

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

APPROVED MINUTES OF A MEETING OF THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON WEDNESDAY 11th NOVEMBER 2009 AT 7 PM SUTTON VILLAGE HALL

| <u>Present:</u> | <u>ACTION</u> |
|--|----------------------|
| <p>Cllrs. Gordon Owen, Anthea Pratt, Joy Mayes, Anna Gillam, Jeremy Pontin and Paul Nicholls.</p> | |
| <p><u>In Attendance:-</u> D.Cllr J Elliott, 1 parishioner and Louise Collis (Clerk to the Common Parish Council of Sutton & Barlavington). C.Cllr M.Brown was delayed and arrived at the meeting at 8.30pm. At this point he delivered his report to the Parish Council but will be reported in the minutes in the Agenda order.</p> <p>The Common Parish Council of Sutton & Barlavington Meeting commenced at 7pm.</p> | |
| <p><u>Agenda item No.1 - APOLOGIES AND REASON FOR ABSENCE</u> None</p> | |
| <p><u>Agenda item No.2 - ELECTION OF CHAIRMAN</u> Following the resignation of Cllr Anstruther the Parish Council duly elected Cllr Gordon Owen to take over as Chairman. The Parish Council decided that there would be no Vice-Chairman. The motion was PROPOSED by Paul Nicholls and SECONDED by Joy Mayes.</p> | |
| <p><u>Agenda item 3. – APPOINTMENT OF REPRESENTATIVES ON THE FOLLOWING BODIES</u></p> <p>North East Parishes Forum & Petworth Sub District As the previous chairman was the representative for both bodies a new representative needs to be appointed. It was agreed that Cllr Gillam and Pontin would be new representatives for the Parish Council. The motion was PROPOSED by Anthea Pratt and SECONDED by Joy Mayes.</p> | |
| <p><u>Agenda item 4. 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 Pontin declared that he is employed by Smith Gore who work for the Barlavington Estate.</p> <p>No other new or altered Declarations were made.</p> | |
| <p><u>Agenda item No.5 MINUTES OF THE MEETING HELD ON 16th SEPTEMBER 2009</u> The Minutes of the meeting held on 16th September 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. J.Pontin SECONDED the motion.</p> | |
| <p><u>Agenda item No. 6 – CO- OPTING A PARISH COUNCILLOR</u> – Following the resignation of the chairman, Sebastian Anstruther, the official Parish Councillor vacancy notices were placed on all the parish council notice boards on 2/11/09. CDC will inform the clerk when the parish Council can co-opt a new councillor. A new parish councillor could be</p> | |

co-opted at the next meeting in January 2010. Cllr Owen will include the vacancy details in the Village newsletter.

Agenda item No.7 MATTERS ARISING

- a. **Broadband update / Grant applications** – Cllrs Pontin is to put the questionnaire in the next Village Magazine. It was agreed that a joint application would be made to the LEADER Programme for both the Bignor Meeting and The Common Parish Council of Sutton & Barlavington. Sebastian Anstruther has agreed to help in the completion of the “Survey of Needs”.
- b. **BT Kiosk competition** – the entry for the competition has now been submitted by Cllr Pontin. The results will be posted on the BT website on 25th November.
- c. **Potholes** – The Burgess Hill Model has been funded by WSCC. Burgess Hill Town Council are in charge of the potholes and verges. The Parish Council would need someone to run the scheme and the corporate liability would need to stay with WSCC. If the Parish Council wishes to pursue this the Chairman of WSCC, Mark Dunn, is very keen on the Burgess Hill Model.

C Roads are inspected every 6 months, unclassified roads are inspected every 12 months. If a reported pothole is 40-99mm deep it will be dealt with within 3 months and a pothole deeper than 100mm is sorted out within 72 hours.

- d. **To discuss any matters arising not dealt with elsewhere on the Agenda** - None

Agenda item No. 8 - COUNTY COUNCILLOR'S REPORT

- a. Economic issues are the main topic. In 2008 WSCC had a surplus of £14.8m on investments, in 2009 this was down to £3.3m
- b. Child welfare has had an overspend of £11.5m. This is due to highlighted issue following the Baby P case and people are reporting more cases requiring WSCC to act accordingly. However an overspend in one area requires a cutback in another. Eg. £5m will be cut in library services (£5 fewer books) and fewer open days for fire stations, less grass cutting, youth services to be cut back etc

Agenda item No. 9 - DISTRICT COUNCILLOR'S REPORT

- a) Car Park Charges – Following concerns raised by Bury Ward, John Elliott voted against the proposed car charges in Chichester. The proposal was turned down. Likewise John Elliott will vote against the proposed car charges in rural areas – i.e. Petworth
- b) Proposed refurbishment/ rebuild of The Grange, Midhurst – CDC are proposing either rebuild The Grange for £8.5m and to provide additional sports facilities, a day care centre for the elderly and a coffee shop. Cllr Elliott thinks that it would be better to refurbish the building at a cost of £2m as the Academy will have sports facilities within 1-2 years.

Agenda item No. 10 - PROCEDURE OF MEETINGS, PUBLICATION AND LENGTH OF MINUTES

– Cllr Owen wants to see the creation of a sub committee to take away the procedures from the Parish Council meetings so that the decisions of the sub committee are rubber stamped at the Parish Council meetings. This will allow other issues to be discussed in more depth. The clerk will look into this.

Agenda item No. 11 - HORNCROFT – A meeting took place on 9/11/09 at Bury Village Hall, attended by representatives from Fittleworth Parish Council, Bury Parish Council, Coldwaltham Parish Council and the Common Parish Council of Sutton & Barlavington. WSCC had highlighted 10 issues of concern. An additional local issue raised were light pollution. It was noted that WSCC has a statutory duty to have a minimum 7 year sand bank.

Clerk –
January 2010

24 sites have been identified including Horncroft.

Agenda item No. 12 - LOCAL DEVELOPMENT FRAMEWORK – nothing to report

Agenda item No.13 – Highways and Footpaths

a) **Roads & Ditches Committee** Cllr Mayes reported that the stiles onto Folly Lane near Townfield House still need attention as well as the stile near Barlavington Farm on Church Lane. Cllr Owen will ask Mr Anstruther to deal with this.

b) **To discuss any other matters relating to Highways and Footpaths –**

It was AGREED that Cllr Pontin would contact Helen Chalk at WSCC Rights of Way to ask for funding for the BT phonebox information point project.

The fingerpost at Barlavington needs to be repaired. The clerk will look into grants for this from CDC and the South downs Joint Committee.

J.Pontin

Clerk

Agenda item No.14 - NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS

a) **Planning appendix**

b) **Planning in Sutton & Barlavington** - It was agreed at the last meeting that the Parish council would have a proposal to be discussed at the November meeting for the way forward for planning in Sutton & Barlavington. It was **AGREED** that the clerk would prepare a draft flow chart of the planning procedure which will be discussed at the January 2010 meeting.

c) **Election of the Chairman of the Planning committee** – Cllr Pontin was duly elected as the Chairman of the Planning committee. The motion was **PROPOSED** by Anthea Pratt and **SECONDED** by Joy Mayes.

Clerk –
January 2010

Agenda item No. 16- REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

.None

Agenda item No. 17 - NEW CORRESPONDENCE

a) **Barlavington Estate** – 5 year licence fee for the parish council notice board. It was AGREED that this would be paid for a 5 year period.

b) **CDC Gambling Act 2005 – Formal Consultation on the draft statement of Principles 2010-2013** – comments by 8/12/09 – No-one to review.

Apart from correspondence discussed at the meeting, all other correspondence and documents, leaflets, etc., are placed in the Circulation File.

CIRCULATION FILE – NO.24

Item No. 18 - FINANCE

a) **To approve accounts for payment**

| | | | |
|---------------------|--|---------------|--------|
| Sutton Village Hall | Hall Hire - Public meeting - Car Park Petworth - 30/9/09 | £17.00 | |
| Sutton Village Hall | Hall Hire - Pre application public meeting - Barlavington Estate - 10/10/09 | £17.00 | |
| Sutton Village Hall | Hall Hire - Planning meeting - 14/10/09 | £8.50 | |
| Sutton Village Hall | Hall Hire - Planning meeting - 28/10/09 | £8.50 | |
| Sutton Village Hall | Hall Hire - Planning and Parish Council meeting - 11/11/09 | <u>£17.00</u> | £68.00 |
| Barlavington Estate | Five year licence fee - Noticeboard | | £5.00 |

b) To approve the Clerk's salary and expenses

Salary for November 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 November | 17.14 |
| Salary for November 2009 | <u>£162.79</u> |

Salary for December 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 December | 17.71 |
| Salary for December 2009 | <u>£168.21</u> |

In September Sebastian Anstruther asked the clerk to keep a diary of the hours undertaken for the parish Council. The exercise was to determine if the clerk exceeded the 4 hours a week that she is currently contracted to do. The summary since mid September is-

| Week Commencing | No. of hours per contract | Actual hours worked | Variation | Rate /£ | Cost £ |
|-----------------|---------------------------|---------------------|-----------|---------|---------------|
| 7/9/09 | 4 | 7.5 | 3.50 | 9.496 | 33.24 |
| 14/7/09 | 4 | 9.5 | 5.50 | 9.496 | 52.23 |
| 21/9/09 | 4 | 4 | 0.00 | 9.496 | 0.00 |
| 28/9/09 | 4 | ILL | | 9.496 | 0.00 |
| 5/10/09 | 4 | 5.5 | 1.50 | 9.496 | 14.24 |
| 12/10/09 | 4 | 3 | -1.00 | 9.496 | -9.50 |
| 19/10/09 | 4 | 4 | 0.00 | 9.496 | 0.00 |
| 26/10/09 | 4 | 7.25 | 3.25 | 9.496 | 30.86 |
| 2/11/09 | 4 | 6 | 2.00 | 9.496 | 18.99 |
| | | | | | <u>140.07</u> |
| | | | | | |

It was AGREED that the clerk would be paid for all the extra hours worked. The Parish Council will review the clerks contract and salary scale prior to the next meeting.

Expenses for November 2009

| Date | Details | Reason | Cost ex VAT (£) | VAT (£) | Cost Inc VAT (£) |
|----------|--------------|---|--------------------|---------|---------------------|
| 16/9/09 | Baby sitting | Planning & Parish Council meeting 16/9/09 | | | 38.00 |
| 24/9/09 | BT | broadband | | | 40.99 |
| 10/11/09 | Post Office | Charge on postage | | | 1.30 |
| | | | | | 80.29 |

Cllr. P.Nicholls **PROPOSED** and
Cllr. Pontin **SECONDED** the motion (18 a&b)

- c. **To approve Income & Expenditure Reports for the period ended 30 September 2009**
- d. **To approve the bank reconciliation for the period 30 September 2009**
- e. **To approve the Actual v Budget overview for the period 30 September 2009**
- f. **Separate Precept meeting** – The date for this meeting was set for 7 December 2009
- g. **Bank Mandate** – NatWest bank have recently changed the procedure for changing signatories and it is now necessary to complete a mandate and a “removal/addition form”. It is therefore necessary to complete another bank mandate and supporting forms to remove Sebastian Anstruther, Susan Wade Weeks, Dee Le Bourlier and David Green. It was **AGREED** that all the parish councillors should be signatories – namely Gordon Owen, Paul Nicholls, Anna Gillam, Joy Mayes, Anthea Pratt and Jeremy Pontin. The bank mandates were duly signed.

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

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

The next Parish Council Meeting will be **TUESDAY** 12th January 2010 at 7.00 pm, in Sutton Village Hall.

CLOSURE OF MEETING

The Common Parish Council of Sutton & Barlavington meeting closed at 8.50pm.

Signed:

APPROVED AT MEETING ON 12/01/10 & SIGNED BY THE CHAIRMAN

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

Date:12/01/10

8th December 2009, Louise Collis, Clerk to The Common Parish Council of Sutton & Barlavington