



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

**ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE A PUBLIC SPEAKING ITEM HAS BEEN INCLUDED ON THE AGENDA.**

**ANY RESIDENT WISHING TO SPEAK ON ANY ITEM SET OUT ON THIS AGENDA MUST INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE MEETING.**

You are hereby SUMMONED to an Ordinary Meeting of Pulborough Parish Council which will be held at **Pulborough Village Hall** on **Thursday, 28<sup>th</sup> November 2019 at 7.30pm.**

**Heather Knight  
Clerk**

**Dated: 21<sup>st</sup> November 2019**

Swan View, Lower Street, Pulborough, RH20 2BF  
Tel: 01798 873532 [clerk@pulboroughparishcouncil.gov.uk](mailto:clerk@pulboroughparishcouncil.gov.uk)

## **AGENDA**

- 1. Apologies for Absence**  
Chairman's welcome and to approve apologies for absence.
- 2. Declarations of Interest and Changes to Register of Interests**  
To receive Councillors' declarations of interest on any of the agenda items and to note any changes to Councillors' Register of Interests.
- 3. Minutes of Full Council**  
To approve the Minutes of the Council Meeting held 17<sup>th</sup> October 2019 (attached), and to receive the Clerk's report on issues raised at the meeting.
- 4. Committee Meeting Minutes**  
To receive and consider Minutes, Reports and Recommendations of Committees (other than separate agenda items) :-
  - 4.1 Planning and Services Committee**  
To receive the Minutes of the Meetings held on 17<sup>th</sup> October and 7<sup>th</sup> November 2019 (attached unless previously circulated), and to receive the Clerk's report on issues raised at the meetings.
  - 4.2 Recreation and Open Spaces Committee**  
To receive the Minutes of the Meetings of the Committee and Advisory Committee held on 10<sup>th</sup> October 2019 (attached unless previously circulated), and to receive the Clerk's report on issues raised at the meeting, includes:-  
**To ratify: recommendation to approve essential tree works carried out by Beechdown Arboriculture Ltd at a cost of £3,970.84 + VAT (Min. 46 refers)**
  - 4.3 Finance and Policy Committee**  
To receive the Minutes of the Meetings held 24<sup>th</sup> October and 14<sup>th</sup> November 2019 (attached), and to receive the Clerk's report on issues raised at the meeting.

(NB: Separate agenda items to consider Draft Budget, Financial Regulations and Grant Aid recommendations)

## **5. Adjournment for public speaking:-**

The Chairman will invite those residents who have given formal notice to speak once only in respect of:

- a) business itemised on the agenda and residents shall not speak for more than **5 minutes** or **10 minutes** if he/she is speaking on behalf of others such as a residents group
- b) if time permits, any other business not itemised on the agenda for which no discussion/decision is permitted and residents shall not speak for more than **2 minutes**

## **6. District & County Reports**

To receive reports from the District and County Councillors present.

## **7. Sports Pavilion Rebuild Project**

To note update on the project, including consideration of: -

- Studio 5 Proposal Fee for Project Management; *(copied to Council)*
- Quotations from specialist providers of over-roofing systems; *(to follow)*
- Studio 5 invoice for work to date; *(to follow)*
- Convening meeting of Sports Pavilion Development Working Group.

## **8. Neighbourhood Wardens**

- To note Neighbourhood Wardens October written report *(Copied to Council)*
- To consider any recommendations from the Steering Group or directives from the Council to the Neighbourhood Wardens

## **9. Neighbourhood Plan**

To receive verbal progress report on Pre-Submission Neighbourhood Plan, SEA and anticipated Regulation 14 timeline.

## **10. Financial Regulations**

To adopt Financial Regulations, amended in line with NALC July 2019 model, as recommended by Finance & Policy Committee: Min.44, 24.10.19 refers *(copied to Council)*

## **11. Standing Orders**

To review and adopt Standing Orders, noting no amendments are recommended, except updating Appendices of Committee Terms of Reference, subject to adoption of revised Financial Regulations under agenda item 10 *(copied to Council)*

## **12. Internal Audit Report 2019-20 (Interim)**

To note and consider Internal Audit Report 2019-20 (Interim) *(copied to Council)*

## **13. A29 MRN / Draft Pulborough Project Initiation Document (PID)**

To note draft PID from WSCC detailing the scope and possible approach of improvements within Pulborough, and to appoint up to 3 Council representatives to stakeholder working group *(copied to Council)*

## **14. Draft Budget 2020-21**

To note initial draft budget recommendations from Finance & Policy Committee, prior to final approval and precept determination at January Full Council Meeting, Min. 54, 14.11.19 refers *(draft budget to follow)*

## **15. Grant Aid 2019-20**

To consider recommendations from Finance & Policy Committee for Grant Aid 2019-20 awards, Min.43, 24.10.19 refers *(copied to Council)*

- 16. Insurance Claim against Council**  
To note claim by Pulborough Sports & Social Club against Council's insurance, following recent flooding damage to Social Club
- 17. Extraordinary HALC Meeting to discuss HDC Local Plan**  
To consider attendance at Extraordinary HALC Meeting at 7.30pm on Wednesday 4<sup>th</sup> December 2019, at Roffey Millennium Hall, Horsham to discuss emerging 'Preferred Strategy' Local Plan prior to February/March 2020 consultation.
- 18. Village Market**  
To confirm rota of Members to cover the Parish Council stand at the market on Saturday 14<sup>th</sup> December 2019. To also note market calendar for 2020 and arrange rota of attendance for advance dates.
- 19. Representatives on Outside Bodies**  
To receive reports from Members representing the Council on other organisations.
- 20. Correspondence**  
To note items of correspondence as per list circulated. *(Copied to Council)*.
- 21. Items for Next Agenda**  
To note items put forward (Members' submissions to be followed up as written proposal and objective, with 7 clear days' notice in advance of agenda)
- 22. Payments**  
To approve the payments list for signing. *(Details to be circulated prior to meeting)*