

**THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON**

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**APPROVED MINUTES OF A MEETING OF  
THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON  
TUESDAY 9<sup>th</sup> NOVEMBER 2010 AT 7.00 PM SUTTON VILLAGE HALL**

**Present:**

Cllrs. Gordon Owen, Anthea Pratt, Jeremy Pontin, Anna Gillam and Joy Mayes.

**In Attendance:-**

Louise Collis (Clerk to the Common Parish Council of Sutton & Barlavington).

The Common Parish Council of Sutton & Barlavington Meeting commenced at 7.00pm.

**84.10 Agenda item No. 1 - APOLOGIES FOR ABSENCE**

Norman Young and Terry Johnson

**85.10 Agenda item No.2 - CODE OF CONDUCT - DECLARATION OF INTEREST  
by Councillors on any of the agenda items**

The Clerk reminded Councillors of their duty to declare personal and prejudicial interests.

No new or altered Declarations were made.

**86.10 Agenda item No.3 MINUTES OF THE MEETING HELD ON 17<sup>th</sup>  
SEPTEMBER 2010**

The Minutes of the meeting held on 17<sup>th</sup> September 2010 were declared correct and accepted as a true record, and Council **AGREED** that they should be signed following completion of the meeting. Cllr. G.Owen **PROPOSED** and Cllr. Gillam **SECONDED** the motion.

**87.10 Agenda item No.5 MATTERS ARISING**

- a. **Broadband update / Grant applications** – Mick Hicks is optimistic that WSCC will get the funding in order to enable the Sutton exchange and hope to install within 3-6 months.
- b. **BT Kiosk competition** – The Parish Council is still awaiting the £100 awarded by BT towards the project. Cllr Pontin to send all the relevant documentation to the clerk.
- c. **Grit Box** – The two green grit boxes have been delivered and are in place. WSCC have been informed and the boxes should be filled in the near future.
- d. **Barlavington Fingerpost** – The clerk has been notified that the Parish Council has been successful in the grant application to CDC for 50% of the cost of the fingerpost estimate. The clerk has therefore instructed JK Engineering to proceed with the restoration work. To date the post has not been collected.
- e. **Website** – Outstanding
- f. **Petition – Change of name of Parish Council** - Following the last Parish council meeting the clerk liaised with CDC in order to prepare the petition to change the name from The Common Parish Council of Sutton & Barlavington to The Parish council of Sutton & Barlavington. This was completed and Cllr Owen organised for the petition to be circulated around the parish of Sutton and the parish of Barlavington.

**ACTION**

J.Pontin

It has been made clear by parishioners of Barlavington Parish that they do not want to lose their identity. By changing the Parish Council name from The Common Parish

Council of Sutton & Barlavington to Sutton & Barlavington Parish Council  
Barlavington Parish would no longer exist. The merging of the two parishes would result in one parish - . Sutton & Barlavington Parish.

The Parish Council therefore voted unanimously to end this project and keep the name as it is.

g. **To discuss any matters arising not dealt with elsewhere on the Agenda-** None

#### **88.10 Agenda item No. 6- COUNTY COUNCILLOR'S REPORT**

i) Horncroft – The planning application is not on the Planning Committee Agenda for the 30 November meeting. C.Cllr Brown will keep the Parish council informed.

ii) Fingerposts – there is still funding available for fingerpost restoration

iii) National census – This will take place on 27 March 2011. This will be the last one ever. It is important that as many residents of West Sussex are registered in order to complete the census. The elderly tend not to complete a census return. Therefore people are encouraged to assist the elderly in completing the return. Each census return is worth £200 per head per year to WSCC.

iv) Finance – Cost cutting review is still underway. £76m cost cutting measures will affect all people, young people, elderly, education, highways, etc. 30% cuts in staffing has begun with an estimated loss of between 1200-1500 staff. WSCC are also looking at maximising income. The Proposed cost cutting measures will be presented to the County Council meeting on 17 December.

#### **89.10 Agenda item No. 7 - DISTRICT COUNCILLOR'S REPORT**

i) Register interest in Grants – Although no funds are currently available CDC are asking interested parties to register their projects of funding by mid November.

ii) Planning for South Downs National Park Authority – CDC planning department have been appointed to continue with processing planning applications in the CDC area once the South Downs National Park comes into force in April 2011.

iii) Social services – CDC and WSCC are to work together in order to reduce costs associated in the social network. Teams will be set up.

#### **90.10 Agenda item No.7 – Highways and Footpaths**

##### **FOOTPATHS –**

i) The Croft – Cllr Owen met the owners of The Croft requesting them to trim back the hedge on the corner opposite the letterbox. This has now been done..

ii) The road going down to Sutton Hollow is very uneven and requires attention. Although the potholes are not reportable at present the pothole issue will be extensive by the end of the winter. The clerk will report the issue to WSCC Highways re the stretch of road from the top of the hill to the bottom at Bakers Cottage. A gully is required to prevent the water from the spring running over the road and then during the cold weather the water on the road freezes, damaging the road. The clerk will write to Steve Johnson.

#### **91.10 Agenda item No.8 – Horncroft**

There have been no new developments since the last Parish council meeting. It is unlikely that the application will be heard by WSCC until at least January 2011.

#### **92.10 Agenda item No.9 – REVIEW OF STANDING ORDERS – To be postponed until the January 2011 meeting**

Clerk

**93.10 Agenda item No.10- NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS**

**a) Planning appendix**

**94.10 Agenda item 11- NEW CORRESPONDENCE**

- a) *Barlavington Estate – Folly Lane overgrown vegetation* – The Parish council was informed by Sebastian Anstruther that the Barlavington Estate had been asked by WSCC Highways to cut back the tall and high vegetation along Folly Lane so the Route 99 bus can get through. This resulted in numerous emails being circulated culminating in Cllr Gillam attending a site visit with a representative from The Barlavington Estate. Cllr Gillam is to meet the Agent and WSCC Highways on 10/11/10.
- b) *Defra Consultation* –Cllr Gillam to submit a response

A.Gillam

A.Gillam

**95.10 Agenda item No. 12 - FINANCE**

a) To approve accounts for payment:-

Sutton Village Hall	Hall Hire - Planning Committee meeting - 20/9/10	£8.50
Sutton Village Hall	Hall Hire - Planning Committee meeting - 27/9/10	£8.50
Sutton Village Hall	Hall Hire - Planning Committee meeting - 13/10/10	£9.50
Sutton Village Hall	Hall Hire - Planning Committee & Parish council meeting -9/11/10	£23.75
		£50.25
Glasdon Manufacturing Limited	2 Grit boxes	£392.92
Mazars	External Audit Year ended 31/3/10	£58.75

b) To approve the Clerk’s salary, and expenses

Salary for November 2010

<b>LCP Scale 20 (per SALC payment Schedule)</b>	£10.498 per Hour
Number of weeks in month (4 weeks & 2 days)	4.29
Total number of hours contracted to work in November	17.14
<b>Salary for November 2010</b>	<b>£179.97</b>

Salary for December 2010

<b>LCP Scale 20 (per SALC payment Schedule)</b>	£10.498 per Hour
Number of weeks in month (4 weeks & 3 days)	4.43
Total number of hours contracted to work in December	17.71
<b>Salary for December 2010</b>	<b>£185.96</b>

Expenses for November 2010

Date	Details	Reason	Cost ex VAT (£)	VAT (£)	Cost Inc VAT (£)
7/9/10	Baby sitting	Parish Council meeting 7/9/10			22.00
					<b>22.00</b>

Agenda Items 12a) and b) proposed by Cllr Owen and Seconded by Cllr Mayes.

- c. To approve Income & Expenditure Reports, bank reconciliation and the Actual v Budget overview for the period ended 31 October 2010
- d. Precept 2011/12 – Initial discussions – A meeting will be held in December to discuss the precept..
- e. Other – The Accounts for the Year ended 31 2010 have been signed off by the external auditor. In accordance with the terms set by the external auditor the final accounts have been made available to the public for the statutory period and notices placed on the notice boards.

**96.10 Agenda item No. 13 - DATE AND TIME OF NEXT PARISH COUNCIL MEETING**

The next Parish Council Meeting will be **TUESDAY** 9<sup>th</sup> December 2010 at 7.00 pm, in Sutton Village Hall.

**CLOSURE OF MEETING**

The Common Parish Council of Sutton & Barlavington meeting closed at 8.30pm.

Signed:

**APPROVED AT MEETING ON 12/01/11 & SIGNED BY THE CHAIRMAN**

Cllr G.Owen

Date:12/01/11

Chairman of The Common Parish Council of Sutton & Barlavington

29<sup>th</sup> December 2010, Louise Collis, Clerk to The Common Parish Council of Sutton & Barlavington