

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

APPROVED MINUTES OF A MEETING OF THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON WEDNESDAY 25TH JULY 2007 AT 7.00 PM SUTTON VILLAGE HALL

ACTION

Present:

Cllrs. David Green, Anthea Pratt, Dee Le Bourlier Browne and Gordon Owen.

In Attendance:-

C.Cllr Tex Pemberton, D.Cllr Susan Weeks and Louise Collis (Clerk to the Common Parish Council of Sutton & Barlavington).

The Common Parish Council of Sutton & Barlavington Meeting commenced at 7.10pm.

Agenda item No.1 - APOLOGIES AND REASON FOR ABSENCE

Cllr Sebastian Anstruther and Joy Mayes

Agenda item No.2 - 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.

No new or altered Declarations were made.

Agenda item No.3 MINUTES OF THE MEETING HELD ON 09th MAY 2007

The Minutes of the meeting held on 09th May 2007 were declared correct and accepted as a true record, and Council **AGREED** that they should be signed following completion of the meeting. Cllr. A. Pratt **PROPOSED** and Cllr. D. Green **SECONDED** the motion.

Agenda item No. 4 - MATTERS ARISING

a. Broadband

BT Broadband is due in Sutton in the third quarter of 2008. D.Cllr Weeks informed the meeting that a grant had been obtained from the Economic Development Committee at CDC to erect a mast at Burton Mill Farm. Broadband is now available to everyone in the immediate area. Bill Lewis of Kijoma is now offering his service for £13.99 a month, instead of £27.99 per month, with an installation cost of £200.

b. First Aid in Sutton & Barlavington

Following the talk given by Dr John Collis on CPR at the Annual Parish Meeting parishioners voiced the idea of buying a defibrillator for use in the Parish. However after careful consideration it was felt that the equipment cost too much and would not be effective. John Collis has recommended the British Red Cross Standard First Aid Course for parishioners interested in improving their first aid skills. The course is 28 hours. There is a limit of 10 people per group and costs £80 per person. The Parish Council would receive a 20% discount.

C.Cllr Pemberton suggested checking with SALC for possible funding and also recommended contacting Robin Davidson about applying for funds from the County Local Committee. The next meeting is 10 September 2007.

Clerk

c. Meeting with Nick Herbert

Gordon Owen has sent an email to Nick Herbert but has not yet received a response.

d. Bignor Vineyard

The Fence has now been repositioned away from the road and it has also been lowered. The Enforcement Officer is now satisfied and the issue is now closed.

Agenda item No. 5 - DISTRICT COUNCILLOR'S REPORT

D.Cllr Weeks reported the following:-

- a. **Broadband** – reported earlier (see Agenda item 4a above)
- b. **Bignor Vineyard and John Marsland** As reported above the Enforcement Officer is satisfied with the new position of the fence. In June D.Cllr Weeks took John Marsland, Chief Executive of Chichester District Council, on a tour of Bury Ward and highlighted some of the ongoing issues including shops, post offices and broadband.
- c. **Core Structure Plan** – This has been refused by the inspector. D.Cllr Weeks was asked to explain which document currently determines if a house can or cannot be built in Sutton. At the moment the County Structure plan is used. The County Plan protects AONB. If fewer than 25 houses are being built then the District Council makes the planning decision using the County Structure plan. If more than 25 houses are being built then the District Council still decides but refers to the County Council – again using the County Structure Plan. In the future the District Council hope to use the Local Development Plan (LDF) as a planning reference document. The Countryside and Rights of Way Act 2000 also helps to regulate AONB's.

C.Cllr Pemberton agreed to send links of the relevant sections of the Country Structure Plan to the Clerk.

- d. **National Park** – On 24th July 2007 CDC agreed a new position to take in respect of the Proposed National Park. In the past CDC has been against the National Park. Now CDC will support a National Park where the Park is as close as possible to the chalk escarpment.
- e. **Planning** – The issue over the Piggeries planning application which was recently approved was raised. D.Cllr Weeks explained that it is the duty of a D.Cllr to provide all the opinions to the planning committee and not to give a recommendation. The following may happen
 - (i) the planning officers, who have looked at the case in great detail, recommend the planning committee to approve an application
 - (ii) the planning committee still decided to refuse the planning application
 - (iii) the application goes to appeal and it is shown that there were no grounds to refuse the application
 - (iv) District Council could be liable to a fine of £100,000.

The Chairman expressed his disappointment with the events over this application. The Parish Council objected to the application, the Parish Council was not consulted over the alterations made by the applicant and the opinion of the parish council was not conveyed at the planning committee meeting. The Parish Council wanted it noted that it felt let down by their District Councillor.

**C.Cllr
Pemberton**

Agenda item No. 6 - COUNTY COUNCILLOR'S REPORT

C.Cllr Pemberton reported the following:-

1. **Dissemination of Information.** I continue to forward emails to the Parish Clerk providing information on issues that I judge will be of interest. In recent weeks these have covered: articles on the Fit for the Future debate; Police Commanders update on crime statistics in the Chichester police District; Free fire safety checks; and the periodic electronic newsletter from County Hall. Please use this information as you wish, it is all in the public domain and will be of varying interest to residents in the Parish.
2. **County Local Committee.** The next meeting of the Chichester (North) County Local Committee will be held at 1900 on Tuesday 10th September 2007 at Midhurst Grammar School.
3. **Restricted Byway 952.** (You may be consulted about the proposal to make a further TRO that will have the effect of enabling better 'furniture' to restrict motorised vehicles but will give key access to carriage drivers. Your views will be welcomed by the next CLC meeting.
4. **The Waste Electrical and Electronic Equipment Directives 2002/96/EC and 2003/108/EC.** Just a reminder that these Directives by the European Parliament came into being on 1st January 2007. Producers of electrical products are now required to finance the collection, treatment, recovery, recycling and environmentally sound disposal of these products from 1st July 2007. This should reduce considerably the present level of fly tipping of these products.
5. **No Smoking.** There are, as expected, a number of anomalies and questions about the new legislation. Most of them can be found and answered on <Smokefreeengland.co.uk>
6. **Schools Concessionary Travel.** You are probably aware that from the start of the winter term we will introduce a 3 in 1 scheme that will give schoolchildren up to 16 quarter fare travel and those from 16 to 19, in full time education, half fare travel. This will apply also at evenings and weekends. Please spread the word and ensure that application forms are collected from schools and returned with all haste. The card will be a travel card for this cheaper travel; a proof of identity; and enable discounts to be had from a growing list of traders. The card is free.
7. **Works Feedback Card.** I have introduced a feedback card that will be handed to members of the public living adjacent to road works so that they can tell us the impact. I have attached a copy for your information
8. **South Downs national Park.** You will know that the Inspector has recommended that there should be a SDNP but that it should be confined to the chalk escarpment. DEFRA are inviting comment by 13th August to inform a decision as to whether or not to reopen the inquiry.

Agenda item No. 7 - FOOTPATHES

Cllr Mayes has identified a footpath that requires a handrail over a stream. D.Cllr Weeks will provide Cllr Green with the County Council telephone number so that the problem can be rectified.

**D.Cllr
Weeks/
D.Green**

Agenda item No. 8 - COOPTING A NEW PARISH COUNCILLOR FOR SUTTON
COOPTING A NEW PARISH COUNCILLOR FOR SUTTON

A letter has been received from CDC confirming that no request for an election to be held has been received and the Parish Council should now co-opt a person to fill the vacancy as soon as practicable. Parishioner Paul Nichols of Sutton has voiced his interest in becoming a Councillor. Cllr Green will discuss it further with him.

D.Green

Agenda item No.9 NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS

See list circulated

Agenda item No. 10 - REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

NONE

Agenda item No. 11 - NEW CORRESPONDENCE

- a. **Email from Parish Councillor Sebastian Anstruther** – Cllr Anstruther has suggested that the election reserve should be put on a long term notice deposit account until the next election. The Clerk will look into suitable deposit accounts within NatWest.
- b. **WSSC – West Sussex Rural Strategy Consultation** – comments by 5th September – Cllr Owen agreed to review and submit comments if required.
- c. **CDC – Review of Polling Districts, Polling Places and Polling Stations** – It was agreed that the document would not be reviewed.
- d. **SALC – Planning White Paper – Planning for a sustainable Future** – consultation period ends 17th August – Cllr Owen agreed to review and submit comments if required.

Clerk

G.Owen

G.Owen

Agenda item No. 12 - CIRCULATION FILE – NO.10

Index in order of receipt

<u>DATE RECEIVED</u>	<u>INFORMATION SOURCE</u>	<u>TITLE</u>
12/05/07	West Sussex Public Partnership Forum	Partnership News April 2007
14/05/07	Sussex Police	Email re Mobile Police Station
15/05/07	WSSC	Adoption of the Sussex High Quality Waste Facilities Supplementary Planning Documentation
20/05/07	ICIS	News – Issue No 42 Summer 2007
21/05/07	WSSC	Email re Rural Post Office Concerns follow Government announcement
22/05/07	WSSC	Email re Government Planning Laws will “bulldoze democracy” says County Council
23/05/07	Lodge Hill	Newsletter – May 07
24/05/07	SALC	Spring Bulletin
01/06/07	NALC	LCR Volume 59 May 2007
05/06/07	CDC	CDC Local Biodiversity Action Plan

		2007-2010
11/06/07	WSCC	Email re We'll make your home safer for free say firefighters
10/07/07	CDC	Standards Committee minutes for meeting on 6 th July 2007

Agenda item No. 13 - FINANCE

a. To approve accounts for payment

i)	Sutton Village Hall	Hall Hire – Planning meeting meeting 23 rd May 2007	£7.50
ii)	Sutton Village Hall	Hall Hire – Planning meeting 06 th June 2007 (Cost £7.50 but paid £15 for Planning meeting on 11/4/07 £0 due)	£0
i)	Sutton Village Hall	Hall Hire – Planning meeting meeting 20 th June 2007	£7.50
i)	Sutton Village Hall	Hall Hire – Planning meeting meeting 04 th July 2007	£7.50
i)	Sutton Village Hall	Hall Hire – Planning meeting meeting 24 th July 2007	£7.50
iii)	Sutton Village Hall	Hall Hire – Parish Council Meeting 25 ^h July 2007	£15.00
iv)	Chichester District Council	Sutton Election costs	£141.00
v)	Chichester District Council	Barlavington Election costs	£126.00

b. To approve the Clerk's salary and expenses

Salary for July 2007 – Due for payment on 25th July

LCP Scale 20 (per SALC payment Schedule)	£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
Total Salary for July 2007	<u>£159.77</u>

Salary for August 2007 – Due for payment on 15th August CHEQUE TO BE POST DATED

LCP Scale 20 (per SALC payment Schedule)	£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
Total Salary for August 2007	<u>£159.77</u>

Expenses for July 2007

Date	Details	Reason	Cost ex VAT (£)	VAT (£)	Cost Inc VAT (£)
21/6/07	BT	Line rental for 1 June to 31 Aug 07 and calls to 14 June 07	33.38	5.84	39.22
23/6/07	MBC Office	Paper	11.98	3.02	15.00
14/6/07	PC World	Printer cartridges	39.13	6.85	45.98
9/5/07	Babysitter	Babysitter for Parish Council Meeting 9/05/07 (2 hours)	16.00	0.00	16.00
					116.20

Cllr. D.Green **PROPOSED** and
Cllr. A.Pratt **SECONDED** the motion (13 a&b)

c. To approve Income & Expenditure Reports for the period ended 29 June 2007

d. To approve the bank reconciliation for the year ended 29 June 2007

e. To approve the Actual v Budget overview for the year ended 29 June 2007

f. Approve new NatWest Bank plc mandate As S.Weeks has stepped down as a Parish Councillor a new bank mandate is required to be completed for the NatWest Bank account. The Mandate was duly signed by all the councillors present and clerk. The Other Councillors will sign the mandate as soon as practicably possible.

Cllr. G.Owen **PROPOSED** and
Cllr. A.Pratt **SECONDED** motions (13 c - f)

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

Wednesday 19th September 2007 at 7.00 pm, in Sutton Village Hall.

CLOSURE OF MEETING

The Common Parish Council of Sutton & Barlavington meeting closed at 8.55pm.
Signed:

APPROVED AT MEETING ON 19/9/07 & SIGNED BY CHAIRMAN

Cllr. D Green
Chairman of The Common Parish Council of Sutton & Barlavington

Date:19/9/07

14th August 2007

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