

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

APPROVED MINUTES OF A MEETING OF THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON WEDNESDAY 16th SEPTEMBER 2009 AT 7 PM SUTTON VILLAGE HALL

Present:

Cllrs. Sebastian Anstruther, Anthea Pratt, Joy Mayes, Anna Gillam, and Jeremy Pontin.

In Attendance:-

C.Cllr Michael Brown, D.Cllr J Elliott, 12 parishioners and Louise Collis (Clerk to the Common Parish Council of Sutton & Barlavington).

The Common Parish Council of Sutton & Barlavington Meeting commenced at 7pm.

Due to the high attendance of parishioners at the meeting to discuss - Agenda item No. 11 – PLANNING ISSUED RAISED BY A PARISHIONER – it was decided that Agenda Item 11 would be discussed first. Please see the report of the discussions under Agenda item No.11 below.

Following the discussions the meeting then followed the agenda in order.

Agenda item No.1 - APOLOGIES AND REASON FOR ABSENCE

Cllrs Paul Nicholls and Gordon Owen

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 Anstruther declared an interest but not a prejudicial interest in the following:-

- Agenda Item – Broadband update: Cllr Anstruther is a large customer of Kijoma (Broadband provider in Sutton) and involved with the LEADER Programme (Re: Possible broadband grant)
- Agenda item – Procedures for pre application; Cllr Anstruther has plans which he wishes to discuss
- Agenda Item 3 – South Downs National Park update : Cllr Anstruther is the vice chairman of the South Downs Land Management Group

No other new or altered Declarations were made.

Agenda item No.3 MINUTES OF THE MEETING HELD ON 15th JULY 2009

The Minutes of the meeting held on 15th July 2009 were declared correct and accepted as a true record, and Council **AGREED** that they should be signed following completion of the meeting. Cllr. A Gillam **PROPOSED** and Cllr. S.Anstruther **SECONDED** the motion.

Agenda item No.4 MATTERS ARISING

a. Broadband update / Grant applications

i)Estimate

Kijoma have provided a partial estimate for the installation and setup of broadband to 46 properties in Sutton & Barlavington. The estimate is £6999.82 exc VAT. Kiojma has also provided an estimate for installing broadband in Sutton End - £2,450 exc VAT.

ACTION

presentations and updates, but the current format does not allow for much dialogue. It feels more like “talk at us” rather than “talk with us”.

- The District’s Parish Forums encourage discussion between Parishes and with Officers of the Council. In addition the agenda of each meeting is largely set by the Parishes. This means that the subjects covered are of particular interest to that group of Parishes. Although the Forums are for Parish Councillors there is no reason why the public could not be present if the WSCC were to adopt a similar format.
- It would be extremely helpful if WSCC and CDC were to combine meetings on occasions, particularly on subjects which overlap between District and County. This already happens at the NE Parishes Forum December meeting when the budgets are discussed.

Clerk

The clerk is to pass on these comments to C.Cllr Brown.

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

None.

Agenda item No. 5 - COUNTY COUNCILLOR’S REPORT

a. WSCC Finances

Factors affecting the £90m deficit that WSCC faces over the next 4 years,

- 600-1000 jobs will go over the next year. WSCC currently employ 7,600 people. It is hoped most of jobs will go via voluntary redundancy.
- Another cost cutting exercise in the closure of the printing unit at County Hall. This will now be outsourced. A saving of £1-£1.25m over 5 years.
- WSCC has been involved in a local authorities consortium in order to purchase stationery. The current suppliers have informed the consortium that prices would increase by 30% over a 3 year period. Therefore WSCC has joined another Local Authority Consortium (made up of 16 Local Authorities led by Coventry Council). The new agreement will lead to stationery costs remaining unchanged.
- The law has recently changed in respect of the age of care. County Councils are now responsible for children up to the age of 17 years old. This has therefore increased the costs of youth care. The County Council has a legal obligation to provide housing, clothes, food, etc for all children up to and including 17 year olds who have no where to live.

b. Council tax - It is hoped that the Council tax for 2010/11 will not increase.

c. Education – Littlehampton, Shoreham and Lancing now have academies. Therefore 4 out of the 37 senior schools in West Sussex have now become academies.

Agenda item No. 6 - DISTRICT COUNCILLOR’S REPORT

- Cabinet changes** – D.Cllr Elliott has now become the number 2 to the Environment Councillor. He will be in charge of the Green Spaces Portfolio. Chichester will try to win the Britain in Bloom title in 2010.
- Broadband** – The Chairman of the Council is hoping to be able to write to the Parish Council in the near future to inform them of an opportunity for a new satellite dish that will all the whole of the are to use it for Broadband.
- Proposed introduction of car parking charges in Petworth** – The proposal is that the first hour will be free and the second hour will be 20p. The all day charge will be £1. The proposal has been put forward by CDC and not WSCC. WSCC will need to give an opinion if the proposal is pursued. There was a meeting held in Petworth The hostility was very acute at the meeting. However people who live south of the Downs (who have car parking charges in most towns and in Chichester) feel that it is

Clerk to Chase
in October

unfair that those north of the Downs do not have to pay car parking charges. The cost of running the car parks in the CDC area which do not currently have car parking charges is £90,000 per annum. The new charges will cover these costs. The idea is that the parking attendants will also take on the role of security as well. It was **AGREED** that Cllr Anstruther would talk to other parish councils to determine the level of interest of having another public meeting on the subject prior to the end of the consultation period – 9th October 2009.

S.Anstruther

Agenda item No. 7 - PUBLICATION AND LENGTH OF MINUTES

Parishioners have raised concerns about the fact that the minutes are only made available following the Parish Council meeting in which they are approved. Therefore some issues maybe over 3 months old by the time parishioners are made aware of the issues. The Clerk has spoken to SALC and they have confirmed that once the minutes have been drafted, the draft minutes can be made available on a website or notice board immediately as long as they state that they are DRAFT minutes. Issues about the contents of the minutes can only be raised at the next Parish Council meeting.

Concerns have also been raised about the length of the minutes

It was **AGREED** that discussions relating to this agenda item would be proposed to the November Parish Council meeting.

Postponed –
Nov 09 meeting

Agenda item No. 8 - RED TELEPHONE BOX

Listing of Buildings of Special Architectural or Historic Interest by English Heritage -

CDC have informed the Parish Council that English Heritage have now listed the Red Telephone Kiosk in Sutton. BT forced the Parish Council into a corner to adopt the kiosk and the clerk has contacted David Hyland from CDC to see if BT should be made to pay for the upkeep of the listed structure. Mr Hyland gave the following reply: -

“While I presume that, given the listing came after the adoption, BT would decline any invitation to maintain the box, I don’t think there is any harm in advising them of the listing and suggest that this negates the need for adoption and requires them to maintain the structure. I have discussed the situation with Dr Wightman but as the situation has not arisen before, its hard to provide clearer guidance.”

It was **AGREED** that the clerk would write to BT requesting a contribution to the maintenance of the telephone box.

Clerk

BT Competition

BT have also sent a letter about a competition they are currently running on the back of the BT Payphones Adopt a Kiosk scheme. BT is offering a prize of £5,000 for the local community. In order to enter the competition the Parish Council need to tell BT, in no more than 1,000 words how the community is using the kiosk (also including pictures). The favourite entry will win £5,000 and there are 11 runners up winning £1,000 each. There are 350 kiosks that have been adopted.

Cllr Pontin proposed that the telephone box should be used as a location for walkers where they would find a list of all the Rights of Way in the surrounding area. Walkers would be able to record their findings and put forward suggestions for improvements. It was **AGREED** that Cllr Pontin should pursue this idea and submit an entry to the BT competition on this basis.

J.Pontin

Agenda item No. 9 - MORE POWERS TO PARISH AND TOWN COUNCILS

The following email was received by the clerk –

“The Sustainable Communities Act is a radical piece of legislation that became law due to a 5 year campaign run by the Local Works coalition, of which the National Association of Local Councils and the Society of Local Council Clerks are leading members.

The Act sets up a ‘bottom up’ process whereby citizens and their councils can drive government action to promote or protect thriving communities. The Act has the potential to devolve powers down to local level, allow local people to have more say over how public money is spent in their area and even change primary legislation on things like planning rules.

But in the final days of the Act being passed Local Councils were omitted from the process by Whitehall officials. Local Works is now campaigning for an amendment Bill to the original Act that will not only formally include Local Councils in the process, but will also give them new powers in that process.

*The Sustainable Communities Act Amendment Bill enables (and I emphasise that word: it **enables, not requires**) Local Councils to take advantage of the Act if you wish to, as follows*

- *First by **requiring** principal councils to include representatives of Local Councils on the citizens panels required by the original Act;*
- *But, what if principal councils do not ‘opt in’ to the process required by the Act? The new Bill deals with this by **enabling** County Associations of Local Councils to put proposals for action direct to government;*
- *By ensuring that the process is an **ongoing** one- i.e. not a one-off, so that councils and communities everywhere can continue to feed their ideas into government to ensure greater local sustainability.*

Your help is needed in order for this amendment Bill to become law. May we please ask you to do the following things?

1. Please write to, or email, (as a council) your MPs asking them to ‘Please sign Early Day Motion No. 1545 in support of the Sustainable Communities Act Amendment Bill.’”

It was **AGREED** that Cllr Anstruther would submit the proforma letter sent with the original email to Nick Herbert.

Agenda item No. 10 – POTHOLE

Cllr Anstruther reported that he and C.Cllr Brown will be meeting the Chairman of the County Council in the near future to discuss the possibility of the WSCC pothole budget for Sutton & Barlavington being passed down to the parish council. Achieving change at WSCC is very difficult, slow and painful. Cllr Anstruther will report back at the next meeting.

Agenda item No. 11 – PLANNING ISSUED RAISED BY A PARISHIONER

Parishioners attending the meeting wished to discuss Jo Peters’ letter on the issue of protecting the villages’ unique character. Whilst some people felt that all was lost, the general view was not so gloomy, but that the community should be trying to understand and engage with the planning system more effectively and that the community and the Parish Council needed to work on this together.

Main points made:-

- Parishioners should remember that for planning applications the consultee should

S.Anstruther

C.Cllr
M.Brown/
Cllrs
Anstruther

<p>concentrate on the planning issues and not personal issues.</p> <ul style="list-style-type: none"> • Some people felt that all was lost – the village had changed as it is the people who make the village, and the people no longer take an interest. The village has lost 3 small farms, a village shop and school, allotments, the church choir, recreation ground, football pitch, doctor's surgery, working men's club and a darts team. IT is unlikely that these can be brought back. • the general view was not so gloomy, but the parishioners should try to be more understand and engage with the planning system more effectively and that the community and the Parish Council need to work on this together. • It was felt that not enough notice was giving to the parish about planning meetings. The Parish Council always give five clear days notice by posting the Agenda on the Parish notice boards. The Planning Committee meets every second Wednesday at 6.00 p.m. if there are any applications to consider. The full Council meets on the third Wednesday of every other month (i.e. 6 regular meetings a year) plus from this year a separate budget meeting to set the Precept (the Parish "rate") in early December, and then there is the Annual Parish Meeting. 	
<p>It was AGREED that the Parish Council would have a proposal for the way forward for planning in Sutton & Barlavington for discussion at the next Parish Council meeting in November.</p>	<p>Parish Council</p>
<p><u>Agenda item No. 12 - Local Development Framework</u></p> <p>A new consultation document has been published. Comments to be submitted by 9th October 2009. The email containing the links was forwarded all councillors prior to the meeting. The Consultation is about consulting. Therefore it was AGREED that there is no need to submit a response.</p>	
<p>Cllr Anstruther highlighted the section relating to Pre Application consultation. Cllr Anstruther will request clarification of the role of Parish Councils on this issue at the NE Parishes Forum meeting on 17th September. Cllr Anstruther to report back.</p>	<p>S.Anstruther</p>
<p><u>Agenda item No. 13 - NATIONAL PARK UPDATE</u></p> <p>The clerk has received the following email: -</p> <p><i>"The fact that you have received this email indicates that your Council is one that is wholly or partially within the boundary of the South Downs National Park.</i></p> <p><i>You will recall that during August we held briefing sessions across Sussex to ensure that town and parish councils were properly informed to enable them to comment on the consultation document by 9th October.</i></p> <p><i>We have now reached the stage where a number of councillors will have decided that they would like to be put forward for one of the seats available for town and parish councils; we believe this group of people will benefit from a session aimed specifically at them to provide more detail on the role and commitment as a member of the National Park Authority.</i></p> <p><i>This session will take place at Arundel Town Hall on Wednesday 7th October, starting at 7.00pm and will be restricted to councillors; clerks may also attend for information.</i></p> <p><i>If any of your councillors wish to attend it will be helpful if you would kindly contact the SALC office and provide names no later than Friday 2nd October."</i></p>	<p>S.Anstruther</p>

<p>Cllr Anstruther is to attend the meeting.</p> <p><u>Agenda item No.14 – Highways and Footpaths</u></p> <p>a) Roads & Ditches Committee Cllr Mayes reported that the stiles onto Folly Lane near Townfield House need attention as well as the stile near Barlavington Farm on Church Lane. There is also a tree down on the footpath from Barlavington to Duncton Mill near Rose Cottage. Cllr Anstruther agreed to clear this.</p> <p>b) To discuss any other matters relating to Highways and Footpaths – The fingerpost at Barlavington needs to be repaired. The clerk will look into grants for this from CDC and the South downs Joint Committee.</p> <p>i) Highways Rangers. A list needs to be compiled of work required in Sutton and Barlavington so that the clerk can forward it onto WSCC.</p> <p>ii) Annual road inspection – The clerk will arrange a meeting with Ben Whiffin, WSCC Highways, for October. Cllrs Anstruther, Gillam, Pratt and Mayes to attend.</p> <p><u>Agenda item No.15 - NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS</u></p> <p>a) Planning appendix</p> <p>b) Clarification of the new pre application meeting Following the last Parish Council meeting there appears to be some confusion on what was agreed. The clerk's interpretation of the agreed motion is that the Parish Council will book and pay for the village hall in order to provide a location for a parishioner who wishes to have a pre-application discussion with other interested parties. The Parish Council has no further involvement with the meeting. Therefore it is up to the parishioner hosting the meeting to publicise it and this allows parish councillors to participate in the meeting as parishioners and not as councillors. (See comments under Agenda Item 12 – LDF Consultation)</p> <p><u>Agenda item No. 16- REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u> .None</p> <p><u>Agenda item No. 17 - NEW CORRESPONDENCE</u> These have been dealt with under other areas on the agenda</p> <p>Apart from correspondence discussed at the meeting, all other correspondence and documents, leaflets, etc., are placed in the Circulation File.</p> <p>CIRCULATION FILE – NO.23 .</p> <p><u>Item No. 18 - FINANCE</u></p> <p>a) To approve accounts for payment</p>	<p>S.Anstruther</p> <p>Clerk</p> <p>Cllrs Anstruther/ Gillam/ Pratt/ Mayes</p>
--	---

Sutton Village Hall	Hall Hire - Planning meeting - 3/8/09	£8.50	
Sutton Village Hall	Hall Hire - Planning meeting - 19/8/09	£8.50	
	Hall Hire - Planning meeting - 2/9/09	£8.50	
	Hall Hire - Parish Council meeting -		
Sutton Village Hall	16/9/0909	<u>£17.00</u>	
			£42.50
Petworth & District Community Association (P&DCA)	Donation for Skate board event - s.137		£50.00
Mazars	External Audit Y/E 31/3/09		£138.00

b) To approve the Clerk's salary and expenses

Salary for September 2009

LCP Scale 20 (per SALC payment Schedule)	£9.496 per Hour
Number of weeks in month (4 weeks and 2 days)	4.29
Total number of hours worked in September	17.14
Salary for September 2009	<u>£162.79</u>

Salary for October 2009

LCP Scale 20 (per SALC payment Schedule)	£9.496 per Hour
Number of weeks in month (4 weeks and 3 days)	4.43
Total number of hours worked in October	17.71
Salary for October 2009	<u>£168.21</u>

Expenses for September 2009

Date	Details	Reason	Cost ex VAT (£)	VAT (£)	Cost Inc VAT (£)
15/7/09	Baby sitting	Planning & Parish Council meeting 15/7/09			28.00
					<u>28.00</u>

Cllr. S.Anstruther **PROPOSED** and
Cllr. Pratt **SECONDED** the motion (19 a&b)

- c) To approve Income & Expenditure Reports for the period ended 31 August 2009**
- d) To approve the bank reconciliation for the period 31 August 2009**
- e) To approve the Actual v Budget overview for the period 31 August 2009**

Cllr J.Mayes **PROPOSED** and
Cllr. A.Gillam **SECONDED** the motion

- f) Separate Precept meeting** – In order to encourage parishioners to become more involved in determining the precept each year it has been suggested that a separate precept meeting is held in December to set the Precept . This was **AGREED**
- g) Bank Mandate** –

The clerk has spoken to NatWest about the bank mandate. The current mandate that they

were holding to process was dated March 2009 and had the following as signatories:- David Green, Sebastian Anstruther, Gordon Owen, Joy Mayes, Anthea Pratt, Anna Gillam and Paul Nicholls. Anna presented her ID back in March and although Paul has now provided his ID , Anna's ID is now out of date as it is over 6 months old.

The clerk still has the Mandate that was signed at the May 09 meeting which had the following signatories listed: - Sebastian Anstruther, Gordon Owen, Joy Mayes, Anthea Pratt, Anna Gillam, Paul Nicholls and Jeremy Pontin. It was **AGREED** that the clerk would now submit this mandate as Cllr Nicholls has now presented his ID. Cllr Pontin and Gillam will now have to submit their ID.

- h) Annual Return for the Year ended 31 March 2009 update** – The Parish Council has received the signed Annual Return from the external auditors. The only comment made on the external auditor's report was “ *Please ensure that All boxes in Section 1 are completed using “£0” or “nil” rather than “-“ where appropriate*”. Copies of the “Notice of conclusion of the audit and right to inspect the annual Return” have been placed on all the notice boards.

Agenda item No. 20 - DATE AND TIME OF NEXT PARISH COUNCIL MEETING

The next Parish Council Meeting will be **WEDNESDAY** 11th November 2009 at 7.00 pm, in Sutton Village Hall.

CLOSURE OF MEETING

The Common Parish Council of Sutton & Barlavington meeting closed at 10.10pm.

Signed:

APPROVED AT MEETING ON 11/11/09 & SIGNED BY THE CHAIRMAN

Cllr. S.Anstruther

Date:11/11/09

Chairman of The Common Parish Council of Sutton & Barlavington

25th September 2009, Louise Collis, Clerk to The Common Parish Council of Sutton & Barlavington