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## 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 28<sup>TH</sup> MARCH 2007 AT 7.00 PM SUTTON VILLAGE HALL

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#### **ACTION**

#### **Present:**

Cllrs. David Green, Gordon Owen, Brian Verrall, and Sebastian Anstruther.

#### **In Attendance:-**

D.Cllr Susan Hallock, C.Cllr Tex Pemberton, Anna Gilham, Sue Weekes and Louise Collis (Clerk to the Common Parish Council of Sutton & Barlavington).

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

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

Susan Welman, Anthea Pratt and Stuart Dallyn.

#### **Agenda Item No.2 - CODE OF CONDUCT – Declaration of Members’ Personal and Prejudicial Interests on items included on the Agenda**

The Clerk reminded Councillors of their duty to declare personal and prejudicial interests. Cllr G Owen who declared a personal, but not a prejudicial interest, in knowing people in the senior management at BT. No further declarations were made.

#### **Agenda item No. 3 – MINUTES OF THE MEETING HELD ON 17TH JANUARY 2007**

The Minutes of the meeting held on 17<sup>th</sup> January 2007 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. B.Verrall **SECONDED** the motion.

#### **Agenda item No. 4 - MATTERS ARISING**

##### **a) Village Design Statement**

Cllr D Green reported that two people are interested in helping and another parishioner is currently looking at the documentation available.

##### **b) Broadband**

Cllr S Anstruther circulated “Broadband for the Parishes – A joint proposal by the Common Parish Council of Sutton & Barlavington and Bignor Parish Meeting” – see Appendix.

There is a strong case for public funded support for areas which do not currently have broadband. There are very few areas where BT broadband is not available – namely three in the Chichester District. In two of these areas WCSS have provided funds. Sutton and Barlavington is one of the last areas in the UK and the last area in the Chichester District. C.Cllr T Pemberton and others have been very supportive in trying to organise Kijoma to extend its current coverage to cover ALL Sutton (now limited coverage) and some of Barlavington (currently no coverage).

<p>There are several stages to the process of having broadband installed</p> <ul style="list-style-type: none"> <li>i) Get repeaters installed so that a signal can cover every property</li> <li>ii) Each property needs installation (approximate cost to per household £200-300)</li> <li>iii) Each property needs to pay a monthly fee (Kijoma fee £26 per month)</li> </ul> <p>There is funding available for the repeaters and funding is also available to anyone who is running a small business. Cllr S Anstruther is uncertain whether funding is available to individuals.</p> <p>C.Cllr T Pemberton was asked how much funding Plaistow received for stages i) and ii) above. Funding was given by Cedar with WSCC matched this funding. This totalled about £8,000 which ensured that a signal was received by each property. Cllr S Anstruther reported that extending the current network to cover Sutton and Barlavington would cost approximately £3,000.</p> <p>Cllr G Owen, who declared a personal but not a prejudicial interest, in knowing people in the senior management at BT, stated that the Sutton exchange does not currently have the technology to support broadband. In the third quarter of 2008 the Pulborough exchange will be upgraded to a 21<sup>st</sup> century exchange. Once this happens most properties will be able to get broadband. Cllr S Anstruther stated that both Kijoma and Joyce Stroud (WSCC) said that even if exchange is enabled not all properties will be able to get broadband due to – size, age and distance of property from exchange.</p> <p>The other issues of concern to the council are cost and a social exclusion issue.</p> <p>Cllr G Owen agreed to contact BT to obtain further information for the APM.</p> <p>Cllr S Anstruther was thanked for all his hard work on this matter.</p> <p><b>c) War Memorial Plaque</b> Payment made of £264.37 has been made last meeting. The work has been carried out, however not to the satisfaction of all parishioners.</p> <p><b>d) Delivering Development opportunities consultation</b> Cllr S Anstruther reviewed the document and he did not feel any comments were required as there are no proposed housing sites in the two parishes or our immediate neighbours. Cllr S Anstruther also visited the CDC “roadshow” in Petworth. A copy of the document has been put in the circulation file. It was <b>AGREED</b> that the clerk would organise for the relevant pages of the document to be on display for the Annual Parish Meeting.</p> <p><b>e) HM Revenue &amp; Excise</b> The Council has received a VAT refund of £213.56 for the period 01/04/04 to 31/03/06. A repayment claim will be submitted for the 12 month period to 31/03/07 once the accounts have been approved at the May meeting.</p> <p><b>f) Meeting Nick Herbert</b> Cllr G Owen has been unable to access Nick Herbert’s website. C.Cllr Tex Pemberton will look into it.</p> <p>D.Cllr S Hallock wanted it noted that on 27 July 2006 she wrote to Nick Herbert but did not receive a reply. She also contacted Russell Tanway and Andrew Tiry with no success.</p>	<p><b>G.Owen</b></p> <p><b>APM - Clerk</b></p>
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<p><b>g) Bignor Vineyard</b>  Anna Gilham, Bignor Meeting clerk, reported that planning permission for existing fencing was refused. Bignor Meeting tried to get the application accepted with certain conditions attached, however CDC said this was not possible for a retrospective application. It was refused on the grounds of ANOB damage.</p> <p>A meeting has been arranged with the agents and Bignor Meeting to discuss the issue. Ms Gilham will report back at the next meeting.</p> <p><b><u>Agenda item No.5 - DISTRICT COUNCILLOR'S REPORT – D.Cllr. Susan Hallock</u></b></p> <p>D.Cllr Hallock raised a concern over the closure of pubs and circulated a recent article. D.Cllr Hallock also circulated – Environment Protection Services for sustainable Communities – Councillors Handbook by Lacors and Defra. The Clerk will try and obtain further copies.</p> <p><b><u>Agenda Item No. 6 - COUNTY COUNCILLOR'S REPORT – C.Cllr. Tex Pemberton</u></b></p> <p>C.Cllr Pemberton raised the issue about pot holes in the area. There is currently a pot hole patrol making its way around the villages and should be in the area over the next few days.</p> <p>Recently new passing places have been appearing around the lanes. This is not to do with WSCC but from the £60,000 Quiet Lanes initiative.</p> <p>C.Cllr Pemberton is currently running a pilot scheme – Highway Rangers. The aim is to carry out work requested by Parish Councils and country local communities. The Rangers team will be on a four week rolling rota.</p> <p>Cllr S Anstruther asked about the WSCC policy on open ditches. In the past the gullies were cleaned on a rota and then a few years ago it changed so that the gullies were only cleaned when a problem was reported. C.Cllr Pemberton hopes that the current problem of blocked up ditches will be rectified by the Highway Rangers.</p> <p><b><u>Agenda Item No. 7 – THE PURPLE BUS</u></b></p> <p>Cllr D Green received a letter from a parishioner about the Purple Bus scheme. In the past Sutton benefited from the bus. However WSCC disbanded the Rural Area and resulted in Sutton being outside the area covered by the Purple Bus. It was <b>AGREED</b> by the Council that no further payments will be made to the Purple Bus.</p> <p><b><u>AGENDA ITEM 8 – CHANGES TO THE CODE OF CONDUCT</u></b></p> <p>In January the Department for Communities and Local Government issued a consultation paper on the proposed amendments to the Model Code of Conduct for Local Authority Members. Michael Kelley, CDC Solicitor, prepared an outline of the proposed changes. The outline of changes was emailed to councillors on email . Cllr S Anstruther attended the CDC Annual Meeting where Mike Kelly went through the revision with the parishes and reported back that the changes seemed very sensible and had no comment.</p> <p>In March Mike Kelley forwarded an email that he had sent at the end of last year, which the clerk did not receive as the wrong email address was used. As well as outlining the proposed changes to the Code of conduct it also provided very useful information for new and existing councillors about the code of conduct. This has been circulated to all councillors.</p>	<p><b>Clerk</b></p>
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### **AGENDA ITEM 9 – PARISH COUNCIL COMPUTER**

Since the last meeting the clerk has been having problems with the secondhand computer the Parish Council purchased last year. The computer has become extremely slow taking up to 45 minutes to boot up before it is ready to use, taking 5 minutes for word, excel, email and internet functions to open. Also in the last week the computer crashed resulting in it dumping files resulting in the loss of emails in the inbox. From 28<sup>th</sup> March the clerk has been unable to download the weekly planning application listing from CDC as the email is larger than 1000KG. The clerk went back to the computer shop in Storrington where the computer was purchased to see if it was possible to increase the speed of the computer and sort out the other issues. They said that a new computer was needed. Following discussions with Cllr S Anstruther the clerk spoke with Ricky Halpin of Halpins Computer Services, an independent computer consultant. He came out and looked at the computer and came to the same conclusion. He has recommended that the council purchase a new Hewlett Packard Laptop, Celeron M360, 512 MB RAM, 60 Gb hard disc drive, wireless network card, CD and DVD rewriter and Windows XP home. The total cost, including setting up, delivery, and transferring data - £499.00.

Cllr. S. Anstruther **PROPOSED** and Cllr. D.Green **SECONDED** that the Council purchase the recommended computer. Council **AGREED**.

**CLERK**

### **Agenda item No. 10 – NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS**

#### **a. White Horse Pub**

Nothing to report

#### **b. Darrsfield Appeal**

Still awaiting the appeal.

#### **c. Recent planning applications and decisions**

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

### **Agenda Item No. 11 – REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

- a) *CDC Annual Parishes Meeting – Thursday 25th January 7.pm* Cllr S Anstruther attended the meeting. Cllr Anstruther reported that the period for nominations for the election opens on **13th March** (2 weeks before our next PC meeting) and runs to 4th April. Nomination papers are checked on a first come first served basis and if papers are received towards the end of the period and these contain errors or omissions CDC may not have time to contact the prospective candidate and help correct the forms resulting in the nomination be invalid and the candidate being unable to stand for election, so early return of nomination forms is advised.
- b) *Sussex Association of Local Councils – Petworth District – 21 February 2007 –* Cllr Brian Verrall attended. The following topics were discussed – NHS Hospital plans fully explained, Concern over computer images of planning applications (unable to scale measurements accurately), Plaistow have BT Broadband (wireless) at £15 per month, All parish councils now have £10 million insurance liability, Plaistow is to get £5,000 to spend on any village project (being a quality council), most councils have great problems with youth clubs and LDF (local housing) was discussed.
- c) *North East Parishes Forum - next meeting 14th March – Sutton*

The following email has been received by Cllr Anstruther from Jane Polden about the meeting held at Sutton Village hall

“I would very much like to thank you, David Green, Brian Verrall, the Deputy Chairman Gordon Owen, Anthea Pratt... - and in no way forgetting Joan Verrall for your wonderful hospitality last night. It was a huge help to arrive and find that you had gone to so much trouble to prepare the room and lay on such lovely refreshments for the meeting. I am really grateful to each and every one of you and hope you won't mind me asking you to ensure that my thanks get to everyone concerned as I do not have any record of addresses or emails for anyone except you and Louise.”

- d) *WSSC – County Local Committee* - Cllr S Anstruther attended the meeting and found it very useful and hopes to attend again.

#### **Agenda item No. 12 – NEW CORRESPONDENCE**

- a) *South East England Assembly – Regional Housing Strategy Review 2007* – consultation period 5 February – 27 April 2007. – Cllr S Anstruther agreed to review and comment.
- b) *Audit Commission – Appointment of External auditor* - Under section 2 of the Audit Commission Act 1998 the Audit Commission is responsible for the appointment of auditors to all local councils and associated joint committees. In 2002 Mazars was appointed as auditor to all local councils and joint committees within West Sussex for the financial years 2001/02 to 2005/06. The Commission is to extend the appointment to cover 2006/07.
- c) *Action in Rural Sussex- The New West Sussex Village of the year 2007* – Closing date 18<sup>th</sup> May 2007 – No action
- d) *Cllr S Anstruther* - Email sent to WSSC re the sinking of the edge of the carriageway into the soft verge halfway down Crouch Lane – This is still ongoing.
- e) *C.Cllr Tex Pemberton* – Email informing parish councils of a service available from “The Local Channel” offering a free website to all parish, town and ward councils. No action.

**S.  
Anstruther**

**Ongoing**

#### **Agenda item No. 13 – Circulation File No. 8**

Index in order of receipt

<b><u>DATE RECEIVED</u></b>	<b><u>INFORMATION SOURCE</u></b>	<b><u>TITLE</u></b>
19/01/07	Tex Pemberton	Chichester Police District – January 07 update
20/01/07	Southern Water	Update on water ban
23/01/07	WSSC	West Sussex Fire & Rescue Service Integrated Risk Management Plan Year IV (2007/08) proposed document
24/01/07	West Sussex Partnership Forum	Newsletter No.38 January 2007
24/01/07	NHS South East Coast	Winter 06/07 PALS in focus
26/01/07	Tex Pemberton	Virtual classroom means pupils don't miss out
02/02/07	Arun & Chichester Voice	Newsletter January 2007
05/02/07	Sebastian Anstruther/CDC	LDF Informal Consultation Delivering Development

		Opportunities (Relevant extracts)
21/02/07	CDC	Emergency Planning
27/02/07	Sussex Police	Appointment of 2 new Assistant Chief Constables
01/03/07	Alzheimers's Society – Worthing & District Branch	Newsletter Winter 2006/07
05/03/07	Southern Water	Update on water ban
20/03/07	ICIS	ICIS News Issue 41 Spring 07
26/03/07	Police	Clarification re Police station front office opening hours

The Clerk noted that the following circulation files had not been returned: - 1, 6 and 7.

#### **Agenda Item No. 14 - FINANCE**

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

i)	Sutton Village Hall	Hall Hire – Parish Council meeting 28 <sup>th</sup> March 2007	£15.00
ii)	Sutton Village Hall	Hall Hire – Planning meeting 21 <sup>th</sup> February 2007	£15.00
iii)	Sutton Village Hall	Hall Hire – Planning meeting 7 <sup>th</sup> March 2007	£15.00
iv)	The Society of Local Council Clerks	Annual Subscription	£55.00
v)	Sussex Association of Local Councils	Annual Subscription (Invoice date 01/04/07)	94.68

Cllr. B. Verrall **PROPOSED** and Cllr. G.Owen **SECONDED** that the account for payment should be paid.

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

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

<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 March	17.71
<b>Total Salary for March 2007</b>	<b><u>£159.77</u></b>

##### *Salary for April 2007 – Due for payment on 15<sup>th</sup> April* 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 and 2 days)	4.29
Total number of hours worked in April	17.14
<b>Total Salary for April 2007</b>	<b><u>£154.61</u></b>

Cllr. B.Verrall **PROPOSED** and Cllr. G.Owen **SECONDED** that the Clerk's salary and expenses should be paid. Council **AGREED**.

- c. To approve Income and Expenditure Reports for the period ended 28 February 2007
- d. To approve the bank reconciliation for the period ended 28 February 2007
- e. To approve the Budget v Actual overview and the draft accounts for the period ended 28 February 2007

Cllr. G Owen **PROPOSED** and Cllr. D.Green **SECONDED** the approval of items 14 c) to 12e) above. Council **AGREED**.

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

Wednesday 16<sup>th</sup> May 2007 at 7.00 pm, in Sutton Village Hall.

**CLOSURE OF MEETING**

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

Signed:

APPROVED AT MEETING ON 9/5/07 & SIGNED BY CHAIRMAN

Cllr. D Green

Date: 9/5/07

Chairman of The Common Parish Council of Sutton & Barlavington

20<sup>th</sup> April 2007

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