



PULBOROUGH PARISH COUNCIL

Working together for a better future

**ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE
A PUBLIC SPEAKING ITEM HAS BEEN INCLUDED ON THE AGENDA**

**ANY RESIDENT WISHING TO SPEAK ON ANY ITEM SET OUT ON THIS AGENDA MUST
INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE
MEETING**

You are hereby SUMMONED to the Annual Meeting of Pulborough Parish Council which will be held at Pulborough Village Hall on **Thursday 16th May 2019 at 7.30pm**, for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

**Heather Knight
Clerk**

Dated 10th May 2019

Swan View, Lower Street, Pulborough, RH20 2BF

Tel: 01798 873532 clerk@pulboroughparishcouncil.gov.uk

AGENDA

- 1. Election of Chairman of the Council**
To elect a Chairman of the Parish Council for the ensuing municipal year and to receive the signed Declaration of Acceptance of Office of the Chairman. *(Nomination summary circulated)*
- 2. Election of Vice Chairman of the Council**
To elect a Vice Chairman of the Parish Council for the ensuing municipal year. *(Nomination summary circulated)*
- 3. Declarations of Acceptance of Office**
To note receipt of Members' signed Declaration of Acceptance of Office forms following 2nd May 2019 Parish Council elections.
- 4. Apologies for Absence**
To receive and approve reasons for any apologies for absence.
- 5. Declarations of Interest**
To receive Councillors' declarations of interest on items on the agenda, as defined under the Localism Act 2011 and the Parish Council Code of Conduct and consider any requests for dispensation as a result.
- 6. Register of Members' Interests**
To note receipt of completed Registers of Members' Interests, for publication on Council's website.
- 7. Committee Terms of Reference**
To review terms of reference and delegation arrangements for Council Committees, Sub-Committees and Steering/Working Groups *(previously circulated)*.
- 8. Appointments to Committees, Sub-Committees and Steering/Working Groups**
To appoint members, chairmen and vice-chairmen to serve on the following Committees, Sub-Committees, Steering/Working Groups, noting that the Chairman, Vice Chairman, and Committee Chairmen are ex-officio members of standing committees:-

- Finance & Policy Committee
- Planning & Services Committee
- Recreation & Open Spaces Committee and R&OS Advisory Committee
- Neighbourhood Plan Steering Group
- Sports Pavilion Development Working Group

9. Code of Conduct

To review and adopt Pulborough Parish Council Code of Conduct (*previously circulated*)

10. Representatives to Outside Bodies

To appoint Parish Council representatives to other organisations (*list attached*)

11. Bank Account Signatories and Authorisation

To review and appoint signatories and authorisers for the Council's bank accounts

12. Risk Register

To review and adopt the Risk Register, pending full implementation of new LCRS Risk Register. (*attached*)

13. Calendar of Meetings 2020

To receive and approve meeting dates for 2020 (*attached*)

14. To approve the Minutes of the full Council Meeting held on 18th April 2019 and to receive the Clerk's report on issues raised at the meeting (*attached*)

15. To receive and consider Minutes and Recommendations of Committees (other than separate agenda items)

15.1 Planning and Services Committee

To receive the Minutes of the Meetings held on 18th April and 2nd May 2019 (*attached unless previously circulated*) and to receive the Clerk's report on issues raised at the meetings.

15.2 Finance & Policy Committee

To receive the Minutes of the Meeting held on 25th April 2019 (*to follow*) and to receive the Clerk's report on issues raised at the meeting.

15.3 Recreation & Open Spaces Committee

To receive the Minutes of the R&OS Advisory Committee and Committee Meetings held on 11th April 2019 (*attached unless previously circulated*) and to receive the Clerk's report on issues raised at the meeting.

16. Adjournment for Public Speaking

The Chairman will invite those residents who have given formal notice to speak once only in respect of:-

- a) business itemised on the agenda and residents shall not speak for more than **5 minutes** or **10 minutes** if he/she is speaking on behalf of others such as a residents group.
- b) if time permits, any other business not itemised on the agenda for which no discussion/decision is permitted and residents shall not speak for more than **2 minutes**.

17. Reports from County and District Councillors

To receive any reports of the County and District Councillors present

18. Review of Internal Control Policy

To receive the recommendation from the Finance & Policy Committee that effective systems of internal control are in place and to approve adoption of the Internal Control Policy (including Quarterly Review template) for the year ending 31st March 2020 (*attached*).

- 19. End of Year Accounts and Annual Governance and Accountability Return (AGAR)**
(attached)
- 19.1 To receive and note the signed Annual Internal Audit Report 2018/19 section of the AGAR
- 19.2 To consider the Annual Governance Statement 2018/19 (Section 1, AGAR) and the recommendation from the Finance & Policy Committee for the council's response to each statement, and to approve that Section 1 be signed by the Chairman of this meeting and by the Clerk.
- 19.3 To consider the recommendation from the Finance & Policy Committee to approve the Annual Accounts for the year ended 31st March 2019.
- 19.4 To consider the Accounting Statements 2018/19 (Section 2, AGAR) and the recommendation from the Finance & Policy Committee to approve the Accounting Statements, and that Section 2 be signed by the Chairman of this meeting, having been signed by the Responsible Financial Officer prior to presentation.
- 20. Neighbourhood Warden Steering Group**
To receive Neighbourhood Wardens' May 2019 report and to consider any recommendations from the Steering Group or instructions from the Council to the Neighbourhood Wardens.
- 21. Pulborough Neighbourhood Plan**
To receive verbal progress report regarding Pre-Submission (draft) Neighbourhood Plan and arrangements to forward to Horsham District Council for informal 'healthcheck' prior to reaching Reg 14 stage.
- 22. Sports Pavilion Development Project**
To receive verbal progress update.
- 23. Planning Applications**
To consider planning applications as listed on Appendix 1 *(attached)*.
- 24. Rural Car Parks – Digital Tourist Information, Consultation Meeting**
To consider appointing up to two Council representatives to attend HDC digital content consultation meeting on Thursday 30th May 2019 at Parkside, Horsham, from 2-4pm *(email forwarded)*.
- 25. Parish Member Appointments to the National Park Authority 2019**
To consider whether the Council wishes to make any nominations for two Parish Member appointments to the South Downs National Park Authority. *(Copied to Council)*
- 26. Harvest Fair Saturday 28th September 2019**
To consider whether the Council wishes to reserve a PPC stand at the Harvest Fair and rota arrangements.
- 27. Village Market**
To agree rota of attendees at the market on Saturday 25th May 2019
- 28. Correspondence**
To note items of correspondence *(Attached/Copied to Council)*
- 29. Payments**
To approve the payments for signing *(Details to be circulated prior to meeting)*

PLANNING APPLICATIONS

The Committee will consider the following planning applications:

DC/19/0912 – Woodleigh Nutbourne Lane Nutbourne Pulborough

Retrospective application for external building operations.

DC/19/0914 – 15 Downlands Pulborough West Sussex RH20 2DQ

Replacement of existing raised conservatory with raised decking.

DC/19/0919 – 84 Lower Street Pulborough West Sussex

Erection of a single car barn.

DC/19/0854 – Beedings Farm Gay Street Lane north Heath Pulborough

Conversion of garage to form annexe accommodation ancillary to Beedings Farmhouse.

Trees

DC/19/0866 – Old Store House the Street Nutbourne Pulborough

Fell 1 x Evergreen Fir (Works to Trees in a Conservation Area).