



**PULBOROUGH PARISH COUNCIL**  
*Working together for a better future*

## **PULBOROUGH PARISH COUNCIL**

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### **MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON THURSDAY 24<sup>TH</sup> NOVEMBER 2022 AT THE VILLAGE HALL**

**PRESENT:** Cllrs: Hare (Chairman), Campbell, Clarke, Court, Davies, Hands, Henly, Kay, Lawson and Riddle

**IN ATTENDANCE:** 1 member of the public

*The meeting opened at 7.36pm.*

#### **89. APOLOGIES FOR ABSENCE**

Apologies for absence were received, and reasons approved, from Cllrs Trembling, Ellis-Brown, Esdaile and Henly. The Clerk had given apologies for absence due to ill health.

#### **90. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

There were no declarations of interest made. There were no changes to the Register of Interests.

#### **91. MINUTES OF FULL COUNCIL**

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council held on 20<sup>th</sup> October 2022 as a true and accurate record of the proceedings and these were duly signed by the Chairman. There was no Clerk's report.

#### **92. COMMITTEE MEETING MINUTES**

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

##### **75.1 Planning & Services Committee**

Members received the Minutes of the Meetings held on 20<sup>th</sup> October and 3<sup>rd</sup> November 2022. There was no Clerk's Report.

##### **75.2 Recreation & Open Spaces Committee**

Members received the Minutes of the Meeting held on 13<sup>th</sup> October 2022. There was no Clerk's Report.

##### **75.3 Finance & Policy Committee**

Members received the Minutes of the Meeting held on 27<sup>th</sup> October 2022. There was no Clerk's Report.

**93. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

**94. DISTRICT AND COUNTY REPORTS**

County Cllr Kenyon had sent her apologies for not attending.

At HDC local plans are still being updated both by SDNPA and HDC. The issue of Water Neutrality continues to obstruct planning decisions. It may be that HDC reaches a decision point in December. The comments emanating from the Shoreham Cement Works consultations this summer are being analysed. WSCC roll out of EV charge points is ongoing with the new partner (Connected Kerb) and one trial site is in Rivermead in Pulborough. The Kithurst Hill car park is still threatened with closure, but stakeholders are working together to keep it open, and it looks promising that it will be. The new Boundary Commission proposals were remarked on and the District Councillors and members encouraged to write in. Finally, WSCC and HDC have agreed to fund the £30k engineering studies for the three Pulborough infrastructure projects.

**95. RIVERMEAD NATURE RESERVE**

The recommendation from the Recreation & Open Spaces Committee that notice be given to Horsham District Council to terminate the lease and return management of the site to them was approved. (R&OS 13.10.22, Min. 39 refers) – **RESOLVED.**

**96. WORK TO FLOODLIGHTS**

Due to the failure of one light, owing to the dark evenings, service and repair work had been approved by the Clerk under delegated authority for urgent works. Unfortunately, on inspection the remaining 3 lights were found to be faulty and likely to imminently fail, therefore work to all 4 had been required.

It was **RESOLVED** to ratify the costs totalling £1,020 (+ VAT) to Floodlighting Services Ltd for urgent servicing work and replacement of 4x floodlight lamps at the Multi-Sports Facility court. It was noted that should the lights need replacing again the use of LED lighting should be considered.

**97. DRAFT BUDGET 2023/24**

Work leading up to the Finance & Policy Committee meeting 17th November 2022 showed how difficult this budget is due to the large amount of imponderables in particular linked to magnitudes of inflation, cost escalation, and income uncertainty. Draft papers (Precept/Budget V2) were circulated prior to the meeting. The position depending on what inflation rates are published for November and what further data comes in prior to the next meeting leads us to expect to finalise numbers between 6.1 to 6.6% increase over 2021-2022 levels. The precept would be around £273,671 for the new year an increase on Band D of £6.29 or £0.12 a week. As a result of the need for more complete data the next Finance meeting will be held on 12 January 2023 swapping with the Recreation & Open Spaces committee, which would now be held on 26 January 2023, permitting the budget completion and ratification at Council on 19 January 2023.

**98. BOUNDARY COMMISSION FOR ENGLAND (BCE) - CONSULTATION**

The Chairman paraphrased a letter from our MP Andrew Griffith. After clarification on what the new proposals were about, all Members were encouraged to answer the consultation either as individuals or Councillors. It was **RESOLVED** that the chairman would compose a letter to be sent on behalf of the Council supporting the new proposals. Consultation details and links are included below:

Further details: Response deadline Monday 5th December 2022

Link: <https://boundarycommissionforengland.independent.gov.uk/final-consultation-on-revised-proposals-open-now-last-chance-to-help-reshape-constituencies/>

Address: Boundary Commission for England, 35 Great Smith Street, London SW1P 3BQ

Email [information@boundarycommissionengland.gov.uk](mailto:information@boundarycommissionengland.gov.uk).

**99. NEIGHBOURHOOD PLAN**

Once the water neutrality report commissioned by HDC is signed off by three Local Planning Authorities, Natural England and Southern Water, work could proceed on the HDC Local Plan HRA and thence the revised HRA work for the Pulborough Neighbourhood Plan. It was understood that this should happen in early 2023 with PPC referendum following in the spring.

**100. NEIGHBOURHOOD WARDENS' REPORT**

Members noted the previously circulated report for October 2022. All reports will be added to the Council's website as soon as possible.

**101. SPORTS PAVILION REBUILD / REFURBISHMENT PROJECT**

An email update from the architect was noted (previously circulated), in which he had complied with a request from HDC for an adjustment to the location plan.

**102. CODE OF CONDUCT TRAINING**

Members had received details of the online Code of Conduct training being delivered by HDC on Monday 28<sup>th</sup> November 2022, at 5.30pm via Zoom. All Members were encouraged to attend.

**103. COUNCILLOR TRAINING REQUEST**

Cllr Ellis-Brown had requested approval to attend 3x online seminars on bid writing/fundraising on behalf of the Council, at a cost of 95 each and for part or all of the costs to be paid from the Council's training budget. Members felt this would be useful to increase the Council's knowledge base and therefore support the Clerk and Members in the future. It was **RESOLVED** to approve his attendance, at the Council's cost, subject to his re-standing for election in May 2023.

**104. COMMITTEE APPOINTMENTS**

It was **RESOLVED** to appoint Cllr Hands to the Finance & Policy Committee.

**105. PULBOROUGH VILLAGE MARKET**

Member representatives appointed to attend the market on Saturday 26<sup>th</sup> November 2022 were Cllrs Kay, Henly and Court, and on Saturday 10<sup>th</sup> December 2022 were Cllr Clarke, Henly and Court.

**106. REPRESENTATIVES ON OUTSIDE BODIES**

Brief reports were provided by those Cllrs representing the Council on outside bodies or meetings:-

- Warm Hubs: Information is being gathered but no set venue is yet identified, however the library is a possibility.
- The Chairman had laid a wreath on behalf of the Council at the St Maruy's Church Remembrance Sunday service.
- Cllr Henly plans to attend the next online Old People's forum meeting

**107. CORRESPONDENCE**

The Correspondence was noted (previously circulated to Council) and is attached as Appendix 1.

**108. CHAIRMAN'S ANOUNCEMENTS AND URGENT MATTERS**

The Chairman advised that the Kithurst car park matter would be on the forthcoming Planning & Services Committee agenda.

**109. PAYMENTS**

Members had received the list of Payments for Authorisation, listed below. It was **RESOLVED** to approve these, and the payments list and invoices were duly signed.

£

Floodlighting Services Limited	£1,224.00
Kestrel Alarms Limited	£302.40
Business Stream	£411.62

***The meeting closed at 8.35pm.***

.....Chairman

.....Date

UNCONFIRMED

**CORRESPONDENCE****Appendix 1****WSSC**

- Email 13.10.22 e-newsletter: West Sussex recycles
- Email 14.10.22 News Release: Support and activities for West Sussex families this half-term.
- Email 20.10.22 e-newsletter: Support with the cost of living.
- Email 04.11.22 News Release: Funding success for creative businesses in West Sussex.
- Email 10.11.22 The Bulletin (Member Information) Issue 45, 9 November 2022.
- Email 15.11.22 West Sussex Recycles: food rescue, battery and more...
- Email 15.11.22 Could you transform a child's life by sharing yours? Speak to us about fostering.
- Email 15.11.22 Employment support available for friend and family carers.
- Email 15.11.22 Environment & Climate Change eNewsletter – November 2022.
- Email 16.11.22 News Release: Free holiday activities and food returns this winter: book places now.
- Email 16.11.22 Town and Parish News: Special edition: November 2022.
- Email 17.11.22 News Release: Supporting West Sussex households with the cost of living this winter.
- Email 17.11.22 The Bulletin (Member Information) Issue 46, 16 November 2022.
- Email 17.11.22 Financial support, shop, win some West Sussex sparkle!

**HDC**

- Email 24.10.22: Latest News: Including: Council commits over £500k to combat cost of living crisis; Green Call for Sites; Horsham Blueprint Business Neighbourhood Development Plan Referendum results.
- Email 02.11.22: Stay connected Business support and advice: Social media masterclasses; Leap Funding; Billingshurst Artisan Market.
- Email 03.11.22: Invitation to Service of Remembrance from the Chairman of HDC. Replied sending apologies.
- Email 10.11.22 Invitation to HDC & HALC Annual Meeting.
- Email 11.11.22: Remembrance Sunday in Horsham; Calling all job seekers: come to our Careers Fair; New market in Billingshurst.
- Email 16.11.22 Voluntary Sector Support: Upcoming training, new guidance from the Charity commission and finding volunteers for your charity. Funding Aviva Community Fund – Cost of Living Boosts.

**NALC**

08.11.22 Newsletter – NALC Events.

Chief Executive's Bulletins 14.10.22, 28.10.22, 04.11.22 and 11.11.22. Topics include NALC and SLCC sign new partnership agreement, Local Government pay agreement, Local Government ethical standards, Climate Emergency, Super Councils, Civility and Respect Pledge, Empowering Communities Conference, King Coronation Bank Holiday, Boundary Commission for England final consultation.

**WSALC**

01.11.22 Notice of WSALC AGM & Conference.

**Sussex Police & Crime Commissioner**

E-news 14.10.22, 28.10.22 and 04.11.22. Topics include Mental Health initiatives, Safer in Sussex and Restorative Justice events, innovative Video Enabled Policing (VEJ) goes national.

Email 11.11.22 Eye in the sky: the importance of police helicopters.

### **Neighbourhood Alerts**

- Sussex Police email 01.11.22 – Trading Standards warning to be alert to rogue builders. Sussex Police email 01.11.22 – Horsham Police Weekly Bulletin.
- Sussex Police email 02.11.22 – Trading Standards warning about rise in energy scams.
- Sussex Police email 02.11.22 – Fraud Newsletter – November 2022.
- Sussex Police email 08.11.22 – New Officers, Burglary / Vehicle Crime.
- Sussex Police email 08.11.22 – Free “Stand up against street harassment” bystander webinar.
- Sussex Police email 08.11.22 – Horsham News and Alerts.
- Neighbourhood Watch Our News – November 2022.

### **Citizens Online**

Invitation/details of West Sussex Digital Access, Inclusion & Safety Strategy Development Workshop, Thursday 24<sup>th</sup> November 2022, 11am-1pm. Registration required (*forwarded to Cllrs*)

### **APCAG**

Minutes of meeting 27<sup>th</sup> September 2022

### **CAGNE**

Bulletins 154 – November 1<sup>st</sup> 2022, and 155 November 6<sup>th</sup> 2022.

### **Publications**

Clerks & Councils Direct, November 2022, issue 144.