



PULBOROUGH PARISH COUNCIL

Working together for a better future

**ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE
A PUBLIC SPEAKING ITEM HAS BEEN INCLUDED ON THE AGENDA**

**ANY RESIDENT WISHING TO SPEAK ON ANY ITEM SET OUT ON THIS AGENDA MUST
INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE
MEETING**

You are hereby SUMMONED to the Annual Meeting of Pulborough Parish Council which will be held at Pulborough Village Hall on **Thursday 18th May 2017 at 7.30pm**, for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

**Heather Knight
Clerk**

Dated 12th May 2017

Swan View, Lower Street, Pulborough, RH20 2BF

Tel: 01798 873532 clerk@pulboroughparishcouncil.gov.uk

AGENDA

- 1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF THE COUNCIL**
To elect a Chairman of the Parish Council for the ensuing municipal year and to receive the signed Declaration of Acceptance of Office of the Chairman (Nomination summary attached)

To elect a Vice Chairman of the Parish Council for the ensuing municipal year
- 2. APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence
- 3. DECLARATIONS OF INTEREST AND REGISTER OF MEMBERS' INTERESTS**
To receive Councillors' declarations of interest on any of the agenda items
To review Register of Members' Interests and complete new forms for return to the Clerk (current register entries will be available at meeting)
To note publication of updated Register of Members' Interests on Council website
- 4. TO APPOINT MEMBERS, CHAIRMEN AND VICE-CHAIRMEN TO COMMITTEES:**
Finance & Policy; Planning & Services; Recreation & Open Spaces (Committee Chairmen/Vice-Chairman Nomination Summary as under item 1) - (previous Committee membership attached)
- 5. TO APPOINT PARISH COUNCIL REPRESENTATIVES TO OUTSIDE BODIES**
(previous list attached)
- 6. TO CONSIDER NOMINATING A PARISH COUNCILLOR FOR APPOINTMENT TO THE SOUTH DOWNS NATIONAL PARK AUTHORITY TO FILL CASUAL VACANCY**
(SALC/SDNP papers forwarded to Council/available from Clerk)
- 7. TO CONFIRM BANK ACCOUNT SIGNATORIES**
- 8. TO RECEIVE AND APPROVE SCHEDULE OF MEETINGS FOR 2018** (copy attached)

9. **TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 20TH APRIL 2017 (ATTACHED AND TO RECEIVE THE CLERK'S REPORT ON ISSUES RAISED AT THE MEETING** (Minutes attached)
10. **TO RECEIVE AND CONSIDER MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN SEPARATE AGENDA ITEMS)**
 - 10.1 **Planning and Services Committee**
To receive the Minutes of the Meetings held on 20th April and 4th May 2017 (attached unless previously circulated) and to receive the Clerk's report on issues raised at the meetings
 - 10.2 **Finance & Policy Committee**
To receive the Minutes of the Meetings held on 27th April 2017 (attached unless previously circulated) and to receive the Clerk's report on issues raised at the meeting
 - 10.3 **Recreation & Open Spaces Committee**
To receive the Minutes of the R&OS Advisory Committee and Committee Meetings held on 13th April 2017 (attached unless previously circulated) and to receive the Clerk's report on issues raised at the meeting
11. **ADJOURNMENT FOR PUBLIC SPEAKING**
The Chairman will invite those residents who have given formal notice to speak once only in respect of:
 - a) business itemised on the agenda and residents shall not speak for more than **5 minutes** or **10 minutes** if he/she is speaking on behalf of others such as a residents group.
 - b) if time permits, any other business not itemised on the agenda for which no discussion/decision is permitted and residents shall not speak for more than **2 minutes**.
12. **TO RATIFY THE ANNUAL REPORT, INCLUDING CHAIRMAN AND COMMITTEE REPORTS, RECEIVED AT THE ANNUAL PARISH MEETING** (Copied to Council)
13. **TO RECEIVE THE INTERNAL AUDIT REPORT 2016-17 (FINAL)** (Copied to Council)
14. **REVIEW OF INTERNAL CONTROL POLICY** (Copied to Council)
To receive the recommendation from the Finance & Policy Committee meeting (Min. 126, 27.4.17) that effective systems of internal control are in place, and to approve the Internal Control Policy including Quarterly Review for the year ended 31st March 2017, and to note the Annual Internal Audit Report 2016/17 (Section 4, Annual Return)
15. **END OF YEAR ACCOUNTS AND ANNUAL RETURN** (Copied to Council)
 - 15.1 To consider the Annual Governance Statement 2016/17 (Section 1, Annual Return) and the recommendation from the Finance & Policy Committee (Min. 126, 27.4.17) for the Council's response to each statement, and to approve that Section 1 be signed by the Chairman of this meeting and by the Clerk
 - 15.2 To consider the recommendation from the Finance & Policy Committee (Min. 126, 27.4.17) and to approve the Annual Accounts for the year ended 31st March 2017
 - 15.3 To consider the Accounting Statements 2016/17 (Section 2, Annual Return) and the recommendation from the Finance & Policy Committee (Min. 126, 27.4.17), to approve the Accounting Statements, and that Section 2 be signed by the Chairman of this meeting, having been signed by the Responsible Financial Officer prior to presentation

16. **TO REVIEW STANDING ORDERS, INCLUDING UPDATED FINANCIAL REGULATIONS**
17. **TO CONSIDER PLANNING APPLICATIONS RECEIVED, AS PER APPENDIX 1**
(attached)
18. **TO CONSIDER RESPONSE TO HDC POTENTIAL GYPSY AND TRAVELLER SITES CONSULTATION** - referred from Planning & Services Committee 6.4.17, Min. 204 and Full Council 20.4.17, Min. 166 (forwarded to Council)
19. **TO CONSIDER RESPONSE TO WEST CHILTINGTON PRE-SUBMISSION NEIGHBOURHOOD PLAN REG. 14 CONSULTATION (closing date 21st June 2017)**
(forwarded to Council/available from Clerk)
20. **TO CONSIDER BOOKING PARISH COUNCIL STAND AT THE HARVEST FAIR ON 23RD SEPTEMBER 2017, INCLUDING APPROVAL OF REGISTRATION COST AND ATTENDANCE ROTA**
21. **VILLAGE MARKET**
To agree attendees at the market on Saturday 27th May 2017
22. **CORRESPONDENCE**
To note items of correspondence (Copied to Council)
23. **PAYMENTS**
To approve the payments for signing (Details to be circulated to members prior to meeting)

PLANNING APPLICATIONS

The following planning applications will be considered on 18th May 2017:

DC/17/0941 - Todhurst Coach House Stane Street North Heath Pulborough

Proposed erection of detached carport and detached garden studio.

DC/17/0753 - Willards House Broomers Hill Lane Pulborough

Erection of three bay single-storey garages with loft space.

SDNP/17/02058/ADV - Various Locations In West Sussex Please See Description For More Details -

Display a total of 8 non-illuminated boundary markers 2 of the locations in Pulborough are: Land adjacent to A283 Stopham Road - Our Ref-WSCC5/11 & Land adjacent to A29 Pulborough - Our Ref-WSCC6/12.

DC/17/0988 - The Old Watermill, The Street, Nutbourne, Pulborough

Proposed two storey extension and link.

Trees

DC/17/0939 - Link Drive, Link Lane, Pulborough

Surgery to 1x Oak.

DC/17/1017 - Hawthorn House 29 Masons Way Codmore Hill Pulborough

Fell 1 x Poplar.