



PULBOROUGH PARISH COUNCIL

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MINUTES OF AN ORDINARY MEETING OF PULBOROUGH PARISH 16th APRIL 2015 AT PULBOROUGH VILLAGE HALL

PRESENT: Cllrs Qusted (Chairman), Clarke, Ellis, Esdaile, Henly, Kipp, Reddin, Tilbrook, E Wallace, J Wallace, & Wilson.

IN ATTENDANCE: Sarah Norman (Clerk).

The meeting opened at 7.30pm

162. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Gill.

County Cllr Arculus and District Cllrs Paterson & Donnelly also advised that they would be unable to attend.

163. DECLARATIONS OF INTEREST

There were no Declarations of Interest

164. MINUTES

164.1 Full Council

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held 19th March 2015 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report

Item 153 – Tractor

Payment has been made to Arun Mowers for the tractor and confirmation given that the 2 yr manufacturer's warranty covers parts and labour.

Item 155 - Replacement Windows/Doors at Sports Pavilion

GT Maintenance have confirmed that their Public Liability Insurance has been increased to £5 million as required by the Parish Council's Financial Regulations.

It appears that their original quotation had not included some of the fascias and this additional cost will be referred to the Finance & Policy Committee next week. It should be noted that these additional costs should be minimal and would still result in this supplier being the cheapest.

164.2 Planning & Services Committee

Members received the Minutes of the Meetings held 19th March and 2nd April 2015.

Clerk's Report

Nothing to report

164.3 Finance & Policy Committee

Members received the Minutes of the Meeting held 25th March 2015

Clerk's Report

Item 80 - Neighbourhood Wardens

Greg Charman at HDC has been contacted and has advised that the response to the request for further information about NW's was a positive one, however he advised that they need to have a further internal meeting involving their Director as to do justice to any presentation to the Parish and he will require a detailed working budget and clarity over other issues that come with an expansion of the existing service. He will come back to me as soon as he has further information.

164.4 Recreation & Open Spaces Committee

Members received the Minutes of the Meeting held 12th March 2015

Clerk's Report

Item 117 – Flooding Behind Carpenters Meadow

Land Registry have advised that at least part of the land is owned by Saxon Weald. However, Saxon Weald state that the ditch lies outside of their boundary. Cllr Clarke questioned whether the Parish Council should simply pay to get the ditch cleared. It was noted that the Parish Office will continue to try and ascertain the ownership and when this exercise is complete the issue will be referred back to the Recreation & Open Spaces Committee at which time any decision regarding Parish Council action could be made.

Item 122 - Public Art

The Assistant Clerk contacted Cllr. Gill, as instructed, to see if she had any further ideas. Cllr. Gill stated that all the ideas sounded good, and the Committee had captured her suggestion in the animal trail and that it would be nice to involve children at the primary school in planning the art. Cllr. Mortimer has sent some local artist contacts to the Parish Office. The Assistant Clerk will contact them shortly.

Item 123 - Parking on the Recreation Ground

A request was sent to the DVLA to obtain details of the owner of the vehicle. However the application has been returned, requesting further information, which has been sent back to the DVLA.

From R&OS Meeting - 27th March 2014

Item 126 - Risk Register

The Parish Office has now purchased a mobile phone for the Groundsman, with a £15.00 top up, which will be topped up every few months.

Cllr. Spillane had proposed, and it was agreed, that the Groundsman should attend a manual handling course. Fred was booked on a course, which was subsequently cancelled, and now the only courses being offered require a minimum of 12 people attending. It was also suggested that Brinsbury or Architectural Plants be contacted to see if they are planning any training.

165. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

166. DISTRICT & COUNTY

As there were no District or County Cllrs present, no reports could be received.

167. S106 FUNDING

Members received the current summary and noted that there were no changes to the previous month.

The Clerk was instructed to query whether the SPD referred to under the Oddstones Public Art contribution is publicly available.

168. VILLAGE MARKET

Members noted that the next Village Market would be held on Saturday 25th April and it was AGREED that Cllrs Ellis, J Wallace & Clarke will attend.

169. ELECTION

Members noted that with only twelve nominations, the election would be deemed as uncontested and all those nominated would be duly elected to council.

Cllr Quested advised that due to an oversight he had not submitted his papers in time to be included in the nominations. Cllr Wilson advised that she had done the same. It was noted that both Members wished to continue to serve on the Council and therefore they would be put forward for co option at the Annual Meeting of the Council (AMoC) on 21st May 2015.

170. DISCIPLINARY AND GRIEVANCE POLICES

Members received the recommendation of the Finance & Policy Committee (See minutes dated 25th March 2015 minute no 81) and after discussion it was agreed that point 5 of the Disciplinary Policy (Examples of Gross Misconduct), the penultimate point should be amended to read "use of the *council's* internet or email ...". Subject to this amendment, it was proposed, with all in favour, to formally approve the policies.

RESOLVED: The Disciplinary procedures be formally adopted by Pulborough Parish Council.

171. POLICE ATTENDANCE AT PARISH COUNCIL MEETINGS

The Clerk reported that she has been in touch with both Sgt Rachel Munday and Louisa Hull, Public Engagement Officer with the Neighbourhood Policing Team, Horsham.

Unfortunately, the next three meetings of the Full Council clash with Sgt Munday's rest days but it is hoped to have someone in attendance at the September meeting.

172. REPRESENTATIVES

Cllr Tilbrook reported that he and Cllr Quested had attended further Neighbourhood Planning Meetings. A number of sites have been proposed and these are now being rationally assessed using an agreed matrix. Whilst not all sites have detailed plans of what is envisaged, the Group feel that they have enough information to make a reasonable judgment. It was noted that there will be a further meeting of the Pulborough Economic Group on Monday 20th April at 7pm.

Cllr Quested added that he felt that good progress was being made and that after the agreement of the sites and the key points for the policies, the process would revert to Airs and rCOH for the preparation of the Pre Submission plan.

It was noted that one area that needs to be considered more fully is Community Land Trusts which could be used to provide more affordable housing for local people. It was AGREED that this will be included on the June Full Council and the Clerk was instructed to find out some more information in preparation for the discussion.

Cllr Kipp reported that the Easter chick hunt had gone well and was certainly better than last year. It was noted that some traders had reported that there were some rather unpleasant customers who were rude to staff but it was acknowledged that there is little that could be done about this.

Cllr Ellis reported that Peter Jones is the new Chairman of the Pulborough Society and he is keen to have a closer relationship with the Parish Council and increase the awareness of the group in the village.

Finally, Cllr Ellis reported that he and Cllr Quested had attended the recent AGM of the Village Hall.

173. CORRESPONDENCE

The Correspondence is attached as Appendix 2.

174. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA (June Meeting unless otherwise stated)

- Possibility of S106 to be used for a new boiler at the Village Hall (EW)
- Assets of Community Value (AT)
- Highways (EK) *The Clerk was instructed to invite the cabinet member for Highways to report on the restructure and an organisational diagram.*
- Parish Member Appointments to SDNPA (See correspondence) *To be included on agenda for Annual Meeting of the Council.*
- Community Land Trusts (see item 172)

175. PAYMENTS

Members approved the following payments and the cheques were signed.

Payee	£
Pulborough Social Centre	1321.50
Wightman & Parrish	16.98
Kent County Council	368.38
Lisa Underwood	9.69

Before he closed the meeting, The Chairman thanked all Councillors for their work over the previous twelve months and hoped to be serving with them again for the forthcoming year. He also welcomed Gavin Reddin to the Council who would also be serving in the new Council.

Finally, the Chairman thanked those who would not be returning in May and specifically thanked Lawrie Ellis who would be standing down after serving almost 8 years on the Council. All agreed that he would be sorely missed and had been a great asset to the Council.

The meeting closed at 8.20pm

.....Chairman

.....Date

CORRESPONDENCE

All correspondence is available to view at the Parish Office (or can be forwarded via email) unless attached and marked Copied to Council.

HDC

- i) HDPF: Proposed Main Modifications Representation Period. Copied to Council.

WSALC

- i) Parish member appointments to SDNPA 2015 (will be discussed at AMoC 21st May 2015). Copied to Council. **Agreed to discuss at AMoC**

Village Market

Report from Cllr Ellis from 28th March 2015. Copied to Council.

Publications

- i) Local Council Review - Spring 2015
- ii) CPRE Fieldwork - Spring 2015
- iii) CPRE Countryside Voice - Spring 2015

West Sussex County Council (WSCC)

- i) Minutes of CLC meeting 4th March 2015.

PAGNE

Emails re : CAA/PAGNE meeting
GAL & PAGNE meeting
NATS and DfT Meeting requests
Request for funding to create PAGNE website. Copied to Council. **Respond inviting grant application but this will not be considered until the Autumn.**

SDNPA

Highlights - February 2015. Copied to Council.

NALC

Star Council Awards 2015

Arun & Rother Connections (ARC)

Copy application for Operation Watershed funding for rain garden.

Brinsbury Campus

Offer of student help to litter pick. Copied to Committee.

Sussex Police

Monthly Update - March 2015. Copied to Council.

Community Youth Worker

Email advising that Dan Jenkins has secured the role of Youth Officer with Chichester Diocese.

Civil Aviation Authority

Letter in response to Parish Council's letter of 23rd January regarding flight paths. Copied to Council

SDNPA

Email regarding consideration of draft Local Plan.