



PULBOROUGH PARISH COUNCIL

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MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON THURSDAY 20TH OCTOBER 2022 AT THE VILLAGE HALL

PRESENT: Cllrs: Hare (Chairman), Clarke, Court, Davies, Ellis-Brown, Hands, Henly, Hunt, Kay, Kipp and Trembling

IN ATTENDANCE: 0

The meeting opened at 7.32pm.

72. **APOLOGIES FOR ABSENCE**

Apologies for absence were received, and reasons approved, from Cllrs Campbell (personal commitment), Esdaile (personal commitment) and Riddle (personal commitment). The Clerk had given apologies for absence due to ill health.

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

There were no declarations of interest made. There were no changes to the Register of Interests.

The Chairman took this opportunity to welcome Cllr Hands to her first meeting. It was noted that, owing to the Clerk's unexpected ill health, it had not been possible for Cllr Hands to complete her Declaration of Acceptance of Office and the Clerk had advised that Members should resolve approval for her to sign this on a later date. It was therefore **RESOLVED** to approve that Cllr Hands complete her Declaration of Office at the earliest opportunity upon the Clerk's return to work.

74. **MINUTES OF FULL COUNCIL**

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council held on 29th September 2022 as a true and accurate record of the proceedings and that the Chairman would sign these at the next meeting, the master set not being available due to absence of the Clerk. There was no Clerk's report.

75. **COMMITTEE MEETING MINUTES**

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

75.1 **Planning & Services Committee**

Members received the Minutes of the Meetings held on 29th September and 6th October 2022. There was no Clerk's Report. The October minutes included recommendation to approve acceptance of the quotation from Festive Illuminations for the supply of up to 41 Christmas trees and 2 sets of lights for the annual Lower Street Christmas Tree scheme, at a cost of £3,990.00 (no VAT), as already budgeted for – **RESOLVED**.

75.2 **Recreation & Open Spaces Committee**

Members received the Minutes of the Meeting held on 14th July 2022. There was no Clerk's Report.

75.3 Finance & Policy Committee

The September meeting had been cancelled following the death of HM Queen Elizabeth II.

76. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

77. DISTRICT AND COUNTY REPORTS

County Cllr Kenyon and District Cllr Van der Klugt had sent apologies prior to the meeting.

District Cllr Clarke gave various updates on HDC activities. Due to the rapid rise of inflation and increase in wages the District Council has approved an updated list of fees and charges and rates of hiring space in various halls to help recover some of the increased costs of running facilities and services. HDC supported Community Energy Horsham by allowing it to install photovoltaic panels on The Bridge Leisure centre to pilot the approach of photovoltaics on public and commercial buildings.

Of note was the creation of an A Boards and Other Advertising Structures on the Highway Enforcement Procedure Policy, adopted by HDC on 19th October. This would also apply to Pulborough and sets out the policy and procedures for dealing with items placed upon the highway, including A boards, to ensure public safety and free passage of pedestrians on footpaths and on the highway.

Cllr Clarke reported that work is ongoing regarding water neutrality and that a solution may be becoming apparent but it is as yet too early for conclusion: It was possible that this is forthcoming by December.

78. CIVILITY AND RESPECT PLEDGE

Members noted the launch of the Civility and Respect Pledge jointly by the National Association of Local Councils, the Society of Local Council Clerks and One Voice Wales, a copy of which had been circulated to all. The objective is to demonstrate high standards of conduct and prevent bullying in the sector. Councils were being encouraged to sign up and support this by NALC, SLCC and WSALC. It was **RESOLVED** to sign up to the pledge.

79. COMMUNITY RESILIENCE PLAN

This initiative has been passed down by WSALC. Councillors discussed a Community Resilience Plan, where the concept is in the case of major events such as flooding etc that there are plans in place to cope with this. The Council already has an emergency plan in place, though it was noted that this needs updating. Discussion ensued as to whether the CRP was a duplication in part of emergency plans and what the difference was between the two. As the Emergency Plan needs to be updated and as there are templates in place for the CRP, it was **RESOLVED** to refer this matter to the Planning & Services Committee to explore further and to work with the Clerk and Deputy Clerk to update Council plans.

80. WARM SPACE HUBS

Councillors were told that the concept of warm space hubs was being looked at in other parts of the UK. Councillor Clarke had initially raised the issue of hubs in Pulborough and whether any were being considered. Some discussions have taken place with the Village Hall Trustees, the Neighbourhood Wardens and HDC. Members considered the co-ordinated approach to this opportunity would be beneficial. Therefore Members decided it would be opportune to look at feedback from our wardens and from other community bodies. It was **RESOLVED** to refer the matter to the Planning & Services Committee for further consideration and updating.

81. NEIGHBOURHOOD PLAN

There was nothing further to report, as matters were still in the hands of HDC whilst the water neutrality issue was being processed, as reported earlier in the meeting.

82. NEIGHBOURHOOD WARDENS REPORT

Members noted the previously circulated report for September 2022.

83. SPORTS PAVILION REBUILD / REFURBISHMENT PROJECT

There was nothing new to report, other than noting that HDC is assessing whether additional environmental reports for the planning application were necessary or not.

84. MEETING VENUES FOR JANUARY 2023 ONWARDS

Members discussed whether to return to using the pavilion meeting room for committee meetings in 2023 or whether to continue hiring the Village Hall for all meetings, as had been the case since returning from lockdown to face to face meetings. Following debate, it was **RESOLVED** that from January 2023 onwards, full Council meetings would be held in the Village Hall, but that committee meetings would revert to being held in the Parish Council meeting room at the Sports Pavilion. This move would result in a cost saving. This would be subject to COVID precautions and would be a return to the pre-COVID practice.

85. PULBOROUGH VILLAGE MARKET

Councillors were reminded that in principle it had been agreed to consider provision of a quarterly rota of Members to attend the Saturday monthly market meetings. The market on 22nd of October would be covered by Cllrs Ellis Brown and Kipp, with Cllr Henly as well. Members discussed Q1 2023 and it was **AGREED** that January would be covered by Cllrs Hands and Ellis-Brown, and February by Cllrs Hare and Clarke. Cllr Henly advised that it was likely she would also attend both.

86. REPRESENTATIVES ON OUTSIDE BODIES

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

- Cllr Ellis-Brown had previously attended a Climate meeting and noted another session was scheduled for 23.11.22. The meeting brought out the possibility and need to look at the Council's carbon footprint and what we could do to reduce this. Council could then put in steps to demonstrate how it would reduce said footprint.
- Cllr Hare reported back with Cllr Hunt on the recent Pulborough Community Partnership meeting. Work is ongoing on getting SIDS installed in Lower Street. These will be able to supply data on number of vehicles and speed. A Christmas ball is being planned for December the 10th at a cost of £100 per person with a limited number of tickets (100). This is to raise funds for the partnership. Footfall data has also been collated for the shops in lower street. Data covering the period January to August 2023 shows that footfall is up 23% on the previous year.
- Cllr Davies talked about the online West Sussex Road Safety Update he had attended. The police reported successful prosecutions based on camera evidence linked to non wearing of seat belts, use of mobile phones etc. The speed cameras in the vans not only pick up vehicle speed but are also used for these purposes. Despite successful prosecutions and several initiatives, the death rates on local roads remain stubbornly flat. The police remain keen to be sent dashcam footage where an offence is suspected allowing them to decide whether or not to prosecute drivers or road users.
- Cllr Hunt reported back on attending a village planning meeting hosted by the SDNPA. She reported that the authority is to put forward a planning template for use in planning that may interest PPC. This template is based on a SPAD (Supplementary Planning Document) which the authority has used successfully to challenge developers. Members discussed this in view of circulating the template and being able to use it in future, especially for the Neighbourhood Plan, for example, plus other planning issues. This would improve the knowledge base of parish councillors who participate in planning decisions. Cllr Hunt also announced that the late-night opening on Lower St would be the 15th of December. The traders' group had received a grant of £250 from HDC towards associated costs.

87. CORRESPONDENCE

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

88. CHAIRMAN'S ANOUNCEMENTS AND URGENT MATTERS

The Chairman announced that Saturday 8 May 2023 will be the date of the Coronation. The Council will have talks with the PCP to see if an event should be planned and held.

It is to be noted that the date for local council elections, including Pulborough Parish Council, will be Thursday 4th May 2023 and that the process to stand and register will probably be the same as on previous occasions. Horsham DC is the authority responsible for elections and further information would be disseminated in due course.

89. PAYMENTS

There was no list of Payments for Authorisation, owing to the absence of the Clerk, and therefore any payments would be carried over to the next available meeting.

The meeting closed at 8.40pm.

.....Chairman

.....Date

UNCONFIRMED

CORRESPONDENCE**Appendix 1****WSSC**

- Email 06.09.22 – Increase in illegal money lenders in parishes: Information from Citizens Advice and the Stop Loan Sharks campaign. For more information visit website loan shark page at Arunchichestercab.org.uk
- Email 22.09.22 e-newsletter: Covid-19 and flu vaccination update, mental health help, Warmer Homes funding
- Email 23.09.22 West Sussex Fire & Rescue welcomes six new retained firefighters
- Email 30.09.22: Staying safe online October 2022 / Digital Ambassador update.
- Email 30.09.22: Your town and parish news October 2022 -Bus It! Your travel special edition.
- Email 04.10.22: News Release: Return unused walking aids at our Recycling Centres
- Email 11.10.22: Environment & @Climate Change eNewsletter, October
- Email 11.10.22: Highways, Transport and Planning – topics include Winter maintenance, TROs, Ash Dieback, Local Highways Operations and more

HDC

- Email 05.09.22 from Economic Development Officer with details of HDC financial support for Halloween and Christmas trails in Horsham district (unfortunately deadline for Pulborough PC to participate was too short at 09.09.22)
- Email 04.10.22; Business support and information; The LEAP express round is now open!; Funding for energy efficiency measures; Welcome to Horsham's new entrepreneurs
- Email 13.10.22 on behalf of Chairman Cllr Kate Rowbottom – details of next HDC Council meeting on Wednesday 19th October, 6pm at the Chanctonbury Community Leisure Centre, Spierbridge Road, Storrington RH20 4PG. Parish councillors and public are welcome to attend to observe. You can also register to ask a question relevant to an agenda item by contacting committeeservices@horsham.gov.uk (deadline noon 14th October)

NALC

Chief Executive's Bulletins 23.09.22, 30.09.22 and 07.10.22. Topics include: Energy Bill Relief Scheme; NALC at the Labour Party Conference; NALC at the Conservative Party Conference; Rural Coalition letters to the Government; Local government pay negotiations; Civility and Respect Project video release; LGBT+ councillors network; NALC AGM 2022.

Sussex Police & Crime Commissioner

E-news 23.09.22, 30.09.22 and 07.10.22. Topics include: Providing the tools to protect; Cracking down on waste crime; Combatting cyber-crime.

CAGNE

Bulletins 153 October

Community Team at Gatwick Airport Ltd

Email 12.10.22: Gatwick In Touch e-newsletter, October 2022.

Sussex Clubs for Young People

Invitation to AGM on 'Tuesday 1st November, 6pm at The Charmandean Centre, Worthing – contact clerk for registration details, deadline 31st October.