



PULBOROUGH PARISH COUNCIL

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**MINUTES OF THE ANNUAL MEETING OF PULBOROUGH PARISH COUNCIL
HELD ON THURSDAY 19TH MAY 2022
AT PULBOROUGH VILLAGE HALL**

Present: Cllrs, Clarke, Court, Davies, Ellis-Brown, Esdaile, Hare, Henly, Kay, Kipp, Lawson, Riddle and Trembling

In Attendance: Heather Knight (Clerk)

The meeting opened at 7.30pm

1. ELECTION OF CHAIRMAN OF THE COUNCIL

As retiring Chairman, Cllr Hare chaired this item. One nomination had been received for the position of Council Chairman 2022-23, for Cllr I Hare, which was duly proposed and seconded.

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

Cllr Hare then continued as Chairman of the meeting. He thanked Members and staff for their efforts for the council during the past year and reminded all members of the key objectives for the Council. These were primarily the Neighbourhood Plan reaching referendum and progression of the sports pavilion project, both of which were unavoidably delayed by the water neutrality issue. However, Cllr Hare urged members to avoid being diverted by other issues and to remember the proper process of discussion and decision making at meetings. He reminded all that extra consideration should be given to best use of the Clerk's time whilst the Council was without a Deputy Clerk to support her managing of council business.

2. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL

One nomination had been received for the position of Council Vice Chairman 2022-23, for Cllr P Clarke, which was duly proposed and seconded.

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

3. APOLOGIES FOR ABSENCE

Apologies for absence were received, and reasons approved, from Cllr Campbell (business commitment) and Cllr Hunt (personal commitment).

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this point in the meeting and no requests for dispensation had been made.

5. REGISTER OF MEMBERS' INTERESTS

Members had been issued with a Register of Interests update form to complete indicating whether there were any changes to be notified. Some Members submitted completed update forms. The Clerk reminded Members who had yet to do so that by law these must be completed and returned to the office within 28 days, following which forms would be published on the Council's website for public information, as required under s29 of the Localism Act 2011.

6. COMMITTEE TERMS OF REFERENCE

Members reviewed the previously circulated Terms of Reference for current standing committees and steering / working groups, namely: Finance & Policy Committee; Planning & Services Committee; Recreation & Open Spaces Committee; F&P Staffing Sub-Committee; ToRs for Annual Meeting of the Parish; Sports Pavilion Development Working Group; Neighbourhood Plan Steering Group. The Clerk advised that as a result of introducing the new F&P Staffing Sub-Committee, some minor amendments were recommended to the Finance & Policy Committee as indicated on the circulated papers.

Following discussion, it was **RESOLVED** to adopt all Terms of Reference including the amendments to the Finance & Policy Committee.

7. APPOINTMENT TO COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

It was noted that the Chairman and Vice Chairman of Council are ex-officio members of all standing committees and that the Chairman of Planning & Services Committee and Chairman of Recreation & Open Spaces Committee also sit on the Finance & Policy Committee.

Following voting, it was **RESOLVED** to appoint Members to committees as detailed on the attached list as Appendix 1. Nominations for Chairmen and Vice Chairmen of Committees were received, which were duly proposed and seconded. It was **RESOLVED** to appoint the Chairmen and Vice Chairmen of Committees as detailed on Appendix 1.

Membership of the Council's Working Groups / Steering Groups were **RESOLVED** as follows:-

Sports Pavilion Development Working Group: Cllrs Clarke, Hare, Henly and Esdaile, and Mr R Queded as a co-opted member. It was further **RESOLVED** to appoint Cllr. Clarke as Chairman of the Working Group.

Neighbourhood Plan Steering Group: Cllrs Henly and Hare, and co-opted members as Mr R Queded, Mr D Hurst, Mr M Ellis and Mr A Tilbrook. It was further **RESOLVED** to appoint Mr Tilbrook as Chairman of the Steering Group.

8. APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

Members considered representation and appointments to other organisations. It was **RESOLVED** to make appointments as detailed on Appendix 2.

9. APPOINTMENT OF BANK ACCOUNT SIGNATORIES AND PAYMENT AUTHORISATION

Members noted that the current signatories were Cllrs: Clarke, Henly, Kipp and Hare. Members **AGREED** that there was a sufficient pool of bank account signatories and no additional appointments were necessary. It was **RESOLVED** to re-appoint the existing bank account signatories, with Cllrs Clarke, Kipp or Hare as authorisers for online payments (following Council/Committee payment approval) and either of Cllrs Clarke or Henly to authorise CCLA account transfers when required.

10. APPROVAL OF THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 21ST APRIL 2022

It was **RESOLVED** to approve the Minutes of the Meeting held on 21st April 2022 as a true and accurate record of the proceedings, and the Chairman duly signed them.

Clerk's Report

Min. 110, 20.01.22 – Replacement Mower: Council had agreed up to £15,000 could be spent to replace the Jacobsen mower. The replacement purchase had been quite protracted due to having to source a different provider, but the cost had been less than anticipated at £12,000 + VAT. This resulted in being able to fund wholly from Earmarked reserves with an unspent balance of £1,742.42. The Groundsman was very pleased with the new machine and busy catching up on mowing tasks that had slipped behind whilst the Jacobsen was out of action.

Min.171, 21.04.22 – Sussex Police: The area PCSO Jake O'Donovan had advised that a second PCSO was now allocated to the area covering Pulborough, PCSO Lisa Bowley. The Clerk hoped to meet her with Jake in the near future.

11. MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN SEPARATE AGENDA ITEMS)

Members received and considered the Minutes and recommendations of Committees.

11.1 PLANNING & SERVICES COMMITTEE

Members received the Minutes of the Meetings held on 21st April and 5th May 2022. There was no Clerk's report.

11.2 FINANCE & POLICY COMMITTEE

Members received the Minutes of the Meeting held on 28th April 2022. There was no Clerk's report.

11.3 RECREATION & OPEN SPACES COMMITTEE

Members received the Minutes of the R&OS Committee Meeting held on 14th April 2022. There was no Clerk's report.

12. ADJOURNMENT FOR PUBLIC SPEAKING

No members of public were in attendance therefore the meeting was not adjourned.

13. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

County Cllr Kenyon and District Cllr Van Der Klugt had sent apologies due to prior commitments. Cllr Clarke gave apologies for District Cllr Donnelly.

DCllr Clarke reported in his capacity as ward district councillor on some Horsham DC matters. The water neutrality issue continued to be a primary focus; Work continues with WSCC to bring improved gigabyte/ broadband speed to various ward areas, although a project for Hill Farm lane, Pulborough had stalled; Cllr Clarke updated the

meeting on progress regarding the footpath works at the Brookfields development. The HDC engineer had discussed with the engineering company options for the Pigeon Gate Bridge and footpath 2330 potential bridge, and costings for the pedestrian path at Brookfields to Stane Street are being investigated. Additionally Cllr Clarke has asked for talks with Network Rail regarding the possibility of another bridge from the Tesco/Harwood area across the railway to link with land south of Highfields.

14. **NEIGHBOURHOOD WARDEN REPORT AND STEERING GROUP**

Members noted receipt of the April Neighbourhood Warden report. The Clerk reported that the second new Neighbourhood Warden, Louisa Hull, had taken up post this week from 16th May 2022. She was initially undertaking necessary induction training but with the agreement of HDC some accreditation modules would be picked up later on in post so that she could spend time based in Pulborough earlier rather than waiting until June.

15. **SPORTS PAVILION DEVELOPMENT PROJECT**

The Clerk reported that regrettably the consultant appointed to undertake the water neutrality statement work had withdrawn from the process this week and the architect was urgently seeking quotations from alternative providers. This meant a further delay to the process. It was **AGREED** that Cllr Owen would assist the Clerk in looking at the calculations involved and make enquiries with his own contacts in the sector, and would arrange to meet the Clerk to discuss.

16. **PLANNING APPLICATIONS**

Due to there being no Planning & Services Committee appointed until the Annual Meeting of Council, it had been necessary to consider planning applications received at the agenda date as part of the full Council meeting.

The planning applications were considered, and decisions made, as attached to these Minutes as Appendix 3, and it was **RESOLVED** that the representations be forwarded to the District Council.

17. **VILLAGE MARKET**

The following rota to cover the stand at the market on Saturday 28th May 2022 was **AGREED**: Cllr Henly 8.30/9.00 setting up and onwards; Cllr Kipp 9am-10am; Cllr Court 11am-12pm. Neighbourhood Wardens would also be attending.

18. **CORRESPONDENCE**

The Council received items of correspondence (attached as Appendix 4).

19. **PAYMENTS**

It was **RESOLVED**: that the following payments by cheque/direct debit/bank transfer be approved:-

	£
Burgess & Randall	£48.80
WSSC	£9,297.14
Business Stream	£65.91
Business Stream	£1,280.81
Business Stream	£84.25
Parish Online (Geosphere Ltd)	£120.00
Lakers Builders Merchants	£115.40
APCAG	£100.00
Pulb Social Centre (Village Hall)	£367.20
Pulb Social Centre (Village Hall)	£46.33

KCS Procurement Services	£173.75
Laser	£120.41
Laser	£375.07
Auditing Solutions	£552.00
EM & MJ Sollom	£10.30
CCLA	£71.34
National Westminster	£2.45
Daisy Communications	£26.86
Wey & Arun Canal Trust	£15.00
ICO	£35.00

The meeting closed at 8.37pm

.....Chairman

.....Date

APPENDIX 1

COUNCIL COMMITTEE ALLOCATIONS 2022-2023

(FC = Yellow paper)

FINANCE & POLICY COMMITTEE (7 Members) (Orange paper)

Chairman	Cllr Clarke*
Vice Chairman	Cllr Kipp*
Members	Cllr Court
	Cllr Ellis-Brown
	Cllr Hare*
	Cllr Henly*
	Cllr Hunt

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

PLANNING & SERVICES COMMITTEE (10 Members) (Lilac paper)

Chairman	Cllr Kipp
Vice-Chairman	Cllr Trembling
Members	Cllr Davies
	Cllr Ellis-Brown
	Cllr Esdaile
	Cllr Hare*
	Cllr Henly
	Cllr Hunt
	Cllr Kay
	Cllr Lawson

Please note that whilst Cllr Clarke should hold an ex-officio seat due to his appointment as Vice Chairman of the Council, Cllr Clarke has requested to forego this position to avoid any conflict of interest with his role as a District Councillor

*Cllr Hare is ex-officio members as Chairman of the Council.

RECREATION & OPEN SPACES COMMITTEE (9 Members) (Green paper)

Chairman	Cllr Henly
Vice Chairman	Cllr Court
Members	Cllr Campbell
	Cllr Clarke*
	Cllr Ellis-Brown
	Cllr Hare*
	Cllr Hunt
	Cllr Lawson
	Cllr Riddle
	Cllr Esdaile

*Cllrs Hare & Clarke are ex-officio members as Chairman of the Council & Vice Chairman of the Council respectively

FINANCE & POLICY STAFFING SUB-COMMITTEE (3 Members) (Pink paper)

Chairman	Cllr Clarke (as Chair of F&P C'ttee)
Vice Chairman	Cllr Kipp (as V/Chair F&P C'ttee)
Member	Cllr Hare (as Chairman of Council)

APPENDIX 2**PARISH COUNCIL REPRESENTATIVES 2022-23**

Pulborough & District Community Care Association	Cllr E Henly
Horsham Association of Local Councils (HALC)	Cllr E Kipp Cllr I Hare
West Sussex Association of Local Councils (WSALC) usually AGM only	Cllr I Hare Cllr E Kipp
Nutbourne Recreation Ground Trustees	PPC c/o Parish Office
Pulborough Community Partnership (PCP)	Cllr E Kipp Cllr R Court Cllr L Trembling Cllr E Henly Cllr E Hunt Mr R Quedsted Cllr I Hare
<i>PPC Chairman appointed to PCP Board of Directors:</i>	Cllr I Hare
Sports & Social Club	Cllr E Henly Cllr R Court Cllr J Esdaile
Parish Council Appointed Village Hall Trustees	Cllr P Clarke Cllr E Henly Cllr J Esdaile
Traders Group	Cllr E Kipp Cllr H Hunt
Parent/Teacher Association (PTA)	Cllr B Kay
Youth Club/Community Youth Worker Service	Cllr E Henly Clerk
Fairtrade Group	Cllr B Kay
Pulborough Society	Cllr B Kay
Village Market	2x Cllrs min to attend + Wardens (if available)
APCAG	Cllr I Hare Cllr L Ellis-Brown
Neighbourhood Warden Steering Group (NWSG)	Cllr E Henly Cllr I Hare Clerk
SCRP Arun Valley Line	Cllr J Esdaile Clerk

APPENDIX 3

**Recommendations of the Council meeting held on
Thursday, 19th May 2022**

DC/22/0816 – Beedings Cottage, Gay Street Lane, North Heath, Pulborough

Demolition of existing lean-to conservatory and porch. Erection of a part two-storey, part single storey side extension and first floor rear extension, creation of a roof terrace, new entrance canopy and associated external alterations.

No objection.

DC/22/0789 – The Well House, Rectory Lane, Pulborough, West Sussex

Surgery to 1 x Lime tree (TPO/0211)

No objection, and the Council requests that work takes place after the nesting season.

APPENDIX 4

CORRESPONDENCE

If correspondence is not attached (marked as Copied to Council) it is available to view at the Parish Office (or can be forwarded via email)

HDC

E-newsletter 05.05.22, topics include: Horsham Park wins award; The Big Conversation kicks off; Replacement charge points Storrington and Billingshurst; Volunteer at Horsham Museum.

NALC

CEO e-bulletins 29.04.22 and 06.05.22, topics include: NALC response to House of Lords inquiry into land use; Rural Coalition and Rural Insight Forum; Updated model Standing Order on Procurement; NALC office/staffing updates; Local government pay negotiations; Promoting civility and respect; Updated legal guidance on councillor conduct; NALC National Network-Climate Emergency;

Sussex Police & Crime Commissioner

E-newsletter 06.05.22, topics include: Funding opportunities for community projects; Safety in public spaces, antisocial behaviour, drugs, noisy traffic and antisocial driving – residents' concerns around these issues to be central to next round of focus groups with town and parish councils w/c 16.05.22.

In the Know Neighbourhood Alerts

Horsham news and alerts email 12.04.22: National recognition for Sussex Police work to protect vulnerable people.

Nutbourne Residents Association

NRA Minutes of AGM on Sunday 24.04.22.

Resident

Email 26.05.22 raising concerns about antisocial behaviour in the village and enquiring about Neighbourhood Warden/s: Clerk replied with advice/information, N/hood warden has visited the resident.

Southeast Communities Rail Partnership

Email 27.04.22 from Arun Valley Line & Sussex Coast Line Community Development Officer advising of Arts Council funding secured to enhance stations on the Arun Valley/Sussex Coast Lines using the Platinum Jubilee official artwork, with a message 'Community Rail congratulates Her Majesty'. Station Partners are invited to publicise their own events and add local royalty themed memorabilia.

CAGNE

Bulletin147, May 2022.

Publications

Clerks & Councils Direct, May 2022, issue 141.