



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

**PULBOROUGH PARISH COUNCIL**

Swan View, Lower Street  
Pulborough  
West Sussex RH20 2BF  
Telephone: 01798 873532  
Email: clerk@pulboroughparishcouncil.gov.uk

**MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL**  
**HELD VIRTUALLY USING MICROSOFT TEAMS**  
**ON THURSDAY 21<sup>ST</sup> JANUARY 2021**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) regulations 2020 (“the Regulations”) came into force on 4<sup>th</sup> April 2020. The Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021.

**PRESENT:** Cllrs: Hare (Chairman), Clarke, Court (from Min. 268 to Min.275), C Esdaile, J Esdaile, Harvey, Henly, Hunt, Kay, Kipp, Lawson and Trembling

**IN ATTENDANCE:** Mrs H Knight (Clerk), District Cllr D Van Der Klugt, District Cllr B Donnelly  
1 member of the public (part of meeting)

*The meeting opened at 7.32pm*

**266. APOLOGIES FOR ABSENCE**

No apologies were received in time for consideration. Cllr Riddle subsequently advised the Clerk that he had been unable to attend due to ill health.

**267. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

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

**268. MINUTES OF FULL COUNCIL**

The Council **RESOLVED** to **APPROVE** the Minutes of the online Meeting of the Council held on 26<sup>th</sup> November 2020 as a true and accurate record of the proceedings and that the Chairman would sign them.

Clerks Report

The Clerk drew attention to her email of 11.01.21 to Members reminding all of meeting protocols, online meeting etiquette and being prepared for meetings by reading agenda papers beforehand.

Min. 230 (15.10.21) – New Website: The new website was developing well, however, regrettably there had been considerable delay for various reasons including some technical glitches and it had not yet gone live. JNR Computer Services Ltd were continuing progress, and it was now hoped the new website would be operational by the end of the following week.

Min.258 – WSALC Value for Money Review: The previously reported WSALC AGM planned for 2<sup>nd</sup> December 2020 had subsequently been cancelled, again, for legal reasons. A potential new date of 25<sup>th</sup> February 2021 was under discussion.

**269. COMMITTEE MEETING MINUTES**

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

**248.1 Planning & Services Committee**

Members received the Minutes of the online Meetings held on 26<sup>th</sup> November and 3<sup>rd</sup> December 2020, and 7<sup>th</sup> January 2021. There was no clerks report.

**248.2 Recreation & Open Spaces Committee**

The minutes of the 14<sup>th</sup> January 2021 meeting were not available for this agenda and will be recorded at the February council meeting.

**248.3 Finance & Policy Committee**

Members received the Minutes of the online Meeting held on 19<sup>th</sup> November 2020. The Minutes included recommendation that the Council adopt the Internal Audit Report (Interim) (previously circulated). The Chairman of Council highlighted that the report commended the Clerk and Deputy Clerk for their continued professional management and administration of the Council's financial affairs and governance functions, and also the Members and staff who have worked strenuously to maintain services for their constituents during these unprecedented and challenging times. The Chairman, with Member support, asked that the Council's thanks to the Clerk and Deputy Clerk be recorded in these minutes.

There was no Clerk's report.

**270. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

**271. DISTRICT AND COUNTY REPORTS**

District Cllr Van der Klugt reported on recent HDC matters including:

A new HDC Community Climate Fund is available for councils/community groups working on schemes reducing energy consumption, minimising waste, reducing water consumption, increasing biodiversity and sustainable transport. Three levels of funding are available. The closing date for the current round of applications is 12<sup>th</sup> February 2021. There is also a Nature Recovery Award relating to expanding and improving wildlife networks, the next round of application closing on 19<sup>th</sup> February 2021.

Under Openreach's Community Fibre Partnership Scheme, Cllr Van der Klugt is endeavouring to bring about improved Broadband provision to the vicinity (details previously circulated to Members).

District Cllr Donnelly reported that like many councils HDC was striving to balance finances whilst providing services. There was likely to be a 2% increase to Council Tax. Regarding the Local Plan, a Planning Inspector has recently visited and discussed 1100-1200 homes being required annually but no firm decision has been made yet.

District Cllr Clarke reported that HDC has just started the 2<sup>nd</sup> LEAP grant tranche, to help small, new and start-up businesses. Further grant funding has also commenced to help business that have had to close during the lockdown. Various grants are available for eligible businesses, either rate paying, non-rate paying and some other discretionary grants.

Following a query from a Member about the proposed Adversane site in the Local Plan, Cllr Donnelly confirmed that no site decisions had yet been made.

**272. SUSSEX GREEN LIVING**

The Chairman welcomed Carrie Cort, founder of Sussex Green Living, who gave a short presentation about the charity, which works to promote and enable environmentally friendly projects such as repair cafés and single use plastic recycling schemes. In addition to several already established sites, a site was set up in December at Dykes Farm, Pulborough, which accepts sweet and savoury biscuit wrappers, cake and crisp wrappers for recycling. Sussex Green Living is keen to encourage more volunteers and is looking for ways of working with the Parish Council to support and promote projects. They are seeking a second, more central site in Pulborough for single use plastic recycling. Further details of the charity, its initiatives on environmentally sustainable living, and forthcoming events can be found at <http://www.sussexgreenliving.co.uk/>.

The Chairman and Members thanked Ms Cort for the very interesting and insightful talk.

**273. BUDGET AND PRECEPT FOR YEAR ENDING 31<sup>ST</sup> MARCH 2022**

Following previous discussion at the November meeting and recommendations from the Finance & Policy Committee, the Clerk had prepared and circulated three draft budget options for consideration of various scenarios. A summary report had also been circulated to Members from the Chairman of the Finance & Policy Committee explaining the financial position and difficulty in ascertaining or assuming normal income from rents for 2021. 2020 had been a challenging year with much reduced income and 2021 was likely to continue to present financial issues with tenant clubs unable to meet their rent payments and the MSF court closed due to the lockdown restrictions. The pandemic had also resulted in a higher number of residents claiming Council Tax Support, which negatively affected the tax base figure provided by Horsham District Council, impacting on the precept.

Following discussion of the options, it was **RESOLVED** to approve the budget and precept as recommended in Option 3, which allowed for an anticipated minimal three months' rental income loss. This budget set a precept demand for the year ending 31<sup>st</sup> March 2022 of £243,663, which results in a Band D equivalent per house charge of £96.81 per annum, representing an increase of £3.86 or 4.15% on the previous year, or around 7p per week for a Band D property.

**274. HDC PUBLIC SPACE PROTECTION ORDER (PSPO) CONSULTATION**

Members considered the previously circulated public consultation details - available at [www.horsham.gov.uk/pspoconsultation](http://www.horsham.gov.uk/pspoconsultation) closing deadline 31<sup>st</sup> January 2021.

Horsham District Council plans to renew the current PSPO for a further three years when it expires on 31<sup>st</sup> March 2021 and proposes including new prohibitions to further address issues of anti-social behaviour and improving public spaces. Following discussion, it was **RESOLVED** that the Council would respond to the consultation supporting the renewal and the additional prohibitions listed. Additionally, the following was **RESOLVED**:

- The Parish Council recommends that within the list of current prohibitions referring to the racing of horse drawn vehicles on any dual carriageway, including the A24 and A264, this should be expanded to include the A29.
- Within the current prohibitions referring to anti-social use of vehicles, this should include motorcycles.
- The Clerk will forward the consultation details to Andrew Griffith MP for information, particularly in relation to his interest in anti-social motorcycle riding in Pulborough and other parishes.

***Cllr Court gave apologies and left the meeting after this item.***

**275. PULBOROUGH NEIGHBOURHOOD PLAN - REGULATION 17**

Following consideration of the Neighbourhood Plan Steering Group recommendation and the experience and professional qualifications of the candidate, it was **RESOLVED** to confirm the appointment of John Slater as the Independent Examiner for Pulborough Neighbourhood Plan. The Clerk would confirm the formal appointment to HDC.

**276. EXTERNAL AUDIT REPORT**

Members noted completion of the external audit by Moore, and receipt of the signed report and certificate confirming that review of Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with proper practices, and that no matters have arisen causing concern that relevant legislation and regulatory requirements have not been met. It was also noted that statutory publication of the Notice of Completion of Audit had taken place on the Parish Council website and notice boards by 30<sup>th</sup> November 2020, as required.

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

Members had received a recommendation from the Sports Pavilion Development Working Group meeting of 19<sup>th</sup> January 2021 to proceed to full planning application and approve fee proposals for external professional reports necessary to accompany the planning application (quotes circulated to Cllrs). These may not all be required but needed approval in case they were. It was noted that there may subsequently be additional reports/statements required by HDC and Council would be advised accordingly.

Following consideration, it was **RESOLVED** to approve proceeding to a full planning application and the potential costs of the following planning application validation statements was approved, if required, in addition to the LA application and building regulation fees:-

- Planning Statement (Matthew Pickup): £960.00 (no VAT) plus additional hours if necessary @ £80/hr;
- Surface Water Drainage Statement (CGS Civils): £1,150.00 + VAT, plus £400.00 + VAT for CCTV drainage survey and up to £2,500 + VAT for soakaway testing;
- Energy Statement (Therm Energy): £660.00 + VAT;
- Preliminary Ecological Assessment (Wychwood Environmental): £540.00 + VAT.

**278. REPRESENTATIVES ON OUTSIDE BODIES**

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

- Cllr Kipp had attended the SDNP Workshop in December, which was very informative;
- Cllr J Esdaile had attended a very useful online forum on 1<sup>st</sup> December 2020, with the Clerk, with the Police & Crime Commissioner's representative and the CEO of SSALC;
- Cllrs Hare and Kipp had attended the HALC meeting on 15<sup>th</sup> December 2020 which included information about the Wilder Horsham District scheme;
- Cllr Henly had attended a recent PDCCA this week and reported that the group would not be reinstating the Wednesday Lunch Club until at least Easter.

**279. CORRESPONDENCE**

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

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

There were no matters to report.

**281. PAYMENTS**

Members had received the list of Payments for Authorisation. It was **RESOLVED** to approve these, detailed below, and the payments list and invoices would be physically signed by the required signatories at the earliest opportunity.

| Payee                     | £     |
|---------------------------|-------|
| National Westminster Bank | 5.25  |
| Daisy Communications      | 26.65 |
| HDC                       | 24.20 |
| HDC                       | 13.30 |

***The meeting closed at 8.56pm***

.....Chairman

.....Date

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

- E-news: Town and Parish Council News December 2020
- Email 27.11.20 County Local Committee meetings changing dates: Chanctonbury CLC moving from 8<sup>th</sup> March to 3<sup>rd</sup> March 2021.
- News Release 11.01.21 More than £60,000 set to be awarded to communities to reduce flood risks.
- News Release 4.12.20 Proactive flood prevention team targets highway 'hotspots'.

**HDC**

- Email 07.01.21 from District Cllr Diana van der Klugt with details of initiative launched under Openreach's Community Fibre Partnership Scheme and households being contacted (some in Pulborough) to secure the necessary number of voucher pledges to enable the project to proceed.
- Email 13.01.21 from Communications and Marketing Officer: Details of E-ON /Rampion 2 informal consultation from 14<sup>th</sup> January to 11<sup>th</sup> February 2021 seeking feedback on initial proposals to expand the Rampion Wind Farm off the Sussex Coast. A second consultation will take place later this year. Their 'virtual village hall' exhibition can be visited/feedback given at [www.Rampion2.com](http://www.Rampion2.com) (forwarded to Cllrs)
- Email 15.01.21 from Head of Strategic Planning updating on progress of the Local Plan process, preparing for Regulation 19 stage: Once agreed this document will be published for a formal consultation period. In the meantime, HDC has been advised of new requirements about the timing of work with organisations such as Highways England and Natural England, which has meant some delays to the timescale. The revised timescale will be finalised in due course but it is currently envisaged that the Reg 19 document will be published in spring 2021. Information about the Local Plan process can be found at <https://www.horsham.gov.uk/planning/local-plan>. (forwarded to Cllrs)
- Email 15.01.21 from Digital Communications Manager forwarding latest stakeholder briefing from Sussex Health and Care Partnership on the response across the local NHS system in West Sussex to the ongoing pandemic and in particular the vaccination programme (forwarded to Cllrs)
- Email 03.12.20 from Community Safety Manager, Gypsy & Travellers FAQs regarding dealing with encampments, following a number of illegal traveller incursions, covering what the Council can and cannot do in such circumstances.

**NALC**

E-bulletins of 15.12.20 and 08.01.21, including open letter to councils from NALC Chairman (forwarded to Cllrs)

**SALC**

- Email 18.12.20 with short survey from Sussex police & Crime Commissioner, seeking views on whether people would be prepared to pay a small amount more for policing in Sussex from April 2021 (forwarded to Cllrs)
- Email 27.11.20 from Directors of WSALC Board cancelling the AGM planned for 2<sup>nd</sup> December (previously rearranged from 23<sup>rd</sup> November) – this is now likely to take place in February 2021.
- Various email exchanges from clerks/councils to WSALC expressing concerns and pursuing response from WSALC to queries regarding the WSALC AGM cancellation and Best value review process (forwarded to PPC WSALC reps)

**HALC**

- Agenda and Minutes of meeting 15.12.20

**Sussex Police**

- e-alert 12.01.21 Horsham Weekly News and Appeals
- Sussex Police & Crime Commissioner: E-newsletters 27.11.20, 31.12.20 and 08.01.21.

## **Neighbourhood Watch**

E-alert 11.01.21 Neighbourhood Watch National newsletter January 2021.

## **Pulborough Neighbourhood Wardens**

- Warden's monthly report December 2020 (*copied to Cllrs*)
- Email 08.10.20 from Neighbourhood Warden Supervisor detailing first response to new online warden evaluation/feedback form from Pulborough resident – an extremely positive and appreciative form was submitted praising the Pulborough Neighbourhood Wardens for their assistance with an issue, which was successfully escalated to police attention.

## **Office for National Statistics**

Email 10.01.21 from Census engagement Manager (NE of West Sussex): Publicity and arrangements for forthcoming digital Census 2021 and FAQs (*forwarded to Cllrs*)

## **PCP**

- Minutes of online PCP Management Group meeting held 04.01.21 (*copied to Cllrs*).
- Email 02.12.20 from David Hurst with Lower Street footfall figures for August onwards (referred to in previous PCP meetings)
- Email 26.11.20 from David Hurst to HDC (PPC copied) advising of likely PCP application for S106 funds for suitable projects, details to be advised when finalised.

## **Grant Aid acknowledgements**

Letters of acknowledgement and thanks received from:

- 4Sight Vision Support
- Victim Support
- St Mary's Church
- Age UK West Sussex, Brighton & Hove
- Pulborough Cricket Club (plus separate email from local representative contact)
- Frontline Debt Advice
- Citizens Advice in West Sussex (North South East)

## **Residents**

- Letter 05.10.20 from Mr L Ellis to Village Hall Chairman of Trustees (PPC copied) advising that he is stepping down from the position as Trustee and PPC representative.
- Email 08.12.20 from resident advising of his response to Reg 16 Neighbourhood Plan consultation and intention to take legal proceedings (resident has contacted HDC). Clerk attempted to acknowledge the correspondence but PPC email appears to have been blocked.
- Emails 20.11.20 to 01.12.20 between resident and Clerk following resident's objection to PPC having forwarded to public national information about the forthcoming vaccination volunteer trial programme.

## **CAGNE**

E-newsletters/Bulletin 121 January 2021.

## **Publications**

Clerks and Councils Direct, January 2021, Issue 133.