



PULBOROUGH PARISH COUNCIL

Working together for a better future

PULBOROUGH PARISH COUNCIL

Swan View, Lower Street

Pulborough

West Sussex RH20 2BF

Telephone: 01798 873532

Email: clerk@pulboroughparishcouncil.gov.uk

MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON 17TH JANUARY 2019 AT PULBOROUGH VILLAGE HALL

PRESENT: Cllrs: Qusted (Chairman), Bignell, Clarke, Court, Hare, Henly, Kay, Lawson, Tilbrook and Wallace

IN ATTENDANCE: Mrs H Knight (Clerk)

The meeting opened at 8.00pm

136. APOLOGIES FOR ABSENCE

Apologies for absence were received, and reasons approved, from Cllrs J and C Esdaile (ill health), Kipp (reason unknown), Caplin (personal commitment) and Trembling (previous long-standing commitment).

137. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest made, or changes to register of interests, at this point in the meeting.

138. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 22nd November 2018 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report

Min. 123, Registering an Asset of Community Value:

The Clerk had passed Cllr Tilbrook details of the information required to apply for the Catholic Church and car park to be registered. The item would therefore be reported back to the February Council meeting, for decision on whether to submit.

Min. 126, Meeting with PCSO 27.11.18:

A useful meeting had taken place, attended by the Clerk, the Neighbourhood Wardens and Cllr Henly. The main topic was antisocial behaviour and police involvement/support. Feedback from PCSO Erika Baxter was included in the Correspondence list.

Min. 128, Emergency Plan Review:

The Clerk had yet been able to progress this. Cllr Tilbrook offered to assist the Clerk with the review work.

Min. 128 HDC Year of Culture 2019 Flag:

The flag had been ordered and delivery was anticipated the following week.

139. COMMITTEE MEETING MINUTES

Members considered and **RESOLVED** to **APPROVE** the Minutes, Reports and Recommendations of Committees (other than separate agenda items) as follows: -

139.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 22nd November and 6th December 2018, and 3rd January 2019. There was no Clerk's report.

139.2 Finance & Policy Committee

Members received the Minutes of the Meeting held on 29th November 2018. It was noted that consideration of the recommendation to Council for the budget and precept 2019/20 forms a separate agenda item. (Min. 59, F&P 29.11.18 refers)

140. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public present.

141. DISTRICT AND COUNTY REPORTS

District Cllr Donnelly and County Cllr Arculus were not in attendance. Cllr Clarke reported in his capacity as a District ward member. The HDPPF review cycle was in progress, with intended completion/adoption in 2020. HDC Scrutiny & Overview Committee will be looking at S106 funds held for WSCC and why funds are not being spent. HDC Governance Committee is reviewing the planning committee structure.

142. BUDGET AND PRECEPT FOR YEAR END 31ST MARCH 2020

The Finance & Policy Committee recommendation to set an increase of 5% on last year's per house charge was noted. The Chairman of the Finance & Policy Committee addressed Members on the basis for the recommendation. The budget required to include provision of the Neighbourhood Warden scheme was realistically around £220,000, which would raise the precept by circa 8%. This included the one-off Neighbourhood Warden seed funding HDC would provide. The Committee had not felt comfortable with that level of increase for residents whilst the Council held reasonably generous reserves. The proposal was, therefore, to limit the increase to 5% and meet the expected likely shortfall of around £6,000 from general reserves. This would inevitably put pressure on the Council's financial reserves and available funding for the Sports Pavilion refurbishment project. However, work was being done to secure other funding streams for the sports pavilion project such as S106 funds and potential investment via the District Council.

Following consideration, it was **RESOLVED** to approve the budget and precept as recommended by the F&P Committee, resulting in a precept demand for the year ending 31st March 2020 of £214,079. This results in a Band D equivalent per house charge of £84.70 per annum, which represents a £4.03 p.a. or 5% increase on the previous year. Any resulting shortfall would be met from the Council's general reserves.

143. INTERNAL AUDIT REPORT 2018-19 (INTERIM)

Receipt of the report was noted. Members were pleased to note the positive comments and that no major issues were identified, with one recommendation being made, viz:

R1. Members should conduct a frank and honest review into the status of the Sports Pavilion project and establish a realistic time-based business and fund-raising project plan, assuming that members deem the project viable.

In considering the recommendation, Members noted that a review was being planned under the next agenda item, which would address the point.

144. SPORTS PAVILION REBUILD PROJECT

The clerk had sought an update from Knight, Kavanagh & Page Ltd and HDC on the LFFP investment programme following the Chairman's meeting in late 2018. KKP had advised that the Pulborough project had been put into the draft LFFP plan but final deliberations were awaited and would involve national FA sign off before being ready for

County FA to consider projects for delivery. Projects would then be delivered based on a priority scale and all projects would require further exploration. Members felt this was encouraging news. It was **AGREED** that a meeting of the Sports Pavilion Working Group should be arranged as soon as possible. Attendance should include Cllrs Henly and Court and the Sports & Social Club. Priorities for discussion would be evaluation of Sports & Social Club proposals and work on producing the business case.

145. NEIGHBOURHOOD PLAN

Cllr Quedstedt gave a verbal update. The Neighbourhood Plan Steering Group had met on 15th January 2019. All site assessment work was now awaiting comment from both HDC and Aecom, the Parish Council's advisor. As a result of updated information relating to a proposed site, the Steering Group was reasonably confident that a positive outcome could be anticipated. However, further progress of the Neighbourhood Plan was reliant on the awaited feedback. The next Steering Group meeting was provisionally arranged for 13th February 2019, depending on timing of awaited comments.

146. NEIGHBOURHOOD WARDEN STEERING GROUP

Receipt of the January written report was noted. The Clerk advised that a Steering Group meeting had not taken place for December or January but would be scheduled for February, ahead of the next Council meeting.

Members were advised that the Pulborough wardens may be providing some temporary cover for Ashington parish but that this would not impact on their Pulborough duties. HDC was currently advertising for a new full time post of dedicated Warden Supervisor. This was being fully funded by the District Council as a growth item and would not financially affect parish councils.

The Wardens had asked Council approval to attend the Horsham District Age UK diamond celebration event, as this is an organisation they liaise with regularly. It was **AGREED** to sanction their attendance.

Members commented on the Wardens' assistance in investigating reasons for the recent accident at Church Hill involving someone using a mobility scooter. A suggestion had been made that a controlled event demonstrating the difficulty of mobility scooters using that stretch of footpath could assist in working with WSCC for improvement schemes. It was **AGREED** that the Clerk would liaise with the wardens and Cllr Court to arrange a safely managed photograph.

147. PUBLIC ART – STANE STREET

Members noted receipt from Cala Homes of up to date progress information on the public art scheme at the Stane Street development.

148. MAY 2019 ELECTIONS

The Clerk had issued Members with guidance received from the District Council and NALC for those wishing to stand for election. Full application packs were available from HDC at elections@horsham.gov.uk from mid March. Members were reminded that whilst the Clerk could provide information to existing Members or interested members of the public, registration and application had to be made by individuals direct to HDC and not through the Clerk: Additionally, it should be noted that submission had to be by hand by 3rd April 2019. It was **AGREED** that the publicity material from NALC would be available on the Council's website, social media, notice boards and at the Village Market PPC stand. The Clerk would investigate mitigating circumstances for completion and submission of application forms.

149. COMMITTEE VACANCIES

Cllr J Esdaile had advised that due to work commitments she wished to temporarily retire from the Planning & Services Committee but hoped to resume the role in a few months' time. The Clerk advised that as elections were taking place on 2nd May, and as the Council reviews committee membership at its annual meeting in May, although

technically a vacancy existed, Members did not necessarily need to fill this since there were still nine members of the Committee, unless someone particularly wished to step in for the interim period. In the absence of any nominations, no action was taken to fill this vacancy. Similarly, as the Finance & Policy Committee now had six members, and in the absence of nominations, no appointment was made.

150. VILLAGE MARKET: ROTA OF MEMBERS FOR SATURDAY 26TH JANUARY 2019

The following rota was **AGREED**: 8.30/9.00am onwards - Cllr Henly; Cllr Court from 10.30/11.00am. Cllr Kipp had advised that she hoped to cover part of the morning (tbc); It was understood that the Neighbourhood Wardens would be present, shift pattern and duties allowing.

151. REPRESENTATIVES ON OUTSIDE BODIES

Members received brief verbal reports from those representing the Council on other organisations as follows:-

- Cllr Hare had attended the recent Gatwick Noise Management Board meeting (Notes will be on February correspondence list). Currently agreement was being sought between achieving measurable noise reduction against inevitable airport growth.
- Cllr Henly reported on PDCCA matters. A new secretary was being sought. The next meeting was scheduled for 28th January 2019.
- Cllr Quedstedt had been involved in Neighbourhood Plan meetings. Additionally he reported on PCP activity: The Harvest Fair had been successful, despite the weather; The 2019 Duck Race was being planned; There had been significant progress with the new WildArt trail; The Supercars Festival would be taking place again, with Pulborough as one of the venues.
- Cllr Court had also attended the PCP meeting. She also reported that local MP Nick Herbert would be joining a forthcoming session of The Hub at the library to celebrate four years of The Hub group.

152. CORRESPONDENCE

The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk drew attention to some items of note.

153. ITEMS FOR NEXT AGENDA

Item on registering a site as a Community Asset, as previously noted (Cllr Tilbrook reporting)

154. PAYMENTS

Members approved the following payments by cheque / direct debit / transfer and the relevant paperwork was signed:-

Payee	£
Pulborough Social Centre (<i>form to sign</i>)	10.00
Local Fuels	449.25
Arun Mowers	59.40
Laker Building & Fencing Supplies Ltd	26.88
Kent County Council	261.36
Mr F Bushby	52.60
Daisy Communications	9.55

The meeting closed at 9.04pm

.....Chairman

.....Date

CORRESPONDENCE**Appendix 1****WSCC**

Minutes of Chanctonbury CLC meeting 21.11.18 (weblink forwarded to Cllrs)

HDC

'Be part of Horsham District Year of Culture 2019': Applause Rural Touring has partnered with HDC to offer a special opportunity for local volunteer events/ promoters to have free entertainment. Local fetes or festivals held between May and September can host one of 8 outdoor performances, paid for by HDC, to enhance community events. Performances are "suitable for all ages, static or walkabout, specifically for outdoor, take place at intervals throughout the day. Delight, entertain and inspire audiences at your outdoor events with mischievous cavemen, a giant dodo, some cake baking birds, participatory painting, ping pong playing dancers, a 17ft tall tree and a shark!". For more information or to complete Expression of Interest, contact Sally Lampitt, Outdoor Touring Manager at the Applause office on 01892 457635 or email outdoors@applause.org.uk.

Sussex Police

- Email from PCSO Erica Baxter feeding back from recent meeting with Clerk to discuss policing and Prevention Team work in Pulborough (forwarded to Cllrs)
- PCC Newsletters 16.11.18, 23.11.18, 30.11.18 and 4.01.19. Topics include Extra funding secured to steer young people away from crime; Out and about in Sussex/rural crime patrol; Policing and mental health; Community Safety Funding – Organisations across Sussex can bid for up to £5,000 each to support projects helping crime reduction and community safety.

In the Know alerts

Sussex Police Horsham Weekly Bulletins 21.11.18 and 27.11.18

SALC / NALC

- NALC Chief Executive's bulletin 16.11.18 with latest legal guidance on accessibility of public sector websites and mobile applications (forwarded to Cllrs)
- NALC Chief Executive's bulletin 23.11.18

HALC

Agenda for meeting 23.01.19

Office for National Statistics

Help Shape Our Future: The 2021 Census of Population and Housing in England and Wales. The UK Statistics Authority has made its recommendations on the content and conduct of the 2021 Census. The census is planned to take place on 21.03.21. A White Paper was published on 14.12.18. (Email with link forwarded to Cllrs)

Nutbourne Residents' Association

Agenda for AGM 22.01.18

PCP

- Email with summary of meeting David Hurst had with Compass Bus and RSPB reps to discuss possibility of additional Sunday and Bank Holiday bus service to the 100 route as part of the WildArt trail project.
- Agenda for meeting 15.01.19

GATWICK AIRPORT LTD

- Invitation to Gatwick Airport and Noise Management Board public meeting 05.12.18. (forwarded to Cllrs)
- Invitation to Discover Gatwick 2018/19 on Tuesday 15.01.19 and Tuesday 19.02.19 from approx. 9am-2pm. Community group representatives wishing to attend this 'behind the scenes' event should register interest direct by emailing community@gatwickairport.com stating preferred date. (Email forwarded to Cllrs)

CAGNE

Bulletin 84, Fighting Fund, and Bulletin 85, Gatwick Airport Master Plan for a 3 runway airport.

GON

e-news 19.11.18 What standby runway? and The Noise Management Board Public Meeting 05.12.18.

e-news 03.01.19 Gatwick's Master Plan and consultation (closed 10.01.19).

Grant Aid Recipients

Correspondence thanking and acknowledging receipt of Council awards from the following organisations: Pulborough Cricket Club; Frontline Debt Advice; 4Sight Vision Support, plus confirmation of their website page publicly acknowledging PPC award, with PPC logo (permission obtained); St Mary's Church; Horsham District Age UK; Mary How Trust; Pulborough Village Hall; Community Bus Association; Victim Support.

Resident

Email from David Hurst with link to short film about Pulborough that Rob Aylott was involved in making. (forwarded to Cllrs)

Publications

Clerk & Councils Direct, January 2019 issue 121.