



PULBOROUGH PARISH COUNCIL

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PULBOROUGH PARISH COUNCIL

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MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON 19TH APRIL 2018 AT PULBOROUGH VILLAGE HALL

PRESENT: Cllrs: Qusted (Chairman), Bignell, Clarke, C Esdaile, J Esdaile, Henly, Kay, Kipp, Lawson and Tilbrook

IN ATTENDANCE: Mrs H Knight (Clerk)
District Councillor B Donnelly
2 members of the public (part of meeting)

The meeting opened at 7.30pm

191. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllrs Hare and Court due to prior commitments and Cllr Gavin Reddin due to work commitments.

192. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

193. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 15th March and the Minutes of the Extraordinary Meeting held on 20th March 2018 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

194. COMMITTEE MEETING MINUTES

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

194.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 15th March and 5th April 2018. There was no Clerk's report.

194.2 Recreation & Open Spaces Committee

Members received the Minutes of the Advisory and Committee Meetings held on 8th March 2018. There was no Clerk's report.

194.3 Finance & Policy Committee

Members received the Minutes of the Meeting held on 21st March 2018. There was no Clerk's report. *(NB Min. 105 Internet Banking is a separate Council item later on the agenda)*

195. ADJOURNMENT FOR PUBLIC SPEAKING

The meeting was **adjourned** from 7.33pm to 7.43pm to allow one member of the public to speak.

Mr L Ellis addressed Members regarding the recent Highways improvement works at Lower Street. The pavement work carried out did not seem the most necessary and seemed to have been at the expense of other more urgent pavement resurfacing further along. He also queried that very little of the priorities identified in the Parish Council's Transport Plan, agreed with WSCC in 2010, had been carried out. He wished to know how much S106 monies had been spent on the pavement work.

Responding to his concerns, the Chairman advised that a meeting between the Chairman of Planning & Services Committee, the County Councillor and relevant Highways officer was being arranged to provide clarity regarding the Lower Street improvements. It was understood that S106 monies could not be allocated for maintenance work.

196. DISTRICT AND COUNTY REPORTS

D Cllr Donnelly gave an update on recent District Council activity. Points raised included that there were plans to build a new incinerator in North Horsham, and the recent introduction of the new fortnightly refuse collection service.

Cllr Clarke reported as a District Councillor that a number of Local Plan policies were under review and would be out for consultation in due course.

197. CO-OPTION TO COUNCIL FOLLOWING CASUAL VACANCY

Cllr Bignell declared a Personal Interest as one of the applicants was known to him.

Two applications had been received and following voting, it was **RESOLVED** that Tom Caplin be co-opted on to the Council. The Clerk would arrange for him to sign the Declaration of Acceptance of Office and the first meeting he could attend as a Member would be 17th May 2018.

198. VAT ADVICE REGARDING SPORTS PAVILION PROJECT

Members considered the previously circulated report from DCK Accounting Solutions regarding VAT implications for the Council in relation to the Sports Pavilion rebuild project. Following discussion, it was **RESOLVED** that the Council would apply to become VAT registered from 1st July 2018, and then opt to tax the new building in due course, as per options detailed in the report.

199. SPORTS PAVILION REBUILD PROJECT

Members considered the contract documentation and the legal advice received (both previously circulated) regarding formally appointing MacConvilles Surveying. Whilst committed to the project, Members were concerned at the risk that should the project funding not be found, the Council would still be liable for a proportion of costs of the next instalment of MacConvilles' fee for work that may not have been carried out.

Following lengthy discussion, it was **RESOLVED** to instruct the Clerk to negotiate with MacConvilles Surveying on the basis that the Council is happy to sign the formal contract of appointment subject to modification of the terms relating to termination costs. It was further agreed that if they are in agreement with this, the Clerk should arrange the formal appointment but if not would report back to Council for further discussion.

200. GDPR AUDIT REVIEW

Members considered the report (previously circulated) following the recent data audit analysis carried out by ProcessMatters2, and the recommendations therein regarding General Data Protection Regulations (GDPR). The Clerk advised that the Council was required to appoint a Data Protection Officer (DPO) that had no conflict of interest or involvement as the Council's data processor. It was also noted that appropriate Member training in data protection/GDPR is necessary.

It was **RESOLVED** to appoint Maureen Chaffe, of ProcessMatters2, as the Council's DPO for 2018/19, at an annual cost of £150 (ex VAT).

It was **RESOLVED** that the Clerk would make arrangements for Maureen Chaffe/ProcessMatters2 to provide Member GDPR training at a one off cost of £400 (ex VAT) for up to 25 people. The superfluous 10 places would be offered to neighbouring parishes/external bodies in order to recoup some of the cost.

Members discussed the status of the Council's website and IT provision and it was noted that the website was not up to an ideal standard, with some management issues, as well as needing updating to comply with GDPR legislation. This would need to be considered as part of 2019/20 budgeting. The Council's IT services were currently covered through two separate providers. Whilst current provision may well prove satisfactory in terms of GDPR, a complete review would identify any gaps or areas needing addressing. It was **RESOLVED** that ProcessMatters2 be appointed to provide an IT audit review and report detailing the current IT set up and security provision, at a one off cost of £150 (ex VAT).

201. **NEIGHBOURHOOD WARDEN STEERING GROUP**

Members received the latest Neighbourhood Warden report. NW Steering Group representatives Cllrs Henly and J Esdaile reported on key points from the Steering Group meeting held on 16th April 2018. It was **RESOLVED** to approve the proposal for the Neighbourhood Wardens to access Acts 435, a national church charitable support scheme offering financial support to those in need. The Council was asked to consider giving more direction to the wardens, as necessary, on strategic matters such as priorities and emerging issues. No matters were raised at the present time that were not already being dealt with by the Neighbourhood Wardens. The next Steering Group meeting is on 15th May 2018.

202. **NEIGHBOURHOOD PLAN - UPDATE**

The Chairman and P&S Chairman gave a verbal progress report to Members. A free package of site assessment review assistance was about to be commenced by AECOM (via Locality) to ensure soundness of the Steering Group's process and methodology following recent site assessments. Steering Group representatives were to meet with the HDC Neighbourhood Plan officer on 1st May 2018 for a general update of Pulborough Neighbourhood Plan status.

The Steering Group had taken on the role of researching whether a Community Land Trust (CLT) is established for Pulborough to deliver affordable housing: A public meeting is being arranged for **Wednesday 13th June 2018 at the Village Hall**, time to be confirmed, **[NB: subsequently confirmed as 7pm]** to ascertain the public wish for a CLT and, if positive, establish a core group of people willing to take the CLT forward. Good publicity for the event was essential and the Steering Group estimated that a sum of £1,000 maximum would cover design and print of 40 x A2 poster boards and 3000 leaflets. The Council was asked to approve that this publicity cost be funded by PPC from its Neighbourhood Plan budget, which had adequate funds to do so. It was **RESOLVED** to approve that the CLT publicity cost of up to £1,000 be funded from the Council's Neighbourhood Plan budget upon receipt of invoices. The Clerk was asked to circulate details of the public meeting to Members once confirmed. The Council considered information received about the forthcoming Duck Race on 24th June 2018 and whether to book a Council stall. It was decided against this.

203. **VELO SOUTH EVENT DETAILS AND FEEDBACK**

Members discussed information received about the sportive direct from the organisers, CSM Active. Serious concerns were expressed about the main roads in Pulborough being closed on 23rd September 2018 and the potential impact on care home workers, railway station users and churches and the Harvest Fair event on 22nd September 2018.

It was noted that most of these concerns have been addressed through the organiser's FAQ sheet and that CSM Active will work with public transport, emergency services and local care homes. Unfortunately, no council representatives had been able to attend the HALC annual meeting on 18th April 2018, when the organisers were in attendance to discuss the event with parish councils.

204. SALC MEETING WITH CHIEF CONSTABLE OF SUSSEX POLICE

Members noted the biannual meeting of SALC board members with Giles York, Chief Constable of Sussex Police, on 11th May 2018 and the opportunity to submit any strategic or unresolved topics. None were raised on this occasion.

205. APM AGENDA

Members noted that the Annual Parish (Village) Meeting will be held on **Thursday 10th May 2018 at 7pm** and discussed the agenda for this. In addition to the Council and Committees Annual Report and other obligatory items, it was **RESOLVED** that topics for the agenda should include:

- Short presentation by Neighbourhood Wardens
- Pulborough Parish Neighbourhood Plan - Brief Update
- Sports Pavilion - Brief Update
- Community Land Trusts - Brief overview and details of public meeting 13th June
- Questions to Councillors

206. INTERNET BANKING

The recommendation from the Finance & Policy Committee was considered. Following discussion, it was **RESOLVED** that the Council would proceed with the adoption of internet banking arrangements as per the recommendation, but with one Councillor as log-in authoriser instead of two. The payments list will still be authorized at the preceding Committee or Council meeting, as at present, and the payments list would be set up by the Clerk as service administrator. It was further **RESOLVED** to appoint Cllr R Queded as the log-in authoriser and Cllr P Clarke as reserve.

207. POLICIES REVIEW

Members had received the policies and recommendations from the Finance & Policy Committee following review of various policies. Following consideration, it was **RESOLVED** to approve as follows:

- Reporting of Council Meetings Policy: adopted without amendment
- Training & Development Policy: adopted without further amendment
- Equality & Diversity Policy: adopted with the recommended amendments and additional amendment to change the work 'sex' (3rd paragraph, 3rd line) to 'gender'
- Staff Recruitment Policy: adopted without further amendment
- Disciplinary Policy: adopted without further amendment
- Grievance Policy: adopted without further amendment

208. GRAB LORRY FOR RECREATION GROUND WASTE

Members noted that the recent cost of a grab lorry to remove waste at the recreation ground (a combination of Groundsman produced grass cuttings and some fly tipping) had exceeded the Recreation & Open Spaces Committee financial remit due to an excessive amount of waste. The invoice from Recycle Southern Ltd had had to be paid and therefore it was **RATIFIED** to approve the payment of £1,330.08 incl VAT.

209. VILLAGE MARKET

It was **AGREED** that Cllr Henly, would cover the Council's stall at the market on Saturday 28th April 2018, and Cllr Kipp hoped to also attend to assist.

210. REPRESENTATIVES ON OUTSIDE BODIES

Members received brief verbal reports from those representing the Council on other organisations as follows:

- Cllr Quedstedt had attended the PCP meeting
- Cllr Henly had attended the LAT meeting. LAT was likely to be disbanded, principally as the Neighbourhood Wardens cover much of the areas of work LAT dealt with, and also as the two key leaders were stepping down. It was **AGREED** that the Clerk would write to Mr P Jones and Mr L Ellis on behalf of the Council to thank them both for all their work in running the LAT group
- Cllr Henly had attended the CYW meeting that morning
- Cllr J Esdaile reported on recent activity of the Pulborough Station Partnership group including a visit to Pulborough Signal Box and plans for its adoption

211. CORRESPONDENCE

The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk drew attention to some items of note, including:-

- WSCC County News Horsham District, March 2018: information about applying for Community Highways Improvements scheme
- HDC outgoing CEO's reply to Chairman's letter, agreeing to brief new CEO regarding PPC Sports Pavilion project
- HDC Parking Strategy Update, Report to Cabinet 25th January 2018
- NALC Chief Executive's Bulletins, including interview with ICO regarding GDPR

212. ITEMS FOR NEXT AGENDA

- HDC Rural Car Parks Strategy - Proposal that the Council considers writing again to HDC to re-state its request for a 1 hour free parking period in Lower St car park (Cllr C Esdaile)
- Pulborough Railway Station Signal Box - Proposal to consider Council approval of Station Partnership adoption of the signal box, with PCP as responsible body for maintenance/insurance, and that Station Partnership funding be applied for on behalf of the Council to fund the project

213. PAYMENTS

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

Payee	£
Wesley's Window Cleaning	144.00
Kent County Council	201.92
Burgess & Randall Ltd	139.44
BT	161.28
Daisy Communications	21.02

The meeting closed at 9.12pm

.....Chairman

.....Date

CORRESPONDENCE**Appendix 1****WSSC**

- County News Horsham District, March 2018, including information about parishes applying for Community Highways Improvements scheme (*email forwarded to Council*)
- Unconfirmed Minutes of Chanctonbury CLC meeting 7th March 2018

HDC

- Reply from outgoing CEO to Chairman's letter regarding HDC support for new PPC Sports Pavilion
- Copy of Report to Cabinet 25.1.18 Parking Strategy Update (*Copied to Council*)
- Public Spaces Protection Order Briefing Note and confirmation of 3 signs, which are in place

Sussex Police

- PCC Newsletters 9.3.18, 23.2.18 and 6.4.18

In the Know alerts

- Volunteers for Operation Tulip events, when NHW members assist police in meeting public and providing leaflets/advice, on Sunday 15.4.18 10.30am-2pm at garden nurseries (contact Clerk for details if interested in volunteering)
- Horsham Weekly bulletin 9.3.18

Neighbourhood Watch

NHW email News regarding Online Fraud

Neighbourhood Wardens

Correspondence regarding youths trespassing at empty Swan Corner premises and liaison with owners, safeguarding measures put in place, and appeals through social media/organisations to parents and young people of the dangers (also posted on PCC social media)

SALC / NALC

NALC Chief Executive's Bulletins 10, 11 and 14 (*forwarded to Council*)

HALC

Agenda for AGM Wednesday 18th April 2018, includes attendance from CSM Sport, organisers of Velo South sportive (*forwarded to Council*)

Pulborough Village Market

Notes from Mr L Ellis from market held 24.3.18

Pulborough Community Partnership

Minutes of meeting 3.4.18

Older Peoples Forum

Email update 20.3.18 - next public meeting is 30.3.18 10.30am-1pm at Billingshurst Community Centre (10.15am tea/coffee) - details of mobility scooter training project (*forwarded to Cllrs*)

APCAG

Minutes of meeting 21.3.18 and Notes from Gatwick NMB meeting 11.4.18

CAGNE

Reminder/appeal for councillors to attend the meeting with DfT speaker on 23.4.18 at Rudgwick Village Hall, 7pm.

Hillside Lodge Care Home

Invitation for Councillors to attend Open Day 21.4.18 to meet residents/relatives/carers (was for cream tea 3pm, NOTE now changed to morning coffee 11am - any Cllrs wishing to attend contact Clerk)

Publications

LCR Spring 2018 - includes interview with ICO regarding GDPR and impact on parish councils

Came & Co insurance - Council Matters Spring 2018

Sussex Community Rail Partnership - SCRIP 2017 Review