

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

APPROVED MINUTES OF A MEETING OF THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON WEDNESDAY 21st JANUARY 2009 AT 7.00 PM SUTTON VILLAGE HALL

Present:

Cllrs. David Green, Gordon Owen, Anthea Pratt,, Joy Mayes and Anna Gillam.

In Attendance:-

D.Cllr John Elliott and Louise Collis (Clerk to the Common Parish Council of Sutton & Barlavington).

The Common Parish Council of Sutton & Barlavington Meeting commenced at 7.05pm.

Agenda item No.1 - APOLOGIES AND REASON FOR ABSENCE

Cllrs Sebastian Anstruther, Paul Nicholls and C.Cllr Tex Pemberton,

Agenda item No.2 - CODE OF CONDUCT - DECLARATION OF INTEREST by Councillors on any of the agenda items

The Clerk reminded Councillors of their duty to declare personal and prejudicial interests.

Cllr S Anstruther declared an interest in the Broadband issue as he is a member of the local action group for the LEADER programme.

Cllr Anna Gillam declared an interest as she is a member of the Sutton Village Hall committee.

No other new or altered Declarations were made.

Agenda item No.3 MINUTES OF THE MEETING HELD ON 19th NOVEMBER 2008

The Minutes of the meeting held on 19th November 2008 were declared correct and accepted as a true record, and Council **AGREED** that they should be signed following completion of the meeting. Cllr. A.Pratt **PROPOSED** and Cllr. J.Mayes **SECONDED** the motion.

Agenda item No.4 MATTERS ARISING

- a. **Broadband** – To date the clerk has not be able to look into the LEADER Programme option. This will be investigated in February. Cllr Owen has contacted the Area Manager of BT and is still awaiting a response on the cost of enabling the exchange.
- b. **BT proposed closure of the red telephone box in Sutton** CDC have submitted an application to English Heritage to list the BT Kiosk in Sutton. English Heritage have acknowledged the application but cannot give a date for when they will review the application

CDC have also registered an objection with BT on the grounds that BT have not formally responded to the end of their consultation, but in response to a letter that CDC sent them, they have stated

"...after receiving responses from councils on this round of payphone removals, there are no plans to engage in further correspondence with councils, unless we wish to challenge an objection or objections. Whilst we are analysing responses from local authorities (this is a lengthy process as this is a nationwide project), and may appeal against some decisions we feel are not justified, BT cannot remove a payphone kiosk if there is not an alternative kiosk within 400 metres, without council consent; the council has the veto over payphone closures, as per the

ACTION

[final notification.”](#)

CDC recommended that we continue to adopt the BT kiosk and see what happens.

On 15 January the application was submitted. The clerk contacted BT who said that the application would be considered, however it may not be successful if either an objection for the local council is upheld or an application to English Heritage is granted.

- c. Village Design Statement** - The Clerk contacted CDC, to determine what influence a Village Design Statement can have on the planning process with CDC. D.Cllr Elliott updated the clerk following a discussion with David Few, CDC planning. At the moment there is no point proceeding on the Village Design Statement in respect of planning as any recommendations included in a Village Design Statement would not be taken into account by CDC planning. Once the LDF is adopted later next year then it would be advisable to proceed with a Village Design Statement as the LDF will include guidelines for Parish Councils on planning issues to be covered by Village Design Statements

d. Grouping of Bignor with Sutton & Barlavington

At the last Parish council meeting it was agreed that the clerk would provide the current cost of the precept per Sutton & Barlavington parishioner and that Cllr Gillam would check with Bignor parishioners to see if they are interested in being part of a parish Council including Sutton.

CDC provided an approximate cost per parishioner for Bignor - The cost per year per Band D household would be £19.54 (This assumes a precept of £3,500)

	Taxbase 2008/9	Precept 2008/9	Taxbase 2009/10	Precept 2009/10
Barlavington	49.89		50.3	
Sutton	<u>126.08</u>		<u>128.8</u>	
	<u>175.97</u>	5,500	<u>179.1</u>	3,500
Cost per Household (Band D) per year		2008/09	£ 31.26	
Cost per Household (Band D) per year		2009/10	£ 19.54	

The general feeling in Bignor is that it wants to remain a meeting so that it keeps it's name The issue will be discussed at Bignor's AGM in May. Cllr Gillam will update the Parish Council at the May meeting.

e. Communities & Local Government – Delivering Digital Inclusion:An Action Plan for Consultation

Cllr Anstruther submitted the following response on behalf of the Common Parish Council of Sutton & Barlavington (Chichester District, West Sussex)

Chapter One: Question 1: How far do you agree with the definition of digital inclusion and the nature of the problem set out in Chapter One? *We agree, but an ambitiously wide definition should not overlook the fact that many people in rural areas lack even basic first generation broadband access because their local BT exchange is not enabled and/or the rural copper wire infrastructure is in such poor condition that even an enabled exchange fails to deliver useable speed reliably if at all. Our Sutton (Pulborough, West Sussex) exchange is not enabled.*

May
meeting/
Cllr
Gillam

Chapter Two Question 2: How far do you agree with the analysis set out in Chapter Two?

Agree *Is there other evidence we should consider as to why digital inclusion is an important social issue?*

Chapter Three Question 3: How far do you agree with the analysis in Chapter Three of the main barriers which prevent individuals and communities from engaging in digital technologies?

Agree

Question 4: What are the most effective ways to remove these barriers and ensure that all individuals can exercise an empowered choice about their use of digital technologies? *Require 100% of BT exchanges to be enabled*

Question 5: What are the risk factors and benefits for different communities associated with current and next generation access? *Rural exclusion, social exclusion (hidden disadvantaged groups in rural areas), carbon footprint (sustainability), barrier to economic development in rural areas particularly given high proportion of start-ups and SMEs (many working from home), housing shortage (properties without broadband severely disadvantaged and therefore functionally unavailable), widening gap between digital “haves” and “have-nots”, isolation of older people in own homes particularly in rural areas with poor/remote access to physical services, educational disadvantage – local libraries underfunded and closing.*

Question 6: What should be done to empower communities and local partnerships to address these risks and benefits? *Very hard for individuals and rural communities to act effectively as cost barriers to access very high. Better-off rural residents can buy 3rd party solutions – SME wireless distribution providers, satellite or mobile phone dongle – which are beyond the reach of their poorer neighbours. This cherry-picking widens the digital divide and shrinks the pool of potential customers for exchange-enabled technologies (EET). 3rd party providers operate effective local monopolies and price is generally higher than EET, service often less reliable (though can be very good) and technological barriers (e.g. line of sight for wireless inhibited by landform and trees in rural areas; latency of satellite; poor or non-existent mobile phone coverage) mean even 3rd party providers cannot provide 100% coverage.*

Question 7: How far do you agree with the summary of issues around the direct use of technology presented in Chapter Three? **Agree** *Are there any other important issues we have not mentioned?*

Chapter Four Question 8: How far do you agree with the assessment of risks and opportunities around the indirect benefits of technology presented in Chapter Four? **Agree**

Question 9: How can we raise awareness of the indirect benefits of technology for service design, planning and delivery across all sectors? *Little point in raising awareness in rural areas if broadband access is unavailable*

Question 10: Does the way in which services, particularly public services, are currently delivered adequately support individuals and groups who are socially disadvantaged? What more could be done to ensure they do? *No – digital divide is widening*

Chapter Five Question 11: Are you aware of any other examples of good practice not mentioned in Chapter Five? *No*

Question 12: What aspects of previous or current digital initiatives and strategies have been most successful in tackling digital exclusion? *None in our area*

Question 13: What actions need to be taken to support better partnership approaches? *Require*

100% of BT exchanges to be enabled

Question 14: What should be the extent of Government's intervention in tackling digital exclusion? *Require 100% of BT exchanges to be enabled. After this public money should be made available for education and training at local level. There is a wealth of good will, good neighbourliness and technical expertise available in rural areas and a strong sense of local community and identity which will be an invaluable resource for partnership working between Local Government at all levels and rural communities, but without the basics of 100% affordable broadband availability we can't get started.*

Question 15: How else can the impact of current activity be maximised? *Require 100% of BT exchanges to be enabled*

Chapter Six

Question 16: How far do you agree with the proposed principles outlined in the Charter? **Agree** *Are there others we should consider?*

Question 17: How far do you support the actions which underpin the principles? **Support** *Are there others we should consider?*

Question 18: What issues need to be considered in determining a baseline measure for digital inclusion? *Require 100% of BT exchanges to be enabled*

Question 19: What should be the brief of the Digital Champion role? *As far as practicable to end digital exclusion*

Question 20: What would be the single most effective thing government could do to drive its digital inclusion agenda? **Require 100% of BT exchanges to be enabled**

Question 21: Are there any other issues you would like to raise in relation to this consultation? *No. we very much welcome this consultation paper but we need to see ACTION NOW.*

In his absence, Cllr Anstruther was thanked for his most impressive responses.

f. To discuss any matters arising not dealt with elsewhere on the Agenda

APM will take place on Wednesday 29th April 2009 at 6.30pm. There will be two guest speakers. Dr J A Vitagliano, Principal, Midhurst Rother College about his vision for the new academy and Dr John Collis on First Aid. The clerk will contact Dr Vitagliano and Cllr Green will contact Dr Collis.

APM /
Clerk/ DG

Agenda item No. 5 - DISTRICT COUNCILLOR'S REPORT

- 1. Chichester Museum** – It is felt that Planning North should have their views taken into consideration in relation to the relocation of the museum.
- 2. St Richards** – The two hospitals will be retained. By March more information about the two hospitals and the exchange of consultants will be available.
- 3. Core Strategy** – It is important that Parish Councils submit to CDC areas they want protected such as brown fill areas and strategic gaps.
- 4. Potholes** – To be reported to WSCC Highways.

Agenda item No. 6 - COUNTY COUNCILLOR'S REPORT

- 1. Apologies for Absence.** I am due to attend the gathering of many Parish Councils at the North West Frontier Community Forum this evening and regret I will not be present at the

meeting of the Parish Council. Please accept my apologies. I am of course available to deal with any issues that might arise.

2. **County Local Committee.** The next meeting of the Chichester (North) County Local Committee will be held at Rogate Primary School on Tuesday 10th March 2009 at 1900hrs.

3. **Budget.** Once again, and for the seventh consecutive year, West Sussex County Council is at the bottom of the Governments funding allocation list so the budget process continues to be challenging! Nevertheless, with efficiency savings that continue we anticipate a tax increase below 4% with no reduction in service, a decision that will be taken at full council on 13th February.

4. **Statement of Partnership with Local Councils.** I have sent to the Parish Clerk, an electronic copy of the Statement, which was approved after wide consultation, by County Council in December. May I suggest it will be a useful document to disseminate to all Councillors. It sets out the way ahead for our partnership working and gives you a better understanding of what you can expect from County Council. I will take any questions at our next meeting after you have had time to study it.

5. **Regional Development.** (Early notification!)

- a. Following the Governments Sub-National Review, the government will replace the – not yet approved - South East Plan (SEP) and the Regional Economic Strategy (RES) with a Single Regional Strategy (SRS). In the South East, joint responsibility for this will sit jointly with a Local Authority Leaders Board (LAL Board) and the South East England Development Agency (SEEDA). The Bill introducing this legislation – which will affect us all – is the ‘Local Democracy, Economic Development and Construction Bill.’
- b. Key planning functions, including drafting the SRS and implementation plan, and monitoring delivery, will pass to the LAL Board and RDA, as will the present responsibilities of the Regional Transport Board and the Regional Housing Board, so the need for the [unelected] South East Regional Assembly (SEERA) will end
- c. Local Authorities in the South East have been working together to form the South East England Councils (SEEC) as the local authority forum for the region. The constitution of SEEC was agreed on 12th December 2008. WSCC will expect to join SEEC and pay a subscription, yet TBD. SE Local Authorities believe that SEEC accords with the Governments requirements for a LAL Board through the creation of an Executive that will include the 7 County Leaders,¹ 7 District Leaders² and 5 Unitary Leaders.³ SEEC may need to amend the constitution in due course to allow representation of the National Parks.
- d. SEEC wishes to set up joint working arrangements with SEEDA with effect from 1st April 2009 and SEEC will be the management structure for SEERA Ltd – the technical team of SEERA with the skills to conduct regional planning work.
- e. You are aware that the SEP has not yet been approved, but the Government would like to see a review of the housing numbers – you may recall in my report to you on the 12th November I said that the Minister were asking for a higher number than that proposed in the SEP and all SE Local Authorities had objected. This review is likely to be postponed until after the County Council elections on 4th June 2009.
- f. In summary, there are regional organisation changes looming and decisions yet to be taken.

¹ Kent, East Sussex, West Sussex, Hampshire, Buckinghamshire, Oxfordshire and Surrey

² Yet TBD.

³ Brighton and Hove, Portsmouth, Medway

<p>There may well be implications for the present Structure Plan, Local Development Frameworks, and responsibilities. I will keep you informed as information emerges</p> <p><u>Agenda item No. 7 - CDC Annual Parish Meeting – 3rd February 2009 –</u> Cllr Anstruther had voiced his interest to attend but is now unable to attend. Cllr Gillam is attending in her capacity as Bignor Chairman. It was agreed that Cllrs Green and Owen would also attend. The clerk will inform CDC.</p> <p><u>Agenda item No. 8 - Local Development Framework</u> In December the Parish Council received a copy of the Chichester District Council Core Strategy Document. The purpose of the document was to seek representations from the Parish Council on what the Core Strategy should contain. This was a consultation stage with statutory partners required by the Town and Country Planning (Local Development) (England) Regulations 2008. The Core Strategy will cover the period 2010-2026 and will set out the long term spatial vision and strategy for the District and a set of strategic spatial policies to deliver the vision and strategy. The Core Strategy will reflect the vision and priorities that will be set out in the Sustainable Community Strategy. It will set out the broad location/s for large scale development and will consider strategic infrastructure requirements. The Deadline was 5th January, however CDC are still receiving comments.</p> <p>D.Cllr Elliott informed the meeting that a number of Parishes were waiting until after the Annual Parishes meeting on 3rd February until they submit their comments. It was AGREED that the Parish Council would wait until after the CDC meeting.</p> <p><u>Agenda item No. 9 - Freedom Of Information</u> An email was sent to all councillors in December attaching documents relating the Freedom of information Act 2000 – Section 19 and the revised Model Publication Scheme which was required to be adopted by 1st January 2009.</p> <p>The clerk completed the model template (“Freedom of information Completed model publication scheme”). The clerk did not receive any objections to the model. Cllr A. Pratt PROPOSED the MOTION that the Common Parish Council of Sutton & Barlavington should Adopt the Freedom of information Act 2000 – Section 19 and the revised Model Publication Scheme, the motion was SECONDED by Cllr D.Green. The motion was carried.</p> <p><u>Agenda item No.10 – Highways and Foorpaths</u></p> <p>a. Roads & Ditches Committee Cllrs Green and Cllr Mayes to report Large potholes were reported at the bottom of Mil Hill and along Folly Lane. The clerk will report these to Steve Johnson at WSCC Highways.</p> <p>b. To discuss any other matters relating to Highways and Footpaths</p> <p>i) <i>Felling of Oak Trees opposite Sutton End House, Sutton</i> - Cllr Owen contacted WSCC about oak trees being cut back opposite the entrance to Sutton End House. WSCC Highways stated that the matter was of some urgency. The quick response is usually a result of a complaint normally coming from the Parish Council – There has been no such complaint by the Parish Council. The Clerk will investigate further.</p> <p><u>Agenda item No.11 - NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS</u></p> <p>a) Planning appendix</p>	<p>Clerk</p> <p>GO/ Clerk</p> <p>Clerk</p> <p>Clerk</p>
---	---

Agenda item No. 12 - REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

- a) North Chichester CLC Tuesday 6th January 09 in Midhurst – Cllr Anstruther was due to attend the meeting was unable to attend.
- b) North East Parishes Forum 4th December 2008 – Sutton Village Hall. Minutes of the meeting have been distributed.

Agenda item No. 13 - NEW CORRESPONDENCE

- a. **Communities & Local Government: Communities in control: Real people, real power: Code of recommended practice on local authority publicity – a consultation.** Deadline 17 March 2009. – No to be reviewed.
 - b. **The Proposed Highways and Transport Forward Programme for 2009/10 and 2010/11.** The clerk emailed information relating the proposed programme from Derek Whittington, Cabinet Member for Strategic Planning and Transport, including the Members letter and a copy of the relevant section of the Proposed Highways and Transport Forward Programme for 2009/10 and 2010/11. This is a draft programme and has been issued for consultation with comments due back by 20th February 2009– Cllr Gillam has already looked at the document and it is not relevant to the Sutton & Barlavington.
 - c. **Arun District Council – Ford Eco Town Select Committee second round of Consultation by DCLG.** The next meeting is 5th February 2009. No-one to attend.
 - d. **WSCC – Minerals & Waste Development Framework update** – The Mineral and Waste Development scheme 2008-2012 has now come into effect. Under the Core Strategy Development Plan Document (DPD) WSCC have produced a series of background papers in order to identify baseline data and inform discussions with the community. The Papers are intended to set the scene and present the evidence as it stands at this stage. All background papers are available on the website www.westsussex.gov.uk/mwdf. Comments to be submitted by 30 January 2009. – Cllr Gillam to review.
 - e. **Road Safety Compliance Consultation** -The Department for Transport has forwarded a consultation to us regarding Road Safety Compliance. In general it does not specifically relate to parish and town councils but we thought that it may still interest many in the tier. The consultation covers six specific areas relating to measures aimed at improving compliance levels with key road safety laws, Speed, Drink Driving, Seat Belts, Drug Driving, Careless Driving and Driver Retraining and Re-Assessment. The consultation documents can be found at the link below.
<http://www.dft.gov.uk/consultations/open/compliance/>
The deadline for submissions is Friday 27 February 2009 with responses forwarded to; Consultation on Compliance, Road User Safety Division, Department for Transport 2/13 Great Minster House, 76 Marsham Street, London SW1P 4DR
Or; rscomplianceconsultation@dft.gsi.gov.uk
- No-one to review
- f. Agreeing the best organisational model for community services** West Sussex PCT has taken a decision to support West Sussex Health (our own provider of community services) to become an organisation in its own right within the NHS by April 2010 at the latest. The PCT is starting a period of staff consultation on Wednesday 7 January 2009 which will end on Friday 6 March 2009. During this period they will also be seeking the views of colleagues in the local health community on the organisational options that we will be discussing with their staff.

AG

This process is about organisational change, not changing services. Our overall aim is to ensure that West Sussex Health is in a strong position to flourish as a successful provider of

community services, either as a standalone organisation, or as part of a larger provider of community services.

An invitation to attend a marketplace event l be held from 2.30pm to 4.30pm on Friday 30 January at Billingshurst Village Hall. This event will give peopl the opportunity to meet potential partners, hear more about them, and have an opportunity to ask questions. – No-one to attend.

Apart from correspondence discussed at the meeting, all other correspondence and documents, leaflets, etc., are placed in the Circulation File. Please read the file as quickly as possible and pass it on.

Agenda item No. 14- CIRCULATION FILE – NO.19

Index in order of receipt

<u>DATE RECEIVED</u>	<u>INFORMATION SOURCE</u>	<u>TITLE</u>
Dec 08	CDC	Standards Committee meeting 16 th December 2008 - Agenda
Jan 09	CDC	Standards Committee meeting 16 th December 2008 - Minutes
Jan 09	NALC	LCR Issue January 2009
Jan 09	WSSC	West Sussex Connections January 2009

Agenda item No. 15 - FINANCE

- a. To approve accounts for payment

Sutton Village Hall	Hall Hire - Planning meeting - 15/11/08	£7.50	
	Hall Hire - Parish Council meeting -		
Sutton Village Hall	21/1/09	<u>£19.00</u>	£26.50

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

Salary for January 2009

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 January	17.71
Total Salary for January 2009	<u>£167.72</u>

Salary for February 2009

LCP Scale 20 (per SALC payment Schedule)	£9.468 per Hour
Number of weeks in month (4 weeks)	4.00
Total number of hours worked in February	16.00
Total Salary for February 2009	<u>£151.49</u>

Expenses for January 2009

18/12/08	BT	25% of Broadband and line rental charge			37.75
5/12/08	Staples	Ink cartridge	22.12	3.32	25.44
15/1/09	Post Office	Recorded delivery charge BT letter re BT Kiosk			1.08
19/11/08	Baby sitting	Parish Council meeting 19/11/08			28.00
					92.27

Cllr. A.Pratt **PROPOSED** and
Cllr. A.Gillam **SECONDED** the motion (15 a&b)

c. S.137 payments 2008/09

<u>Organisation</u>	<u>Agreed 2008-2009 Budget (£)</u>	<u>Actual 2008-09 payment (£)</u>	<u>Actual 2006-07 payment (£)</u>	<u>Actual 2005-06 payment (£)</u>
Sutton PCC	£150		£150	£150
Barlavington PCC	£150		£150	£150
Ebenoe Young Farmers		-£150	£150	Nil
Sutton Village Hall	£150		£150	£150
Sutton Youth Club			£150	£150
Sutton Fabric Fund			£264	
Citizens Advice Bureau (CAB)	£20		£20	£20
Sussex Air Ambulance (paid 05/98)		£150		
Rural Mobile Youth Trust - Purple Bus			£50	£100
	£470	£0	£1,084	£720

Cllr. G.Owen **PROPOSED** and
Cllr. D.Green **SECONDED** the motion (15c)

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

Cllr. J.Mayes **PROPOSED** and
Cllr. A.Pratt **SECONDED** motions (15 d – f)

Agenda item No. 16 - DATE AND TIME OF NEXT PARISH COUNCIL MEETING

The next Parish Council Meeting will be **WEDNESDAY** 18th march 2009 at 7.00 pm, in Sutton Village Hall and the Annual Parish meeting will be held on Wednesday 29th April 2009 at 6.30pm.

CLOSURE OF MEETING

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

Signed:

APPROVED AT MEETING ON 18/03/09 & SIGNED BY THE CHAIRMAN

Cllr. D.Green

Date:18/3/09

Chairman of The Common Parish Council of Sutton & Barlavington

13th February 2009, Louise Collis, Clerk to The Common Parish Council of Sutton & Barlavington