

---

## THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

---

### APPROVED MINUTES OF A MEETING OF THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON WEDNESDAY 09<sup>TH</sup> MAY 2007 AT 7.00 PM SUTTON VILLAGE HALL

---

#### **ACTION**

#### **Present:**

Cllrs. David Green, Anthea Pratt, Dee Le Bourlier Browne, Sebastian Anstruther, Susan Weeks, 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.

#### **Agenda item No. 1 - ELECTION OF CHAIRMAN**

The Clerk initially took the chair. Cllr. David Green was re-elected as Chairman for the Common Parish Council of Sutton & Barlavington.

Cllr. Sebastian Anstruther **PROPOSED** and

Cllr. Joy Mayes **SECONDED** the motion.

Following the re-election of the Chairman, Cllr D Green took the chair.

*Ten minutes are available for the public to express a view or ask a question on relevant matters on the following agenda. The public are welcome to stay to observe the rest of the meeting.*

#### **Agenda item No.2 - TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr. D Green then signed the Declaration of Acceptance of Office Book in the presence of the Clerk.

#### **Agenda item No.3 - COOPTING A NEW PARISH COUNCILLOR FOR SUTTON**

Due to an administration error Susan Weeks' nomination form as a Parish Councillor was rejected. The Parish Council still has once vacancy to fill for Sutton. Susan Weeks agreed to be Co-opted as a Parish Councillor.

Cllr David Green **PROPOSED** and

Cllr Sebastian Anstruther **SECONDED** the motion

Mrs Susan Weeks signed the Form of Undertaking by a Co-opted Member and the Declaration of Acceptance of Office in the presence of the Chairman, and is now formally a member of the Common Parish Council of Sutton & Barlavington.

#### **Agenda item No.4 - TO DECIDE WHEN ANY DECLARATIONS OF ACCEPTANCE OF OFFICE WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED**

It was **AGREED** that any Declarations of Acceptance of Office not received would be returned to the clerk by 16<sup>th</sup> May 2007.

#### **Agenda item No.5 - ELECTION OF VICE-CHAIRMAN**

Prior to the meeting Cllr D Green had asked Cllr G Owen if he would be prepared to stand as Vice-chairman of the Common Parish Council of Sutton & Barlavington. He agreed. Therefore, in his absence, the motion was put forward. Cllr.

Cllr Joy Mayes **PROPOSED** Cllr G Owen as Vice-Chairman and Cllr Anthea Pratt **SECONDED** the motion.

Cllr. G Owen will sign the Declaration of Acceptance of Office Book in the presence of the Chairman.

**G Owen**

#### **Agenda item No.6 - APPOINTMENT OF REPRESENTATIVES ON THE FOLLOWING BODIES**

##### **a. North East Community Forum & Petworth Sub District**

Cllr Anthea Pratt **PROPOSED** the motion that Cllrs D Green and S. Anstruther should be duly elected as representatives for the Common Parish Council of Sutton and Barlavington on the North East Community Forum & Petworth Sub District.

Cllr Susan Weeks **SECONDED** the motion

#### **Agenda item No.7 - ELECTION OF MEMBERS TO SERVE ON THE FOLLOWING COMMITTEES**

##### **a. Planning Committee**

It was **AGREED** that unlikely previous years all the councillors will become members of the planning committee.

Cllr Susan Weeks **PROPOSED** and Cllr Sebastian Anstruther **SECONDED** the motion

##### **b. Roads and Ditches Committee**

Cllr Sebastian Anstruther **ROPOSED** the motion that Cllrs D Green and A. Pratt should be duly elected as members of the Roads and Ditches committee.

Cllr Susan Weeks **SECONDED** the motion.

#### **Agenda item No.8 - TO CONSIDER THE PAYMENT OF ANY SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY**

SALC	£84.60
SLCC	£55.00

Cllr David Green **PROPOSED** and Cllr. Sebastian Anstruther **SECONDED** the motion

#### **Agenda item No.9 - APOLOGIES AND REASON FOR ABSENCE**

Cllr Gordon Owen and C.Cllr Tex Pemberton

#### **Agenda item No.10 - 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.

<p>Cllr Sebastian Anstruther made the following personal but not prejudicial declarations:</p> <ol style="list-style-type: none"> <li>1. Parish Council computer – Cllr S Anstruther recommended the computer advisor used by the Parish Council, Ricky Halpin. Cllr S Anstruther has used him for a number of years.</li> <li>2. Village Design Statement – the Anstruther family own numerous properties and land in the area</li> <li>3. Broadband – Cllr S Anstruther has asked Bill Lewis of Kijona to install a broadband system in the Barlavington Estate office.</li> <li>4. Regional Housing Strategy Plan – personal interest</li> </ol> <p>Cllr Sebastian Anstruther made the following personal and prejudicial declarations</p> <ol style="list-style-type: none"> <li>1. Agenda Item 18 – New Planning – Cllr S Anstruther’s brother has submitted a planning application discussed by the planning committee.</li> </ol> <p>No other new or altered Declarations were made.</p> <p><b><u>Agenda item No.11 - ANNUAL UPDATE OF COUNCILLORS REGISTER OF MEMBERS INTERESTS</u></b></p> <p>The Clerk informed the councillors that being an election year it is necessary that all councillors complete a new register of members interests which must be submitted to the CDC solicitor, Mike Kelley, within 28 days of this meeting.</p> <p>The Clerk will collect and submit the forms to CDC.</p> <p><b><u>Agenda item No.12 MINUTES OF THE MEETING HELD ON 28<sup>th</sup> MARCH 2007</u></b></p> <p>The Minutes of the meeting held on 28<sup>th</sup> March 2007 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. S Anstruther <b>PROPOSED</b> and Cllr. D. Green <b>SECONDED</b> the motion.</p> <p><b><u>Agenda item No. 13 - MATTERS ARISING</u></b></p> <p><b>a. Parish Council computer</b></p> <p>At the last meeting the Council approved the purchase of a new computer (Hewlett Packard Laptop, Celeron M360, 512 MB RAM, 60 Gb hard disc drive, wireless network card, CD and DVD rewriter and Windows XP home) for £499.00. When the order was being placed the supplier made the clerk aware that another Hewlett Packard Laptop with 1Gbyte RAM and 80 Gb hard disc drive was currently on offer for £560.00. The clerk spoke to Cllr D Green, Cllr G. Owen and Cllr S Anstruther who all agreed that the faster computer should be purchased. The clerk also negotiated a trade in price of £50 for the old Parish Council computer.</p> <p>Cllr. A Pratt <b>PROPOSED</b> and Cllr. D Green <b>SECONDED</b> the motion to purchase the Hewlett Packard Laptop with 1Gbyte RAM and 80 Gb hard disc drive for £560.00.</p> <p><b>b. Village Design Statement</b> Nothing to report</p> <p><b>c. Broadband</b> Nothing to report</p> <p><b>d. Meeting with Nike Herbert</b> Tex provided up to date contact details to Gordon. No other developments reported.</p>	<p>Clerk</p>
--	--------------

**e. Bignor Vineyard**

Nothing to report

**f. South East England Assembly – Regional Hosing Strategy Review 2007**

Cllr S Anstruther has reviewed the document and does not consider any comments need to be submitted.

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

Susan Weeks is now District Councillor. She thanked the Parishioners for having elected her. She will be officially appointed at the end of the week and therefore has nothing to report.

**Agenda item No. 14 - COUNTY COUNCILLOR'S REPORT**

C.Cllr not present

**Agenda item No. 15 - REPLACEMENT OF THE CODE OF CONDUCT FOR MEMBERS**

Prior to the meeting the Clerk circulated a report prepared by the CDC Solicitor, Mike Kelley, setting put a summary of the Code of conduct in full. See Appendix

The Model Code of Conduct sent by the Standards Board at the end of April had one change to the model set out in Mike Kelley's report mentioned above. Set out below are the relevant extracts from his email dated 4<sup>th</sup> May 2007

*"The Code I prepared and circulated to you on 24<sup>th</sup> April is the same as the Standards Board's version except for paragraph 7 which requires Members to have regard to advice from their Chief Finance Officer and the Monitoring Officer, and to give reasons for decisions in certain cases.*

*Although paragraph 7 is not mandatory by law for Parish Councils, I consider it would help Parish Clerks, and myself as Monitoring Officer, to ensure that Members had proper regard to the advice that we gave them.*

*I have sent an email to the Standards Board urging them to change their Code for Parish Councils. I have set out below for your information a copy of the email I received from the Standards Board and my response to the Board.*

*Your Council has the discretion whether or not to include paragraph 7 but my view is that you should encourage your Councillors to include it."*

THE MOTION recommended

**That pursuant to Section 51 of the Local Government Act 2000 the Council adopts the Code of Conduct for members and co-opted members set out in Appendix 2 to this report in place of the existing code with immediate effect; and**

**That the General Principles of Conduct be annexed to the replacement Code.**

Cllr Susan Weeks **PROPOSED** and  
Cllr. David Green **SECONDED** the motion

<p><b><u>Agenda item No. 17 - FIRST AID EQUIPMENT FOR SUTTON &amp; BARLAVINGTON</u></b></p> <p>Sebastian has done a bit of research re St John Ambulance Neighbourhood First Aid Response Scheme (NFR Scheme)– The Neighbourhood First Responders are trained to attend emergency calls received by the ambulance service and provide care until the ambulance arrives. Volunteers can arrive at an emergency scene in a matter of minutes, as they are sent calls in their local area.</p> <p>The Scheme operates as a community partnership between St John Ambulance and local ambulance services. Someone in the community who has been trained in first aid and can reach the patient quickly makes all the difference.</p> <p>Each volunteer member takes it in turn to be “on call”. They carry basic first aid equipment and an automated external defibrillator (AED). The ambulance service controller sends them to Category A (immediately life-threatening) medical calls; they are despatched at the same time as an ambulance and crew.</p> <p>Anyone who lives in the area can get involved with a local NFR scheme, whether its to be a volunteer, or to help with other vital tasks such as fundraising, training or administration. Volunteers do not need first aid experience to join their local unit, as full training is provided.</p> <p>Cllr S Anstruther spoke to the ambulance service who said that they could guarantee that they could get to Sutton in 8 minutes 75% of the time.</p> <p>It was raised at the AGM that the Council may consider buying it’s own automated external defibrillator (AED). But following the information provided about the NFR scheme and the cost involved in purchasing one as well as the training required the Council <b>AGREED</b> that It would not consider buying one.</p> <p>Instead the Council will look into finding 10 parishioners who would be interested in attending a basic first aid course with a view to taking it further if anyone is interested.</p> <p>The Clerk, Cllr D Green and Cllr D Le Bourlier Browne will look into the cost of running a first aid course.</p>	<p><b>Clerk/ D.Green/ D. Browne</b></p>
<p><b><u>Agenda item No. 18 - NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS</u></b></p>	
<p>See list circulated</p>	
<p><b><u>Agenda item No. 19 - REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u></b></p> <p>NONE</p> <p>Cllr S Weeks asked about the Burton &amp; Chillingfold Local Native Reserves Management Advisory Committee. Cllr S Anstruther used to attend the meeting as a representative and now only attends the meeting as a local land owner. The Council <b>AGREED</b> that the Parish Council should reinstate a representative. The Clerk will obtain the relevant information from Cllr S Anstruther.</p>	<p><b>Clerk</b></p>

**Agenda item No. 20 - NEW CORRESPONDENCE****a) WSCC – Quite Lanes query**

Following on from the issue raised at the last meeting – namely the new passing spaces that have appeared in the area, Tex Pemberton contacted Ian Moorey from the Traffic Management & Calming Team WSCC. He has contacted the clerk via email providing information about the decision process. This has been placed in the correspondence file. No further action required.

**b) WSCC – Review of Speed Limit Criteria**

Comments invited by 15<sup>th</sup> June 2007 – Cllr S Weeks agreed to review and submit comments if required.

**S Weeks****Agenda item No. 21 - CIRCULATION FILE – NO.9**

Index in order of receipt

<b><u>DATE RECEIVED</u></b>	<b><u>INFORMATION SOURCE</u></b>	<b><u>TITLE</u></b>
02/04/07	Environment Agency	Recruitment to the Environment Agency's Floodline Warnings Direct Service
04/04/07	WSCC	Internal Review recommendations
04/04/07	Ian Moorey, Traffic Management & Calming Team, WSCC	Quiet Lanes – works query
23/04/07	Sussex Police	Chichester District Commander's Update – April 2007
26/04/07	Sussex Police	Public Statement – Retirement of Chief Constable of Sussex
30/04/07	Tex Pemberton	Charlie Dimmock launches Green Club for eco-friendly gardeners
28/04/07	West Sussex Sustainability Forum	Programme for 2007/08
30/04/07	WSCC	Connections – April 2007
01/05/07	CVS-Arunwide and Chichester & District CVS	Arun & Chichester Voice – April 2007

**Agenda item No. 22 - FINANCE****a. To approve accounts for payment**

i)	Sutton Village Hall	Hall Hire – Planning meeting 11 <sup>th</sup> April 2007	£15.00
ii)	Sutton Village Hall	Hall Hire – Annual Parish Council 27 <sup>th</sup> April 2007	£15.00
iii)	Sutton Village Hall	Hall Hire – Parish Council Meeting 9 <sup>th</sup> May 2007	£15.00
iv)	Allianz Cornhill	Annual insurance premium	442.38
v)	Halpin Computer Services	Replacement Laptop computer	510.00

Cllr S Anstruther raised a question about the annual insurance premium. The premium is 3% of the valuation of £15,000. The clerk was asked for 2008/09 to find out if any other insurance company offers insurance for parish councils. The clerk will check with SALC.

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

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

<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 May	17.71
<b>Total Salary for May 2007</b>	<b>£159.77</b>

Salary for June 2007 – Due for payment on 15<sup>th</sup> June 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 June	17.14
<b>Total Salary for June 2007</b>	<b>£154.61</b>

Expenses for May 2007

Date	Details	Reason	Cost ex VAT (£)	VAT (£)	Cost Inc VAT (£)
					0.00
4/5/07	Staples	Paper	7.66	1.34	9.00
1/5/07	PC World	2 black ink cartridges	39.13	6.85	45.98
29/3/07	Babysitter	Babysitter for Parish Council Meeting 29/03/07 (2.5 hours)	20.00	0.00	20.00
27/4/07	Babysitter	Babysitter for APM 27/4/07 (2.5 hours)	20.00	0.00	20.00
					<b>94.98</b>

Cllr. S Anstruther **PROPOSED** and  
Cllr. S Weeks **SECONDED** the motion (22 a&b)

**c. To approve Final Accounts for the year ended 31 March 2007 including:-**

- i. Final Accounts and the payments and receipts schedules**
- ii. Bank reconciliation for the year ended 31 March 2007**
- iii. Supporting Schedule for the year ended 31 March 2007**
- iv. Budget v Actual Review for the year ended 31 March 2007**
- v. Annual review of the effectiveness of its system of internal control including the Internal Audit Plan for the year ended 31 March 2007**
- vi. Annual Return for the year ended 31 March 2007 and the schedule "Explanation of Variances" and the Annual Governance Statement**

<p>Cllr. D Green <b>PROPOSED</b> and Cllr. S Weeks <b>SECONDED</b> the motion (22 c (i-vi))</p> <p><b>vii. Approve NatWest Bank plc mandate – arrange time for new councillors going to NatWest</b></p> <p>It was <b>AGREED</b> that all the existing and new councillors will sign the new mandate so that all the councillors will be authorised to sign the cheques for the NatWest account and that the statements and all correspondence will be sent to the clerk.</p> <p>The Clerk will meet the new councillors at the bank on Tuesday 22 May at 11am.</p> <p>Cllr. D Green <b>PROPOSED</b> and Cllr. S Weeks <b>SECONDED</b> the motion</p> <p>The Mandate was duly signed by all the councillors and clerk.</p> <p><b><u>Agenda item No. 22 - DATE AND TIME OF NEXT PARISH COUNCIL MEETING</u></b></p> <p>Wednesday 25<sup>th</sup> July 2007 at 7.00 pm, in Sutton Village Hall.</p> <p><b>CLOSURE OF MEETING</b> The Common Parish Council of Sutton &amp; Barlavington meeting closed at 8.45pm. Signed:</p> <p><b>APPROVED AT MEETING ON 25/7/07 &amp; SIGNED BY CHAIRMAN</b></p> <p>Cllr. D Green Chairman of The Common Parish Council of Sutton &amp; Barlavington</p> <p>Date:25/7/07</p> <p>18<sup>th</sup> May 2007 Louise Collis, Clerk to The Common Parish Council of Sutton &amp; Barlavington</p>	
--	--