

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

APPROVED MINUTES OF A MEETING OF THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON WEDNESDAY 17th SEPTEMBER 2008 AT 7.00 PM SUTTON VILLAGE HALL

	<u>ACTION</u>
<p><u>Present:</u> Cllrs. David Green, Gordon Owen, Anthea Pratt, Sebastian Anstruther and Joy Mayes.</p> <p><u>In Attendance:-</u> D.Cllr John Elliott and 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> C.Cllr Tex Pemberton and Cllr Dee Le Bourlier .</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>Cllr S Anstruther declared an interest via Barlavington Estate in:-</p> <ol style="list-style-type: none">1. the renewal of the noticeboard licence agreement (Agenda item 10)2. and 1 And 2 Sutton Hollow The Street Sutton (Agenda item 8). <p>No other new or altered Declarations were made.</p> <p><u>Agenda item No.3 MINUTES OF THE MEETING HELD ON 21st JULY 2008</u> The Minutes of the meeting held on 21st July 2008 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 – The Area Manager of BT has contacted Cllr G Owen in order to meet to discuss. A date has not yet been set.</p> <p>Cllr S Anstruther reported that he is currently involved with the Leader Programme which is an EU programme using European money from the Agriculture budget to be fed back into rural communities. One target of the Leader Programme is to improve communications and broadband issues. The programme is keen to help communities. The clerk will contact Cllr Anstruther for more information.</p> <p>Cllr P Nicholls has informed the clerk that he is keen to get involved with this issue. The Council agreed that moving forward Cllr P Nicholls will be involved.</p> <p>b. BT proposed closure of the red telephone box in Sutton - The clerk has been in contact with Dave Hayland, CDC, re the phone box issue. Earlier in September BT</p>	<p>Clerk</p>

announced that Parish/ Town/ District Councils could possibly save their classic *red BT phone boxes* under the 'Adopt a kiosk' scheme for £1. The clerk spoke to Mr Hayland. He is awaiting the outcome of the initial BT consultation over all the telephone boxes in the CDC area. In the meantime BT has confused the issue by announcing the “Adopt a kiosk” scheme. Again it is not clear whether there will be a maintenance fee or handover the telephone box without the telephone. Mr Hayland will update the clerk when he has more information.

The clerk is to check with CDC planning about the red telephone box being in a conservation area and whether or not BT can remove the telephone box without planning consent.

Clerk

- c. **Southern Water – Report on completion Draft Water Resources Management Plan Questionnaire** – The clerk has reviewed the document – It is general and no specific reference to Sutton & Barlavington. The questionnaire is not to be completed.

Agenda item No. 5 - DISTRICT COUNCILLOR'S REPORT

D.Cllr John Elliott introduced himself.

D.Cllr Elliott informed the council that Bury has received concessions from WSCC re the motorbikes on Bury Hill. There will be more road signage, reduction in hedges and more police presence.

D.Cllr Elliott will be on the District Council Planning committee as well as the Licensing Committee.

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. Mr Robertson has spoken to the Ministry of Justice who have recently brought out the Community Governance document. Mr Robertson is waiting to hear back from Steve Acort who has recently dealt with an order where 3 parishes joined together in a group order. However in that case the 3 parishes agreed to change the name so that there was only one name.

The other issue is that the number of councillors will be limited to 7. Therefore Barlavington would only have 1 councillor and Bignor have 1 councillor.

Once Gary Robertson has heard back from the Ministry of Justice he will get in touch.

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

- a) Planning appendix
See list circulated

SN/08/02020/DOM - Barlavington Estate, 1 And 2 Sutton Hollow The Street Sutton
To demolish existing single storey South West addition and re-build as a two storey extension. Demolish existing porch and conservatory replacing with ground floor cat-slide extension. Front (roadside) elevations are to remain unaffected. New two storey extension to incorporate at ground floor level 1 no. new wc and kitchen, at first floor level 1 no. new bedroom and bathroom. New single storey rear extension to incorporate 1 no. new

conservatory/breakfast room and living room. Internal alterations to existing house at ground floor level: Conversion of existing kitchen and dining room. Creation of new staircase within living room. Removal of existing bathroom for enlargement of north side living room. At first floor level, creation of 1 no. new bedroom and bathroom.

REFUSED

The parish council asked Cllr S Anstruther for his reaction to the decision by CDC to refuse the above application. The parish council had strongly supported the application.

Cllr Anstruther had been very surprised with the decision. He met with Tom Tanner (CDC Planning officer), Sarah Crease (CDC Planning line manager) and Graham Tight (Historic Buildings Consultant). CDC understood the under pinning issues and were not averse to a slight expansion. CDC's concern was about the back of the property. CDC do not want the back of the property obscured by the extension. The Barlavington Estate have been invited to submit another application.

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

None

Agenda item No. 10 - NEW CORRESPONDENCE

- a) South East England Regional Assembly – Partial Review of the South East Plan - Gypsy & Traveller Accommodation– Deadline 21 November 2008. Cllr Anstruther to review.
- b) West Sussex NHS Primary Car Trust – NHS Consultation – deadline 17 October 2008 – Cllrs Pratt and Mayes to review
- c) CDC- 2008/09 Flood Survey – Deadline – 31 March 2008 – Cllr D Green to complete for Sutton and Cllr Anstruther to complete for Barlavington.
- d) CDC – Fixed Play Equipment and Play activity provision survey – Deadline 1 October 2008 – not to be completed
- e) WSCC – Minerals & Waste Development Framework – Summary of July meeting can be found on website www.westsussex.gov.uk/mwdf . Another meeting on 17 October 2008 – No one to attend
- f) Barlavington Estate – Parish Noticeboard – renewal of 12 month Licence – The Council **AGREED** that the chairman should sign the agreement. It was also **AGREED** that the clerk will request that a longer Agreement be drawn up next year.
- g) Tangmere Recycling Site – Free Public Open Day – Sunday 28th September 2008 – D. Green to attend.
- h) CDC – The Big Tidy Up – Do not to participate.
- i) Cllr Dee Le Bourlier regrets to inform the council that she must resign as she is leaving the area. The clerk will take the necessary steps to co-opt a new member of the council

S. Anstruther

**A.Pratt/
J.Mayes**

**D.Green/
S.Anstruther**

Clerk

D.Green

Clerk

Agenda item No. 11- CIRCULATION FILE – NO.17

Index in order of receipt

<u>DATE RECEIVED</u>	<u>INFORMATION SOURCE</u>	<u>TITLE</u>
August 08	CDC	Minutes of the meeting of the Standards Committee held on 24 th July 2008
August 08	Police	Neighbourhood Policing – Midhurst & Petworth – July – August 2008

August 08	North East Parishes Community Forum	Area Profile Headline Statistics
September 08	NALC	LCR September 2008
September 08	Sussex Police Authority	Report of the meeting held on 31 July 2008
September 08	SALC	Briefing & Update Bulletin September 2008

Agenda item No. 12 - FINANCE

a) **To approve accounts for payment**

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

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

C. To approve Income & Expenditure Reports for the period ended 31 August 2008

D. To approve the bank reconciliation for the period ended 31 August 2008

E. To approve the Actual v Budget overview for the period ended 31 August 2008

Cllr. G.Owen **PROPOSED** and
Cllr. S.Anstruther **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** 19th November 2008 at 7.00 pm,
in Sutton Village Hall.

CLOSURE OF MEETING
The Common Parish Council of Sutton & Barlavington meeting closed at 8.15pm.
Signed:

APPROVED AT MEETING ON 19/11/08 & SIGNED BY THE CHAIRMAN

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

Date:19/11/08

25th September 2008
Louise Collis, Clerk to The Common Parish Council of Sutton & Barlavington