

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

APPROVED MINUTES OF A MEETING OF THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON TUESDAY 12th JANUARY 2010 AT 7 PM SUTTON VILLAGE HALL

Present:

Cllrs. Gordon Owen, Anthea Pratt, Joy Mayes, Anna Gillam, Jeremy Pontin and Paul Nicholls.

In Attendance:-

C.Cllr Michael Brown, D.Cllr J Elliott, 1 parishioner and Louise Collis (Clerk to the Common Parish Council of Sutton & Barlavington). C.Cllr M.Brown and D.Cllr Elliott were delayed and arrived at the meeting at 8.10pm. At this point they delivered their reports to the Parish Council but will be reported in the minutes in the Agenda order.

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

01.10 Agenda item No.1 - APOLOGIES AND REASON FOR ABSENCE

None

02.10 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 Pontin declared that he is employed by Smith Gore who work for the Barlavington Estate.

No other new or altered Declarations were made.

03.10 Agenda item No.3 MINUTES OF THE MEETING HELD ON 11th NOVEMBER and 7th DECEMBER 2009

The Minutes of the meeting held on 11th November and 7th December 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.

04.10 Agenda item No. 4 – CO- OPTING A PARISH COUNCILLOR

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 have informed the clerk that the parish Council can co-opt a new councillor. Prior to the meeting Mr Norman Young and Mr Jo Welman were invited to say a few words to the Parish councillors stating their reasons for becoming a parish Councillor. Following a debate the Parish Council invited Mr Norman Young to join the Parish Council. G.Owen **PROPOSED** and Cllr. J.Mayes **SECONDED** the motion.

Cllr Young the signed the Declaration of Acceptance of Office form and the form of Undertaking by a Co-opted member.

05.10 Agenda item No.5 MATTERS ARISING

- a. **Broadband update / Grant applications** – Cllrs Pontin and Gillam have received 42 replies to the questionnaire put in the Village News Magazine. The total number of parishioners in the Sutton & Barlavington is 185. Therefore there was a response rate of 22.7%.

ACTION

The responses collated by Cllr Gillam can be summarized as follows:-

- Responses - 17
- Broadband connection - Kijoma 5, Dongle 3
- No connection at all - 9
- Of those with no connection other than dial-up - 5 run businesses or would like to run businesses from home.
- Of those with a connection the three using or trying to use dongles would like an alternative, those with Kijoma generally happy with the service but some interested in an alternative.
- Total interested in joining our efforts 14. Of those a number are put off by high installation cost of Kijoma.

The Parish Council agreed to apply for funding from the LEADER programme to ensure all parishioners have access to broadband and if possible at a competitive rate. The basis for the any application should be to create competition and allow those parishioners who currently are unable to get broadband to receive it. This will benefit school children who rely on the internet to carry out school projects and to help small rural businesses. Cllrs Owen and Gillam will also contact John Songhurst.

G.Owen/
A.Gillam

- b. **BT Kiosk competition** – The Parish Council did not win the competition however BT have awarded the Parish Council £100 towards the project. To date these funds have not been received. It was **AGREED** at the last meeting that Cllr Pontin would contact Helen Chalk at WSCC Rights of Way to ask for funding for the BT phone box information point project. Cllr Pontin reported that there are now funds available.
- c. **Potholes** – The current state of potholes is unacceptable and WSCC Highways must repair the potholes. It has been reported in the media that WSCC are not paying out on claims where potholes have been reported as being greater than 10cm, have not been repaired and the pothole has then caused tyre/car damage.

It was **AGREED** at the meeting that Cllrs Mayes, Gillam, Nicholls will carry out a road survey of Bignor, Sutton & Barlavington to identify all the potholes. This information will then be forwarded onto WSCC Highways.

J.Mayes/
A.Gillam/
P.Nicholls

- d. **Barlavington Fingerpost** – The clerk has contacted Ben Whiffen, WSCC Highways to determine whether or not WSCC will provide the lettering for the repairs fingerpost. The Clerk is still awaiting a response.
- e. **To discuss any matters arising not dealt with elsewhere on the Agenda**
- i) **Ownership of Stiles** – the clerk will try and establish the ownership of stiles and determine who is responsible for their upkeep.
- ii) **Grit bins** – Clerk to determine prices of lockable grit bins

Clerk

Clerk

06.10 Agenda item No. 6 - COUNTY COUNCILLOR'S REPORT

- a. Weather conditions will result in more potholes.
- b. During the extreme weather condition WSCC ensured that the food supplies got through and that all A roads were passable. The salt reserves were prepared for 6 days continual use (pre government guidelines) and not 16 days as was the case. In accordance with a mutual agreement with other counties WSCC gave some of the grit reserve to Berkshire and Portsmouth.
- c. Grit boxes – If a Parish Council purchases a Grit box (approx £170) WSCC will keep it

filled up at all times.

- d. Local Government Grant – WSCC has been awarded £200 per head (the lowest in the country). In London this is £600 per head and in marginal seats it is as high as £700 per head.
- e. Andrew Towry, Conservative MP, is now on side re funding for WSCC. The emphasis is a fair division of funds.
- f. Broadhurst Recycle plant – On 1 December 2009 the green light was given for the new landfill/ recycling plant to be run by Biffa. The aim is to recycle 320,000 tonnes of inert material and the green waste will generate methane. The cost of the plant is £1 billion and the life of the plant is 25 years. The cost benefit of the site over the 25 year period is approx £600 million.

07.10 Agenda item No. 7 - 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 voted for the rebuild of the Grange subject to the funding by WSCC.
- c) Museum in Chichester – CDC have decided to go ahead with the museum in Chichester.

08.10 Agenda item No. 8 - PROCEDURE OF MEETINGS, PUBLICATION AND LENGTH OF MINUTES

– At the last meeting Cllr Owen discussed the possibility of 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 was to look into this. The clerk has contacted SAL. In the Standing Orders the Parish Council has the ability to set up sub committees which has set duties. This is all set out in Legal Topic no.1 This was emailed to all the councillors. All decisions need to be ratified by the Parish Council at a full Parish Council meeting. To be discussed at the March meeting.

09.10 Agenda item No. 9 - HORNCROFT – No application has been submitted by the Barlavington Estate to WSCC to date.

March 10
Meeting

10.10 Agenda item No. 10 - LOCAL DEVELOPMENT FRAMEWORK –

CDC Core Strategy – Focus on Strategic Growth Grants: A Consultation on the options of major development in the Chichester District 2011-2026 – Cllr Owen has suggested that Cllr Pontin received the document and then arrangements must be made in order for all councillors to have their input. The deadline for comments is 1st February 2010. – Cllr Owen to submit comments

11.10 Agenda item No.11 – Highways and Footpaths

G.Owen

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 again to deal with this.

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

The clerk has received the 2 Year Integrated Works Programme from WSCC Highways. The following work for Sutton & Barlavington is listed:-

1. Barlavington - Burton Pond Will Green - Estimate cost £469,000.00 – Bridge Repair
2. Barlavington - Coats Lane – Estimated cost £15,500.00 – Carriageway surface dressing

The fingerpost at Barlavington needs to be repaired. Mr Anstruther has agreed to assist on this matter. Awaiting the letters from WSCC.

12.10 Agenda item No.12 - NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS

- a) **Planning appendix**
- b) **Planning in Sutton & Barlavington** - The clerk was to prepared a flow chart of the planning procedure that could be used in the Village news. This is still being prepared and the clerk prepare it for the March 2010 meeting.

13.10 Agenda item No. 13- REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

.None

14.10 Agenda item No. 14 - NEW CORRESPONDENCE

- a) **NHS West Sussex – Improving Mental Health in West Sussex** – A consultation period will take place from February to April 2010. No one to review
- b) **West Sussex Transport Plan: Initial Stakeholder Consultation** – The deadline for comments is 31 January 2010. Cllr Owen currently has the document to review. Cllr Gillam to review.
- c) **South downs Park** – Nominations hustings – The Deadline for the voting is 3/2/10. It was **Agreed** that Cllr Owen would review the list and vote for the appropriate candidate.

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

15.10 Agenda Item 15 - CIRCULATION FILE – NO.24 – It was **AGREED** that the circulation file will stop and that the clerk will bring a file of recent general correspondence to each meeting which can be viewed at the meeting.

16.10 Agenda Item No. 16 - FINANCE

a) To approve accounts for payment

Sutton Village Hall	Hall Hire - Parish Council meeting - 7/12/09 (winter rate)	£9.50	
Sutton Village Hall	Hall Hire - Planning meeting - 28/12/09	£9.50	
Sutton Village Hall	Hall Hire - Planning meeting - 6/1/10	£9.50	
Sutton Village Hall	Hall Hire - Parish Council meeting - 12/1/10	<u>£19.00</u>	
			£47.50

b) To approve the Clerk's salary and expenses

Salary for January 2010

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 January	17.71
Salary for January 2010	<u>£168.21</u>

Clerk –
March 2010
meeting

A.Gillam

G.Owen

Salary for February 2010

LCP Scale 20 (per SALC payment Schedule)	£9.496 per Hour
Number of weeks in month (4 weeks)	4.00
Total number of hours worked in February	16.00
Salary for February 2010	£151.94

Expenses for January 2010

Date	Details	Reason	Cost ex VAT (£)	VAT (£)	Cost Inc VAT (£)
16/9/09	Baby sitting	Planning & Parish Council meeting 11/11/09 and 7/12/09			38.00
24/9/09	BT	broadband			46.82
10/11/09	Staples	ink cartridges	31.47	4.72	36.19
					121.01

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

Cllr. A.Pratt **PROPOSED** and

Cllr. G.Owen **SECONDED** the motion (16 a&b)

- **To approve Income & Expenditure Reports for the period ended 31 December 2009** – Due to the adverse weather conditions the clerk has not received the bank statements for the period ended 31 December 2009, therefore the accounts have only been prepared for the period ended 30 November 2009.
- **To approve the bank reconciliation for the period 31 December 2009** – Due to the adverse weather conditions the clerk has not received the bank statements for the period ended 31 December 2009, therefore the accounts have only been prepared for the period ended 30 November 2009.
- **To approve the Actual v Budget overview for the period 31 December 2009** – Due to the adverse weather conditions the clerk has not received the bank statements for the period ended 31 December 2009, therefore the accounts have only been prepared for the period ended 30 November 2009.

- g. **Bank Mandate** – As reported in the November meeting 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** at the November meeting 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. Following Norman Young being co-opted onto the Parish Council earlier in the meeting, it was **AGREED** that Norman Young should also be added onto the Mandate. The bank mandates were updated.

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 **Wednesday 10th March** 2010 at 7.00 pm, in Sutton Village Hall.

The date of the APM was set for Wednesday 28th April 2010 at 6pm.

CLOSURE OF MEETING

The Common Parish Council of Sutton & Barlavington meeting closed at 9.20pm.

Signed:

APPROVED AT MEETING ON 10/03/10 & SIGNED BY THE CHAIRMAN

Cllr. G.Owen

Date:10/3/10

Chairman of The Common Parish Council of Sutton & Barlavington

21st February 2010, Louise Collis, Clerk to The Common Parish Council of Sutton & Barlavington