cllr Holdsworth will liaise with Cllr Andrews moving forwards

**Agenda Item 9: Procedures & Policies – review & agree the following:**

- a) Standing Orders
- b) Financial Regulations

- c) Code of Conduct
- d) Freedom of Information
- e) Staff and Councillors Data Protection Policy
- f) Risk Register

After discussion the above procedures and policies were all formally approved. This was **UNANIMOUS**. Clerk to update the website

**Agenda Item 10: Update on any matters carried forward from previous meeting**

- Cllr Cross paid tribute to the former District Councillor Alan Sutton for his hard work for the ward and the parish
- Cllr Cross asked whether the money spent on paint during the village clean up could come out of CIL monies. The Clerk responded that she did not believe it could but would check and respond.

**Agenda Item 11: Finance**

- a) Annual Review for Year ending 31<sup>st</sup> March 2023
  - i. To receive and note full internal audit report 2022-2023 and any findings  
Council noted and approved the findings of the internal audit
  - ii. **Annual Governance Statement** - To receive the Annual Governance Statement (Section 1)  
Approve the Annual Governance Statement by resolution. Sign Section 1 of the Annual Return 2022-2023  
Council received and resolved **UNANIMOUSLY** to approve the Annual Governance Statement for 2022 – 2023. This was signed by Cllr Cross
  - iii. **Accounting Statements** - To receive and note the Accounting Statements (Section 2) – **Email Attachment**  
Approve the Accounting Statements by resolution. Sign Section 2 of the Annual Return  
Council received and noted the Accounting statements and resolved **UNANIMOUSLY** to approve the Accounting Statement for 2022 – 2023. This was signed by Cllr Cross
  - iv. **Certificate of Exemption** – To approve and sign the Certificate of Exemption  
To be completed where the higher of gross income or gross expenditure did not exceed £25,000 and the Parish Council wish to certify themselves as exempt from a limited assurance review.  
The Council resolved **UNANIMOUSLY** to exempt themselves from external audit in 2022 – 2023 and Cllr Cross signed the Exemption Certificate for 2022 – 2023 and asked the Clerk to submit accordingly
  - v. **To and set the period of public rights**  
Council noted and agreed the period of public rights
- b) To note the proposed Insurance renewal notification and agree payment  
The Insurance renewal was noted and approved **UNANIMOUSLY**. Clerk to pay
- c) To review Budget for 2023-2024 and to consider any amendments  
There were no amendments
- d) To approve regular ongoing standing orders for 12 months
  - i. Clerks salary and PAYE
  - ii. Monthly payroll payment
 Cllr Cross proposed to approve the ongoing regular payments, this was seconded by Cllr Andrews

- e) To acknowledge receipt of first instalment of Precept  
Council acknowledged receipt of the first part of the Precept
- f) To approve Clerks salary and expenses – **Appendix A**  
On a proposal by Cllr Parkes and seconded by Cllr Cross, Clerks salary and expenses were approved by the Council
- g) To note and approve income and expenditure report – **Appendix B**  
On a proposal by Cllr Cross and seconded by Cllr parkes, the income and expenditure report for May was approved by the Council
- h) To approve the regular Bank Reconciliation – **Appendix C**  
On a proposal by Cllr Cross and seconded by Cllr Andrews, Council approved the bank reconciliation

**Agenda Item 12: Highways, Footpaths and Village Maintenance Update**

Cllr Brown reported that the Folly Lane potholes have been filled in but Sutton Hill has not yet been done. Cllr Cross reported that the village clean up had been a success, the telephone box has been cleaned and painted. Cllr Cross to provide receipts for food and paint expenditure to Clerk

**Agenda Item 13: Planning Update**

Cllr Andrews reported that Parish Council have no objection to the Farm Cottage application. It was asked whether permission is needed for swimming pools and Cllr Andrews confirmed that this is the case.

Discussion took place regarding the parking at 12 Greenfields and the Clerk confirmed that enforcement have stated that planning permission is not required. District Cllr Cross agreed to look into this further. In addition it was noted that one of the houses opposite Beckhall is in the process of landscaping a driveway and District Councillor Cross will also investigate whether this requires planning permission.

It was noted that Wiltshires Barn does not seem to be being used for educational purposes which was the premise for SDNP/17/05372/FUL | Change of use of existing traditional former agricultural building to educational/recreational retreat centre. Cllr Holdsworth to investigate further.

**Agenda Item 14: Kings Coronation**

- Update on purchase of bench

After discussion it was agreed that Cllr Cross would make enquiries regarding the bench situated in Petworth and look into buying a similar bench at a maximum cost of £500 as per the awarded grant. The new bench is to be situated outside the bowls club. It was noted that more money may be donated after the Garden day but this is to be confirmed

**Agenda Item 15: District Councillors Report, to be submitted in advance – Dr John Cross – Chichester District Council**

District Councillor Cross reported that the first meeting of the new Council had taken place today and at this stage there is little to report, however District Councillor Cross has been elected on to the following bodies:

- Deputy Chair of the Council
- District Council representative on South Downs National Park
- Vice Chair for Planning
- Standards Committee

District Councillor Cross highlighted that given his position as Vice Chair of Planning for CDC, he will abstain in future from all planning discussions as part of the Parish Council and only comment from a CDC perspective when appropriate.

**Agenda Item 16: County Councillors Report, to be submitted in advance – Tom Richardson, West Sussex County Council**

None

**Agenda Item 17: Correspondence to note**

None

**Agenda Item 18: Matters arising not dealt with elsewhere on the agenda**

It was noted that the footpath by the telephone box is overgrown and it was asked whether this can be cut more often. Cllr Brown responded that the cutting schedules only allow for a yearly cut by West Sussex County Council

**Agenda Item 19: Public Questions**

None

**Agenda Item 20: Any other matters for information only/items for next agenda**

None

**Agenda Item 21: DATE OF THE NEXT MEETING 3<sup>rd</sup> JULY 2023**

**Meeting finished at 7.30pm**

**Appendices and Attachments**

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

**Appendix A**

**Clerk Salary and Expenses**

**Clerks Salary 1 – 30<sup>th</sup> March 2023**

Net Salary £613.84

PAYE £16.40

Total £630.24

**Clerks Salary 1 – 31<sup>st</sup> April 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 (£)
18/5/23	Working from home allowance (March)	As per contract	18.00	0	18.00
18/5/23	Working from home allowance (April)	As per contract	18.00	0	18.00
18/5/23	Mileage for May meeting	Travel to May meeting as per contract 9 miles @ £0.45	4.05	0	4.05
18/5/23	Mileage to drop off and collect Audit docs	Travel to drop off and collect Audit documents 18 miles @ £0.45	8.10	0	8.10
<b>Total</b>			<b>48.15</b>	<b>0</b>	<b>48.15</b>

## Appendix B

<b>THE COMMON PARISH OF SUTTON &amp; BARLAVINGTON</b>					
<b>FINANCIAL REPORT MAY 2023</b>					
<b>RECEIPTS:</b>					
FILE NUM	DATE	REF	PAYER	DESCRIPTION	AMOUNT
	21/04/2023		CDC	Precept Part 1	£ 4,314.45
	28/04/2023		Natwest	Interest	2.75
<b>FILE NUMBER</b>					<b>£ 4,317.20</b>
<b>PAYMENTS:</b>					
	DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
1	28/04/2023	BACS	HLO'Callaghan	Clerk Salary April	504.24
2	02/05/2023	BACS	HMRC	PAYE April	126
3	02/05/2023	BACS	Chi Payroll	Payroll April	15
4	02/05/2023	BACS	WSALC Ltd	Yearly WSALC/NALC Subscription	109.88
					<b>755.12</b>

<b>THE COMMON PARISH OF SUTTON &amp; BARLAVINGTON</b>		
<b>BANK RECONCILIATION</b>		
<b>09-May-23</b>		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 31/03/23		£10,542.69
Add Total Receipts		4317.20
Less Total Payments		(755.12)
<b>TOTAL</b>		<b>£14,104.77</b>
<b>BANK</b>		
Natwest Current as @ 9/5/23		10,576.08
Natwest Savings as @ 9/5/23		3,528.69
<b>Plus Uncleared Deposits</b>		
<b>TOTAL</b>		<b>£14,104.77</b>