



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 a meeting of the Finance & Policy Committee to be held in the Committee Room at Pulborough Sports Pavilion on **Thursday 30th January 2025 at 7.30pm.**

Harry Quenault
Clerk

Dated: 23rd January 2025

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

AGENDA

- 1. Apologies for Absence**
To receive and approve the apologies for absence for members.
- 2. Declarations of Interest and Changes to Register of Interests**
To receive members declarations of interest on any agenda items and to note any changes to councillors' register of interests.
- 3. Minutes**
To approve the minutes of the meeting held on Thursday 28th November 2024.
- 4. Public Speaking**
In accordance with standing order 1f, the chairman will invite those residents who have given formal notice to speak once only in respect of business itemised on the agenda and 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.
- 5. Parish Council Finances**
 - To receive and note the reconciliations for Cashbook 1, Cashbook 2, Cashbook 3 and Cashbook 4 as at the 13th January 2025 - (Appendix A)
 - To receive and note a summary of Income & Expenditure compared to budget as at the 13th January 2025 – (Appendix B)
 - To note a statement of the earmarked reserves as at the 13th January 2025 – (Appendix C)
- 6. Pulborough Parish Council Grant Committee Recommendations**
To receive recommendations from Cllr Court & Cllr Campbell on how best to allocate the grant budget. To resolve to take the recommendations to Full Council next month.
- 7. Credit Card Policy**
To agree and ratify a policy that governs the use of the credit card. (Appendix D)
- 8. Vexatious or Habitual Requests and Complaints Policy**
To agree and ratify a policy that governs Freedom of Information requests. (Appendix E)
- 9. Quarterly Section 106 & CIL Reports**
To agree and ratify a policy that governs Freedom of Information requests. (Appendix F)

10. **Complete Lease Review for 25/26 Budget Year - (PRESS & PUBLIC EXCLUDED)**
To review all lease agreements and resolve any increases as per our original agreements (document to be presented at the meeting for members).

11. **Payments**
To approve payments for signing. *(Details to be circulated to members at the meeting)*

**Bank Reconciliation Statement as at 13/01/2025
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	13/01/2025		100.00
Reserve Account	13/01/2025		255,923.33
			<u>256,023.33</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			256,023.33
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			256,023.33
		Balance per Cash Book is :-	256,023.33
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 2 - Capital Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Capital Deposit Account	31/12/2024		3,417.75
			<u>3,417.75</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,417.75
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,417.75
		Balance per Cash Book is :-	3,417.75
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 3 - CCLA Public Sector Deposit Fun**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Public Sector Deposit Fun	31/12/2024		252,626.34
			<u>252,626.34</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			252,626.34
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			252,626.34
		Balance per Cash Book is :-	252,626.34
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 4 - Sum Up Credit A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Sum Up Account	31/12/2024		359.34
			<hr/> 359.34
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			359.34
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			359.34
		Balance per Cash Book is :-	359.34
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Detailed Income & Expenditure by Budget Heading 13/01/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1076 Precept	292,460	292,460	0			100.0%	
1077 Grants, Fundraisers & Other In	33,045	0	(33,045)			0.0%	32,609
1150 Event Income	1,936	1,000	(936)			193.6%	
Administration :- Income	327,442	293,460	(33,982)			111.6%	32,609
4006 Staff Expenses	465	400	(65)		(65)	116.2%	
4010 Members Expenses	30	200	170		170	14.9%	
4015 Audit Fees	1,279	1,200	(79)		(79)	106.5%	
4016 Bank Charges	382	380	(2)		(2)	100.6%	
4017 Legal Fees	2,065	2,000	(65)		(65)	103.3%	
4020 Postage	0	75	75		75	0.0%	
4021 Rent, Broadband & Room Hire	6,268	7,600	1,333		1,333	82.5%	
4022 Training	343	1,250	907		907	27.4%	
4025 Stationery & Office	1,830	2,250	420		420	81.3%	
4027 Phones	670	1,200	530		530	55.8%	
4028 Advertisement	0	1,000	1,000		1,000	0.0%	
4030 Subscriptions	2,675	2,750	75		75	97.3%	
4035 Insurance	7,211	7,000	(211)		(211)	103.0%	
4037 IT Support & Infrastructure	2,012	3,000	988		988	67.1%	
4045 Event Cost	1,551	500	(1,051)		(1,051)	310.3%	
Administration :- Indirect Expenditure	26,780	30,805	4,025	0	4,025	86.9%	0
Net Income over Expenditure	300,662	262,655	(38,007)				
6001 less Transfer to EMR	32,609						
Movement to/(from) Gen Reserve	268,053						
<u>103 Capital</u>							
1033 Other Grants	0	3,000	3,000			0.0%	
Capital :- Income	0	3,000	3,000			0.0%	0
Net Income	0	3,000	3,000				
<u>104 Loans and Finance</u>							
1040 Interest on A/c's	11,999	10,800	(1,199)			111.1%	
Loans and Finance :- Income	11,999	10,800	(1,199)			111.1%	0
Net Income	11,999	10,800	(1,199)				

Detailed Income & Expenditure by Budget Heading 13/01/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105</u> <u>MSF</u>							
1050 MSF	25,361	4,000	(21,361)			634.0%	25,000
	25,361	4,000	(21,361)			634.0%	25,000
MSF :- Income							
4080 MSF	48,857	1,000	(47,857)		(47,857)	4885.7%	48,517
	48,857	1,000	(47,857)	0	(47,857)	4885.7%	48,517
MSF :- Indirect Expenditure							
Net Income over Expenditure	(23,496)	3,000	26,496				
6000 plus Transfer from EMR	48,517						
6001 less Transfer to EMR	25,000						
Movement to/(from) Gen Reserve	21						
<u>106</u> <u>Staff Costs</u>							
4000 Administration Salaries	45,333	68,855	23,522		23,522	65.8%	
4001 Employers NI & Tax	5,877	6,720	843		843	87.5%	
4002 Superannuation	12,197	25,190	12,993		12,993	48.4%	
4003 Village Sweeping Salary	795	1,100	305		305	72.3%	
4005 Recreation Salary	19,556	28,750	9,194		9,194	68.0%	
4007 Neighbourhood Wardens	0	70,385	70,385		70,385	0.0%	
4008 Apprentice P/T	2,130	13,250	11,120		11,120	16.1%	
	85,889	214,250	128,361	0	128,361	40.1%	0
Staff Costs :- Indirect Expenditure							
Net Expenditure	(85,889)	(214,250)	(128,361)				
<u>107</u> <u>Discretionary</u>							
1021 Street Cleaning	7,185	6,875	(310)			104.5%	
	7,185	6,875	(310)			104.5%	0
Discretionary :- Income							
4090 Contingency	2,228	1,000	(1,228)		(1,228)	222.8%	
4091 Grants & Donations	0	2,775	2,775		2,775	0.0%	
4096 Memorial Garden	65	100	35		35	65.0%	
	2,293	3,875	1,582	0	1,582	59.2%	0
Discretionary :- Indirect Expenditure							
Net Income over Expenditure	4,891	3,000	(1,891)				
<u>201</u> <u>Highways</u>							
1020 Christmas Lighting	1,220	1,000	(220)			122.0%	
	1,220	1,000	(220)			122.0%	0
Highways :- Income							
4200 Christmas Lighting	3,600	4,400	800		800	81.8%	
4210 Equipment	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 13/01/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4225 Refuse Collections	1,026	1,600	574		574	64.1%	
4230 Other	781	2,000	1,219		1,219	39.0%	
Highways :- Indirect Expenditure	5,406	8,500	3,094	0	3,094	63.6%	0
Net Income over Expenditure	(4,186)	(7,500)	(3,314)				
<u>202 Street Lighting</u>							
4250 Street Lighting - Supply & Mai	8,061	8,605	544		544	93.7%	
Street Lighting :- Indirect Expenditure	8,061	8,605	544	0	544	93.7%	0
Net Expenditure	(8,061)	(8,605)	(544)				
<u>301 Allotments</u>							
1100 Allotment Tenancies	1,747	2,250	503			77.7%	
Allotments :- Income	1,747	2,250	503			77.7%	0
4301 Allotments Water	363	700	337		337	51.9%	
4305 Allotments Maintenance & Repai	2,258	1,250	(1,008)		(1,008)	180.6%	703
Allotments :- Indirect Expenditure	2,621	1,950	(671)	0	(671)	134.4%	703
Net Income over Expenditure	(874)	300	1,174				
6000 plus Transfer from EMR	703						
Movement to/(from) Gen Reserve	(170)						
<u>303 Grounds Maintenance</u>							
4342 Tree Works	4,068	9,000	4,932		4,932	45.2%	
4343 Water	1,155	3,500	2,345		2,345	33.0%	
Grounds Maintenance :- Indirect Expenditure	5,223	12,500	7,277	0	7,277	41.8%	0
Net Expenditure	(5,223)	(12,500)	(7,277)				
<u>304 Pavilion</u>							
1055 Pantry Income	2,757	0	(2,757)			0.0%	2,757
Pavilion :- Income	2,757	0	(2,757)				2,757
4055 Pantry Expense	3,258	0	(3,258)		(3,258)	0.0%	3,258
4360 Boiler & Shower	0	500	500		500	0.0%	
4361 Council Tax	1,200	650	(550)		(550)	184.6%	
4362 Electricity & Gas	3,205	4,500	1,295		1,295	71.2%	
4363 Fire Equipment & Maintenance	688	2,000	1,312		1,312	34.4%	
4364 Repairs	3,800	3,900	100		100	97.4%	
Pavilion :- Indirect Expenditure	12,151	11,550	(601)	0	(601)	105.2%	3,258
Net Income over Expenditure	(9,394)	(11,550)	(2,156)				
6000 plus Transfer from EMR	3,258						
6001 less Transfer to EMR	2,757						

Detailed Income & Expenditure by Budget Heading 13/01/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(8,893)						
305 Other Recreation							
1120 Social Club Tenancies	6,871	10,350	3,479			66.4%	
1121 Sports Club Tenancies	1,153	2,900	1,747			39.8%	
Other Recreation :- Income	8,024	13,250	5,226			60.6%	0
4389 Vehicle Lease	12,450	11,000	(1,450)		(1,450)	113.2%	1,450
4390 Insurance	428	0	(428)		(428)	0.0%	
4391 Maintenance Supplies	531	850	319		319	62.5%	
4392 Playground	2,029	9,000	6,971		6,971	22.5%	
4393 Tractors, Equipment & Fuel	7,099	5,000	(2,099)		(2,099)	142.0%	2,089
4395 NCRG	9	250	241		241	3.6%	
4396 Pocket Park	0	250	250		250	0.0%	
4397 Youth Initiatives	4,364	15,000	10,636		10,636	29.1%	
4399 Rivermead	59	250	191		191	23.6%	
Other Recreation :- Indirect Expenditure	26,969	41,600	14,631	0	14,631	64.8%	3,539
Net Income over Expenditure	(18,945)	(28,350)	(9,405)				
6000 plus Transfer from EMR	3,539						
Movement to/(from) Gen Reserve	(15,406)						
Grand Totals:- Income	385,735	334,635	(51,100)			115.3%	
Expenditure	224,252	334,635	110,383	0	110,383	67.0%	
Net Income over Expenditure	161,483	0	(161,483)				
plus Transfer from EMR	56,018						
less Transfer to EMR	60,366						
Movement to/(from) Gen Reserve	157,135						

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
315 EMR - Pulborough Pantry	3,061.46	-501.36	2,560.10
320 EMR - MSF Resurfacing/Playgrou	11,218.28	-11,218.28	0.00
321 EMR - Pav Refurb/Tractor Shed	178,296.82	0.00	178,296.82
324 EMR - New Tractor/Machinery	11,028.91	-538.80	10,490.11
325 EMR - Neighbourhood Plan	2,685.27		2,685.27
326 EMR - Neighbourhood Wardens	20,671.98		20,671.98
327 EMR - Community Benefit Fund	2,434.90	-2,434.90	0.00
328 EMR - CIL Monies	11,452.56	19,745.07	31,197.63
329 EMR - Legal Fees	5,775.42		5,775.42
330 EMR - Community Gardem	750.00	-703.48	46.52
	<u>247,375.60</u>	<u>4,348.25</u>	<u>251,723.85</u>

Pulborough Parish Council Credit Card Policy

1. Purpose The Pulborough Parish Council credit card is intended to facilitate efficient and effective purchasing for the Council's operations. Its primary purpose is to restock the Council pantry. Use of the credit card for other matters is permitted only under exceptional circumstances, as authorised by this policy.

2. Authorisation and Oversight

- All credit card transactions must be approved by the Clerk or the Pantry Committee prior to expenditure.
 - The credit card may be lent to individuals authorised by the Clerk for specific purchases.
-

3. Conditions of Use

- The credit card is to be used exclusively for Council-related purchases and must not be used for personal expenses under any circumstances.
 - Any use beyond restocking the pantry must meet the criteria of exceptional need and be pre-approved by the Clerk.
-

4. Transaction Management

- Receipts for all transactions must be submitted to the Clerk promptly after each use of the credit card.
 - The Clerk will account for all credit card transactions monthly, ensuring proper documentation and reconciliation.
 - Receipts will be stored securely alongside other financial records, in accordance with the Council's standard practices.
-

5. Review and Reporting

- A record of the credit card balance will be reviewed by the Finance Committee at every meeting.
 - The cashbook report (reconciliation report) will be signed alongside the bank statement by two qualified signatories.
-

6. Compliance and Enforcement

- Any misuse of the credit card will be subject to investigation and may result in disciplinary action.
 - This policy is to be reviewed periodically to ensure compliance with legal and regulatory requirements, as well as Council's operational needs.
-

7. Policy Review and Amendment This policy shall be reviewed periodically or as required and amended accordingly to reflect changes in operational needs or legal requirements.

Approval This policy has been approved by Pulborough Parish Council on ***

Pulborough Parish Council

Vexatious or Habitual Requests and Complaints Policy

A policy for the management of abusive, unreasonably persistent/habitual or vexatious requests and requesters. This policy can also be used for the management of abusive, persistent, or vexatious complaints and complainants by substituting “request” and “requester” with the words “complaint” and “complainant” where appropriate.

1. Introduction

1.1 This policy identifies situations where a person making a request, either individually or as part of a group, or a group of requesters, might be considered to be habitual or vexatious. The following forms the Parish Council’s policy for ways of responding to these situations.

1.2 Habitual means ‘done repeatedly or as a habit’. The term vexatious is recognised in law and means ‘denoting an action or the bringer of an action that is brought purely to cause annoyance to the defendant’.

1.3 Indicators that requests (which can be verbal, written, in person, via telephone or information technology) are vexatious are if:

- a) they include abusive or aggressive language.
- b) requesters can be said to bear a personal grudge or make completely unsubstantiated accusations against the Parish Council, individual Councillors, or specific employees.
- c) requests from individuals are unreasonably persistent, frequent or overlapping.
- d) the effort required to meet the request will be so grossly oppressive or a strain on time and resources, that the Parish Council cannot reasonably be expected to comply, no matter how legitimate the matter or valid intentions of the requester.

1.4 This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.

1.5 The term “request” in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and any subsequent modification of this legislation.

1.6 Habitual or vexatious requests can be a problem for Council staff and Members. The difficulty in handling such requests is that they are time consuming and wasteful of resources in terms of Officer and Councillor time. While the Parish Council endeavours to respond with patience and sympathy to the needs of all requesters there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

1.7 When dealing with any request the Parish Council will consider:

- a) the burden complying with requests would bring on it.
- b) the motive of the requester.

c) the value or serious purpose of the request.

d) if dealing with the request would cause any harassment of or distress to employees.

1.8 Raising of legitimate queries, or the criticism of the progress of a request, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent requestor. Similarly, the fact that a requestor is unhappy with the outcome of a request and seeks to challenge it should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.

1.9 The aim of this policy is to contribute to the overall aim of dealing with all requests in ways which are demonstrably consistent, fair, and reasonable while ensuring that others e.g. Staff, Councillors or the Council as a whole suffer no detriment.

2. Habitual or Vexatious Requesters

2.1 For the purpose of this policy the following definition of habitual or vexatious requesters will be used: "The repeated and/or obsessive pursuit of unreasonable requests and/or unrealistic outcomes and/or reasonable requests in an unreasonable manner".

2.2 Prior to considering its implementation the Clerk will send a copy of this policy to the requester to give them prior notification of its possible implementation.

2.3 Where requests continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the Clerk will seek agreement from Councillors to treat the requester as a habitual or vexatious requester for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious requests.

2.4 The Clerk on behalf of the Parish Council or the Chair (if appropriate) will notify requesters, in writing, of the reasons why their request has been treated as habitual or vexatious and the action that will be taken.

2.5 The status of the requester, including their compliance with any restrictions issued under this policy, will be kept under review. If a requester subsequently demonstrates a more reasonable approach, then their status will be reviewed. See 6.1.

3. Definitions

3.1 Pulborough Parish Council defines unreasonably persistent and vexatious requesters as those people who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's requests. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a requester.

3.2 Examples include the way in which, or frequency with which requesters raise their issues and how requesters respond when informed of the Parish Council's decision about the request such as:

- Having insufficient or no grounds for their complaint and making the complaint to annoy;
- Refusing to specify the grounds of a complaint, despite offers of assistance;

Appendix E

- Refusing to cooperate with the complaints investigation process;
- Refusing to accept that certain issues are not within the remit of the complaints policy despite having been provided with information about the scope of the policy/ procedure;
- Refusing to accept that issues are not within the power of the Council to investigate, change or influence;
- Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice;
- Making unjustified complaints about staff who are trying to deal with the issues, and seeking to have them replaced;
- Changing the basis of the complaint as the investigation proceeds;
- Denying or changing statements he or she made at an earlier stage;
- Introducing trivial or irrelevant new information at a later stage;
- Raising many detailed but unimportant questions, and insisting they are all answered;
- Submitting falsified documents from themselves or others;
- Adopting a 'scatter gun' approach: pursuing parallel complaints on the same issue with various members of staff and/or organisations e.g. MP's, Councillors, Council's independent auditor;
- Making excessive demands on the time and resources of staff with lengthy phone calls, emails to numerous council staff, frequent and/or complex letters, emails or other social media communications and expecting immediate responses;
- Submitting repeat complaints with minor additions/variations, which the complainant insists make these 'new' complaints.
- Refusing to accept the decision; repeatedly arguing points with no new evidence;
- Complain about or challenge an issue based on an historic and/or an irreversible decision or incident.
- Speaking to the member of staff in a derogatory manner which causes offence, swearing, either verbally or in writing despite being asked to refrain from using such language;
- Using threatening language or behaviour towards Council staff which provokes fear;
- Repeatedly contacting a member of staff regarding the same matter which has already been addressed.

4. Imposing Restrictions

4.1 The Clerk will ensure that the request is being or has been addressed in accordance with policy and relevant regulations.

4.2 In the first instance the Clerk will consult with the Chair prior to issuing a warning to the requester. The Clerk or Chair (if appropriate) will contact the requester, provide them with a copy of this policy and explain why this behaviour is causing concern and ask them to change this behaviour

4.3 If the disruptive behaviour continues, the Clerk or Chair (if appropriate) will issue a further communication, to the requester advising them that the way in which they will be allowed to contact the Parish Council in future will be restricted. The Clerk or Chair will make this decision in consultation with the Council and inform the requester in writing of the procedures that have been applied and for what period. The letter will state:

- a) why the decision has been taken.
- b) what action has been taken.
- c) the duration of that action.
- d) how they can appeal against the decision.

4.4. Any restriction that is imposed on the requester's contact with the Parish Council will be appropriate and proportionate and the requester will be advised of the period over which the restriction will be in place. In most cases restrictions will apply for between three to six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis.

4.5 Restrictions will be tailored to deal with the individual circumstances of the requester and may include one or a combination of the below measures:

- Banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf;
- Banning the complainant from sending emails to individual and/or all Council staff or Councillors and insisting they only correspond by letter;
- Requiring contact to take place with one named member of staff or Councillor only (with a named deputy in their absence);
- Restricting telephone calls to specified days and/or times and/or duration;
- Requiring any personal contact to take place in the presence of an appropriate witness.
- Letting the requester know that the Parish Council will not respond to or acknowledge any further contact from them on the specific topic of that request.

4.6 Where a requester continues to behave in a way that is unacceptable, the Clerk, in consultation with the Council, may decide to refuse all contact with the requester and stop any investigation into his or her request.

4.7 Where the behaviour is so extreme or it threatens the immediate safety and welfare of employees or Councillors, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. In such cases, the requester may not be given prior warning of that action.

5. New requests from requesters who are treated as abusive, vexatious or persistent

5.1 New requests from people whose contact has triggered this policy will be treated on their merits. The Clerk together with the Chair will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new request. A blanket policy is not supported, nor is ignoring genuine service requests or complaints where they are founded.

5.2 The fact that a requester is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council at the discretion of the Clerk or Chairman.

6. Review

6.1 The status of a requester judged to be unreasonably persistent or vexatious will be reviewed by the Clerk and the Council after three months and at the end of every subsequent three months within the period during which the policy is to apply.

7. Record Keeping

7.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- a) the name and address of each member of the public who is treated as abusive, vexatious, or persistent, or any other person who so aids the requester.
- b) when the restrictions came into force and end.
- c) what the restrictions are.
- d) when the person was advised.

7.2 The Parish Council will be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy, as a confidential matter.

8 Appeals

8.1 Appeals against the Council's decision can be made to the Council in writing within 5 working days of the receipt of the decision. The Council will review the decision at the next upcoming Full Council meeting in a closed (press and public excluded) agenda item. The outcome of this review will be final.

Adopted 06.01.25

UNSPENT SECTION 106 FUNDS
PULBOROUGH PC
JANUARY 2025



App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spent By	Spent	Balance	Allocated	Unallocated	Allocated To:
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Children&Young Peoples Servs(Education)-WSSC:93002	28/01/2016	S3.1(a)(iv) P2	PRIMARY Towards cost of redeveloping St Mary's Church of England Primary School to increase space and make internal improvements to accommodate additional children required to accommodate the extra demands for primary education services that would be generated by the Development.	192,374.43	18/03/2021	18/03/2026	-	192,374.43	192,374.43	-	Primary Education at St Marys Pulborough
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Children&Young Peoples Servs(Education)-WSSC:93002	28/01/2016	S3.1(a)(iv) S2	SECONDARY: Towards the costs of facilities for the expansion of The Weald School required to accommodate the extra demands of for secondary education services that would be generated by the Development.	207,039.67	18/03/2021	18/03/2026	-	207,039.67	207,039.67	-	Facilities for the expansion of The Weald School (SECONDARY)
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Children&Young Peoples Servs(Education)-WSSC:93002	28/01/2016	S3.1(a)(iv) 6th2	SIXTH FORM: Towards the costs of additional facilities for the expansion of The Weald School required to accommodate the extra demands for sixth-form education services that would be generated by the Development.	48,502.70	18/03/2021	18/03/2026	-	48,502.70	48,502.70	-	Facilities for the expansion of The Weald School (SIXTH)

DC/05/0736	Tesco Stores Limited, London Road, Pulborough, West Sussex	Pulborough PC	Community Facilities - HDC:91005	18/11/2005	1	NO SPENDING DEADLINE IN AGREEMENT 5.3 The Council covenants with the Developer to expend the Town Centre Improvements Contribution towards either securing of facilitating the improvement of Pulborough and/or Storrington Town Centres	100,000.00	27/11/2008		79,586.72	20,413.28	20,413.28	-	PULBOROUGH and Storrington High Street IMPROVEMENTS
DC/09/0488	Oddstones, Stane Street, Codmore Hill, West Sussex	Pulborough PC	Community Halls and Buildings - HDC:91004	25/02/2010	2	POTENTIAL FUNDING APPLICATION FROM PULBOROUGH PC FOR NEW PAVILION NO SPENDING DEADLINE. Towards the cost of providing new buildings for the local community or the extension of or improvement of existing community buildings as shall be agreed between the Developer and the District Council in the Pulborough area required as a consequence of the Development calculated in accordance with the provisions of the Supplementary Planning Document.	30,239.87	21/05/2013		-	30,239.87	-	30,239.87	
DC/10/0375	Land North Of Glebelands, Pulborough, West Sussex	Pulborough PC	Community Halls and Buildings - HDC:91004	18/11/2010	1	POTENTIAL FUNDING APPLICATION FROM PULBOROUGH PC FOR NEW PAVILION NO SPENDING DEADLINE IN AGREEMENT The provision of new or the improvement or extension of existing community centres and halls in or benefiting the Parish Council area of Pulborough.	5,759.02	25/10/2012		54.26	5,704.76	-	5,704.76	
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Community Facilities - HDC:91005	28/01/2016	S2.1(a)(i)	POTENTIAL FUNDING APPLICATION FROM PULBOROUGH PC FOR NEW PAVILION 10 YEAR SPENDING/ COMMITMENT DEADLINE (Spent or committed (contractually) within 10 years of receipt) Improvements and/or maintenance of the Top Recreation Ground off Cousins Way and/or the maintenance of other outdoor facilities in the Parish of Pulborough and improvements or redevelopment of the Pavilion Building.	106,725.42	05/02/2020	05/02/2030	-	106,725.42	106,725.42	-	Top Recreation Ground and Pavilion Building and outdoor facilities
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Community Facilities - HDC:91005	28/01/2016	S2.1(c)(i)	POTENTIAL FUNDING APPLICATION FROM PULBOROUGH PC FOR NEW PAVILION 10 YEAR SPENDING/ COMMITMENT DEADLINE (Spent or committed (contractually) within 10 years of receipt) Improvements and/or maintenance of the Top Recreation Ground off Cousins Way and/or the maintenance of other outdoor facilities in the Parish of Pulborough and improvements or redevelopment of the Pavilion Building.	106,666.45	18/03/2021	18/03/2031	-	106,666.45	106,666.45	-	Top Recreation Ground and Pavilion Building and outdoor facilities

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PULBOROUGH PC
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App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Allocated To:
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Community Halls and Buildings - HDC:91004	28/01/2016	S2.1(a)(ii)	POTENTIAL FUNDING APPLICATION FROM PULBOROUGH PC FOR NEW PAVILION 10 YEAR SPENDING/ COMMITMENT DEADLINE (Spent or committed (contractually) within 10 years of receipt) Improvement and/or maintenance of the Pavilions building off Rectory Close, Pulborough	23,745.84	05/02/2020	05/02/2030	-	23,745.84	23,745.84	-	Redevelopment of Pulborough Pavilion
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Community Halls and Buildings - HDC:91004	28/01/2016	S2.1(c)(ii)	POTENTIAL FUNDING APPLICATION FROM PULBOROUGH PC FOR NEW PAVILION 10 YEAR SPENDING/ COMMITMENT DEADLINE (Spent or committed (contractually) within 10 years of receipt) Improvement and/or maintenance of the Pavilions building off Rectory Close, Pulborough.	23,732.72	18/03/2021	18/03/2031	-	23,732.72	23,732.72	-	Redevelopment of Pulborough Pavilion
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Fire & Rescue - WSCC:93004	28/01/2016	S3.1(a)(i)	Redevelopment or re-location of fire stations and associated vehicles and equipment in the West Sussex Fire and Rescue Services Northern Area serving Pulborough.	7,794.02	05/02/2020	05/02/2030	-	7,794.02	-	7,794.02	
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Fire & Rescue - WSCC:93004	28/01/2016	S3.1(c)(i)	Redevelopment or re-location of fire stations and associated vehicles and equipment in the West Sussex Fire and Rescue Services Northern Area serving Pulborough.	7,799.11	18/03/2021	18/03/2031	-	7,799.11	-	7,799.11	
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Libraries - WSCC:93001	28/01/2016	S3.1(a)(ii)	Redevelopment of Pulborough library to increase space.	22,341.65	05/02/2020	05/02/2030	-	22,341.65	22,341.65	-	Redevelopment of Pulborough library
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Libraries - WSCC:93001	28/01/2016	S3.1(c)(ii)	Redevelopment of Pulborough library to increase space.	22,356.24	18/03/2021	18/03/2031	-	22,356.24	22,356.24	-	Redevelopment of Pulborough library
DC/09/0488	Oddstones, Stane Street, Codmore Hill, West Sussex	Pulborough PC	Local Recycling Facilities - HDC:91006	25/02/2010	5	NO SPENDING DEADLINE. Towards the provision of recycling facilities within the Pulborough area.	15,119.36	21/05/2013		-	15,119.36	-	15,119.36	
DC/10/0375	Land North Of Glebelands, Pulborough, West Sussex	Pulborough PC	Local Recycling Facilities - HDC:91006	18/11/2010	3	NO SPENDING DEADLINE IN AGREEMENT The provision or improvement or refuse and recycling facilities or services in the District of Horsham.	2,879.51	25/10/2012		2,832.88	46.63	46.63	-	Pulborough Litter bins (various locations)
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Local Recycling Facilities - HDC:91006	28/01/2016	S2.1(a)(iii)	10 YEAR SPENDING/ COMMITMENT DEADLINE (Spent or committed (contractually) within 10 years of receipt) Provision or improvement of refuse and recycling facilities or services in the District of Horsham to mitigate the effects of the development.	11,872.92	05/02/2020	05/02/2030	-	11,872.92	-	11,872.92	
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Local Recycling Facilities - HDC:91006	28/01/2016	S2.1(c)(iii)	10 YEAR SPENDING/ COMMITMENT DEADLINE (Spent or committed (contractually) within 10 years of receipt) Provision or improvement of refuse and recycling facilities or services in the District of Horsham to mitigate the effects of the development.	11,866.36	18/03/2021	18/03/2031	-	11,866.36	-	11,866.36	

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App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Allocated To:
DC/09/0488	Oddstones, Stane Street, Codmore Hill, West Sussex	Pulborough PC	Open Space Sport and Recreation - HDC:91003	25/02/2010	4	POTENTIAL FUNDING APPLICATION FROM PULBOROUGH PC FOR NEW PAVILION NO SPENDING DEADLINE. Titled as LEISURE CONTRIBUTION Calculated in accordance with the provisions of the Supplementary Planning Document.	136,918.48	21/05/2013		34,734.73	102,183.75	-	102,183.75	
DC/10/0375	Land North Of Glebelands, Pulborough, West Sussex	Pulborough PC	Open Space Sport and Recreation - HDC:91003	18/11/2010	4	POTENTIAL FUNDING APPLICATION FROM PULBOROUGH PC FOR NEW PAVILION NO SPENDING DEADLINE IN AGREEMENT NB. Suggested some of this contribution may be suitable for Pulborough PC to spend on fencing off the newly installed outdoor gym equipment (SS - Oct 2016). Check before spending on alternative schemes. The provision or improvement of amenity open space, play areas, youth activity areas and outdoor and indoor recreation facilities in or benefiting the Parish Council area of Pulborough.	26,076.07	25/10/2012		-	26,076.07	-	26,076.07	
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Safeguarding the Environment - HDC:91009	28/01/2016	S2.1(a)(iv)	10 YEAR SPENDING/ COMMITMENT DEADLINE (Spent or committed (contractually) within 10 years of receipt) Provision and maintenance of equipment of real time monitoring of nitrogen dioxide in the Parish of Pulborough for a period of five (5) years.	14,587.64	05/02/2020	05/02/2030	-	14,587.64	14,587.64	-	Real Time Nitrogen Dioxide monitoring Pulborough
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Safeguarding the Environment - HDC:91009	28/01/2016	S2.1(c)(iv)	10 YEAR SPENDING/ COMMITMENT DEADLINE (Spent or committed (contractually) within 10 years of receipt) Provision and maintenance of equipment of real time monitoring of nitrogen dioxide in the Parish of Pulborough for a period of five (5) years.	14,579.58	18/03/2021	18/03/2031	-	14,579.58	14,579.58	-	Real Time Nitrogen Dioxide monitoring Pulborough
DC/04/2619	Meadow Cottage, West Chiltington Road, Pulborough, West Sussex, RH20 2EE	Pulborough PC	Sustainable Transport - WSCC:93006	07/02/2005	2	ALLOCATED BY WSCC TO ACCESSIBILITY IMPROVEMENTS OF DROPPED CROSSINGS WITHIN 1KM OF DEVELOPMENT - (SCHEME STATUS - PROGRAMMED) NO SPENDING DEADLINE IN AGREEMENT. For transport infrastructure schemes in West Chiltington	1,800.00	07/02/2005		-	1,800.00	1,800.00	-	20mph speed limit through entire length of Broomers Hill Lane
DC/04/2763	Riverside Concrete Works, Stane Street, Codmore Hill, West Sussex	Pulborough PC	Sustainable Transport - WSCC:93006	20/04/2006	3	Towards the cost of promoting accessibility by sustainable means of transport in the parish of Pulborough	168,237.54	13/09/2007		168,237.00	0.54	-	0.54	
DC/06/0936	Barnhouse Surgery, Barnhouse Close, Pulborough, West Sussex, RH20 2HQ	Pulborough PC	Sustainable Transport - WSCC:93006	16/02/2007	3	NO SPENDING DEADLINE IN AGREEMENT Towards a transport infrastructure scheme which will improve access between the Red Land and local amenities (to include housing, jobs, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highway and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	17,171.39	11/12/2008		17,048.00	123.39	-	123.39	
DC/08/0271	Sainsburys Supermarkets Ltd, Stane Street, Codmore Hill, Pulborough, West Sussex, RH20 1BQ	Pulborough PC	Sustainable Transport - WSCC:93006	16/05/2008	1	NO SPENDING DEADLINE IN AGREEMENT For a scheme which will improve access between the site and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	25,708.56	02/02/2009		25,350.00	358.56	-	358.56	

UNSPENT SECTION 106 FUNDS
PULBOROUGH PC
JANUARY 2025



App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spent By	Spent	Balance	Allocated	Unallocated	Allocated To:
DC/09/0488	Oddstones, Stane Street, Codmore Hill, West Sussex	Pulborough PC	Sustainable Transport - WSCC:93006	25/02/2010	6	NO SPENDING DEADLINE. Towards the cost of promoting accessibility by sustainable means of transport in the Pulborough area requested by the County Council for the purposes provided for in this Undertaking.	157,479.58	21/05/2013		-	157,479.58	157,479.58	-	Pulborough Pigeon Gate bridge developments LTIP0335
DC/10/0375	Land North Of Glebelands, Pulborough, West Sussex	Pulborough PC	Sustainable Transport - WSCC:93006	18/11/2010	6	NO SPENDING DEADLINE IN AGREEMENT Towards a transport infrastructure scheme which will improve access between the Land and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	22,950.54	25/10/2012		-	22,950.54	22,950.54	-	Pulborough Pigeon Gate bridge developments LTIP0335
DC/11/1121	Arundale School, 129 Lower Street, Pulborough, RH20 2BX	Pulborough PC	Sustainable Transport - WSCC:93006	06/10/2011	1	NO SPENDING DEADLINE IN AGREEMENT Towards a transport infrastructure scheme which will improve access between the Land and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	20,501.30	31/10/2012		8,200.33	12,300.97	10,610.30	1,690.67	Pulborough Pigeon Gate bridge developments LTIP0335
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Sustainable Transport - WSCC:93006	28/01/2016	S3.1(a)(iii) A	Towards the provision of Bus Shelters [two bus shelters to serve the development as provided by the County Council at the bus stops on Stane Street to the north of Stane Street Close or in such other location/s as may be considered appropriate by the County Council].	12,140.22	05/02/2020	05/02/2030	-	12,140.22	12,140.22	-	2 bus shelters to serve DC 15 1084
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Sustainable Transport - WSCC:93006	28/01/2016	S3.1(c)(iii) A	Towards the provision of Bus Shelters [two bus shelters to serve the development as provided by the County Council at the bus stops on Stane Street to the north of Stane Street Close or in such other location/s as may be considered appropriate by the County Council].	12,148.15	18/03/2021	18/03/2031	-	12,148.15	12,148.15	-	2 bus shelters to serve DC 15 1084
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Sustainable Transport - WSCC:93006	28/01/2016	S3.1(a)(iii) B	**PART SUBJECT TO S106 FUNDING APPLICATION FOR FEASIBILITY STUDIES JAN 2023** Proposed new footbridge over the railway line to the east of the Site and or such other priority schemes listed in the Pulborough Village Transport Plan February 2010 or subsequent updated version. NB. IF AT ANY TIME WITHIN FIVE YEARS FROM THE DATE HEREOF (28 JAN 2021) THE COUNTY COUNCIL NOTIFIES THE OWNER AND THE DEVELOPER AND DEMONSTRATES TO THEIR REASONABLE SATISFACTION THAT THE PROVISION OF THIS FOOTBRIDGE IS NO LONGER FEASIBLE THE COUNTY COUNCIL SHALL BE ENTITLED TO SPEND THE TRANSPORT CONTRIBUTION ON OTHER TRANSPORT AND HIGHWAYS IMPROVEMENTS WITHIN THE VICINITY OF THE DEVELOPMENT PROVIDED FURTHER THAT IF SAID CONTRIBUTION REMAINS UNSPENT OR UNCOMMITTED TO THE FUNDING OF A CONTRACTUAL COMMITMENT AT THE DATE FIVE YEARS FROM THE SAID NOTIFICATION OR TEN YEARS FROM THE DATE OF PAYMENT BY THE OWNERS AND THE DEVELOPER (WHICHEVER SHALL BE THE LATER) THE COUNTY COUNCIL SHALL REPAY TO THE PARTY WHO MADE THE PAYMENT SAID CONTRIBUTION TOGETHER WITH ANY INTEREST ACCRUED THEREON.	166,415.73	05/02/2020	05/02/2025	30,566.33	135,849.40	135,849.40	-	Pulborough feasibility study re A29 and pedestrian solutions AND Pulborough Pigeon Gate bridge developments LTIP0335

UNSPENT SECTION 106 FUNDS
PULBOROUGH PC
JANUARY 2025



App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Allocated To:
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Sustainable Transport - WSCC:93006	28/01/2016	S3.1(c)(iii) B	Proposed new footbridge over the railway line to the east of the Site and or such other priority schemes listed in the Pulborough Village Transport Plan February 2010 or subsequent updated version. NB. IF AT ANY TIME WITHIN FIVE YEARS FROM THE DATE HEREOF THE COUNTY COUNCIL NOTIFIES THE OWNER AND THE DEVELOPER AND DEMONSTRATES TO THEIR REASONABLE SATISFACTION THAT THE PROVISION OF THIS FOOTBRIDGE IS NO LONGER FEASIBLE THE COUNTY COUNCIL SHALL BE ENTITLED TO SPEND THE TRANSPORT CONTRIBUTION ON OTHER TRANSPORT AND HIGHWAYS IMPROVEMENTS WITHIN THE VICINITY OF THE DEVELOPMENT PROVIDED FURTHER THAT IF SAID CONTRIBUTION REMAINS UNSPENT OR UNCOMMITTED TO THE FUNDING OF A CONTRACTUAL COMMITMENT AT THE DATE FIVE YEARS FROM THE SAID NOTIFICATION OR TEN YEARS FROM THE DATE OF PAYMENT BY THE OWNERS AND THE DEVELOPER (WHICHEVER SHALL BE THE LATER) THE COUNTY COUNCIL SHALL REPAY TO THE PARTY WHO MADE THE PAYMENT SAID CONTRIBUTION TOGETHER WITH ANY INTEREST ACCRUED THEREON.	166,524.38	18/03/2021	18/03/2026	-	166,524.38	166,524.38	-	Pulborough Pigeon Gate bridge developments LTIP0335

POTENTIAL SECTION 106 FUNDS
PULBOROUGH PC
JANUARY 2025



App No	Address	Parish	Type	Deed Date	Clause	Definition	Potential
DC/16/0728	Land Adjacent Railway Cottages and Pulborough Railway Station, Stopham Road, Pulborough, West Sussex, RH20 1DP	Pulborough PC	Sustainable Transport - WSCC:93006		S2.P1.1	NO SPENDING DEADLINE IN AGREEMENT For the making of the Traffic Regulation Order/s required in connection with extension of the 30mph speed limit westwards of the site. The CC is authorised to apply the HWTROS to compensate it for all work done by the CC's employees, servants, agents or contractors (in all cases at fair and proper rates) in discharging its obligations under this agreement including, without limitation, the processing and obtaining of all requisite consents and any necessary advertisements.	7,000.00
DC/21/2321	Land at New Place Farm, Pulborough , West Sussex	Pulborough PC	Sustainable Transport - WSCC:93006	07/07/2023	S7.2.5	80,000 PAYABLE DIRECTLY TO WSCC OFFSITE RIGHTS OF WAY WORKS CONTRIBUTION Towards offsite works to the public rights of way network within the vicinity of the development such works to be carried out by the County Council to the public rights of way labelled E, J, K and N and shown indicatively on the PROW Schedule and Plan.	80,000.00
DC/21/2321	Land at New Place Farm, Pulborough , West Sussex	Pulborough PC	Sustainable Transport - WSCC:93006	07/07/2023	S7.3	3,500 (index linked) PAYABLE DIRECTLY TO WSCC TRAVEL PLAN MONITORING FEE	3,500.00

**CIL REPORT
PULBOROUGH PC
JANUARY 2025**



Application	Site Address	Decision Date	Permission Expires	Parish	Liability Notice Date	Liability Notice Amount	Invoice Date	Invoice Amount	Total Received	Last Receipt Date	Next Due Date	Parish Proportion	
DC/17/2125	Former Ambulance Station; The Spinney; Pulborough; West Sussex; RH20 2AP	05/01/2018	05/01/2021	Pulborough PC	10/01/2018	32,562.94	09/07/2020	32,562.94	32,562.94	02/10/2020		4,884.44	
DC/19/1314	Colworth; 47 London Road; Pulborough; West Sussex; RH20 1AS	27/08/2019	27/08/2024	Pulborough PC	28/08/2019	-	10/06/2020	97.57	97.57	06/08/2020		-	
DC/19/1998	11A The Spinney; Pulborough; West Sussex; RH20 2AP	26/02/2020	26/02/2023	Pulborough PC	11/03/2020	14,263.26	14/02/2024	19,579.21	10,000.00	11/06/2024	14/02/2024	702.61	
DC/21/1535	Land Adjacent Railway Cottages & Pulborough Station ; Stopham Road; Pulborough; RH20 1DP	26/10/2021	26/10/2026	Pulborough PC	27/10/2021	347,415.88	17/08/2022	347,415.88	-		30/01/2022	-	
DC/21/2407	Stane Farm Bungalow; Stane Street; Codmore Hill; Pulborough; West Sussex; RH20 1BL	18/03/2022	18/03/2025	Pulborough PC	29/03/2022	23,843.93	17/04/2023	30,241.37	23,843.93	25/01/2023	17/04/2023	3,576.59	
DC/22/0992	Barn at Wiltshire Farm; Pickhurst Lane; Pulborough; West Sussex	20/07/2022	20/07/2027	Pulborough PC	16/08/2022	49,612.67	19/10/2022	49,612.67	49,612.67	27/10/2022		7,441.90	
DC/21/1931	Coppice Hanger; Church Hill; Pulborough; West Sussex; RH20 1AB	19/04/2024	19/04/2027	Pulborough PC	25/04/2024	164,440.93	11/06/2024	164,440.93	82,220.47	18/09/2024	17/12/2024	12,333.07	
DC/22/1059	Ransoms; Station Road; Pulborough; West Sussex	19/04/2024	19/04/2027	Pulborough PC	02/05/2024	56,697.20	11/06/2024	56,697.20	56,697.20	17/12/2024		8,504.58	
								688,836.81	700,647.77	255,034.78			37,443.19

THE PARISH WILL RECEIVE A PROPORTION OF THE MONEY RECEIVED BY HDC

In line with the CIL Regulations, Parishes will receive a 15% or 25% proportion of the CIL collected in their area, depending on whether there is a made Neighbourhood Plan for that area.

Parishes will receive 25% of CIL collected from planning permissions with a Decision Date after the date the Neighbourhood Plan is made.

Please note that no proportion of the surcharge is sent to the Parish.

Neighbourhood proportion is sent to the Parish in the April or October after the payment is received by HDC.

*Please note HDC operates an instalment policy for CIL payments in excess of £20,000. Further information can be found in the Council's CIL Charging Schedule.

**CIL SPENDING DEADLINES
PULBOROUGH PC
JANUARY 2025**



Parish	Date Paid	Amount Paid	Amount Spent	Remaining Amount	Spend Deadline
Pulborough Parish	26/04/2021	2,442.22	2,376.57	65.65	26/04/2026
Pulborough Parish	24/04/2023	7,441.90	-	7,441.90	24/04/2028
Pulborough Parish	24/04/2023	3,576.59	-	3,576.59	24/04/2028
Pulborough Parish	17/10/2024	4,252.29	-	4,252.29	17/10/2029
Pulborough Parish	17/10/2024	12,333.07	-	12,333.07	17/10/2029
Pulborough Parish	24/10/2024	702.61	-	702.61	24/10/2029

The Neighbourhood Proportion of CIL should be spent by the Parish Council within 5 years of receipt.

If at the end of 5 years the Parish has not spent the CIL, please get in contact with the CIL Team so that we can provide the Parish Council with support and advice on how to spend the money.