



PULBOROUGH PARISH COUNCIL

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**MINUTES OF THE ANNUAL MEETING OF PULBOROUGH PARISH COUNCIL
HELD ON THURSDAY 18TH MAY 2017
AT PULBOROUGH VILLAGE HALL**

Present: Cllrs Qusted, Court, C Esdaile, J Esdaile, Henly, Kay, Kipp (from Min.15), Lawson, Reddin, Tilbrook and J Wallace.

In Attendance: Heather Knight (Clerk)
3 members of the public

The meeting opened at 7.30pm

1. ELECTION OF CHAIRMAN

As current Chairman, Cllr R Qusted chaired this first item.

RESOLVED: that Cllr Ray Qusted be elected Chairman of the Council for the ensuing municipal year. Cllr Qusted then signed the Declaration of Acceptance of Office.

Cllr Qusted continued as Chairman of the meeting.

ELECTION OF VICE-CHAIRMAN

RESOLVED: that Cllr Paul Clarke be elected Vice-Chairman of the Council for the ensuing municipal year.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Clarke, Wilson and Hare.

3. DECLARATIONS OF INTEREST AND REGISTER OF MEMBERS' INTERESTS

There were no Declarations of Interest. Members were each issued with a new Register of Interests form to complete to ensure up to date records were held. Members were asked to return completed forms to the office as soon as possible, and within 28 days, following which forms would be published on the Council's website as soon as possible for public information.

4. TO APPOINT MEMBERS, CHAIRMEN AND VICE-CHAIRMEN TO COMMITTEES: FINANCE & POLICY; PLANNING & SERVICES; RECREATION & OPEN SPACES

The Clerk advised Council of nominations received, which were then duly proposed and seconded. Following voting, it was **RESOLVED** to appoint Committee Chairmen and Vice-Chairmen as follows:-

Finance & Policy Committee: Chairman Cllr Clarke, Vice-Chairman Cllr Kipp

Planning & Services Committee: Chairman Cllr Tilbrook, Vice-Chairman Cllr J Wallace

Recreation & Open Spaces: Chairman Cllr Henly, Vice-Chairman Cllr Hare

Following a proposal, it was **RESOLVED** to vote for committee membership en bloc rather than individually, with no changes to the previous membership, as no Member had advised the Clerk of a wish to withdraw from committees they had sat on.

Following voting, it was therefore **RESOLVED** to appoint the same Members to committees as had previously existed and the complete list is attached as Appendix 2.

5. **TO APPOINT PARISH COUNCIL REPRESENTATIVES TO OUTSIDE BODIES**
Members considered representation and appointments to outside bodies. It was **RESOLVED** to make appointments as per the list attached as Appendix 3. The Clerk would liaise with two non-councillors to confirm their willingness to be re-appointed to previous positions as the Council's representatives.

Following a proposal that the Council consider joining the Arun Valley Association of Rail Users, it was **RESOLVED** that the Clerk investigate the cost of membership and report back for further consideration.

6. **TO CONSIDER NOMINATING A PARISH COUNCILLOR FOR APPOINTMENT TO THE SOUTH DOWNS NATIONAL PARK AUTHORITY TO FILL A CASUAL VACANCY**

The Clerk advised that one nomination had been received and during discussion a second Member expressed an interest. It was **RESOLVED** to nominate Cllr C Esdaile for the SDNP casual vacancy for a parish council member and the Clerk would advise SALC accordingly. It was **AGREED** that the Clerk would clarify whether, if Cllr Esdaile is subsequently appointed by the SDNP, a reserve could be appointed, in which case Cllr Wallace's name would be put forward as substitute.

7. **TO CONFIRM BANK ACCOUNT SIGNATORIES**

Members noted that the existing signatories were Cllrs: Clarke, Henly, Kipp, Qusted, Tilbrook and Wallace. Members **AGREED** that there were a sufficient number of bank account signatories and no additional appointments were necessary. It was **RESOLVED** to reappoint the existing bank account signatories.

8. **TO RECEIVE AND APPROVE THE SCHEDULE OF MEETINGS FOR 2018**

Following consideration, it was **RESOLVED** to approve the Schedule of Meetings for 2018 as detailed and attached as Appendix 4.

9. **TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 20TH APRIL 2017**

It was **RESOLVED** to approve the Minutes of the Meeting held on 20th April 2017 as a true and accurate record of the proceedings, and the Chairman duly signed them. There was no Clerk's report.

10. **TO RECEIVE AND CONSIDER MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN SEPARATE AGENDA ITEMS)**

10.1 PLANNING & SERVICES COMMITTEE

Members received the Minutes of the Meetings held on 20th April and 4th May 2017. There was no Clerk's report.

10.2 FINANCE & POLICY COMMITTEE

Members received the Minutes of the Meeting held on 27th April 2017. There was no Clerk's report.

10.3 RECREATION & OPEN SPACES COMMITTEE

Members received the Minutes of the Meetings held on 13th April 2017. There was no Clerk's report.

11. ADJOURNMENT FOR PUBLIC SPEAKING

The Meeting was **adjourned** at 7.50pm for a resident, who had given formal notice, to speak. Mr Houston talked to Members about the District Council's Gypsy, Traveller & Travelling Showpeople Draft Site Allocation Strategy, with particular reference to the proposed site at Parsons Field. During the adjournment Members asked questions to clarify information and it was noted that the subject is a separate agenda item for Council consideration. The Meeting **reconvened** at 8.04pm.

12. TO RATIFY THE ANNUAL REPORT, INCLUDING CHAIRMAN AND COMMITTEE REPORTS, RECEIVED AT THE ANNUAL PARISH MEETING

Members received the Annual Report as distributed at the Annual Parish Meeting and in the Summer Community Bulletin and **RESOLVED** to **RATIFY** the Annual Report for the year ending 31st March 2017.

13. TO RECEIVE THE INTERNAL AUDIT REPORT 2016-17 (FINAL)

Members received the Internal Audit Report 2016-17 (final) and were pleased to note that no matters had been raised by the Internal Auditor.

14. REVIEW OF INTERNAL CONTROL POLICY

Members considered the Internal Control Policy and the recommendation from the Finance & Policy Committee (Min. 126, 27.4.17) that effective systems of internal control are in place. It was **RESOLVED** to **APPROVE** the Internal Control Policy without amendment, including the Quarterly Review for the year ended 31st March 2017. Members noted the Annual Internal Audit Report 2016/17 (Section 4, Annual Return) and that the Internal Audit Certificate had been duly 'signed off' by the Internal Auditor.

15. END OF YEAR ACCOUNTS AND ANNUAL RETURN

15.1 Members considered the Annual Governance Statement 2016/17 (Section 1, Annual Return) and the recommendation from the Finance & Policy Committee (Min. 126, 27.4.17). It was **RESOLVED** to **APPROVE** that the Council's response to Statements 1-8 be 'Yes', noting that Statement 9 was not applicable, and that Section 1 be duly signed by the Chairman of this meeting and by the Clerk.

15.2 Members considered the recommendation from the Finance & Policy Committee (Min. 126, 27.4.17) and **RESOLVED** to **APPROVE** the Annual Accounts for year ended 31st March 2017.

15.3 Members considered the Accounting Statements 2016/17 (Section 2, Annual Return) and the recommendation from the Finance & Policy Committee (Min. 126, 27.4.17). It was **RESOLVED** to **APPROVE** the Accounting Statements

2016/17 and that Section 2 be duly signed by the Chairman of this meeting, noting that this had previously been signed by the RFO prior to presentation, as required.

16. TO REVIEW STANDING ORDERS , INCLUDING UPDATED FINANCIAL REGULATIONS

Members reviewed the previously circulated Standing Orders including updated Financial Regulations. The Clerk advised that these had had minor amendment, as previously discussed, to bring both Standing Orders and Financial Regulations in line with the NALC model. It was **RESOLVED** to **APPROVE** the Standing Orders and Financial Regulations without further amendment.

17. PLANNING APPLICATIONS

The following planning applications were considered and **RESOLVED** upon:

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

Proposed erection of detached carport and detached garden studio

No objection

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

Erection of three bay single-storey garages with loft space

Objection, due to intrusiveness of height on neighbouring property

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

No objection

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

Proposed two storey extension and link

No objection, subject to a structural survey showing that the integrity of the causeway wall has been taken into account to prevent damage to the wall or draining down of the millpond

Trees

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

Surgery to 1x Oak

No objection

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

Fell 1 x Poplar

No objection

18. TO CONSIDER RESPONSE TO HDC POTENTIAL GYPSY AND TRAVELLER SITES CONSULTATION

Following lengthy discussion, it was **RESOLVED** that the Clerk submit the Council's formal response in time for the comments deadline of 2nd June 2017, incorporating the following points:-

- On balance the Council does not object to the proposals for Oakdene, Blackgate Lane and Lane Top sites in Pulborough.
- Pulborough Parish Council strongly objects to the inclusion of the Parsons Field Stables, Pickhurst Lane, Pulborough site being included and requests that this site is removed from the GTTS Draft Site Allocations DPD Preferred Strategy.

- The site was granted occupation on a temporary basis until 2019 only, for specific reasons relating to one particular family/owner only.
- The site has subsequently been occupied in breach of conditions imposed, which the Parish Council has repeatedly requested the District Council to enforce, to no avail. There is now alleged further breach of conditions taking place by way of industrial activity, possibly including breach of the existing site boundary.
- Inclusion of this site would be effectively legitimising illegal occupation, setting precedents for the future.
- This is a site where there have historically and consistently been problems between the occupiers and the community.
- Inclusion, and expansion, of this site will have a detrimental impact on the landscape which the site allocation documentation concedes, stating that earlier appeals concluded that the harm to the rural character and appearance of the countryside was considerable.
- The Council understands that the documentation data relating to this site is inaccurate in that the site size differs considerably from the stated measurement of 1.72 ha.

19. TO CONSIDER RESPONSE TO WEST CHILTINGTON PRE-SUBMISSION NEIGHBOURHOOD PLAN REG. 14 CONSULTATION

Members noted receipt of the above document as a consultee, and having considered this, did not make any formal response.

20. TO CONSIDER BOOKING PARISH COUNCIL STAND AT THE HARVEST FAIR ON 23RD SEPTEMBER 2017, INCLUDING APPROVAL OF REGISTRATION COST AND ATTENDANCE ROTA

The Clerk advised that owing to the timescale for registering, she had already made approaches to register a stand for the Parish Council, as in past practice. It was **RESOLVED** to **RATIFY** this and **APPROVE** the cost of registering (currently unknown but in the region of £30). It was **AGREED** to discuss a rota to cover the stand at the July meeting.

21. VILLAGE MARKET

The following rota to cover the stand with Mr L Ellis at the market on 27th May 2017 was **AGREED**:

Cllr Henly earlier part of the morning; Cllr Kipp 9am-10am; Cllr Wallace: 9am-11am; Cllrs C and J Esdaile: 11am-12noon; Cllr Court: 11am onwards

22. CORRESPONDENCE

The Council received items of correspondence. (attached as Appendix 1). The Clerk highlighted various items of note, including:

- West Sussex ALC AGM and Autumn Conference on Wednesday 4th October 2017 at Lodge Hill Centre, Watersfield - AGM 1000-1030, conference 1050-1600 (AGM free, conference £40+VAT) - any Members wishing to attend were asked to let the Clerk know.
- HALC AGM Minutes, noting item raised by PPC regarding car park charging scheme
- Pulborough Village Market report - public comment regarding dilapidated premises: The Clerk asked whether Council wished this to be referred to P&S Committee but instead was asked to put the member of public in touch with the Chairman of P&S Committee if possible

23. PAYMENTS

It was **RESOLVED**: that the following payments by cheque/direct debit be approved:

	£
D Blunden	195.00
George Potbury Forestry Ltd	900.00
Viking	112.63
KCS Professional Services	262.34
Auditing Solutions Ltd	504.00
Pulborough Social Centre	134.40
Travis Perkins	4.62
Kent County Council	85.01
Kent County Council	27.51
Sam Grove Carpentry	235.00
Mr F Bushby	7.30

The meeting closed at 8.50pm

.....Chairman

.....Date

CORRESPONDENCE

WSCC

County News Horsham District, April 2017 (previously forwarded to Council)

HDC

- Horsham District Visitor Economy Strategy - links to consultation survey for businesses and residents (forwarded to Council, local community/traders groups/Neighbourhood Wardens)
- Think Before You Throw Campaign - new recycling campaign launched (previously forwarded to Council, information posted on Council website/notice boards)

NALC

Chief Executive's Bulletin 15-21 April 2017, including advice on purdah (previously forwarded to Council)

SALC

- Details of West Sussex ALC AGM and Autumn Conference - Wednesday 4th October 2017, Lodge Hill Centre, Watersfield, AGM 1000-1030, conference 1050-1600, conference cost £40+VAT (AGM free)
- May 2017 Newsletter (**copied to Council**)
- AirS Sussex Day Charity Cycle Challenge - being held on Sussex Day, Friday 16th June, to raise funds to promote the exceptional work of volunteers at village halls and community buildings. Follow links for further details: <https://www.ruralsussex.org.uk/airs-celebrates-sussex-day-with-charity-cycle-challenge/> Donations can be made via My Donate: <https://mydonate.bt.com/fundraisers/tomwarder1> or via the donation page. In addition, #SussexDay and #Airscycle2017 are being used to help promote the event on social media.

HALC

Minutes of Annual Meeting of HALC 27th April 2017, previously forwarded to Council's HALC reps

(copied to Council)

SDNP

Heathland Forum will be held on Tuesday 29th August 2017, further details to be advised

Sussex Police

Weekly bulletin 28th April 2017

PCC

- Press release 8 May 2017 with details of Sussex PCC website for victims of crime in Sussex: The www.safespacesussex.org.uk site, developed by the Office of the Police & Crime Commissioner for Sussex, is an online directory of local specialist support services for victims or witnesses of crime. It offers information about different types of crime and details of what happens at each stage of the criminal justice system.
- PCC Newsletters for 21st and 28th April, 5th and 12th May 2017: topics include Award for restorative justice; National Stalking Awareness Week; Improving Mental Health Awareness; Honouring Police Volunteers

Gatwick Obviously Not (GON)

e-newsletter No. 79

Pulborough Village Market

Report from Mr L Ellis on public enquiries from market held 22nd April 2017 **(copied to Council)**

LAT

Minutes of meeting 19th April 2017, including comment on sharp increase in vehicles being parked illegally/dangerously since car park charging introduction **(to be added to any data the Council accumulates on the subject)**

Councillors

Email to all Members from Cllr Paul Clarke regarding the oil drilling meeting held 29th April 2017

Public

- Email from resident regarding inconsiderate/illegal parking issues on Lower St/Rivermead (West) junction. Clerk replied and forwarded to Neighbourhood Wardens and District Ward Councillors. Cllr Donnelly has asked HDC Car Parks officer to respond to the resident. Neighbourhood Wardens have replied to Clerk.
- Email from resident commenting on missing the Annual Parish Meeting and wishing to comment regarding the Gypsy/Traveller/Travelling Showpeople consultation amongst other topics **(forwarded to Council)**

Publications

Clerks & Councils Direct, May 2017, issue 11

**PULBOROUGH PARISH COUNCIL COMMITTEE ALLOCATIONS
2017/2018**

FINANCE & POLICY COMMITTEE (6 Members)

Chairman	Cllr Clarke*
Vice Chairman	Cllr Kipp
Members	Cllr. Henly* Cllr Qusted* Cllr Reddin Cllr Tilbrook*

*Cllr Clarke, Qusted, Tilbrook & Cllr Henly are ex-officio members as Vice Chairman of the Council, Chairman of the Council, Chairman of Planning & Services Committee and Chairman of Recreation & Open Spaces Committee respectively.

PLANNING & SERVICES COMMITTEE (10 Members)

Chairman	Cllr Tilbrook
Vice-Chairman	Cllr J Wallace
Members	Cllr C Esdaile Cllr J Esdaile Cllr Henly Cllr Kay Cllr Kipp Cllr Lawson Cllr Qusted* Cllr Wilson

Please note that whilst Cllr Clarke should hold an ex-officio seat due to his appointment as Vice Chairman of the Council, Cllr Clarke has requested to forego this position to avoid any conflict of interest with his role as a District Councillor

*Cllr Qusted is an ex-officio members as Chairman of the Council.

RECREATION & OPEN SPACES COMMITTEE (7 Members)

Chairman	Cllr Henly
Vice Chairman	Cllr Hare
Members	Cllr Clarke* Cllr Court Cllr Lawson Cllr Qusted* Cllr Wilson

*Cllr Clarke and Cllr Qusted are ex-officio members as Vice Chairman and Chairman of the Council respectively.

PARISH COUNCIL REPRESENTATIVES 2017/2018

Community Care Association	Mrs J Seagram (MBE)
Community Mini Bus	Parish Office
Horsham Association of Local Councils	Cllr Kipp Cllr C Esdaile
Local Action Team	Cllr Tilbrook
Nutbourne Recreation Ground Trustees	Parish Office
Pulborough Community Partnership	Cllr Qusted Cllr Tilbrook Cllr Kipp Cllr J Wallace Cllr Court
Sports & Social Club	Cllr Henly Cllr Court
Sussex Association of Local Councils (SALC)	Cllr Tilbrook Cllr Qusted
West Sussex Association of Local Councils	Cllr Qusted
Parish Council Appointed Village Hall Trustees	Cllr Qusted Mr L Ellis Mr D Jolliffe Cllr Henly
Traders Group	Cllr Kipp
Parent/Teacher Association (PTA)	Cllr Kay
Youth Club	Mrs E Wallace/ Clerk
Fairtrade Group	Cllr Tilbrook
Pulborough Society	Cllr Kay
Village Market	Mr L Ellis with up to 2 Councillors to attend
APCAG	Cllr Hare
Neighbourhood Warden Steering Group	Cllr Henly Cllr J Esdaile
Stane St Public Art Panel	Mrs A Clarke Cllr J Esdaile Cllr Wilson (Reserve)
Community Liaison Group (UKOG)	Cllr Clarke Cllr Tilbrook (Reserve)
Good Neighbour Scheme	Cllr Court

PULBOROUGH PARISH COUNCIL MEETINGS 2018

All meetings are open to the public and start at 7.30pm unless otherwise notified.

All Committee meetings are held at the Sports Pavilion; Full Council Meetings are at the Village Hall.

JANUARY 2018

- 4 Planning & Services Committee
- 11 Recreation & Open Spaces Committee
- 18 Planning & Services Committee followed by Full Council
- 25 Finance & Policy Committee

JULY 2018

- 5 Planning & Services Committee
- 12 **Recreation & Open Spaces Committee**
- 19 Planning & Services Committee followed by Full Council
- 26 Finance & Policy Committee

FEBRUARY 2018

- 1 Planning & Services Committee
- 8 Recreation & Open Spaces Committee

- 15 Planning & Services Committee followed by Full Council
- 22 Finance & Policy Committee

AUGUST 2018

- 9 Planning & Services Committee

MARCH 2018

- 1 Planning & Services Committee
- 8 Recreation & Open Spaces Committee
- 15 Planning & Services Committee followed by Full Council
- 22 Finance & Policy Committee

SEPTEMBER 2018

- 6 Planning & Services Committee
- 13 Recreation & Open Spaces Committee
- 20 Planning & Services Committee followed by Full Council
- 27 Finance & Policy Committee

APRIL 2018

- 5 Planning & Services Committee
- 12 Recreation & Open Spaces Committee
- 19 Planning & Services Committee followed by Full Council
- 26 Finance & Policy Committee

OCTOBER 2018

- 4 Planning & Services Committee
- 11 Recreation & Open Spaces Committee
- 18 Planning & Services Committee followed by Full Council
- 25 Finance & Policy Committee

MAY 2018

- 3 Planning & Services Committee
- 10 Annual Parish Meeting
- 17 Planning & Services Committee followed Annual Meeting of the Council
- 24 Recreation & Open Spaces Committee

NOVEMBER 2018

- 1 Planning & Services Committee
- 8 Finance & Policy Committee
- 15 Recreation & Open Spaces Committee

- 22 Planning & Services Committee followed by Full Council

JUNE 2018

- 7 Planning & Services Committee
- 14 Recreation & Open Spaces Committee
- 21 Planning & Services Committee followed by Full Council
- 28 Finance & Policy Committee

DECEMBER 2018

- 6 Planning & Services Committee

NB Some meetings of the Finance & Policy Committee will not be required