

In respect to planning, West Sussex will need to build 58,000 homes within the next 20 years. It is likely that the majority of the homes will be built in Horsham, Crawley and Petworth.

d. Footpaths

D.Cllr Susan Weeks in email stated “Impassable paths: I had a talk with the countryside ranger who has asked me to let him know about any problem footpaths, overgrown etc, as these come under his aegis, apparently, and they spend many months a year on clearing and tidying, with a team of young volunteers.”

It was decided that Cllr D Green would contact Graham West, South Downs Joint Committee, 01730 817945 to discuss the ongoing issue of a footpath that requires a handrail over a stream.

D.Green

e. Co-opting a new parish councillor for Sutton

Paul Nicholls has agreed to be a co-opted councillor. It was **AGREED** that the Chairman will ask Mr Nichols to officially accept the position of Parish Councillor and then the clerk will arrange for the Register of Members interests to be completed and for Mr Nicholls to sign the Declaration of Acceptance of Office. Cllr D.Green **PROPOSED** and Cllr S. Anstruther **SECONDED** the motion.

**D.Green/
Clerk**

f. SALC – Planning White Paper – Planning for a sustainable Future

At the last meeting Cllr G Owen agreed to review the documents. Cllr G.Owen has concluded – NO Comment

g. WSCC – West Sussex Rural Strategy Consultation

At the last meeting Cllr G Owen agreed to review the documents. Cllr G.Owen has concluded – NO Comment

Agenda item No. 5 - DISTRICT COUNCILLOR’S REPORT

D.Cllr Weeks sent the following report:-

“I am regularly accosted(even at a funeral recently -shockingly bad manners) re: potholes. I'd like to remind everyone that potholes are Tex's bag , so to speak, but can be reported on the WSCC website accessible at libraries, if not at home.

Re: Impassable paths: I had a talk with the countryside ranger who has asked me to let him know about any problem footpaths, overgrown etc, as these come under his aegis, apparently, and they spend many months a year on clearing and tidying, with a team of young volunteers.

Re: Litter: I would like to bring up the old idea of a Parish tidy-up. This has been a success in East Lavington where they mobilised a team of teenagers one afternoon for a litter-pick. Equipment and advice on this is available from the DC. I'll gladly arrange it, if that would be of interest.

Please remind everyone of my council line number : 01798 869752”

D.Cllr Weeks also sent an attachment to her report which was a letter to friends and Residents (See Appendix). The Clerk will check with D.Cllr Weeks to see if any action is required.

Clerk

Agenda item No. 6 - COUNTY COUNCILLOR'S REPORT

1. C.Cllr Pemberton reported the following:-

i) **Apologies.** I will be attending a meeting in Brussels on 19th and 20th September and will therefore not be available to attend this meeting. Please give my apologies to council and say that I am of course available to address any issues that may arise.

ii) **County Local Committee.** The next meeting of the Chichester (North) County Local Committee will be held at 1900 on Tuesday 11th December 2007 at a venue to be determined. A note for your diary.

iii) **New Chief Constable.** You may know that Martin Richards is to be the new Chief Constable of Sussex from 1st October 2007.

iv) **Operation Crackdown.** I think you have been informed about this operation which is launched this week with the slogan, "Don't Tolerate it, Report it." This operation provides the opportunity for the public at large to report breeches of the law which include: speeding; thoughtless driving and riding; under-age drivers or riders; drink or drug driving; tailgating; mobile phone use; vehicles in unsafe condition; abandoned and untaxed cars and motorbikes. Reports can be made on 01243-642222, or www.operationcrackdown.org I have enclosed a leaflet that contains some safety messages about not ringing from your moving vehicle, or trying to write whilst driving!

v) **Crime and Disorder.** A CDRP event is to be hosted by the Sussex Police Authority at the Leconfield Hall, Petworth, on 13th October 2007, between 1000 and 1400. This meeting will provide you with the opportunity to raise issues of policing concern. There is also to be another public meeting where the public will be able to question the Sussex Police Roads Policing Department. I will keep you informed when I know the date and venue. In the meantime, the programme in outline for 13th October, and you may attend for all or any part thereof, is:

- a. 1000 – Fire Prevention and safety checks.
- b. 1030 – Reducing Anti-social behaviour.
- c. 1100 – Sussex police Authority budget priorities.
- d. 1130 – Policing Chichester District.
- e. 1200 – managing prolific offenders.
- f. 1230 – Dealing with bogus callers.

vi) **The '3 in 1' Card.** May I remind you once again about this fantastic offer for our young. The card, introduced from the start of this term, provides for reduced and half fare from 5 to 19 in full time education in West Sussex, not just to places of education, but also at evenings and weekend too. It also is a proof of age card, something more and more in demand, and offers discounts at numerous traders on production. The card is free and every encouragement should be given and advertised.

vii) **Trading Standards interpretation of the Waste Electrical and Electronic Equipment Regulations.** The regulations are issued by the Environment Agency. Interpretation suggests that "the distributor can take away your old machine but are entitled to charge you - they have a duty to accept it back at their premises and dispose of it free of charge (if you take it there) or point you towards the Designated Collection Facility (Bepton Road Midhurst) where you can take it to have it disposed of free of charge. Any perception that a distributor is required by Regulation to take your old machine away when they deliver a new one, free of charge, is, I believe, wrong. The link to the EA is: http://www.netregs.gov.uk/netregs/275207/1631119/1631268/?lang=_e

<p><u>Agenda item No. 7 - WASTE BIN AT THE BUS SHELTER</u></p> <p>It was AGREED that Cllr D Green would choose an appropriate bin for the bus shelter up to the value of £70 excl VAT. Cllr J Mayes PROPOSED and Cllr D. Le Bourlier Browne SECONDED the motion.</p> <p><u>Agenda item No.8 NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS</u></p> <p>See list circulated</p> <p><u>Agenda item No. 9 - REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u></p> <p>NONE</p> <p><u>Agenda item No. 10 - NEW CORRESPONDENCE</u></p> <p>a) CDC Annual Parishes Meeting 29th October – allowed to send 2 representatives – Cllrs G.Owen, D.Green and S.Anstruther have all asked to go. The Clerk has contacted CDC and they will let the clerk know when the agenda is sent out in October.</p> <p>b) CDC “Make a Difference Conference 11th October - An opportunity for businesses to have their say on a range of issues – No-one wanted to attend</p> <p>c) CDC – Save St Richard’s Hospital – Encouraging Parish Councils to become more involved in the West Sussex Primary Care Trust Consultation “Fit for Future” – Options</p> <ol style="list-style-type: none"> i. Attend a Special meeting of the Policy Development Committee wed 26th Sept 9.30am at CDC ii. Attend one of the public meetings iii. Complete an on-line response iv. Contact the PCT Consultation Support unit direct <p>Noted by Councillors. The Council are awaiting a proforma letter from Nick Herbert. It was AGREED that this would be a sufficient response.</p> <p>d) Chichester & District Citizens Advice Bureau – Annual Public Meeting Mon 1st October 2007 – 6pm Chichester – No-one to attend</p> <p>e) WSCC – Consultation on two options for the distribution of Gypsy and Traveller caravan sites in West Sussex – Review by 28th September – No-one to review.</p> <p>f) Majorie Edwards email – St Richards Campaign – A request to insert flyers in the Parish Magazine. The clerk will request 300 flyers and give them to D.Green to pass onto Wendy Saywood.</p>	<p>D.Green</p> <p>Clerk</p> <p>N.Herbert/ Clerk</p> <p>Clerk/ D Green</p>
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Agenda item No. 11 - CIRCULATION FILE – NO.11

Index in order of receipt

<u>DATE RECEIVED</u>	<u>INFORMATION SOURCE</u>	<u>TITLE</u>
01/08/07	CDC	Annual Performance Plan 2007-2008
01/08/07	WSCC	Minerals & Waste Development Framework - Update
16/08/07	Sussex Police	Operation EMU
20/08/07	South Downs Joint Committee	Annual Parish update
01/09/07	NALC	LCR Magazine – Vol59, No.3 September 2007
05/09/07	Government Office For the South East	Regional Spatial Strategy for the South East (the South East Plan)
06/09/07	CDC	Review of Polling Districts, Polling Places and Polling Stations
19/09/07	Worthing & Southlands Hospitals	Annual Report

Agenda item No. 12 - FINANCE**a. To approve accounts for payment**

i)	Sutton Village Hall	Hall Hire – Planning meeting meeting 15 TH August 2007	£7.50	
ii)	Sutton Village Hall	Hall Hire – Planning meeting meeting 12 TH September 2007	£7.50	
iii)	Sutton Village Hall	Hall Hire – Parish Council Meeting 19 th September 2007	<u>£15.00</u>	
		Total		£30.00

b. To approve the Clerk's salary and expenses*Salary for September 2007 – Due for payment on 19th September*

LCP Scale 20 (per SALC payment Schedule)	£9.019 per Hour
Number of weeks in month (4 weeks and 2 days)	4.29
Total number of hours worked in September	17.14
Total Salary for September 2007	<u>£154.61</u>

Salary for October 2007 – Due for payment on 15th October 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 October	17.71
Total Salary for October 2007	<u>£159.77</u>

Expenses for September 2007

Date	Details	Reason	Cost ex VAT (£)	VAT (£)	Cost Inc VAT (£)
31/7/07	MBC Office	Photocopy National Park maps/ printer cartridge/stapler & Staples/ paper			43.70
25/7/07	Babysitter	Babysitter for Parish Council Meeting 25/07/07 (2.5 hours)	20.00	0.00	20.00
19/9/07	PC World	Colour ink cartridge	17.01	2.98	19.99
					83.69

Cllr. D.Green **PROPOSED** and
Cllr. S.Anstruther **SECONDED** the motion (12 a&b)

- c. To approve **Income & Expenditure Reports for the period ended 31 August 2007**
d. To approve the bank reconciliation for the year ended 31 August 2007
e. To approve the Actual v Budget overview for the year ended 31 August 2007

Cllr. G.Owen **PROPOSED** and
Cllr. S.Anstruther **SECONDED** motions (12 c - e)

f. Approve new NatWest Bank plc mandate
Approve new NatWest Bank plc mandate

- i) *Current account mandate* – A new mandate was **APPROVED** by the Council to remove the old Parish Councillors who retired from the Council in May 2007 and to replace them with the new Councillors, namely Cllr Mayes, Cllr Dee Le Bourlier Browne and Cllr Nicholls. The Mandate was signed by all the Councillors present at the meeting and the clerk will arrange for the other councillors to sign the mandate as soon as possible.

Clerk

Cllr. S. Anstruther **PROPOSED** and
Cllr. D.Green **SECONDED** the motion

- ii) *Bonus Savings Account – Election Costs Reserve of £1785.00.* The Current account held with NatWest is a clubs & Society account which only allows one form of savings account – the Bonus Savings Account. This offers a gross interest rate of 3.35% on the first £2,000. However as it is a new account, if the account is opened by 21st September the account will pay a bonus rate of 4.60% gross for the first 6 months.

It was **AGREED** to open a Bonus Savings Account and to transfer £1785.00 from the current account, namely the remainder of the Election costs reserve. The Chairman and the clerk signed the documentation to open the account.

Clerk

Cllr. S.Anstruther **PROPOSED** and
Cllr. D.Green **SECONDED** the motion

<p>g. Update on the Accounts for the year ended 31 March 2007 The Accounts for the year have been approved by internal auditor. The clerk will now submit them to the external auditor.</p> <p>h. Update on VAT claim for the year ended 31 March 2007 Now the audit file has been returned by internal auditor the clerk can now claim VAT refund for the year ended 31 March 2007.</p> <p><u>Agenda item No. 13 - DATE AND TIME OF NEXT PARISH COUNCIL MEETING</u></p> <p>Wednesday 21st November 2007 at 7.00 pm, in Sutton Village Hall.</p> <p>CLOSURE OF MEETING The Common Parish Council of Sutton & Barlavington meeting closed at 8.30pm. Signed:</p> <p>APPROVED AT MEETING ON 21/11/07 & SIGNED BY CHAIRMAN</p> <p>Cllr. D Green Chairman of The Common Parish Council of Sutton & Barlavington</p> <p>29th September 2007 Louise Collis, Clerk to The Common Parish Council of Sutton & Barlavington</p>	<p>Clerk</p> <p>Clerk</p>
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