



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 an Ordinary Meeting of Pulborough Parish Council which will be held at **Pulborough Village Hall** on **Thursday, 21st June 2018 at 7.30pm.**

**Heather Knight
Clerk**

Dated 14th June 2018

Swan View, Lower Street, Pulborough, RH20 2BF
Tel: 01798 873532 clerk@pulboroughparishcouncil.gov.uk

AGENDA

- 1. APOLOGIES FOR ABSENCE**
Chairman's welcome and to approve apologies for absence.
- 2. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**
To receive Councillors' declarations of interest on any of the agenda items and to note any changes to Councillors' Register of Interests.
- 3. MINUTES OF FULL COUNCIL**
To approve the Minutes of the Council Meeting held 17th May 2018 (attached), and to receive the Clerk's report on issues raised at the meeting.
- 4. COMMITTEE MEETING MINUTES**
To receive and consider Minutes, Reports and Recommendations of Committees (other than separate agenda items) :-
 - 4.1 Planning and Services Committee**
To receive the Minutes of the Meetings held on 17th May and 7th June 2018 (attached unless previously circulated), and to receive the Clerk's report on issues raised at the meetings.
Includes recommendation to install 3 x additional bus shelters with funding from S106 contributions at an estimated cost of £5,000 + VAT, plus construction site costs (Min. 8, 7.6.18, refers)
 - 4.2 Recreation and Open Spaces Committee**
To receive the Minutes of the Committee Meeting and Advisory Committee Meeting, held on 24th May 2018 (attached unless previously circulated) and to receive the Clerk's report on issues raised at the meetings.
 - 4.3 Finance and Policy Committee**
No Committee meeting was scheduled for May 2018, the next meeting is scheduled for 27th June 2018

5. ADJOURNMENT FOR PUBLIC SPEAKING, INCLUDING:-

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**

6. DISTRICT & COUNTY REPORTS

To receive reports from the District and County Councillors present.

7. END OF YEAR ACCOUNTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (Copied to Council)

7.1 To receive and note the Annual Internal Audit Report 2017/18 section of the AGAR

7.2 To consider the Annual Governance Statement 2017/18 (Section 1, AGAR) and the recommendation from the Finance & Policy Committee (Min. 113, 26.4.18) 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

7.3 To consider the recommendation from the Finance & Policy Committee (Min. 113, 26.4.18) to approve the Annual Accounts for the year ended 31st March 2018

7.4 To consider the Accounting Statements 2017/18 (Section 2, AGAR) and the recommendation from the Finance & Policy Committee (Min. 113, 26.4.18), 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

8. VAT ADVICE REGARDING SPORTS PAVILION REBUILD PROJECT

To consider updated advice regarding Pulborough Parish Council applying to become VAT registered (*Chairman / Clerk to report*)

9. SPORTS PAVILION REBUILD PROJECT

- To receive Notes of Sports Pavilion Development Working Group meeting held 29th May 2018 (*copied to Council*)
- To consider formal appointment of MacConvilles Surveying Ltd as the project manager for the scheme, noting update on legal advice received (*report copied to Council*)

10. NEIGHBOURHOOD WARDEN STEERING GROUP

- To note Neighbourhood Wardens latest written report and cancellation of Steering Group meeting on 11th June 2018 (*copied to Council*)
- To consider any recommendations from the Steering Group or directives from the Council to the Neighbourhood Wardens
- To consider potential new office and storage facilities for Neighbourhood Wardens (*confidential report copied to Council*)

11. COMMUNITY SPACES IN PULBOROUGH MEETING

To consider WSCC invitation to meeting at 10.30am in Pulborough Library on Tuesday 3rd July 2018 to discuss community facilities and buildings in Pulborough (*copied to Council*)

12. NEIGHBOURHOOD PLAN - UPDATE

To receive progress update and any recommendations, including:-

- Site Assessments work with other bodies pre-Reg 14
- CLT: Feedback from public meeting on 13th June 2018 and to note further CLT meeting 4th July 2018 and consider approval of costs for the meeting to be funded from Neighbourhood Plan EMR

13. COMMUNITY BENEFIT PAYMENT

To note receipt of £4,000 Community Benefit Payment and consider allocation to a project, or referral to a Committee (*report copied to Council*)

14. STATION PARTNERSHIP

To consider report from Sussex Community Rail Partnership and options for potential funding of station projects (*copied to Council*)

15. VISITOR INFORMATION IN RURAL CAR PARKS

To consider request from HDC Economic Development Officer for Council's written support of LEADER funding bid for new interactive tourist information screens as part of rural car parks improvements programme (*Copied to Council*)

16. CASUAL VACANCY

To note the casual vacancy occurring following the resignation of Cllr G Reddin and that as no by-election has been called, the Council's co-option may now co-opt a new Member

17. APPOINTMENTS TO COMMITTEES

To note vacancies on Finance & Policy Committee and consider appointments to fill these

18. COUNCILLOR TRAINING

To ratify Member attendance at SALC councillor training events in June and July 2018 at a cost of 1 x £80 + VAT and 3 x £60 + VAT

19. DRAFT SCHOOL EFFECTIVENESS STRATEGY 2018-2022 CONSULTATION

To consider whether the Council wishes to submit a response to the public consultation - closing date 25th June 2018 (item requested by Cllr C Esdaile) *link to consultation here:* <https://haveyoursay.westsussex.gov.uk/children-adults-families-health-and-education/draft-school-effectiveness-strategy-2018-2022/>

20. HARVEST FAIR

To consider Pulborough Parish Council attendance and pitch at Pulborough Harvest Fair 22nd September 2018, including potential cost of £40

21. VILLAGE MARKET

To agree Councillor attendees at the market on Saturday 28th April 2018.

22. REPRESENTATIVES ON OUTSIDE BODIES

To receive reports from Members representing the Council on other organisations.

23. CORRESPONDENCE

To note items of correspondence as per list circulated (*copied to Council*).

24. ITEMS FOR NEXT AGENDA

To note items put forward (Members' submissions to be followed up as written proposal and objective, with 7 clear days' notice in advance of agenda)

25. PAYMENTS

To approve the payments for signing (details to be circulated prior to meeting)

NB: Item 10 may contain confidential matters and therefore require a resolution to exclude public & press (SO 1c refers)