



# 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 20<sup>TH</sup> SEPTEMBER 2018 AT PULBOROUGH VILLAGE HALL**

- PRESENT:** Cllrs: Qusted (Chairman), Caplin, Clarke, Court, C Esdaile, J Esdaile, Henly, Lawson, Tilbrook and Trembling
- IN ATTENDANCE:** Mrs H Knight (Clerk)  
Cllr Mrs P Arculus (WSSC) (part of meeting)  
One member of public (part of meeting)

#### ***The meeting opened at 7.30pm***

The Chairman opened the meeting by welcoming Cllr Lissette Trembling as a newly appointed Member of the Council.

#### **73. APOLOGIES FOR ABSENCE**

Apologies for absence were received and approved from Cllrs Kay, Kipp, Bignell, Hare and Wallace due to personal commitments/work/travel arrangements.

#### **74. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

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

#### **75. MINUTES OF FULL COUNCIL**

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 19<sup>th</sup> July 2018 as a true and accurate record of the proceedings and the Chairman signed them.

##### Clerk's Report

#### **Min. 11, 17.5.18: Appointment of Parish Council Representatives to Outside Bodies**

Formal confirmation had been received from The Village Hall Trustees that Cllr Wallace has been appointed as a Parish Council Trustee.

#### **Min. 63, 19.7.18: Appointment of New Councillor to fill Casual Vacancy**

The Clerk confirmed that Cllr Trembling had duly signed the Declaration of Acceptance of Office as required, and received/signed other statutory or information documents as appropriate.

#### **Min. 71, 19.7.18: Items for next agenda**

The item proposed by Cllr Tilbrook on availability of Council owned land being developed in order to fund the Sports Pavilion rebuild project etc. had been investigated by the Clerk as requested. As anticipated, the recreation ground was under covenant to Fields in Trust, which protects it for recreational use and any appropriation or disposal requires FIT's approval. In liaison with Cllr Tilbrook, therefore, this item had been withdrawn.

**Additional information - relating to P&S Committee**

As advised to Cllrs by email on 24.7.18, due to prolonged drought conditions and the absence of the Council's Groundsman, under delegated authority to avoid disruption of a Council service, the Clerk had appointed Sussex Land Services) to water the Council's hanging baskets for 10 days. This was done to protect the Council's original investment cost of enhancing the village main route but meant an additional cost to the Council of £350 excluding VAT.

**76. COMMITTEE MEETING MINUTES**

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

**76.1 Planning & Services Committee**

Members received the Minutes of the Meetings held on 19<sup>th</sup> July, 9<sup>th</sup> August and 6<sup>th</sup> September 2018.

Clerk's Report**Min. 51, 6.9.18: Additional Bus Shelters in Pulborough**

The Clerk pointed out that the approximate cost of £5,000 originally approved by Council in June had subsequently increased to a total cost of £14,382.50 + VAT for all 3 shelters. However, S106 funding was being applied for which it was hoped would reimburse the cost (excl. VAT) anyway.

**76.2 Recreation & Open Spaces Committee**

Members received the Minutes of the Advisory and Committee Meetings held on 12<sup>th</sup> July 2018. There was no Clerk's report.

**76.3 Finance & Policy Committee**

Members received the Minutes of the Meeting held on 26<sup>th</sup> July 2018.

Clerk's Report**Min. 22: Risk Management Software**

The software had been ordered from LCRS but was still awaited due to the company carrying out updates/enhancements to the package.

**76.3.1** The renewal of the Council's insurance policy through Came & Co. under a new three year Long Term Agreement with Inspire was noted.

**76.3.2** The Committee recommendations to adopt various new policies and updated Financial Regulations were noted. It was **RESOLVED** to adopt the following without further amendment:-

- PPC Investment Policy (and amended Committee Terms of Reference as a result)
- GDPR/Data Protection Policy
- Freedom of Information Policy
- Privacy Notice (Staff)
- Financial Regulations (updated as per NALC model)

**77. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public present at this point in the meeting. It was noted that a member of the public had registered his intention to speak. It was therefore **RESOLVED** to defer this item and proceed to the next agenda item.

**78. DISTRICT AND COUNTY REPORTS**

District Cllr Clarke reported on various District Council matters: Slinfold Neighbourhood Plan had been approved; Along with other principal authorities, HDC had agreed to submit a bid for relaxation of council tax legislation; The new Chief Executive, Glen Chip, had visited Pulborough to view the area and meet PPC Chairman and ward District Cllrs; Barbara Childs was the new Director of Place.

County Cllr Arculus reported that WSCC was working on next year's budget and central funding cutbacks meant the County Council would have to find £149m savings in the next five years; The TTO for the Velo South event had now been granted following the failure of a legal challenge. Cllr Arculus suggested the Parish Council should submit a CIH application for the 'dogleg' section of Rectory Close near the recreation ground.

**79. ADJOURNMENT FOR PUBLIC SPEAKING**

As the resident who had registered to speak was now present, it was **RESOLVED** to adjourn the meeting at this point to allow the resident to speak.

***Meeting adjourned at 7.57pm.***

A resident of Church Hill spoke to Members about the serious concerns he had regarding the traffic issues at Church Hill, and particularly the problems of lorries/heavy vehicles negotiating the narrow pinch-point at the top of the hill. He was especially concerned at the Government proposals to upgrade the road to a Major Road Network. and urged the Council to take some form of action to prevent this. The Chairman responded that his comments would be considered as part of the agenda item on this latter later in the meeting. Members had received a copy of the resident's letter to the Council as part of correspondence. County Cllr Arculus also spoke with the resident about the issue.

***Meeting re-convened at 8.10pm.***

**80. SPORTS PAVILION REBUILD PROJECT**

Members noted the Sports Pavilion Working Group meetings held on 8<sup>th</sup> August and 3<sup>rd</sup> September 2018. The Chairman advised that some tentative enquiries were being made about costs of alternative construction such as timber frame, and one of the sports pavilion user groups was researching other cheaper alternative building cost provision. The general view from the last few meetings was that the Council would have to 'cut its cloth accordingly' to a revised £1m budget that was potentially accessible, since the £2m outline proposals for the project were not now considered achievable.

At the last Working Group meeting, HDC's Head of Community & Culture had said that the PPC should provide a 10-15 year strategy of community sport provision requirements, evidencing the amount of users and housing development/population growth: This would then be looked at favourably in terms of HDC funding. Cllrs Quested and Clarke had recently met with the new HDC CEO. The argument was put forward that Pulborough should be a special case due to not having received a fair proportion of funding for sports facilities, which he had taken on board.

Concern was raised that the Council should be careful of allowing non-council involvement in obtaining costs or other proposals without first reverting to the Council's appointed Preferred Provider. It was **RESOLVED** that the Clerk would contact MacConvilles Surveying to advise them of a revised maximum budget limit of £1m, and seek a revised quotation utilising any technology forms, including modular and timber frame construction.

**81. NEIGHBOURHOOD WARDEN STEERING GROUP REPORT**

Members noted receipt of the Neighbourhood Wardens' written August and September reports and that the Steering Group had met on 17<sup>th</sup> September 2018. Cllrs Henly and J Esdaile, as PPC reps to the Steering Group, reported on some of the matters raised at the Steering Group meeting. The Clerk reported several positive communications received praising the work of the wardens.

**82. NEIGHBOURHOOD PLAN STEERING GROUP REPORT**

AECOM had appraised the group's site assessment work, as a result of which a number of matters now needed some further work to address comments made. This would involve considerable extra work on the site assessment data base and spreadsheet to make amendments and input new data. Unfortunately the reduced numbers and available time of the Steering Group or Officers meant that this work would need to be outsourced. Members considered a quotation for carrying out 2 days' work, plus a rate for any additional hours.

It was **RESOLVED** to approve that Shared Strategies Ltd be appointed to a maximum cost of £500 + VAT for two days (15 hours) to carry out the work, as per the quotation, to be funded from the Neighbourhood Plan EMR. No additional hours were approved as if necessary these could be absorbed by the Steering Group. It was anticipated that this urgent work would be carried out over the next week.

Cllr Tilbrook gave a verbal progress update to Members: The Steering Group had now met with all site owners who had requested a meeting. The three key documents still to be done were the Neighbourhood Plan Introduction, the Site Assessment Strategy and review of the previous version of the Draft Plan to establish which parts needed to be retained or amended. Following a conversation with the Inspector of Storrington & Sullington Neighbourhood Plan, consistency of site assessments was crucial, attention needed to be given to green space designated land, and affordable housing definitions were expected to change in 2019. The Steering Group would be meeting again on 4<sup>th</sup> October 2018.

**83. POTENTIAL GOVERNMENT PLANS TO MAKE THE A29 A MAJOR ROAD NETWORK (MRN)**

Members noted communications between Cllr Queded and WSCC regarding a consultation the Department for Transport had undertaken between December 2017 and March 2018 with the County Council (previously copied to Council). WSCC had effectively given approval to upgrade the route from its current Strategic Road Network (SRN) status. Almost all of the other towns/villages affected by the proposal already had a bypass road, except for Pulborough. It appeared that the HDC had been consulted by WSCC but though Cllr Queded had asked both why Pulborough had not been included, no satisfactory reply had been received, although the lead WSCC officer had responded. Cllr Queded had also written to the MP but had had no reply.

County Cllr Arculus explained that she had been told that only housing areas would be affected. District Cllr Clarke advised that he understood HDC had only been asked for an opinion on enhancements to a major network with no mention being made of lorries.

Following discussion, it was **RESOLVED** that the appropriate Minister at the Department for Transport be written to asking specifically for the A29 to be excluded, citing poor visibility, pinch-points/impossibility of two lorries passing each other at Church Hill and bridges, regular accidents/traffic hold ups, 'dog-leg' areas, old, narrow and deteriorating bridge strength, the effect on the emerging Neighbourhood Plan, and the lack of appropriate consultation of local knowledge. The letter would copy in WSCC Cabinet Member, Pulborough County Cllr, Pulborough District Cllrs, HDC Chief Executive, WSCC lead officer and the MP.

**84. IT SECURITY AUDIT AND REVIEW: TO CONSIDER RECOMMENDATIONS AND QUOTATION FOR NEW IT REQUIREMENTS TO MEET GDPR COMPLIANCE, FOLLOWING RECENT IT AUDIT**

Members considered the report from JNR Computer Services, which included a quotation for new provision, bringing website hosting and email support into one package, and compared this with current costs for two separate services (papers previously copied to Cllrs). It was noted that there would be an annual increase in the region of £700 to current provision. The principle recommendation was to upgrade to a business

level, secure router that would prevent other user access. There would be a one-off cost for this of £199 but the Village Hall Trust had agreed to pay £99 towards this. It was also recommended that Council upgrade to Office 365 Business Premium subscription, providing secure storage solutions. Members felt that they would have a better understanding of the security issues raised following the forthcoming GDPR training from the Council's DPO. It was therefore **RESOLVED** to defer this item to the October agenda.

**85. GENERAL DATA PROTECTION REGULATION (GDPR) TRAINING**

The Clerk reminded Members of the training from the Council's DPO on Monday 25<sup>th</sup> September. Eleven Members had registered to attend. Unfortunately, efforts to sell tickets to other groups had not been successful and an anticipated group from Ashington Parish Council had withdrawn.

**86. SALC MEETING WITH CHIEF CONSTABLE OF SUSSEX POLICE**

The biannual meeting to be held on 16<sup>th</sup> November 2018 was noted. No questions were raised to be submitted.

**87. APPOINTMENTS TO COMMITTEES**

Cllr Trembling had advised that she would like to sit on the Planning & Services Committee, which currently had one vacancy. It was **RESOLVED** to approve this appointment.

Unfortunately, the Policy & Resources Committee vacancies had still not been filled. Following discussion about Members finding out more about the work of Committees other than those they sat on, Members were reminded that all Councillors could attend any committee meetings as an observer, and were encouraged to look at the Council's website to see Committee agendas, and to check the list of Council/Committee meeting dates. It was **AGREED** that in future all Councillors would be sent all Committee agendas but that non-committee members would receive a white copy only without attachments, whilst committee members would continue to receive the agenda in the relevant committee/council colour.

**88. 'THERE BUT NOT THERE' WW1 CENTENARY SILHOUETTE SCHEME**

The Clerk advised that the nine clear silhouettes successfully applied for had now been received from the Armed Forces Covenant and she was liaising with local schools and churches for appropriate location/loan of these. The two 'Thank You' outdoor Tommy silhouettes had been ordered from RBL as agreed and delivery was imminent. It was **RESOLVED** to approve that the Clerk would co-ordinate arrangements for the previously agreed small community event, which was a condition of the grant award for the nine silhouettes, and arrange appropriate installation of the two 'Tommy' silhouettes, in liaison with the Chairman and Vice Chairman.

**89. HARVEST FAIR: ROTA OF MEMBERS FOR SATURDAY 22<sup>ND</sup> SEPTEMBER 2018**

It was noted that there was a severe weather warning in place for the weekend. Following brief discussion, and bearing in mind that there were very few Councillors available, it was **RESOLVED** that the Council would cancel the pre-booked stand at the Harvest Fair. The Clerk would endeavour to contact the organisers to let them know.

**90. VILLAGE MARKET: ROTA OF MEMBERS FOR SATURDAY 28<sup>TH</sup> SEPTEMBER 2018**

The following rota was **AGREED**: Cllrs Queded and Henly 8.30am to set up; Cllr Court at 11am; Cllr J Esdaile would cover part of the morning; Cllr Henly 12.30pm clearing away. The Neighbourhood Wardens hoped to attend depending on rota/availability. The Clerk had passed the sign and paperwork folders to Cllr Henly, who would return them the following week. Cllr Henly confirmed that she would pay the market stall fee of £12 and bring the slip in to the office for reimbursement.

**91. REPRESENTATIVES ON OUTSIDE BODIES**

A suggestion had been made of appointing Cllr Trembling as a representative to Pulborough Community Partnership, in view of her experience running a local business and the sometimes depleted numbers at group meetings. Cllr Trembling had indicated she was willing to undertake this and it was therefore **RESOLVED** to approve this appointment. The Clerk would check with PCP as to any limit on the number of Cllrs appointed to the group but it was thought not.

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

- Cllr Qusted had recently accompanied Sussex Police PCSO team on one of their shifts, in his capacity as Chairman, which had been very interesting. There were only 3 PCSOs covering the whole of the district area
- Cllr Qusted gave a brief report of his recent meeting with the new HDC CEO, together with District Cllrs Clarke and Donnelly
- Cllr J Esdaile gave an update on the PCP Wild Art Trail, Cllr Qusted had also attended the PCP meeting
- Cllr Henly gave a report of the PDCCA; the Lunch Club has attracted a few more members

**92. CORRESPONDENCE**

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

- Cllr Caplin advised that he may be interested in attending the HDC Tourism Forum 2018 on 16<sup>th</sup> October and would let the Clerk know.
- Cllr Henly had indicated that she may be interested in attending the WSALC AGM/Conference on 4<sup>th</sup> October 2018 and the Clerk would forward her the details. It was **AGREED** to approve the attendance of Cllr Henly, if she chose to, at a cost of £45 + VAT. Cllr Qusted confirmed that as the Council's representative to WSALC, he would probably attend the WSALC AGM( foc).  
*NB: It was subsequently found that Cllr Qusted will be attending the Neighbourhood Plan Steering Group meeting that morning and so would not be available for the AGM.*
- The correspondence between a resident and Chichester Diocese was noted: Members did not feel it necessary to comment at this point as it seemed likely that the resident's request would be favourably viewed

**93. ITEMS FOR NEXT AGENDA**

- Council owned land at Cousins Way being available for sale/development in order to fund Sports Pavilion project - proposed by Cllr Tilbrook. Clerk to investigate any covenants on the land in the first instance.
- Problems/antisocial issues at the recreation ground being created by the Sports & Social Club - proposed by Cllr J Esdaile

**94. PAYMENTS**

Members approved the following payments by cheque / direct debit / transfer and the relevant paperwork was signed:-

Payee	£
CCLA (transfer of funds)	223,541.35
Kent County Council	49.23
SSALC Ltd	320.00
Mark Weston	295.00
Mr F Bushby	26.10
Mrs L Underwood	34.98
Phoenix Trailers	1464.00

***The meeting closed at 9.44pm***

.....Chairman

.....Date

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

- County News Horsham district July 2018
- Chanctonbury County Local Committee - Minutes of meeting 30.7.18 and Notice of Meeting 7pm, Wednesday 21.11.18, Pulborough Village Hall
- Velo event update note 22.8.18 to town/parish councils advising on access plans for residents and communication (*previously forwarded to Cllrs*)
- Community Initiative Fund reminder (round 2) deadline for project idea/funding request 8.10.18

**HDC**

- News release re. breach of newly adopted Public Space Protection Order successful prosecution (*previously forwarded to Cllrs*)
- HDC Community and Culture Infographic information (*previously forwarded to Cllrs*)
- Introduction of new Police Intelligence Reporting system/form
- Invitation to Horsham District Tourism Forum 2018, 16.10.18, 2.45-5.00pm Sullington Manor Farm, Sullington - **PPC rep is unable to attend, do any Cllrs wish to attend?**

**Sussex Police**

- Arrangements for Chairman to accompany a local police team shift, and potential parish councils visit to Contact Centre, following discussion at Chairman's Networking event
- PCC Newsletters 13.7.18-7.9.18, topics include Volunteers, a vital part of the policing family; Listening to your concerns, community feedback and intelligence; Support for victims and their families; Clarification of neighbourhood policing figures; New police officers are joining Sussex Police

**NALC/SALC/HALC**

- SALC: Meeting of Sussex Police and Crime Panel - Have you got a question for the Police and Crime Commissioner? Residents can pose questions in person on Friday 5<sup>th</sup> October. Questions for PCC Katy Bourne to be submitted in advance by midday Friday 21<sup>st</sup> September to [pcp@westsussex.gov.uk](mailto:pcp@westsussex.gov.uk) or by telephoning 03302 222542 (*previously forwarded to Cllrs*)
- SALC: Update note from CEO Trevor Leggo to recent SLCC Branch Meeting covering various points including council/staff working relationships, staff pay levels, clerk training, local policing/wardens and Sussex Police levels, WSALC AGM and conference (*copied to Cllrs*)
- SALC: Letter of clarification on policing numbers from Sussex PCC (*copied to Cllrs*)
- SALC: Details of West Sussex ALD AGM and Conference 4.10.18, Lodge Hill Centre - PPC rep (RQ) is requested to attend AGM for voting purposes, which is free. Any Cllrs/staff may attend the AGM (free) and conference, delegate cost £45 +VAT. **Do any Members wish to attend the conference?**
- HALC: Minutes of HALC meeting 26.7.18
- HALC: Update from Velo South (*previously forwarded to Cllrs*)

**In the Know alerts**

- Sussex Police Horsham Weekly bulletins 10.8.18, 31.8.18, 4.9.18, 10.9.18 and 11.9.18
- Neighbourhood Watch 13.8.18 Finding additional support in a power cut
- Action Fraud 27.7.18 Watch out for these fake LinkedIn emails

**PCP**

- Minutes of meeting 10.7.18
- Details of PCP arrangements for village 'event' for Velo South sportive, funded by the sportive organisation

**Pulborough Village Market**

Notes from Mr L Ellis from July market (*copied to Cllrs*)

**NRA**

Minutes of meeting 24.7.18

### **Horsham Older People's Forum**

Details of quarterly HDOPF 29.8.18, and of the postponed MP Question Time, which will now be held on Friday 16.11.18, 10.30am-1pm with Jeremy Quinn MP, ground floor conference room, HDC Council Offices, Parkside Horsham. If wishing to attend register by email at: [hdopforum@gmail.com](mailto:hdopforum@gmail.com)

### **Velo South Route Team**

Email with details of forthcoming leaflet drop for Velo South, being distributed to Pulborough parish properties from w/c 13.8.18

### **Outset Youth Action**

Press release letter advising that sadly the organisation would be closing operations at the end of August 2018, due to the difficult funding climate for such organisations and in particular the withdrawal of WSCC funding. The organisation has expressed thanks to all their previous supporters of Outset.

### **West Sussex Mediation Services**

Details of AGM 27.9.18

### **APCAG**

Noise Management Board 11 notes from 27.6.18

### **PAGNE**

Update and Notes from NMB 11, and details of public meeting 5.10.18 in Ifold and AGM 8.10.18, 7.30pm Pulborough Sports Pavilion, and minutes of AGM 15.3.17

### **CAGNE**

Bulletin 79, August 2018

### **GON**

Update on recent meetings and NMB

### **Residents**

- Thanks from Roger Paterson following recent letter from PPC
- Copy of letter from Ms N Phillips to various organisations objecting to the Velo South road closures
- Correspondence from/to Mr J Denison regarding his request to Chichester Diocese to cut back trees at East Glebe **Resident seeks PPC support, should the Diocese decline**
- Letter from Mr A Mussett objecting to proposals to upgrade the A29 to a designated lorry network (*copied to Cllrs*)
- Copy letter from Mr R Quedstedt to County Times (*copied to Cllrs*)
- Copy letter from Mr and Mrs Hubert to County Times (*copied to Cllrs*)

### **Publications**

Clerks & Councils Direct August 2018, issue 119