

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

APPROVED

**APPROVED MINUTES OF A MEETING OF
THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON
WEDNESDAY 13th JULY 2010 AT 7.00 PM SUTTON VILLAGE HALL**

Present:

Cllrs. Gordon Owen, Anthea Pratt, Jeremy Pontin, Anna Gillam, Norman Young and Joy Mayes.

In Attendance:-

Louise Collis (Clerk to the Common Parish Council of Sutton & Barlavington).

The Common Parish Council of Sutton & Barlavington Meeting commenced at 7.00pm.

55.10 Agenda item No. 1 - APOLOGIES FOR ABSENCE

**56.10 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.

No new or altered Declarations were made.

57.10 Agenda item No.3 MINUTES OF THE MEETING HELD ON 12th MAY 2010

The Minutes of the meeting held on 10th May 2010 were declared correct and accepted as a true record, and Council **AGREED** that they should be signed following completion of the meeting. Cllr. G Owen **PROPOSED** and Cllr. Pratt **SECONDED** the motion.

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

The Chairman is currently talking to various individuals about filling the role.

C.Cllr Brown stated his option about how a co-opted councillor can be selected by the village. If more than one parishioner puts themselves forward for the role then the parishioners, rather than the parish councillors, should decide via a village meeting.

59.10 Agenda item No.5 MATTERS ARISING

- a. **Broadband update / Grant applications** – 22 separate bids for funding in the UK have reduced to 6 bids including the Sutton Exchange. Up to 4 will receive the funding.
- b. **BT Kiosk competition** – The Parish Council is still awaiting the £100 awarded by BT towards the project. Mr Mark Johnson from BT to send cheque to the clerk.
- c. **Potholes** – These are still being repaired by WSCC. A parishioner has made a claim to WSCC following his wheels being damaged when he went through a large pothole towards Sutton End. The pothole had previously been reported to Ben Whiffin at WSCC Highways by the Parish Council.
- d. **Grit Box** – The clerk was directed by WSCC Highways to purchase any grit boxes from Glasdon. They recommend a box that takes up to 200lbs of salt and must be sited off the highways. Prior to installation must inform WSCC Highways. The cost of the larger box is £167 exc VAT but includes delivery costs

C.Cllr Brown recommended the delay of purchasing any grit boxes due to the

ACTION

<p>discussions that took place at the now Summit in June 2010. It has been agreed that WSCC will be in contact with the Met office and the Met office will give the Highways Office 24 hrs notice re bad weather. During the day of the anticipated bad weather WSCC Highways will deliver sacks of grit to strategic areas. Milland Parish Council (Hants) has been the guinea pig of this grit provision programme. The clerk will contact Milland Parish council to see how successful it has been.</p> <p>e. Barlavington Fingerpost – The total cost of the restoration is £890 plus VAT. The Parish council has received £178.00 from WSCC being 40% of the grant awarded to the fingerpost restoration. (Total grant from WSCC is 50% of the costs namely £445, the remaining £267 will be paid on completion of the work). The clerk has not yet submitted the grant application to CDC for the 25% of the cost of the fingerpost estimate. The Parish Council will have to pay the remaining 25% (£222.50)</p> <p>f. Barlavington Estate – Trucks to and from Crouch Farm – The Chairman wrote to Sir Sebastian Anstruther in respect of the traffic to and from Crouch farm. The following response was received via email on 12th July from Sir Sebastian Anstruther.</p> <p><i>“Many thanks again for your letter of 20th June 2010. I hope this reaches you in time for your Parish Council meeting tomorrow.</i></p> <p><i>Spoil deliveries to Crouch Farm for works to the bund around the slurry pit and behind the existing buildings are in accordance with the planning permission for those buildings granted in August 2005. The slurry pit is approaching completion but we still have further work to do to the north of the dairy. Any further building work from time to time may also require subsoil and clean rubble etc and as you know we have all the necessary Environment Agency waste licences to bring this material onto site.</i></p> <p><i>Normal farming operations, for example delivery of bulk feed, the to-and-fro of the milk tanker and material brought in for laying and repairing farm tracks, also necessitate large vehicle movements, and of course not all vehicles on the road to Crouch are headed there. We have never had a complaint from WSCC Highways and we are confident that all traffic associated with our operations is well within the capacity of the existing highways network.</i></p> <p><i>I do hope this information is helpful to the Parish Council.”</i></p>	Clerk
<p>Cllr Owen is to reply to Sebastian Anstruther’s letter and will email Mike Elkington at WSCC informing of the issues. C.Cllr Brown will contact Steve Johnson re the state of the roads around Crouch Farm. The CDC 2005 planning consent will also be reviewed.</p> <p>g. WSCC – Closure of footpaths – Beckhall footpath –Cllr Pontin has established that the 2 temporary closures of the footpaths cannot not result in the permanent closure of the footpaths. A closure order or a diversion order would never to granted by WSCC.</p> <p>The responsibility of overgrown shrubs/trees along footpaths is the South Downs Joint Committee. The Surface of the footpath, and clearing the sides is the responsibility of the landowner.</p> <p>h. Website – No further news</p> <p>i. To discuss any matters arising not dealt with elsewhere on the Agenda</p>	<p>G. Owen/ M. Brown</p> <p>M.BRown</p>

- **Change of Name** – the clerk has not made any progress on this issue

M.Brown

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

Potholes

- a) The claim by a Sutton parishioner which is currently with the WSCC Solicitor is being monitored by C.Cllr Brown.
- b) The Potholes near the Poor House have been filled, however there has been a temporary repair of the potholes along Folly Lane and Sutton Hollow. Steve Johnson has informed C.Cllr Brown that the drainage system along Folly Lane needs to be fixed before a permanent repair can be undertaken. There is now evidence that there are concrete conduits along Folly Lane. (however WSCC have no record of them being installed). WSCC will need to dig holes to evaluate how much it will cost to reinstate them, however WSCC have an obligation to rectify them as they exist. The trial holes will be dug late summer/ early autumn and will be included in the 2011/12 work programme. The work would require the road to be closed for 2/3 days at least.
- c) Sutton Hill (from the Vicarage down to Sutton End) the state of the road is dangerous. C.Cllr Brown stated that he will discuss the road with Steve Johnson.

WSCC has lost their Leader as he has become an MP. Louise Goldsmith was elected as Leader and Michael Brown has now been appointed as Cabinet Minister of Finance. Michael Brown is no longer on the planning committee as cabinet ministers are not allowed to be on committees and therefore does not need to declare an interest in Horncroft. In C.Cllr Brown's view he feels that there is now a strong case for the application will be rejected.

On the Financial side – WSCC have to make cuts of 25% over 3 years, this is £12.8m in cuts (this will be - £4m Highways, and the rest of the cuts have been broadly absorbed).

Government Grant issues- Bob Neil, Minister for Local Government, will be meeting Louise Goldsmith on 25 July to discuss the £60m shortfall a year.

61.10 Agenda item No. 7 - DISTRICT COUNCILLOR'S REPORT

No present

62.10 Agenda item No. 8- Local Development Framework

To be deferred until July 2010

63.10 Agenda item No.9 – Highways and Footpaths FOOTPATHS – Cllr Mayes to report

The Parish Council has received notification of the temporary closures for 2 footpaths in the parish.

1. **From 12 July 2010 FF2895 (Burton Mill towards Shopham Bridge Farm)**
2. **From 5th July 2010 BW748 (Bignor Mill towards Decoy Copse) – Cllr Gillam stated that “I have spoken to Becky Lawton about this closure. ROW are sorting out the drainage and resurfacing part of the bridleway in late August so are doing some clearing in advance. Although the closure is for 3 weeks they hope to be finished in a week or so.”**

64.10 Agenda item No.10 – Horncroft

The Objection letter has been submitted and over 100 people attended the Horncroft photo call with Nick Herbert. The Horncroft Steering Committee have been meeting regularly and

have sent letters to the Leader of WSCC, all the members of the WSCC Planning Committee, liaised with Nick Herbert re submitted questions to the Chief Executive of WSCC, worked with both the West Sussex County Times and West Sussex Gazette re articles and published letters and most recently been interviewed by a producer of documentaries for BBC 4. James Neave from WSCC has confirmed that the planning committee meeting will discuss the application in September and not July as they are still awaiting further information from the applicant which will result in a further consultation period.

65.10 Agenda item No.11 – REVIEW OF STANDING ORDERS – To be postponed until the September meeting

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

- a) **Planning appendix**
- b) **Delay in response by CDC Planning department leading to an appeal being triggered** – Update from Cllr Pontin re his letter to CDC
- c) **Appeals** – update Rock Cottage, the conservatory was allowed, moving the dormer window was allowed and the extension was dismissed.

The Enforcement Officer at CDC has been called in to assess issues re The Old School House and the Croft.

65.10 Agenda item 13- NEW CORRESPONDENCE
None.

66.10 Agenda item No. 14 - FINANCE

a) To approve accounts for payment:-

Sutton Village Hall	Hall Hire - Planning meeting - 23/6/10 (summer rate)	£8.50	
Sutton Village Hall	Hall Hire - Parish Council meeting - 13/7/10	<u>£17.00</u>	£25.50

b) To approve the Clerk's salary, and expenses

Salary for July 2010

LCP 1 Scale 23 (per SALC payment Schedule)	£10.498 per Hour
Number of weeks in month (4 weeks and 3 days)	4.43
Total number of hours Contracted to work in July	17.71
Salary in July 2010	<u>£185.96</u>

Salary for August 2010

LCP Scale 20 (per SALC payment Schedule)	£10.498 per Hour
Number of weeks in month (4 weeks & 3 days)	4.43
Total number of hours contracted to work in August	17.71
Salary for August 2010	<u>£185.96</u>

Expenses for July 2010

Date	Details	Reason	Cost ex VAT (£)	VAT (£)	Cost Inc VAT (£)
12/5/10	Baby sitting	Parish Council meeting 12/5/10			24.00
27/4/10	Post Office	Recorded delivery Annual return claim			1.40
24/6/10	BT	Line rental and Broadband			42.39
7/4/10	Staples	Stationery	26.59	4.65	31.24
					99.03

a. To approve the Clerk's salary and expenses

Cllr. G.Owen **PROPOSED** and

Cllr. A.Pratt **SECONDED** the motion (14 a&b)

- d. To approve Income & Expenditure Reports, bank reconciliation and the Actual v Budget overview for the period ended 30 June 2010
- e. Accounts year ended 31/3/10 - update
- f. Bank Mandate – A new bank mandate to be completed. It was AGREED that the following parish councillors would be included in the NatWest Bank mandate:- Anna Gillam, Norman Young, Anthea Pratt, Gordon Owen, Joy Mayes.

Cllr. A.Gillam **PROPOSED** and

Cllr. A.Pratt **SECONDED** the motion

67.10 Agenda item No. 15 - DATE AND TIME OF NEXT PARISH COUNCIL MEETING

The next Parish Council Meeting will be **TUESDAY** 7th September 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 7/09/10 & SIGNED BY THE CHAIRMAN

Cllr G.Owen

APPROVED Date: 7/9/10

Chairman of The Common Parish Council of Sutton & Barlavington

3rd August 2010, Louise Collis, Clerk to The Common Parish Council of Sutton & Barlavington