

## THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

### APPROVED MINUTES OF A MEETING OF THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON WEDNESDAY 7<sup>th</sup> SEPTEMBER 2011 AT 7.00PM WHITELOCKS COTTAGE, SUTTON

#### **Present:**

Cllrs. Terry Johnson, Martin Shepherd, John Cross, Joy Mayes, Doug Rogers and Yvette Parkes.

#### **In Attendance:-**

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

#### **59.11 Agenda item No. 1 –APOLOGIES FOR ABSENCE**

Norman Young & C.Cllr Michael Brown

#### **60.11 AGENDA ITEM 2 - CODE OF CONDUCT -Declaration of Members' Personal Interests on items included on the Agenda.**

None received

#### **61.11 Agenda item No.3 MINUTES OF THE MEETING HELD ON 16<sup>th</sup> JULY 2011**

The Minutes of the meeting held on 6<sup>th</sup> July 2011 were declared correct and accepted as a true record, and Council **AGREED** that they should be signed following completion of the meeting. Cllr Yvette Parkes **PROPOSED** and Cllr. Doug Rogers **SECONDED** the motion.

#### **62.11 Agenda item No.3 MATTERS ARISING**

- i. **Broadband** - Cllr Johnson has drafted a wish list that can be used as a basis for a letter to WSCC
- All households/ businesses to have it as soon as possible!
  - It must be affordable, and fast. (BT is too expensive and too slow).
  - Use wireless wherever possible.
  - Leading on from 3, no 'green boxes' for cable/ fibre optic technology in our village roads.
  - Maintain character and culture as we are now in SDNP.
  - Make use of existing suppliers to the village.
  - Leading on from above, CDC should not use residents' money to provide what is already there-if it ain't broke, don't fix it.
  - CDC should liaise with, not ignore, existing suppliers.
  - It was **AGREED** that The Parish Council would write a letter the CDC supremo for broadband, to set out our wishes; Cllr Johnson agreed to do this. A meeting with Nick Herbert will also be arranged to meet the parish council and the parishioners. It was suggested Friday 25 November at 7.30pm. Cllr Johnson to arrange.

T.Johnson

T.Johnson

- b. **Queen's Diamond Jubilee** – Cllr Johnson has quote re mugs

The Clerk has obtained the following guidance from SALC

#### *Legal Advice Note 19 (August 2011) - The Queen's Diamond Jubilee*

- a) I have been asked by the Associations for advice on the powers available to parish and town councils to enable them to promote, assist in or to facilitate the celebrations for the Queen's Diamond Jubilee.
- b) The following is a list of powers available to parish and town councils which may be of assistance in connection with the celebration of the Queen's Diamond Jubilee. The powers have been set out in full (so far as is relevant).

<ul style="list-style-type: none"> <li>c) The list concentrates on a. the uses of parks, pleasure grounds, open spaces, recreational facilities</li> <li>d) the provision of publicity</li> <li>e) the provision of entertainments</li> <li>f) grants to voluntary organisations and other local authorities</li> <li>g) fetes, lotteries and street parties</li> <li>h) specific Jubilee-related events.</li> </ul>	
<p>Cllr Johnson has obtained a quote for 250 jubilee mugs. They would cost £2.50 per unit. Cllr Johnson will obtain further quotes from Amberley and Slindon.</p>	<p><b>Cllr Johnson</b></p>
<p><b>c. Telephone Kiosk update –</b> The clerk has contacted Ian Whitman, CDC Historic Buildings advisor to CDC re changing the wording on the glass panel from “TELEPHONE” to INFORMATION POINT”. The clerk is still awaiting a response. However the Historic Monument document specifically refers to the wording so this may be difficult to change.</p>	<p><b>Clerk to Chase</b></p>
<p>Inside the Kiosk there is a black board measuring 29” by 50 “. It was <b>AGREED</b> that Cllr Young would find a way of securing a map of the local footpaths. It was also proposed that advertisements could be placed around the edge of the map. The clerk will contact SALC to see how the parish council could account for income from the advertising.</p>	<p><b>N.Young</b></p>
<p><b>d. Burton Mill Pond-update.</b> – Progressing well. To be finished by the end of October.</p>	
<p><b>e. Bus shelter grant application</b> – This will shortly be submitted to CDC. A separate application will be sent to WSCC.</p>	<p><b>Clerk/ J.Cross</b></p>
<p><b>63.11 Agenda item No. 5 - COUNTY COUNCILLOR’S REPORT</b></p> <ul style="list-style-type: none"> <li>i) <b>Broadband</b> - Recently Michael Brown has authorised expenditure for broadband in 3 parishes in West Sussex, including Sutton. Awaiting work to be carried out by BT.</li> <li>ii) <b>Burton Mill Bond</b> – Michael Brown &amp; Terry Johnson attended a site visit in August. Work to soften the hard engineering is underway. The cost of the works has increased the from £450,000 to £650,000. The original steel metal cog appears to have been removed. Cllr Johnson will contact Guy Bell to ensure its safe return. C.Cllr Brown confirmed that the cost of ongoing maintenance of the pond and surrounding roads will be met by WSCC as WSCC own the pond and the hardware installed.</li> <li>iii) <b>Roads</b> – Martin Shepherd raised the issues of the state of the roads in the parish. They have deteriorated partly as a result of the diverted traffic due to the work at Burton Mill Pond. C.Cllr Brown agreed that two roads in particular need attention <ul style="list-style-type: none"> <li>a) Folly Lane outside Haslands Farm (the repair work for this section of work is in the work programme for September 2011)</li> <li>b) Sutton Hollow – Michael Brown has brought the state of the road to the attention of Steve Johnson’s replacement, Fiona Baker. C.Cllr Brown has asked her to contact the clerk to resolve the problem.</li> </ul> </li> </ul>	
<p><b>64.11 Agenda item No. 6 - DISTRICT COUNCILLOR’S REPORT</b></p> <ul style="list-style-type: none"> <li>i) <b>LDF/Core Structure</b> – The current consultation for the LDF/Core Structure does not address the issue of the infrastructure. Even though Sutton &amp; Barlavington are not covered by the current consultation, if the parish council feel that the infrastructure will be affected then a comment should be submitted.</li> <li>ii) <b>Car Parks</b> – a proposal was put forward that all CDC car parks to charge at weekends and evenings. This was rejected by CDC.</li> <li>iii) <b>Queen’s Jubilee</b> – Act now re planning street parties and other events.</li> </ul>	
	<p><b>T. Johnson</b></p>

**65.11 Agenda item No. 7 – DECENTRALISATION AND LOCALISM BILL 2010 –**

No updates received since the last meeting.

**66.11 Agenda item No. 8 - LOCAL DEVELOPMENT FRAMEWORK (LDF) –**

CDC have issued a LDF newsletter in July 2011. This was emailed to all parish councillors.

The topics covered included:-

- a) Neighbourhood planning
- b) Local Housing consultation outside the National Park
- c) Housing Land supply
- d) Regional Plans update
- e) Localism bill update

**67.11 Agenda item No. SOUTH DOWNS NATIONAL PARK AUTHORITY**

- a) *South Downs National Park Forum event 19<sup>th</sup> July 2011* – Attended by Cllr Johnson

**68.11 AGENDA ITEM No. VILLAGE ACTIVITIES** – Cllr Johnson would like to discuss. beautify roads into village; teams to clear ivy from trees; boule; village archive and or village book. It was **AGREED** that the Boules, Village archive and village book ideas would be pursued. Cllr Cross to report back at the November meeting.

J.Cross

**69.11 Agenda item No. 11 - HIGHWAYS AND FOOTPATHS –**

- a) *Roads and Ditches Committee* – Six new footpath signs have been installed.
- b) *Unsafe tree* – At the July Parish Council meeting the following discussions took place re specific tree issues:-

- i) *Beckhall unsafe tree* - It was agreed at the last meeting that Cllr Johnson would approach the owner and tree and resolve the issue amicably. Still outstanding. Cllr Cross to contact the owners.
- ii) *Unsafe tree on bank opposite the pub leaning on the electrics* - Cllr Cross has contacted various organisations. The Electricity Company have accepted that it is up to them to resolve. Ongoing. Cllr Cross to email job reference to clerk to chase.
- iii) **Safe Tree village policy** – Cllr Young to report at November meeting

J.Cross

Ongoing / Clerk

- c) **Definitive Map** – A pdf version has been received by the clerk on a CDC Rom. A copy is to be kept by the Chairman and one copy kept by the clerk. The Parish Councillors can use the pdf version for all parish council business.
- d) **New Grit bin** – Burton Mill Pond – It was agreed that another grit bin be purchased and located near the Barlavington notice board. The clerk will order another grit bin and obtain permission from The Barlavington Estate and WSCC Highways.

Clerk

**70.11 Agenda item No.12 – NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS**

- a) *Planning appendix*
- b) *CDC – New Building proposals relating to areas outside the SDNPA*

**71.11 Agenda item No.13 - NEIGHBOURHOOD PLANS –**

The Parish Councillors were emailed the Summer 2011 issue of the Journal of Local Planning, also tThe clerk has received the following email re Community Plans/ Neighbourhood plans

*“ I am sending this as I realise Sutton and Barlavington does not have a community led plan.*

*There are many benefits and opportunities which arise as a result of a community developing its own plan and using this to identify and respond to its needs in the short to medium term.*

*This can range from lobbying for better open spaces, effective public or community transport, affordable housing, access to health care, local businesses, or making the most of their social and leisure time. Prioritising these needs can help the community and service providers determine what needs to be done, where and by whom.*

*As you know, the current government is focused on localism with communities generating their own solutions to local challenges. They want communities to have more control of their own future, to say what they want to happen and to work with other organisations to deliver these outcomes. A Community-Led Plan represents a clear opportunity for everyone in your community to make themselves heard.*

**A Community Plan is...**

- *A shared vision produced by and for the whole community*
- *A chance for everyone to have their say and communities taking action for themselves*
- *About place – we are all different, but we share the community we live in*
- *Based on research and evidence produced by the community*
- *About making links with organisations that can help you*
- *A long-term forward looking endeavour and part of a national movement*

**Benefits of a Community-Led Action Plan**

- *It enables local people to shape the future of their community*
- *It builds up a picture of what issues are priorities for local people*
- *It can assist in influencing the organisations / groups servicing your community*
- *Can be used as a tool to attract more external funding to your community*
- *There may be more services or local projects developed as a result of a plan*
- *The process brings people together and can increase levels of social inclusion*
- *It increases understanding of local democracy, government structures and responsibilities*
- *The Actions are inputted into the Community-Led Plans Database ([www.clp-se.org](http://www.clp-se.org)) and reports are generated for Relevant Authorities, Local Strategic Partnerships and Service Providers, who can use the results for their strategic planning*

**What we can offer**

*Action in rural Sussex offers a comprehensive service which can either take you through the whole process or help with individual stages of your plan, including:*

- *Forming a steering group*
- *Facilitating open days and consultation events*
- *Questionnaire design, analysis and reporting*
- *Sessions to prioritise actions and draft the plan*
- *Training session for community leaders*
- *Liaising with service providers and other stakeholders*

*There is a modest cost associated with Community-Led Planning and this varies according to factors such as the size of your community and the level of engagement undertaken. Action in rural Sussex can discuss with you how this cost might be met, and share with you how that small investment can repay itself in benefits for your community.*

*If you wish to know more about the services that we offer, please contact me.*

***Faustina Bayo, Action Plans Development Officer, Action in rural Sussex***

**In addition the Parish Council also received the following correspondence from CDC**

*“Dear Councillor*

***Neighbourhood Planning***

*I am sure that you will have read about the Government’s proposals to give parish councils a much greater role in planning.*

*Neighbourhood plans and neighbourhood development orders are included in the Localism Bill.*

*Neighbourhood planning will follow on from the higher level planning set out in the council's local plan document, the Core Strategy.*

*We are currently preparing the next consultation document for the Core Strategy. Full Council will consider it on 19 July. It is an important document and the response to it will help us draft the Core Strategy itself.*

*We anticipate that the Core Strategy will identify the largest development sites. Neighbourhood plans could play a key role in selecting the smaller development sites. So we will need to work together closely to make sure we get the best possible plans in place.*

*Preparing a neighbourhood plan won't be quick or easy. There will be many issues that you will need to consider such as: do you think that your parish will want to prepare a neighbourhood plan? What might it cover? Who would you need to get involved?*

*As yet we don't know a great deal about the detail of how neighbourhood planning will work. There is no clear view and different planning authorities are approaching it differently. To give you some guidance, we have put together a simple questions and answers document for the council's website. And I have enclosed a copy for your convenience – you will notice that much of this letter acts as an introduction to the document. We will update the questions and answers as we learn more. I hope you find this helpful.*

*Because many of the details are not yet known you may find that starting work on a neighbourhood plan would be premature – but you could start thinking about what would be involved.*

*You may receive offers of help from different parties. We would advise against any parish council using specialist services from consultants or others at this stage. Before you commit your council and its resources you will need to find out just how much anyone else really understands about the neighbourhood planning process and how they might help you.*

*CDC won't be able to provide much assistance to you as yet – we need information ourselves about how the system will work and how it will fit in with our Core Strategy [and our policy planners will be busy working on that for the next 18-24 months].*

*We will use the Community Forums to keep you updated with progress on the Core Strategy and neighbourhood planning. We hope the Forums will also consider the County Council's approach to community action plans and how they fit in.*

*Please discuss any queries or issues with your district councillor. But remember that if you are in the National Park area you will also need to talk to the SDNPA, as the Authority is now responsible for plan making in the Park.*

*Yours sincerely*

*Councillor Janet Duncton, Cabinet Member for Housing & Planning"*

No action to be taken at present. It was **AGREED** to defer any discussion on this matter until CDC have decided on their strategy re the Localism bill. Item to be added to the Planning item on the Agenda.

#### **72.11 AGENDA ITEM 14 – NORTH EAST PARISHES FORUM & CLC**

The next meeting is Thursday 15 September 2011 at Bury.

**73.11 Agenda item No. 15- CONSULTATIONS**

- a) **WSCC Youth Support and Development Service Public Consultation** – Cllr Johnson to review and comment

**74.11 Agenda item 16- CORRESPONDENCE**

Cllr Cross reported that he had received a complaint about the flooding at Sutton End. The complaint was noted.

**75.11 AGENDA ITEM 17 – REVIEW OF STANDING ORDERS**

A new set of Standing orders and financial regulations have been issued by NALC. The clerk emailed the draft standing orders and the Approved Financial Regulation approved in 2006. The draft Standing orders and financial regulations were reviewed discussed and altered. The final versions were AGREED. The clerk will circulate the agreed versions.

The motion to approval the new Standing Orders and Financial Regulations was **PROPOSED** by Cllr Johnson and **SECONDED** by Cllr Rogers.

Clerk

**76.11 Agenda item No. 18 - FINANCE**

- a) To approve accounts for payment:-

**Paid Prior to meeting** -None

**To be Paid at the meeting**

	Net	VAT	Total
Sutton Village Hall			£ 59.50
West Sussex County Council			£ 20.00
Mazars	£ 120.00	£ 24.00	£ 144.00

It was **AGREED** that the Clerk would arrange for the CDC Election costs fee to be transferred from the Election reserve to the current account.

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

Salary for July 2011 – Total £153.64

Salary for August 2011 – total £153.64

Expenses for September 2011 – None

Cllr. D.Rogers **PROPOSED** and

Cllr. T.Johnson **SECONDED** the motion (18 a&b)

- c. **TO APPROVE ACCOUNTS, BANK RECONCILIATION, INCOME AND EXPENDITURE REPORTS, AND ACTUAL V BUDGET REPORT AS AT 31 JULY 2011**

The motion to approval the accounts for the period was **PROPOSED** by Cllr Cross and

**SECONDED** by Cllr Parkes.

- d. **BANK MANDATE UPDATE** – As yet I have not arranged with Yvette to visit NatWest to add Yvette as a signatory
- e. **OTHER FINANCIAL MATTERS WHICH DO NOT REQUIRE A DECISION.**
- j) **External Audit 2011** – The Annual Return for the year ended 31 March 2011 has been signed off by the external auditors and no points raised.

**77.11 Agenda item No. 19 - DATE AND TIME OF NEXT PARISH COUNCIL MEETING**

Wednesday 16 November 2011.

**CLOSURE OF MEETING**

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

Signed:

**APPROVED AT MEETING ON 16/11/11 & SIGNED BY THE CHAIRMAN**

Cllr T Johnson

Date:16/11/11

Chairman of The Common Parish Council of Sutton & Barlavington

8<sup>th</sup> November 2011, Louise Collis, Clerk to The Common Parish Council of Sutton & Barlavington

**THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON - PLANNING APPLICATIONS AND DECISIONS**

**06 July 2011- September 2011**

<b><u>APPLICATION NO.</u></b>	<b><u>APPLICANT</u></b>	<b><u>WEEKLY LIST</u></b>	<b><u>CLOSING DATE</u></b>	<b><u>S&amp;BPC COMMENTS</u></b>	<b><u>CDC DECISION</u></b>	<b><u>DECISION DATE</u></b>
SN/11/01574/FULNP	Mr Scott Greenhalgh Land To The North Of The Stewards House Bignor Park Bignor Pulborough Erection of solar PV Panels ground mounted.	20/4/11	12/5/11	SUPPORT	PERMIT	20/7/11
BV/11/00319/FULNP	The Barlavington Estate Crouch Farm Cottages Crouch Lane Barlavington Petworth Erection of livestock building for over- wintering dairy cattle and re- siting of previously approved silege clamp.	1/6/11	23/6/11	<b>Mixed Objections</b>		
SN/11/02662/DOMNP	Mr And Mrs P Chappatte The Croft Bignor Road Sutton - Alterations to and retention of domestic outbuilding used for stabling, associated storage and ancillary accommodation in connection with the occupation of The Croft.	13/7/11	11/8/11			