

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

APPROVED MINUTES OF A MEETING OF THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON WEDNESDAY 18th JANUARY 2012 AT 7.30PM VILLAGE HALL, SUTTON

Present:

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

In Attendance:-

C.Cllr Michael Brown and Louise Collis (Clerk to the Common Parish Council of Sutton & Barlavington).

01.12 Agenda item No. 1 –APOLOGIES FOR ABSENCE

D.Cllr John Elliott & Terry Johnson,

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

None received

03.12 Agenda item No.3 MINUTES OF THE MEETING HELD ON 16th NOVEMBER 2011

The Minutes of the meeting held on 16th November 2011 were declared correct and accepted as a true record, and Council **AGREED** that they should be signed following completion of the meeting. Cllr Norman Young **PROPOSED** and Cllr. Yvette Parkes **SECONDED** the motion. Cllr Martin Shepherd signed the minutes on behalf of the Chairman.

04.12 Agenda item No.3 MATTERS ARISING

- a) **Broadband** - The broadband letter was sent in December. To date a response has not been received. Cllr Johnson had emailed the following information to the councillors prior to the meeting:-

“Are there any WSCC broad band developments other than my letter to WSCC?”

As a matter of fact, there is one other at least. I have received a long email from Bill Lewis of Kijoma on the topic, one of his points being that he considers that he is not being fairly treated by WSCC. I have told him the gist of my letter to WSCC, (without sending him a copy). I did emphasise to him that we on the PC must be, and must be seen to be, impartial in our dealings with individuals and organisations who have a particular point of view, whatever the topic. Bill also asked if he could meet with the Council, he says he has only been invited once in the last six years. I would not be against this, but told him it was for the Council to decide, so could you perhaps add this email to the papers in support of the meeting, with a request that the question of Bill being invited to a later meeting be briefly discussed, and voted on.”

It was **AGREED** that the Parish council would NOT invite Kijoma to a parish council meeting to discuss his treatment with WSCC. All Parish Council meetings are open to the general public and Mr Lewis has only attended one Parish council meeting over the last 6 years. If he feels that he has been badly treated by WSCC then it is up to him to contact the County Councillor. The Parish Council is impartial and will not argue cases for individual businesses. Cllr Johnson will reply to Mr Lewis's email stating the comments above.

b) **Queen's Diamond Jubilee**

- i) – *Village BBQ update form Cllr Johnson:-*

“The VH suggests a BBQ on the evening of the (proposed) street party. The PC could discuss this, and the day of the street party. Presumably that should be on the actual day of the Jubilee,

ACTION

T.Johnson

<p>is that the 4 or 5th June? We'll need to get a street closure licence, and notices out to the villages.”</p> <p>It was AGREED that the date for the Village celebration should be Monday 4th June from about 5ish so that the celebration could flow to the watching of the lighting of the beacons later the same evening. The clerk will inform Cllr Johnson.</p> <p><i>ii) <u>Bignor beacon</u></i> Cllr Jonhson has not yet contacted Bignor Parish Meeting regarding a bonfire for the Jubilee. Cllr Johnson to contact Anna Gillam later in the week.</p> <p><i>iii) <u>Jubilee mugs</u></i> Cllr Johnson is waiting on the supplier of the (approved) sample mug for definite quotes for 250, and also for 250 tea towels, which were thought to be of good quality at the last meeting. Cllr Johnson will get the quotes circulated them to the councillors . Cllr Johnson pointed out that “<i>We don't have to have both, but I think we should have the information so we can decide whether to choose one or both</i>”. The clerk will look into obtaining a grant towards the cost of the mugs.</p> <p>c) Bus shelter grant application update – Awaiting WSCC CLC Committee decision on 24 January 2012. Cllr Shepherd informed the meeting that a parishioner may be prepared to pay for the 25% shortfall re the cost of the bus shelter re-roofing work. Once the WSCC decision is known Cllr Shepherd will update the parishioner and find out if he is prepared to pay the balance.</p> <p>Cllr Cross will carve a comorative plaque to match the original Coronation plaque currently in the bus shelter. Someone must provide the words (Oak or Walnut) and the wood.</p> <p>d) Village Boules – There is a general desire for the idea but the location is a problem. The views of the village Hall committee are unknown. Cllr Johnson to report back at the next meeting.</p> <p>05.12 <u>Agenda item No. 5 - COUNTY COUNCILLOR'S REPORT</u></p> <p>a) <u>Local matter – Chingford Pond.</u> The Pond is the source of the Burton Mill Pond problem. It is now included in the capital programme and the breach will be dealt with as well as the dam will be raised. Due to take place in summer 2013. Likely to be about £1m to £1.5m. Currently there are no plans to reinstate the waterfall. In 1993 Chingford pond was leased by WSCC from the owners. The owners have requested that the waterfall be reinstated but the only people to benefit for this will be the owners and WSCC do not intend to pay for the work. Natural England have agreed to pay up to £560,000 towards such work. Once all this work has been done Burton Mill Pond will be de-silted. Cllr Young asked is a hydro-electric scheme had been considered. This will be looked into for Burton Mill Pond but may be too small scale.</p> <p>b) <u>County Matters</u></p> <p><i>i) <u>Secretary of State, Bob Neil meeting update</u></i> –Mr Brown has had a fourth meeting with M r Neil pushing the case for better financial allocation for West Sussex. In 2013 the Financial Allocations will be fixed for a 10 year period. There is potentially more money available through the concessionary bus scheme which was introduced in 2006. West Sussex is hoping for an increase in the allocation due to the changes in allocation measures.</p> <p><i>ii) <u>Council tax freeze</u></i> – The cabinet have agreed that the council tax will be frozen for another year.</p>	<p>Clerk/ T.Johnson</p> <p>T.Johnson</p> <p>T.Johnson/ Clerk</p> <p>J.Cross/ Clerk</p> <p>T.Johnson</p>
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06.12 Agenda item No. 6 - DISTRICT COUNCILLOR'S REPORT

Not present – no report submitted

07.12 Agenda item No. 7 –LOCALISM ACT

No updates received since the last meeting.

08.12 Agenda item No. 8 - SOUTH DOWNS NATIONAL PARK AUTHORITY

Email from SDNPA – consultation on changes to the planning application process

“From 1 April 2012, the SDNPA will be consolidating planning application processing into a single system with a list of requirements for validating applications that is consistent throughout the National Park.

Our requirements represent changes from the list of information requirements published variously by the 15 local authorities within the South Downs National Park. Consistent with DCLG guidance, we are consulting on these changes during the period 16 January to 9 March 2012.

The consultation documents can be found at the following web page:

www.southdowns.gov.uk/planning “

The clerk will ask Cllr Johnson to comment.

09.12 Agenda item No. 9 - HIGHWAYS AND FOOTPATHS –

- a) ***Update on maintenance*** – Cllr Cross reported that some work has been carried out. The debris by the Bridge near Sutton end has been cleared and there seems to be less flooding. There is no sign of any work on the road surfaces. The ditch by the ford towards Bignor has not yet been cleared and breezeblocks are still awaiting removal on the same stretch of road.
- b. ***Road Closure Notice*** – WSCC have sent out a general road closure notice for an period after 20 January 2012 including a section of Folly Lane /Barlavington Lane/The Street for road dressing. Not further details are available.
- c. ***Unsafe trees*** – specific tree issues:-
 - i) ***Beckhall unsafe tree*** - Cllr Cross is still awaiting the report from Tree surgeon working for the owners of Beckhall. Cllr Cross has requested the report several times from the owners.
 - ii) ***Cedar Cottage damaged tree*** – The recent high winds resulted in the tree outside Cedar Cottage was badly damaged with the loss of some of the large branches. No further action.
 - iii) ***Safe Tree village policy*** – Reminder to landowners re responsibility not yet included in the Village News.
 - iv) ***Grants available for tree plant in the Jubilee year*** – Cllr Cross, as tree warden, has received information about commemorative tree planting grants to celebrate the Jubilee year. Cllr Cross suggested either planting Elms in the parishes of Sutton, Barlavington and Bignor or to celebrate the community harmony between Coates and Sutton following the boundary dispute in the 1400s which resulted in sale of land and planting of an oak tree to mark the boundary line. However the oak died in the 1500s but was still referred to in the 1600s. Cllr Cross will send out a proposal to the parish councillors for approval prior to the grant application submission.

**T.Johnson/
Clerk**

<p>d) Grit Bin supplies – Cllr Shepherd requested this item on the agenda. The grit bin levels have been checked and are OK. No further action required.</p> <p>e) Road Signs– Cllr Shepherd requested this item on the agenda. Cllr Shepherd distributed a map of the parish with the road signs marked on it. The parish councillors will inspect the road signs before the next meeting and the issue on correct signage will be discussed at the next meeting.</p>	Cllr Cross
<p>10.12 Agenda item No.10 – ANNUAL PARISH MEETING</p> <p>It was AGREED that the Annual parish meeting will take place on Wednesday 25 April at 7pm. Both Fiona Baker (Principal Highway Officer, Rural Team, West Sussex County Council) and Nick Scott (Rights of Way Access Ranger, Rights of Way Team, Sustainable Transport Group, West Sussex County Council) are to be invited to speak.</p>	All Parish councillors
<p>11.12 Agenda item No.11 – NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS</p> <p>a) <i>Planning appendix</i></p> <p>b) <i>Letter to Parishes - Changes to Officer Delegation from CDC. This was emailed to all parish councillors</i></p> <p>“Changes to Council’s Scheme of Delegation</p> <p><i>I am writing to advise you of some recent changes that have been made to the Council’s scheme of delegation that affect the Parish Council.</i></p> <p><i>An officer and Member ‘Task and Finish Group’ has recently carried out a review of the structure of the Area Development Control Committees and the extent of officer delegation in order to examine whether the present arrangements remain appropriate, particularly in light of the changes made as a result of the South Downs National Park Authority becoming Local Planning Authority for a large part of the District.</i></p> <p><i>Following careful consideration, it was concluded that at this stage the present level of delegation should remain largely unaltered with the exception of applications for lawful development certificates (application suffix: ELD and PLD) and applications/notifications of works to trees (application suffix: TPA and TCA), which should be determined under delegated powers where an objection is lodged by either a Parish Council or other statutory consultee. It was also concluded that the existing Area Committee structure should remain unchanged at this time and that the committees retain a viable workload, which would not be significantly affected by these minor changes to delegation.</i></p> <p><i>The changes to delegation outlined above were agreed by the Council at its meeting on 22 November. They came into immediate effect which means that these types of application can now be determined under delegated powers where a Parish Council or other statutory consultee objects. This does not affect the right of a District Council Member to submit a ‘red card’ where appropriate which will continue to require an application to be reported to the relevant Area Committee where the officer recommendation is to grant permission. “</i></p> <p>a) Local Development Framework (LDF) - No updates received since the last meeting.</p>	Clerk

<p>b) Neighbourhood Plans – It was noted at the September 2011 Parish Council meeting that 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 Act. Note only.</p> <p>12.12 Agenda item No.12 – NOVA FESTIVAL – BIGNOR PARK JULY 2012 The clerk has spoken to the organisers. Plans are going well. A leaflet will be inserted into the next Village news. Local tickets – there are two types the lottery tickets (form of registration to be decided later this year) and the discounted tickets for residents based on a postcode allocation. Local charities and organisations will receive a percentage of the ticket sales for the local tickets. It will be up to the parish council to decide which charities/ organisations should receive the proceeds. It was AGREED that the revenue from local ticket sales should be split equally between Sutton and Barlavington PPCs. The clerk will inform the organisers.</p> <p>There will be a 24 phone line to the stewards for local residents during the event.</p> <p>The organisers are in the process of applying for road/footpath closures and alcohol licence application will be made in due course.</p> <p>Local artists and local traders means Sussex rather than immediate area artist and traders.</p> <p>Local employment will be considered nearer the time for stewarding etc.</p> <p>If a parish meeting with residents is required the organisers are happy for such a meeting to be arranged.</p> <p>13.12 Agenda item No.13 – VILLAGE ARCHIVE Cllr Cross reported that the second meeting has not yet taken place. Cllr Cross is trying to arrange for the chairman of the Petworth historical society to attend.</p> <p>14.12 agenda item No.14 – NORTH EAST PARISHES FORUM & CLC NE Parishes Forum - The last meeting was December 2011 in Duncton. Cllr Rogers attended and reported that there was an interesting presentation from Andrew Shaxson from the SDNPA. When asked what plans they had for promoting tourism in the SDNP area, he replied none. Went to great lengths to emphasize that their only two objectives were;</p> <p>As a National Park, the SDNPA has statutory purposes and socio-economic responsibilities as specified in the Environment Act of 1995.</p> <ul style="list-style-type: none"> • To conserve and enhance the natural beauty, wildlife and cultural heritage of the area. • To promote opportunities for the understanding and enjoyment of the special qualities of the Park by the public. <p>The June NE Parishes Forum meeting will take place in Sutton. The date booked is 14th June 2012. The Parish council provide refreshments for the event.</p> <p>a) WSCC CLC meeting – Next meeting 24 January 2012. Cllr Shepherd to attend.</p> <p>15.12 Agenda item No. 15- CONSULTATIONS - none</p> <p>16.12 Agenda item 16- CORRESPONDENCE a) Message from Chief Inspector Rachel Bacon - Chichester District Commander</p> <p><i>I would like to take this opportunity to introduce myself as the new Chief Inspector for Chichester District. It is now two weeks since I took up my post and I wanted to let you know a</i></p>	<p>Clerk</p> <p>14 June 2012- NE Parishes Forum Sutton Village Hall</p>
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little bit about myself and what you can expect from me.

I live in West Sussex and I have worked on the division before - as a sergeant on response in both Worthing and Littlehampton. I joined Sussex Police in 1995 and I've worked as a detective in Brighton and Hove and Specialist Investigations, where I ran the Public Protection and Child Protection Teams.

I am pleased to see that figures show Chichester District is offering an excellent level of customer service to victims of crime and it's also great to see so much effective partnership working go on. Over the next few weeks I will be looking closely at where we can improve.

I look forward to working with people in the community to help make a real difference

17.12 Agenda item No. 17 - FINANCE

- a. To approve accounts for payment

Paid Prior to meeting

Net VAT Total

Post Office Ltd PAYE Quarter 3 £ 114.00

To be Paid at the meeting

None

- b. To approve the Clerk's salary and expenses

Salary for December 2011 – Total -£153.64

Salary January 2012 – total £253.31

Expenses for January 2012

Date	Details	Reason	Cost ex VAT (£)	VAT (£)	Cost Inc VAT (£)
16/11/11	Baby sitting	Parish Council meeting 16/11/11			20.00
27/12/11	BT	Line rental and Broadband to 27 Dec 2011			39.10
					59.10

Cllr. M.Shepherd **PROPOSED** and
Cllr. N.Young **SECONDED** the motion (17 a&b)

c) TO APPROVE ACCOUNTS, BANK RECONCILIATION, INCOME AND EXPENDITURE REPORTS, AND ACTUAL V BUDGET REPORT AS AT 31 DECEMBER 2011

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

d) BANK MANDATE UPDATE – Cllr Parkes has signed and submitted the bank mandate but it has been returned as part of the form was filled in incorrectly. This has now been amended and will be resubmitted.

e) OTHER FINANCIAL MATTERS WHICH DO NOT REQUIRE A DECISION

18.12 Agenda item No. 18 - DATE AND TIME OF NEXT PARISH COUNCIL MEETING - Wednesday 14 March 2012.

CLOSURE OF MEETING

The Common Parish Council of Sutton & Barlavington meeting closed at 9.55pm.

Signed:

APPROVED AT MEETING ON 14/03/12 & SIGNED BY THE CHAIRMAN

Cllr M.Shepherd

Date:14/3/12

Vice Chairman of The Common Parish Council of Sutton & Barlavington

Prepared: 26^h January 2012, Louise Collis, Clerk to The Common Parish Council of Sutton & Barlavington

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

16 November 2011- 18 January 2012

<u>APPLICATION NO.</u>	<u>APPLICANT</u>	<u>WEEKLY LIST</u>	<u>CLOSING DATE</u>	<u>S&BPC COMMENTS</u>	<u>CDC DECISION</u>	<u>DECISION DATE</u>
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 silage clamp.	1/6/11	23/6/11	Mixed Objections	PERMIT	16/9/11
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	Mixed support	PERMIT	22/11/11
SN/11/04590/TCANP	Mrs Sarah Oldworth Hopkins The Street Sutton Pulborough Notification of intention to coppice 1 no. Sycamore tree (T12) and fell 1 no. Willow tree (T13) and reduce height to 3m on 1 no.Conifer hedge (T14).	2/11/11	23/11/11	No objection	NO TPO	24/11/11
SN/11/04096/FULNP	Mrs Susan Kearsey					

<u>APPLICATION NO.</u>	<u>APPLICANT</u>	<u>WEEKLY LIST</u>	<u>CLOSING DATE</u>	<u>S&BPC COMMENTS</u>	<u>CDC DECISION</u>	<u>DECISION DATE</u>
	Cross Ridge Dykes Sutton Down Glatting Lane Sutton To install 2 flint and brick cairns on 2 separate sites on the south downs to commemorate 2 planes that crashed in the second world war.					
SN/11/04664/PNONP	Lord Ned Mersey Keyzaston Farm The Street Sutton Pulborough West Sussex RH20 1PY Steel framed agricultural barn.	Not listed			PRIOR APPROVAL REQUIRED HEREBY REFUSED	30/11/11