



PULBOROUGH PARISH COUNCIL

Working together for a better future

PULBOROUGH PARISH COUNCIL

Swan View, Lower Street
Pulborough
West Sussex RH20 2BF
Telephone: 01798 873532
Email: clerk@pulboroughparishcouncil.gov.uk

MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON 15TH FEBRUARY 2018 AT PULBOROUGH VILLAGE HALL

PRESENT: Cllrs: Qusted (Chairman), Bignell, Clarke, Court, C. Esdaile, Hare, Henly, Kay, Kipp, Lawson, Reddin, Tilbrook and Wallace

IN ATTENDANCE: Mrs H Knight (Clerk)
District Cllr B Donnelly
1 member of the public

The meeting opened at 7.30pm

147. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllrs S Hancock and J Esdaile.

148. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

149. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 18th January 2018 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report

Min. 111, 23.11.18 - Rural Car Park Charging Scheme/Impact on On-Street Parking: Nothing further had been heard from HDC other than the initial acknowledgement reported then and the results of their survey of Pulborough were unknown. As reported in January, HALC is still looking into this.

Some discussion took place regarding inclusion of the matter, and effect on local traders, on the next Council agenda. The Member requesting was asked to liaise with the Clerk regarding his proposed item.

Min.130, 18.1.18 - What If? Community Resilience Programme: The Clerk had not had time to follow this up yet but would keep Members informed in due course.

Min. 132, 18.1.18 - Budget and Precept Year End 31st March 2019: The Clerk brought to attention that the minutes reflect that the actual precept and Band D charge notified to Horsham District Council differed very slightly from the figures approved by Council, due to inclusion of an anticipated small environmental grant from HDC that had not been originally incorporated. The precept was therefore reduced by £60 to £203,334, giving a Band D household equivalent of £80.67pa, an increase of £4.61 on the previous year.

Min. 134, 18.1.18 - Neighbourhood Warden Scheme: The Clerk clarified that each area with Neighbourhood Warden Schemes will continue to have its own separate, local Steering Group meetings. For Pulborough, these were expected to be held monthly at the Police Station and the first meeting was taking place on 5th March 2018, which the Clerk would also attend. The new reporting structure, emphasizing the role of the Council's two appointed representatives (currently Cllrs Henly and J Esdaile) was noted, as were the new Steering Group Terms of Reference and Representative Role Profile. Copies of these had been circulated to Members. This provided a comparable model for all the schemes, with some flexibility locally, and would set a clear reporting/feedback framework with direct accountability to the paying Council.

Min. 139, 18.1.18 - Councillor Training: The Clerk confirmed that Cllrs Kipp and Bignell had been registered for training as requested and she would check whether the date of training Cllr Wallace was interested in clashes with a Council meeting.

Min. 141, 18.1.18 - Pulborough Community Transport: The Clerk had received a call from the retiring gentleman concerned thanking the Council very much for the kind letter, which had been much appreciated.

150. COMMITTEE MEETING MINUTES

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

128.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 18th January and 1st February 2018. There was no Clerk's report.

128.2 Recreation & Open Spaces Committee

Members received the Minutes of the Advisory and Committee Meetings held on 11th January 2018.

Clerk's Report

Min. 64, Worcester Boiler at Sports Pavilion: The Clerk reported that on the advice of Gas Safe, both installation and service contractors had inspected the installation again and their reports were awaited. Full information will be reported to the Committee.

128.3 Finance & Policy Committee

Members received the Minutes of the Meeting held on 25th January 2018. There was no Clerk's report. However, the Committee Chairman updated Members regarding the S106 Highways figure (Min. 72.2 refers), which is not £700k as was thought but in the region of £500k.

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

There were no public speakers. The Neighbourhood Wardens were not present but had submitted a written report, circulated to Members together with the report from last month, which wasn't circulated at the time.

152. DISTRICT AND COUNTY REPORTS

County Cllr Arculus had sent her apologies due to another commitment.

District Cllr Donnelly reported on various HDC matters including: The planning application for land adjacent to Railway Cottages/Pulborough Station will be reviewed by HDC Committee next week due to non-signature of S106 agreement; Council Tax will be increasing to 3.54%; PPC is to be included in Neighbourhood Warden seed-funding and should receive around £20k in due course for 2018-19.

District Cllr Clarke reporting advised that also before HDC Committee next week will be the Lane Top Gypsy Traveller site; Lower Street Car Park is scheduled to have some maintenance work in 2021. Results of the requested review of rural car park charging and Pulborough being considered a special case were queried, following the District Council's recent survey of the car park. Cllr Donnelly agreed to follow up a formal response to PPC.

**153. HDC PUBLIC SPACE PROTECTION ORDER DESIGNATION SIGNAGE:
To approve proposed PSPO sign locations, or suggest additional or alternative sites**

It was noted that HDC would be installing A3 signs to assist Neighbourhood Wardens and other empowered officers in relevant enforcement. It was **RESOLVED** to approve the proposed signs and locations without amendment or addition.

154. SPORTS PAVILION REBUILD PROJECT

Members had received the Notes of the meeting with User Groups and Councillors on 24th January 2018, and the revised drawings incorporating feedback from that meeting. The amendments were the incorporation of internal observation window/s in the Youth Club office and inclusion of a stairway between the main kitchen and the bar.

Following lengthy discussion, Members raised several points regarding the latest plans and it was **AGREED** that these and any others forwarded by Members to the Clerk in the next few days would be discussed with MacConvilles Surveying at the forthcoming Design Team/Working Group meeting: The Clerk would contact Members to advise a deadline for receipt of comments. The points raised at the meeting were:-

- Possible moving of external building wall of ground floor terrace to reduce terrace area/extend internal floor space
- Possible reconfiguration of main kitchen/bar areas to improve functionality and access from kitchen to function room space
- Installation of permanent external water drinking fountain
- Check need/adequacy of cleaning cupboard/storage space
- Omission of stairs from main kitchen to cellar
- Retention of internal observation window/s in Youth Club office

Other points commented on for possible further consideration were the potential for locating the Council's Parish Office in the new building, and the management structure for running of the Sports Pavilion and bar.

It was **RESOLVED** to approve a design freeze of the concept in principle, subject to possible amendments to the layout, and subject to possible repositioning of the pavilion to suit existing services. Members wished the observation window/s of the Youth Club office to be incorporated but did not consider the stairway between the cellar and kitchen should be retained.

Members had also received from MacConvilles Surveying quotations sought, together with their recommendations, for various pre-planning surveys. It was **RESOLVED** to approve these, with the exception of the mechanical and electrical surveys and the structural and civil engineering surveys which were not approved, as detailed below:-

- Underground drainage/sewer records search at a cost of £150 to assist in assessment of possible pipe diversion work required and final pavilion position
- Necessary utilities survey / searches to understand location of existing gas, water, electric and telecom: Premier Energy - £2,152.80
- Necessary asbestos survey prior to demolition of existing pavilion: Amstech - £700
- Necessary soil investigation services to inform foundation design: Ashdown SI - £4,269.40

Funding of the project was still an essential matter to be determined. The Chairman advised that he and the Chairman of Finance & Policy Committee were meeting with the District Council's Head of Community & Culture to assess potential HDC support and funding possibilities. It was **AGREED** that the Clerk could undertake appropriate grant funding applications through sources such as Sport England.

It was noted that at the request of MacConvilles Surveying, approval of terms and formal appointment of MacConvilles Surveying Ltd and Miller Bourne had been deferred, as had approval of payment of costs for work undertaken by them so far, pending further details.

155. SPORTS PAVILION WATER LEAK

To consider quotations and approve urgent expenditure to locate and repair leak from underground water supply to Sports Pavilion (Min. 71, F&P 25.1.18 refers)

This urgent matter had also been discussed by the R&OS Committee meeting. Due to excessively high water bills, investigatory work undertaken had identified a potential leak under the building. Remedial work was required to divert the water supply. Three quotations had been sought, with two returns, and having considered these, it was **RESOLVED** to approve that Water Supply Services Ltd be instructed to proceed with work to locate the leak, repair and reinstate, at a cost of £750 per day for up to 3 days - to be funded from the Sports Pavilion Repairs budget.

156. RSPB/WILDART TRAIL

To approve R&OS Committee recommendation of Council letter of support for Pulborough Community Partnership application to HDC for S106 funding of the project

It was **RESOLVED** to approve the draft letter to HDC (previously circulated), as recommended and without amendment.

157. NEIGHBOURHOOD PLAN - UPDATE

The Chairman and Clerk advised that the Steering Group were undertaking final site assessment evaluations on 21st February, in conjunction with an independent observer, applying a uniform methodology process in line with HDC's templates. The results of this would form the basis for policies and enable the Neighbourhood Plan to move on to Reg. 14 stage, at which point statutory public consultation would be commenced.

158. GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Clerk gave a verbal report on recent training she and the Deputy Clerk had attended. Whilst very useful, there were clearly additional professional skills required to ensure compliance, including the requirement to appoint a Data Protection Officer. NALC /SALC advice was that this role could not be performed by the Clerk for reasons of impartiality. The Clerk advised that she had therefore arranged for the training provider, Maureen Chaffe of Process Matters2, to perform a data audit for PPC on 1st March 2018 at a cost of £80 for two hours. This would identify any 'gaps' in the Council's systems for holding and processing data to inform future policies and practice. It was likely that the Council would need to set up individual Councillor email addresses for Members' council business.

159. FINANCE & POLICY MEETING CHANGE OF DATE

The Chairman of Committee was unable to attend the scheduled 22nd March meeting. Other Committee Members having confirmed their agreement, it was **RESOLVED** to move the meeting to Wednesday 21st March 2018.

160. ROYAL BRITISH LEGION WW1 CENTENARY COMMEMORATIONS 2018

Members noted with interest the previously circulated information and invitation from the RBL to participate in 'The Silent Soldier' sponsored art initiative. Whilst it was felt that the Council did not have capacity to take on this project, it was **AGREED** that the Clerk ask HDC (via Cllr Jonathon Chowen) what plans they had to commemorate this important event.

161. SOUTH & SOUTH EAST IN BLOOM

Members noted with interest the previously circulated details regarding this annual competition including the free entry into the new Parish in Bloom category. Whilst supportive of the principal, it was felt that the Council did not currently have resources to participate and that this would be better directed to any relevant community groups.

162. WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS

The previously circulated WSALC Spring Conference Programme for 6th March 2018 was noted, which now included a GDPR session. Members wishing to attend should let the Clerk know, for ratification of the cost by Council - £45 + VAT per delegate.

163. VILLAGE MARKET

It was **AGREED** that Cllrs would cover the Council's stall at the market on Saturday 24th February 2018 as follows: Cllr Henly all morning; Cllrs C and J Esdaile 11am-1pm; Cllr Kipp offered to try to attend from 9am-11am but would need to check other commitments.

164. REPRESENTATIVES ON OUTSIDE BODIES

- Cllr Clarke had attended a Southwater PC meeting, with the PPC Wardens, to explain/promote the Neighbourhood Warden Scheme from PPC experience
- Cllrs Hare, Qusted and Lawson had been in attendance at the Nutbourne Residents Association AGM
- Cllr Qusted reported on the most recent PCP meeting, which included decisions on the new WildArt Trail and application for S106 funding

165. CORRESPONDENCE

The Correspondence list (previously circulated to Council) is attached as Appendix 1.

166. PAYMENTS

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

Payee	£
Fire Risk UK	104.28
Viking	79.66
Pulborough Social Centre	41.22
Horsham Matters Ltd	374.05
NatWest Bank	14.00
Daisy Communications	14.00

167. STAFFING

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they be instructed to withdraw for this item (Agenda item 21, SO 1c (staffing) refers).

Following the Clerk's confidential verbal report on the circumstances of two members of staff and possible options, it was **RESOLVED** to approve extended paid leave, as discussed, of 4 days and 6 days respectively for the two employees concerned.

The meeting closed at 9.20pm

.....Chairman

.....Date

CORRESPONDENCE**Appendix 1****WSCC**

- Talk With Us: New approach to grant funding to voluntary and community groups from 2018/19, streamlining the previous three funding pots to one and moving to an online crowdfunding model. Drop in sessions to find out more will be run from 6-6.45pm before the next round of CLC and JAC meetings: Chanctonbury session will be held on 07/03/18 at The Steyning Centre, Steyning. Questions/further information: talkwithus@westsussex.gov.uk or call 03302224525.
- County News, Horsham District January 2018, e-newsletter (forwarded to Cllrs)
- Details of proposed TRO School Keep Clear signs in Chanctonbury - TRO/CHA8004/RC
- Letter from WSCC Chairman Lionel Barnard with details of Sussex Day 16/06/18, asking which parish/town councils are celebrating and details of dedicated webpage at <https://www.westsussex.gov.uk/leisure-recreation-and-community/events-activities-and-community-venues/sussex-day/>

HDC

Email 22/01/18 detailing Proposals regarding delivery of Voluntary and Community Support after 1st April 2018

Sussex Police

- PCC Newsletters 12/01/18, 26/01/18 and 2/2/18. Topics include Community Safety Fund & Policing Precept; Police crackdown on drivers using mobile phones; New police base at Selsey Town Hall & Modern Slavery Event

In the Know alerts

- Action Fraud Alert 31/01/18
- Sussex Police Horsham Weekly Bulletins 12/09/18, 02/02/18 and 09/02/18
- Public Health England Cold Alert Level 3 04/02/18

SALC / NALC

SALC - First Aid Training - New dates added for popular essential FA for Adults at Warnham Park, 13th March and 10th May 2018

SALC Three Counties Training - Event FAQs

NALC Chief Executive's Bulletin 2 12/01/18

NALC Take NALC's Local Councillor Census Survey

HALC

HALC Meeting Minutes 09/01/18

PCP

Agenda and Minutes of meeting held 30/01/18

Pulborough Village Market

Notes from Mr L Ellis from market held 27/01/18

Horsham Matters

Letter 11/01/18 advising resignation of CEO

Pulborough Society

Agenda for 24/01/18

Age UK Horsham District

News from Age UK and invite to launch of 60th anniversary celebrations 20/02/18 (forwarded to Cllrs)

Older Peoples Forum

Details of next Older Peoples Forum 02/03/18 and MP question time - 10.30am-1pm, open to Cllrs and anyone in HDC area over 60, reserve your place via email hdopforum@gmail.com and submit your questions to Jeremy Quinn MP for Horsham

APCAG

Gatwick Noise Management Board 9 11/01/18

PAGNE

Update on public NMB Meeting 07/12/18

DD Community

Invitation to Discover Gatwick 21/02/18 - register interest at community@gatwickairport.com

Brain Tumour Research

Email raising awareness of brain tumours, research and fund raising (forwarded to Cllrs)

Cala Homes Public Art Project

Email introducing commissioned artist, seeking contact details of local primary school to set up mosaic workshops (contact details for St Mary's CE (Aided) Primary School forwarded)