

**APPROVED MINUTES OF A MEETING OF  
THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON  
WEDNESDAY 17<sup>TH</sup> JANUARY 2007 AT 7.00 PM SUTTON VILLAGE HALL**

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<p><b>c) Introduction of Emergency Plan</b> See item 7 below.</p> <p><b>d) WSCC – North Chichester County Local Committee – Street Scene in West Sussex</b> No submission</p> <p><b>e) CDC – Planning Application communications with Parish Councils</b> The Clerk was unable to attend the discussion group as one of her children was off sick. The clerk has received some information from CDC following the meeting. The information outlines the move to reduce postal notification on planning applications and make more use of the CDC website and emails.</p> <p><b>f) WSCC – Rights of Way Improvement Plan for West Sussex</b> Cllr G Owen reviewed the document and sent a letter stating that the Council had no comments to submit but that we supported the plan.</p> <p><b>g) War Memorial Plaque</b> Cllr A Pratt provided a briefing note from the PCC about the Brass Memorial Plaque (see Appendix). The briefing note confirmed that the necessary work to be carried out would cost £528.75. The work is acceptable to the Parish Council. At the last meeting it was agreed that the council would pay the lower of (i) 50% of the total cost and (ii) £500. It was <b>AGREED</b> that Cllr A Pratt would provide the clerk with a copy of the quote or the invoice before the next meeting so that the PCC could be paid in March 2006. The motion was <b>proposed</b> by Stuart Dallyn and <b>seconded</b> by Brian Verrall.</p> <p><b>h) Bignor Vineyard</b> Mrs Anna Gilham was thanked by the chairman for attending and she was asked to address the meeting. Ms Gilham recapped that there had been a meeting in May 2006 with the Agents followed by a letter from Bignor Parish Meeting being sent to the Agents with suggested changes to the current fence. No further meetings or discussions were held and now an application has been submitted with no changes. There has been a lot of objection to the application by West Burton and Bignor residents. The common objections are the effects on the area and traffic. The application is going to committee on 13 February 2007. Ms Gilham asked the Council to write a letter to CDC. It was <b>AGREED</b> by the Council that the clerk would write to CDC supporting the suggestions made by the Bignor Parish Meeting on the grounds that the members of the Parish drive the roads around the Roman Villa at Bignor and also use the roads for leisure activities. Further points to be noted are:- (i) As previously pointed out the fence is very close to the highway. When deer cannot get over a fence they run along the fence looking for a break in the line. Running along the fence in this situation means running along the highway because the fence line is so close to it. (ii) The fence damages an AONB. The motion was <b>proposed</b> by Cllr D Green and <b>seconded</b> by Cllr S. Dallyn.</p> <p><b><u>Agenda item No.5 - DISTRICT COUNCILLOR'S REPORT – D.Cllr. Susan Hallock</u></b></p> <p>D.Cllr S Hallock reported West Sussex are to change the speed camera criteria in April 2007.</p> <p>D.Cllr S Hallock will find out what is happening with regard to the appeal for Darrsfield and the planning enforcement officer visit for the a beer cellar chiller (Air Condenser) at the White Horse Pub.</p>	<p><b>A.Pratt / Clerk</b></p> <p><b>Clerk</b></p> <p><b>D.Cllr S.Hallock</b></p>
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D.Cllr S Hallock asked if anyone had any questions.

Cllr S Welman asked about the introduction of a speed limit on Folly Lane. D.Cllr Hallock does not believe the lane meets the criteria for a speed limit.

#### **Agenda Item No. 6 - COUNTY COUNCILLOR'S REPORT – C.Cllr. Tex Pemberton**

C.Cllr Tex Pemberton reported the following

i) **County Local Committee.** The date of the next meeting is at the Midhurst Grammar School, on 6<sup>th</sup> March 2007, at 1900.

ii) **Budget 2007/08.** You will know that once again West Sussex has received one of the lowest grant settlements from Government for the fifth consecutive year. In order to keep the level of Council Tax low, some difficult decisions will have to be made. Our grant increase is 2.7%, £2.1m, which is the equal lowest among the 34 English Counties. The average rise nationally is 3.8% with Dorset getting 9.5%. Just to keep pace with inflation alone we needed an extra £11.5m.

iii) **A whole new way to contact your Local Police.** Sussex Police have just issued a new guidance on making contact with the police. In brief:

- If its an **emergency**, or to report a crime, **ring 999**.
- **For other crimes and urgent matters** there is still the central **0845 60 70 999** number to call the police.
- However, if the matter is not urgent and you would like to find out who the officers for your neighbourhood are, along with how to contact them, go to [www.sussex.police.uk](http://www.sussex.police.uk) type in your post code and you will find the names and photographs of all your neighbourhood officers. Click on their pictures and you will see their personal profiles and contact details. You can contact them either by sending an email or by leaving them a voicemail message simply by calling 0845 60 70 999 and using the individuals extension number provided.
- The pages on the web site also contain a monthly 'What's happening in your area' community update, regular news flashes for the District, details of upcoming street briefings, up-to-date information about how local police are doing, and details about your nearest police station.

iv) **Dissemination of Information.** I continually forward emails to the Parish Clerk providing information on issues that I judge will be of interest. In recent weeks these have covered: Debt Threat – don't be fooled by offers; Beat bullying; NHS Review – delay of considerations to post Christmas; WSCC Electronic Newsletters; Young on net at our Libraries; RoW Improvement Plan, Have your Say; Buy in Confidence from these Traders (from our Trading Standards Team); the release about another poor grant settlement, and the latest information about new ways to contact Sussex Police. Please use this information as you wish, including in your Parish Newsletters, it is all in the public domain and will be of varying interest to residents in the Parish.

## **Agenda Item No. 7 – INTRODUCTION OF AN EMERGENCY PLAN**

The Council **AGREED** that at this time there is no need for an Emergency Plan.

The Council also **AGREED** that it would be worthwhile for a First Aid course to be run for the parishioners. The clerk will look into a First Aid demonstration at the Annual Parish Meeting in April.

Cllr S Anstruther also suggested that a member of the parish could be trained by St John's Ambulance to be a "First Responder".

The motions were **proposed** by Cllr G Owen and **seconded** by Cllr D Green.

**Agenda item No. 8 – NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS**

**a. White Horse Pub**

See Item 5 above

### **b. Darrsfield Appeal**

See Item 5 above

### c. Recent planning applications and decisions

All Councillors received a copy of the list. See Appendix.

**Agenda Item No. 9 – REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

North East Parishes Forum. Cllrs B.Verrall and S.Anstruther attended the meeting on 7th December 2006. A copy of the presentation has been placed in circulation file 7.

The next meeting is being held on Wednesday 14<sup>th</sup> March at Sutton Village Hall at 7pm.

## **Agenda item No. 10 – NEW CORRESPONDENCE**

**a. CDC Annual Parishes Meeting – Thursday 25th January 7.pm – Cllr S Anstruther to attend**

b. **WSCC Highways & Transport works Programme 2007/08 and forward plan**  
– no work planned for Sutton & Barlavington for 2007/08

c. **CDC – Delivering Development opportunities consultation** – 6 week informal consultation period will start from 19<sup>th</sup> January - Sutton & Barlavington have not been included in Settlements to be discussed – Cllr S Anstruther to review.

d. **WSSC – County Night Exercise** – Annual West Sussex Youth Service night navigation exercise to take place from 5.30pm, Sat 27<sup>th</sup> January, to 9am, Sunday 28<sup>th</sup> January. Course of about 30km in the area between A285 and A29 to the south of the Singleton to East Dean Villages, and to the south of Seaford College.

e. **CDC – Parish Council Elections – 3<sup>rd</sup> May 2007** – The Council was asked if someone would be prepared to be the designated person in the parish who will issue the Nomination documents to potential parish Council candidates? (Sutton & Barlavington). Cllr D Green put himself forward. The Clerk will inform CDC.

CLERK

## S Anstruther

## S Anstruther

**Clerk**

f.	<b>HM Revenue &amp; Excise – claim for refund by local authorities and similar bodies</b> – The claim for a VAT refund for the 3 years ended 31 March 2006 has been forwarded to the Public Authorities Unit of Expertise in London for verification. They have requested copies of 3 specific invoices and clarification of the items supplied. The clerk will answer the letter.	Clerk															
g.	<b>WSCC – Denominational School Transport – Consultation</b> – The cabinet minister for Children and Young People’s Services has recently decided to consult the community of West Sussex regarding the proposal to reduce the level of transport support offered to children who travel to denominational schools. The consultation will continue until 9 <sup>th</sup> February 2007. The consultation will be through leaflets distributed at certain schools. Do action required.																
h.	<b>Fulford Parish Council – Council website</b> – The parish council has built a site for their community using some very simple to use and inexpensive tools. The site is updated and administered by several members of the Council, and with minimal training. They are now able to deliver meeting notices, newsletters, council minutes and much more without the need to print endless documents, or take up the valuable time of the Parish Clerk or the Councillors. The site has been a big success. It was <b>AGREED</b> that at this time the Parish does not need a website. No action required.																
i.	<b>SALC – Launch of “Become a Councillor – Make a Difference”</b> – A DVD and pack shortly to be launched. There will be a 3 venues in West Sussex where the DVD and packs will be presented <ul style="list-style-type: none"> <li>• Dunford – 10 February</li> <li>• Billingshurst Village Hall – 15 February</li> <li>• Hurstpierpoint Village Centre – date to be arranged</li> </ul> 2 packs will be sent to each parish – one for the chairman and one for the clerk.	Clerk/ D.Green															
j.	<b>SALC – Training weekend 9-11 February</b> – Courses for experienced councillors, new clerks and CiLCA fast-track. Cllr S Anstruther has requested course material for the section of the course headed “Performance Review and working in clustered groups of Councils”.																
k.	<b>Storrington &amp; Sullington Parish Council - Meetings with Nick Herbert MP</b> - The Chairman of the Parish Council has recently started having meetings with Nick Herbert M.P., and apparently Mr. Herbert is finding these really useful and is interested in similar meetings with other Chairmen of Parishes within his constituency. It is understood that these meetings are emphatically as the local M.P., and not party-political. Cllr G Owen agreed to attend such a meeting. The clerk will make the necessary arrangements.																
<b><u>Agenda item No. 11 – Circulation File No. 7</u></b>																	
Index in order of receipt																	
<table border="1"> <thead> <tr> <th><u>DATE RECEIVED</u></th><th><u>INFORMATION SOURCE</u></th><th><u>TITLE</u></th></tr> </thead> <tbody> <tr> <td>16/11/06</td><td>SALC</td><td>County circular – Autumn 2006</td></tr> <tr> <td>30/11/06</td><td>LCR</td><td>Special November 06 issue</td></tr> <tr> <td>01/12/06</td><td>DEFRA</td><td>Rural Services review – reviewing standards 2006</td></tr> <tr> <td>15/12/06</td><td>Home Share</td><td>Launch of Homeshare in West</td></tr> </tbody> </table>	<u>DATE RECEIVED</u>	<u>INFORMATION SOURCE</u>	<u>TITLE</u>	16/11/06	SALC	County circular – Autumn 2006	30/11/06	LCR	Special November 06 issue	01/12/06	DEFRA	Rural Services review – reviewing standards 2006	15/12/06	Home Share	Launch of Homeshare in West		
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		Sussex
05/01/07	WSCC	Connections – Issue No.28
11/1/07	Martlett Homes	Affordable Rural Housing Partnership meeting
12/01/07	LCR	January 2007 issue – Vol 58 no.5
17/01/07	North East Parishes Forum	Copy of presentation from meeting held on 7 <sup>th</sup> December 2006

The Clerk noted that the following circulation files had not been returned: - 1, 5 and 6.

### **Agenda Item No. 12 - FINANCE**

#### **a. To approve accounts for payment**

i)	Sutton Village Hall	Hall Hire – Parish Council meeting 17 <sup>th</sup> January 2007	£15.00
ii)	David Green	Reimbursement of Peppercorn Rent – Barlavington Noticeborad	£1.00

Cllr. A.Pratt **PROPOSED** and Cllr. S.Welman **SECONDED** that the account for payment should be paid.

#### **b. To approve the Clerk's salary and expenses**

*Salary for January 2007 – Due for payment on 15<sup>th</sup> January*

<b>LCP Scale 20 (per SALC payment Schedule)</b>	£9.019 per Hour
Number of weeks in month (4 weeks and 3 days)	4.43
Total number of hours worked in January	17.71
<i>Total Salary for January 2007</i>	<b><u>£159.77</u></b>

*Salary for February 2007 – Due for payment on 15<sup>th</sup> February 2007* CHEQUE TO BE POST DATED

<b>LCP Scale 20 (per SALC payment Schedule)</b>	£9.019 per Hour
Number of weeks in month (4 weeks)	4.00
Total number of hours worked in February	16.00
<i>Total Salary for February 2007</i>	<b><u>£144.30</u></b>

Expenses for January 2007

Date	Details	Reason	Cost ex VAT (£)	VAT (£)	Cost Inc VAT (£)
20/12/06	BT	Line rental for the period 01 Dec to 28 Feb 07 and call charges to 28 Nov 06	31.57	5.52	37.09
23/11/06	Staples	Ink cartridges, labels and display folders	31.80	5.57	37.37
14/11/06	The Scribbling shop	colour Ink cartridge/paper			23.80
13/12/06	Babysitter	Babysitter for precept meeting 13/12/06	16.00	0.00	16.00
					<b>114.26</b>

Cllr. D.Green **PROPOSED** and Cllr. S.Welman **SECONDED** that the Clerk's salary and expenses should be paid. Council **AGREED**.

**c. To discuss and approve Section 137 payments**

As previously provisionally agreed at the meeting on 15<sup>th</sup> November 2006 the following S.137 payments were **AGREED** to be paid.

<u>Organisation</u>	<u>Proposed 2006-07 payment (£)</u>
Sutton PCC	£150
Barlavington PCC	£150
Ebenoe Young Farmers	£150
Sutton Village Hall	£150
Citizens Advice Bureau (CAB)	£20
Sutton Youth Club	£150
Rural Mobile Youth Trust - Purple Bus	£50
	<b>£820</b>

Cllr. S Anstruther **PROPOSED** and Cllr.A Pratt **SECONDED** the motion.

Although the S.137 payment was approved for payment to Sutton Youth Club it was decided to hold back the payment until the future of the club is more secure.

**d. To approve Income and Expenditure Reports for the period ended 31 December 2006**

**e. To approve the bank reconciliation for the period ended 31 December 2006**

**f. To approve the Budget v Actual overview and the draft accounts for the period ended 31 December 2006**

Cllr. G Owen **PROPOSED** and Cllr. S.Welman **SECONDED** the approval of items 12 d) to 12f) above. Council **AGREED**.

**Agenda item No. 14- DATE & TIME OF NEXT PARISH COUNCIL MEETING**

Wednesday 21<sup>st</sup> March 2007 at 7.00 pm, in Sutton Village Hall. **Following the meeting the clerk discovered that Sutton Village Hall is in use and the next meeting will now take place on Wednesday 28<sup>th</sup> March at 7pm.**

**CLOSURE OF MEETING**

The Common Parish Council of Sutton & Barlavington meeting closed at 8.45pm.

Signed:

**APPROVED AT MEETING ON 28/3/07 & SIGNED BY CHAIRMAN**

Cllr. D Green

Date:28/3/07

Chairman of The Common Parish Council of Sutton & Barlavington

29 January 2007

Louise Collis, Clerk to The Common Parish Council of Sutton & Barlavington