



PULBOROUGH PARISH COUNCIL
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PULBOROUGH PARISH COUNCIL

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

- PRESENT:** Cllrs: Hare (Chairman), Clarke, Court (from Min. 95), Esdaile, Finlayson, Harvey, Henly, Kipp, Lawson, Quested, Trembling, Riddle and Wallace
- IN ATTENDANCE:** Mrs H Knight (Clerk)
Cllr P Arculus (West Sussex County Council)
Cllr B Donnelly (Horsham District Council)
1 member of the public (part only)

The meeting opened at 7.30pm

92. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Kay, and the reason approved (unwell).

93. DECLARATIONS OF ACCEPTANCE OF OFFICE

The Chairman and Members welcomed Cllrs Sue Finlayson and Sean Harvey to their first meeting following co-option in September. The Clerk advised that both had duly returned completed Declarations of Acceptance of Office and Register of Interests forms.

94. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest made and no changes to the register of interests.

95. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council held on 19th September 2019 as a true and accurate record of the proceedings and the Chairman signed them, with the manual alteration to correct the date in the title of Min.79 to read "17th October 2019" instead of 19th October 2019.

Clerk's Report

Min. 73, PCP WildArt Trail

Updates from PCP had been received. The installers, FWDP, had straightened two leaning posts, repaired a vandalised waymarker and put protective sleeves on small disc posts not previously sleeved. The artist, Steve Geliot, hoped to be able to put up the two large artworks at the RSPB and bottom of Barn House Lane shortly. The artwork at the railway station had now been approved by Network Rail and should be installed by the end of the month. The WildArt Trail App. had been downloaded some 700 times. The possibility of installing an uplighter under the four lamp-post artworks was being investigated, to make these more noticeable.

Min. 73, Proposals for additional Post Office in Pulborough

The Clerk had sent the Council's letter of support for the application. It had subsequently emerged that this was not required unless/until the Post Office assessment as to whether a second business was viable had been carried out, when consultation would take place.

Min. 79, St Mary's School PTA Fireworks Event, Friday 18th October 2019

All was in place for the school's event to go ahead, subject to bad weather preventing the fireworks. The Clerk had received all paperwork she had requested, eg copies of school and contractor risk assessments, public liability insurance/indemnity cover, health & safety policies and procedures. All nearby residential premises had been written to on behalf of the council to give advance warning of the event. The Council had requested that the Neighbourhood Wardens cover the event if possible. Unfortunately, they were not on rota for 18th October and one warden had prior commitments. The other warden had changed rota hours so that she would be available for the event period.

96. COMMITTEE MEETING MINUTES

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

96.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 19th September and 3rd October 2019. This included the recommendation to Council to approve the appointment of Festive Illuminations to supply and install 38 Christmas trees + two sets of lights along Lower Street, as in previous years, at a cost of £3,310.00 (excl. VAT). The Clerk reported that the order had had to be placed ahead of the Council meeting in order to secure installation deadlines. Cllr Clarke advised that the trees or lights may be suitable for a S106 grant application. The Clerk suggested this could be looked at by the Planning & Services Committee and she would liaise with the Deputy Clerk. As the trees were consumables, this may not meet eligibility criteria.

96.2 Recreation & Open Spaces Committee

Members received the Minutes of the R&OS Committee and of the RECAD (Advisory) Committee meetings held on 12th September 2019. There was no Clerk's report.

The Clerk advised that the R&OS Committee meeting held on 10th October 2019, the minutes for which would go to the November meeting, had approved urgent Priority 1 tree works following the recent Triennial Tree Survey. The cost of this exceeded the Committee's delegated financial power and would therefore require recommendation to Council. The matter had been too late to be added to the Council agenda for this evening's meeting and would therefore be taken to the November Council meeting. However, as the work was considered high priority for health and safety reasons, the Clerk had authorized the work proceeding. It was noted that the tree inspection professionals recommended Priority 1 work taking place within one month.

96.3 Finance & Policy Committee

Members received the Minutes of the Meeting held on 26th September 2019. There was no Clerk's report.

97. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

98. DISTRICT AND COUNTY REPORTS

Cllr Arculus gave brief updates on recent WSCC related matters. There would be a change of Council Leader announced soon; She and WSCC officers had met with PPC representatives last week to discuss the A29 MRN (see agenda item 11);

Apologies had been received from District Cllr D van der Klugt due to a prior engagement.

Cllr B Donnelly reported on various HDC related matters: HDC had approved supporting the Magenta route option for the A27 Arundel Bypass scheme (see agenda item 12); As a result of the review of its 25 year housing plan strategic sites are being investigated, one of which is Adversane; In addition to its own housing needs, HDC must comply with the 'Duty to Co-operate' which means having to absorb housing shortfall from neighbouring districts.

Cllr Clarke, reporting in his capacity as a District Councillor, advised that an outline planning application for the former Novartis brownfield site submitted by WSCC had been approved.

99. SPORTS PAVILION REBUILD PROJECT

The Clerk reported that there had been some delay in establishing contact with Studio 5 due to a change of staff. They had now conducted a scoping enquiry to various potential professional roofing system providers. Unfortunately, only three positive responses had been returned as the over-roofing system was a specialism. Studio 5 were now in the process of liaising with the structural engineer to draw up a brief for the three companies to quote against. The Clerk anticipated an update from Studio 5 early the following week and it was hoped quotes would soon be available for consideration.

100. NEIGHBOURHOOD WARDENS

Members discussed the Neighbourhood Wardens' September report (previously circulated). The Clerk reported that due to various absences, the Steering Group had not met recently. It was anticipated that the regular monthly meetings would resume shortly. Following a query, the Clerk advised that she understood that the Yellow Cards referred to in warden reports were notices about inconsiderate parking but would check this point. In another query, she advised that wardens can issue Fixed Penalty Notices (FPNs) in relation to antisocial behaviour / environmental issues, eg dog fouling / littering but in practice these are a last resort. The Clerk was asked to report back details of FPNs or fines Pulborough Neighbourhood Wardens had issued.

101. NEIGHBOURHOOD PLAN

Cllr Qusted reported that the SEA report is still awaited from HDC, which may result in some additional work for the Steering Group. The Steering Group had held a final site owner meeting with representatives of the former Toat site, resulting in some amendments to that policy to update it. The Clerk advised that the Steering Group's feedback on the SEA scoping report had now been forwarded to HDC.

102. A29/MRN PROPOSALS AND PULBOROUGH FEASIBILITY STUDY

Cllr Qusted and the Clerk reported on their attendance at a meeting with WSCC officers and County Cllr Arculus on 11th October 2019. WSCC officers had suggested that making improvements for traffic on that section of the A29 was a retrograde step and that focus could instead be on improvements for other users, eg cyclists, pedestrians, that would help to deter traffic usage, improve safety and connectivity. This principle could be applied to other routes in Pulborough that experiences high traffic volumes or is difficult to improve. Combined with the awaited A27 improvements, it was felt that this approach would help discourage traffic from using village routes and provide longer term benefits to residents and visitors.

WSCC officers will produce a draft Pulborough Strategy for Council consideration and approval, following which a small working group would be able to progress identifying Pulborough improvement projects. Members were pleased to note that a good dialogue had commenced and would await further report.

103. A27 ARUNDEL BYPASS CONSULTATION

This had been deferred from the meeting on 19th September 2019 (Min. 80 refers). As background, Members had received copies of Arun District Council and Horsham District Council internal reports, together with publicity issued by Arundel Town Council and OneArundel and notice of other local parish councils' decisions. All were broadly supportive of the Magenta option.

Following considerable discussion of the details of the six options available, it was **RESOLVED** to submit a response in support of the Magenta Route Option by the 24th October 2019 deadline: No other comments or responses were to be made on the consultation form and the Clerk would write a letter to Highways England confirming the preferred option of Magenta.

Link to consultation details: www.highwaysengland.co.uk/a27arundel.

104. ANNUAL MEETING OF HDC AND HALC

Members noted the Annual Meeting of Horsham District Council and Horsham Association of Local Councils to be held on 14th November 2019, and the option to submit a question to be answered by HDC at the meeting. Unfortunately, the Parish Council's two representatives would be unable to attend as it was the same evening as the F&P Committee initial draft budget discussions, which Committee they both sit on. Following discussion, no questions were put forward for the HDC/HALC meeting.

105. HORSHAM DISTRICT OLDER PEOPLES FORUM – ANNUAL MP QUESTION TIME

Members noted the meeting taking place on Friday 22nd November 2019, Park Suite, Conference Room, Council Offices, Parkside, Chart Way, Horsham, from 10am for 10.30am-1.00pm. The Rt Hon Nick Herbert, MP for Arundel & South Downs, would be attending to answer questions and parish councils were invited to submit a question to him in advance.

Following discussion, it was **RESOLVED** to submit the following question: What steps can the Government and our MP take to initiate more Post Offices in rural areas, bearing in mind the major closure of bans and ATMs?

106. HDC REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

Members noted the HDC review and public consultation (deadline 11th November 2019), and that HDC is not proposing any changes. Details had been posted on PPC notice boards and social media. Members agreed that they were satisfied with the current polling arrangements for Pulborough and did not wish to submit a response.

link to review documents: <https://beta.horsham.gov.uk/council-democracy-and-elections/elections/polling-district-and-polling-station-review-2019>

107. EXTERNAL AUDIT PROCESS

Members had received the External Auditor Report and Certificate 2018/19, Accounting Statements and Notice of Conclusion of Annual Audit for the year ended 31st March 2019. Members were pleased to note that the information provided in the Annual Governance and Return followed Proper Practice and legislation, and that no matters of concern had been raised by the External Auditor. Members expressed thanks to the Clerk and Deputy Clerk for their efficient work.

108. APPOINTMENTS TO COMMITTEES

Following nominations, it was **RESOLVED** to make the following appointments to Committees: Cllr S Finlayson to sit on the Planning & Services Committee; Cllr S Harvey to sit on the Recreation & Open Spaces Committee.

109. ANNUAL MEETING OF THE PARISH 2020

The Chairman had requested that the 2020 meeting date be rearranged if possible, to ensure his availability. Following discussion, it was **RESOLVED** to move the Annual Meeting of the Parish from Thursday 28th May to Thursday 14th May 2020, and the

Recreation & Open Spaces Committee meeting from Thursday 14th May to Thursday 28th May 2020. The Clerk advised that she would not be able to attend the Annual Meeting of the Parish on 14th May 2020 and the Deputy Clerk would attend instead.

110. VILLAGE MARKET SATURDAY 26TH OCTOBER 2019

The following rota was **AGREED** for the Village Market on 26th October 2019:
9-10am Cllrs E Kipp and S Harvey; 9-11am Cllr E Henly; 11am-12noon Cllr R Court.

111. REPRESENTATIVES ON OUTSIDE BODIES

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

- Cllr Hare had attended the recent WSALC meeting
- Cllr Hare, in his capacity as Chairman, had attended the recent HDC Chairman’s Civic Evensong Service

112. CORRESPONDENCE

The Correspondence list (previously circulated to Council) is attached as Appendix 1.

113. ITEMS FOR NEXT AGENDA

None put forward.

114. PAYMENTS

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

Payee	£
Pulborough Social Centre	71.05
CPRE	36.00
Action in Rural Sussex	25.00
Rabbit Waste Management	396.00
Kent County Council	116.53
Kent County Council	68.84
Daisy Communications	25.79
National Westminster	6.30

The meeting closed at 8.56pm

.....Chairman

.....Date

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

- Adults' Services – Cabinet Member for Adults and Health e-newsletter 18.09.19
- Town and Parish News – e-newsletter 01.10.19 (*forwarded to Cllrs*)
- Chanctonbury County Local Committee – Notice of date and venue change, which is now Tuesday 19th November 2019, 7pm, Ashurst Village Hall, The Street, Ashurst, Steyning BN44 3AP

HALC

Minutes of HALC Meeting 12.09.19.

Sussex Police

Sussex PCC e-letters: 06.09.19, 13.09.19, 20.09.19, 27.09.19 and 04.10.19

Topics include: Rural policing/supporting farming communities; new PCSO recruitment; 101 call waiting times drop by half; REBOOT programme supporting vulnerable young people; Tackling knife crime; Keeping older people safe from fraud; Support for victims of stalking.

In the Know alerts

- Sussex Police Horsham Bulletin 11.09.19: Sussex Police launches latest round of Contact Officer Support
- Neighbourhood Watch 09.10.19: Review of delivery of National Neighbourhood Watch Strategy – survey for everyone registered to receive e-messages from Neighbourhood Watch, on three year national transformation strategy, closing date 20th October 2019. *Link to survey: www.ourwatchmember.org.uk/strategysurvey (forwarded to Cllrs)*

Horsham Older Peoples Forum

Details/invitation of HDOPF Public meeting – see Agenda item 14 (*forwarded to Cllrs*).

Pulborough Voluntary community Forum

Minutes of meeting 4th September 2019 and Social Prescribing One Year Evaluation and Report.

PAGNE

Update email 01.10.19: Joining 'Gatwick's Big Enough' Campaign; Letter to CAA re. Reduced Night Noise Trial; Noise Management Board.

CAGNE

Bulletins 96, 97 and 98, September 2019.

Residents/public

Email from resident detailing Gatwick Environmental Group Roadshow events/CAGNE survey/ Stop Gatwick Expansion campaign (*forwarded to Cllrs*).