

**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  
WEDNESDAY 09<sup>th</sup> MARCH 2011 AT 7.30 PM SUTTON VILLAGE HALL**

|   |                      |
|---|----------------------|
| <b><u>Present:</u></b>  | <i><u>ACTION</u></i> |
| Cllrs. Gordon Owen, Anthea Pratt, Jeremy Pontin, Anna Gillam, Norman Young and Joy Mayes.   |                      |
| <b><u>In Attendance:-</u></b>   |                      |
| Louise Collis (Clerk to the Common Parish Council of Sutton & Barlavington).  |                      |
| The Common Parish Council of Sutton & Barlavington Meeting commenced at 7.30pm.   |                      |
| <b><u>16.11 Agenda item No. 1 - APOLOGIES FOR ABSENCE</u></b>   |                      |
| Terry Johnson   |                      |
| <b><u>17.11 Agenda item No.2 - CODE OF CONDUCT - DECLARATION OF INTEREST<br/>by Councillors on any of the agenda items</u></b>  |                      |
| The Clerk reminded Councillors of their duty to declare personal and prejudicial interests.   |                      |
| No new or altered Declarations were made.   |                      |
| <b><u>18.11 Agenda item No.3 MINUTES OF THE MEETING HELD ON 12<sup>th</sup> JANUARY<br/>2011</u></b>  |                      |
| The Minutes of the meeting held on 12 <sup>th</sup> JANUARY 2011 were declared correct and accepted as a true record, and Council <b>AGREED</b> that they should be signed following completion of the meeting. Cllr. G.Owen <b>PROPOSED</b> and Cllr. Mayes <b>SECONDED</b> the motion.  |                      |
| <b><u>19.11 Agenda item No.5 MATTERS ARISING</u></b>  |                      |
| a. <b>Broadband update</b> – Cllr Owen updated the council. WSCC have received funding to provide broadband to the Sutton Exchange. WSCC have put it out to tender and will keep Cllr Owen informed.<br>b. <b>BT Kiosk competition</b> – The clerk has tried to contact BT via email and awaiting a response<br>c. <b>Barlavington Fingerpost</b> –JK Engineering have removed the post to begin restoration work. The clerk has reminded JK Engineering that the post must read “Barlavington 1”. To date the fingerpost has not been returned and installed.<br>d. <b>Website</b> – Outstanding<br>e. To discuss any matters arising not dealt with elsewhere on the Agenda                                       |                      |
| <b><u>20.11 Agenda item No. 6- COUNTY COUNCILLOR’S REPORT</u></b>   |                      |
| i) Budget – The Strategy is in place and voted in, savings of £79m over the next 3 years. front loaded with a saving of £37m in the first year. The rate of borrowing is currently too high - £475m, however the rate of increase of borrowing will slow down.<br>ii) Council tax – no more increases in real terms until at least the next County Council elections.<br>iii) School funding – There has been a change in the formula for funding. This has affected the funding for Bury and Fittleworth schools. The pupil premium has been introduced to £430/ pupil entitled to free meals. The pupil premium for those who has at least one parent in the armed forces the school will receive £220 per pupil. |                      |

- iv) Inequality of central Government - C.Cllr Brown met with Bob Neill at Westminster. He was sympathetic to the concerns of WSCC.
- v) Propose merger of the fire services – In order to save £3.5m it is proposed to merge 2 fire services of West and East Services. There is a two year settlement period and then a 18 months to merge the fire services. It is proposed that there should be a fire transition fund which could make funds available, at the discretion of a minister, and can be paid back in the future.
- vi) Proposal to re-empower County Councils to set business rates – County Councils will have to relinquish right to receive any government funding (currently 24% of budget provided by central government). The income from business rates is likely to be greater than central government funding. It will also mean that Central Government will lose control. This proposal will require primary legislation and will take at least one year to pass. It is hoped that it will take effect by 2014.

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

- i) Council Tax – CDC have frozen the council tax for 2011/12, but had to put £133000 in the budget to balance the books.
- ii) Job cuts – trying to prevent job cuts and make savings via natural wastage.
- iii) Affordable Housing – on average over the last 5 years have built 154 houses per year. However in the last year only 111 affordable houses have been built.
- iv) Localism Bill – CDC are looking into the impact of the bill
- v) Planning – King Edward VII Hospital site, a new planning application has been submitted by the developers. It is for more than 400 units of which 143 are assisted units. There is also a Development proposal of more than 300 affordable housing units in Midhurst. This will result in over 700 units being built with the current infrastructure remaining unchanged.

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

#### **FOOTPATHS –**

- i) Cllr Mayes to report
- ii) ***Barlavington Estate – Folly Lane overgrown vegetation*** – The Estate liaised with WSCC Highways when the lane was closed for road maintenance and carried out the work during the week beginning 24 January 2011. They have done a good neat job which should satisfy the bus company.
- iii) ***Unsafe tree*** – At the last Parish Council meeting Cllr Pontin highlighted the unsafe tree located on the bank "below" Farris Cottage between their front pedestrian gate and the Pub. The Cottage is currently let to a family from London (Part time residents). The clerk has informed WSCC Highways of the issue but has not received an update.
- iv) ***Public Bridleway No 745 - Temporary Closure Notice (Keyzaston Farm towards Coates Common)*** - The clerk has contacted WSCC re the temporary closure of the bridleway following a parishioner informing the clerk that there were no notices up near Keyzaston Farm (near Sutton End) stating that the Public Bridleway No.745 was closed. The lack of notices resulted in riders and horses experiencing some unpleasant riding conditions. No response from WSCC to date..

**23.11 Agenda item No.8 – Horncroft** WSCC have announced that the planning application will not be heard by the WSCC Planning Meeting in March 2011 and therefore the case will be handed over to the South Downs National Park Authority for a decision. A timeline for this process has not been announced.

**24.11 Agenda item No.9 – ANNUAL PARISH MEETING** Jim Redwood, Head of Planning, South Downs National Park Authority, will be the guest speaker for the Annual Parish Meeting. The meeting will be held on Wednesday 20<sup>th</sup> April at 7pm in the village hall.

**25.11 Agenda item No.10 – MAY ELECTIONS** The nomination papers from CDC have been received by Cllr Owen. The deadline for papers to be submitted to CDC is 4<sup>th</sup> April 2011. Cllr Owen to provided an update

**26.11 Agenda item No.11 – REVIEW OF STANDING ORDERS**  
**To be postponed until the May 2011 meeting**

**27.11 Agenda item No.12 DECENTRALISATION AND LOCALISM BILL 2010**

Cllr Owen and the Clerk were hoping to attend the West Sussex Rural Forum being held on 22 March 2011 re Decentralisation and Localism Bill, however this has been over-subscribed and the 3 spaces have been requested for the Parish Council for the next event covering this issue. The clerk attended a Clerk’s Day on Wednesday 9<sup>th</sup> March where there was a brief session on the subject.

The Localism bill will have a big impact on the Parish Councils, however details are not yet clear.

Parish Councillors are encouraged to attend the Localism Bill workshops that are being arranged by SALC.

**28.11 Agenda item No.13- NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS**

- a) **Planning appendix**

**29.11 Agenda item 14- NEW CORRESPONDENCE**

- a) **Internal auditor** – Internal Audit Engagement letter. The clerk has received the Engagement letter from WSCC Internal Audit Services. As for last year the fee for the internal audit will be £150 plus VAT. The appointment was AGREED. The motion was **PROPOSED** by Cllr Owen and **SECONDED** by Cllr Gillam.
- b) **NHS – Service Redesign For Quality in West Sussex Consultation Document** – Deadline 29 April 2011. Cllr Pontin agreed to review and comment in necessary on the document.
- a) **CDC – Community Buildings/ Facilities audit – Annual update.** Cllr Gillam agreed complete the form for Sutton and Cllr Mayes agreed to complete the form for Barlavington.

J.Pontin

A.Gillam /  
J.Mayes

**30.11 Agenda item No. 15 - FINANCE**

- a) To approve accounts for payment:-

|                     |   |       |        |
|---------------------|---|-------|--------|
| Sutton Village Hall | Hall Hire - Planning Committee meeting -<br>16/2/11 | £9.50 |        |
| Sutton Village Hall | Hall Hire - Planning Committee meeting -<br>3/3/11  | £9.50 |        |
|                     |   |       | £19.00 |
| SALC                | Annual Subscription to Local Council<br>Review      |       | £31.00 |

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

Salary for March 2011 – Net Total £243.70

Salary for April 2011 – net Total £179.97

Expenses for March 2011

| Date    | Details      | Reason                            | Cost ex<br>VAT (£) | VAT (£) | Cost Inc<br>VAT (£) |
|---------|--------------|-----------------------------------|--------------------|---------|---------------------|
| 12/1/11 | Baby sitting | Parish Council<br>meeting 12/1/11 |                    |         | 20.00               |
|         |              |                                   |                    |         |                     |
|         |              |                                   |                    |         | <b>20.00</b>        |

The Council **AGREED** that all the invoices were in order. Cllr. Pontin **PROPOSED** and Cllr. Owen **SECONDED** that the above payments be made.

c. **To approve Income & Expenditure Reports, bank reconciliation and the Actual v Budget overview for the period ended 28<sup>th</sup> February 2011** Cllr. Gillam **PROPOSED** and Cllr. Pratt **SECONDED** the proposal.

d. **2010/ 11 S.137 payments**

| <u>Organisation</u>          | <u>Agreed 2010-11<br/>payment (£)</u> |
|------------------------------|---------------------------------------|
| Sutton PCC                   | £250                                  |
| Barlavington PCC             | £200                                  |
| Sutton Village Hall          | £200                                  |
| Citizens Advice Bureau (CAB) | £20                                   |
| Sussex Air Ambulance         | £150                                  |
|                              | £820                                  |

It was **AGREED** the s.137 payments agreed at the precept meeting in December 2010. The motion was **PROPOSED** by Cllr Owen and **SECONDED** by Cllr Mayes.

e. **Bank Mandate/ Unity Trust Bank** – A letter introducing banking services to Parish Council. The clerk has spoken to the bank. They offer internet/telephone banking to no profit organisations including Parish council. They can offer a triple authorisation facility for payments via their website. The clerk would have set up the payment online and then 2 Parish Councillors with their unique ID and password would authorise the payment. Once the third authorisation has taken place then the payment will be made. A single authorisation method could be set up for transfers between accounts held by the Parish Council, thereby allowing the clerk to make transfers directly. Deposits are made either by the postal service or via a designated post office or a branch of a high street bank. Finally the setting up of the account and any change of signatories for the accounts only requires the full name and address of the signatories and then the electoral role is used to perform all the necessary checks for banking regulations. As the payment authorisation system is reliant on broadband it was agreed to revisit the idea once broadband is widely available in Sutton & Barlavington.

f. **Compulsory introduction of PAYE for all Parish Councils** – The clerk has emailed/set copies to Parish councils re the HMRC guidance note on PAYE for Parish Councils. In summary it will be necessary to register The Common Parish Council of sutton & Barlavington for PAYE. This will result in additional costs to the Parish Council (namely Employer National insurance contributions (NIC's)) as the clerk's tax

and NIC thresholds as used up by another employer. The clerk has spoken to HMRC New Employers help desk and they have advised the Parish council that should register for PAYE soon after 6/4/11. This is now scheduled into the clerk's calendar.

- g. External Audit** -At the clerks networking day the Mazars will loose the contract to carry out the external audits from 2016. After this date the parish council will be forced to go to the market place to have the annual accounts audited. This will see the cost of external audits increase substantial. SALC are currently looking into the impact on small parish councils. The accountant present at the meeting stated that a normal commercial audit costs approx £1700.

**15.11 Agenda item No. 15 - DATE AND TIME OF NEXT PARISH COUNCIL MEETING**

**DATE AND TIME OF NEXT PARISH COUNCIL MEETING – Wednesday 18<sup>th</sup> May 2011 – 7.30pm**

**CLOSURE OF MEETING**

The Common Parish Council of Sutton & Barlavington meeting closed at 9.30pm.

Signed:

**APPROVED AT MEETING ON 18/05/11 & SIGNED BY THE CHAIRMAN**

Cllr G.Owen

Date:18/05/11

Chairman of The Common Parish Council of Sutton & Barlavington

20<sup>th</sup> March 2011, Louise Collis, Clerk to The Common Parish Council of Sutton & Barlavington

**THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON - PLANNING APPLICATIONS AND DECISIONS**

**12 January 2011-9 March 2011**

| <b><u>APPLICATION NO.</u></b> | <b><u>APPLICANT</u></b>   | <b><u>WEEKLY LIST</u></b> | <b><u>CLOSING DATE</u></b> | <b><u>S&amp;BPC COMMENTS</u></b>  | <b><u>CDC DECISION</u></b> | <b><u>DECISION DATE</u></b> |
|-------------------------------|---|---------------------------|----------------------------|---|----------------------------|-----------------------------|
| SN/10/04339/LBC               | Dr And Mrs Gibbon, Sutton Court Farm House<br>Barlavington Lane Sutton- Dismantling and re-erection<br>of Pig pen walls using retained materials.   | 29/9/10                   | 20/10/10                   | Support   |                            |                             |
| BV/10/04307/FUL               | Crouch Farm Reservoir<br>Field To The North Of Alder Copse Crouch Farm<br>Barlavington<br>Reservoir for agricultural use, deepening of existing<br>drainage ditches and new farm access track.  | 27/10/10                  | 18/11/10                   | Parish Council wish CDC<br>to ensure that the two<br>streams are not affected<br>and if they are then the<br>Parish Council want it<br>noted by CDC that there<br>would be some intervention<br>by CDC to stop the filling<br>of the Reservoir in such an<br>event.<br><br>The Parish Council also<br>wish to ensure that there<br>would never be a situation<br>when the Reservoir could<br>be used for commercial<br>fishing. | Permit                     | 12/1/11                     |
| BV/10/05343/FUL               | Realmpark Healthcare (Petworth) Ltd, Barlavington<br>Manor Burton Park Road Barlavington - To omit the<br>previously approved (BV/05/02604/FUL) plot 3 and 4, 1<br>and 2 no. bedroom bungalows and replace with 1 no.<br>(plot 4) 2 bedroom bungalow. | 9/12/10                   | 22/12/10                   | Support   | Permit                     | 19/1/11                     |

| <u>APPLICATION NO.</u> | <u>APPLICANT</u>  | <u>WEEKLY LIST</u> | <u>CLOSING DATE</u> | <u>S&amp;BPC COMMENTS</u> | <u>CDC DECISION</u> | <u>DECISION DATE</u> |
|------------------------|---|--------------------|---------------------|---------------------------|---------------------|----------------------|
| SN/11/00063/LBC        | Mr David Neave, 515A Barlavington Lane, Sutton - Demolition of existing rear two storey extension and construction of replacement rear two storey extension.  | 26/1/11            | 15/2/11             | Support                   | Permit              | 9/2/11               |
| BV/11/00453/DOM        | Mr John Considine, Mole End Cottage Burton Park Road Barlavington Petworth Side extension (1.5 floor levels) for additional reception room and mezzanine level bedroom. Also additional first floor en-suite bathroom extension over existing utility room. | 9/2/11             | 2/3/11              | Support                   |                     |                      |
| BV/11/00315/DOM        | Mr And Mrs Parkes, Burton Mill Cottages Burton Park Road Barlavington - Loft extension and associated internal works.   | 16/2/11            | 9/3/11              | No comment                |                     |                      |
| SN/11/00217/FUL        | Mr Ned Mersey, Keyzaston Farm House The Street Sutton Pulborough Demolition of disused steel framed farm building. Erection of oak framed garage with hayloft store and stable block.   | 2/3/11             | 23/3/11             |                           |                     |                      |

**THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON**  
**SUMMARY OF RECEIPTS AND PAYMENTS ACCOUNTS**  
**PERIOD ENDED 28 FEBRUARY 2011**

| Year ended<br>31/03/2010 |                                      | Year ended<br>28/02/2011 |
|--------------------------|--------------------------------------|--------------------------|
| £                        |                                      | £                        |
|                          | <u>Receipts</u>                      |                          |
| £3,500.00                | Precept                              | £5,800.00                |
| £0.00                    | Repayment of bank charges            | £0.00                    |
| £15.56                   | Bank interest/ Other                 | £189.83                  |
| £0.00                    | VAT recovered                        | £88.80                   |
| <u>£3,515.56</u>         | Total Receipts                       | <u>£6,078.63</u>         |
|                          | <u>Payments</u>                      |                          |
| £1,105.01                | General Administration               | £1,035.29                |
| £79.45                   | Computer costs                       | £40.20                   |
| £2,137.43                | Employee costs                       | £2,134.84                |
| £101.01                  | Subscriptions                        | £113.65                  |
| £313.50                  | Hire of Hall                         | £187.75                  |
| £0.00                    | Training                             | £0.00                    |
| -                        | Horncroft                            | £20.34                   |
| -                        | Village maintenance                  | £50.10                   |
| £5.00                    | Notice Board/ bin/ Grit boxes        | £501.60                  |
| £890.00                  | S.137 Payments                       | £0.00                    |
| £0.00                    | Election Expenses                    | £0.00                    |
| £58.57                   | VAT                                  | £149.41                  |
| <u>£4,689.97</u>         | Total Payments                       | <u>£4,233.18</u>         |
|                          | <u>Receipts and payments summary</u> |                          |
| £4,258.97                | Balance b/f 1 <sup>st</sup> April    | £3,084.56                |
| <u>£3,515.56</u>         | Add total receipts                   | <u>£6,078.63</u>         |
| £7,774.53                |                                      | £9,163.19                |
| -£4,689.97               | Less: Total payments                 | -£4,233.18               |
| <u>£3,084.56</u>         | Carried forward balance              | <u>£4,930.01</u>         |

These Cumulative Funds are represented by:

|                                       |                  |
|---------------------------------------|------------------|
| Current Account Nat. West Bank plc    | £3,265.32        |
| Bonus Saver Account Nat West Bank plc | <u>£1,875.58</u> |
|                                       | £5,140.90        |
| Less: unrepresented cheques           | -£210.89         |
|                                       | <u>£4,930.01</u> |