



PULBOROUGH PARISH COUNCIL

Working together for a better future

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MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 27TH SEPTEMBER 2018 AT THE SPORTS PAVILION

PRESENT: Cllrs: Clarke (Chairman), Henly, Tilbrook and Qusted (to part Min.39.4)

IN ATTENDANCE: Mrs H Knight (Clerk and RFO)
Cllr R Court (in public gallery, to Min.39)

The meeting opened at 7.35pm

27. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Kipp.

28. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

29. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting held on 26th July 2018 as a true and accurate record of the proceedings, and the Committee Chairman duly signed them.

Clerk's Report

Min. 20, Insurance Renewal: The insurance broker had confirmed that it was usual for temporary liability cover to be the responsibility of the builder or major contractor during large demolition/rebuild projects, the Council only being responsible for insuring the new building on completion. However this depended on how contracts are drawn up. It is advisable to keep the insurers informed as things develop and let them see a copy of any draft contracts before signing for their opinion on any additional insurance risk or responsibility.

Min.21, Investment of EMRs: As previously agreed the EMR of £224,370.13 had been transferred to the CCLA Public Sector Deposit Fund. The Clerk reported that any one of Cllrs R Qusted, P Clarke and E Henly are authorised signatories for the transfer mandate.

Min. 22, Risk Management Software

The LCRS software package ordered had been delayed in despatch due to the company carrying out upgrades and enhancements but was expected imminently.

30. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

31. PARISH COUNCIL FINANCES

Members received Bank Reconciliations for Cashbook 1 as at 31st July and 6th September 2018, and Cashbook 2 as at 6th September 2018. Agreement to Bank Statements was confirmed, which were duly signed by the Committee Chairman.

Members also received a statement of Earmarked Reserves (EMR) as at 31st August 2018.

It was noted that Cllr Tilbrook had duly carried out the internal control inspection for quarter 1 ending 30th June 2018. It was **AGREED** that Cllr Quedsted would carry out the inspection for quarter 2 ending 30th September 2018, as per the Internal Control Policy.

There were no creditor invoices over 30 days outstanding, invoicing for rentals having recently been issued.

32. PROJECTED PLANNING

Members discussed the most recent Projected Planning list 2017/18 to consider the Council's short and longer term projects for 2018/19 to inform strategic and financial planning (previously circulated). The following amendments to the list were agreed (Updated list attached to Minutes as Appendix 1) :-

Item 1/ HDC:

- Acquisition of new Recreation Ground through DC/15/1084: This relates to green space coming forward as S106 conditions of the Highfield development. It was understood this would be allocated to the Parish Council for ongoing maintenance and the Clerk was asked to check this.

Item 2/ WSCC:

- Village Transport Plan and Disabled access to Northbound platform of Railway Station (potentially through S106 conditions of development): It was **AGREED** that the Clerk would contact WSCC, including County Cllr Arculus, to liaise regarding a review of the 2010 document to bring it up to date. Members noted that it would be important to include proper consultation regarding the A29 in a new Village Transport Plan.

Item 3/ PPC 1-3 years:

- It was **AGREED** to remove 'Community / Neighbourhood Wardens' from the list as there has been overall support from the community to keep the scheme running.
- It was **AGREED** to amend 'Pocket Park Improvements' to read 'Pocket Park Improvements - continue improvement works and address culvert issues'
- It was **AGREED** to remove the item 'To improve and co-ordinate bus services for the benefit of the parish' as it was not felt that the Council could deliver this and bus subsidies no longer existed.
- It was **AGREED** to add 'Rivermead Improvements' to the list, as the Council has adopted a five year management plan.

Item 3/ PPC - 4 years plus

- It was **AGREED** to add 'Sewerage/drainage flow issues - to continue the quest for data and information as to the impact on new development in Pulborough.

33. POLICY ON REMOVAL OF UNAUTHORISED ENCAMPMENTS ON PARISH COUNCIL LAND

Following the recent illegal encampment of two travelling families/vehicles on the recreation ground in August, it had been proposed that the Council should adopt a standard operating procedure to follow. It was noted that the Council had just been invoiced by the County Council for £726 for legal fees/court fees relating to the formal removal process.

Members considered a draft policy (previously circulated). It was **RESOLVED** to recommend this to Council for adoption, with the following amendments:-

Under 'Aims & Objectives': Third bullet point change the word 'the' to 'any' to read 'To bring the unauthorised encampment to an end and to ensure *any* enforcement action taken is lawful'.

Under 'Procedure to Follow': Order of procedure to be changed, viz: Informing the police as the first step; Engaging Neighbourhood Wardens in communications with occupiers as the second step; Issuing bulletins from the Council on social media resources as the third step and should include informing all Councillors; Engaging WSCC as the fourth step but the decision to do so will be taken by the Clerk in liaison with the police and Neighbourhood Wardens, depending on the situation.

The amended version is attached to the Minutes as Appendix 2.

34. GRANT AID 2018

Following discussion, it was **RESOLVED** to appoint Cllrs Tilbrook, Henly and Court to the Grant Aid Task & Finish Group to carry out the initial review of applications and make recommendations to the next Committee meeting. The Clerk would liaise with them to arrange a convenient meeting date.

35. LEASES AND LICENCES

The Committee reviewed the current position regarding renewal of leases and licences. The Clerk reminded Members that the leases/licences had officially terminated at the end of March 2016 but had been held in abeyance whilst proposals for the new Sports Pavilion were being investigated. However, as that project now seemed less imminent, the Council needed to be mindful of the pending tenancy arrangements. It was noted that the Clerk had very recently had confirmation from Wellers Law Group, solicitors, that all the leases and licences continue to be deemed in law as being carried over with existing terms in place. The Committee therefore **AGREED** that no action need be taken at present as all previous terms and conditions of tenancy are carried forward.

The Clerk reported that the solicitor handling the matter had asked for approval to submit a final invoice for the most recent work. This was to have been for £500 but as recognition of the Council's frustration over prolonged dealings and unclear work, he proposed invoicing for £300 plus VAT. It was **RESOLVED** to approve this action and the Clerk would contact him to confirm this.

36. ITEMS FOR NEXT AGENDA

Neighbourhood Plan Costs (Cllr Tilbrook)
Budget - initial discussions

37. CORRESPONDENCE

There was no correspondence list.

38. PAYMENTS

Following consideration, it was **RESOLVED** that the following payments be approved and signed:

Dr. A Tilbrook	£5.30
Arun Mowers	£113.68
West Sussex County Council	£726.00
Travis Perkins	£25.78
Pulborough Social Centre	£59.25

39. STAFFING MATTERS**39.1** Clerk ILCA / CiLCA qualification

The Clerk reported that she had recently passed the ILCA accreditation, had registered for the CiLCA qualification and had attended a CiLCA training/support day in preparation. Registering before 1st October had avoided a fee increase of £100. Considerable dedicated time was needed to work on the various portfolio assessment items for examination. The Clerk would carry out some of this work in her own time but asked for approval to do some work in Council time, probably working a morning a week from home to do so, as had been the case for the Deputy Clerk. She hoped to achieve the qualification before the May 2015 elections, as the Council would lose the General Power of Competence if not. It was **RESOLVED** to approve this.

39.2 Groundsman matters

The Committee discussed the level of work and officer view that Council may need to consider appointing additional staff, possibly on a temporary seasonal basis, to assist the Groundsman post. This had not been budgeted for in the current financial year. It was **RESOLVED** that the Clerk investigate the possibility and costs of either an apprentice or a seasonal (summer) worker, possibly liaising with Brinsbury College, for consideration in April 2019 but to form part of the forthcoming budget discussions.

39.3 Confidential business

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 would be instructed to withdraw for this item (Agenda item 13, SO 1c (staffing) refers).

39.4 Staff resignation

The Clerk reported the resignation of the member of staff carrying out both the MSF Administration and the Pavilion Caretaker posts. The Committee considered the Clerk's verbal report (confidential Minute appended to file Minutes). Following discussion, it was **RESOLVED** that the MSF Administration work would be managed through the office by the Clerk and Deputy Clerk, but that this should be kept under review: The Clerk would keep the Committee informed as to whether this arrangement was practical in the longer term or whether the Council should consider recruitment.

With regards to the Caretaker Pavilion position, it was **RESOLVED** that the Clerk proceed with advertising and arranging for a replacement member of staff.

The meeting closed at 8.50pm

.....Chairman

.....Date

APPENDIX 1

PROJECTED PLANNING LIST 2018/19

The following have been identified as projects that Pulborough Parish Council would like to see progressed by:

1. HORSHAM DISTRICT COUNCIL

- Acquisition of new Recreation Ground (potentially through S106 Agreement for DC/15/1084 - Land North of Highfield)

2. WEST SUSSEX COUNTY COUNCIL

- To adopt all suggestions as determined by the Village Transport Plan. VTP to be reviewed in 2018/19.
- Disabled access to the North Bound platform of the Railway Station (potentially through development west of station).

3. PULBOROUGH PARISH COUNCIL

1 to 3 Years

- Refurbish and improve facilities at Sports Pavilion
- Tarmac pad for Basketball practice area (c£2,000)
- Complete Neighbourhood Plan
- Pocket Park Improvements: Continue improvement works and address culvert issues
- Improving pedestrianisation throughout the village, particularly A29 and Lower Street
- Rivermead land improvements: As per adopted five year management plan

4 Years plus

- Neighbourhood Plan Review
- Sewerage/Drainage flow issues: To continue the quest for data and information as to the impact of new development on Pulborough

Updated F&P 27.9.18

APPENDIX 2

Removal of Unauthorised Encampment on Parish Council Land Policy

Definition

The Government defines unauthorised encampments as 'encampments of caravans and/or other vehicles on land without the landowner or occupier's consent and constituting trespass'.

Aims & Objectives

- To manage unauthorised encampments in an efficient and effective way taking account of the potential level of nuisance for local residents and the rights and responsibilities of Gypsies and Travellers.
- To establish effective communication between partners, the community and Gypsies and Travellers, to ensure that any inconvenience and disruption is minimised.
- To bring the unauthorised encampment to an end and to ensure any enforcement action taken is lawful.

Procedure to Follow

- The Police will be informed on 101, so that any anti-social behaviour can be monitored and their powers of eviction commenced where applicable.
- When possible, Pulborough's Neighbourhood Wardens will be notified so they can engage with the Gypsy and Travellers on site, on behalf of the Parish Council, in order to gain information, offer support and help offer solutions to minimise disruption and community tensions.
- All Parish Councillors will be informed. Bulletins of the situation will be issued on all social media resources to keep the local community informed.
- Once an unauthorised encampment is established on Parish Council land, the Clerk will monitor the situation in liaison with Sussex Police and the Neighbourhood Wardens to ascertain whether West Sussex County Council's Gypsy & Traveller Team should be contacted. If considered appropriate, WSCC GTT Team will be contacted on 0330 2223736 to initiate their procedure to remove the unauthorised encampment through the legal process.

Draft version F&P 27.9.18