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

 PULBOROUGH PARISH COUNCIL

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MINUTES OF THE ANNUAL MEETING OF PULBOROUGH PARISH COUNCIL

**HELD** **ON THURSDAY 23RD MAY 2024 AT THE VILLAGE HALL**

**PRESENT:** Cllrs: Ellis-Brown (Chair), Campbell, Court, Curd, Esdaile,

Hunt, Lee, Marcusson, Martin, Riddle & Trembling

Other People Present: Clerk, Deputy Clerk & 3 members of the public.

***The meeting opened at 7:25 pm***

1. **ELECTION OF CHAIR OF THE COUNCIL**

Members **RESOLVED** that Cllr Ellis-Brown be appointed as Chair for the municipal year.

1. **ELECTION OF VICE CHAIR OF THE COUNCIL**

Members **RESOLVED** that Cllr John Campbell is the Vice-Chair of the Council for the municipal year.

1. **APOLOGIES FOR ABSENCE**

Apologies were received as follows: Cllr Clarke (Personal Commitment), Cllr Hare (Personal Commitment), Cllr Mote (Personal Commitment)

1. **DECLARATIONS OF INTEREST**

Cllr Len Eliss Brown & Cllr Campbell declared that as they were Horsham District Councillor’s they would leave the room for agenda item 18.

1. **REGISTER OF MEMBERS INTERESTS**

Members had been issued with a Register of Interests update form to complete indicating whether there were any changes to be notified. Some Members submitted completed update forms. The Clerk reminded Members who had yet to do so that by law these must be completed and returned to the office within 28 days, following which forms would be published on the Council's website for public information, as required under s29 of the Localism Act 2011.

1. **COMMITTEE TERMS OF REFERENCE**

Members **RESOLVED** to accept committee terms of reference for all Council Committees, Sub-Committees, and Working Groups.

1. **APPOINTMENTS TO COMMITTEES & SUB COMMITTEES**

Members **RESOLVED** that the new Chair of Finance & Policy Committee will be Cllr Clarke & that Cllr Campbell be appointed to this committee and the rest of the committee stay the same.

Members **RESOLVED** that the new Chair of Staffing Sub Committee will be Cllr Clarke & that Cllr Cambell be appointed to this committee and the rest of the committee stay the same.

Members **RESOLVED** that the new Chair of Planning & Services Committee is Cllr Trembling & the Vice-Chair will be Cllr Esdaile and Cllr Mote is appointed to Planning & Services and one committee member space remains vacant for the new member and the rest of the committee stay the same.

Members **RESOLVED** that the new Chair of Recreation & Open Space is Cllr Lee & the Vice-Chair will be Cllr Marcusson and one committee member space remains vacant for the new member and the rest of the committee stay the same.

1. **APPOINTMENTS TO WORKING GROUPS**

Members **RESOLVED** that the Transports & Infrastructure Working Group remains the same.

Members **RESOLVED** that Neighbourhood Plan Working Group has Cllr Ellis-Brown, Cllr Trembling & Cllr Clarke.

Members **RESOLVED** that the Community Allotment Working Group has The Deputy Clerk as well as retaining its current membership.

Members **RESOLVED** that the Pulborough Pantry Working Group remains the same.

Members **RESOLVED** that the Events Working Group remains the same.

Members **RESOLVED** that the Sports Pavilion Working Group elect Cllr Clarke & Cllr Ellis-Brown as well as retaining its current membership.

Members **RESOLVED** that the Communication Working Group ceases to exist due to the reason for its creation being handled by the Clerk, Cllr Mote & Cllr Ellis-Brown through emails.

1. **REPRESENTATIVES TO OUTSIDE BODIES**

Members **RESOLVED** that on block all of **APPENDIX D** is accepted as is with the addition of Cllr Lee to the Fairtrade committee and Cllr Hunt replacing Cllr Lee.

1. **BANK ACCOUNT SIGNATORIES AND AUTHORISATION**

Members **RESOLVED** that bank account signatories and authorisations are the following:

Cllr Ellis-Brown

Cllr Clarke

Cllr Campbell (new)

Clerk of the Parish

Deputy Clerk of the Parish

1. **MINUTES OF FULL COUNCIL MINUTES**

 The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council from

 18th April 2024 as a true and accurate record of the proceedings and these were duly

 signed by the Chair.

1. **COMMITTEE MEETING MINUTES:-**

 Members **RECEIVED** and **APPROVED** the following Minutes:

 **12.1 PLANNING & SERVICES COMMITTEE**

 Minutes of the Meeting 15th February 2024

 **12.2 RECREATION & OPEN SPACES COMMITTEE**

 Minutes of the Meeting 14th March 2024

 **12.3 FINANCE & POLICY COMMITTEE**

 Minutes of the Meeting 14th March 2024

1. **ADJOURNMENT FOR PUBLIC SPEAKING**

 There were no public speakers.

1. **ANNUAL INTERNAL AUDIT REPORT**

Members **RESOLVED** to accept the annual internal audit report 2023/24 as part of the 2023/24 AGAR.

1. **SECTION 1 – ANNUAL GOVERNMENT STATEMENT**

Members **RESOLVED** to accept the annual governance statement 2023/24 as part of the 2023/24 AGAR. This was duly signed by the Chair.

1. **SECTION 2 – ANNUAL GOVERNANCE STATEMENT**

 Members **RESOLVED** to accept the annual governance statement 2023/24 as part of

 The 2023/24 AGAR. This was duly signed by the Chair.

1. **REPORTS FROM COUNTY & DISTRICT COUNCILLORS**

 The County Councillor was not in attendance, the Clerk explained that a report has been circulated beforehand.

District Report:

Recent planning applications have been approved, and the local plan continues to progress. There are three local plans from other Districts under consideration, but it is hoped that Horsham DC are to aim to finalise their plan by May next year. It is crucial to ensure these plans are in place before other Councillors submit additional proposals. The upcoming general election will not impact their timelines.

HDC has allocated £5 million for temporary accommodation for refugees. This funding, most of which is through Central Government, is a significant boost and will help the District provide necessary support and shelter.

Starting March 31st next year, we will allocate £5,000 for containers to manage domestic food waste weekly. By March 2026, we aim to address residual food waste as required by the Environmental Act 2021. For isolated properties, we will deploy electric vehicles to ensure efficient waste collection, even from difficult-to-access locations.

The Drill Hall in Horsham will be sold, with the Life Spring Church scheduled to take over in October 2024. This transition is part of our broader strategy to optimise community resources.

There is now a new Chair of the Council, with Nigel Emery stepping into the role. This change does not replace CEO Jane Eaton, who will continue to serve.

Fly-tipping has increased, particularly due to the new time slot restrictions at the WSCC tips.

The Committee wished to add a special thanks to Councillors Clarke and John for their efforts in requiring conditions on St. Crispins Church planning decision.

1. **PLANNING APPLICATIONS**

 The Committee considered the planning applications, attached to these Minutes as Appendix 1 and **RESOLVED** that its representations be forwarded to Horsham District

 Council.

1. **PAYMENTS**

The appendix as shown below was accepted by committee and signed by two authorised signatories.

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| Laser | £364.62 |
| Parish Online | £120.00 |
| Viking | £71.26 |
| Harry Quenault Expenses | £69.68 |
| Laser | £757.97 |
| Nichola Rodgers | £34.74 |
| Legal & General Insurance IHLI  | £1,111.30 |
| Sports Courts UK Limited  | £14,555.10 |
| Charlotte Hamilton | £25.00 |
| S & L Locksmiths  | £250.00 |

***The meeting closed at 8.03pm.***

……………………………………..Chair

 ………………………………………Date

**Recommendations of the Planning & Services Committee meeting held on**

**23rd May 2024**

**PLANNING APPLICATIONS**

The Committee considered the following planning applications:

**DC/24/0452 – Orange Tree Cottage, Rectory Lane, Pulborough, West Sussex**

Fell 1x Fig (Works to trees in conservation area)

Additional information has been received for this proposal.

**PPC Comments - To refer this matter to the Tree Officer, due to the complex nature of the application.**