



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 22ND JUNE 2017 AT PULBOROUGH VILLAGE HALL

PRESENT: Cllrs: Quedstedt (Chairman), Clarke, Court, C Esdaile, Hare, Henly, Kay, Kipp, Tilbrook, Wilson and Wallace

IN ATTENDANCE: Mrs H Knight (Clerk)
3 Members of the public

The meeting opened at 7.30pm

24. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs J Esdaile and Lawson, which were due to prior commitments.

25. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest or changes to registers of interests made. The Clerk reminded Members who had not yet done so to forward their new Register of Interests forms to her as quickly as possible.

26. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Annual Meeting held on 18th May 2017 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report

Min. 164, 20.4.17 Code of Conduct Training: Unfortunately, the 12th May session had had to be cancelled due to mitigating circumstances and it had not been possible to arrange another date before the Monitoring Officer leaves his post. The Clerk advised that efforts would be made to re-arrange this with the incoming Monitoring Officer.

27. COMMITTEE MEETING MINUTES

Members considered and **RESOLVED** to **APPROVE** the Minutes, Reports and Recommendations of Committees (other than separate agenda items) as follows:-

27.1 Planning & Services Committee

Members received the Minutes of the Meeting held on 8th June 2017. There was no Clerk's Report.

27.2 Recreation & Open Spaces Committee

Members received the Minutes of the Advisory Committee and R&OS Committee Meetings held on 24th May 2017. There was no Clerk's Report.

27.3 Finance & Policy Committee

The Committee had not been scheduled to meet in May.

28. ADJOURNMENT FOR PUBLIC SPEAKING - TO INCLUDE REPORT FROM NEIGHBOURHOOD WARDENS IF AVAILABLE

The meeting was not adjourned as there were no public present and apologies had been received from Neighbourhood Wardens. A written report by the Neighbourhood Wardens was read out by the Chairman.

29. TO NOTE THE UNCONFIRMED MINUTES OF THE ANNUAL PARISH MEETING HELD ON 11TH MAY 2017

The Clerk offered apologies that these were not yet complete due to pressure of work and would be published as soon as possible. The meeting had been well attended and seemed to be well received, with presentations from the Neighbourhood Wardens and Neighbourhood Plan Steering Group Chairman, and discussion on other matters of interest such as Lower Street Regeneration and the Car Park Charging Scheme. There had been no resolutions made for Council to consider.

30. TO RECEIVE ANY REPORTS FROM THE DISTRICT AND COUNTY COUNCILLORS PRESENT

Cllr Clarke gave apologies from County Cllr Pat Arculus and District Cllr B Donnelly. Cllr Clarke, as a District Cllr, reported on district matters: There had recently been a reshuffle of member portfolios but no change to Pulborough's ward members; Wineham & Shermanbury Neighbourhood Plan had been 'made' the previous evening; Work has started on the HDPF, with the first policies under review. Concern was raised that HDC officer reports appear to have incorrect information, an example being that at a recent District planning meeting the officer report stated in error that Pulborough Neighbourhood Plan is 'made'.

31. NEIGHBOURHOOD PLAN: TO CONSIDER REQUEST BY STEERING GROUP FOR APPOINTMENT OF INDEPENDENT ADVISORS

Following consideration, it was **RESOLVED** to **APPROVE** the cost of appointing an independent professional neighbourhood planning advisor, Colin Smith Planning, to assist the Steering Group in the site assessment process, at a cost of £600 plus VAT and travel / disbursement costs. With regard to further consultant/advisor assistance to aid in other aspects of producing the Neighbourhood Plan, it was decided to deal with these as and when necessary and when more detail is available.

32. CHANGE TO ORDER OF BUSINESS

It was **RESOLVED** to move item 9 on the Agenda, Sports Pavilion, to follow item 14 of the meeting, to aid discussion.

33. DAMAGE TO COUNCIL PROPERTY

Members were advised of recent damage to concrete posts and chain link fencing on the boundary between the Sports Pavilion car park and Bowls Club. It was unknown how the damage was caused, although noted that it was the same weekend as a large party had taken place and some minor vandalism had occurred to the outside gym area. Three quotations had been sought, and two received, for replacement of broken concrete posts and chain link wires. The Clerk advised that she had initiated an insurance claim. During discussion, Members felt they did not have sufficient information to compare the quotes like for like. There was also a query as to the necessity of specifying the fencing on the Asset Register, as stated by the insurance broker. As the item was not deemed urgent, the Clerk was asked to investigate both matters further and the item was deferred to the next meeting - **RESOLVED**.

- 34. LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND ELECTORAL REVIEW OF HORSHAM**
Members noted the final recommendations from LGBCE (previously circulated). From May 2019 the district ward would incorporate Pulborough, Coldwaltham and Amberley, and it would have three district councillors allocated.
- 35. ELECTION OF PARISH REPRESENTATIVE TO THE BOARD OF SOUTH DOWNS NATIONAL PARK**
Members noted receipt of ballot papers from SALC for three candidates. It was **RESOLVED** to **RATIFY** the Clerk's action in returning the Council's ballot paper voting for Cllr Esdaile, which had had to be forwarded by 22nd June 2017. The Council did not wish to be represented at the count.
- 36. MEMBER/OFFICER TRAINING AND DEVELOPMENT**
It was **RESOLVED** to **APPROVE** the attendance of the Clerk and Cllrs Kipp and Henly at the Legal & Finance training seminar on 13th July 2017, at a cost of £90 + VAT per person.
- 37. REFORM OF DATA PROTECTION LEGISLATION AND INTRODUCTION OF THE GENERAL DATA PROTECTION REGULATION (GDPR)**
Members noted receipt of NALC Legal Briefing LO3-17 confirming that legislative changes will come into effect in May 2018 incorporating greater responsibilities in the processing of personal data. Full details of the effect on parish councils were awaited.
- 38. SPORTS PAVILION REBUILD PROPOSALS: TO CONSIDER RESPONSES TO INVITATION FOR EXPRESSIONS OF INTEREST FOR CONSTRUCTION MANAGER**
The Clerk reported that of the eleven organisations invited, six had submitted expressions of interest (previously circulated). Members were pleased with the overall response and quality of submissions. Following lengthy debate and consideration of these, a shortlist of four was agreed upon - **RESOLVED**. It was further **RESOLVED** that the Clerk would write to the four identified organisations inviting them to submit costed outline proposals, with a six week deadline, and arrange any necessary site visits requested, to be arranged through Clerk and accompanied by Clerk and Chairman. Unsuccessful applicants would be advised accordingly and thanked for their interest. The Council will then consider responses and either make a single choice or further shortlist, and consider inviting organisations to present their proposals to Council.
- 39. VILLAGE MARKET - TO AGREE ATTENDEES AT THE MARKET ON SATURDAY 24TH JUNE 2017**
Attendees at the market were **AGREED** as follows: Cllr Henly 'floating'; Cllr Court 11am onwards; Cllr Queded 'floating'; Cllrs C and J Esdaile 10am-12pm.
- 40. REPRESENTATIVES - TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OTHER ORGANISATIONS**
- Cllr Clarke had attended the first UKOG Community Liaison meeting. It had been agreed that clerks/councils should summarise questions received, and UKOG would then post FAQs on their website. Several site visits had been arranged with UKOG providing transport, a number of Pulborough councillors having joined the 16th June visit. This had been an interesting and useful exercise. The next meeting date has yet to be agreed.
 - Cllr Hare gave an update from meetings of the Gatwick Noise Management Board, discussions having centred around the need for further growth to be balanced by noise reduction.
 - Cllr Kipp had attended the second HDC Visitor Economy Strategy Workshop on 20th June. It had been a generally positive meeting though only a small number of businesses had responded. Setting up of a volunteer steering group is being considered which Cllr Kipp would like to be part of if progressed.

41. CORRESPONDENCE

The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk highlighted various items of note.

42. PAYMENTS

Members approved the following payments / direct debits and the cheques were signed:-

Payee	£
Business Stream	103.46
Business Stream	77.17
P Day	431.66
ABA (Construction) Ltd	828.00
Travis Perkins Trading Co Ltd	69.65
Viking	204.47
Village Nurseries	648.00
Kent County Council	64.70
Daisy Communications	9.13
National Westminster Bank	18.90
ICO	35.00

The meeting closed at 9.05pm

.....Chairman

.....Date

CORRESPONDENCE

Appendix 1

HDC

- Notification of Horsham District Visitor Economy Strategy Workshops on Tues 20th June from 10.00am-12.00pm at Billingshurst Centre & 2.30pm-4.30pm a Henfield Hall. (Cllrs Kipp and Court have been notified in advance).
- Email communications from Community & Culture/Chairman/Chief Executive Office advising that travellers have moved into Southwater Community Park

WSCC

Notification of planned closure of Greatham Bridge, Brooks Lane commencing on 17.07.17 for approximately 12 weeks. Diversions will be in place.

CAGNE

Bulletin 70 - May 2017 and Bulletin 71, June 2017

PAGNE/Gatwick Noise Management Board

Key points from GNMB 6 Report

NALC

Invitation to enter NALC's Star Councils 2017, deadline for entries is 28.07.17.

Sussex Police

- Horsham Weekly Bulletin 26.05.17 - warning residents following spate of fraud offences and advising that Police have increased their visibility patrols in Sussex.
- Sussex Police & Crime Commissioner newsletter 26.05.17 & 06.06.17
- Message from East Sussex Division Chief Superintendent Di Roskily 'Post Finsbury Park attack' forwarded to Council)
- PCC Newsletter 16/6/17 'Protecting our elderly'

Car Parking Charges and Related Issues

Various correspondence regarding the car parking charges in Lower St and issues arising. (These are being filed ready for the Full Council meeting in October, when this matter will be discussed).

LAT

Minutes from the meeting on 31.05.17. Copied to Council.

Broadford Bridge

Various correspondence regarding the drilling at Broadford Bridge.

Village Market

- Email regarding the market handover update, someone has been found to take over from Charlotte on 23.09.17.
- Notes from L Ellis from the Village Market held on 27th May 2017

UK Cycling Events

Notification of cycling event out of Brinsbury Campus, Pulborough on 13.08.17.

CCLC

Agenda for 21.06.17 meeting.

Councillors and public

- Email to all Members from Cllr Paul Clarke regarding the oil drilling meeting held 29th April 2017
- Correspondence between Cllr Clarke and a member of the public regarding chemicals list to be used at Broadford Bridge
- Email with meeting flyer for West Chiltington public meeting on 25th June regarding Broadford Bridge oil drilling and request to forward to Councillors (forwarded to Council)

Publications

NALC / LCR summer 2017