



PULBOROUGH PARISH COUNCIL

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

**MINUTES OF AN ORDINARY MEETING
OF PULBOROUGH PARISH COUNCIL
HELD ON THURSDAY 27th NOVEMBER 2014
AT PULBOROUGH VILLAGE HALL**

PRESENT: Cllrs Qusted (Chairman), Clarke, Ellis, Esdaile, Gill, Henly, Kipp, Lawson, Mills, Mortimer, J Wallace, E Wallace & Wilson.

IN ATTENDANCE: District Councillor Roger Paterson, County Councillor Pat Arculus, Terry Oliver and Valerie Court (HALC), 3 Members of the Public, and Sarah Norman (Clerk).

The meeting opened at 7.34pm

89. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Tilbrook. Members noted that Graham Buck had resigned with immediate effect. As the ordinary elections are within 6 months, the Clerk advised that the requirement to offer a by-election did not apply although the position could be filled by co-option if required. The prescribed vacancy notice has been placed on the noticeboards but the Parish Office has not yet received any nominations.

90. DECLARATIONS OF INTEREST

There were no Declarations of Interest

91. MINUTES

91.1 Full Council

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held 16th October 2014 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report

Item 80 – Public Art

There has been a variety of press coverage seeking comments from residents as agreed at Council including Parish Bulletin, BBC Sussex, West Sussex County Times together with postcards distributed around. There is also a website and the link is available from the Parish Council website. The comments will be collated and come back to Council, probably in February to discuss again.

91.2 Planning & Services Committee

Members received the Minutes of the Meetings held 16th October and 6th November 2014.

Clerk's Report

Item 93 – Clerks Report

The Chairman requested clarification on the second paragraph of this item which states that “the letter has been sent to Tom Crowley” but does not state what letter. The Clerk reported that this was the letter instructed by Council to complain to HDC about the preparation of their Officers attending the planning appeal hearing for Parsons Field Stables, Pickhurst Lane.

Item 101 – Street Lighting

The Chairman questioned the accuracy of the statement that “the brackets are on order. . “. It was agreed that this would be discussed later in the meeting under the Hanging Baskets agenda item.

91.3 Finance & Policy Committee

Members received the Minutes of the Meeting held 23rd October 2014

Clerk’s Report

Item 58 – Budget & Resulting Precept Requirement for 2015/16

The proposed Tax base and grant figures were received earlier today. Whilst the Tax Base is increasing, the grant will reduce by a further 30%, in line with the reduction on grant being given to HDC. The figures are due to be agreed by HDC in December and the budget and precept will therefore be determined at the January Full Council meeting.

91.4 Recreation & Open Spaces Committee

Members received the Minutes of the Meeting held 9th October 2014

Clerk’s Report

Item 62 – Cousins Way Trim Trail

The Assistant Clerk is yet to arrange a meeting between all interested parties, as the Neighbourhood Plan Survey work has put other work behind schedule.

Item 64 – Pocket Park

A date for the Committee to meet at Pocket Park and carry out an assessment of work is proving difficult for a weekend date. The Assistant Clerk would therefore like to arrange a meeting date in the week, if acceptable to the R&OS Committee. *A meeting date of Friday 5th December at 10.00am was agreed.*

92. ADJOURNMENT FOR PUBLIC SPEAKING

No members of the public had given notice that they wished to speak.

93. HORSHAM ASSOCIATION OF LOCAL COUNCILS (HALC)

The Chairman welcomed Terry Oliver and Valerie Court HALC and invited them to address

Meeting adjourned: 7.43pm

Meeting reconvened: 7.51pm

The Chairman thanked Ms Court and Mr Oliver for taking the time to address the Council with their presentation.

Members noted the following :-

The description stated on the agenda was misleading and that their offer of attendance was to raise the profile of HALC and the benefits of co-operative working. Whilst this may obviously apply to common issues with HDC, it is not to be seen as confrontational with the authority in particular.

HALC meetings are usually well attended and all Councillors are welcome. Guest Speakers are often invited and the meetings are an excellent way of disseminating information down to the Parishes from the national (NALC) and County (SALC) bodies.

The District is very large, with 32 Parishes, and coordinated working can make a difference.

Co-operative working between parishes is likely to become more necessary.

94. GRANTS

Members received the recommendation of the Finance & Policy Committee (attached as Appendix 1 and recorded in minutes dated 13th November 2014 minute no 57) and AGREED with all in favour to ratify the recommendations. The Clerk was instructed to raise cheques for signature at the Planning & Services Committee meeting on 4th December.

RESOLVED: Grant payments be made as per the Finance & Policy Committees recommendations.

95. TRANSPORT WORKS (PRIORITY LISTING)

Members received and, after discussion, approved the proposed revised transport listings as recommended by the Planning & Services Committee (Attached as Appendix 2 and recorded in P&S minutes dated 6th November minute no 100). The Clerk was instructed to clarify the extension of the 30mph speed limit at Codmore Hill, stating that it should start at the junction with Hill Farm Lane.

RESOLVED : To accept the priority listing and arrange for a copy to be forwarded to Cllr Arculus for future reference.

The subject of the Swan Corner works was discussed and Members expressed frustration that this project previously identified as a priority in 2015/16 has now been shifted to 2016/17 at the earliest. Cllr Arculus was asked to investigate this and report back to Council in January.

96. SPORTS & SOCIAL CLUB

Members received a copy of the recent email from Natalie Brahma-Pearl, Director of Community Services at HDC and the comment that *“Unfortunately whilst you have sought a grant of the deficit (originally £320,000) from the Council, we are not able to provide Pulborough Parish with a grant,. . . .”*

It was noted that the HDC would, however, consider lending money to the Council for the project.

The Chairman gave a brief summary of the work carried out on the project over the last two years. It was noted that the estimated costs were in the region of £600,000. Cllr Quedstedt also reviewed the premise for the grant application, namely the use of New Homes Bonus by HDC for maintenance of the swimming pools in Horsham, Steyning and Billingshurst.

The Parish Council can raise approx. £300,000 from existing reserves and S106 monies.

The Chairman stated that he would like Members to consider how to proceed. The two options were to a) continue on same lines as present and look for funding to meet the current estimated building costs or b) redesign the improvements so that they fall within the already available budget of £300,000.

Cllr Esdaile felt that £650,000 was a relatively low estimate when considering the cost involved in “green” build methods and was of the opinion that certainly grant providers such as The Lottery would wish to see a “green” initiative. The Chairman advised that the current plans were for a redesign and extension rather than demolish and rebuild. The Clerk was instructed to pass details of the plans to Cllr Esdaile as he was new to the Council and has not been involved in any discussions to date.

Cllr Mortimer suggested that sponsorship in one form or another should be considered.

Cllr J Wallace suggested that other forms of construction should be considered and suggested a local company that may be worth talking to, to investigate further.

After lengthy discussions, Members AGREED to continue with the current plans. A group made up of Cllrs Quested, Clarke, J Wallace and Esdaile, together with Barrie Vincent from the Sports & Social Club should meet before Christmas to discuss further funding sources.

97. COMMUNITY YOUTH WORKER.

Members received a report from Horsham Matters on funding for youth provision in the Parish for 2015/16. It was noted that the proposed budget for 2015/16 is £15,000. The standard employment costs will be £10,283.35. It was noted that if Members agreed to the additional costs of £2,700, this would result in overall guaranteed expenditure of £12983.35 leaving just over £2,000 for operational costs.

Members noted that Horsham Matters have, for the past 6 months been providing additional hours through sessional youth worker and this has been funded by a grant from Sussex Police. The cost of this would equate to £2700 per annum in Pulborough although Horsham Matters would still look for external funding for some or all of the costs.

Horsham Matters had requested confirmation as to whether the Parish Council wished to incorporate the maximum of £2700 into the existing contract or stop providing the additional hours.

After discussion, Members AGREED by a majority vote that the costs should not be incorporated into the existing contract.

RESOLVED: Additional hours should not be included in Horsham Matters contract.

98. POLICE ATTENDANCE

Cllr Kipp reported to Members that there had been severe delays in police attendance to incidents such as shoplifting in Lower Street. There had also been long waits whilst trying to connect to the 101 non-emergency number.

Cllr Ellis reported that this issue had been raised at recent LAT meetings and a letter sent to the Police & Crime Commissioner (PCC). Superintendent Skelton had since replied and advised that the 101 and 999 numbers were to be merged into one call centre and additional staff recruited and trained. It was hoped that this would improve matters. Cllr Ellis also reported the Chief Inspector Howard Hodge would be attending the next LAT meeting and all were welcome.

The Clerk also advised that the PCC, Katy Bourne, has accepted an invitation to speak at the Annual Parish Meeting in May next year.

Members also discussed the provision of Wardens and the Clerk was instructed to contact Ashington Parish Council to obtain costs of providing wardens.

99. RECORDING OF MEETINGS

Members received and after discussion approved the recommendation of the Finance & Policy Committee regarding the Policy for Reporting of Council Meetings (see F&P minutes dated 23rd October minute no 48).

RESOLVED: To approve and adopt the Policy for Reporting of Council Meetings.

100. CAMPAIGN FOR PROTECTION OF RURAL ENGLAND (CPRE) SUBSCRIPTION

Members received the renewal notice and after discussion it was AGREED to renew the annual subscription.

RESOLVED: To renew the annual subscription to CPRE of £36.

101. DITCH WORK AT THE ALLOTMENTS

Members received the recommendation of the Recreation & Open Spaces Committee (see R&OS minutes dated 9th October 2014 minute no 65) for works to be carried out by S R Brierley Groundworks and after discussion, agreed and approved the expenditure.

Member went on to discuss the budget from where the funds should be met and AGREED that it would be funded through the earmarked funds held for Cousins Way Rec.

RESOLVED: S T Brierley be awarded the contract for ditch work at the allotments and Cousins Way Rec at a cost of £3,495 plus VAT.

Members then went on to discuss the possibility of funding these works through Operation Watershed. The Clerk was instructed to investigate this with Cali Sparks, of WSCC and if possible pursue further.

102. REPAIRS TO FLOODLIGHTS

Members received the quotation for the repairs to the floodlights. Cllr Clarke advised that there were funds available in earmarked reserves for the MSF and these could be utilised if necessary. After discussion it was AGREED, with all in favour, to accept the quotations including the service of all 4 lights.

RESOLVED: Accept the quotation from Floodlighting Limited for the repair and service of all 4 lights at the MSF at a cost of £679 plus VAT.

103. HANGING BASKETS

Cllr Qusted reported on the recent email to SSEC, as circulated to Members, and the request for confirmation that the hanging basket brackets will be fitted to the columns before the end of February 2015. Cllr Qusted had informed SSEC that the Parish Office would need to order the baskets in the New Year and therefore if the brackets did not arrive, as promised, any costs incurred by the Council would have to be met by SSEC. It was noted that no response had been received to date. The Clerk was asked to forward a copy of the email string to Cllr Arculus who will follow up with the PFI monitoring team.

104. DISTRICT & COUNTY

Cllr Paterson advised that Alison Kent's replacement as Head of Brinsbury Campus has been named as Dr Steve Millam and suggested that it may be useful for Dr Millam to address the council on the activities and plans of the campus. Members noted that Dr Millam had agreed to attend the forthcoming Neighbourhood Plan workshop.

Cllr Paterson also advised that the South Downs National Park Authority (SDNPA) now have their Management Plan to 2050 in place and work will therefore now start on their own planning framework. They are now talking to Parishes and suggested that contact be made with Lucy Howard to discuss further. The Clerk reported that Martin Vasey of the SDNPA will be attending the workshop also.

With regard to HDC news, the examination of the framework has now been completed and the report from the Inspector is awaited although this is unlikely to come before the New Year.

Cllr Arculus referred to the recent CLC meeting and the Chairman raised the issue of the works at Swan Corner being pushed back by at least 12 if not 24 months. Cllr Arculus advised that she will look into this and report back to Council in the New Year.

Finally, Cllr Arculus reported that she had just received an email from Rob Aylott regarding the Hub. It appears to be moving forward although she had been unable to read the entire document before the meeting and will be able to report more in January.

105. S106 FUNDING

Members received the current summary and noted that there were no changes other than the correction to the Public Art figure as highlighted in the minutes of the Full Council 16th October 2014 (minute no 82).

106. NEIGHBOURHOOD PLAN

The Chairman reported that the Stage 1 Report would be available on the Parish Council website shortly and will be the base document for the discussions at the Planning Policy Workshop next Thursday.

107. REPRESENTATIVES

Cllr Ellis had attended the West Sussex Parishes Meeting with Cllr Gill with the report circulated.

Cllr Ellis had also attended the November Village Market with the report also circulated. The next market is on 20th December and Cllr Clarke advised that he would be able to assist Cllr Ellis that day.

The Chairman advised that he and Cllr Lawson had attended the recent Nutbourne Residents Association meeting.

108. CORRESPONDENCE

The Correspondence is attached as Appendix 3.

109. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA

(next meeting 22nd January 2015)

- Sports & Social Club
- Parking at St Marys (after a meeting with the Headteacher and onto P&S)

Members also raised the following issues for action by the Parish office :-

- i) Leaf sweeping in Potts Lane. Litter Warden to do asap.
- ii) Potholes and poor road surface New Place Road to Link Lane especially by St Marys's School – Parish Office to speak to WSCC Highways.
- iii) Pooling Water by crossing point by Sainsbury's – Parish Office to refer to WSCC Highways to see if anything can be done.

110. PAYMENTS

Members approved the following payments and the cheques were signed.

Payee	£
West Sussex County Council	706.01
The Society of Local Council Clerks	187.00
Festive Illuminations	3200.00
Broker Network Ltd	86.12
L Ellis	5.00
Arun Mowers	274.86

The meeting closed at 9.26pm

.....Chairman

.....Date

CORRESPONDENCE**FULL COUNCIL 27th NOVEMBER 2014**

All correspondence is available to view at the Parish Office (or can be forwarded via email) unless attached and marked Copied to Council.

HDC

- i) Press release : New dinosaur adventure play area for Southwater Country Park
- ii) Neighbourhood Planning Update. Copied to Council.

Resident Letters (all Copied to Council)

- i) Letter regarding PROWs.

WSALC

- i) Report from Cllr Ellis from West Sussex Parishes Conference 30th October 2014. Copied to Council.

LAT

Minutes of meeting held 29th October 2014.

Pulborough Society

October 2014 Newsletter.

Southern Water

- i) Securing healthy drinking water supplies until 2040.
- ii) Surface Water Management Plans in West Sussex Newsletter – October 2014.

Village Market

- i) Report from Cllr Ellis from 25th October 2014, Stallholder Update and disclaimer for signature and return by Clerk. Copied to Council. Members noted the terms of the disclaimer and that the Clerk will sign on behalf of the Council.
- ii) Report from Cllr Ellis from market 22nd November 2014. Copied to Council.

Publications

- i) The Clerk magazine – November 2014
- ii) Pulborough Community News (St Mary's Church) November 2014
- iii) CPRE Field Work and Country Side Voice (Winter 2014)
- iv) Clerks & Councils Direct (November 2014 issue)

Pulborough Community Partnership.

Copy of Minutes of meeting 21st October 2014. Copied to Council.

Sussex Police

- i) Horsham District Monthly Update (October 2014). Copied to Council.
- ii) Ward Update : Pulborough 24/09/14 to 28/10/14. Copied to Council.

Southdowns Society

Request for inclusion on the Village Gateway signs. Copied to Council. *Members agreed that this could not be incorporated.*

West Sussex County Council

- i) Operation Watershed.
- ii) CLC facebook page notification.

South Downs National Park Authority

- i) Details of available presentations from the Parish Meeting 23rd October 2014. Copied to Council.
- ii) October Highlights document available on line.
- iii) Position Statement on A27 route corridor. Copied to Council.

HALC

Notes from Cllr Ellis of annual meeting between HALC and HDC. Copied to Council.

Other

Email from Cllr Tilbrook regarding winter flooding risks. Copied to Council.