



**PULBOROUGH PARISH COUNCIL**  
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**MINUTES OF THE ANNUAL MEETING  
OF PULBOROUGH PARISH COUNCIL  
HELD ON THURSDAY 19th MAY 2016  
AT PULBOROUGH VILLAGE HALL**

**Present:** Cllrs Qusted, Court, C Esdaile, Henly, Kay, Kipp, Lawson, Tilbrook and J Wallace.

**In Attendance:** Lisa Underwood (Acting Clerk) and 0 members of the public

The meeting opened at 7.29pm.

**1. ELECTION OF CHAIRMAN**

As current Chairman, Mr Ray Qusted chaired this first item.

**RESOLVED:** that Cllr Qusted be elected Chairman of the Council for the ensuing municipal year. Cllr Qusted signed the Declaration of Acceptance of Office.

Cllr Qusted continued as Chairman of the meeting.

**ELECTION OF VICE-CHAIRMAN**

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

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs Clarke, J Esdaile, Hare & Reddin.

**3. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**4. MINUTES**

**4.1 FULL COUNCIL**

The Council **RESOLVED** to agree and approve the amended Minutes of the Meeting held on 21st April 2016 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**Clerk's Report**

Item 176 - Co-Option

John Cranham has been unable to take up his post as Councillor due to a saddening family incident. Having spoken to HDC, the vacancy remains open for co-option.

Item 178 - Representatives

The Acting Clerk is yet to make enquiries regarding SALC's advice about Parish Councils contributing to Campaign Groups.

Additional Updates

The Pulborough Society has requested to share the Parish Council's stall at the Harvest Fair, as they did last year. Are there any objections? *There were no objections.*

The Acting Clerk will be on holiday from 31st May until 3rd June. Can any Cllrs. cover the Parish Office anytime between those dates between 9.00am - 12.30pm. If so, please liaise with the Acting Clerk. If no-one can cover the Parish Office will have to close during this time. *Cllrs. Quested, Tilbrook & Mortimer offered their help and will liaise with the Acting Clerk accordingly.*

**4.2 PLANNING & SERVICES COMMITTEE**

Members received the Minutes of the Meetings held on 21st April and 5th May 2016.

**Clerk's Report**

Nothing to report.

**4.3 FINANCE & POLICY COMMITTEE**

Members received the Minutes of the Meetings held on 26th April 2016.

**Clerk's Report**

Nothing to report.

**4.4 RECREATION & OPEN SPACES COMMITTEE**

Members received the Minutes of the Meetings held on 14th April 2016.

**Clerk's Report**

Nothing to report.

**5. PUBLIC SPEAKING**

There were no public speakers.

**6. ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES**

Having received nominations for the various posts, the Chairman reported all those nominated.

The Chairman then asked for a vote, by show of hands for each post with the decisions as follows.

**RESOLVED:** that the following Councillors be elected Chairmen and Vice-Chairmen of the Committees for the ensuing municipal year

**FINANCE & POLICY COMMITTEE**

**Chairman**

Cllr Clarke

**Vice Chairman**

Cllr Kipp

**PLANNING & SERVICES COMMITTEE**

**Chairman**

Cllr Tilbrook

**Vice-Chairman**

Cllr J Wallace

**RECREATION & OPEN SPACES COMMITTEE**

**Chairman**

Cllr Henly

**Vice Chairman**

Cllr Hare

**7. BANK ACCOUNT SIGNATORIES**

Members noted that the existing signatories are Paul Clarke, Edna Henly, Elaine Kipp, Christine Mortimer, Raymond Qusted, Andrew Tilbrook and John Wallace.

Members AGREED that there were a sufficient number of bank account signatories and no further action was necessary.

**Resolved: Continue with existing bank account signatories.**

**8. COMMITTEE ALLOCATIONS AND PARISH COUNCIL REPRESENTATIVES  
RESOLVED: that the Committee allocations be agreed as follows:-**

**FINANCE & POLICY COMMITTEE (6 Members)**

<b>Chairman</b>	Cllr Clarke*
<b>Vice Chairman</b>	Cllr Kipp
<b>Members</b>	Cllr Qusted*
	Cllr G Reddin
	Cllr Tilbrook*
	Cllr. Henly*

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

**PLANNING & SERVICES COMMITTEE (10 Members)**

<b>Chairman</b>	Cllr Tilbrook
<b>Vice-Chairman</b>	Cllr J Wallace
<b>Members</b>	Cllr C Esdaile
	Cllr. J Esdaile
	Cllr Henly
	Cllr. Kay
	Cllr Kipp
	Cllr Lawson
	Cllr Mortimer
	Cllr Qusted*

It was noted that Cllr Clarke should hold an Ex Officio seat due to his position as Vice Chairman. However, Cllr Clarke has previously requested to forego this position to avoid any conflict of interest with his role as a District Councillor.

\*Cllr Qusted is an ex-officio member as Chairman of the Council.

**RECREATION & OPEN SPACES COMMITTEE (6 Members)**

<b>Chairman</b>	Cllr Henly
<b>Vice Chairman</b>	Cllr Hare
<b>Members</b>	Cllr Clarke*
	Cllr Court
	Cllr Lawson
	Cllr Qusted*

\*Cllr Clarke and Cllr Qusted are ex-officio members as Vice Chairman and Chairman of the Council respectively.

**PARISH COUNCIL REPRESENTATIVES**

**RESOLVED: that the Parish Council representatives on the following Outside Bodies be approved:**

<b>Community Care Association</b>	Mrs J Seagram (MBE)
<b>Community Mini Bus</b>	Parish Office
<b>Horsham Association of Local Councils</b>	Cllr Kipp Cllr C Esdaile
<b>Local Action Team</b>	Cllr Tilbrook
<b>Nutbourne Recreation Ground Trustees</b>	Parish Office
<b>Pulborough Community Partnership</b>	Cllr Qusted Cllr Tilbrook Cllr Kipp Cllr J Wallace Cllr. Court
<b>Sports &amp; Social Club</b>	Cllr. Henly Cllr. Court
<b>Sussex Association of Local Councils (SALC)</b> The Acting Clerk was instructed to ask SALC when and if SALC are planning any meetings with Parish Council representatives.	Cllr Tilbrook Cllr Qusted
<b>Parish Council Appointed Village Hall Trustees</b>	Cllr Qusted Mr L Ellis Mr D Jolliffe Cllr Henly
<b>Traders Group</b>	Cllr Kipp
<b>Parent/Teacher Association (PTA)</b> Cllr. Kay will introduce herself to the school upon receipt of contact details from the Parish Office.	Cllr. Kay
<b>Youth Club</b> Cllr. Wallace will ask Mrs Wallace to confirm if she is happy to continue as representative.	Mrs E Wallace
<b>Fairtrade Group</b>	Cllr Tilbrook
<b>Pulborough Society</b>	Cllr. Kay
<b>Village Market</b>	Mr L Ellis with up to 2 Councillors to attend.
<b>APCAG</b>	Cllr. Hare

The Acting Clerk will contact all the relevant Outside Bodies to advise them of any changes to the representatives.

**9. REGISTER OF MEMBERS' INTERESTS**

Members received update forms for their completed Register and were advised that these should be completed by Friday 27th May 2016 and returned to the Parish Office.

**10. ANNUAL REPORT**

Members received the Annual Report as distributed at the Annual Parish Meeting.

**RESOLVED: to accept the Annual Report for the year ending 31<sup>st</sup> March 2016.**

**11. ANNUAL ACCOUNTS**

Members noted the recommendation of the Finance & Policy Committee (item no 92 F&P Minutes 26th April 2016) to approve the Annual Accounts for the year ended 31<sup>st</sup> March 2016.

**RESOLVED: to accept the Annual Accounts for the year ended 31<sup>st</sup> March 2016.**

Members noted the recommendation of the Finance & Policy Committee (item no 92 F&P Minutes 26th April 2016) to approve the Internal Control Policy including quarterly review for the year ended 31<sup>st</sup> March 2016.

**RESOLVED: to accept the Internal Control Policy including quarterly review for the year ended 31<sup>st</sup> March 2016 and the Chairman to sign the report.**

Finally, Members proceeded to review Section 1 of the Annual Return, the Annual Governance Statement. All Councillors AGREED to respond "Yes" to questions 1 to 8 with question 9 not applicable. The Chairman completed accordingly.

**RESOLVED: to accept the Annual Return for the year ended 31<sup>st</sup> March 2016 and the Chairman signed accordingly.**

**12. STANDING ORDERS (inc POWERS AND DUTIES FOR COMMITTEES)**

Members had received the Standing Orders including Powers and Duties for Committees (last updated May 2015).

The Clerk had suggested amendments to the following clauses :-

- i). Standing Orders 30(e) - the clause had to be changed to the following:

***Where the cumulative value of a contract is likely to exceed a value £25,000 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2015 apply to the contract and, if so, the Council must comply with the Public Contract Regulations 2015 rules and if applicable publicise on the Contractfinder website.***

It was noted that the Financial Regulations, which are Appendix 1 to the Standing Orders, have not changed as yet as the NALC model is still awaited.

**RESOLVED: the Standing Orders for Pulborough Parish Council be amended as AGREED.**

**13. CODE OF CONDUCT**

Members received and after review and accepted with no amendments Pulborough Parish Council's Code of Conduct.

**14. ELECTRONIC AGENDAS**

Members noted the ability, as a result of The Local Government (Electronic Communications) (England) Order 2015, to receive agendas and associated papers electronically. The Acting Clerk advised that anyone wishing to take advantage of this must complete the request. Cllr. Quedstedt completed the request accordingly.

**15. MEETING DATES**

Members noted the proposed schedule for 2017 (attached as Appendix 1) and approved with all in favour.

**16. PLANNING APPLICATIONS**

The Committee considered the following planning applications:

**DC/16/0912 - 24 New Place Rd, Pulborough**

Surgery 1 x Ash Tree and 1 x Silver Birch Tree. **No objection.**

**DC/16/1031 - Arun Prospect, Station Rd, Pulborough**

To install hand rail system around the lift shaft heads. **Objection. Members commented that the rail needs to be made safe for children.**

**17. DISTRICT & COUNTY**

Cllr Donnelly reported that considerable investment was being put into Horsham town centre with the previously reported project for Swan Walk and also work to Piries Place to "liven it up".

The District Council is still looking at shared services to reduce costs.

Cllr. Donnelly advised that the Willowmead developers have attended a meeting with the Director of Planning regarding their submitted application.

The Post Office at Elite Garages was discussed and it was commented that Highways had no objection to the planning application. Cllr. Tilbrook reported that he has been advised that Highways were not informed of this application and were not forwarded the objections raised by Pulborough Parish Council. Cllr. Tilbrook went on to say in the future if the Parish Council raise highway concerns they must be passed on to Highways. Cllr. Donnelly said that as Highways are a statutory consultee they get a full file and access to the website for an application. The Acting Clerk suggested that if the Parish Council raise any highway issues in future, the Parish Office could forward the comments to Highways and Pat Arculus, Members AGREED to this suggestion.

Finally, Cllr. Donnelly reported that there was a consultation underway regarding amenity tips. The Acting Clerk advised that this would be on the agenda for discussion at the next P&S meeting.

## 18. REPRESENTATIVES

In Cllr. Hare's absence, the Acting Clerk read out the following report regarding CAGNE:

*The good news is that they have done a U-turn and now appear to support widening of the arrivals swathe. Please see email stream below regarding their inconsistent policies and the recent U-turn in relation to lobbying for a position on the Noise Management Board.*

*Previously in 2015 they put forward a proposal to concentrate departures over quiet rural areas but subsequently retracted this proposal as well following significant objections from communities and other action groups.*

*Effectively they work in the interests of Warnham and Slinfold and do not therefore represent the wider interests of other Sussex and Surrey residents. We remain suspicious that they do not at heart support fair and equitable dispersal.*

*Twelve action groups/aviation groups are currently signing a letter to urge Gatwick to expand the representation on the Noise Management Board for communities. As I write, the only action group which is not supporting and endorsing this is CAGNE.*

Cllr. Kipp advised that her HALC meeting was very interesting with presentations from Horsham District Archaeology Group and Horsham District Cycling Forum.

Cllr. Kipp also reported that the traders, in particular the Funeral Directors, are upset about the Post Office being located at Elite Garages and have said that Lower St is like a ghost town.

Cllr. Quested held a meeting with David Hurst and the Manager from the RSPB, who is very pro-active and wants to get involved with the village. Cllr. Quested has suggested to the RSPB to have a permissive footpath the other side of the RSPB coming back onto the river bank, which would work well for both parties. Cllr. Quested has given the Manager map references as to where the footpath could go, it would only be open 6 months of the year because of the usual flooding and it wouldn't affect nesting birds. The Manager has said she will look into it.

Cllr. Henly attended a Neighbourhood Warden Steering Group meeting and interviews are being held on Tuesday 24th May. Cllr. Henly & Tilbrook will attend the interviews.

## 19. POLICIES

Members received the recommendation of the Finance & Policy Committee (item no 82 F&P Minutes 24th March 2016) to approve the following policies:

- \* Health & Safety Policy
- \* Equality & Diversity Policy
- \* Staff Recruitment Policy
- \* Disciplinary and Grievance Policies
- \* Data Protection Policy
- \* Information Security Policy

**RESOLVED: to accept the above named policies.**

**20. RECRUITMENT OF PARISH CLERK & RFO**

The Chairman informed Members that of the 6 applicants for the position of Parish Clerk & RFO, the Panel (which comprised of Cllrs Clarke, Reddin & Qusted) had chosen to interview 3. After careful consideration it was proposed by the Panel that the position be offered to Mrs Heather Knight.

It was AGREED, with all in favour to ratify the recommendation.

**RESOLVED: That Mrs Heather Knight be offered the position of Parish Clerk to the Council & RFO.**

**21. VILLAGE MARKET**

Members noted that Mr Lawrie Ellis had confirmed that he was happy to continue to set up the Village Market stand. It was AGREED that Cllrs Henly & Court would assist him at the market on 28th May 2016.

**22. CORRESPONDENCE**

The Council received items of correspondence. (attached as Appendix 2)

**23. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA**

None

**24. PAYMENTS**

**RESOLVED:** that the following payments be made and the cheques drawn:

	£
D Paxton	160.00
Horsham Matters Ltd	267.52
R Qusted	24.69
Pulborough URC Traidcraft Account	5.25
New Call Telecom t/a Fuel	14.64
Viking	37.08
West Sussex County Council	5373.01
Pulborough Social Centre	284.60
Nat West	20.42
BT	73.34
BT	72.89

**The meeting closed at 8.58pm**

.....Chairman

.....Date



**PULBOROUGH PARISH COUNCIL MEETINGS 2017**  
**All meetings are open to the public and start at 7.30pm unless otherwise notified.**

All Committee meetings are held at the Sports Pavilion; Full Council Meetings are at the Village Hall.

**JANUARY 2017**

- 5 Planning & Services Committee
- 12 Recreation & Open Spaces Committee
- 19 Planning & Services Committee followed by Full Council
- 26 Finance & Policy Committee

**FEBRUARY 2017**

- 2 Planning & Services Committee
- 9 Recreation & Open Spaces Committee
  
- 16 Planning & Services Committee followed by Full Council
- 23 Finance & Policy Committee

**MARCH 2017**

- 2 Planning & Services Committee
- 9 Recreation & Open Spaces Committee
- 16 Planning & Services Committee followed by Full Council
- 23 Finance & Policy Committee

**APRIL 2017**

- 6 Planning & Services Committee
- 13 Recreation & Open Spaces Committee
- 20 Planning & Services Committee followed by Full Council
- 27 Finance & Policy Committee

**MAY 2017**

- 4 Planning & Services Committee
- 11 Annual Parish Meeting
- 18 Planning & Services Committee followed by Annual Meeting of the Council
- 25 Recreation & Open Spaces Committee

**JUNE 2017**

- 8 Planning & Services Committee
- 15 Recreation & Open Spaces Committee
- 22 Planning & Services Committee followed by Full Council
- 29 Finance & Policy Committee

**JULY 2017**

- 6 Planning & Services Committee
- 13 Recreation & Open Spaces Committee
- 20 Planning & Services Committee followed by Full Council
- 27 Finance & Policy Committee

**AUGUST 2017**

- 10 Planning & Services Committee

**SEPTEMBER 2017**

- 7 Planning & Services Committee
- 14 Recreation & Open Spaces Committee
- 21 Planning & Services Committee followed by Full Council
- 28 Finance & Policy Committee

**OCTOBER 2017**

- 5 Planning & Services Committee
- 12 Recreation & Open Spaces Committee
- 19 Planning & Services Committee followed by Full Council
- 26 Finance & Policy Committee

**NOVEMBER 2017**

- 2 Planning & Services Committee
- 9 Finance & Policy Committee
- 16 Recreation & Open Spaces Committee
  
- 23 Planning & Services Committee followed by Full Council

**DECEMBER 2017**

- 7 Planning & Services Committee

**NB Some meetings of the Finance & Policy Committee will not be required**

## **CORRESPONDENCE**

### **Village Market**

Report from Lawrie Ellis for 26th March 2016. Copied to Council.

### **SLCC**

- a) Notice of Extraordinary General Meeting on 10th June 2016 in Stratford upon Avon.
- b) May 2016 Newsletter. Copied to Council.
- c) The Clerk magazine - May 2016.
- d) News Bulletin May 2016.

### **CAGNE**

- a) Email regarding the new Noise Management Board. Copied to Council.
- b) 'Facts about Wisborough Green Gatwick don't want you to know'. Copied to Council.
- c) Email regarding Gatwick Airport Arrivals Review. Copied to Council.
- d) Bulletin May 2016.
- e) Update from Cllr. Hare. Copied to Committee.

### **Neighbourhood Wardens**

- a) Minutes of the Pulborough Steering Group. Copied to Council.
- b) Job advertisement for Neighbourhood Wardens. Copied to Council.

### **Police Matters**

- a) Email regarding 'Police Seek to Address Concerns about PCSO Changes within Local Policing'. Copied to Council.
- b) Email correspondence regarding a burglary at The Flower Shop, Pulborough. Copied to Council.
- c) Horsham District Weekly Bulletin, w/e 22.04.16 & 06.05.16 from Sussex Police. Copied to Council
- d) Email regarding online job recruitment from Neighbourhood Alert.
- e) Email regarding purchasing pets online from Neighbourhood Alert.
- f) Burglary alert at a property in Goose Green.

### **Italian Market**

Email correspondence regarding an Italian Market in Pulborough. Copied to Council.

### **Resident**

Email correspondence regarding the Neighbourhood Plan. Copied to Council.

Reply to resident email regarding the Neighbourhood Plan and further response from resident. Copied to Committee. *Members declined to respond to the resident emails addressed to the Parish Council except to confirm the FOI request regarding the cost of funding for the Neighbourhood Plan and to express its surprise and bemusement at the inference contained in the word "resigned" in relation to the outgoing Parish Clerk.*

FOI request and reply regarding the accounts for 2015-2016 and expenditure on the Neighbourhood Plan. Copied to Committee.

Request for Pulborough Parish Council's support to have a yellow line in Lower St. Copied to Committee. *Would Members like to add this to the next P&S agenda for discussion? Members instructed the Acting Clerk to add this to the next available P&S agenda.*

**Community Led Housing**

Notification of an 'Early Stage Support Programme'. Locality have launched a new fund to support community groups at the early stages of an affordable community-led housing project.

**Sussex Police & Crime Commissioner**

Newsletter. Copied to Committee.

**HDC**

Email notification of Business Newsletter Spring 2016.

**Sussex Police**

Horsham weekly update w/e 13.05.16. Copied to Committee.

**LAT**

Minutes of meeting held on 11.05.16. Copied to Committee.

**Neighbourhood Wardens**

Minutes of Pulborough Steering Group meeting held on 16.05.16. Copied to Committee.

**Local Government Boundary Commission**

Letter regarding the electoral review of West Sussex advising the Commission's intention to undertake further limited consultation in Crawley. Given this the final recommendations for the whole county will now be published on 16.08.16.

**WSCC & SDNP**

Correspondence regarding the draft West Sussex joint minerals local plan consultation. Copied to Committee.

**Resident**

**Other**

Thank you card from Sarah Norman.

Email from Les Ampstead advising that he is moving away from Pulborough.