



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 18th May 2023 at 7.30pm**, for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

**Heather Knight
Clerk**

Dated 11th May 2023

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.
- 2. Election of Vice Chairman of the Council**
To elect a Vice Chairman of the Parish Council for the ensuing municipal year.
- 3. Apologies for Absence**
To receive and approve reasons for any apologies for absence.
- 4. Declarations of Acceptance of Office**
To note receipt of Members' signed Declaration of Acceptance of Office forms following 4th May 2023 Parish Council elections.

To consider granting dispensation to Members who have not yet signed their Declaration of Acceptance of Office, to allow that this be signed as soon as possible and before the next full Council meeting on 15th June 2023.
- 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 forms, or their imminent return to the Clerk if not yet received.
- 7. Committee Terms of Reference**
To review terms of reference and delegation arrangements for Council Committees, Sub-Committees and Steering / Working Groups (*attached*).

- 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
 - F&P Staffing Sub-Committee
 - Planning & Services Committee
 - Recreation & Open Spaces Committee
 - Neighbourhood Plan Steering Group
 - Sports Pavilion Development Working Group
 - A29 Stakeholder Group
- 9. Representatives to Outside Bodies**
- To appoint Parish Council representatives to other organisations (*list attached*)
 - To consider nominating a candidate for election to the South Downs National Park Board for 4 year term (*details attached*)
- 10. Bank Account Signatories and Authorisation**
To review and appoint signatories and authorisers for the Council's bank accounts
- 11. To approve the Minutes of the full Council Meeting held on 20th April 2023 (to follow) and to receive the Clerk's report on issues raised at the meeting**
- 12. To receive and consider Minutes and Recommendations of Committees (other than separate agenda items)**
- 12.1 Planning and Services Committee**
To receive the Minutes of the Meetings held on 6th April and 20th April 2023 (*attached unless previously circulated*) and to receive the Clerk's report on issues raised at the meetings.
- 12.2 Finance & Policy Committee**
To receive the Minutes of the Meeting held on 27th April 2023 (*to follow*) and to receive the Clerk's report on issues raised at the meeting.
- 12.3 Recreation & Open Spaces Committee**
To receive the Minutes of the R&OS Advisory Committee and Committee Meetings held on 13th April 2023 (*attached unless previously circulated*) and to receive the Clerk's report on issues raised at the meeting.
- 13. 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**.
- 14. DC/21/2321 New Place Farm – Management of Facilities**
To consider option for Parish Council to take on management responsibility for open spaces and community facilities (play area/pump track/countryside park) at handover, on completion of developer obligations under s106 agreement (*details attached*)

- 15. Councillor / Staff Training – GDPR**
To approve attendance of Members and office staff at General Data Protection Regulation training at a cost of £10 per attendee, on 27th June 2023 at 2pm or 7pm (in person or online available).
- 16. Reports from County and District Councillors**
To receive any reports of the County and District Councillors present
- 17. Neighbourhood Wardens and NW Steering Group Reports**
To receive Neighbourhood Wardens April 2023 report (*attached*) and any report from the Neighbourhood Warden Steering Group
- 18. Sports Pavilion Development Project**
To receive verbal progress update
- 19. Village Market**
To agree rota of attendees at the market on Saturday 27th May 2023
- 20. Correspondence**
To note items of correspondence (*List to follow*)
- 21. Payments**
To approve the payments for signing (*Details to be circulated prior to meeting*)