

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

**APPROVED MINUTES OF A MEETING OF
THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON
WEDNESDAY 18th MAY 2011 AT 7.30PM SUTTON VILLAGE HALL**

<u>Present:</u>	<u>ACTION</u>
<p>Cllrs. Martin shepherd, John Cross, Norman Young, Joy Mayes, Doug Rogers.</p>	
<u>In Attendance:-</u>	
<p>Yvette Parkes, John Elliott and Louise Collis (Clerk to the Common Parish Council of Sutton & Barlavington).</p>	
<p>The Common Parish Council of Sutton & Barlavington Meeting commenced at 7.30pm. At the start of the meeting the Clerk initially took the chair.</p>	
<u>16.11 Agenda item No. 1 –APOLOGIES FOR ABSENCE</u>	
<p>Terry Johnson (Prior to the meeting Terry Johnson had completed the Declaration of Acceptance of Office)</p>	
<u>17.11 AGENDA ITEM 2 - SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE BY ALL COUNCILLORS</u>	
<p>The following parishioners were elected to the Parish Council at the election which took place on 5th May 2011 – Terry Johnson, Martin shepherd, John Cross, Norman Young, Joy Mayes, Doug Rogers. All the Parish councillors present duly signed the Declaration of Acceptance of Office.</p>	
<u>18.11 AGENDA ITEM 3 -ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF OFFICE</u>	
<p>In his absence, Cllr. Terry Johnson was elected as Chairman for the Common Parish Council of Sutton & Barlavington.</p>	
<p>Cllr. Martin Shepherd PROPOSED and Cllr. Joy Mayes SECONDED the motion.</p>	
<u>19.11 Agenda item No.4 - ELECTION OF VICE-CHAIRMAN AND SIGNING OF DECLARATION OF OFFICE</u>	
<p>Cllr. Martin Shepherd was elected as Vice-Chairman for the Common Parish Council of Sutton & Barlavington.</p>	
<p>Cllr. John Cross PROPOSED and Cllr. Joy Mayes SECONDED the motion.</p>	
<p>Cllr. Shepherd then signed the Declaration of Acceptance of Office in the presence of the Clerk.</p>	
<p>In the absence of the Chairman, Following the election of the Vice-Chairman, Cllr Shepherd took the chair.</p>	
<u>20.11 Agenda item No.5 - CO-OPTING A PARISH COUNCILLOR</u>	
<p>The Clerk has received confirmation from CDC that the Parish council can co-opt a person to fill the vacancy on the Parish council on or after 13 May 2011.</p>	

Yvette Parkes, from Barlavington, was the only person, to date, to put themselves forward for the vacancy. Mrs Parkes was invited to the meeting and the Parish Council where she put forward her reasons for applying for a position on the Parish council.

Mrs Parkes was co-opted onto the Parish council of The Common Parish Council of Sutton & Barlavington.

Cllr. Joy Mayes **PROPOSED** and
Cllr. John Cross **SECONDED** the motion.

Cllr. Parkes then signed the Members Code of Conduct Form of Undertaking by a co-opted member in the presence of the Clerk.

21.11 AGENDA ITEM 6 - CODE OF CONDUCT

The Clerk emailed all the Parish Councillors the latest edition of the Good Councillors Guide. The clerk advised all the councillors that this should be read prior to the meeting to understand the rules and guidelines for Parish Councillors.

a) Declaration of Members' Personal Interests on items included on the Agenda.

None received

b) To receive completed Register of Interest Forms from all Councillors

The clerk emailed the Register of Interest Forms together with the guidance notes prior to the meeting. The received completed forms from Norman Young, Terry Johnson, Martin Shepherd, John Cross and Doug Rogers.

Cllr Parkes was given a copy of the form to complete.

Y Parkes

22.11 Agenda item No.7 - APPOINTMENT OF REPRESENTATIVES ON THE FOLLOWING BODIES

a. Village Hall Management Committee – It was **AGREED** that Terry Johnson will be the Parish Council representative.

b. North East Parishes Forum and County Local Communities (CLC) - It was **AGREED** that Terry Johnson and Doug Rogers will be the Parish Council representatives.

23.11 Agenda item No.8 - ELECTION OF MEMBERS TO SERVE ON THE FOLLOWING COMMITTEES

a. Planning Committee

It was **AGREED** that following on from this year all the councillors will become members of the planning committee.

It was also **AGREED** that Cllr Norman Young would be Chairman of the Planning committee.

Cllr John Cross **PROPOSED** and
Cllr Joy Mayes **SECONDED** the motion

c. Roads and Ditches Committee

Cllr Norman Young **PROPOSED** the motion that Cllrs Joy Mayes and John Cross should be duly elected as members of the Roads and Ditches committee. Cllr Parkes **SECONDED** the motion.

24.11 Agenda item No.9 - TO CONSIDER THE PAYMENT OF ANY SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY

SALC	£93.35
SLCC	£82.00

The Payments were **AGREED** in principle.

Cllr Norman young **PROPOSED** and
Cllr. Yvette Parkes **SECONDED** the motion

25.11 Agenda item No.10 MINUTES OF THE MEETING HELD ON 9th MARCH 2011

The Minutes of the meeting held on 9th March 2011 were declared correct and accepted as a true record, and Council **AGREED** that they should be signed following completion of the meeting. Cllr Norman Young **PROPOSED** and Cllr. Joy Mayes **SECONDED** the motion.

As Gordon Owen (previous chairman) is no longer a parish councillor and Cllr Johnson (current chairman) was not present at the meeting it was agreed that Cllr Norman Young would sign the minutes of the meeting held on 9th march 2011.

26.11 Agenda item No.11 MATTERS ARISING

- a. **Broadband update** – Later in May 2011, Nick Herbert has arranged a Broadband Summit to take place at WSCC offices to discuss the local issues and the best way forward. Gordon Owen will b speaking and Cllr Johnson will be attending.
- b. **Barlavington Fingerpost** –JK Engineering have replaced the main post but not the fingers. The clerk has left a message requesting a status update. The parish council have 3 signs covered by the insurance: Sutton Cross roads, Barlavington 1, Folly Lane.
- c. **Website** – Outstanding
- d. **BT Kiosk** – the Funds have now been received by BT. The parish council will now take steps to make the BT Kiosk an information point for walkers. Cllr Young will speak to Mr Owen about obtaining a copy of the Parish map.

T.Johnson

N.Young

27.11 Agenda item No. 12 - COUNTY COUNCILLOR'S REPORT

No report submitted

28.11 Agenda item No. 13 - DISTRICT COUNCILLOR'S REPORT

- i) CDC have agreed that the Council tax will be frozen in 2011/12. £113,000 was taken from reserves to balance the books.
- ii) Affordable housing continues to be successful in the district, with an average of 150 houses built per annum.
- iii) Grants are available for many projects including village hall refits. The closing date for applications is Friday 20th May for the current round of grant applications

29.11 AGENDA ITEM No. 14 DECENTRALISATION AND LOCALISM BILL 2010

The West Sussex Rural Forum took place at Henfield Village Hall on 19th April 2011 under the auspices of the West Sussex Rural Partnership was jointly organised by Action in Rural Sussex (AirS) and Sussex Association of Local Councils (SALC) under the title "Decentralisation and Localisation Bill".

Terry Johnson and Norman Young attended on behalf of the Parish Council.

During the forum there were three presentations respectively on:

- (A) Decentralisation and Localisation Bill – key proposals and challenges;

- (B) Planning-housing in the context of localism; and
- (C) Community 21 – a tool of the Big Society.

Below is a summary of the main points of the forum.

(A) Decentralisation and Localisation Bill – key proposals and challenges:

- (i) The Bill was published in December 2010 and is now going through Parliament with an expectation that it will be approved towards the end of the year (it is presently going through its third reading so the draft could change);
- (ii) Key aims are that of empowering local communities, including Parishes like ours to take action and assume responsibility for their area, diversifying the supply of local services, strengthening accountability to local people for service delivery, and opening up government to public scrutiny (ie increase transparency).
- (iii) To implement the above local communities will be required to draw up a Neighbourhood Plan, which will relate to planning, land and its use, and a Community Led Plan which will cover other issues such as amenities and the way of life of the community is to be enhanced;
- (iv) CDC must provide support and advice to local communities;
- (v) There will be a New Homes Bonus to encourage building of affordable housing, the NHB being split 80% to CDC and 20% to local communities;
- (vi) Local authorities must have more control and say over shaping their local area. There is to be a Power of General Competence to enable authorities, including town and parish councils to achieve this. In effect, this means a local authority can do anything provided it is within the law, thereby turning the legal dictum of “ultra vires” on its head.
- (vii) CDC must keep a list of assets nominated by a community as one of value to that community, eg a village pub, shop or the like. This applies even if the asset is privately owned. If an owner of such an asset wishes to sell it a community interest group, (a Parish) will have an as yet unspecified amount of time, but probably 6 months, within which to put in a request as a potential bidder. No sale will be possible until the specified time has passed. The aim is to keep an asset within a community if possible.

(B) Planning-housing in the context of localism:

- (i) The meeting was told that 80% of the south-east is classified as rural, about 2.5 million people live in the rural south-east, and that pensioners make up 29% of that population.
- (ii) Government wants to provide affordable homes in every community via a yet to be published National Planning Policy framework. It is expected that this will include a community right to build – it seems that developers will be able to build without a planning application providing there is a simple majority on a vote in a local area.
- (iii) Conversion of commercial property to residential property status will be simplified;
- (iv) Is proposed that there will be more control of building at the community level; and
- (v) The delivery of new homes to local people in each community at affordable rents.

(C) Community 21 – a tool of the Big Society

- (i) Community 21 is basically a plan for local councils to engage their communities via a dedicated local website, social networking (eg Facebook), email and other means;
- (ii) This plan is to encourage local involvement, particularly to get as many views as possible on local issues via a (Village) Action Plan with a view to providing empowerment of the local community, eg by providing opportunities for volunteering for local projects such as a community shop, the general aim being to seek to provide a sustainable community, harnessing what is perceived to be resilience of local communities.

- (iii) Community 21 is at present a Pilot Project of AirS in conjunction with Brighton University. The pilot is being conducted based on the village of Barkham.

CONCLUSION: The Bill clearly envisages far-reaching changes in the way local communities are run, and the details need to be looked at very carefully by the Parish when the Bill finally becomes law. There will undoubtedly be further briefing meetings which someone from the Council should try to attend.

30.11 Agenda item No. 15 - LOCAL DEVELOPMENT FRAMEWORK ("LDF")

In 2005 CDC summarised the CDC LDF The Core Strategy as a tool to provide a "vision" for CDC, develop "spatial" policies and identify the broad locations and scale of development. The content of the Core Strategy will be influenced by:

- Feedback from the Issues & Options Workshops and Questionnaires
 - "Technical" studies that are carried out [for example, looking at the supply of brownfield sites]
- Government Planning Guidance
- The emerging plan for the region: the South East Plan

The original LDF was rejected and CDC is currently preparing a revised LDF Core Strategy. Until this is adopted the "saved" policies of the District Local Plan First Review (adopted April 1999) forms the Development Plan for CDC.

It was **AGREED** that the issue will continue to be included on the agenda under planning.

31.11 Agenda item No. 16 - HORNCROFT

Earlier in the day the clerk received confirmation from WSCC County Development that the applicant, the Barlavington Estate, have withdrawn the application.

32.11 Agenda item No.17 – HIGHWAYS AND FOOTPATHS

a. Roads & Ditches Committee

i) Pot holes

A pothole has been reported to Cllr Mayes near Sutton Cross Roads. Going forward Cllr Cross will inform WSCC Highways when a pothole is reported.

- ii) ***WSCC Highways Annual review of the state of the roads*** – This usually happens once a year.

b. To discuss any other matters relating to Highways and Footpaths

- i) ***Unsafe tree Farrs Cottage***– At the January Parish Council meeting Jeremy Pontin highlighted the unsafe tree located on the bank "below" Farrs Cottage between their front pedestrian gate and the Pub. The Cottage is currently let to a family from London (Part time residents).

- ii) ***Beckhall unsafe tree*** Cllr Young is very concerned with the state of the large tree near the entrance to Beckhall which lost a branch during the winter. It has a Tree Preservation order on it but needs to be made safe.

- iii) ***Unsafe tree on bank opposite the pub leaning on the electrics***

Cllr Cross agreed to contact Cllr John Elliott to discuss best way forward for these trees and it was **AGREED** that a review of the trees in the two parishes will be undertaken to establish which trees are unsafe and need attention either by WSCC Highways, CDC, the Parish council or land owners.

**John Cross/
All Parish
Councillors**

iv) Burton Pond Progress

WSSC are continuing with the extensive work at Burton Pond and anticipate the work will be completed in September 2011.

33.11 Agenda item No.18 - NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS

a) Planning appendix

- b) Other planning issues** – Following the CDC Planning Committee meeting on 20 April 2011 where the planning application of the Old School House was heard, the Parish council sent a CDC with a formal complaint. The clerk has now received a letter from CDC confirming that the CDC Chief Executive is conducting a stage 2 investigation and will contact the Parish Council within 10 working days from 11 May 2011.

34.11 AGENDA ITEM 19 – NORTH EAST PARISHES FORUM & CLC

No meetings since the last Parish Council meeting.

35.11 Agenda item No. 20- CONSULTATIONS

None

36.11 Agenda item 21- NEW CORRESPONDENCE

No correspondence in addition to the correspondence referred to elsewhere in the meeting.

37.11 AGENDA ITEM 22 – REVIEW OF STANDING ORDERS

A new set of Standing orders and financial regulations have been issued by NALC. Due to the number of items on the agenda this agenda item will be deferred until July 2011.

JULY 2011

38.11 Agenda item No. 23 - FINANCE

a. To approve accounts for payment

Sutton Village Hall	Hall Hire - March & April 2011	£63.50
SALC	SALC & NALC Annual subscription	£96.36
The Society of Local Clerks	Annual subscription	£82.00
Aon Ltd	Additional insurance premium for grit bins	£5.30
Broker Network Ltd	Annual insurance premium (Came & Co)	£404.27

Insurance

AON LTD have provided a renewal premium quote at £505.64. The Clerk also obtained an insurance quote from Came & Co. Came & Co now insure a substantial number of parish councils in Sussex and Surrey including Bury. Unlike Aon they specialise in Parish Councils and charities.

The quote from Came & Co, using Aviva insurers, which is a like for like quote, is £425.54. Also they offer a 5 % reduction premium of £404.27 if the Parish Council lock itself in for 3 years. It was **AGREED** that the Parish Council would accept the Came & Co insurance cover and agree to the 3 year agreement.

b. To approve the Clerk's salary, and expenses

Salary for May 2011: total £316.54

Expenses for May 2011

Date	Details	Reason	Cost ex VAT (£)	VAT (£)	Cost Inc VAT (£)
12/1/11	Baby sitting	Parish Council meeting 9/3/11, 20/4/11			40.00
23/3/11	BT	Line rental and Broadband to 21 March 2011			40.90
					80.90

Cllr. J.Mayes **PROPOSED** and
Cllr. N.young **SECONDED** the motion (22 a&b)

Clerk Salary review - With affect from 1 March 2011 Cllr Young proposed to increase the clerk's salary scale from LC1 SCP 23 to LC1 SCP 24. Based on the SALC salary list dated September 2009, this would mean an hourly rate change from £10.498 to £10.841. The proposal was **AGREED** by the Parish Council. The Motion was **PROPOSED** by Cllr Young and **SECONDED** by Cllr Rogers.

c. TO APPROVE ACCOUNTS, BANK RECONCILIATION, INCOME AND EXPENDITURE REPORTS, AND ACTUAL V BUDGET REPORT AS AT 30 APRIL 2011

The motion to approval the accounts for the period was **PROPOSED** by Cllr Young and **SECONDED** by Cllr Parkes.

d. APPROVAL OF THE FINAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

- i. *Approval of the terms of reference and the Audit Plan for the year ended 31 March 2011*
ii. *Report from the internal auditor for the accounts dated 31 March 2011*

The Internal auditor carried out the audit on 12 May 2011. The internal auditor is happy to sign off the Annual return once the final accounts and annual return are approved at this meeting. The verbal issue raised was the value of the bus shelter included in the fixed asset register. It is currently listed as the insurance value. Normally a bus shelter would be listed at cost or a depreciated value. The internal auditor recommends that the asset is assessed as it could be viewed as a monument and therefore listed in the fixed asset register at the replacement value.

v) *Approval of the Annual Return for the year ended 31 March 2011 including the schedule of "Explanation of variances"*

vi) *Annual Review of the effectiveness of its system of internal control*

The motion to approval the Final accounts and all the supporting documents listed i) to iv) above was **PROPOSED** by Cllr Rogers and **SECONDED** by Cllr Young.

- e. **BANK MANDATE** – The current signatories are Cllr Mayes and Cllr Young. The following names need to be removed:- Gordon Owen, Anna Gillam and Anthea Pratt.

It was **AGREED** that Cllr Terry Johnson will be added as a Signatory to the NatWest bank account.

f. **COMPULSORY INTRODUCTION OF PAYE FOR ALL PARISH COUNCILS –**
The clerk has now registered the Parish Council for PAYE.

g. **OTHER FINANCIAL MATTERS WHICH DO NOT REQUIRE A DECISION**
None

Agenda item No. 23 - DATE AND TIME OF NEXT PARISH COUNCIL MEETING

The next Parish Council Meeting will be Wednesday 6th July 2011 at 7.30 pm, in Sutton Village Hall.

CLOSURE OF MEETING

The Common Parish Council of Sutton & Barlavington meeting closed at 9.50pm.

Signed:

APPROVED AT MEETING ON 6/07/11 & SIGNED BY THE CHAIRMAN

Cllr M.Shepherd

Date: 6/7/11

Vice - Chairman of The Common Parish Council of Sutton & Barlavington

26th May 2011, Louise Collis, Clerk to The Common Parish Council of Sutton & Barlavington