



PULBOROUGH PARISH COUNCIL

Working together for a better future

PULBOROUGH PARISH COUNCIL

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MINUTES OF AN ORDINARY MEETING **OF PULBOROUGH PARISH COUNCIL 24TH NOVEMBER 2016** **AT PULBOROUGH VILLAGE HALL**

PRESENT: Cllrs: Qusted (Chairman), Clarke, Court, C Esdaile (to Min. 93), J Esdaile, Henly, Hare, Kay, Kipp, Lawson and Tilbrook

IN ATTENDANCE: Mrs H Knight (Clerk)
Ms V Green (Neighbourhood Warden) (part of meeting)
Ms C Boniface (Neighbourhood Warden) (part of meeting)
1 Member of the public

The meeting opened at 7.56pm

84. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Mortimer, Reddin and Wallace.

85. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

Councillors were reminded by the Clerk of their legal duty to record amendments to their Register of Interests. The Clerk advised that meeting agendas would now include 'Changes to Register of Interests' as part of the standing item as an aide memoire and opportunity to notify updated information.

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

86. MINUTES

86.1 Full Council

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 20th October 2016 as a true and accurate record of the proceedings and the Chairman of the meeting signed them. There was nothing to report via Clerk's report.

86.2 Planning & Services Committee

Members received the Minutes of the Meetings held 20th October and 3rd November 2016. There was nothing to report via Clerk's report.

86.3 Recreation & Open Spaces Committee

Members received the Minutes of the Meeting held on 13th October 2016.

Clerk's Report

Min. 53 - Trees

Min. 53.1: As requested, the Assistant Clerk had asked whether the Tree Warden could assess the English oak at Nutbourne Common or if this should be requested from the

HDC Arboricultural Officer. A reply has been received and will be on the 12th January R&OS Agenda for discussion.

Min. 53.3: The Assistant Clerk is obtaining quotes for the part or full removal of the large ash tree (survey ref. 1181) in Rivermead Nature Reserve.

Min. 53.4: The Assistant Clerk is obtaining quotes for remedial work to the lime tree and has enquired with the contractor why the damage was not identified through the survey. A response has been received and will be reported at the 12th January R&OS meeting.

Min. 55: Memorial Garden - Consideration of ongoing Maintenance

- The Clerk is still looking into whether a volunteer policy is necessary and will report back at a later date
- The Clerk has liaised with the Village Hall Manager regarding possible shared use and positioning of a green waste bin, and tool storage box. The Manager will discuss this with Village Hall trustees and respond.
- The £50 previously agreed to be spent on wintering flowers and bulbs was not spent by the original 'Friends' volunteers.
- A risk assessment item was not put on that evening's agenda as a completed risk assessment will be brought to the Committee's attention in the near future.

86.4 Finance & Policy Committee

Members received the Minutes of the Meetings held on 27th October and 10th November 2016. There was nothing to report via Clerk's report.

87. ADJOURNMENT FOR PUBLIC SPEAKING - TO INCLUDE REPORT FROM NEIGHBOURHOOD WARDENS IF AVAILABLE

The meeting was **adjourned** between 8.01-8.17pm for public speaking. There were no public speakers. During the adjournment, the Neighbourhood Wardens gave a detailed report to Council of recent activities, which included:

- Moving from regular introductory attendance at various community group meetings, as they are becoming more well known, to occasional 'drop in' attendance
- Displaying 'No Stop and Drop' posters near St Mary's School to encourage careful parking; additional 'Considerate parking' notices now displayed at Rectory Lane
- Dedicated sign-written vehicle now in use, making them more visible/recognisable
- Different methods of reaching vulnerable or elderly residents being utilised, eg contacting local taxi firms; working with local home care company
- Responding to various parking issues raised, some notified by Parish Council
- Plans to hold 'meet and greet' sessions at Sainsbury
- Developed positive relationship with Tesco Community Champion; ongoing plans for community project to re-vamp Pocket Park in partnership with Tesco/PPC/St Mary's School/RSPB
- Looking at setting up a Pulborough/Nutbourne volunteer gardening project for those struggling to manage
- No reported antisocial behaviour recently, they continue to patrol hotspot areas
- Several 'dog fouling' notices have been displayed in hotspot areas; fluorescent spray is also being sourced
- Working with Age UK / authorities to increase local provision for dementia sufferers
- Funding sourced to help finance new boiler for St Mary's School
- Working with police to support Operation Signature, which aims to prevent vulnerable people becoming victims of scams

Members were pleased to note the positive and proactive impact the Neighbourhood Wardens were having on the community. Members raised several points with them, including: That Tesco are imminently opening a 'rain garden'; Rivermead would benefit from careful parking notices; suggested areas for additional patrolling. Councillors were

asked to let them know of other areas where dog fouling notices would be particularly helpful. The Clerk reminded all that there was a large supply of NW fridge magnets at the office for Councillors to distribute to residents.

88. DISTRICT AND COUNTY - TO RECEIVE ANY REPORTS FO THE DISTRICT AND COUNTY COUNCILLORS PRESENT

There was no County Council report, as County Cllr P Arculus had sent her apologies due to another commitment.

District Cllr Clarke reported on various district based matters currently being discussed, including: Changes to waste collection services; Rural car parking; Changes to number of District Councillors, ward and boundary changes (LGBCE proposals). Following queries from Members, Cllr Clarke advised that work is ongoing regarding provision of gypsy/traveller sites and that there are not currently any anaerobic digesters for waste collection.

89. NEIGHBOURHOOD PLAN UPDATE - TO RECEIVE REPORTS AND RECOMMENDATIONS FROM THE NEIGHBOURHOOD PLAN STEERING GROUP

The Chairman gave an update of recent Steering Group activity: There were no formal recommendations from the Steering Group. The group met on 22nd November 2016 and discussed plans to revisit Reg. 14 (public consultation) regarding sites to be included in the Neighbourhood Plan. Further direction was awaited from HDC following the recent judicial, landmark decision regarding Henfield Neighbourhood Plan, which had been overturned following developer appeal after successful referendum, and had significant implications on the professional level and robustness of neighbourhood plans. HDC's new dedicated Neighbourhood Plan Officer had recently taken up post and the Steering Group were anticipating meeting him very soon. Meanwhile the group continued work on progressing the Plan through Reg. 14 as soon as possible. Due to the number of recent setbacks, however, it was now unlikely that the Plan would reach referendum stage until after 2017.

90. PARISH COUNCIL CO-OPTION - TO RECEIVE AND CONSIDER NOMINATION TO FILL THE PARISH COUNCIL VACANCY AND TO APPROVE THE CO-OPTION

Members noted that a nomination had been received to fill the current Councillor vacancy and a brief note of introduction from the nominee had been circulated.

Following voting, it was **RESOLVED** that Mrs Valerie Wilson be co-opted to fill the vacancy. As Mrs Wilson was in attendance, the Chairman welcomed her on behalf of the Council. The Clerk requested that Mrs Wilson liaise with her as soon as possible regarding signing the Declaration of Acceptance of Office, Register of Interests form and other necessary paperwork. The first meeting Mrs Wilson will be formally summoned to attend as a Councillor will be full Council on 19th January 2017.

91. GRANT AID 2016 - TO RECEIVE RECOMMENDATIONS FROM FINANCE & POLICY COMMITTEE AND AGREE FUNDING AWARDS FOR APPLICATIONS

Prior to the meeting Members had received the recommendations of the Finance & Policy Committee for the allocation of the 2016 grants.

After discussion, it was **RESOLVED** to approve the recommendations without amendment and for cheques to be raised at the Planning & Services Committee meeting on 8th December 2016 (attached as Appendix 2). Thanks were expressed to the Task & Finish Group of Councillors who carried out the preliminary work.

92. SPORTS PAVILION REBUILD PROPOSALS - TO RECEIVE REPORT FROM TASK & FINISH GROUP MEETING WITH SPORTS CLUBS REPRESENTATIVES ON 11TH OCTOBER 2016, INCLUDING QUESTIONNAIRE RESPONSES FROM CLUBS, AND TO CONSIDER THE WAY FORWARD (MIN.55, 15.9.16 REFERS)

Members had previously received copies of the questionnaire responses from four out of

the five clubs attending the Task & Finish Group meeting of 11th October 2016. Cllr Esdaile circulated a summary report of responses which Members discussed in detail. Some requests differed considerably from the Council's intended proposals, eg a two-storey building/balcony, swimming pool, gym facilities, squash court. Members spoke for and against such options.

Considerable debate took place regarding the feasibility and costs of providing a whole community centred building as opposed to the Council's original aim of improved facilities for the current club users. Members were generally supportive of investigating the possibility of providing a balcony and were mindful of the need to be DDA compliant. With regard to next steps, some Members felt it would be sensible to begin engaging with potential architects and quantity surveyors who would be able to drill down into what was possible to achieve. Others felt that the Council should first firm up proposals as to what should be included in the plans.

It was **RESOLVED** that the Clerk would investigate the process required for correct tendering procedures and liaise with Cllrs J and C Esdaile regarding potential sources of advice on grant funding and contacts, for report back to full Council in January 2017.

Cllr C Esdaile gave his apologies and left the meeting

93. CODE OF CONDUCT TRAINING - TO NOTE THAT HORSHAM DISTRICT COUNCIL WILL BE PROVIDING PARISH / TOWN COUNCIL MEMBER CODE OF CONDUCT TRAINING DURING 2017 AND TO PROPOSE DATES FOR THIS

The Clerk reported that the Monitoring Officer of HDC will be visiting all parishes during 2017 to provide Member Code of Conduct training. The Clerk emphasized the importance of this and Members confirmed their support in attending. The Monitoring Officer was reasonably flexible in dates and times he could attend. Following discussion it was **RESOLVED** to undertake the Code of Conduct training being offered and that the Clerk would circulate some potential dates for early New Year Wednesday evenings which she would finalise with Members and the Monitoring Officer.

94. COMMUNITY YOUTH WORKER - TO CONSIDER YEAR 5 COMMUNITY YOUTH WORK EMPLOYMENT COSTS FROM HORSHAM MATTERS LTD OF £23,908.09 FOR YEAR ENDING 31ST MARCH 2018 - TO BE SHARED WITH BILLINGSHURST PARISH COUNCIL, AT A COST TO PULBOROUGH PARISH COUNCIL OF £11,954.04

Members had received details from Horsham Matters Ltd of the 2017-18 Community Youth Work Employment Costs. The Clerk reported briefly on the meeting she had attended in September. It was noted that the proposed budget for 2017-18 had remained at £15,000 to allow for potential continuance of funding the Youth Worker and increased costs. Following discussion, it was **RESOLVED** to accept the costs advised by Horsham Matters Ltd and to extend the Community Youth Worker contract for a further year to 31st March 2018, at a cost to Pulborough Parish Council of £11,954.04 for employment costs.

95. PULBOROUGH COMMUNITY PARTNERSHIP - TO NOTE NEW INITIATIVE 'SPRING INTO SUMMER', AN EVENT BASED AROUND SPORT/PHYSICAL ACTIVITY/HEALTH, AND TO CONSIDER APPOINTING A MEMBER TO ASSIST WITH DEVELOPING THE PROJECT - DEFERRED FROM MEETING 20TH OCTOBER 2016 (MIN. 77 REFERS)

The Council had been asked by PCP to consider appointing a Member to assist with developing this project based around physical health and potentially linked with the Council's new outdoor gym equipment. No Member had felt able to commit to this at the last meeting and it had been deferred to today's meeting. Cllr V Wilson was nominated and agreed to be the Council's appointed representative once she had formally taken up office, and the Clerk would forward her the PCP contact details - **AGREED**.

96. PULBOROUGH TRAIN STATION - TO RECEIVE UPDATE AND CONSIDER WHETHER THE COUNCIL WISHES TO PURSUE NOMINATION AS A LISTED BUILDING - CLR J ESDAILE TO REPORT (MIN. 78, 20.10.16 REFERS)

Cllr J Esdale and the Clerk updated Members on their recent investigations into the process of registering Pulborough Railway Station as a listed building through Historic England. Considerable background and evidence research would be required to support an application. It was also possible for a Planning Authority to apply for listing. The letter to Network Rail, agreed at the last Council meeting, had not yet been sent due to the possible impact it may have on the listing process if undertaken. Following discussion, it was **RESOLVED** that the Clerk would liaise with HDC as to whether they would progress the listing of Pulborough Railway Station: If not, the Clerk would initiate the registration and continue liaison with Cllr J Esdale regarding the supporting evidence required.

97. HDC RURAL CAR PARKS SURVEY - TO NOTE HDC FUTURE PROPOSALS FOR RURAL CAR PARKS - CLLR QUESTED TO REPORT (MIN. 60, 15.9.16 REFERS)

Cllr Qusted reported on the CLC meeting the previous evening at which this item was discussed. There was considerable antipathy towards the District Council's proposals, however Pulborough itself was not part of the discussion for HDC as WSCC had already given permission for car park charging some years ago. Points had been made at the meeting that Pulborough had individual circumstances which should be considered. Subsequently, HDC had agreed at the meeting that they would re-engage again with the parishes involved before any final decision is made. HDC was meeting this evening to discuss the matter and therefore further information and consultation was awaited.

98. COMMUNITY LAND TRUSTS - TO RECEIVE UPDATE - CLLR TILBROOK TO REPORT (MIN. 39, F&P 22.9.16 AND MIN. 60, F&P 27.10.16 REFER)

Cllr Tilbrook advised Members that as an individual he was hoping to form a Community Land Trust (CLT) and in order to progress this he needed five volunteers to help set this up - it was not possible at this stage to engage organisations. The aim of the CLT is to provide accommodation at affordable rent. Cllr Tilbrook requested that anyone willing to assist contact him. He also requested permission to seek volunteers through the Council's social media sites and this was **AGREED** - to be undertaken in liaison with Council officers.

99. VILLAGE MARKET - TO AGREE ATTENDEES AT THE MARKETS ON SATURDAY 26TH NOVEMBER AND SATURDAY 17TH DECEMBER 2016

Attendees with Mr L Ellis at the markets were **AGREED** as follows:

26th November - Cllr E Henly

17th December - Cllr Qusted and (in his absence) Cllr Wallace - the Clerk will liaise with Cllr Wallace to confirm his agreement and availability.

100. REPRESENTATIVES - TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OTHER ORGANISATIONS

- Cllr Hare updated Members on recent APCAG activity and meeting of the Noise Management Board
- Cllrs Kipp and Tilbrook reported briefly on their recent meeting with WSCC Highways Manager regarding works at Swan Corner, commencing in January 2017; Lower St regeneration plans are to be discussed by WSCC in the New Year
- Cllr Clarke gave a brief report on his attendance at the SDNP Local Plan consultation meeting. The SDNP is splitting proposed development between rural areas not yet undertaking a neighbourhood plan
- Cllr Kipp reported on the recent HALC meeting she had attended, at which HDC Rural Car Parking was a topic
- Cllr Kay reminded Members of the invitation from St Mary's School to tour the school and asked for names of those interested: Cllrs J Esdale and E Kipp asked to be included (any other Councillors to please contact the Clerk)
- Cllr Court reported on her attendance at the Sports & Social Club meeting of 22nd November and recent changes to their membership fees and rules

101. CORRESPONDENCE - TO NOTE ITEMS OF CORRESPONDENCE AND TO GIVE GUIDANCE TO THE CLERK IN RESPONDING

The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk brought Members' attention to several items, including correspondence regarding HDC Rural Car Parking arrangements; Neighbourhood Planning and future HDC support; SSALC Newsletter November 2016; Correspondence to and from landlord complaining about parking outside his property and nuisance to his tenant; HALC minutes of 21st November 2016; NALC Dependent Carers Allowance Survey - the Clerk asked Members if they wished her to complete the survey on behalf of the Council: It was **AGREED** that the Clerk would forward the survey to Members for individual completion at their discretion.

102. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA

- 2017-18 Precept
- Pulborough Railway Station update
- Sports Pavilion Update
- Waste Collection Service: potential models for anaerobic digester provision - requested by Cllr Kay

103. PAYMENTS

Members approved the following payments and the cheques were signed:-

| Payee | £ |
|---------------------------|----------|
| Festive Illuminations Ltd | 3,200.00 |
| Horsham Matters Ltd | 248.11 |
| Kent County Council | 216.78 |

The meeting closed at 9.35pm

.....Chairman

.....Date

CORRESPONDENCE

Appendix 1

All correspondence is available to view at the Parish Office (or can be forwarded via email) unless attached and marked Copied to Council.

HDC

- Rural Car Parking arrangements for HDC Car Parks from April 2017 - letter from Director of Community Services (Copied to Council)
- Neighbourhood Planning and future HDC - letter from Director of Planning, Economic Development & Property support (Copied to Council)
- Press release: HDC welcomes the Government's airport runway preference
- News release: Extra funds bring a boost to local small businesses - £500k grant pot for small businesses 'Local Enterprise and Apprenticeship Platform' with £83k share for Horsham district - more information or to apply for LEAP grant visit: <https://www.horsham.gov.uk/businesspages/Business-Development/business-support-and-opportunities/information-for-businesses>
- Wisborough Green Neighbourhood Plan was 'made' at the Council meeting of 19.7.16 following successful referendum.

Sussex Police & Crime Commissioner

- Newsletters 21st, 28th October and 4th, 11th and 18th November 2016
- Consultation goes live for Sussex Police Precept: Residents can now take part in Sussex Police & Crime Commissioner Katy Bourne's consultation for the Sussex Police Precept 2017/18, proposing to increase the police element of council tax rise by around £5per household to fund over 100 new police officers and specialist staff. Consultation began November and closes January 2017, visit <https://www.sussex-pcc.gov.uk/priorities/budget/>

Horsham Police

Neighbourhood Alert Weekly Update 18/11/16

NHW (Neighbourhood Watch)

Email News No 022/NOV16 - Fraud Crime, as per SSALC email notification above

WSCC

- Find It Out Volunteer Recruitment: WSCC is looking to recruit new volunteers for their Find It Out centres - flyers available at PPC office or visit www.westsussex.gov.uk/FIOvolunteer
- Information regarding Wst Sussex Life: Information and Statistics 2017-19 - a report published annually with the aim of providing a range of statistics and information about West Sussex

SSALC/NALC

- SSALC Newsletter – November 2016 (copied to Cllrs by email)
- NALC DIS issue 895 November 2016
- Information on UK Parliament Week, connecting people with UK Parliament, visit <http://www.nalc.gov.uk/other-events>
- NALC Dependent Carers Allowance Survey - NALC are asking all parish councils to consider completing this survey, as they are campaigning for the same rights for parish councillors that is available to principal authority councillors to reclaim monies to pay for childcare and similar to attend parish council meetings. **Does the Council wish the Clerk to complete the survey on Members' behalf and if so please advise appropriate question responses?**
- Link to November edition of Sussex Fraud Newsletter, which includes: warning about rise in reports of fake call blocking devices and how to ensure you're signing up to a legitimate service; What makes a secure password for your online accounts; Staying safe online when doing Christmas shopping
https://www.sussex.police.uk/media/3473/fraud-newsletter_november-2016.final.pdf
- West Sussex ALC Spring Conference - following the success of the AGM and Conference in October, a conference for Wst Sussex parishes in Spring 2017 will be held. This is open to Councillors, Clerks and Deputy/Assistant Clerks and will include presentations on many relevant topics. Cost per delegate is £40 (ex VAT) including refreshments and lunch. Places can be booked through the Clerk

HALC

- Notice of Annual Meeting of HDC and HALC Monday 21st November, 7pm, Horsham - all Councillors welcome to attend (Previously copied to Council)
- Minutes of meeting on 21.11.16. Copied to Council

Members of public

Email from local landlord regarding nuisance parking issues on Lower St for his tenant, copied to HDC and WSCC and PPC, including various responses from those authorities

Village Market

Notes from L Ellis from the Village Market on 22nd October 2016 (Copied to Council)

LAT

Minutes of meeting held on 2nd November 2016

The Pulborough Society

Agenda for meeting 16th November 2016

Pulborough Community Partnership - Management Group

Minutes of meeting held 8th November 2016 (Copied to Council)

Clerks & Councils Direct

November 2016, issue 108

CAGNE

Bulletin 59 - October 16

APCAG

Noise Management Board Report - Copied to Council

Gatwick Community

Gatwick's response to the Government decision on airport capacity

Council Member

Cllr E Kipp email commenting on future car parking charges (Copied to Council)

Residents/Traders

Resident advising of scam involving caller purporting to be from BT
Trader commenting on future car parking charges

Appendix 2GRANT AID 2016
COUNCIL DECISIONS 24.11.16

| <u>Organisation</u> | <u>2015 award</u> | <u>Requested</u> | <u>TFG Recommendation</u> | <u>F&P Rec to Council</u> | <u>Council Decision</u> |
|--|-------------------|------------------|---------------------------|-------------------------------|-------------------------|
| Royal British Legion | 100 | ? | 50 | 50 | 50 |
| Community Minibus Association | 500 | 500 | 500 | 500 | 500 |
| Pulborough & District Community Care Association | 1,450 | 1,500 | 1,500 | 1,500 | 1,500 |
| St Mary's Church | 1,000 | 8,500 | 1,000 | 1,000 | 1,000 |
| Victim Support Sussex | 150 | 150 | 150 | 150 | 150 |
| Volunteer Visiting Scheme | 175 | 150 | 150 | 150 | 150 |
| Pulborough Fairtrade Group | 70 | 100 | 100 | 100 | 100 |
| Wednesday Club | 250 | 250 | 250 | 250 | 250 |
| Pulborough Bowling Club | 400 | 500 | 250 | 250 | 250 |
| West Sussex Mediation Service | 150 | 150 | 150 | 150 | 150 |
| Pulborough Lunch Club | 500 | ? | 500 | 500 | 500 |
| Outset Youth Action | 350 | 350 | 350 | 350 | 350 |
| Mary How Trust | 300 | 300 | 356.4 | 356.4 | 356.4 |
| Home Start Crawley, Horsham & Mid Sussex | 500 | 500 | 500 | 500 | 500 |
| Pulborough Football Club | N/A | 500 | 350 | 350 | 350 |
| Baptist Church | N/A | 750 | 400 | 400 | 400 |
| Pulborough Cricket Club | N/A | ? | 350 | 350 | 350 |
| | | | TOTAL | TOTAL | |
| | | | 6,906.40 | 6,906.40 | 6,906.40 |
| NB: ? indicates no amount specified; N/A indicates no 2015 application | | | | | |