



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 VIRTUALLY USING MICROSOFT TEAMS
ON THURSDAY 15TH OCTOBER 2020

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) regulations 2020 (“the Regulations”) came into force on 4th April 2020. The Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year.

PRESENT: Cllrs: Hare (Chairman), Clarke, Court, Kay, C Esdaile, J Esdaile (from Min. 228), Harvey, Henly, Kipp, Lawson, Riddle and Trembling

IN ATTENDANCE: Mrs H Knight (Clerk)
Cllr B Donnelly (Horsham District Council)
Cllr D Van Der Klugt (Horsham District Council)
Cllr P Arculus (West Sussex County Council)
Mr J Maund (*speaker for agenda item 6*)
Mr A Tilbrook (*speaker for agenda item 7*)
Mr D Hurst (*speaker for agenda item 7*)

The meeting opened at 7.43pm

225. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Trembling due to ill health, and.

226. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

227. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the online Meeting of the Council held on 17th September 2020 as a true and accurate record of the proceedings and that the Chairman would sign them.

Clerks Report

Min. 212 Co-options to Council:

It was confirmed that Cllr J Esdaile had duly signed her Declaration of Acceptance of Office. Unfortunately, Deborah Holden, who was also co-opted at the last meeting, had decided that she was unable to take up her place due to work commitments. Therefore, that vacancy remained available for co-option.

Min. 208 Annual Report:

Since no P&S C'ttee report had been prepared it seemed unlikely that the Council's Annual Report would be published after all.

Min. 215 NALC review of Government consultations on Planning for the Future (white paper) and Proposals for changes to the current planning system: The Council's response had been submitted to NALC, receipt of which had been acknowledged.

Min. 223 Chairman's Announcements/Urgent Matters: The Council's two nominees for the MP's Covid Community Champion award had been submitted.

228. COMMITTEE MEETING MINUTES

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

209.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 1st October 2020 (online).

There was no Clerk's report.

209.2 Recreation & Open Spaces Committee

Members received the Minutes of the Meetings held on 10th September 2020 (online).

There was no Clerk's report.

209.3 Finance & Policy Committee

Members received the Minutes of the Meetings held on 24th September 2020 (online).

It was noted that the Minutes included: A recommendation for the early approval of a Grant Aid donation of £100 to Age UK West Sussex, Brighton & Hove for their Bags of Support project being launched imminently; Decisions on rental income due from clubs following review of the impact of Covid-19; Recommendations on employee pay awards following the annual salary review by the Committee.

229. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers for this item. However, JNR Computer Services would be presenting to Members for agenda item 6. Additionally, two representatives of the Council's Neighbourhood Plan Steering Group were to address Council at item 7 of the agenda in order to report and answer Members' questions.

230. NEW PARISH COUNCIL WEBSITE

The Chairman welcomed John Maund of JNR Computer Services, who gave an online presentation of the developing website and asked for Members' views. Members were pleased overall with how the new website looked, compliance with accessibility regulation and the anticipated ease for officers uploading or updating information on it. Some minor suggestions were made for visual improvements. It was anticipated that the website would be live by the end of November 2020.

231. PULBOROUGH NEIGHBOURHOOD PLAN

The Chairman welcomed Andy Tilbrook (Steering Group Chairman) and David Hurst of the Pulborough Neighbourhood Plan Steering Group. With Members' approval, it was **AGREED** that both could address Council during this item to update the Council on progression to Regulation 15 (submission of final Plan to Horsham District Council) and Regulation 16 (HDC public consultation). Members had received the final submission document, with amendments highlighted for ease, together with the Steering Group's Regulation 14 Report summarising results of Reg.14 public consultation and representations made.

Mr Tilbrook went through some of the statutory body responses to Reg.14 consultation, which had included recommendations from WSCC on some footpath upgrading to become bridlepaths, which meant inclusivity for cyclists. As a result, and in line with other comments and advice received, a new policy on potential cycleways had been added to the final submission Neighbourhood Plan.

Following a query from a Member, some discussion took place about the new Cycleways policy. It was confirmed that all such proposals were potential suggestions only, being subject to further work including permissions of landowners, representations at Reg. 16 and any funding required. Mr Hurst and Cllr Clarke outlined some of the work that the A29 Stakeholder Group, with WSCC, had done around cycleway and footpath improvements and explained the importance of including these suggestions now so that future developments would incorporate better connectivity throughout the village and its neighbouring environs.

It was also clarified that the Neighbourhood Plan was able to remain in line with the current HDC Local Plan and did not have to conform to the emerging Local Plan at the current time, although this was time limited. It was also not currently affected by the Government's new housing allocation methodology for local authority strategic sites, or the Government's new planning reform proposals. However, it was inevitable that the Neighbourhood Plan would be required to undergo review in around three years' time and would then have to incorporate new Local Plan / Government conformity.

It was **RESOLVED** to approve that the final submission Neighbourhood Plan and required supporting documents be submitted to Horsham District Council for Regulation 15 for progression to Regulation 16 statutory public consultation.

The Council confirmed its appreciation of the work the Steering Group had done in reaching this stage.

232. DISTRICT AND COUNTY REPORTS

County Cllr Pat Arculus gave a brief update on WSCC matters including, Covid-19 impacts, financial matters, contracts for road improvements (pot holes), her involvement with the A29 Stakeholder Group, Lower Street improvements.

District Cllr Brian Donnelly reported briefly on financial matters at HDC, and Government housing allocations being challenged. District Cllr Diana Van Der Klugt also reported on the SDNP response to the Government's proposals for planning reforms. There was concern at the SDNP that Neighbourhood Plans would be reduced to being design codes, lack of environmental protection and potential loss of S106 developer funding.

233. PLANNING & SERVICES COMMITTEE – APPOINTMENT OF CHAIRMAN

Following the recent vacancy on the Council, it was necessary to appoint a new committee chairman. One nomination had been received, which was Cllr C Esdaile, the current Committee Vice Chairman. There being no other nominations, following voting it was **RESOLVED** that Cllr C Esdaile was duly appointed as Chairman of the Planning & Services Committee. *Cllr J Esdaile abstained from voting due to her personal interest because of her relationship with the nominee.*

As a result of this appointment, it was necessary to appoint a new Vice Chairman of the Committee. A proposal was made for Cllr Kipp to be appointed, which Cllr Kipp accepted. There being no other nominations, following voting it was **RESOLVED** that Cllr Kipp was duly appointed as Vice Chairman of the Planning & Services Committee.

234. COMMITTEE VACANCIES

It was noted that following the appointment of a new Chairman of the Planning & Services Committee, this position held an ex-officio place on the Finance & Policy Committee. It therefore followed that Cllr C Esdaile was duly appointed to the Finance & Policy Committee.

Cllr J Esdaile requested to be appointed to the Planning & Services Committee and also to the Finance & Policy Committee. Following voting, these appointments were duly **RESOLVED**.

235. CO-OPTION TO THE COUNCIL

The Clerk confirmed that three vacancies currently existed which the council could co-opt to, all having undergone due process of public advertising of the right to call a by-election.

Two applications had been received for consideration, carried forward from the last meeting, the papers having been previously circulated to Members. Following voting, the following was **RESOLVED:-**

That Jacqueline Walbridge be co-opted to the Parish Council to fill the first vacancy.
That Elizabeth Hunt be co-opted to the Parish Council to fill the second vacancy.

It was noted that the first meeting to which the new Councillors will be summoned will be the next Full Council on 26th November 2020.

236. WSALC VALLUE FOR MONEY – INDEPENDENT REVIEW OF SSALC

Members noted receipt of correspondence to Parish Council Chairmen dated 21st September 2020 from the Chairman of West Sussex Association of Local Councils and correspondence to Parish Clerks from the Value for Money Project Team at WSALC dated 8th October 2020. The Chairman outlined the review that WSALC had commenced. It was noted that Cllrs Hare and Kipp were PPC reps to HALC, at which the matter may be discussed. Cllr Hare was also the PPC rep to WSALC as Council Chairman and had been invited to attend the forthcoming AGM on 10th November 2020, which was likely to include the matter. In the absence the Council's entitled second representative to WSALC, it was **RESOLVED** that Cllr Kipp be approved to take that position and attend any WSALC meetings in addition to Cllr Hare. In the meantime, it was **AGREED** to maintain a watching brief on the situation.

237. SUSSEX POLICE & CRIME COMMISSIONER – ONLINE CONSULTATION

Members noted the invitation for the Clerk and any interested councillors to join an online consultation with Sussex PCC representative and the CEO of SALC on Tuesday 1st December 2020 at 10.00am. It was **RESOLVED** that Cllrs J Esdaile and R Court would attend with the Clerk.

238. SPORTS PAVILION REBUILD PROJECT

There was nothing further to update, as results of the pre-planning application advice registration were awaited.

239. CALENDAR OF MEETINGS

Members had received the schedule of meeting dates for 2021 and this was duly approved – **RESOLVED** (Appendix 2)

240. VILLAGE MARKET

The Clerk had circulated information about the return of the Village Market and the market to be held on Saturday 24th October 2020. The Clerk asked for the Council's view on whether to resume having a PPC stand at markets from now on. Following some discussion on the merits or otherwise of doing so, it was **RESOLVED** not to cover a stand at the present time, notwithstanding the Council's wish to support social and local enterprise aspects of the market. This would be kept under review depending on lockdown conditions and pandemic situation or any specific message the council needed to consult on. It was noted that the Neighbourhood Wardens intended to attend if able to and were comfortable with acting as a 'face of the Council'.

241. REPRESENTATIVES ON OUTSIDE BODIES

Brief reports were provided by those Cllrs representing the Council on other bodies or at meetings.

Cllr Kipp had attended the SSALC online presentation about the Government’s White Paper and planning system proposals. Cllr Riddle also attended, and both reported that the session had been very well prepared and interesting. Cllr Kipp advised that councils were being urged to write to their MPs seeking support in challenging the new proposals, however as our MP was already campaigning about this and had spoken in Parliament, Cllr Kipp proposed that a brief letter of thanks for his support be sent. This was **AGREED** by all.

Cllr Court advised that she had recently met three Youth Workers running the Pulborough Youth Club, who had reported that a good number of young people were attending sessions. The Clerk advised that Youth Club reports came via the R&OS Committee.

Cllr Henly gave a brief update on the Neighbourhood Wardens activities and reminded Members that they had received the most recent report in Correspondence List.

242. CORRESPONDENCE

The Correspondence was noted (previously circulated to Council) and is attached as Appendix 1.

243. CHAIRMAN’S ANOUNCEMENTS AND URGENT MATTERS

The Chairman drew attention to information circulated today announcing that Highways England had published the news of their preferred route for the Arundel bypass of the Grey route. It was noted that most councils had voted for the magenta route. Further consultation would be issued by Highways England in due course.

244. PAYMENTS

Members had received the list of Payments for Authorisation. It was noted that now that scheduled committee meetings were taking place, payments were now reverting to normal committee/council approval, all previous outstanding ‘ratification’ payments having been caught up with. It was **RESOLVED** to approve these, detailed below, and the payments list and invoices would be physically signed by the required two signatories at the earliest opportunity.

Payee	£
Mr F Bushby – fuel (transfer already made)	20.00
Eyelevel Design (from Pavilion Refurb EMR)	253.32
Simply Electric	255.99
Wesley's Window Cleaning	216.00
Burgess & Randall Ltd	525.00
Fire Risk UK	107.88
Kent County Council	83.08
National Westminster	3.15
Daisy Communications	26.48
HDC	26.60
HDC	48.40

The meeting closed at 9.11pm

.....Chairman

.....Date

CORRESPONDENCE**Appendix 1****WSSC**

e-newsletter 01.10.20 Town and Parish News Issue 19, October 2020: Topics include: New NHS Covid-19 app; Local weekly Covid-19 cases update; Update on wedding ceremonies; Help for local businesses; Winter opening hours at HWRS have started, sites open from 91m-4pm until 31t March 20201; Could you be a West Sussex county councillor? Find out more from '[Be a Councillor](#)' website. (Forwarded to Cllrs)

HDC

Email 09.10.20 from Cabinet Member of Economic Development and Parking/Head of Economic Development: Update on Southern Railway - Improving Your Stations Programme/GTR Passenger Benefit Fund. £15m is being contributed by Govia Thameslink Railway (GTR) which will be used to provide benefits to passengers across the network, following the disruption of the May 2018 timetable changes. The Fund was allocated to stations depending on how much the station was impacted and varies between £30-80k per station. Pulborough Station will gain: Canopy over ticket vending machine, customer information screen, seating, station refurbishment. All works are due for completion by March 2021.

NALC

e-newsletters/Chief Executive's bulletins of 25.09.20, 01.10.20, 02.10.20 and 09.10.20. Topics include: New review of public standards; Local Council Award Scheme; Tree Charter Board; Climate Change Task and Finish Group; Website accessibility regulation; NALC online event on recognising hidden disabilities 30.10.20, cost £30; NALC Dementia Guide at Number 10;

SALC

- Planning White Paper Briefing – recording and slides of online seminar by SALC Planning Adviser. (Forwarded to Cllrs)
- Notice of WSALC Ltd AGM being held on Tuesday 10th November 2020, at 10am by Zoom (full details to be sent shortly). (Forwarded to PPC rep Cllr Hare)

Sussex Police

- P&CC e-newsletters of 25.09.20 and 02.10.20, topics include Virtual Road Safety Panel Meeting; New 21st Century Detectives
- E-alert Horsham Weekly Bulletin 06.10.20: Sussex Safer Roads Partnership campaign starts 5th October until 12th October. It focuses on tyre safety and asking road users to check the tyres on their vehicles at least once a month. Sussex Police is introducing its new roads policing update available on the force website. The update is part of Sussex Police's ongoing commitment to tackle road safety problems affecting local communities and reduce casualties on the county's roads making them safer for all road users. "We're inviting you to read our new update - published every four weeks - which features an advice section, captures a snapshot of local activity and explains how you can engage with us. You can read the first update here on the Sussex Police website. Henceforth a link to each new update will be shared on the force's Twitter and Facebook accounts. <https://www.sussex.police.uk/news/sussex/news/news/new-roads-policing-page-set-up-on-sussex-police-website/>"

Neighbourhood Watch

e-alerts 24.09.20 and 01.10.20– Neighbour of the Year Award 2020 now open (forwarded to Cllrs)

Pulborough Neighbourhood Wardens

Warden's monthly report September 2020 (forwarded to Cllrs)

Office for National Statistics

ONS email 02.10.20 - An Update on our Plans for Census 2021.

SDNP

Email 07.10.20 – Small Grants Programme, Road Safety Trust – closing date 21st October 2020. The main aim of the Small Grants Programme is to improve road safety at a local level, with measurable interventions that link to local priorities and show a proposed link to reducing casualties. *(copied to Cllrs)*

MP

e-letter 07.10.20 to Clerk: Motorcycle noise – ongoing action/update; the MP is presenting the Vehicle Registration Offences (Penalty Points) Bill in the House of Commons on Wednesday 21st October. The Bill aims to amend the punishments for keeping or driving a vehicle with an obstructed number plate, or without a number plate. The punishment for these offences is a £100 fixed penalty (rising to a maximum of £1,000 in court) but the Bill seeks to add 3 penalty points to an offender's licence in addition. The MP has been in ongoing discussions with the Sussex Police Chief Constable and Police & Crime Commissioner. In recent months Sussex Police have ramped up their efforts in tackling anti-social drivers and motorcyclists across the county through Operation Downsway with increased usage of fixed and mobile speed cameras, but speed cameras are unable to aid if legible and compliant number plates are not displayed. The MP hopes his Bill will gain support and close a current loophole in the law.

Pulborough Traders Association

e-newsletter 08.10.20

CAGNE

E-newsletters/Bulletins 115 and 116.

Gatwick Airport

Email 05.10.20 – Gatwick Announcement – Gatwick to introduce Forecourt charging Next Year. A £5 charge will apply to anyone dropping passengers off by car directly outside the terminal. Anyone who does not wish to pay the charge will be able to drop-off or pick up passengers in the airport's long stay car parks with two hours' free parking and a free shuttle bus to the terminals.

PULBOROUGH PARISH COUNCIL MEETINGS 2021

All meetings are open to the public and start at 7.30pm unless otherwise notified.

All Committee meetings are held at the Sports Pavilion; Full Council Meetings are at the Village Hall.

JANUARY 2021

- 7 Planning & Services Committee
- 14 Recreation & Open Spaces Committee
- 21 Planning & Services Committee followed by Full Council
- 28 Finance & Policy Committee

FEBRUARY 2021

- 4 Planning & Services Committee
- 11 Recreation & Open Spaces Committee
- 18 Planning & Services Committee followed by Full Council
- 25 Finance & Policy Committee

MARCH 2021

- 4 Planning & Services Committee
- 11 Recreation & Open Spaces Committee
- 18 Planning & Services Committee followed by Full Council
- 25 Finance & Policy Committee

APRIL 2021

- 1 Planning & Services Committee
- 8 Recreation & Open Spaces Committee
- 15 Planning & Services Committee followed by Full Council
- 22 Finance & Policy Committee

MAY 2021

- 6 Planning & Services Committee
- 13 Annual Meeting of the Parish
- 20 Planning & Services Committee followed by Annual Meeting of the Council
- 27 Recreation & Open Spaces Committee

JUNE 2021

- 3 Planning & Services Committee
- 10 Recreation & Open Spaces Committee
- 17 Planning & Services Committee followed by Full Council
- 24 Finance & Policy Committee

JULY 2021

- 1 Planning & Services Committee
- 8 Recreation & Open Spaces Committee
- 15 Planning & Services Committee followed by Full Council
- 22 Finance & Policy Committee

AUGUST 2021

- 5 Planning & Services Committee

SEPTEMBER 2021

- 2 Planning & Services Committee
- 9 Recreation & Open Spaces Committee
- 16 Planning & Services Committee followed by Full Council
- 23 Finance & Policy Committee

OCTOBER 2021

- 7 Planning & Services Committee
- 14 Recreation & Open Spaces Committee
- 21 Planning & Services Committee followed by Full Council
- 28 Finance & Policy Committee

NOVEMBER 2021

- 4 Planning & Services Committee
- 11 Recreation & Open Spaces Committee
- 18 Finance & Policy Committee
- 25 Planning & Services Committee followed by Full Council

DECEMBER 2021

- 2 Planning & Services Committee

NB Some meetings of the Finance & Policy Committee will not be required