

THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

APPROVED MINUTES OF A MEETING OF THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON WEDNESDAY 14th MARCH 2012 AT 7.30PM VILLAGE HALL, SUTTON

	<u>ACTION</u>
<p><u>Present:</u> Cllrs. Martin Shepherd, John Cross, Doug Rogers, Joy Mayes and Yvette Parkes.</p> <p><u>In Attendance:-</u> D.Cllr John Elliott and Louise Collis (Clerk to the Common Parish Council of Sutton & Barlavington).</p> <p><u>19.12 Agenda item No. 1 –APOLOGIES FOR ABSENCE</u> Terry Johnson, C.Cllr Michael Brown, John Cross (Possibly?)</p> <p><u>20.12 AGENDA ITEM 2 - CODE OF CONDUCT -Declaration of Members’ Personal Interests on items included on the Agenda.</u> None received</p> <p><u>21.12 Agenda item No.3 MINUTES OF THE MEETING HELD ON 18th JANUARY 2012</u> The Minutes of the meeting held on 18th January 2012 were declared correct and accepted as a true record, and Council AGREED that they should be signed following completion of the meeting. Cllr Martin Shepherd PROPOSED and Cllr. Yvette Parkes SECONDED the motion. Cllr Martin Shepherd signed the minutes on behalf of the Chairman.</p> <p><u>22.12 Agenda item No.3 MATTERS ARISING</u></p> <p>a) Broadband</p> <p>i) <u>Response to Kijoma</u> - Cllr Johnson sent the following email to Bill Lewis as discussed at the last parish council meeting</p> <p><i>“I undertook to raise with the PC the possibility of your attending a meeting of the PC to discuss your treatment by and with WSCC. I did so, the matter was discussed at the last meeting of the PC.</i></p> <p><i>The PC is of the view that it is, and must be seen to be, impartial in all matters, the corollary being that it cannot argue cases for individual businesses. If you have issues with WSCC, then the PC suggests that you contact our County Councillor, Michael Brown.</i></p> <p><i>I should add that PC meetings are open to the general public, any one of whom can address the meeting, briefly, the length of time of any address being set by the Chairman according to Standing Orders.</i></p> <p><i>For good order, I should let you know that the next meeting is on 14th March at 7.30pm in the Village Hall. I shall unfortunately have to miss the meeting, which will as presently advised be chaired by Martin Shepherd, Vice-Chairman.”</i></p> <p>Mr Lewis did not attend the meeting. No further action to be taken.</p> <p>ii) <u>Broadband-WSCC survey re priority provision</u> – Cllrs Shepherd and Johnson have devised a questionnaire for distribution to all households/businesses in the Parish in response to the subject above. See attached document (appendix 2). Cllrs will review survey and give comments to Cllr Shepherd. Once survey agreed Cllr Shepherd will organise distribution of the survey via the Village News Magazine insert.</p> <p>iii) <u>Cllr Johnsons’s draft email to Mike Hicks at WSCC (in charge of broadband</u></p>	<p>M.Shepherd</p>

provision within WSCC) – see appendix 3

Cllr Johnson states

“I feel strongly that we have to take the matter further. Whilst it is absolutely right that we as the PC do not promote any particular provider, nevertheless WSCC too should be seen to be impartial in their distribution of what is after all tax payers' money. For example, I understand that on a recent Radio Sussex programme, a spokesman for WSCC said that there was no broadband in our area.

I hope the PC will agree to the email being sent-I have drafted it in I think mild terms , though the part in []s could be deleted!

I have left a blank for you to fill in the date of my original email to Mr. Barnard, please. If the email is sent (please do not do so until you have a final word from me), please also attach the email to Mr. Barnard to it.”

Cllrs **AGREED** the proposed letter. The clerk will arrange for the email to be sent to Mr Barnard.

Clerk

b. Queen’s Diamond Jubilee

i) Jubilee Committee members to update Cllr Shepherd informed the meeting that the Sutton celebration will now take place on Sunday 3rd June 2012.

a. Note from Terry re mugs and tea towels

a) I think that you will have seen Martin’s email explaining that the Jubilee sub-committee (Martin, Doug and me)now think that our celebrations should be on the Sunday, 3rd June, to accommodate beacon watching (see below), and also to chime with the Government’s proposal for a Big Party that day.

We also think that the BBQ should metamorphose into a hog roast. This will make a change from the usual village BBQ of recent memory and hopefully will be easier to put on as we propose to use a contact of Doug’s to provide it.

We would hope to get a local band too.

As to timings, we have in mind a children’s tea party 4.30-ish, followed by the hog roast at about 6.30pm.

As the Village Hall Committee will we hope be part of the event, I have briefed Tim Fenner as to our thoughts thus far, particularly as I have also asked him if the VH Committee would stump up monies for at least deposits to secure the hog roast provider and band!

We shall still need a street closure licence, as in the subject Minute, but in view of the changes outlined, we shall need a brief discussion at the next PC meeting, for a fresh Minute. You have my vote for!

b) I did contact Bignor Parish Meeting. Anna tells me that the present plan is for David Tupper to organise a beacon/bonfire at the top of Duncton Hill on the evening of Monday, 4th June. More details nearer the day.

c) Jubilee mugs

Please see below regarding mugs:

Photo quality printed mugs - 100% dishwasher proof, good as new for over 1000 washes

Prices: 216 units @ £3.35/unit +VAT, 288 units @ £2.95/unit +VAT

Price includes set up, printing, carriage.

Lead time from proof approval: 10 working days subject to production schedules.

I also have the following concerning tea towels:

Product: Tea Towels 100% Cotton, Dimensions: 70x50cm, Colour: White

Image: Enclosed, Print area: 50x40cm

Price: 250 printed tea towels @ £2.20/unit + VAT, 300 printed tea towels @ £2.10/unit + VAT, 350 printed tea towels @ £2.00/unit + VAT

The price includes print/setup/delivery.

As mentioned in the subject Minute, we need to know whether a grant is obtainable, so we shall wait on Louise for information, and also as to whether in any event Parish Funds can be used. Perhaps SALC can advise. Again, could Louise look into this for us too."

The clerk has checked with SALC and cost of the mugs and or towels would fall under S137 expenditure would be the total cost of the mugs etc - not the net cost ie PC element less any CDC contribution and other donations. The total allowable S137 expenditure for the year ended 31 March 2013 as £2,046.80 [301 electors x £6.80].

- ii) **CDC jubilee grant** – CDC have agreed to provide all parish councils with a grant of up to £200 (to be equally matched by the parish council) towards costs relating to the celebration of the Diamond Jubilee or the Olympics. It was **AGREED** that the clerk would apply for £200 for each parish. Therefore a total grant application of £400.

- c. **Bus shelter grant application update** –WSCC CLC Committee decision on 24 January 2012 – awarded the parish council £650. Also a parishioner has agreed to kindly donate £1,076.30 towards the cost. Assuming the final invoice is not higher than the quote, the remaining balance of funds required is £554.50.

Future outgoings		VAT	Total
Bus shelter restoration	£2,609.00	£521.80	£3,130.80
Future income			
CDC Bus shelter grant (paid once proof of payment submitted)	£1,404.50		
parishioner donation	554.50		
	£1,959.00		
WSCC grant already received	£650.00		
	£2,609.00	£521.80	£3,130.80

- d. **Village Boules** – Nothing to report from Cllr Johnson

23.12 Agenda item No. 5 - COUNTY COUNCILLOR'S REPORT

No report submitted

24.12 Agenda item No. 6 - DISTRICT COUNCILLOR'S REPORT

Localism – Earlier in March all the District Councillors had an in-house training session on Localism. All Parishes are invited to as meeting on 10 May 2012 to find out more about Localism. Changes to Planning will be changing. Discussions between applicants and CDC will happen at an earlier stage.

Chichester Partnership – Between WSCC, doctors, hospitals, police and CDC working together to interlink services. It has already worked well in Chichester and Selsey. It is now being rolled out to the countryside.

25.12 Agenda item No. 7 –LOCALISM ACT

- a) **Localism Conference** - SALC have organised and the Localism Conference to take place at The Meridian Hall, East Court, East Grinstead, West Sussex on 20th April 2012 at 0930-

Clerk

b) **Localism Act 2011 Part 2 document** – Cllr Johnson has agreed to review and comment on the document.

**Terry
Johnson**

a) Consultation on changes to National Park governance

We therefore invite your views on the following proposed changes to primary legislation through use of a Public Bodies Act Order. The proposed changes are to:

- *make it possible for National Park authorities to include some directly elected members,*
- *remove the need for the Secretary of State to appoint the parish members,*
- *relax the political balance requirement on local authorities when appointing their members to a National Park Authority,*
- *make it possible to allow parishes in subsequently specified National Parks to choose non-councillors for their seats,*
- *apply a maximum length of service of 8 years.*

The full consultation paper is available to view at www.defra.gov.uk/consult/2012/03/08/national-park-governance-1203/. All responses, including those which propose an alternative to the Government's preferred option, will be given due consideration. In your response, please provide your full name and appropriate contact details, including whether your response is on behalf of an organisation.

Please send your replies **no later than 31st May 2012** by email to
:governance.consultatxxx@xxxxx.xxx.uk

Cllr Johnson volunteered to review and comment on the document.

a) *Update on Maintenance*

- Barlavington potholes – At the last meeting Cllr Mayes highlighted the potholes in Barlavington. Cllr Mayes & Cross were to identify all potholes and report findings to WSCC Highways. Cllr Cross informed the clerk prior to the meeting that he was sent a report together with photos to WSCC Highways.
- WSCC Access Ranger visit – The Clerk has received an email from WSCC informing the Parish council that the access ranger Nick Scott will be visiting both Sutton & Barlavington in the near future. The clerk has asked Cllr Cross to inform

**Terry
Johnson**

<p>Nick Scott of any jobs that need to be done.</p> <p>b. Trees – specific tree issues:-</p> <p>i) <u>Beckhall unsafe tree</u> - At the January 2012 meeting it was reported that - Cllr Cross was still awaiting the report from tree surgeon working for the owners of Beckhall. Cllr Cross had requested the report several times from the owners.</p> <p>ii) <u>Safe Tree village policy</u> –The reminder to landowners re responsibility has not yet been included in the Village News. Cllr Young will draft a paragraph for the next edition of the Village news.</p> <p>iii) <u>Grants available for tree Planting in the Jubilee year</u> – At the January 2012 meeting it was agreed that Cllr Cross would send out a proposal to the parish councillors for approval prior to the grant application submission. As Cllr Cross was not present the item will be carried forward to the next meeting.</p> <p>iv) <u>Tree down blocking footpath on Mr Wellman’s land</u> – Cllr Young informed the meeting that Cllr Cross was aware of this. IT is the responsibility of the landowner to remove the tree as soon as possible.</p> <p>c) Road Signs– At the January 2012 meeting Cllr Shepherd distributed a map of the parish with the road signs marked on it. It was agreed that the parish councillors will inspect the road signs before the next meeting so that the issue on correct signage could be discussed. It was AGREED that the clerk will email the document to Fiona Baker to investigate.</p> <p>d) Silt Surveys on Burton Mill, Chingford and Trout Pond – In February 2012 WSCC informed the parish council that they are currently at the stage of developing preliminary designs with their consultants WS Atkins. The footpath over the dam was closed for a short time to carry out some investigations. Another one of the key elements of work in the area is the completion of a silt survey. The survey will help WSCC to better understand the type and volumes of sediment which exist within the ponds and will inform their plans and decisions regarding the removal and management of the silt in the future. The survey was carried out at the end of February. Note only.</p> <p>e) Volunteer Clear Up day – The clerk forwarded on information from CDC re a Clear up day. Cllr Johnson comments:- <i>“Our parish seems quite clean, but I see the 'clean up' volunteer day as a way of providing a bit of community 'bonding', if any is needed! let's put this on the Agenda for a brief discussion in March, if the general feeling is that it's a good idea, we can set about putting the day together.”</i> No action to be taken.</p> <p>f) Barlavington Estate Tree felling – Cllr Parkes is concerned about the level of tree felling around Burton Mill Pond, behind the nursing home. D.Cllr Elliott was consulted. He stated that if it is a forestry issue the CDC tree warden would not be interested. It was AGREED that the Cllrs Parkes, Shepherd and the clerk will explore this further.</p>	<p>N.Young</p> <p>J.Cross</p> <p>Clerk</p>
<p><u>28.12 Agenda item No.10 – ANNUAL PARISH MEETING</u></p> <p>Provisional date Wednesday 25 April 2012. 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) have agreed to speak at the meeting.</p>	<p>Y.Parkes/ M.Shepherd/ Clerk</p>
<p><u>29.12 Agenda item No.11 – LOCAL ‘SHOOTS’ AND THE COMMUNITY</u></p> <p>Cllr Young requested this item on the agenda. A number of parishioners are concerned with the number of shoots taking place and the disturbance to the community. Cllr Young will consider options available and it will be revisited at the next meeting.</p>	
<p><u>30.12 Agenda item No.12 – FREEDOM OF INFORMATION DISCLOSURE REQUESTS</u></p> <p>a) A J Nelson from whatdotheyknow.com has requested the following information:- “ This is a freedom of information request made under the provisions of the Freedom of Information Act 2000.</p>	<p>N.Young</p>

I am writing to request a copy of the exact boundaries of the Council and exact the ward boundaries (if applicable), preferably in the form of a map.

I am also formally requesting a full list of the following:

- all councillors;
- all councillors political party affiliation;
- all councillors claimed allowances and expenses;
- all councillors' declaration of interests;
- all councillors attendance records for all council meetings,
- committees and official council functions;
- how much the cost of the previous ordinary/general council elections cost;
- all vacancies which have occurred on the council since the previous
- election of members to the council;
- how many of the vacancies on the council were filled by co-option;
- how many vacancies on the council were filled by election after the
- submission of a petition calling an election;
- how much each vacancy cost to advertise;
- how much each co-option to fill a vacancy cost;
- how much each election to fill a vacancy cost;
- how much the annual council meeting cost;
- how much each ordinary council meeting cost
- how much each extraordinary/special council meeting cost;
- the reason(s) for each extraordinary/special council meeting.

The collation of the information will be very time consuming but the Parish council must provide the information. The Clerk has emailed Mr Nelson stating that she hopes to get the information to him by early April.

Cllr John Cross arrived at this point of the meeting.

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

- a) *Planning appendix*
- b) CDC Letter to Parishes Councillors - February 2012

Clerk

“Approaches from developers for pre-application discussions

Why are developers approaching Parish Councils to discuss housing sites?

Developers will soon be legally required to conduct public engagement and consultation exercises as part of their pre-application work on large planning applications (this arises from the Localism Act). Many already seek the views of the community before submitting their schemes

So developers are likely to contact parish councils to get their views on proposals and, possibly, to get their advice about wider public consultation. Developers may well arrange exhibitions of their draft proposals and seek views from whoever attends (a recent Chichester Observer featured advertisements and editorial about three such exhibitions).

District Councillors may be approached to advise parish councils on how to proceed.

If developers want to promote a site, there are two routes that they can follow.

The first route is to await the plan making process. The Core Strategy, the local plan for the area, is due to be adopted by December 2013 and will set the housing requirement to be met in each settlement [excluding the National Park area]. A subsequent document – prepared either by the District Council; or by a Parish Council through a neighbourhood plan – will consider the suitability of all available sites and decide which ones should be allocated for development.

The second route is to pursue a planning application in advance of plan making. Such an application would be judged against the saved policies of the Local Plan and the provisions of the Council's Interim Policy Statement on housing. The issuing of the Statement was covered in our planning policy newsletter. Details of the saved policies and the interim policy statement are available on the Council's website.

Briefly, the situation is that the District Council has a shortfall in the amount of land due to come forward for housing development in the next five years. We also have a major shortfall in the provision of affordable housing and a rise in homelessness applications. The interim policy statement does not set new policy but it does give guidance on the factors that will be taken into account to assess the suitability of sites for housing. These sites are likely to be outside existing Settlement Policy Areas (where normally there would be a presumption against development) but they may be considered acceptable given the current circumstances.

Many developers take advantage of our pre-application advice procedure, which enables them to discuss their proposals with an officer from our Development Management Service and to receive a view as to the merits of the proposal. These discussions are on a confidential basis. Again, please refer to the website for details.

*The website pages can be found at www.chichester.gov.uk **Home** > **Environment and planning** > **Planning** > **Local Plan***

Home** > **Environment and planning** > **Local Development Framework (LDF)** > **Interim Statements

Home** > **Environment and planning** > **Planning** > **Planning advice and guidance** > **Planning - Pre-application Advice Charging Scheme

What should the parish council say?

The PC could simply say that it doesn't want anything to do with developers and that it will oppose development. But that would mean missing an opportunity.

Developers will be keen to be able to say "we have the support of the parish council" so contact needs to be handled carefully. Discussions can be held "without prejudice" etc. If the PC wants, it is perfectly possible for it to maintain in principle opposition to a proposal but - notwithstanding that position - discuss with developers what might make their scheme more acceptable if it was to go ahead.

What might the parish council ask for?

Firstly, it needs to be remembered that the District Council's own requirements will mean that contributions towards affordable housing and community facilities etc. are required. Many PC are already familiar with this and with s106 agreements. Secondly, any benefits arising from the scheme will need to be proportionate and, in particular, must "be directly related to the development" and "fairly and reasonably related in scale and kind".

A starting point would be to see what the Parish Plan or Village Design Statement says; there may already be a list of desirable things that the community needs and that might pass the tests.

Some of the things that a PC might ask for are:

- *changes to the design and appearance so that the scheme better reflects the local building character*
- *changes to the mix of dwellings to include more smaller units*
- *changes to the positioning and layout of open space*
- *provision of new footpath or cycle links to improve access to local facilities*

It really all depends on what is appropriate for each proposal and each place.

Finally, it is worth saying – again - that discussions between a PC and developers can be held without prejudice.

If a planning application is made, the PC retains the right to make representations regardless of whether or not it has taken part in pre-application discussions and, if it wishes to, it can raise in principle objections. The best way of doing the latter is for the PC to make it clear that it objects to the development (and it substantiates the objection) but that if the district council is minded to give permission then these are the things that it would like to see as requirements etc.

When will District Councillors be involved in pre-application discussions?

The involvement of District Councillors in pre-application enquiries is one of the components of the “development management” approach to facilitating development that the Council is introducing.

Early discussions between developers and Development Management officers have been promoted via the council’s pre-application advice service scheme since 2010.

Unlike planning applications, requests for pre-application discussions are treated confidentially and District Councillors are strongly advised not to take part in them because of the danger of pre-determination (being seen as having made up their minds before hearing all the facts). District Councillors can, however, access details of the sites and proposals involved and can contact the case officer to get further information if this is required. But this information remains confidential unless it has otherwise entered the public domain (clearly, if an exhibition of the proposals has been held then the scheme is no longer confidential!).

The options for greater District Councillor involvement in pre-application enquiries are being assessed and a code of conduct will be produced.

Background documents

“Saved” Local Plan policies

<http://www.chichester.gov.uk/index.cfm?articleid=5080>

The Council’s Interim Policy Statements [as at February 2012]

Affordable Housing

Planning and Climate Change

Development and Disturbance of Birds in Chichester and Langstone Harbours SPA

Housing – Facilitating Appropriate Development

<http://www.chichester.gov.uk/index.cfm?articleid=7647>

Environment Agency Position Statement - August 2010 and Addendum September 2011

Wastewater treatment capacity constraints on new development in Chichester City

<http://www.chichester.gov.uk/index.cfm?articleid=5079>

Further information

For further information on this Note or on progress with the Council’s local plan please contact the Local Planning team on 01243 534571; e-mail ldf@chichester.gov.uk; or see

- c) **Local Development Framework (LDF)** - No updates received since the last meeting.
- d) **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.
- e) **Local Planning Journal** – the Clerk has circulated the electronic version of the Journal of Local Planning - Issue 6. Note only

31.12 Agenda item No.14 - NORTH EAST PARISHES FORUM & CLC

- a) **NE Parishes Forum** - The next meeting is on 22 March 2012. Sutton will be hosting the meeting on 14 June. The village hall has been booked. Cllr Johnson will be unable to attend. Cllr Rogers will attend.
- b) **WSCC North Chichester County Local Committee (CLC) meeting** – Next meeting Tuesday 20 March 2012 at Duncton

32.12 Agenda item No.15 - VILLAGE ARCHIVE – Cllr Cross had no news on the project.

33.12 Agenda item No.16 – NOVA FESTIVAL – BIGNOR PARK JULY 2012

The organisers will be including the following information in the next edition of the Village News:-

A message from the organisers...

*We very much want Nova to be valued and enjoyed by local residents. To this end we would like to take this opportunity to introduce parishioners to our **ticketing scheme for local residents**, explain how we will be raising the **funds to donate to local community projects** and draw residents attention to the opportunities there are to put **questions and concerns** to the organisers over the coming months.*

***1/ Questions and Concerns.** We had initial meetings in Bury and Sutton last year and distributed some written information last month but as the event approaches we appreciate that residents will have many more question they may want to ask us. Traffic and sound maybe cause for concern - we have experts in traffic and sound management working along side us and we would like the opportunity to reassure residents that we have robust systems in place to control the movement of sound and traffic effectively.*

We would like to invite Sutton and Barlavington parishioners to attend an open meeting in Sutton Village Hall on Tuesday 3rd April between 5pm and 7pm when we will welcome the opportunity to answer questions and listen and respond to your concerns.

You can also email us on info@novafestival.co.uk if you are unable to attend or if there is anything you would like us to consider in advance of the meeting.

2/ Tickets for local residents.

Residents on the electoral register in the Parish of Sutton and Barlavington and Bury and West Burton will be entitled to purchase reduced cost adult weekend tickets to the event. The first 100 @ £50 and those following £65.00 (normal full price £139), children under 13 are free and there is a £5 registration fee for 13-17 year olds. All under 18s must be accompanied by a adult. Teen tickets can only be purchased by an adult as part of their own booking.

Tickets are available from Sussex Farm Foods Bury Gate, Pulborough RH20 1NL 01798 831985 (you will be asked to provide a utility bill or similar as proof of your address)

*3/ **Fundraising for the local community.** £25.00 from each local ticket will contribute to a local community fund. Additionally guests and VIPs attending the festival will also be asked to make a donation of £25.00 for entry on into the park. All money raised from local tickets and 50% of that raised through guest tickets will go to the community the other 50% from guest tickets will be donated to Action Aid our official charity. We anticipate several thousand pounds will be divided between the parishes of Sutton and Barlavington and Bury and West Burton. These funds will be administered by the local parish councils and allocated after consultation with local residents*

Please get in touch with questions or suggestions or come talk to us at the meeting on 3rd April. We look forward to hearing from you.

34.12 Agenda item No. 17- CONSULTATIONS

a) WSCC HIGHWAYS FORMAL CONSULTATION - IWP 12/13 & FOWARD PROGRAMME 13/14.

In late January WSCC Highways sent out an email re the consultation of the County's draft Integrated Works Programme 12/13 and the Forward Programme 13/14. These programmes detail the proposed highway schemes planned to start in 12/13 and potential schemes for 13/14. The email was forwarded to Cllr Cross. The deadline for comments was 2 March 2012. Cllr Cross will complete and return to WSCC.

35.12 Agenda item 18- CORRESPONDENCE

a) **CDC meeting with the parishes** - a meeting between members of Chichester District Council and representatives of Parish Councils has been arranged for Thursday 10 May 2012 at East Pallant House, Chichester.

A buffet will be provided from 6:00pm onwards with the meeting itself starting at 7:00pm. Each parish council can send up to 2 representatives. Cllrs Johnson, Parkes & Rogers to attend.

b) Energy efficiency opportunities with Chichester Community - Development Trust

Chichester Community Development Trust have just secured some funding from the Government's LEAF (Local Energy Assessment Fund) programme. There are five component parts to our bid which must all happen by 31st March 2012 and will be of interest to community groups and parishes around Chichester District. If you want to make the most of this immediately, please do get in touch. If the programme is successful, we hope then to undertake more activities if further funding can be secured, and so are still keen to hear from parishes that wish to register an interest.

1. **Green Doctor:** We have funding for 50 home visits by Groundwork's Green Doctor (see attached leaflet for introduction). We are open to anyone being referred that would be interested, but our target would be low income households (ie they could not afford to pay for it themselves) living in private accommodation (either rented or owner occupier).

2. **Energy Efficiency Workshops:** We will run 5 workshops (with target of 40 participants at each) where an expert will present and discuss with the audience in an interesting and engaging way about energy and energy efficiency and how to reduce energy use and bills. The workshops will be free, will last for about 3 hrs including refreshments and are open to as many people as we can encourage to attend. These could be in the evening or on a Saturday morning. If you would like to host one of these workshops in your village hall, please do let us know - we have a budget for hall hire and refreshments and will cover all the

J.Cross

Y.Parkes/ T.
Johnson/
D.Rogers

costs.

3. Community Hall Audits: As a pilot programme, the two community halls at Lavant and Tangmere will have an energy assessment completed by the Green Doctor to help them reduce energy costs immediately and also to plan for future measures to improve energy efficiency. We hope to be able to do more of these in the future.

36.12 Agenda item No. 19 - FINANCE

a. To approve accounts for payment

Paid Prior to meeting

None

To be Paid at the meeting

		NET	VAT	Total
SALC	Local Review subscription	£ 31.00		£ 31.00
WSCC	Internal audit Y/E 31/3/11	£ 150.00	£ 30.00	£ 180.00
				£ -

b. To approve the Clerk's salary and expenses

Salary for February 2012 – Total £143.85

Salary March 2012– Total £153.64

Expenses for March 2012

Date	Details	Reason	Cost ex VAT (£)	VAT (£)	Cost Inc VAT (£)
18/1/12	Baby sitting	Parish Council meeting 18/1/12			20.00
20/1/12	Staples	Ink catridge & stationery	32.88	6.58	39.46
					59.46

Cllr. M.Shepherd **PROPOSED** and
Cllr. Y.Parkes **SECONDED** the motion (19 a&b)

- c) **TO APPROVE ACCOUNTS, BANK RECONCILIATION, INCOME AND EXPENDITURE REPORTS, AND ACTUAL V BUDGET REPORT AS AT 31 DECEMBER 2011** – Reviewed and approved at the January 2012 meeting. Per the Standing orders accounts are only approved on a quarterly basis.
- d) **BANK MANDATE UPDATE** – Still not yet auctioned by NatWest
- e) **APPOINTMENT OF INTERNAL AUDITOR** – The clerk has received the Internal Audit Engagement letter from WSCC who have carried out the internal audit for the last 3 years. The cost of the service is £150 plus VAT. This is the last year that WSCC are going to offer the service. The motion to approval the appointment of the auditor was **PROPOSED** by Cllr Cross and **SECONDED** by Cllr Parkes.

f) 2011/12 S.137 payments – As agreed at the November 2011 Parish Council meeting

<u>Organisation</u>	<u>Agreed 2011-12 payment (£)</u>
Sutton PCC	£250
Barlavington PCC	£200
Sutton Village Hall	£200
Citizens Advice Bureau (CAB)	£20
Sussex Air Ambulance	£150
Sutton Village Magazine - PAID NOVEMBER 2011	£200
Total S.137 payments for 2011/12	£1,020

Total allowable s.137 payments for
2011/12 based on 297 parishioners
@ £6.44 per parishioner

£ 1,912.68

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

g) OTHER FINANCIAL MATTERS WHICH DO NOT REQUIRE A DECISION

37.12 Agenda item No. 20 - DATE AND TIME OF NEXT PARISH COUNCIL MEETING - Wednesday 9 May 2012.

CLOSURE OF MEETING

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

Signed:

APPROVED AT MEETING ON 9/05/12 & SIGNED BY THE CHAIRMAN

Cllr M.Shepherd

Date:9/5/12

Vice Chairman of The Common Parish Council of Sutton & Barlavington

Prepared: 5th May 2012, Louise Collis, Clerk to The Common Parish Council of Sutton & Barlavington

Appendix 1 - PLANNING APPLICATIONS AND DECISIONS 18 January 2012- 14 March 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>
SN/11/04096/FULNP	Mrs Susan Kearsey 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.			SUPPORT	PERMIT	18/1/12
BV/11/05338/FULNP	Crouch Farm Crouch Lane Barlavington Petworth Covered feed passage.	18/1/12	9/2/12	SUPPORT – request for Condition re colour of roof	PERMIT	16/2/12
SN/12/00406/DOMNP	Mrs Adele Van Lomwell Dove Cottage The Street Sutton Pulborough Demolition of existing detached garage and construction of replacement detached garage.	8/2/12	29/2/12	Numerous comments submitted but the Parish Council did not feel the comments warrant an “objection” submission, however the parish council strongly urged the issues to be considered and recommended a site visit to be undertaken with these comments in mind.		

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SN/12/00655/TCANP	Mr Timothy Fenner The Old School School Lane Sutton Pulborough Notification of intention to fell 1 no. Acacia tree and 2 no. Sycamore trees (a and b).	1/3/12	21/3/12			

Appendix 2
BROADBAND QUESTIONNAIRE
The Common Parish of Sutton and Barlavington

West Sussex County Council (WSCC) aims to provide broadband to all parts of the County by April 2015, with access to superfast broadband to 90% of the premises by the same date.

WSCC is aiming to give priority provision to those communities demonstrating the strongest support.

The Parish Council thinks this is one of the most important initiatives to come along recently. Accordingly we have prepared this questionnaire which we urge you to complete and return to the address below by **31st, March, 2012**. The results will then be submitted to WSCC.

Please therefore consider the following: which of the following statements (you can tick more than one) describes your views on the provision of Broadband:

- ☐ I cannot presently access Broadband;
- ☐ I strongly support the provision of Broadband in the Parish;
- ☐ I strongly support the provision of superfast Broadband in the Parish by 2015;
- ☐ I currently have access to Broadband and I am happy with the service from my provider;
- ☐ I am currently connected to Broadband by a sole local provider but would prefer a choice of provider;
- ☐ I have no need for Broadband;

Name: _____ Business (Y/N) : _____

Name: _____ Business (Y/N) : _____

Name: _____ Business (Y/N) : _____

Name: _____ Business (Y/N) : _____

Name: _____ Business (Y/N) : _____

Post Code: _____

Thank you.

PLEASE RETURN TO :

Terry Johnson, Hurst Cottage, Sutton, RH20 1PL by **31 MARCH 2012**

Appendix 3

Draft email to Mike Hicks, WSCC

Subject: Sutton Exchange/Broadband

Dear Mr. Hicks,

I am writing to you following your exchange of emails with Gordon Owen. He kindly forwarded to The Combined Parish of Sutton and Barlavington (CPSB) his email to you of 29/10/10 and Ben's (sic) email to him of 19/01/12 regarding WSCC's 'Join our broadband campaign'.

Gordon forwarded these emails as he stepped down as both Chairman and as a member of CPSB at the election of the new Parish Council last year.

I have big boots to fill! I- I was elected Chairman of the new Council in Gordon's stead, hence I am writing to you now on behalf of CPSB.

As Chairman, I attended the broadband summit organised by Nick Herbert MP, evidencing CPSB's commitment to the provision of broadband in our community. Indeed, as further evidence to our commitment, CPSB is organising a survey in our community concerning registering support for the broadband campaign.

You will I am sure not be surprised to learn that CPSB as a Parish Council is scrupulous in being, and in being seen to be, impartial in all our dealings in the community. CPSB has therefore rightly not promoted any supplier of broadband services in our community.

A corollary to our policy of impartiality is that we are also keen for there to be a level playing field in respect of projects in our community. With respect to broadband, this may not be the case as we understand that there may be a misconception within WSCC concerning provision of a broadband service in our community. Our community **does** have broadband, and there are those in our community who enjoy what they believe to be an excellent level of (long standing) broadband service.

In view of the importance of broadband to the development of rural areas like ours, I wrote on..... (copy attached) to Cllr. Lionel Barnard on the topic, and requested a meeting to discuss our concerns. To date, despite a reminder, I have not had the courtesy of either an acknowledgement, or a substantive reply [which I hope does not reflect on the importance, or lack of it, attached to local communities like ours within WSCC].

Accordingly, I am writing to you, and again request a meeting to discuss this important subject.

As I copied my email to Cllr. Barnard to Nick Herbert, I am likewise out of courtesy and evenhandedness copying him in on this email too.

I look forward to hearing from you.

Best wishes,

T.....

Chairman,etc