

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

MEMBERS OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ARE HEREBY SUMMONED TO THE FULL ANNUAL
COUNCIL MEETING OF THE COMMON PARISH OF SUTTON & BARLAVINGTON ON
MONDAY 3RD JULY AT 7.30 PM

AGENDA

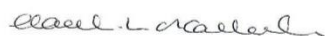
1. Apologies for Absence
2. Code of Conduct
3. Approval of Minutes of meeting held on 17th May 2023
4. Update on any matters carried forward from previous meeting
 - Update on purchase of bench – Cllr Cross
5. Finance
 - a) To approve Clerks salary and expenses – **Appendix A**
 - b) To note and approve income and expenditure report – **Appendix B**
 - c) To approve the regular Bank Reconciliation – **Appendix C**
6. Highways, Footpaths and Village Maintenance Update
7. Planning Update
8. District Councillors Report, to be submitted in advance – John Cross – Chichester District Council

The following report was provided by Cllr Cross:

You will all heard of the tragic accident that occurred on Saturday evening 3rd June on Duncton Hill, just beyond the row of houses at the top of the hill. The crash involved two vehicles and sadly three people lost their lives. It is one of the most dangerous stretches of road in the country and once again it has claimed more victims. I will be working with Tom Richardson, the county councillor, to see, when the police report on the incident, what further measures we can implement to help reduce the number of accidents. Those that use this road know how frustrating it can be to follow a very slow vehicle for miles, but for the sake of a few minutes the risk is not worth putting you and others in danger. I was concerned to hear about the closure of the nursery provision at Graffham and Fittleworth early in the month. My concern is based on these providing logical next level entry children to the enfant schools, if these nursery schools are not there then where do the children, and what is the knock-on effect to parents having to travel further. The obvious other thought is that these children once in nursery school further away will naturally sign onto the enfant school where their friends are, and therefore reduce the school children at Graffham and Fittleworth. I hope this resolves itself with new nursery schools opening in the fall, but I am interested to hear parent's views and how this may be affecting you. In the early days of my new position, I am obviously learning a new job and trying to catch up on where my predecessor left off. For a single seat ward, it has the most parish councils, seven, of any in the district, so it's quite a challenge to get around to them all. But it is interesting meeting and getting around the ward seeing the complex and difficult problems that need addressing for different communities, it is very rewarding.

9. County Councillors Report, to be submitted in advance – Tom Richardson, West Sussex County Council
10. Correspondence to note
11. Resignation of Clerk and handover
12. Matters arising not dealt with on the agenda
13. Public Questions (10 Minutes)
14. Any other matters for information only
15. Date of next Meeting 11th September 2023

Signed:



HL O'Callaghan

Hannah-Louise O'Callaghan, Clerk to the Common Parish Council of Sutton & Barlavington
suttonbarlav@gmail.com
26 June 2023

Clerk Salary and Expenses**Clerks Salary 1 – 31st May 2023**

Net Salary £613.84

PAYE £16.40

Total £630.24

Clerks Salary 1 – 30th June 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 (£)
4/7/23	Working from home allowance (May)	As per contract	18.00	0	18.00
4/7/23	Working from home allowance (June)	As per contract	18.00	0	18.00
4/7/23	Working from home (July)	As per contract	18.00	0	18.00
4/7/23	Mileage for July meeting	Travel to July meeting as per contract 9 miles @ £0.45	4.05	0	4.05
Total			58.05	0	58.05

THE COMMON PARISH OF SUTTON & BARLAVINGTON					
FINANCIAL REPORT JULY 2023					
RECEIPTS:					
FILE NUM	DATE	REF	PAYER	DESCRIPTION	AMOUNT
	31/05/2023	Natwest	Natwest	Interest	£ 3.43
FILE NUMBER					£ 3.43
PAYMENTS:					
	DATE PAID	SO/DD	PAYEE	DESCRIPTION	AMOUNT
5	18/05/2023	BACS	Gallagher	Annual Insurance	604.13
6	18/05/2023	BACS	HL O'Callaghan	Expenses & WFH (March & April)	48.15
7	31/05/2023	BACS	HL O'Callaghan	Clerk Salary May	504.24
8	01/06/2023	BACS	HMRC	PAYE May	126
9	01/06/2023	BACS	Chi Payroll	Payroll May	15
10	30/06/2023	BACS	HL O'Callaghan	Clerk Salary June	504.24
11	30/06/2023	BACS	HMRC	PAYE June	126
12	30/06/2023	BACS	Chi Payroll	Payroll June	15
					1942.76

THE COMMON PARISH OF SUTTON & BARLAVINGTON		
BANK RECONCILIATION		
26-Jun-23		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/23		£10,542.69
Add Total Receipts		4320.63
Less Total Payments		(2,052.64)
TOTAL		£12,810.68
BANK		
Natwest Current as @ 26/6/23		9,278.56
Natwest Savings as @ 26/6/23		3,532.12
Plus Uncleared Deposits		
TOTAL		£12,810.68