



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

## PULBOROUGH PARISH COUNCIL

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### **MINUTES OF AN ORDINARY MEETING** **OF PULBOROUGH PARISH COUNCIL 19<sup>TH</sup> JANUARY 2017** **AT PULBOROUGH VILLAGE HALL**

**PRESENT:** Cllrs: Qusted (Chairman), Clarke, Court, C Esdaile, J Esdaile, Henly, Hare, Kay, Lawson, Reddin, Tilbrook, Wallace and Wilson

**IN ATTENDANCE:** Mrs H Knight (Clerk)  
Ms V Green (Neighbourhood Warden) (part of meeting)  
Ms C Boniface (Neighbourhood Warden) (part of meeting)  
1 Member of the public

*The meeting opened at 7.30pm*

**104. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Kipp.

**105. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

There were no declarations of interest or changes to registers of interests made.

**106. MINUTES**

**106.1 Full Council**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 24<sup>th</sup> November 2016 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report

Min. 74, 20.10.16 - 2017/18 Local Government Finance Settlement Consultation: As resolved, the Clerk had responded to the consultation questions 4-7 in liaison with the Chairman and Vice Chairman, strongly opposing referendum principles being extended to parish councils. The Clerk advised that as Members were no doubt aware, Government has now decided against this proposal for the time being.

Min. 90, 24.11.16 - Parish Council Co-option: The Clerk advised that Cllr Valerie Wilson had duly signed her Declaration of Acceptance of Office.

Min. 93, 24.11.16 - Code of Conduct Training: Following liaison, this has been arranged for 7.15pm on Wednesday 1<sup>st</sup> March 2017 in the Brooks Hall (Village Hall). All Councillors were asked to confirm to the Clerk their attendance at this important whole council training session by the Monitoring Officer as soon as possible.

Min. 96, 24.11.16 - Pulborough Train Station: It had been resolved that the Clerk and Cllr J Esdaile investigate the process of listing the building with Historic England, subject to establishing whether HDC would undertake this. This has not yet been expedited due to difficulty in contacting the appropriate officers at HDC and progress will be reported at a future meeting.

### **106.2 Planning & Services Committee**

Members received the Minutes of the Meetings held 24<sup>th</sup> November and 8<sup>th</sup> December 2016.

#### Clerk's Report

Min. 99, 03.11.16 - Planning Applications DC/16/1798 Lakers Building and Fencing Supplies Ltd, Station Approach Ind Est, Station Rd: Update - HDC had queried the Parish Council's comment that the site was residential. Having liaised with Committee members, the Assistant Clerk notified HDC of the majority consensus response, subsequently reported to Committee as additional correspondence.

Min. 124, 8.12.16 - Bus User Survey on proposed changes to a number of West Sussex routes: A reply had been received clarifying the proposed changes to service 100, circulated to Committee as additional correspondence. As requested by Committee Chairman, a response was sent advising that the Parish Council was happy with these changes.

### **106.3 Recreation & Open Spaces Committee**

Members received the Minutes of the Meeting held on 17<sup>th</sup> November 2016. There was nothing to report under Clerk's Report.

### **107. ADJOURNMENT FOR PUBLIC SPEAKING - TO INCLUDE REPORT FROM NEIGHBOURHOOD WARDENS IF AVAILABLE**

The meeting was **adjourned** between 7.35-7.55pm for public speaking. There were no public speakers. During the adjournment, the Neighbourhood Wardens gave a detailed report to Council of recent activities.

The Neighbourhood Wardens responded to several questions from Members on various topics such as: Premises suspected of illegal drug use; Assistance to vulnerable residents during emergency/severe weather situations - it was noted that the Parish Council has an Emergency Plan in place and that the new Good Neighbour Scheme facilitated by AiRs would be relevant; Misuse of the Community Link Alarm scheme; Potential need for CCTV cameras for deterrant/detection purposes.

### **108. DISTRICT AND COUNTY - TO RECEIVE ANY REPORTS FROM THE DISTRICT AND COUNTY COUNCILLORS PRESENT**

There was no County Council report, as County Cllr P Arculus had sent her apologies.

District Cllr B Donnelly had advised that he would arrive late. District Cllr Clarke reported on various district based matters currently being discussed, including: Contracts are in process for the Broadbridge Heath Leisure Centre; HDC currently has a shared service system for housing benefit/benefits in partnership with Mid Sussex and Arun but is to review continuation of the arrangement; The North Horsham incinerator continued to be a controversial matter, the District Council being a consultee whilst the County Council makes the final decision; The District Council precept was looking likely to be around 2.5% increase. Some brief discussion took place regarding several recent planning applications/decisions at district level. This included the forthcoming Harwoods plans for a move to Brinsbury College land in West Chiltington, any plans for the existing car showroom site in Pulborough and potential effects of both on Pulborough.

## 109. NEIGHBOURHOOD PLAN UPDATE - TO RECEIVE REPORTS AND RECOMMENDATIONS FROM THE NEIGHBOURHOOD PLAN STEERING GROUP

1. The group met on 10<sup>th</sup> January 2017 and had endorsed a draft letter proposed by Cllr Tilbrook being sent to HDC from the Chairman of Council, Chairman of Planning & Services Committee and Chairman of Pulborough Neighbourhood Plan Steering Group. The letter raised concerns regarding cumulative traffic and parking issues in Station Road resulting from multiple separate planning applications being viewed in isolation. The Steering Group recommended that Council support this. Following discussion, it was **RESOLVED** to approve the letter, subject to amendments put forward suggesting possible actions that would help address issues, the letter to be sent to HDC Director of Planning, Economic Development & Property, with copies to WSCC Head of Highways, Pulborough ward District Councillors, ward County Councillor and MP.
2. The Chairman reported on his attendance at the HALC meeting the previous evening, and the agenda item requested by PPC / PPNPSG for HALC to represent local council neighbourhood planning issues at higher levels. The point had been made and debated. The WSALC Chairman was present and had advised that this has already been taken on board through WSALC/SALC - there is much concern about the situation and the need for higher authorities / MPs to be aware of this.
3. The Chairman reported that he and the PNP Steering Group Chairman had recently met the new HDC Neighbourhood Plan Officer and discussed the revised offer of support from HDC, however further information was awaited from the forthcoming Neighbourhood Plan Conference HDC is hosting on 25<sup>th</sup> January, which Cllr Tilbrook and the PNP Steering Group Chairman were attending. It seemed that Neighbourhood Plans were no longer subject to a 'light touch' planning approach but were expected to be mini planning documents.

## 110. BUDGET AND PRECEPT YEAR END 31<sup>ST</sup> MARCH 2018

Members received the recommendation of the Finance & Policy Committee (F&P Min. 69, 10.11.16 refers) and the draft budget, which required a precept of £188,882 plus an HDC grant of £873. This equated to a £3.09 or 4.92% increase in the per house charge (increase to £76.06 per annum for a band D property).

The Chairman of Committee reported on the basis of the recommendations: The Council had previously set a forward strategy of budgeting for the two-year pilot Neighbourhood Warden project and had also previously taken on financial support to provision of the Youth Worker. A decision would need to be taken prior to setting the 2018 precept as to whether to continue to fund Neighbourhood Wardens beyond the two years, and the Council had known that rises in precept would be necessary. Some non-negotiable factors had also been taken into account and of significance was the 80% reduction in Council Tax Support Grant from HDC. This grant would be non-existent for the 2018 budget.

Following discussion, it was **RESOLVED** to agree an increase in the Band D equivalent per house charge of 4.92% (£76.06 per annum) resulting in a Precept demand for the year ending 31<sup>st</sup> March 2018 of £188,882, which combined with the HDC grant of £873 gives income of £189,755. **[NB: It has subsequently been established that the increase per house equates to 4.23%]**

## 111. PARISH COUNCIL VACANCY

The recent resignation of Cllr Christine Mortimer was noted. As a result of this a vacancy now existed and the Clerk advised that the required public notice has been displayed advertising electors' rights (LGA 1972). If no by-election is called by 27<sup>th</sup> January 2017, Pulborough Parish Council can fill the vacancy by co-option.

**112. COMMITTEE VACANCY AND APPOINTMENTS TO COMMITTEES**

Members noted that as a result of the recent resignation, there was a vacancy on the Planning & Services Committee. There being no other nominations, it was **RESOLVED** to appoint Cllr V Wilson to the Planning & Services Committee. The Clerk advised that Cllr Wilson had requested appointment to the Recreation & Open Spaces Committee: This Committee currently had six members but under the Terms of Reference could appoint up to ten members. It was **RESOLVED** to appoint Cllr V Wilson to the Recreation & Open Spaces Committee and the Advisory Committee.

**113. SPORTS PAVILION REBUILD PROPOSALS - UPDATE FOLLOWING RECENT INFORMAL MEETING WITH HDC OFFICER AND TO CONSIDER THE WAY FORWARD**

Members were briefed on a recent information gathering discussion with an HDC officer involved in sports provision for the elderly who was knowledgeable about the topic and grant funding. The meeting had been attended by the Clerk, Chairman and Cllrs C and J Esdaile. The officer had provided useful feedback on possible rebuild potential and funding sources, and had subsequently liaised with other HDC officers. The Clerk reported that feedback from that liaison had led to the advice that the Council should produce a business plan and may need to look at appointing a consultant experienced in guiding councils through the process. The example had been suggested of Broadbridge Heath Parish Council's current project for redeveloping their Village Centre, mentored by AiRS (Action in Rural Sussex).

In discussion, Members had mixed views on whether the Council needed consultancy assistance to draw up a design brief / business plan or whether there was already sufficient information to enable the appointment of an architect who would then produce options for consideration. It was **AGREED** that Cllr C Esdaile would produce a report for the next meeting detailing current information that could form the basis of a design brief and that the Clerk would seek appropriate advice to guide future decision making.

**114. INTERNAL AUDIT REPORT 2016-17 (INTERIM)**

Members had received the report and were pleased to note that no issues had been raised.

Following comment from the Chairman, Members thanked the Clerk for settling well into the new post.

**115. WEB HOSTING SUPPORT AND EMAIL SERVICE**

Notice had been received of costs involved for a forthcoming necessary migration of email addresses to Microsoft Office 365. Currently there were individual mailbox addresses for each Councillor which were barely used but had cost implications for ongoing licence, maintenance and migration. It was **RESOLVED** that the Clerk would cancel all individual Member mailbox addresses and only the necessary administrative mailboxes would be continued.

**116. PUBLIC ART SCHEME AT STANE STREET, PULBOROUGH - DC/15/1084**

The Council had been invited by the developer, Cala Homes, to participate in proposals for providing public art under the S106 Agreement for this site. Following Member input via email correspondence, the developer had been notified of some suggested themes for the art and would now be researching suitable artists for interview by a panel. It was **RESOLVED** to appoint Mrs A Clarke (subject to her agreement) and Cllr J Esdaile as the Council's representatives on the panel, with Cllr Wilson as the reserve, and further information from the developer would be awaited.

**117. BANK SIGNATORIES: TO REVIEW THE CURRENT BANK SIGNATORIES HELD ON BANK MANDATE AND AMEND AS NECESSARY**

The Clerk reported on recent difficulties encountered with a number of cheques issued by the Council in December being returned by the bank due to not matching the bank

mandate sample signature. This had caused some inconvenience to recipients of grant aid or council suppliers and signatories were asked to ensure they used the same signature consistently in future. Members who were signatories each reviewed their signature held on the bank mandate and one signature was updated. The Clerk advised that two past Councillors had not been removed from the bank mandate when they stood down, which she would expedite. Members did not consider it necessary to add any new signatories.

**118. VISITOR ECONOMY STRATEGY FOR HORSHAM DISTRICT**

The invitation from HDC to consider the Visitor Economy priorities was noted. It was not felt necessary to discuss this at this pre-consultation stage as further consultation from HDC/their appointed consultant was anticipated in due course.

**119. VILLAGE MARKET - TO AGREE ATTENDEES AT THE MARKETS ON SATURDAY 28<sup>TH</sup> JANUARY 2017**

Attendees with Mr L Ellis at the market were **AGREED** as Cllrs R Court and E Henly. Cllrs Queded, C and J Esdaile and B Kay also hoped to attend.

The Clerk advised that the Village Market organiser had invited regular representatives to attend a social evening / meeting on 26<sup>th</sup> January to discuss plans for the next year. It was noted this clashed with the Council's Finance & Policy meeting. The Clerk would forward the details of the Village Market meeting on to the Council's most regular representatives so they could confirm directly with the organiser if they would attend.

Mr Ellis had advised that he would like to speak about the Village Market at the next Council meeting, which Members gave approval for.

**120. REPRESENTATIVES - TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OTHER ORGANISATIONS**

- Cllr Hare updated Members on recent APCAG activity and the forthcoming first public meeting of the Noise Management Board
- Cllr Court reported that the Pulborough Community Partnership were in discussions with the RSPB about producing a street map of Pulborough including walks
- Cllr Tilbrook had, by personal invitation, attended a stakeholder meeting set up by Nick Herbert MP, to discuss flooding issues of the lower Arun Valley. He asked Council approval to represent PPC at any future meetings - **AGREED**
- Cllr Queded had recently met with the new HDC Neighbourhood Plan officer, together with the NP Steering Group Chairman and PPNP AiRS advisor
- As reported earlier, Cllr Queded had attended the recent HALC meeting to speak on the Neighbourhood Plan item requested by Council / NP Steering Group

**121. CORRESPONDENCE - TO NOTE ITEMS OF CORRESPONDENCE AND TO GIVE GUIDANCE TO THE CLERK IN RESPONDING**

The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk drew attention to the SALC / WSALC Spring Conference on 30<sup>th</sup> March at Lodge Hill - any members wishing to attend were asked to contact her. Age UK Horsham District had offered to address Members at a future meeting, however Members did not wish to pursue this at the present time. Horsham District Older Peoples' Forum had invited Councillors and any district resident aged 60 or over to the meeting/question time with Nick Herbert MP arranged for 3<sup>rd</sup> March 2017.

**122. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA**

- Sports Pavilion

**123. PAYMENTS**

Members approved the following payments and the cheques were signed:-

<b>Payee</b>	<b>£</b>
Wellers Law Group LLP t/a Hedleys Solicitors	374.40
Pulborough Social Centre	1388.70
Mr A Tilbrook	6.70
Kent County Council	149.90
The PCC of Pulborough	100.00
SSALC Ltd	17.00
Adept Heating & Mechanical Services Ltd	342.00
Daisy Communications	17.92

***The meeting closed at 9.33pm***

.....Chairman

.....Date

**CORRESPONDENCE**

Appendix 1

**All correspondence is available to view at the Parish Office (or can be forwarded via email) unless attached and marked Copied to Council.**

**HDC**

- Response from H&S Officer to concern raised over local premises displaying 'Warning - Explosives Kept Here' sign: This is not considered to be a matter of concern
- Business Newsletter Winter 2016
- Copy of letter from Cllr Claire Vickers, Cabinet Member for Planning & Development, to Gavin Barwell, Minister of State for Housing requesting his urgent consideration of Neighbourhood Plans now being treated as 'mini local plans' (*Copied to Chairman and NPSG Chairman for information*)
- Advice from NaCTSO (National Counter Terrorism Security Office) regarding protecting town centres/crowded places in the immediate wake of the attack in Berlin
- Horsham District Wellbeing - information and poster advertising 'Dry January' 2016 campaign: Poster displayed on notice boards / social media
- Press release: Piazza Italia District Tour 2<sup>nd</sup> April 2017 - Free promotion for businesses, follow the link and complete an easy e-form to be included in various promotional material for the Tour including social media and the on-line Tour Brochure: <http://horshamtimewellspent.us7.list-manage.com/track/click?u=47d25147e22e2cd6e10ae2df5&id=20ea3c6b18&e=86a350e9ce>
- Leisure Access Card poster: Free for HDC residents on low income and students, visit [www.leisureaccesscard.info](http://www.leisureaccesscard.info) for details. Poster being displayed on PPC notice boards etc.

**WSCC**

- County News December 2016, including details for StreetLink (support/advice for rough sleepers/homeless) Take the first step to help rough sleepers, if you come across someone who appears to be homeless tel: 0300 500 0914 or visit [www.streetlink.org.uk](http://www.streetlink.org.uk)
- Details of funding still available for local groups: Small Grants Fund, Community Initiative Grants (CIF) - applications need to be in by end of January. Contact WSCC Voluntary & Community Sector Organisations Grant Schemes at [Community.Initiatives@westsussex.gov.uk](mailto:Community.Initiatives@westsussex.gov.uk)

**Sussex Police & Crime Commissioner**

PCC Newsletters for 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> and 25<sup>th</sup> December 2016 and 6<sup>th</sup> January 2017.

PCC Newsletter 13/1/17 - Drink-driving campaign, stalking laws and have your say on fraud in Sussex

**Sussex Police and Horsham Police**

- Sussex Police Press release on Operation Rocklane - recent seasonal rise in burglaries and criminal activity throughout the district, affecting Pulborough and surrounding areas
- Neighbourhood Alert updates 16<sup>th</sup> December 2016 and 6<sup>th</sup> and 7<sup>th</sup> January 2017
- Neighbourhood Alert Weekly Updates: Horsham Police Weekly Update for 13<sup>th</sup> January 2017 and January Edition of the Sussex Fraud Newsletter

**Neighbourhood Watch**

- Burglary press release and appeal for information: incident in West Chiltington Rd, Pulborough

- Action Fraud: a new sophisticated fraud affecting Lloyds customers, involving fake bank letters
- Operation Rocklane, local burglaries and car thefts thought to be linked
- Email News No 003/JAN17 - Local Burglary in West Chiltington 9/1/17

### **SALC/NALC**

- Information on signing up for 3SC Devolution website updates, and copy of latest update (28<sup>th</sup> November 2016) from the 3SC on the Sub National Transport Body for the South East (**copied to Council**)
- SSALC and Sussex Police, Notes from meeting 25<sup>th</sup> November 2016 (**Copied to Council**)
- SALC January 2017 Newsletter (**previously forwarded to Members**)
- SALC/NALC emails confirming o extension of referendum principles for parish councils (**previously forwarded to Members**)
- SALC West Sussex Spring Conference: Thursday 30<sup>th</sup> March, 9.30am-3.30pm, Lodge Hill Centre, £40/delegate, draft programme includes: Updates from Sussex P&CC; Partnership Working (WSSC); Parish Council Representation at Appeals and Planning Update; Conflict Management **Any Members interested in attending please contact the Clerk**
- NALC Bulletins on national developments and meetings for 2<sup>nd</sup> and 9<sup>th</sup> December 2016
- NALC Grants and Funding Bulletins 25<sup>th</sup> November and 15<sup>th</sup> December 2016
- NALC DIS issues 25<sup>th</sup> November, 9<sup>th</sup> December and 16<sup>th</sup> December 2016
- Results of NALC elections held on 13<sup>th</sup> December 2016

### **HALC**

Minutes of Annual Meeting of HDC and HALC 21<sup>st</sup> November 2016, and Agenda for HALC meeting 18<sup>th</sup> January 2017 (**Copied to Council**)

### **CAGNE**

Bulletins 60, 61 and 62

### **Gatwick Noise Management Board**

Invitation to public meeting on 31<sup>st</sup> January 2017 at Gatwick Airport South Terminal Hilton Hol, 9.30am-1pm - pre-booking essential, deadline for registration 20th January 2017

### **DD Community at Gatwick Airport**

Launch of Gatwick Airport Revised Noise Complaints Handling Policy 2016

### **Grant Aid 2016/17**

Letters of acknowledgement and thanks for the Parish Council's financial support from :

- Pulborough & District Community Care Association
- Mary How Trust
- Home Start Crawley, Horsham & Mid-Sussex
- P&DCCA Volunteer Visiting Scheme
- Victim Support (Sussex)
- West Sussex Mediation Service
- Pulborough Cricket Club
- St Mary's Church
- Pulborough Bowling Club
- P&DCCA Wednesday Club
- OUTSET Youth Action

- Pulborough Lunch Club
- Pulborough Fairtrade Group; Their application for Fairtrade Village status has been granted and this will be the 10<sup>th</sup> anniversary year, which will be celebrated at the Village Hall on 9<sup>th</sup> March as part of Fairtrade Fortnight (27<sup>th</sup> February-12<sup>th</sup> March). **Further details and invitation to Members to be issued as they would like to present the new certificate to the Council.**

### **AGE UK Horsham District**

Annual Report and Accounts 2015/16 for information and offer to address Members at a meeting, about Age UK services, to discuss ageing in the area and any issues affecting older people in our community: **Would Council like to accept this invitation?**

### **Horsham District Older Peoples Forum**

Details and invitation to Parish Councils: Meeting and question time with Nick Herbert MP, 3<sup>rd</sup> March 2017, 10.30am-1pm, Drill Hall, Horsham. Open to all local councillors and anyone aged 60 or over living in Horsham District, or who cares for someone who is **(Copied to Council)**

'Active Ageing Fund' set up by Sport England - £10m is being invested into projects that help inactive older people get active and they are looking for great ideas from organisations, who will need to initially submit an expression of interest form.

### **Village Market**

Notes from L Ellis from the Village Markets held on 26<sup>th</sup> November and 17<sup>th</sup> December 2016 **(Copied to Council)**

### **LAT**

Minutes of meetings held on 7<sup>th</sup> December 2016 and 11<sup>th</sup> January 2017

### **The Pulborough Society**

January 2017 Newsletter and Agenda for meeting 25<sup>th</sup> January 2017

### **Pulborough Community Partnership**

Initial plans for Piazza Italia Supercar Tour on Sunday 2<sup>nd</sup> April 2017

### **Publications**

Clerks & Councils Direct , January 2017, issue 109  
LCR Winter 2016

### **YMCA Horsham**

Volunteers sought for Positive Placements project, funded by HDC, which matches volunteer mentors with vulnerable young people to help them on their journey back to education, training and employment. Find out more about volunteering for this by contacting Catherine Pardoe at Horsham Y Centre 07392 879247 or [catherine.pardoe@ymcadlg.org](mailto:catherine.pardoe@ymcadlg.org). Information forwarded to neighbourhood wardens, Horsham Matters (Youth Workers) and community publications.