



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

## PULBOROUGH PARISH COUNCIL

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### **MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON 18<sup>TH</sup> OCTOBER 2018 AT PULBOROUGH VILLAGE HALL**

**PRESENT:** Cllrs: Qusted (Chairman), Bignell, Court, C Esdaile, J Esdaile, Henly, Kay, Kipp, Lawson, Tilbrook, Trembling and Wallace

**IN ATTENDANCE:** Mrs H Knight (Clerk)

*The meeting opened at 7.30pm*

**95. APOLOGIES FOR ABSENCE**

Apologies for absence were received and approved from Cllrs Clarke, Hare and Caplin due to District Council commitments, personal commitments, and ill health respectively.

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

There were no declarations of interest made or changes to register of interests. Cllr Kipp had recently submitted an updated Register to the Clerk and Cllr Kay was shortly to update her Register, both due to house moves.

**97. MINUTES OF FULL COUNCIL**

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 20<sup>th</sup> September 2018 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report

**Min. 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. The Clerk had established that the land was under covenant with the District Council that it would not be used or permitted to be used for any purposes whatsoever other than for recreation. This item had not, therefore, been included on the agenda.

**Min. 93, Items for next agenda:**

Problems/antisocial issues at the recreation ground and possible connection to the Sports & Social Club - proposed by Cllr J Esdaile. No written proposal or further information had been received by the Clerk and this item had not therefore been included on the October agenda.

**98. COMMITTEE MEETING MINUTES**

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

**98.1 Planning & Services Committee**

Members received the Minutes of the Meetings held on 20<sup>th</sup> September, and 4<sup>th</sup> October 2018. There was no Clerk's report.

Council **RESOLVED** to approve the Committee recommendation for the supply and installation by Festive Illuminations of Christmas Trees and lights on Lower Street / Pulborough businesses and residential premises, at a cost of £3,040 (excl. VAT). (Min. 66, 4.10.18 refers). It was also **RESOLVED** to approve any additional installations within the agreed budget limit of £3,520. Following discussion, it was noted that the Council pays approximately £80 per tree and suggests a £10 donation, which has been unchanged for some time. It was additionally **RESOLVED** that for future years, the Council should endeavour to further offset the cost to the Council by suggesting a minimum donation of £10 and that recipients of two trees should be asked to donate for both.

**98.2 Recreation & Open Spaces Committee**

Members received the Minutes of the Advisory and Committee Meetings held on 13<sup>th</sup> September 2018.

Clerk's Report**Min. 27, Clerk's Report, Min. 92 - Pavilion water leak**

As reported at that meeting, a leak allowance of £2080.83 had been applied by Southern Water, together with a £50 credit from Business Stream. Subsequent to the meeting, the insurance claim of £3880.72 for loss of metered water had been successful which would further offset the balance payable to Business Stream as a result of the leak.

**Min. 32, Trailer for Groundsman use**

The Clerk reported that the trailer had arrived and been put to good use already. It had been added to the Council's insurance policy, as an increase to the Property Damage sum insured. This resulted in an adjustment to the future annual premium of £4.66 including IPT.

**98.3 Finance & Policy Committee**

Members received the Minutes of the Meeting held on 27<sup>th</sup> September 2018. There was no Clerk's Report. Members noted the confidential report submitted with the Committee Minutes.

Council **RESOLVED** to approve the Committee recommendation to adopt the Projected Planning proposals, without amendment (Min. 32 refers).

Council **RESOLVED** to approve the Committee recommendation to adopt the Policy on Removal of Unauthorised Encampments on Parish Council Land, without amendment (Min. 33 refers).

**99. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public present.

**100. DISTRICT AND COUNTY REPORTS**

Unfortunately both District Cllrs Clarke and Donnelly were attending a District Council meeting and were therefore unavailable. County Cllr Arculus was not in attendance and there were therefore no District and County reports.

**101. SPORTS PAVILION REBUILD PROJECT**

A response or revised quotation based on the new £1m maximum project limit was awaited from MacConvilles Surveying. It was anticipated that this would be received within the next few days. It was **AGREED** that this would be discussed at the November Council meeting.

Discussion took place around perceived antisocial behaviour at the recreation ground and whether this was related to users of the sports pavilion/social club. Query was also raised regarding membership of the Social Club. Members were keen to establish whether such reports were founded and it was **AGREED** that the Clerk would arrange a meeting with the Social Club Chairman and Steward to discuss matters. Cllr attendees agreed were Cllrs Henly, Court, C Esdaile and Qusted.

**102. NEIGHBOURHOOD WARDEN STEERING GROUP REPORT**

Unfortunately, the Steering Group meeting of 15<sup>th</sup> October had had to be cancelled. Members noted receipt of the Neighbourhood Wardens' written October 2018 report. Of note: The wardens had again booked Shoretrax for the half term week as it had proved very popular; Another mobility scooter training session had been arranged on 10<sup>th</sup> October; The wardens were working closely with the new NHS Community Referrer; They had assisted in the formation of a volunteer litter picking group.

**103. NEIGHBOURHOOD PLAN STEERING GROUP REPORT**

Cllrs Tilbrook and Qusted gave a verbal progress report. The Steering Group was working hard to finish pre-Reg. 14 work. A Sustainable Environmental Assessment (SEA) needed to be undertaken, which HDC had offered to carry out. The group was meeting with HDC officers on 24<sup>th</sup> October. It was anticipated that if the Steering Group could maintain momentum it may be possible to move to Reg. 14 draft/Pre-submission Neighbourhood Plan in November. Therefore in order to obtain Council formal approval of the draft Neighbourhood Plan, it was likely that an Extraordinary Council meeting would need to be called for 1<sup>st</sup> November 2018, immediately prior to the scheduled Planning & Services Committee meeting. *[NB: Subsequently, there was insufficient progress or need for an Extraordinary Council meeting yet, which was therefore not convened].*

Following brief discussion about what weight Neighbourhood Plans held in planning terms, it was **AGREED** that the Clerk, in liaison with Cllr Tilbrook, would ask HDC for confirmation as to the status of Neighbourhood Plans at Reg. 14, Reg. 16 and Examination stages.

Cllr Tilbrook said that he had been contacted by one of the site owner representatives to say that they were arranging a meeting with Southern Water to discuss drainage issues, to which PPC/Neighbourhood Plan representatives would be invited.

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

Members considered the response received from the Dept for Transport to the Council's letter to the Parliamentary Under Secretary of State for Transport objecting to the proposals (previously copied to Cllrs). Members felt that the letter had not addressed the concerns raised, such as bottle-neck issues and lack of consultation. No response had been received from the MP or from WSCC who had been copied in. The Clerk reported that correspondence had been received from a member of Coldwaltham PC who were also concerned and wished to meet with PPC.

It was felt imperative to engage in dialogue with relevant bodies as soon as possible, since the Government's intention was to finalize MRN proposals this autumn. It was **RESOLVED** that the Clerk, in liaison with Cllr Qusted, would respond to the Dept for Transport reiterating the Council's concerns in the strongest possible terms. WSCC, HDC and Nick Herbert MP would again be copied in, and additionally Coldwaltham PC, St Mary's CE Primary School and Dorset House Prep School would be included for information.

**105. IT SECURITY AUDIT AND REVIEW:**

**105.1 To consider recommendations and quotation for new IT requirements to meet GDPR compliance, following recent IT audit**

This item had been deferred from the 20<sup>th</sup> September 2018 meeting as Members wanted to undertake the GDPR training by the DPO on 24<sup>th</sup> September in order to be better informed. Officers had been unable to obtain other clear, like for like quotations for direct comparison.

Members considered the report and quotation from JNR Computer Services for new provision, bringing website hosting and email support into one package and upgrading to Office 365 Business Premium subscription, providing secure storage solutions (papers previously copied to Cllrs). It was noted that there would be an annual increase in the region of £735 from the current provision but that this would provide essential IT security not currently in place. There would be a one-off cost of £199 to upgrade to a business level secure router to prevent other user access, but the Village Hall Trust had agreed to pay £99 towards this. It was **RESOLVED** to approve the quotation from JNR of £2,009.59 + VAT for all the installation and services as per their report and that this be implemented as soon as possible.

**105.2 To approve adoption of Information Security Incident Policy, as recommended by the Council's external DPO (copied to Council)**

It was **RESOLVED** to adopt the Information Security Incident Policy without amendment.

**106. EXTERNAL AUDIT PROCESS**

Members received notice of the conclusion of the Annual Audit of Accounts for year ended 31<sup>st</sup> March 2018 under the Accounts & Audit Regulations 2015 and were pleased to note that no matters had been raised by the external auditor, Moore Stephens. The external audit certificate and audit papers had been duly published on the Council's website and notice boards.

**107. PUBLIC RECYCLING BIN TRIAL**

Members had received details of a pilot dual refuse / recycling bin scheme that HDC planned to trial. HDC hoped to install one in Pulborough and sought the Council's recommendation for a suitable location. Members were not enthusiastic about the scheme, preferring instead to await the outcome of the trial in other areas first. It was **AGREED** that the Clerk would advise HDC accordingly.

**108. APPOINTMENTS TO FILL COMMITTEE VACANCIES**

The Clerk reminded Members that there were still some vacancies on the Finance & Policy Committee. Cllr R Court had indicated that she would be willing to sit on this. It was **RESOLVED** to appoint Cllr Court to the Finance & Policy Committee.

**109. 'THERE BUT NOT THERE' AND 'SILENT SOLDIER' WW1 CENTENARY SILHOUETTE SCHEMES**

The Clerk reported that arrangements were being made to lend the transparent 'There But Not There' Armed Forces Covenant silhouettes: One was in the Village Hall foyer, two were at the United Reform Church (St Mary's Church had their own); one was likely to be in Pulborough Library, one would be at Pulborough Railway Station, one would be at St Mary's School and possibly one would be at a local pub.

The two 'Tommy' RBL silhouettes were expected to arrive the following day, the delay being due to the depot experiencing high volumes of order requests. These would be installed during the following week at the Memorial Garden and along the A29 Stane St village entrance.

The Clerk was still hoping to arrange a small community event but this was proving difficult due to resources and lack of local armed forces/services/cadet group contacts. If still viable, she was looking into hosting a display of local WW1 information and artefacts in either the Village Hall or the library. It may be that instead a series of other small events, including the Council's silhouette installations, would be linked to provide a co-ordinated approach to different activities happening during November and the

Armistice weekend. Members would be kept informed and details publicized as soon as possible.

**110. VILLAGE MARKET: ROTA OF MEMBERS FOR SATURDAY 27<sup>TH</sup> OCTOBER 2018**

The following rota was **AGREED**: Cllrs C Esdaile and Henly 8.30am to set up; Cllr Court at 11am; Cllr Henly 12.30pm clearing away. The Neighbourhood Wardens hoped to attend depending on work rota and availability.

**111. REPRESENTATIVES ON OUTSIDE BODIES**

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

- Cllr J Esdaile reported on progress with the PCP/RSBP WildArt Trail, which is going well
- Cllr Henly reported that the PDCCA / Wed Lunch Club were advertising for helpers.  
Some discussion took place around the local need for more volunteers to keep local community groups functioning.

**112. CORRESPONDENCE**

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

**113. ITEMS FOR NEXT AGENDA**

- A future meeting would discuss the volunteering situation in Pulborough - proposed by Cllr Tilbrook (written report/proposal to be provided)

**114. PAYMENTS**

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

| <b>Payee</b>             | <b>£</b> |
|--------------------------|----------|
| Mrs E Kipp               | 20.70    |
| CPRE                     | 36.00    |
| SJ Bulloch               | 14.00    |
| Eyelevel Design          | 1110.00  |
| Kent County Council      | 151.25   |
| Wesley's Window Cleaning | 144.00   |
| Fire Risk Uk             | 248.10   |
| Kent County Council      | 99.30    |
| Kestrel Alarms           | 100.00   |
| D Chaffe                 | 400.00   |

***The meeting closed at 9.24pm***

.....Chairman

.....Date

**CORRESPONDENCE****Appendix 1****HDC**

Rural Car Parks - Digital tourist information screens: email from Economic Development Officer thanking PPC for letter of support, and advising that the bid had been approved by for LEADER funding. HDC would now begin a tender process for the project and hoped the boards would be installed and live for summer 2019 (Copied to Council)

**Sussex Police**

- In the Know alerts: Horsham Bulletins 18.09.18, 25.09.18, 1.10.18, 2.10.18, 8.10.18 and 9.10.18: topics National Knife Crime Campaign; 70 new officers join Sussex Police; Telephone Fraudsters net tens of thousands across Sussex; Launch of Rural Crime Strategy; Vehicle crime in Horsham; Police no longer recording lost property; Invitation to join newly launched Sussex Countrywatch.
- Sussex Police & Crime Commissioner newsletters 21.9.18, 28.9.18 and 5.10.18: Topics Tackling fraudsters in Sussex; Speak out, stay safe; Engaging with the community.

**Neighbourhood Watch**

Email from Nutbourne NHW contacts announcing 70 new officers join Sussex Police on 10<sup>th</sup> September 2018 (forwarded to Cllrs)

**HALC**

Agenda for Annual meeting of HDC and HALC Tuesday 16.10.18, 6pm at The Capitol, and minutes of HALC meeting 17.9.18 (copied to Cllrs)

**Horsham Older Peoples Forum**

Invitation and details of MP Question Time with Jeremy Quinn MP on Friday 16.11.18, 10.30am-1pm, Council Offices, Parkside, Horsham (10.15am tea/coffee). Anyone wishing to attend the forum should book via email at [hdopforum@gmail.com](mailto:hdopforum@gmail.com). Questions to ask the MP should be emailed to this address well before the event. (Previously forwarded to Cllrs)

**SDNPA**

Newsletter 6.10.18: includes Update on A27, that the High Court has agreed with the SDNPA's request to grant permission for a judicial review into Highways England preferred route for the A27 bypass at Arundel.

**APCAG**

Update on matters and details of the Noise Management Board meeting on 26.9.18, and briefing from that meeting.

**GON**

e-newsletters Nos. 91 and 92

**Discover Gatwick**

Invitation to events for representatives of the local community to learn more about Gatwick. Dates are Wednesday 24.10.18 and Tuesday 27.11.18, approximately 9am-2pm. Any members wishing to attend need to register, details from the Clerk.

**Resident**

Email from Pulborough resident detailing various issues and concerns about Pulborough and living in the area, and Clerk's response. (Copied to Cllrs)