

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

APPROVED MINUTES OF A MEETING OF THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON WEDNESDAY 19th NOVEMBER 2008 AT 7.00 PM SUTTON VILLAGE HALL

	<u>ACTION</u>
<p><u>Present:</u> Cllrs., Gordon Owen, Anthea Pratt, Sebastian Anstruther, Paul Nicholls, Joy Mayes and Anna Gillam.</p> <p><u>In Attendance:-</u> C.Cllr Tex Pemberton, 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> Cllr David Green .</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 in the Broadband issue as he is a member of the local action group for the LEADER programme.</p> <p>Cllr Anna Gillam declared an interest as she is a member of the Sutton Village Hall committee.</p> <p>No other new or altered Declarations were made.</p> <p><u>Agenda item No.3 MINUTES OF THE MEETING HELD ON 17th SEPTEMBER 2008</u> The Minutes of the meeting held on 17th September 2008 were declared correct and accepted as a true record, and Council AGREED that they should be signed following completion of the meeting. Cllr. S.Anstruther PROPOSED and Cllr. A.Pratt SECONDED the motion.</p> <p><u>Agenda item No.4 - CO-OPTING A NEW PARISH COUNCILLOR FOR SUTTON</u></p> <p>The clerk reported that a letter had 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. Bignor Parishioner Anna Gillam has been asked to file the vacancy by David Green. Ms Anna Gillam has agreed to take the position. The Council AGREED that Ms Gillam become a Parish Councillor and that she be appointed to the Planning Committee.</p> <p>Cllr A.Pratt PROPOSED and Cllr. P.Nicholls SECONDED the motion</p>	

Agenda item No.5 MATTERS ARISING

a. **Broadband** – Cllr S Anstruther has forwarded on the information about funding from the LEADER programme. Enabling the BT local exchange to provide broadband would come under Theme 5: Community hubs and/or Theme 6: Connecting rural communities. Cllr S Anstruther has a declared a conflict of interest, probably prejudicial, and therefore cannot really offer to help with the application form.

The LEADER programme has set up local action groups in order to determine how to distribute a budget of £4m over a 5 year period over the South Downs Area. The LEADER Programme remit is to redistribute a portion of the EU Agricultural budget to support local community projects. The expected average application is £10,000-15,000 however will consider bids up to £50,000.

One suggestion is that the Parish Council should make a bid, perhaps jointly with Bignor and other (869... exchange numbers) as properties there are affected too.

It's important to note that 100% funding would only be provided in EXCEPTIONAL circumstances: strong community support needs to be demonstrated and this can best be done by successful fundraising to bridge between the grant funding and the total required. The usual double funding provisions mean it is unlikely another public body (SEEDA, SDJC, WSCC, CDC) would be able to add funding, but this should be explored as "rural disadvantage" is a top policy priority at all levels of Government. C.Cllr Pemberton is to check if the double funding provision applies..

BT have now said that in March 2011 it is hoped that the Sutton Exchange will be upgraded to a digital exchange. Cllr Owen has not had a response from the BT Area Manager about a costing to upgrade the Sutton exchange. Cllr Owen to chase. A leased line from BT to the exchange would be approx £7,000 pa.

It was **AGREED** that the clerk would explore further the LEADER PROGRAMME/WSCC funding options in order to enable the exchange.

It was noted that Kijoma cannot currently keep up with demand. Leaving many parishioners without a broadband service.

b. BT proposed closure of the red telephone box in Sutton -

Planning issue – Ian Wightman, CDC Historic Buildings confirmed that CDC have 8 K6 boxes marked out for listing applications and the Sutton box is high on our list of priorities. He is hoping to have applications completed by the end of November The list is: West Marden, Northchapel, Ebernoe, Plaistow, Loxwood, Sutton, East Lavington (Seaford College) and Lurgashall

Plaistow and Sutton are probably the favorites for listing as they both contribute significantly to the group value of other historic buildings around them. CDC are hoping however that other boxes will also be successful.

David Few has also responded to the clerk about the whether or not there is a planning issue with regard to the proposed removal of the box

"Firstly, BT are within their rights to remove the existing red telephone box if they so wish without any need of planning permission. The fact that the box lies within a conservation area is not a reason in itself for retention regardless of any reduction in

C.Cllr
Pemberton

G.Owen

Clerk

the aesthetics' to the local environment. The only option open to you in this respect is to apply to English Heritage for the purposes of obtaining Listed protection, however this often requires the telephone box to be of exceptional and rare quality to be considered. I understand that Dr Ian Wightman of Historic Buildings has been in contact with you about this and an application for this is ongoing.

The issue regarding whether or not the planning department should have to have any involvement in this is not appropriate in this case as it is a matter between the Parish Council and BT or English Heritage. It may require you to display a certain degree of creativity to achieve your proposals, but only if you proposed re-positioning the telephone box or painting it for example would we need to be informed. “

Adopting a phone box – The parish council can adopt the box. Where a kiosk is adopted the telephone equipment is removed but the kiosk left and maintenance of the Kiosk would transfer to the adopting authority, such as the Parish Council. Where a kiosk is to be sponsored the telephone equipment will be replaced with a non-cash payphone and the kiosk will function as a public telephone box. Cost of sponsorship is estimated to be about £500 a year. The clerk has contacted BT about adopting the telephone box and they inform her that the deadline to adopt a phone box was 1st November. This information relating to the deadline was given CDC by BT in August. In CDC's communication of 13th October (which the clerk did not receive) and the email from **Lone Le Vay**, Design & Implementation Manager, Design & Implementation Unit, Building & Environmental Management dated 17th November – Ms Le Vay made no reference to this deadline. BT have said that we can try to apply on line but it is unlikely that we will succeed due to the late application. Lone Le Vay has now submitted a note of interest on behalf of the parish council to adopt the phonebox. The EMPAN number is still unknown (21 digit used to determine the un-metred supply invoice) EMPAS are looking into this. If the council adopt the phone box , the electricity supply will be transferred into council name. Cost is a minimal pa. It was **AGREED** that if English Heritage do not list the telephone box then the council will adopt the telephone box. The clerk will need to determine insurance costs and other related costs.

Clerk/ CDC

It was noted that OFCOM have the power to veto BT on the grounds that there is no mobile phone coverage. The clerk to check with CDC to see if this grounds for objection has been explored.

Clerk

- c. **South East Consultation on Gypsy and Travellers** – This has been reviewed by SA. No comments submitted.
- d. **NHS -The National Health Service Constitution a draft consultation** – No comments submitted.

Agenda item No. 6 - DISTRICT COUNCILLOR'S REPORT

- a. St Richards – CDC have put their review on hold while St Richards and Worthing Hospital are in talks about a possible merger.
- b. SE Plan – The plan states that 40,000 houses per year are required in the CDC area. No acceptable.
- c. Museum in Tower Street, Chichester, is moving. The new museum is to be built on the car park site opposite the library. The proposal is for a modern building, not in keeping with the grade 1 buildings surrounding it. D.Cllr Elliott has voiced a strong objection to the fact that the planning proposal is only being considered by the Southern Planning Committee. He feels that as the museum is for all CDC electors and visitors both the Southern and the Northern Planning Committees should be involved. The plans have gone back to the architect.

- d. D.Cllr Elliott is now on the Planning Committee at CDC.

Agenda item No. 7 - COUNTY COUNCILLOR'S REPORT

1. **Local and EU Elections to take place on same day.** The Government, with the approval of Parliament, has confirmed that the 2009 local and European elections will take place on the same day, scheduled for 4th June 2009. The move follows consultation over the summer and it is hoped will increase turnout and be more convenient for voters and administrators.

2. **County Local Committee.** The next meeting of the Chichester (North) County Local Committee will be held at River Site of Midhurst Rother College on Tuesday 6th January 2009 at 1900hrs.

3. **South East Plan.** I attended a meeting of SEERA on Friday 17th October and listened to the debate on the SE Plan and the proposed response to be made to Government by the Assembly. Items of particular interest to West Sussex were: the numbers of housing imposed by the Minister – too many, and the windfall numbers and Eco Town numbers are excluded from the revised totals meaning that we could be asked to build in the region of 40,000 pa in the SE; the Plan deletes reference to protecting Strategic Gaps, the Assembly opposes this and asks for reinsertion; the Plan makes frequent reference to an additional runway at Gatwick Airport and the Assembly asks that these references be deleted and a statement inserted that says 'we will maximize capacity at a one-runway two-terminal airport attracting inward investment and job opportunities. On ECO towns, the Assembly calls on Government to abandon them where there is no support from local authorities.

4. **NHS.** You will be aware that Royal West Sussex (St. Richard's Hospital) and Worthing and Southlands Hospitals NHS Trusts are considering merging to form one centrally managed organisation. This would mean that St. Richard's, Worthing and Southlands Hospitals would be managed as one NHS Trust covering all three sites. The two Trusts are currently carrying out a stakeholder engagement process (ending on 28th November 2008), including a number of events to explain the proposal to patients, staff, other stakeholders and interested people in the community. This will be an opportunity for people to tell the Trusts what they think about the proposal and what they should take into account in planning the new organisation. The feedback the Trusts receive will be analysed and reported to both Trust Boards in December, when they will decide the next step. Further information, including an information leaflet, is available at both Trusts' websites:

<http://www.rwst.nhs.uk/about-us/proposed-merger/>

<http://www.worthinghospital.nhs.uk/News/merger/proposal.htm>

I previously sent you notice of this consultation and although some of the public events have now passed, there is one further opportunity for public attendance at the meeting below where the two Chief Executives and senior doctors will give a presentation about the proposal to invited stakeholders and interested members of the public who will be welcome to attend.

- Southlands Hospital Stakeholder meeting
Monday 24 November 6.00 - 7.30pm (Lecture Theatre)

In addition, the Trusts will be organizing staffed public information stands so that members of the public can drop in and ask questions.

- Public information event St. Richard's Hospital

Monday 24 November 2.00 - 5.00pm (Main Reception)

- Public information event Worthing Hospital
Thursday 20 November 2.00 - 5.00pm (Penguin Foyer)
- Public information event Southlands Hospital
Tuesday 25 November 2.00 - 5.00pm (Entrance Foyer, Hammy Lane)

You can also give your comments (N.B. feedback should be returned by 28th November 2008) to the Trusts in writing by post, e-mail or fax to:

Head of Communications Royal West Sussex NHS Trust St Richard's Hospital Spitalfield Lane, Chichester West Sussex, PO19 6SE e-mail: next.steps@rws-tr.nhs.uk fax: 01243-831571	Head of Communications Worthing and Southlands Hospitals NHS Trust, Worthing Hospital Lyndhurst Road, Worthing West Sussex, BN11 2DH e-mail: next.steps@wash.nhs.uk fax: 01903 285045
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Agenda item No. 8 - North East Parishes Forum – 4th December Meeting – discuss
Cllr A Pratt agreed to provide the refreshments and Cllr S. Anstruther agreed to chair the
meeting.

A.Pratt/ S.
Anstruther

Agenda item No. 9 - Village Design Statement

Jeremy Pontin has shown interest in the Village Design Statement.

The Clerk will contact David Few, CDC, to determine what influence a Village Design
Statement can have on the planning process with CDC.

Clerk

Agenda item No. 10 - Local Development Framework

There is nothing to report to date. D.Cllr Elliott will inform the Parish Council when there
are developments.

D.Cllr Elliott

Agenda item No. 11 – Grouping of Bignor with Sutton & Barlavington

The Clerk has spoken at length with Gary Robertson at CDC re the grouping of the parishes.

The rules re grouping of parishes is set out in the new Act - The Local Government & Public
Involvement in health Act 2007. This includes Guidance for the Community and
Governance Review. The act took effect from February 2008.

The Guidance for the Community and Governance Review states several conditions (these
may cause us some problems):-

1. A parish council cannot be created where the electors listed on the most recent
electoral role is less than 500 (combined Bignor, Sutton & Barlavington is 340)
2. In order to start the process to change the Parish Council a Petition with signatures of
at least 50% of the electors from each of the 3 parishes must be filed with CDC in
order to trigger a Community Governance Review
3. The Community Governance Review will take 12 months
4. Once the review has taken place the Boundary Review Panel from CDC will decide
if the new Parish Council can be formed and whether to agree with the name
suggested on the petition or to use another name

5. At the petition stage the name of the new parish must be decided. The Guidance for the Community and Governance Review states that the new name of a parish SHOULD NOT be the grouping of all the parishes involved.

Therefore it is CDC who have the final decision about the name of the new parish council, however they use the act as their legal reference with advice from the Dept of Communities and Local Government (DCLOG). Gary Robertson has stated that the Boundary Review will not enter into discussions with the parishes until the petition has been submitted. Therefore the Council can approach DCLOG for guidance but that is all.

Cllr S Anstruther raised a point about changing the name of the council from The Common Parish Council status to Sutton & Barlavington Parish Council- this can be done by dissolving the existing two Parish councils and forming a new parish council.

The Local Government & Public Involvement in health Act 2007 states that any changes cannot happen until the next local government election - May 2011.

It was **AGREED** that the clerk will provide the current cost of the precept per Sutton & Barlavington parishioner and that Cllr Gillam will check with Bignor parishioners to see if they are interested in being part of a parish Council including Sutton, Barlavington & Bignor.

Clerk/
A.Gillam

Agenda item No.12 – Highway Rangers

There have been no requests for any work to date. It was agreed that at future meetings there would always be an agenda item for Roads.

Clerk/ Next
meeting

Agenda item No.13 - NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS

- a) Planning appendix

Several parishioners have voiced their concern that the stable block at The Croft appears to be different to the plans submitted with the planning application. Cllr Owen will contact the Enforcement Officer at CDC.

G.Owen

Agenda item No. 14 - REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

North Chichester Country Local Committee – 21/10/08 – Cllr S Anstruther attended and provided the following report:-

DoRiS bus service

This is no longer a demand-responsive service; a regular timetabled service operates instead.

Review of Schools in the Rother Valley

WSCC recommends deferring the amalgamation of the Duncton and Graffham schools and maintain the existing federation with year 6 pupils staying on at Duncton for the next year or so. County Council envisaged an investment of £3.5m into primary school buildings, which would be required for the admission of Year 6 pupils. Concerning the new Midhurst Academy, they're aiming for transfer to the new arrangements from 1st January 2009.

Sites of the two former middle schools, WSCC had no immediate plans for the future use of either site but they would formally write to the Parish and District Councils and the Diocese to seek views on potential alternative use.

The Village Shops Programme

It is understood that funding may still be available within this programme. The White Horse in Sutton may want to think about starting a village shop in the pub. It was stated that the White Horse is currently having financial difficulties

A29 Bury Hill – Route Safety Scheme 2009 / 10 Programme

Speed management measures proposed along the A29 between Bury Village and Whiteways.

Community Initiative Funding

It is understood that funding may still be available within this programme. Sutton Village Hall committee may want to apply for help with capital items. This information will be passed on to the Village Hall committee.

Anna Gillam

Date of future meetings

The Committee agreed that the next meeting would be on Tuesday 6th January 2009 at 7 pm at Midhurst Rother College's River Site Hall.

Agenda item No. 15 - NEW CORRESPONDENCE

- a) **CDC Annual Parishes Meeting** – Notification of meeting **Tuesday 3rd February 2009**, 7pm onwards at Assembly Room at the Council House, North Street, Chichester. All Parishes will be invited to send up to 2 representatives to this meeting. Cllr Anstruther to attend
- b) **Communities & Local Government – Delivering Digital Inclusion: An Action Plan for Consultation** – deadline 19/1/09 – Cllr Anstruther to review
- c) **Email re Greening Campaign** - inviting the Parish Council to reconsider running within our area our own Greening Campaign. Looking for five more communities in the district to run this campaign. The Council agreed not to take part.
- d) **CDC – Parish Action Plans** – a copy of a letter recently sent to Tangmere and Fishbourne Parish Council who had recently written to the Chief Executive at Chichester District Council, asking specific questions about Parish Action Plans, and which may be of interest to all parishes. The letter has been emailed to the councillors and a copy on the circulation file.
- e) **Communities and Local Government – Communities in control: Real People, real power: Codes of conduct for local authority members and employees – A consultation** – Deadline 24 December 2008 – No-one to review
- f) **Sussex County Playing Fields Association** – request for £15 donation. The council agreed that a donation was not to be made.

S.Anstruther

S.Anstruther

Agenda item No. 16- CIRCULATION FILE – NO.18

Index in order of receipt

<u>DATE RECEIVED</u>	<u>INFORMATION SOURCE</u>	<u>TITLE</u>
29/09/08	The Standards Board for England	Town & Parish Standard – Issue 3
10/08	South Downs Joint Committee Annual	Annual Review 2007-08

	Review	
11/08	NALC	LCR Nov 08
10/08	WSCC	Working together for a Better West Sussex
10/08	Action In Rural Sussex	Newsletter Oct 08
11/08	WSCC	Community Safety Connections
10/08	West Sussex Public Partnership Forum	Newsletter Oct 08
11/08	CDC	Email re Parish Action Plans
11/08	North East Review News	November 08

Agenda item No. 17 - FINANCE

a) To approve accounts for payment

Sutton Village Hall	Hall Hire - Planning meeting - 8/10/08	£7.50	
Sutton Village Hall	Hall Hire - Planning meeting - 5/11/08	£7.50	
	Hall Hire - Parish Council meeting -		
Sutton Village Hall	19/11/08	<u>£15.00</u>	
			£30.00
Mazars	Audit fee y/e 31/3/08		£141.00

Mazars Audit fee has increased from £58.75 to £141.00. This is due to the council moving from the lower fee band of £50 +vat (where the higher figure of income and expenditure is between 0-£5,000) to the next tier of a fee of £120 +VAT (where the higher figure of income and expenditure is between £5001-£10,000). The fee bands are set by the audit commission. The higher figure for 2007/08 was the income which increase substantially as a result of the precept increasing from £4,000 to £6,300 due to the election.

b) To approve the Clerk's salary and expenses

Salary for November 2008

LCP Scale 20 (per SALC payment Schedule)	£9.468 per Hour
Number of weeks in month (4 weeks and 2 days)	4.29
Total number of hours worked in November	17.14
Total Salary for November 2008	<u>£162.31</u>
Totals Hours - 1/4/08 to 31/10/08	122.26
Increase in LCP scale 20	£ 0.23
Totals additional salary for period 1/4/08-31/10/08	<u>£ 27.63</u>
Total payment for November 2008	<u>£ 189.94</u>

NALC Announced in October 2008 that the LCP scales have been revised with effect from 1/4/08. The LCP scale 20 has increased from £9.242 per hour to £9.468 per hour. An adjustment has been included in the salary for November 2008 to incorporate this.

Salary for December 2008

LCP Scale 20 (per SALC payment Schedule)	£9.468 per Hour
Number of weeks in month (4 weeks and 3 days)	4.43
Total number of hours worked in December	17.71
Total Salary for December 2008	<u>£167.72</u>

Expenses for November 2008

Date	Details	Reason	Cost ex VAT (£)	VAT (£)	Cost Inc VAT (£)
22/9/08	BT	50% of Broadband and line rental charge			58.89
17/9/08	Baby sitting	Parish Council meeting 17/9/08			16.00
					<u>74.89</u>

Cllr. A.Pratt **PROPOSED** and
Cllr. A.Gillam **SECONDED** the motion (17 a&b)

- c. To approve Income & Expenditure Reports for the period ended 31 October 2008
- d. To approve the bank reconciliation for the year ended 31 October 2008
- e. To approve the Actual v Budget overview for the year ended 31 October 2008

Cllr. J.Mayes **PROPOSED** and
Cllr. A.Pratt **SECONDED** motions (17 c – e)

- f. Update on External audit for the year ended 31 March 2008 -The Annual Return for the Year ended 31 March 2008 has been signed off by the external auditor and the public notice has been placed on the notice boards.
- g. VAT reclaim update – A VAT refund claim for the year ended 31 March 2008 for £79.69 has now been received.

Agenda Item 18 - REVIEW OF SECTION 137 PAYMENTS FOR 2007/2008

<u>Organisation</u>	<u>Proposed 2009-10 payment (£)</u>	<u>Actual 2008-09 payment (£)</u>	<u>Actual 2006-07 payment (£)</u>	<u>Actual 2005-06 payment (£)</u>
Sutton PCC	£150	£150	£150	£150
Barlavington PCC	£150	£150	£150	£150
Ebenoe Young Farmers		-£150	£150	Nil
Sutton Village Hall	£150	£150	£150	£150
Sutton Youth Club			£150	£150
Sutton Fabric Fund			£264	
Citizens Advice Bureau (CAB)	£20	£20	£20	£20
Sussex Air Ambulance	£150	£150		
Rural Mobile Youth Trust - Purple Bus			£50	£100
	£620	£470	£1,084	£720

	Electoral Roll for Sutton (Dec 07)	Electoral Roll for Barlavington (Dec 07)	Total for S.137 purposes	Total allowable s.137 payments for the year
Year ended 31 March 2009 S.137 payment £6.15 per parishoner	160	107	267	£1,642.05
Year ended 31 March 2008 S.137 payment £5.64 per parishoner	164	122	286	£1,613.04

Cllr. G.Owen **PROPOSED** and
Cllr. S.Anstruther **SECONDED** the motion

Agenda Item No 19 - PRECEPT and BUDGET FOR 2008/2009

See Appendix – Agreed Budget 2009/2010. A precept of £3,500 was agreed by the Council for 2009-10.

Cllr. S.Anstruther **PROPOSED** and
Cllr. J.Mayes **SECONDED** the motion

Agenda Item 20 - SETTING RESERVES 2008/2009 and 2009/10

	<u>As at 31/3/09</u>	<u>As At 31/3/10</u>
General Reserve (balancing item)	Approx £1490	Approx £343
Computer Reserve	500.00	£600.00
Pension Reserve	£194.93	£269.93
Election Cost Reserve	£1,785.00	£1,785.00
Planning Committee Reserve	Nil	Nil

Cllr. S.Anstruther **PROPOSED** and
Cllr. J.Mayes **SECONDED** the motion

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

The next Parish Council Meeting will be **WEDNESDAY** 21st January 2009 at 7.00 pm, in Sutton Village Hall.

CLOSURE OF MEETING

The Common Parish Council of Sutton & Barlavington meeting closed at 9.45pm.

Signed:

APPROVED AT MEETING ON 21/01/09 & SIGNED BY THE CHAIRMAN

Cllr. G.Owen
Vice -Chairman of The Common Parish Council of Sutton & Barlavington

Date:21/1/09

3rd December 2008, Louise Collis, Clerk to The Common Parish Council of Sutton & Barlavington