



PULBOROUGH PARISH COUNCIL
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**MINUTES OF THE ANNUAL MEETING
OF PULBOROUGH PARISH COUNCIL
HELD ON THURSDAY 21st MAY 2015
AT PULBOROUGH VILLAGE HALL**

Present: Cllrs Clarke, Court, Esdaile (arrived at 7.35pm), Hare, Henly, Kipp, Lawson, Reddin, Tilbrook, J Wallace and E Wallace.

In Attendance: Sarah Norman (Clerk) and 5 members of the public

The meeting opened at 7.30pm.

1. ELECTION OF CHAIRMAN

As previous Chairman, Mr Ray Quested chaired this first item.

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

Cllr Tilbrook 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 Cllr Mortimer. District Cllr Brian Donnelly had also advised that he would be unable to attend.

3. ADJOURNMENT PUBLIC SPEAKING

The Chairman welcomed Sgt Chris O'Leary (Neighbourhood Police Team based at Horsham) and PCSO Carol Boniface (Horsham South) who would address the meeting regarding the recent spate of vehicle damage and policing provision in the Parish.

Meeting adjourned 7.46pm

Meeting reconvened 8.01pm

Members noted the following :-

- Investigations into the vehicle damage are still ongoing with 4 males currently on bail.

- Headline crime figures for the year ended 30th April 2015 included :-
 - i) 7 burglary dwellings – 6 fewer than previous year
 - ii) 17 other burglaries – 14 less than previous year
 - iii) Overall crime was up by, primarily due to an increase of 18 in crimes against the person which is a broad definition and includes everything from assault through to domestic violence
 - iv) Theft and handling was also up by 20
 - v) The recent incidents will be recorded as 80 different crimes and therefore the statistics for 2015/16 will be skewed.
- No PCSO's are currently being recruited and following natural wastage, Horsham now has 9 PCSOs when the allocation should be 20. There is no PCSO assigned to Pulborough but Julie Green who covers Billingshurst and Carol Boniface who covers Storrington will take on any PCSO duties in Pulborough. Attempts have been made to transfer PCSOs from other districts but this has resulted in only 1 part timer at Storrington.
- There are 3 PC's based at Pulborough.
- Response policy is unaffected and if anything will be improved.
- Future will bring challenges for both staff and communities
- The freeze on recruitment is budgetary motivated

Members expressed concern that the PCC at the recent Annual Village Meeting was of the opinion that technology will improve the service.

Members also questioned whether the Police have influence with Housing Associations when considering families being relocated to Pulborough that have specific needs, especially in terms of Policing, when the Pulborough has little capacity to deal with issues. Sgt O'Leary advised that whilst they do liaise with Housing Associations, they cannot dictate where people are put. However, the Police are involved in the Think Family initiative which will become involved in high dependency families.

Finally, the Chairman enquired about drug dealing at The Collonades and whether this was ongoing. PCSO Boniface advised that she was not aware of a problem but would look into this further.

The Chairman thanked Sgt O'Leary and PCSO Boniface for their attendance.

4. DECLARATION OF ACCEPTANCE OF OFFICE

The Clerk confirmed that all Councillors duly appointed to Council at the election held 7th May 2015 had now signed their Declarations.

5. DECLARATIONS OF INTEREST

There were no Declarations of Interest

6. MINUTES

6.1 FULL COUNCIL

The Council **RESOLVED** to agree and approve the amended Minutes of the Meeting held on 16th April 2015 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report

Item 167 - S106 Funding

The Clerk had confirmed that the Planning Obligations SPD referred to in the Oddstones S106 regarding Public Art is available on the Horsham District website at www.hordshamdistrictldf.info/Files/Planning_Obligations.pdf .

6.2 PLANNING & SERVICES COMMITTEE

Members received the Minutes of the Meetings held on 16th April and 7th May 2015.

Clerk's Report

Item 201- New Grit Bin at Skeyne Drive

The Clerk advised that the quotation was for a smaller grit bin (200 litres), to that of the current grit bin, because the larger grit bins (400 litres) are not very sturdy

for the amount of salt they are meant to hold and so 'buckle'. Cllr. J Wallace has been given the dimensions of the quoted grit bin to compare sizes.

With regard to the salt, WSCC fill the bins in October, so the old salt would not be used and the Groundsman would empty the old one and dispose of it, although Cllr. J Wallace has requested to have it. This item will be put back on the P&S agenda for 4th June 2015.

6.3 FINANCE & POLICY COMMITTEE

Members received the Minutes of the Meetings held on 23rd April 2015.

Clerk's Report

Item 95 - Memorial Garden

New Place Nurseries have generously donated the lavender plants free of charge. However, they were unable to source the "munstead" variety of lavender and it is therefore "french" lavender that has been planted.

Item 96 - Groundsman Equipment

The old tractor has now been taken away. Unfortunately, the new vehicle has still not been registered with DVLA as a Certificate of Conformity is still required from Arun Mowers to complete the application. This was chased with Arun Mowers on 19th May 2015.

6.4 RECREATION & OPEN SPACES COMMITTEE

Members received the Minutes of the Meetings held on 9th April 2015.

Clerk's Report

Item 131- Addition of footpath to definitive map.

The landowner was written to on 21st April but as yet no response has been received.

Item 133 - Cousins Way Recreation Ground Trim Trail

Subsequent to the meeting, a new football team has approached the Parish Office requesting to hire the Cousins Way rec. It has therefore been agreed that further discussions on any trim trail siting should be halted, until the Committee has discussed and agreed this proposal and if decided to proceed, the exact location of the pitch. As soon as this has been confirmed discussions regarding the trim trail siting can be resumed.

From R&OS Meeting - 12th March 2015

Item 119 - Football Club Sale.

Mike Hatchard who wrote the book has one copy left and it was AGREED that the Parish Council should purchase this for £25.

7. PARISH COUNCILLOR VACANCIES

Members noted that there were two candidates for co option to fill the three vacancies following Parish Council elections and these were previous Councillors Ray Quested and Val Wilson.

As per Standing Order 12a, as only two candidates have applied for the three vacancies, it was proposed with all in favour that Mr Quested and Mrs Wilson be co opted to the Parish Council. It was noted that the first meeting to which they can be summoned and take part in will be the Planning & Services Committee meeting on 4th June. The Clerk will arrange for the Declaration of Acceptance of Office and Register of Members Interests to be completed.

RESOLVED: Mr Raymond Quested and Mrs Val Wilson be co opted as Parish Councillors to Pulborough Parish Council.

8. STANDING ORDERS (inc POWERS AND DUTIES FOR COMMITTEES)

Members had received the Standing Orders including Powers and Duties for Committees (last updated May 2014).

The Clerk had suggested amendments to the following clauses :-

- i). Standing Orders 1(m) - the subject of filming of meetings has had to be changed to accommodate the new legislation
- ii). Standing Order 2(j)(x) - The Council now operate under the General Power of Competence rather than the Power of Well being
- iii). Standing Order 3(b)(i) - Members may now have agendas issued electronically if requested.

It was noted that the Financial Regulations, which are Appendix 1 to the Standing Orders, have not changed since they were adopted in 2014.

Regarding appendices 2 to 4 (Powers & Duties of Committees) it was noted that there has been some discussion recently regarding the inconsistencies in the makeup of the Committees. After discussion it was proposed with all in favour that :-

- Chairman, Vice Chairman of the Council and Chairman of the two other committees appointed as Ex Officio to the Finance & Policy Committee.
- Chairman and Vice Chairman of the Council appointed as Ex Officio to the Planning & Services Committee.
- Chairman and Vice Chairman of the Council appointed as Ex Officio to the Recreation & Open Spaces Committee

Finally, it was noted that Appendix 6, Code of Conduct for the handling of complaints has not changed.

RESOLVED: the Standing Orders for Pulborough Parish Council be amended as AGREED.

9. 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	Cllr Clarke
Vice Chairman	Cllr Kipp

PLANNING & SERVICES COMMITTEE

Chairman	Cllr Tilbrook
Vice-Chairman	Cllr J Wallace

RECREATION & OPEN SPACES COMMITTEE

Chairman	Cllr E Wallace
Vice Chairman	Cllr Henly

10. BANK ACCOUNT SIGNATORIES

Members noted that the existing signatories are Paul Clarke, Lawrie Ellis, Christine Mortimer, Paul Parker, Raymond Quested, Susan Roach, Andrew Tilbrook & E Wallace.

Members AGREED that Lawrie Ellis, Paul Parker and Susan Roach would need to be removed as signatories as soon as possible as they are no longer Parish Councillors.

It was subsequently proposed that Kipp, J Wallace and Henly be added as signatories, bringing the total number of signatories to 8.

For new signatories, it was noted that a representative of Nat West will be in attendance at the June Full Council meeting and that they are required to bring photo ID together with two bills showing their current address to that meeting when copies will be taken by the Nat West representative.

RESOLVED: That signatories for the Nat West bank accounts be Cllrs Clarke, Henly, Kipp, Mortimer, Quested, Tilbrook & E Wallace & J Wallace

11. COMMITTEE ALLOCATIONS

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

FINANCE & POLICY COMMITTEE (7 Members)

Chairman	Cllr Clarke*
Vice Chairman	Cllr Kipp
Members	Cllr Quested
	Cllr G Reddin
	Cllr Tilbrook*
	Cllr E Wallace*
	Cllr V Wilson

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

PLANNING & SERVICES COMMITTEE (9 Members)

Chairman	Cllr Tilbrook*
Vice-Chairman	Cllr J Wallace
Members	Cllr Esdaile Cllr Henly Cllr Kipp Cllr Lawson Cllr Mortimer Cllr Quested Cllr Wilson

It was noted that Cllr Clarke should hold an Ex Officio seat due to his position as Vice Chairman. However, Cllr Clarke requested to forego this position to avoid any conflict of interest with his role as a District Councillor.

*Cllr Tilbrook is an ex-officio member as Chairman of the Council

RECREATION & OPEN SPACES COMMITTEE (9 Members)

Chairman	Cllr E Wallace
Vice Chairman	Cllr Henly
Members	Cllr Clarke* Cllr Court Cllr Hare Cllr Lawson Cllr Quested Cllr Tilbrook* Cllr Wilson

*Cllr Clarke and Cllr Tilbrook 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 Esdaile
Local Action Team	Cllr E Wallace Cllr J Wallace
Nutbourne Recreation Ground Trustees	Parish Office
Pulborough Community Partnership	Cllr Quested Cllr Tilbrook Cllr Kipp Cllr J Wallace

Sports & Social Club	to be confirmed at each R&OS Meeting
Sussex Association of Local Councils	Cllr Tilbrook Cllr Qusted
Parish Council Appointed Village Hall Trustees	Cllr Qusted Cllr Ellis Mr Peter Cooper Mrs Katie Watson Mr David Jolliffe Cllr E Wallace Cllr J Wallace

It was AGREED that all Parish Council Appointed Village Hall Trustees should be written to and thanked for their work on behalf of the Parish Council and asking for confirmation that they are willing to continue with their appointment.

Traders Group	Cllr Kipp
Youth Club	Cllr E Wallace
Fairtrade Group	Cllr Tilbrook
Pulborough Society	Mr Lawrie Ellis
Village Market	Mr L Ellis with up to 2 Councillors to attend.

Cllrs Court & J Wallace offered to help with the Village Market on Saturday 23rd May.

12. PARISH MEMBER APPOINTMENTS TO SOUTH DOWNS NATIONAL PARK AUTHORITY

Members received the briefing for the appointment and it was noted that the position involved 3 to 4 days commitment per month.

With no nominations received, it was AGREED to not propose any appointment to the Authority.

13. REGISTER OF MEMBERS' INTERESTS

The Clerk reported that the completed forms are still awaited from Cllrs E Wallace and J Wallace and advised that these must be completed and returned to the Clerk before Monday 8th June.

14. ANNUAL REPORTS

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

RESOLVED: to accept the Annual Report for the year ending 31st March 2015.

15. ANNUAL ACCOUNTS

Members noted the recommendation of the Finance & Policy Committee (item no 90 F&P Minutes 23rd April 2015) to approve the Annual Accounts for the year ended 31st March 2015. Members also received the Final Internal Audit Report for the year ending 31st March 2015, as prepared by Auditing Solutions Ltd, and noted that there were no areas of concern.

RESOLVED: to accept the Annual Accounts for the year ended 31st March 2015.

Members noted the recommendation of the Finance & Policy Committee (item no 90 F&P Minutes 23rd April 2015) to approve the Internal Control Policy including quarterly review for the year ended 31st March 2015.

RESOLVED: to accept the Internal Control Policy including quarterly review for the year ended 31st March 2015 and the Chairman to sign the report.

Finally, 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 2015 and the Chairman signed accordingly.

16. CODE OF CONDUCT

Members received and after review and accepted with no amendments Pulborough Parish Council's Code of Conduct.

17. GENERAL POWER OF COMPETENCE

The Clerk reported the Council's continued eligibility under the Localism Act 2011 as more than 2/3rds of the Council had been elected (even though it was an uncontested election) and the Clerks' qualification remained valid It was subsequently proposed, with all in favour, to re adopt the General Power of Competence.

RESOLVED : To adopt the General Power of Competence

18. ELECTRONIC AGENDAS

Members noted the ability, as a result if The Local Government (Electronic Communications) (England) Order 2015, to receive agendas and associated papers electronically. The Clerk advised that anyone wishing to take advantage of this must complete the request as circulated.

19. MEETING DATES

Members noted the proposed schedule for 2016 (attached as Appendix 1) and approved with all in favour. The Clerk was also instructed to circulate a list of the remaining 2015 dates to all Councillors.

20. PLANNING APPLICATIONS

There were no applications to be considered.

21. NEIGHBOURHOOD PLAN

Cllr Tilbrook updated members on the Plan's progress. The preparation of the Pre Submission Plan is underway and it is envisaged that this will come before Council for approval in June. There will then be a 6 week consultation period over the summer.

Members received and after discussion AGREED, will all in favour to expenditure of £3088 for the publication and distribution of the Household Survey results.

RESOLVED: Expenditure of £3088 to Eyelevel Publishing Ltd.

Members went on to receive a further quotation of £3750 from Action in Rural Sussex for additional services to facilitate the preparation of the Neighbourhood Plan. After discussion, it was AGREED with all in favour to approve the expenditure.

RESOLVED: Expenditure of £3750 to Action in Rural Sussex for Neighbourhood Planning support.

22. INSURANCE RENEWAL

Members received quotations from Aon and Came & Co for the buildings and contents cover for the sports pavilion together with public liability.

It was noted that Came & Co, who are dedicated Parish/Town Council insurance brokers can reduce the annual costs from £3620.30 with Aon to £2290.46. It was noted however, that in order to bring the renewal into line with the other policies brokered through Came & Co, a part premium of £759.30 would be payable now with an annual renewal in October 2015.

RESOLVED: To place the insurance for the sports pavilion and public liability through Came & Co.

23. DISTRICT & COUNTY

Cllr Clarke reported that that the District Council had held their Annual Meeting the previous night with Cllr Tricia Youtan appointed as Chairman of the Council with Cllr Christian Mitchell appointed as Vice Chairman for the forthcoming year.

Cllr Ray Dawe continues as Leader of the Council.

The Chairman of Development Control (South) will be Brian O'Connell.

Cllr Tilbrook requested assistance from Cllr Clarke in finding out the number of families that have been re housed in Pulborough, from outside of the area, with no local connection. Cllr Clarke advised that he would see what he could find out.

24. REPRESENTATIVES

There were no reports.

25. CORRESPONDENCE

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

Members noted the draft response to Martin Dale's recent article in the Sussex Local and it was AGREED that the response should be published in the Sussex Local.

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

Highways (Cllr Kipp)

Gatwick (Cllr Hare)

Parish or Town Council (Cllr Reddin) *onto the July Full Council*

27. PAYMENTS

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

	£
Pulborough Social Centre	87.00
Pulborough URC Traidcraft A/c	7.00

Office First	97.90
The Flower Shop	528.00
S Norman	52.19
Chichester College	78.00
Arun Mowers	2276.61
New Call Telecom Ltd t/a Fuel	11.59
Auditing Solutions Ltd	492.00
Kent County Council	295.02
Lisa Underwood	5.40
The Sign Shop Horsham Ltd	72.00
British Telecommunications Ltd	74.46
British Telecommunications Ltd	73.86
Nat West Bank	21.71

The meeting closed at 8.56pm

.....Chairman

.....Date

CORRESPONDENCE

WSALC

- i) May newsletter. Copied to Council

Village Market

Report from Cllr Ellis from 25th April 2015. Copied to Council.

Publications

- i) St Mary's Church Community & Church News.

NALC

- i). Letter to all Parish Councillors. Copied to Council.
- ii). Letter "NALC's Direction of Travel". Copied to Council.

Pulborough Local Action Team

Minutes of meeting 22nd April 2015.

Department for Environment, Food & Rural Affairs

Appointments to National Park Authorities and the Broads Authority : 2016

HDC

Invitation to Horsham District Older People's Forum. Copied to Council.

Planning Inspectorate

HDPF Examinations: Further Hearings. Copied to Council

Sussex Local

Copy article by Martin Dale and draft response. Copied to Council

WSCC

Boundary Review of WSCC. Copied to Council