
THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

APPROVED MINUTES OF A MEETING OF THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON WEDNESDAY 21st JULY 2008 AT 7.00 PM SUTTON VILLAGE HALL

	<u>ACTION</u>
<p><u>Present:</u> Cllrs. David Green, Gordon Owen, Anthea Pratt, Dee Le Bourlier, Paul Nicholls, and Joy Mayes.</p> <p><u>In Attendance:-</u> Louise Collis (Clerk to the Common Parish Council of Sutton & Barlavington).</p> <p>The Common Parish Council of Sutton & Barlavington Meeting commenced at 7.05pm.</p> <p><u>Agenda item No.1 - APOLOGIES AND REASON FOR ABSENCE</u> Cllr Sebastian Anstruther and C.Cllr Tex Pemberton</p> <p>.</p> <p><u>Agenda item No.2 - CODE OF CONDUCT - DECLARATION OF INTEREST by Councillors on any of the agenda items</u></p> <p>The Clerk reminded Councillors of their duty to declare personal and prejudicial interests.</p> <p>No new or altered Declarations were made.</p> <p><u>Agenda item No.3 MINUTES OF THE MEETING HELD ON 21st MAY 2008</u> The Minutes of the meeting held on 21st May 2008 were amended to show that at the said meeting Cllr Gordon Owen was re-elected as Chairman of the Planning Committee. Following this amendment the minutes 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. J.Mayes SECONDED the motion.</p> <p><u>Agenda item No.4 - MATTERS ARISING</u></p> <p>a. Broadband Update – It has been announced by BT that £21m will be spent to increase the speed of Broadband for it's customers. Cllr G. Owen is still trying get a response from various contacts at BT.</p> <p>b. WSCC – Planning Rother Valley Schools for the future – Cllr P. Nicholls reported that although the new Academy in Midhurst is going ahead and officially starts on 1 September 2008, the site has not yet been decided. Also it has been confirmed that all primary schools in Sussex will now have a Year 6.</p> <p>c. BT proposed closure of the red telephone box in Sutton - The clerk sent an email to David Hyland at CDC voicing the Council's objection to the removal of the BT red telephone box. This has been acknowledged. The preferable way forward is to retain a fully working telephone box. The second choice would be to retain the telephone box without a working telephone. This is likely to require transfer of ownership to the Parish Council or a local charity. This has recently been highlighted in the national press. No further news has been received from CDC.</p>	

The Parish Council is keen to keep the phone box. The Clerk will contact BT direct to determine how the Parish Council can maintain the phone box.

CLERK

- d. **WSCC – Statement of Partnership with Local Councils** –Report on meeting held on Tues 3/6/08. No one attended.
- e. **Southern Water – Report on completion Draft Water Resources Management Plan Questionnaire** – This has not been submitted.
- f. **THE STANDARDS BOARD FOR ENGLAND– COMPLAINTS PROCEDURES**
At the last meeting it was agreed that the Council did not want to take the matter relating to Susan Weeks any further. However the Council asked the clerk to check with SALC to make sure that there is not a statutory duty to make a formal complaint. This has been done and there is no statutory duty.
- g. **Insurance premium**

At the last meeting the Council asked the clerk to obtain quotes from Allianz with the excess at £500 and £1000. Once the new quotes were received the Council agreed that the chairman would make the final decision on which insurance premium to go for. Allianz would not provide a quote for an excess of £1000 and the quote for a £500 excess was £354. The chairman decided to proceed with the Allianz premium of £392.95 with an excess of £250. This has now been paid.

Agenda item No. 5 - DISTRICT COUNCILLOR'S REPORT

At the beginning of July D.Cllr J Elliott was elected District Councillor for Bury Ward. Unfortunately the clerk had been unable to contact D.Cllr Elliott prior to the meeting.

Agenda item No. 6 - COUNTY COUNCILLOR'S REPORT

No report submitted.

Agenda item No. 7 - PARISH COUNCIL BOUNDARIES

The Clerk has been speaking to Gary Robertson at CDC about the possibility of incorporating Bignor with Sutton & Barlavington. This has been referred to the Boundary Committee for England. The main issues are:-

- i) Clarification on whether it is possible to have a common parish council for 3 communities and whether this would require an All Parish Boundary Review. This was last done in 2003 and usually only occurs every 10-15 years. Or it may require a poll in all three parishes.
- ii) In order to become part of a common parish Bignor are required to become a Parish Council in its own right – this normally requires 120 parishioners – Bignor only has 75.
- iii) Another issue is that Sutton and Barlavington only have 155 and 113 parishioners respectively – therefore in theory could be required to become parish meetings.
- iv) . The earliest that any change can take effect from is the elections in 2011.

Once Gary Robertson has heard back from the Boundary Committee for England he will get in touch.

Agenda item No.8 NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS

- a) Planning appendix
See list circulated

Cllr G.Owen requested that in future a copy of any CDC Refusal notices should be given to the Planning Committee chairman and a copy placed on the Planning Committee file.
This was **AGREED** by the Council.

Agenda item No. 9 - REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

None

Agenda item No. 10 - NEW CORRESPONDENCE

- a) Olympic Torch Handover Day celebrations – there are a number of celebrations in West Sussex being organized for the handover day on 24th August, including Shoreham, Angmering, Cocking, Crawley, Billgshurst and Worthing. No action to be taken.
- b) South Downs Joint Committee – Annual Parish Update – This has been received from Bruce Middleton summarizing the work undertaken in the Parish to 31 March 2008. A copy of the update has been placed in the circulation file.
- c) Southern Water – Roadshows taking place in the autumn relating to the Business Plan 2010-2015. The Clerk will review the documentation to see if Sutton is mentioned. If so a councillor will attend the roadshow.
- d) The Boundary Committee for England- Electoral Review of West Sussex – Draft Recommendations- comments to be received by 25th August 2008 – No action to be taken.
- e) Letter from Lloyd Harris (Clean neighbourhoods officer) CDC - circulated

CLERK

Agenda item No. 11- CIRCULATION FILE – NO.16

Index in order of receipt

<u>DATE RECEIVED</u>	<u>INFORMATION SOURCE</u>	<u>TITLE</u>
June 08	ICIS	Newsletter No46 2008
June 08	CDC	Standards Committee Agenda 12 June 2008
June 08	CDC	Standards Committee Minutes 12 June 2008
July 08	Southern Water	Update: July 2008
		South East Water Resources Update Spring 2008
July 08	Action in Rural Sussex	Action newsletter issue 11 July 2008
July 08	Action in Rural Sussex	2007/08 The Review 2008/09 The Business Plan
July 2008	South East Sustainable Futures Group	The South East Regional Sustainability Framework
July 08	NHS South East Coast	A vision for the South East Coast – summary document

July 08	West Sussex Public Partnership Forum	Newsletter July 2008
July 08	NALC	LCR July 2008
July 08	CDC	Standards Committee Agenda 24 July 2008

Agenda item No. 12 - FINANCE

a) To approve accounts for payment

i)	Sutton Village Hall	Hall Hire - Planning meeting - 4/6/08	£7.50	
		Hall Hire - Parish Council meeting -		
vii)	Sutton Village Hall	21/7/08	<u>£15.00</u>	£22.50

b) To approve the Clerk's salary and expenses

Salary for July 2008

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

Salary for August 2008

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

Expenses for July 2008

Date	Details	Reason	Cost ex VAT (£)	VAT (£)	Cost Inc VAT (£)
16/6/08	Staples	stationery	6.62	1.16	7.78
27/6/08	Staples	storage box	11.91	2.08	13.99
25/6/08	Post Office	stamps			4.32
21/5/08	Baby sitting	Parish Council meeting 21/5/08			24.00
22/6/08	BT	broadband and line rental (1 Apr-31 Aug) and calls (to 19 June)			47.56
					<u>97.65</u>

Cllr. G.Owen **PROPOSED** and
Cllr. P.Nicholls **SECONDED** the motion (12 B&C)

C. To approve Income & Expenditure Reports for the period ended 30 June 2008

D. To approve the bank reconciliation for the period ended 30 June 2008

E. To approve the Actual v Budget overview for the period ended 30 June 2008

Cllr. D.Green **PROPOSED** and
Cllr. J.Mayes **SECONDED** motions (12 C – e)

Agenda item No. 13 - DATE AND TIME OF NEXT PARISH COUNCIL MEETING

The next Parish Council Meeting will be **WEDNESDAY** 17th September 2008 at 7.00 pm,
in Sutton Village Hall.

CLOSURE OF MEETING

The Common Parish Council of Sutton & Barlavington meeting closed at 8.03pm.

Signed:

APPROVED AT MEETING ON 17/09/08 & SIGNED BY THE CHAIRMAN

Cllr. D.Green

Date:17/9/08

Chairman of The Common Parish Council of Sutton & Barlavington

12th August 2008

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