



PULBOROUGH PARISH COUNCIL
Working together for a better future

PULBOROUGH PARISH COUNCIL

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

PRESENT: Cllrs: Hare (Chairman), Clarke, Court, Ellis-Brown, Esdaile, Henly, Hunt, Lawson and Trembling.

IN ATTENDANCE: Mrs H Knight (Clerk),
C.Cllr Kenyon (*part of meeting*)
Mr D Hurst (Pulborough Community Partnership)

The meeting opened at 7.30pm.

100. APOLOGIES FOR ABSENCE

Apologies for absence were received, and reasons approved, from Cllr Kipp, Cllr Riddle and Cllr. Kay. It was noted that Annie Santo had resigned her seat the previous week.

101. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

102. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council held on 25th November 2021 as a true and accurate record of the proceedings and the Chairman duly signed them.

Clerk's Report

The Clerk had registered attendance at a WSCC hosted online meeting on 27th January 2022 about the West Sussex Chargepoint network and the proposals in partnership with Connected Kerb to rollout the scheme.

103. COMMITTEE MEETING MINUTES

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

103.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 2nd December, Extraordinary Meeting of 9th December 2021, and 6th January 2022. There was no clerk's report.

103.2 Recreation & Open Spaces Committee

Members received the Minutes of the Meeting held on 11th November 2021. There was no clerk's report.

103.3 Finance & Policy Committee

Members received the Minutes of the Meeting held on 18th November 2021. There was no clerk's report.

104. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers registered, therefore no adjournment was made at this point.

105. DISTRICT AND COUNTY REPORTS

C.Cllr Kenyon reported on various county matters. The Community Highways Scrutiny Committee had considered the expansion proposals by Gatwick Airport and was disappointed with the lack of detail in the proposals; A new report was imminent on on-street parking issues; She confirmed she would be joining PPC's A29 Stakeholder Group meeting on the 24th January 2022; She would be chairing the next Horsham Local Forum on 14th March 2022 if PPC had any questions Members would like put to the meeting; WSCC budget briefing would take place the following week; Meetings she would be attending shortly included a Youth Cabinet event, the next full Council meeting and the EV Chargepoint meeting.

D.Cllr Van der Klugt had sent apologies due to a prior commitment. D.Cllr Clarke advised that D.Cllr Donnelly was unable to attend due to a prior commitment.

D.Cllr Clarke reported on various district matters. Discussions on budget setting and council tax for the following financial year were taking place, with final financial decisions to be made imminently; HDC is committing several million pounds to environmental/green projects; Discussions were ongoing around proposals for the 123 waste collection service, whilst awaiting Government direction and grant availability; The water neutrality issue continues to delay planning matters, including neighbourhood plans, with no obvious progress but much work is taking place in the background to move matters forward.

106. PROPOSALS FOR NEW MULTI USE GAMES AREA (MUGA)

Members noted the Clerk's written report for this item and the recommendations from the Recreation & Open Spaces Committee meeting of 13th January 2022 (R&OS Min.66 refers). At this stage decisions were based around whether to submit a funding bid to the South Downs National Park, which would also require a supporting bid to Horsham District Council, and for which estimated costs only were needed. If proceeding, discussion on contractor appointment and finer scheme details would be taken back to the Committee. If not proceeding, or if the bid was unsuccessful, options would need to be reconsidered. Following discussion, the following was **RESOLVED**:-

- To approve preferred option of a recarpeting project, including ancillary works and equipment (floodlights, fencing etc) at an overall estimated cost of £134,268 (inc. VAT), and to apply to both SDNP for CIL funds and HDC for matched funds, divided equally between both authorities;
- To approve that the Parish Council will contribute £10,000 to the project, funded using new budget of £5,000 and Earmarked Reserve (MSF Resurfacing) of £5,000;
- To approve submitting a planning application if required, at a cost of £234.00.

107. BUDGET AND PRECEPT FOR YEAR ENDING 31ST MARCH 2023

Members considered draft options the Clerk had previously circulated (Options V3 and V3.1), noting also the discussions from the previous Council meeting and Finance & Policy Committee recommendation for the budget and precept. Option V3 had been the preferred choice and committee recommendation and proposed a budget that resulted in a precept of £257,362 which resulted in an increase to a Band D property of 2.5%, using the HDC council tax figure of 2593.6. The Clerk advised that Option V3.1 set out identical overall budget and precept but that surplus allocation of £3,376 had been removed from 'Highways Streetlighting' expenditure and added as £1,376 to 'Highways Other' (to cover annual servicing of the Millennium Clock) and £2,000 to 'Contingency'.

Following consideration and due proposal, it was **RESOLVED** to approve the budget and precept as recommended in Option V3.1. This budget set a precept demand for the year ending 31st March 2023 of £257,362, resulting in a Band D equivalent per house charge of £99.23 per annum, an increase of £2.42 or 2.5% on the previous year's Band D charge.

108. PROPOSALS FOR LOWER STREET SIDS

Members considered the previously circulated proposal paper by Mr David Hurst on behalf of Pulborough Community Partnership. PCP was proposing to purchase and install Speed Indicator Display Signs (SIDS) in Lower Street, to address traffic speed, pedestrian safety and residents' quality of life. There would be no financial impact to the Parish Council as funds were being provided by PCP itself and via grants or potentially WSCC S106 funds, and PCP now sought Parish Council support for the scheme.

Following questions, the Chairman briefly adjourned the meeting so that Mr Hurst could clarify some points. It was noted that the proposed two SIDS (one east end and one west end) would not be close to housing, would use LED lighting and would be unlikely to be on overnight as timing can be programmed, therefore nearby residences would not be disturbed.

It was **RESOLVED** unanimously to support the proposals by Pulborough Community Partnership for the SIDS scheme in Lower Street.

109. CO-OPTION TO THE COUNCIL

Members considered the previously circulated application from Mr Owen Davies. It was **RESOLVED** to co-opt Mr Davies to the Parish Council, and once he had signed a Declaration of Acceptance of Office, his first meeting as a member would be the 17th February full Council meeting. With the recent resignation noted earlier, which would be advertised in due course, the Council now still had two vacant seats remaining.

110. REPLACEMENT MOWER

Members noted the Clerk's paper outlining that the Jacobsen mower was now becoming beyond repair and unserviceable, and how a replacement used ride on mower purchase could be funded. It was estimated that up to £15,000 may be required, using the balance of Earmarked Reserves for New Tractor/Machinery of £9,428.34, a £3,769 balance from the current Tractors/Equipment budget (code 4393) and potentially £2,000 from the new 2022/23 code 4393 budget. The Deputy Clerk had investigated and corresponded with Ernest Doe a reputable, professional supplier, who had provided useful advice on suitable models, availability and pricing (copied to Cllrs). Replacements could be ride-on mower or small tractor/trailed mower, and the company was arranging some test drives for the Groundsman to assess equipment performance and suitability.

Due to the nature and market availability of purchasing second-hand models, and the deterioration of the existing mower, the Clerk sought approval for delegated authority to purchase a replacement in a timely manner.

It was **RESOLVED** to approve delegated authority to the Clerk to purchase suitable used replacement mower equipment up to a limit of £15,000, to be funded as described above.

111. COMMITTEE APPOINTMENTS

Following her request, it was **RESOLVED** to appoint Cllr Hunt to sit on the Finance & Policy Committee.

112. COUNCILLOR TRAINING

It was noted that Cllrs Ellis-Brown, Kipp, Trembling, Hare and Hunt had attended the online training 'Introduction to Planning' provided for WSALC by Mulberry & Co, on 11th January 2022. It was **RESOLVED** to ratify the total cost of £200 + VAT, to be funded from the Training budget (4022).

113. SUSSEX POLICE: USE OF 'BIG DATA'

WSALC had advised that one parish council representative could attend an online presentation by Sussex police Chief Constable Jo Shiner to West and East Sussex Councils on Friday 25th February 2022 about the use of 'big data'. It was **RESOLVED** that Cllr Esdaile would be registered to attend and feed back to the March Council meeting.

114. NEIGHBOURHOOD WARDENS

The Clerk reported that the PPC Steering Group panel of Cllrs Hare, Henly and herself had today met two candidates on the recommendation of Horsham DC. The Steering Group had unanimously approved the two candidates and, subject to their acceptance, it was hoped they would be appointed commencing 14th February 2022. It was noted that there would be an initial training period of some 3 or more weeks, therefore dedicated Pulborough parish work would commence in March.

[NB: Further to the council meeting, it has been confirmed that the two new Neighbourhood Wardens will take up post on 14th February 2022.]

115. INTERNAL AUDIT REPORT 2021-22 (INTERIM REVIEW)

Members noted receipt of the Internal Audit Report 2021-22 (Interim Review) and the two recommendations made. The Chairman asked that it be minuted that the work of the Clerk and Deputy Clerk had once again been commended in the report.

It was **RESOLVED** to adopt the Internal Audit Report 2021-22 (Interim Review) and that it be referred to the Finance & Policy Committee for consideration of the two recommendations made by the Internal Auditor.

116. NATIONAL HIGHWAYS: A27 ARUNDEL BYPASS SCHEME

Members noted the new public consultation running from 11th January to 8th March 2022 regarding the preferred route proposals, for which the online link

<https://nationalhighways.co.uk/our-work/south-east/a27-arundel-bypass/>

had been forwarded. It was noted that this consultation was not about which route, which had been designated already and supported by the Parish Council, but considered the detail and design of the proposed route. Comment was made that it was important for National Highways to receive supporting comments so that the negative views were balanced. Members were reminded that individuals could respond personally to the consultation. Following brief discussion, it was **RESOLVED** to refer this item to the next Planning & Services Committee, and the Chairman requested that Committee members please study the consultation and come to that meeting with an informed view.

117. PULBOROUGH VILLAGE MARKET

The next market would take place on Saturday 22nd January 2022. It was **AGREED** that Cllr Henly would attend from 9.30am to close, with Cllr Ellis-Brown attending from 9am-11am (setting up from 8.45am).

118. REPRESENTATIVES ON OUTSIDE BODIES

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

- Several councillors commented on the useful planning training on 11th January 2022, and Cllr Hunt referenced that some councils have their own planning protocol in place;
- Several councillors had attended the recent PCP meeting. Points highlighted from this were: As part of Lower St regeneration/Pulborough Traders, The Pulborough Exchange would be officially opened next week; PCP hopes to organise a public event on the recreation ground for the Queen's Jubilee celebrations; PCP is looking at producing a Welcome event for new residents; PCP has discussed the potential of the national Home Share scheme for assisting vulnerable people.
- Cllr Esdaile reported on her attendance at the Arun Valley Line group, who are also looking at plans for the Queen's Jubilee, as well as art displays at the station.
- Cllr Hare had joined the early part of the WSALC Chairman's Forum on 13th January 2022. The focus had been on the proposed Rampion Wind Farm extension which would spread further west. A presentation had been given by CPCS (Campaign for the Protection of Coastal Sussex) highlighting the impact on tourism and on inland areas including the South Downs. The Clerk was asked to forward the presentation to all Members.

119. CORRESPONDENCE

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

120. CHAIRMAN'S ANOUNCEMENTS AND URGENT MATTERS

In addition to items listed under WSALC in the Correspondence List, the Chairman reported that the CEO of WSALC had now written to Kemi Badenoch MP, Minister of State at the Department for Levelling Up, Housing and Communities and all local MPs to voice the frustration of parish councils and WSALC about not being able to hold remote meetings.

121. PAYMENTS

Members had received the list of Payments for Authorisation. It was **RESOLVED** to approve these, detailed below, and that the payments list and invoices be duly signed.

Payee	£
Pulborough Social Centre	£194.22
West Sussex County Council	£11,484.07
KCS Laser	£221.76
Professional Weed Solutions	£1,242.00
Mulberry & Co.	£240.00
Andrea Lawson	£21.89

The meeting closed at 8.37pm.

.....Chairman

.....Date

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

Email 22.11.21 Your Town and Parish news November 2021 (*forwarded to Cllrs*) – adult safeguarding, flood consultation, fire & rescue service consultation

HDC

- Email 02.12.21 from Head of Strategic Planning, confirming HDC response raising serious concerns to Gatwick Airport Northern Runway Project;
- Email 30.11.21 from Economic Development Officer updating re Digital Screens in Rural Car Parks, and advising that the project has now been signed off as complete by the Leader funding programme.
- Email 09.11.21 from Economic Development Officer about the Welcome Back Funding and launch of Instagram Project as part of this: Various emails subsequently arranging for PPC reps to meet with Pam Foden Associates in Pulborough to discuss local business participation;
- Email 12.10.21 from Community Services Team Lead – reminder of Pulborough Community Voluntary forum meeting 11.01.21 and Notes from meeting 12.10.21

NALC

Chief Executive's e-bulletins 19.11.21, 26.11.21, 03.12.21 and 10.12.21 (*forwarded to Cllrs*). Topics include Open letter from Chairs of NALC, OVW and SLCC; Civility and Respect Working Group; New NALC chair Cllr Keith Stevens; Remote council meetings; Covid-19 Plan B.

WSALC

- Email 19.11.21 from CEO and copy of Civility & Respect Project newsletter, issue 1, November 2021 (*forwarded to Cllrs*)
- Emails 14.12.21 and 07.01.21 updating of Government attitude to resumption of virtual meetings and advising that Ministers have rejected calls for council meetings to be held online.
- Email 06.01.21 copying Sussex police response and stance regarding the use of E-scooters

HALC

- Copy of letter 22.11.21 from Rudgwick PC to HALC regarding HDC 5 year housing supply and HDC response letter 30.11.21;
- Minutes of Annual Meeting of HDC and HALC 30.11.21 and appendices/presentations (*forwarded to Cllrs*).

Sussex Police

E-newsletters from Sussex Police & Crime Commissioner 19.11.21, 26.11.21, 03.12.21, 07.12.21, 17.12.21 and 24.12.21. Topics include Stronger sentencing for dog thieves; Have your say on police funding and priorities; Shopkind this Christmas; Do the Right Thing campaign on sexual harassment/inappropriate behaviour; Operation Hope tackling domestic violence; and Business Crime Team and Rural Crime Team.

In the Know Alerts

Neighbourhood Watch email 28.11.21: Getting extra help with the Priority Services Register – free support service by energy suppliers and network operators for people in vulnerable situations.

PCP

- Minutes of meeting 24.11.21 (*copied to Cllrs*); Agenda for meeting 19.01.22.
- Copy of new Pulborough Gateway Signs design for the new year (replacing vandalised signs);
- Information on changes to car park at RSPB Pulborough Brooks, which will charge £3 per day for non-members from end January but includes access to certain areas, but reduced non-member entry fee to Wetland Trail and hides;
- Information on Rewilding Lower Street planted trees presentation (*previously forwarded to Cllrs*)

Applause Rural Touring

Email 05.01.21 introducing the company, bringing culture to communities in the south for communities staging events, various shows and dates available.

CPRE

Email 26.11.21 Your Horsham District Update – Local Plan 2021-38.

Sussex Green Living

Email 04.01.22 with details of online meeting 19.01.22 at 7pm for local community engagement contacts to discuss Platinum Jubilee Regrow and repair Roadshow coming to villages and other sustainability topics.

CAGNE

Bulletin 140, November 2021.

Gatwick Airport DD Community

Gatwick In Touch Newsletter Edition 6

Publications

LCR (NALC magazine) Issue 4 2021

Clerks & Councils Direct, January 2022, Issue 139