



PULBOROUGH PARISH COUNCIL
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**MINUTES OF THE ANNUAL MEETING
OF PULBOROUGH PARISH COUNCIL
HELD ON THURSDAY 15th MAY 2014
AT PULBOROUGH VILLAGE HALL**

Present: Cllrs Buck, Ellis, Gill, Henly, Kipp, Mortimer, Qusted, Spillane, Tilbrook, J Wallace and E Wallace.

In Attendance: County Cllr Pat Arculus and Sarah Norman (Clerk)

The meeting opened at 7.30pm.

1. ELECTION OF CHAIRMAN

As current Chairman, Cllr Qusted chaired this first item.

RESOLVED: that Cllr Qusted be elected Chairman of the Council for the ensuing municipal year. Cllr Qusted signed the Declaration of Acceptance of Office.

Cllr Qusted continued as Chairman of the meeting.

ELECTION OF VICE-CHAIRMAN

RESOLVED: that Cllr Clarke be elected Vice-Chairman of the Council for the ensuing municipal year.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Clarke, Dale, Lawson, and Walsh.

3. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

4. MINUTES

4.1 FULL COUNCIL

The Council **RESOLVED** to agree and approve the amended Minutes of the Meeting held on 17th April 2014 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report

Item 167 – District & County

The Press Release regarding “Better Roads” as referred to my Cllr Arculus is enclosed with the additional correspondence.

Item 169 – Replacement Roof for Bowling Club

The Contractor has been instructed to proceed with the works and the contribution of £1,100 from the Bowling Club has been received.

Item 171 – Memorial Garden

Stuart Brierley has pencilled in start date of 27th May. Confirmation of funding for the stonework is anticipated shortly.

4.2 PLANNING & SERVICES COMMITTEE

Members received the Minutes of the Meetings held on 17th April and 1st May 2014.

Clerk's Report

Item 188 – Public Speaking

With regard to application DC/13/2321 Toat Café (retention of canopies), Cllr Donnelly has contacted the Planning Officer to question the refusal of this when no objection was submitted by himself, Cllr Paterson, the Parish Council or a any resident and has requested that the application now be considered by Committee.

Item 189 - Planning Applications

The Clerk reported that at 5.40pm that day she had received notification from HDC Planning that amended plans have been submitted for DC/14/0683 Land South of Stane Street Close, Pulborough and that there is a period of 14 days for comment. The Clerk advised that she has responded advising that there is no meeting at which these plans may be considered until 5th June and has requested confirmation that the officer will wait until 6th June for the Parish Council comments. Furthermore, the Clerk has requested further information about the nature of the amendments as this is such a large application. The Clerk stated that should HDC be unwilling to delay the receipt of Parish Council comments, it may be necessary to hold an additional day time meeting for the Planning & Services Committee to discuss the plans.

4.3 FINANCE & POLICY COMMITTEE

Members received the Minutes of the Meetings held on 24th April 2014.

Clerk's Report

Nothing to report.

5. ADJOURNMENT PUBLIC SPEAKING

There were no public speakers.

6. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN OF COMMITTEES

Having received nominations for the various posts, the Chairman reported all those nominated.

The Chairman then asked for a vote, by show of hands for each post with the decisions as follows.

RESOLVED: that the following Councillors be elected Chairmen and Vice-Chairmen of the Committees for the ensuing municipal year

FINANCE & POLICY COMMITTEE

Chairman
Vice Chairman

Cllr Clarke
Cllr Ellis

PLANNING & SERVICES COMMITTEE

Chairman
Vice-Chairman

Cllr Tilbrook
Cllr J Wallace

RECREATION & OPEN SPACES COMMITTEE

Chairman
Vice Chairman

Cllr E Wallace
Cllr Gill

7. COMMITTEE ALLOCATIONS

RESOLVED: that the Committee allocations be agreed as follows:-

FINANCE & POLICY COMMITTEE (6 Members)

Chairman
Vice Chairman
Members

Cllr Clarke
Cllr Ellis
Cllr Kipp
Cllr Qusted*
Cllr Tilbrook*
Cllr E Wallace*

*Cllr Qusted, Tilbrook & Cllr E Wallace are ex-officio members as Chairman of the Council, Chairman of Planning & Services Committee and Chairman of Recreation & Open Spaces Committee respectively.

PLANNING & SERVICES COMMITTEE (10 Members)

Chairman
Vice-Chairman
Members

Cllr Tilbrook
Cllr J Wallace
Cllr Clarke*
Cllr Dale
Cllr Kipp
Cllr Lawson
Cllr Mortimer
Cllr Qusted*
Cllr E Wallace *
Cllr Walsh

*Cllr Qusted, Cllr E Wallace & Cllr Clarke are ex-officio members as Chairman of the Council, Chairman of Recreation & Open Spaces Committee and Chairman of Finance & Policy Committee respectively.

RECREATION & OPEN SPACES COMMITTEE (9 Members)

Chairman
Vice Chairman
Members

Cllr E Wallace
Cllr Gill
Cllr Buck
Cllr Clarke*
Cllr Henly
Cllr Lawson
Cllr Qusted*
Cllr Spillane
Cllr Walsh

*Cllr Clarke and Cllr Qusted are ex-officio members as Vice Chairman and Chairman of the Council respectively.

PARISH COUNCIL REPRESENTATIVES

RESOLVED: that the Parish Council representatives on the following Outside Bodies be approved:

Community Care Association	Mrs J Seagram (MBE)
Community Mini Bus	Parish Office
Horsham Association of Local Councils	Cllr Kipp Cllr Ellis
Local Action Team	Cllr Ellis Cllr E Wallace Cllr J Wallace
Nutbourne Recreation Ground Trustees	Parish Office
Pulborough Community Partnership	Cllr Quested Cllr Tilbrook Cllr Kipp Cllr Walsh
Sports & Social Club	to be confirmed at each R&OS Meeting
Sussex Association of Local Councils	Cllr Ellis Cllr Quested Cllr Gill
Parish Council Appointed Village Hall Trustees	Cllr Quested Cllr Ellis Mr Peter Cooper Mrs Katie Watson Mr David Jolliffe
Traders Group	Cllr Kipp
Parent/Teacher Association (PTA)	Cllr Gill
Youth Club	Cllr E Wallace
Fairtrade Group	Cllr Tilbrook
Pulborough Society	Cllr Ellis
Village Transport Plan Working Group	Cllr J Wallace Cllr Ellis Cllr Clarke Cllr Tilbrook

8. REGISTER OF MEMBERS' INTERESTS

Members received update forms for their completed Register and were advised that these should be completed within 28 days and returned to the Parish Office.

9. ANNUAL REPORTS

Members received the Annual Report as distributed at the Annual Parish Meeting.

RESOLVED: to accept the Annual Report.

10. ANNUAL ACCOUNTS

Members received the Income & Expenditure and Balance Sheet for the year ended 31st March 2014 and the recommendation of the Finance & Policy Committee (item no 104 F&P Minutes 24th April 2014)

RESOLVED: to accept the Annual Accounts for the year ended 31st March 2014.

Members proceeded to review Section 2 of the Annual Return, the Annual Governance Statement. All Councillors AGREED to respond "Yes" to questions 1 to 8 with question 9 not applicable. The Chairman completed accordingly.

RESOLVED: to accept the Annual Return for the year ended 31st March 2014 and the Chairman signed accordingly.

11. STANDING ORDERS

Members received the current Standing Orders.

RESOLVED: to approve with no amendments

It was noted that the Powers and Duties for the Committees will be reviewed by each Committee at their first meeting of the new municipal year.

12. MEETING DATES

Members noted the revised schedule for 2014 (as a result of the requested change of the Finance & Policy Committee meetings to the end of the month – see F&P minutes dated 13th March 2014 , minute no 89) together with the proposed schedule for 2015 (attached as Appendix 1) and approved with all in favour.

13. NEIGHBOURHOOD PLANNING

Cllr Tilbrook reported that a meeting of the new Steering Group, including all the leaders of the working groups, has now been held. Progress is being made at a speed comfortable with the Steering Group and the next step is the preparation of a Household Survey to go to every home in the plan area. Cllr Tilbrook will be working on this with Richard Keatley and the shortly before it is returned to the Steering Group for approval. The survey will be distributed at the end of June/early July with the results published at the Harvest Fayre in September.

Cllr Tilbrook reported that there were issues in attracting younger members of the community to the project and it was noted that the working groups will need to give consideration to going out into the community to consult with some of these harder to reach sections, to ensure that the plan represents the community fully.

14. DISTRICT & COUNTY

Cllr Arculus reported that she had a meeting shortly with various officers at WSCC regarding the proposed "Hub" at the current library in Pulborough and will try and get some momentum into the process.

Cllr Arculus referred to the Storrington Air Zone and Members were advised that a copy of the press release was included in their Additional Correspondence which included details of the public events to be held over the coming week.

Finally, the closure of the medical centre in Storrington was discussed and the possible impact on Pulborough Medical Group, especially as it had been reported that Billingshurst and Steyning surgeries have refused acceptance of

patience from outside their boundaries. Cllr Arculus stated that she has questioned at County Hall why the Health and Over Scrutiny Committee was not involved. Cllr Arculus stated that whilst the County Council could not get involved directly in the setting up of a new practice (this would be an initiative from GPs directly), the County Council can offer support in areas such as infrastructure. It was reported that, if a new surgery was set up in Storrington in the future, then many of those who migrate across to Pulborough may go back in the future. Concern was also expressed about the emerging plan for the South Downs National Park and the plan's reliance on neighbours outside of the Park to provide services such as health care. All agreed that this is a subject that required full debate.

15. PARISH OFFICE RELOCATION

Members received notification of the proposed rental of £5,286 per annum to relocate the Parish Office to the Conference Room. After discussion, it was AGREED, with all in favour to approve the expenditure with effect from 1st July 2014.

RESOLVED: Annual rent of £5,286 be approved for the relocation to the Village Hall conference room.

16. REPRESENTATIVES

Cllr Ellis reported that he had attended the meeting with Tesco and the Pulborough Medical Centre regarding parking and patient access. Three options are being considered. The first two will be easier to achieve as costs are limited and involve the relocation of children and disabled dedicated parking spaces together with changes to the timing of deliveries to the store to reduce the impact. The third option would be more difficult both logistically and in terms of costs. This would involve the redesigning and widening of the entrance to the area with a loss of some Tesco parking spaces. It was noted that the agreement for medical centre users to park in the car park expires in 2 years.

Cllr Kipp reported that she was making enquiries regarding possible new tenants for the current Guy Leonard Estate Agency which will be relocating shortly and will report back to Council in due course.

Cllr Quested reported that he had been unable to attend the recent Nutbourne Residents Association meeting and that unfortunately neither he nor Cllr Ellis had been able to attend the recent Village Hall Trustee meeting.

Cllr Quested reported that he would be attending a meeting with representatives from Horsham District Council regarding funding for the refurbishment of the Sports Pavilion. Cllr Clarke will also be attending together with Barry Vincent of the Sports and Social Club.

Cllr Wallace reported that the Baptist Church is growing in numbers faster than anticipated.

17. CORRESPONDENCE

The Council received items of correspondence. (attached as Appendix 2)

Members noted the EXPO details and it was AGREED that Cllr Quested will set the stand up for the start at 10am and cover the period until Midday. Cllrs E Wallace and J Wallace AGREED to cover the second half of the event from Midday until 2pm and return everything to the Parish Office.

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

Maintenance of footways and gutters i.e. weed growth (Cllr Spillane) – To be discussed at next P&S and the Clerk is to investigate who is responsible for this prior to the meeting.

Closure of Mill Stream Medical Centre (Cllr Quested) – To be discussed at next P&S meeting and Cllr Quested is to contact Pulborough Medical Group to discuss the issue prior to the meeting.

Village Market – This should be included to agree who will man the stall at the end of June. Cllr J Wallace agreed to assist Cllr Ellis with the market on 24th May.

19. PAYMENTS

RESOLVED: that the following payments be made and the cheques drawn:

	£
New Call Telecom Ltd	12.46
Arun Mowers Ltd	172.37
Fire Risk UK Ltd	83.40
Aon UK Ltd	3477.98
New Place Nurseries	240.00
Traidcraft	3.30
Beechdown Arboriculture Ltd	2895.00
S Norman	55.40
Office First	72.56
West Sussex County Council	5424.59
Horsham Ass. Of Local Councils	15.00
Burgess & Randell Ltd	58.00
Pulborough Social Centre	115.50
L Ellis	5.00
Brady Corp Ltd	22.76

The meeting closed at 8.45pm

.....Chairman

.....Date

CORRESPONDENCE

Chanctonbury County Local Committee (CLC)

Minutes of meeting held 5th March 2014.

Available at http://www.westsussex.gov.uk/your_council/meetings_and_decision-making/meetings/county_local_committees/an_introduction_to_county_loca/chanctonbury_clc/minutes_and_agendas.aspx

HDC

Press Release "Council supports call to reconsider scrap of crisis fund".

CPRE

"Sussex Review" publication – Spring/Summer 2014 issue

St Mary's Church

Parish Mag – May 2014 issue.

Sussex Police

Horsham District Monthly Update. Copied to Council.

Local Action Team

Minutes of meeting 7th May 2014. Copied to Council.

HALC

Agenda for meeting at 7.30pm on 20th May at Henfield. Copied to Council.

Lower Tidal River Arun Strategy

Update May 2014. *Cllr Tilbrook noted that the comments from Pulborough Parish Council regarding the Environment Agency proposal to simply not maintain the banks rather than remove them in places to ease pressure on properties along the boundary of the floodplain had been ignored.*

NHS England

Closure of Mill Stream Medical Centre, Storrington. Copied to Council.

WSCC

- i) Letter from Leader of the Council, Louise Goldsmith. Copied to Council.
- ii) Notification of adoption of West Sussex Waste Local Plan
- iii) Ordnance Survey PSMA On Line Service – facility now available in the Parish Office.
- iv) Notification of Bus Shelter Grant Scheme 2014/15
- v) Press release "£30 Million Better Roads Programme launches in West Sussex. Copied to Council.

HDC

- i) Consultation on the Draft Broadbridge Heath Quadrant Supplementary Planning Document from 9th May to 6th June 2014.
- ii) Notification of presentation on SHLAA at HALC meeting on 20th May. Copied to Council.
- iii) Notification of temporary road closures. Copied to Council.
- iv) Press Releases :-
 - Low emission zone being trialled in Storrington.
 - Next steps for Council strategy for homes and jobs