

**APPROVED MINUTES OF A MEETING OF  
THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON  
WEDNESDAY 30<sup>th</sup> JANUARY 2008 AT 7.30 PM SUTTON VILLAGE HALL**

## **Agenda item No. 5 - DISTRICT COUNCILLOR'S REPORT**

D.Cllr S Weeks submitted the following report:-

2007 was dominated locally by the Primary Care Trust's Fit for the Future proposals and we await the outcome of the consultations in the coming year. Chichester District Council favoured maintaining and improving the status quo, but voted for Option B which would give maximum operational status to St Richards and avoid downgrading our maternity facilities or obliging residents to drive further for emergency treatment.

**NEW COUNCIL WEBSITE** The new council website at [www.chichester.gov.uk](http://www.chichester.gov.uk) was launched in 2007 and is an attractive and useful site covering every aspect of Chichester District Council services and enquiries. If you have access to the internet, do visit the site. Those without access at home can purchase time on the net by the hour at the WSCC libraries or – much cheaper- buy a year's subscription which allows 2 hours a day ( for around £12).

**TOWER STREET MUSEUM PROJECT** Up to date information on the developments of new services and displays planned for the District Museum Project at Tower Street in Chichester can be viewed on the website at [www.chichester.gov.uk](http://www.chichester.gov.uk)

**CDC YOUTH COUNCIL** Chichester District Youth Council has their very own website which "went live" recently. It is intended to gather the views of the young people of the District and to ensure that young people are included in consultations on services which will affect them directly. I'd like to encourage all our local teenagers to visit the site at [www.yourcdc.co.uk](http://www.yourcdc.co.uk).

**CITIZENS ADVICE BUREAU** In partnership with WSCC, the CAB has launched a new service aiming to help ensure that older people in the District are receiving all the benefits and financial help to which they are entitled. We hope that this service will be well used.

**POST OFFICE CLOSURES** The second phase consultation document (that affecting our area) will be released in mid- January with a final decision on April 8th. The Council's Economic Development team led by Kenrick Garraway have visited all our Post Offices and will continue to provide support during the consultation process. Our Post Offices at Bury and Graffham fulfil the distance criteria for avoiding closure but are vulnerable if strong individuals cannot be found to take them on.

**RECYCLING SUCCESS** Chichester District Council is second in the top three councils in the country (of 393 compared) at recycling household waste. This is a great achievement and thanks are due to residents who have embraced the new system enthusiastically. Hopefully the expansion of the green waste service in 2008 will improve our performance in the composting stakes.

**FUEL COSTS** In the face of sharp rises in fuel prices, 2008 is a good time to be putting energy saving ideas into practice. Even if you disagree that global warming is a serious issue, we can all benefit by keeping fuel bills to a minimum. If we begin by turning the central heating thermostat down by just a few degrees, converting to low-energy lightbulbs and ensuring that all electrical equipment is turned off rather than leaving it on standby, it will be a good start.

AND FINALLY...2008 will see my Campaign for a Return to Old Fashioned Manners...!  
Councillor Susan Wade Weeks, Chichester District Council 01798869752 (24/7)

## **Agenda item No. 6 - COUNTY COUNCILLOR'S REPORT**

**Apologies.** I regret that I will not be available to attend the changed date of this meeting tonight I am in London at a House of Commons meeting on Transport. Please give my apologies to Council and say that I will, of course, be available to attend to issues that might arise.

**County Local Committee.** The next meeting of the Chichester (North) County Local Committee will be held on Tuesday 18<sup>th</sup> March 2008 at a venue and time to be determined. A note for your diary. This meeting could provide the opportunity for a developing debate on Review of Schools in the Rother Valley.

**Council Tax 2008/09.** A council tax rise of 4.49 per cent – very close to the 4.3 per cent latest published retail prices increase - is expected to be recommended to West Sussex County Council at its budget meeting in February. If approved, it will mean that the average Band D taxpayer will have to find an extra 91 pence a week for the 80 per cent of public services provided by the County Council – such as schools, social services, roads, the Fire and Rescue Service, Libraries, waste disposal and recycling. Last year's council tax increase was 4.9 per cent. The 4.49 per cent will be the lowest percentage increase in West Sussex since council tax was introduced in 1993. The recommendation will mean that the current Band D tax for County Council services will go up from £1,050.84 to £1,098. Still to be added to that figure will be the amount needed by Sussex Police and individual District or Borough Councils.

**Operation Crackdown.** One more reminder and please advertise in your Parish News. The first months of this Operation have proved to be very popular and I encourage you not to tolerate anti-social driving, but rather report it on 01243-642222, or [www.operationcrackdown.org](http://www.operationcrackdown.org)

**Highways Rangers.** I am delighted to report that I seem to have full support for my Highways Rangers initiative from Cabinet, and from Select Committee. My proposal forms a part of the budget papers for Cabinet on 29<sup>th</sup> January and full council on 15<sup>th</sup> February and I fully expect to start the roll out across the county starting in April. That means that you should start to prepare your shopping list of jobs that you would like the Rangers to undertake in this Parish. I will let you, and everyone else know later how to make your requests.

**Road Closures in the area.** You may be aware of two coming road closures. The first, Bignor Road, on 13<sup>th</sup> February for 2 days to enable BT to renew an aerial cable. The second, Burton Park Road, on 18<sup>th</sup> February for 2 days to excavate a trench to investigate the sub structure following recent survey.

**Folly Lane.** At the last meeting you mentioned the debris lying in the lane following hedge cutting. I had the lane inspected after the meeting but they found it clear and assume that the landowner had cleared.

## **Agenda item No.7 BROADBAND UPDATE**

Cllr G Owen reported that BT have been expanding the 21<sup>st</sup> Century network in Wales and that it has been rather difficult. This has caused BT to stop and think. BT have no intention to put in broadband in Sutton. One option is to approach West Sussex County Council again to seek financial support in order to install broadband. In the past WSCC and CDC agreed to subsidise the installation of broadband however they pulled out when it was reported that BT would enable broadband in Sutton by the end of 2008.

<p>D.Cllr Weeks stated that CDC have already funded a mast at a cost of £2,000 in order to allow parishioners access to broadband, even though costs an initial cost of £200 and then a monthly charge of £13.99.</p>	<p><b>G. Owen/ D.Green/ S.Anstruther</b></p>
<p>It was agreed that Cllr G.Owen, Cllr D Green and Cllr S Anstruther would meet to discuss the broadband issue further.</p>	
<p><b><u>Agenda item No.8 FOOTPATHS</u></b></p>	
<p>Cllr J Mayes reported that the grassy path by the farmyard in Sutton is being destroyed by the shoot and the tractors. Cllr S.Anstuther agreed that he would see to it.</p>	<p><b>S.Anstruther</b></p>
<p>It was also reported that the stile at the crossroads needed the tread replacing. Graham West has been informed.</p>	
<p><b><u>Agenda item No.9 NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS</u></b></p>	
<p>See list circulated</p>	
<p><b><u>Agenda item No. 10- REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u></b></p>	
<p><i>North East Parishes Forum - next meeting 6th December 2007</i> Cllr S.Anstruther attended. Copy of the agenda and minutes are in the correspondence file and the clerk emailed the minutes to everyone on email. The next meeting of the North East Parishes Community Forum will be held on Thursday, 6th March, 2008 at Wisborough Green Village Hall commencing at 7pm, refreshments available from 6.30pm - Cllr S Anstruther to attend.</p>	<p><b>S. Anstruther</b></p>
<p><b><u>Agenda item No. 11 - NEW CORRESPONDENCE</u></b></p>	
<ul style="list-style-type: none"> <li>a) <u>Consultation on orders and regulations relating to the conduct of local authority members in England</u> – Deadline for comments 15 February 2007. No one to review.</li> <li>b) <u>WSCC – bus shelter scheme – 2008/09</u> – offer 50% of the capital cost of a new no advertising shelter – The council do not wish to pursue.</li> <li>c) <u>Phil Hanlon – PC for Sutton</u> – I was agreed that PC Phil Hanlon will be invited to the AGM on 25 April 2008 to talk to the parish for 20 minutes and questions.</li> <li>d) <u>SALC – Training weekend for councillors/ chairman/clerks</u> – 8-10 February or 4-6<sup>th</sup> April– No one to attend</li> <li>e) <u>WSCC -Highways Works Programme 2008/09 consultation</u> – No work is scheduled for Sutton &amp; Barlavington before 2010. After 2010 forward Programme has not been issued. - comments by 22nd February 2008 – No comment to submit.</li> <li>f) <u>SALC-Petworth District Meeting 13th February 2008</u> –Minutes from last meeting in the circulation file.</li> <li>g) <u>WSCC – notification of temporary road closure</u> - Burton Park Road, Barlavington – 18<sup>th</sup> Feb 08 – closure for 1 day – excavating a trench across carriageway to investigate substructure</li> <li>h) <u>WSCC – notification of temporary road closure</u> - Bignor Road, Bignor – 13<sup>th</sup> Feb 08 – closure for 2 days – BT to renew aerial cable</li> <li>i) <u>CDC Delivering Development Opportunities - Summary and response to the Informal Consultation</u> – the documents have been emailed to all those on email.</li> <li>j) <u>SALC – Rural Chichester Fuel Poverty Project</u> – free information and training session 10<sup>th</sup> March - No one to attend</li> <li>k) <u>Action in Rural Sussex – Asking if we would like to draft an Action Plan</u> – Ms Bayo is willing to attend a meeting to explain the process and benefits to the council – one point she highlighted in her letter was :- “Please be aware that, the actions in your completed</li> </ul>	<p><b>Clerk</b></p>

*plan are entered into our database and used by Action in rural Sussex as an extremely important tool to assist the strategic planning of your area. Quarterly reports on completed action plans are sent to the Chichester District Council and the relevant Local Strategic Partners in the area.”.*

The clerk will inform Action in Rural Sussex that The common Parish Council of Sutton & Barlavington do not wish to draft an Action Plan.

**Clerk**

### **Agenda item No. 11- CIRCULATION FILE – NO.13**

Index in order of receipt

<b><u>DATE RECEIVED</u></b>	<b><u>INFORMATION SOURCE</u></b>	<b><u>TITLE</u></b>
12/07	Clerks & Councils Direct	Newsletter January 2008 – Issue 55
12/07	CDC	Area Development Control Committee (North & South) agenda for Special Joint meeting being held on 28/11/07
12/07	CDC	Area Development Control Committee (North & South) minutes of Special Joint meeting held on 28/11/07
01/08	CDC	Area Development Control Committee (North & South) amended minutes of Special Joint meeting held on 28/11/07
12/07	South East Water Resources	Update – Winter 2007
12/07	Clerks & Councils Direct	Councils Suppliers guide and Yearbook
01/08	Southern Water	Strategic Direction Statement and Stakeholder Report 2006/07
01/08	NALC	LCR – January 2008
01/08	Action in Rural Sussex	Newsletter – January 2008
01/08	West Sussex Public Partnership Forum	Newsletter – January 2008
01/08	WSSC	Information about Homeshare West Sussex
01/08	Police	Neighbourhood briefing note – Jan to Feb 08
01/08	WSSC	Mobile Operators Association newsletter
01/08	West Sussex Association of Local Councils – Petworth District	Minutes for the meeting held on 3 <sup>rd</sup> October 2007
01/08	SALC	Winter News Bulletin
01/08	WSSC	Midhurst and Rother Valley Secondary provision
01/08	North East Parishes Forum	Agenda and minutes for meeting held on 6 <sup>th</sup> December 2007

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

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

i)	Sutton Village Hall	Hall Hire – Planning meeting 5 <sup>th</sup> December 2007	£7.50	
ii)	Sutton Village Hall	Hall Hire – Planning meeting 2 <sup>nd</sup> January 2008	£7.50	

iii)	Sutton Village Hall	Hall Hire – Planning meeting 15 <sup>th</sup> January 2008	£7.50	
iv)	Sutton Village Hall	Hall Hire – Parish Council Meeting 30 <sup>th</sup> January 2008	<u>£15.00</u>	
		Total		£37.50

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

Salary for January 2008 – Due for payment on 15<sup>th</sup> January

<b>LCP Scale 20 (per SALC payment Schedule)</b>	£9.242 per Hour
Number of weeks in month (4 weeks and 3 days)	4.43
Total number of hours worked in December	17.71
<i>Total Salary for January 2008</i>	<b><u>£163.72</u></b>

Salary for February 2008– Due for payment on 15<sup>th</sup> February CHEQUE TO BE POST DATED

<b>LCP Scale 20 (per SALC payment Schedule)</b>	£9.242 per Hour
Number of weeks in month (4 weeks and 1 day)	4.14
Total number of hours worked in February	16.56
<i>Total Salary for February 2008</i>	<b><u>£153.05</u></b>

Expenses for January 2008

Date	Details	Reason	Cost ex VAT (£)	VAT (£)	Cost Inc VAT (£)
23/12/07	BT	Broadband and Line rental for the period 15 Oct - 29 Feb 08 and call charges to 18 Dec 07			47.56
15/11/07	PC World	Files			4.97
21/11/07	Babysitter	Babysitter for Planning committee meeting & Parish council meeting 21/11/07			20.00
					<b><u>72.53</u></b>

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 December 2007  
d. To approve the bank reconciliation for the year ended 31 December 2007  
e. To approve the Actual v Budget overview for the year ended 31 December 2007

Cllr. S.Anstruther **PROPOSED** and  
Cllr. P Nicholls **SECONDED** motions (12 c - e)

- f. **To approve for payment s.137 payments**

S.137 payments agreed at the Parish Council meeting held on 21 November 2007.

<b><u>Organisation</u></b>	<b><u>AGREED 2007-08 payment (£)</u></b>
Sutton PCC	£150
Barlavington PCC	£150
Ebenoe Young Farmers	£150
Sutton Village Hall	£150
Sutton Youth Club	£150
Sutton Fabric Fund	
Citizens Advice Bureau (CAB)	£20
Rural Mobile Youth Trust - Purple Bus	
	<b>£770</b>

The Sutton Youth Club cheque will be paid once it has been established that the club will not fold.

Cllr. S.Anstruther **PROPOSED** and Cllr.P.Nicholls **SECONDED** the approval of items

**Agenda item No. 15 - DATE AND TIME OF NEXT PARISH COUNCIL MEETING**

The Annual Parish meeting will be held on Friday 25<sup>th</sup> April at 6pm and the Parish Council AGM will be Wednesday 21<sup>st</sup> May 2008 at 7.00 pm, in Sutton Village Hall.

**CLOSURE OF MEETING**

The Common Parish Council of Sutton & Barlavington meeting closed at 8.50pm.

Signed:

APPROVED AT MEETING ON 19/03/08 & SIGNED BY THE CHAIRMAN

Cllr. D.Green

Date: 19/3/08

Chairman of The Common Parish Council of Sutton & Barlavington

10<sup>th</sup> February 2008

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