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|  | PULBOROUGH PARISH COUNCIL  *Working together for a better future* |

PULBOROUGH PARISH COUNCIL

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MINUTES OF A FULL COUNCIL MEETING OF PULBOROUGH PARISH COUNCIL

**HELD** **ON THURSDAY 19th OCTOBER 2023 AT THE VILLAGE HALL**

**PRESENT:** Cllrs: Ellis-Brown (Chair), Campbell, Hands (Vice Chair), Hare, Hunt, Lee, Martin, Riddle and Wallace

**IN ATTENDANCE**: Mr H Quenault (Clerk)

***The meeting opened at 7.29pm.***

1. **APOLOGIES FOR ABSENCE**

Apologies were received as follows:

Cllr Jilly Marcuson – Personal Commitment

Cllr Jeannie Esdaile – Personal Commitment

Cllr Paul Clarke – Personal Commitment

Cllr Lissette Trembling – Work Commitment

Cllr Ruth Court - Unwell

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

There were no changes to Councillor’s register of interests.

There were no changes to the Register of Interests.

1. **MINUTES OF FULL COUNCIL**

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council from the following dates as a true and accurate record of the proceedings and these were duly signed by the Chair:

21st of September – Full Council Meeting

1. **COMMITTEE MEETING MINUTES**

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

**PLANNING & SERVICES COMMITTEE**

Members received the Minutes of the Meetings held on 21st September 2023 and 5th October 2023.

**RECREATION & OPEN SPACES COMMITTEE**

Members received the Minutes of the Meeting held on 14th September 2023.

1. **ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers. The Chair moved to the next agenda item.

1. **DISTRICT & COUNTY REPORTS**

**West Sussex County Council Report:**

The County Councillor was not present. The Chair explained that any comments or question about the report should be directed to the County Councillor outside of the meeting.

**Horsham District Council Report:**

The district has officially announced the acquisition of a private nature reserve known as "Bramber Brooks," situated near Stenning.

District councillors recently participated in a training session focused on the procedures for accessing planning applications.

The initial phase of the local plan is set to be discussed in December. The district has reached a consensus that all development projects shall be consistent with Horsham Districts Climate Action Strategy.

Additional training sessions are planned to further educate individuals on matters related to water neutrality in the context of planning.

Members **NOTED** the District & County Reports.

1. **WARDEN REPORTS**

Positive comments were made regarding the reports.

Members **NOTED** the Warden’s Report for August & September.

1. **CYLINDER RELOCATION – SPORTS & SOCIAL CLUB**

The Clerk introduced the report, explained it and the rational behind it. The two quotes were introduced.

Questions arose over difference in the quotes and whether certain details had been missed out by the supplier. This included a sub-base for the cylinders, limescale limitation device and the size of the cylinder capacity.

The Council **RESOLVED** to relocate the cylinders to a 2 coiled system to the boiler room at the rear of the property.

The Council deferred on deciding on a specific quote until further information is provided over the proposed work.

1. **ARCHITECT FEES**

It was discussed that a quotation for project management raises concerns about potential delivery failures. It was mentioned it was essential to examine what VAT registered company we would be involved with as this could impact invoicing and contract terms. The architect's indemnity insurance is crucial, as it affects the contract with the company and protection of the delivery of work. We must determine if there's a need to release planning-owned materials and understand the architect's involvement in project management. The construction plan, administrative tasks, Studio 5, intellectual expertise, and contractual arrangements all play a role. The contract primarily involves a third party and Studio 5, while the architect holds ownership of the drawings for the planning application. Clarity is necessary in understanding the rationale behind upfront payments and the planning process.

The Council **RESOLVED** to seek clarity over the legal entity we will be dealing with, appropriate assurances, site of the professional enmity insurance, paying up front and that services are provided by the contracted company.

The Committee **NOTED** the quote for all future architect fees.

1. **STANDING ORDERS & FINANCIAL REGULATIONS – REVISION**

The Clerk informed the Council that several changes had been made to the document since last week:

1. The term Town had been taken out 8 times within the document and replaced with Parish. The term Mayor (found once) has been changed to Chair due to relevance.
2. Appendix D Page 8 stated that anyone given written notice of its wording to the Proper Officer at least seven days before the meeting. This clearly is in conflict with Appendix 1 Part 2, which states the agenda must have a minimum of three clear days, therefore this Appendix D Page 8 now has the figure of 1 clear day before the meeting. This has been clarified with NALC.
3. The terms of reference for the Staffing Sub Committee should be set at 4 members rather than 3. Although unchanged this should have been updated in the last standing orders.

After this, there was some discussion over clarifications and reassurances were offered.

A motion was made to accept the Standing Orders, however, to change the authority level of any contract over £20,000, to automatically go to Full Council and be decided. This motion failed.

1. The term “vire” was to be replaced to “transferred” (Finance Regulations *3 Budgetary Control* 3.2).
2. The Council decided to change the wording of (20 *Request for Information c*) “may” to “must”.

The Council **RESOLVED** to adopt a revision to the Standing Orders for 2023 as per the above numbered changes.

1. The Council **RESOLVED** to adopt a revision to the Financial Regulations.
2. **CHRISTMAS EVENT – PPC INITIATIVE**

The Clerk introduced the report, explained it and the rationale behind it.

It was mentioned that this was good opportunity for Councillors to be involved and the need for volunteers for the event.

The Chair noted the excellent work, in support of this event, undertaken by Councillor Lee, Maria and Tia.

The Council **RATIFIED** to facilitate a Christmas event this year in the village hall as a fundraiser event and **RESOLVED** to approve any additional expense acquired by the facilitation of the event.

1. **COMMUNITY PANTRY – PPC INITIATIVE**

The Clerk introduced the report, explained it and the rationale behind it.

It was mentioned that this facility would use a dead space and should be done on a different day to other local community pantries so to optimise collaboration. It was mentioned that communication should be established with potential volunteers.

The Council **RESOLVED** to facilitate a community pantry in the room connected to the Parish Room at the Sports and Social Club.

1. **REPRESENTATIVES ON OUTSIDE BODIES – SPECIAL UPDATE FROM CLLR IAN HARE ON APCAG**

Councillor Hare commenced his comprehensive presentation, delving into the history and future prospects of APCAG and the progress it the group has achieved. He emphasised that APCAG is not a campaign group but rather a platform representing the opinions and perspectives of Parish Councils. The group aims to simplify the jargon and unravel the intricacies of noise management reductions and flight path adjustments.

With 18 Parish Councils and associate members, Pulborough is one of two full members in APCAG, granting Pulborough the status of a policy-making entity. The core focus lies in the creation of policies ensuring fair and equitable dispersion of flight paths, adhering to maximum height limits, eliminating night flights and contributing to a better restoration of British Airspace. Consultation regarding noise management and mitigation strategies is a central aspect of the discussion. The reconstruction of flight paths is also in the spotlight, especially concerning the emergency runway associated with Gatwick.

The presentation discusses the substantial growth of the existing main runway by 30%, equivalent in scale to Heathrow Airport. The presentation also touches on aspects such as transport infrastructure, housing development, economic interdependence, and the pressing issue of climate change with a penalty of 1,000,000 additional C02 per tonnage.

The need for a consensus on a joint policy is stressed, but it is noted that CAGNE (Communities Against Gatwick Noise and Emissions) is not cooperating. Questions are raised regarding HDC's (Horsham District Council) efforts to oppose Gatwick's expansion, including their outreach to ward councils and contact with stakeholders. The presentation concludes by expressing gratitude for the attention and scrutiny provided and acknowledges the importance of APCAG's acceptance. The discussion extends to the interests of rail users and public transport outside of Gatwick, particularly in light of the influx of 10,000 or more passengers, if the emergency runway goes ahead.

This report was **NOTED** by the committee.

1. **PAYMENTS**

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| MW Electrical | £300.00 |
| Kent County Council - LASER | £142.14 |
| Business Stream | £60.24 |
| Circle Waste Limited | £528.00 |
| Travis Perkins | £223.06 |
| Travis Perkins | £131.79 |

***The meeting closed at 8.46pm.***

……………………………………..Chair

………………………………………Date