



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

## PULBOROUGH PARISH COUNCIL

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### **MINUTES OF AN ORDINARY MEETING OF PULBOROUGH PARISH COUNCIL 15<sup>TH</sup> SEPTEMBER 2016 AT PULBOROUGH VILLAGE HALL**

**PRESENT:** Cllrs Qusted (Chairman), Clarke, Court (to Min. 58), C Esdaile, J Esdaile, Hare (from Min. 55), Henly, Kay, Kipp, Reddin and Tilbrook

**IN ATTENDANCE:** Mrs H Knight (Clerk)  
1 member of the public  
1 District Councillor  
2 Neighbourhood Wardens (part of meeting)

*The meeting opened at 7.30pm*

#### **51. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Lawson, Mortimer and Wallace.

#### **52. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **53. MINUTES**

##### **53.1 Full Council Meeting**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held 21<sup>st</sup> July 2016 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

##### **Clerk's Report**

There was nothing of note to report.

##### **53.2 Planning & Services Committee**

Members received the Minutes of the Meetings held 11<sup>th</sup> August and 1<sup>st</sup> September 2016. It was noted that there was an error in Min.68 1.9.16, where the date the railway station was built should read "1858" and not "1940" as shown. This would be corrected at the P&S Committee meeting approving those Minutes.

##### **Clerk's Report**

From P&S Meeting 11<sup>th</sup> August 2016

P&S Min. 53 - Matters for next agenda: Improved signing to car park for sports hall

As reported at that meeting, the materials/signs have been purchased but the Groundsman has not yet been able to install these due to the very dry ground. These will be installed as soon as practicable.

P&S Min. 53 - Matters for next agenda/information request: Request for Neighbourhood Wardens to monitor parking in Rectory Close and grassed areas.

This request is to be fed through the NW Steering Group and has also been relayed directly to the wardens by Officers. More specific detail has been requested, however, as there are no parking restrictions in Rectory Close.

P&S Min. 53 - Matters for next agenda/information request: Update on Harwood's planning application

An item is listed on Additional Correspondence relating to this, circulated to Committee at the meeting with initial information regarding proposals by the Harwood group.

### **53.3 Recreation & Open Spaces Committee**

Members received the Minutes of the Meeting held on 14<sup>th</sup> July 2016.

#### **Clerk's Report**

Update from 26.05.16- Item 9, Tri-Annual Tree Survey

When George Potbury started the tree works identified in the tri-annual tree survey, additional works were necessary, resulting in additional costs, as follows: (Approval was sought from the Chairman, prior to the works being carried out).

£250.00 for a dead tree on the main recreation ground, which HDC informed the Parish Council of. At the time of the tree survey, only the removal of dead wood was identified.

£300.00 to remove the arisings above the water line in Rivermead, as advised by the Tree Warden, to avoid any flood risk.

£350.00 for a split tree at Rivermead, identified in the tree survey as 'E' (Emergency). George was only asked to quote for P1's & 2 's. (It was originally thought that S Brierley had cut down the tree, but it was later realised that this was a different tree).

These additional quotes take George Potbury's quote up to £6220.00 +vat, which is still cheaper than the two other quotations provided. There is a £2000.00 budget for tree works this year and earmarked funds of £4139.00, so we will be slightly over budget by £85.00.

#### Additional Update

Part of the surface in the playground park had split and needed repairing. As ARD Playgrounds were due to come and conduct their inspection, they quoted £240.00 + vat to repair the surface, which the Acting Clerk authorised them to proceed with.

### **53.4 Finance & Policy Committee**

Members received the Minutes of the Meetings held on 28<sup>th</sup> July 2016.

#### **Clerk's Report**

Item 24 – S&SC Lease

The Assistant Clerk is yet to contact the Solicitors clarifying information on the S&SC lease.

Item 25 – S106/CIL

The S106 application for the outside gym equipment has been approved for the full amount.

### **54. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers, however the Chairman welcomed the two Neighbourhood Wardens. The meeting was formally adjourned at 7.40pm. During the adjournment, the Neighbourhood Wardens, Vanessa Green and Carol Boniface, introduced themselves, discussed their role, gave a briefing of their activities over the past six weeks since commencing work on 4<sup>th</sup> August 2016 and answered Members

questions. They had visited many clubs and organisations to introduce themselves to the community and responded to a number of public requests for advice or assistance. They were also attending local community events such as the Harvest Fair, and Farmers Market, and would base themselves at the Councillors' surgery stand. There had been a delay in obtaining a vehicle so they were covering the area on foot currently. Whilst not replacing police or PCSOs the new District PSPO (Public Space Protection Order) empowered them to deal with dog fouling and some antisocial drinking issues. They hoped to attend Council meetings regularly, or provide a written report for the Meeting. This was welcomed by Members and the Neighbourhood Wardens were thanked. The Meeting was reconvened at 7.57pm.

**55. DISTRICT AND COUNTY**

District Cllr Donnelly reported on HDC matters. Subjects highlighted included the useful meetings taking place with parishes regarding rural car parks, devolution, refugee situation, economic growth of Horsham. Responding to Members' queries, Cllr Donnelly would feed back the suggestion of signposting refugees to appropriate job opportunities, and he noted that there was a national issue of developers submitting planning applications but not progressing the build.

**56. NEIGHBOURHOOD PLAN - TO CONSIDER AND APPROVE PAYMENT FOR SERVICES OF THE CHAIRMAN OF THE NP STEERING GROUP IN LIGHT OF THE EXTENDED TIMESCALE**

The Chairman gave an update from the Neighbourhood Plan Steering Group meeting of 13<sup>th</sup> September 2016. The NPSG had agreed with HDC to re-evaluate all sites, including those in the SHELAA, sites previously notified to the steering group or that missed the deadline, to see if there were any changes to original proposals. The results would determine whether the NP should revisit Reg 14 or proceed to Reg 16. It was likely that the group would revert to Reg 14 in the interests of prudence.

The Chairman then briefed Members regarding the proposal to offer the NPSG Chairman an honorarium in recognition of the unforeseen prolonged timescale of the NP, the project manager role the NPSG Chairman had fulfilled and the difficulty in replacing his skill set at this late stage, as he had indicated he would have to step back owing to work commitments. It was clarified that such payment had not been sought by the individual but was being proposed to ensure the continuity and progression of the Neighbourhood Plan. The Clerk advised that under the General Power of Competence the Council had the power to do this. Supporting and opposing views were expressed on the matter. Following discussion it was **RESOLVED** to approve in principle providing an honorarium payment to the Chairman of the Neighbourhood Plan Steering Group but to refer decision regarding the sum to the Finance & Policy Committee meeting on 22<sup>nd</sup> September 2016. The Clerk advised that this would necessitate issuing an additional agenda item to be published on 16<sup>th</sup> September to comply with required notice legislation.

**57. MEMBERSHIP OF THE ASSOCIATION OF PARISH COUNCILS AVIATION GROUP (APCAG): TO RECEIVE AN UPDATE ON SSALC'S ADVICE ABOUT PARISH COUNCILS CONTRIBUTING TO THE ASSOCIATION OF PARISH COUNCILS AVIATION GROUP AND TO DISCUSS CHANGING FROM AN ASSOCIATE MEMBER TO A FULL MEMBER IN LIGHT OF THIS ADVICE. (Min. 19, 17.3.16 refers)**

Cllr Hare reported and advised that he was Vice Chairman of the group. Advice from SSALC obtained via a third party had been previously circulated confirming that councils could become paid members of campaign groups under S.137 of LGA 1972. The Clerk confirmed that the Council could legally decide to do this however the General Power of Competence would be utilised and not S.137. Responding to queries regarding moving from associate to full membership, Cllr Hare advised that this would mean policy involvement rather than just communication channels and the group acted as a feedback point for stakeholders. He confirmed that opposition to the second runway had been taken out of the group policy, as a Member raised concern that this was not necessarily

an objective of the Council. It was **RESOLVED** to approve that full membership be applied for.

***Cllr Court gave her apologies and left the meeting due to feeling unwell***

**58. LOWER ST REGENERATION: TO RECEIVE AN UPDATE FOLLOWING THE MEETING BETWEEN CLLRS KIPP AND WALLACE**

Cllr Wallace was not present but had circulated a report. Cllr Kipp updated Members and discussion took place regarding the ongoing issue of heavy lorries using the route. It was noted that as discussed at recent P&S Committee meetings, a stakeholder meeting with Highways is being arranged by them but no further information is presently available.

**59. SPORTS PAVILION: TO RECEIVE UPDATED PLANS FROM STUDIO 5**

Lengthy discussion took place regarding the plans, which some Members felt were not sufficiently detailed to inform decisions and that a costing exercise should be undertaken, however it was noted that at this stage the plans were intended as a starting point. Suggestion was made that a sub-committee be arranged to include input from the sports clubs to establish the way forward. It was **RESOLVED** to set up a Task & Finish Group of Councillors and one representative each from the snooker, football, stoolball and cricket clubs. The group would consider minimum requirements and 'wish list' views of the clubs, particularly in relation to changing rooms. It was further **RESOLVED** to appoint Cllrs J Esdaile, C Esdaile, B Kay and E Henly to the group. The group should report back to the 24<sup>th</sup> November Council meeting. The appointed Councillors should advise the Clerk of their available dates to meet in October and the Clerk would contact the sports clubs to liaise a mutually convenient date. The various clubs' rental payments would be provided to the Councillor members prior to the meeting to inform discussion.

**60. RURAL CAR PARKS SURVEY**

The Chairman reported and had previously circulated a short briefing paper. HDC met with PPC representatives to discuss the findings of their recent rural car parks survey and as part of reviewing future car park maintenance costs, as they were seeking to make car parks cost neutral. HDC wanted to know parish council views on possible cost recovery options, which are: HDC adds the cost to its Council Tax charge; Devolution of responsibility to parish level, which would then impact on PPC precept charge; Change current free parking disc scheme to a charged disc usable in most rural district areas, possibly £20 annual purchase per disc. Following considerable discussion, Members felt it was not financially feasible for PPC to take on car park management and they were not supportive of charging residents/visitors for discs. It was **RESOLVED** that HDC be advised that Pulborough Parish Council's preference was that future maintenance costs be offset through its Council Tax charge. Following a request, it was **AGREED** to permit District Cllr Donnelly to address the meeting. Having clarified a matter of query, he asked the Council to additionally suggest an amount to charge businesses for season ticket parking permits, which was also being reviewed. It was **RESOLVED** that this point would be referred to the Finance & Policy Committee meeting next week as HDC would like an early response. This would be added to the Additional Agenda items notice being issued for the meeting.

**61. VILLAGE MARKET**

It was **AGREED** that Cllrs Henly and Quedsted would assist Mr Lawrie Ellis at the market on 24<sup>th</sup> September 2016.

**62. REPRESENTATIVES**

Cllr Quedsted reported on the CLC meeting he had attended: There were still substantial funds available from the Community Initiative Fund, available through WSCC / ward County Councillor, and all were asked to make community groups aware of this.

Cllrs J Esdaile and Henly had attended the recent Older People's Forum at which an excellent Age UK presentation took place.

Cllrs Kay and Kipp had attended a meeting of The Archaeological Society and had suggested they write to the Council requesting support in their views on planning applications.

**63. CORRESPONDENCE**

The Correspondence is attached as Appendix 1. Items commented on included:

Email from CAGNE advising of a CAGNE Parish Councils' Forum, which included an invitation for a PPC representative to join the forum. It was suggested that the Clerk contact them to advise that as PPC is already a member of APCAG this was not felt necessary.

Invitation from SSALC to attend the West Sussex ALC Ltd AGM, at which parish/town council appointed representatives can vote. PPC does not appear to have appointed representatives and Members advised the Clerk that they did not wish to do so at present. Non-representative Members can attend without voting however none indicated that they wished to do so.

**64. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA**

Cllr Quedstedt would like the Council to consider the formation of a working group to maintain Pocket Park following an approach by a community project officer from Tesco who was offering to co-ordinate volunteers for village projects.

In addition, two items previously noted at this meeting are to be referred to the 22<sup>nd</sup> September F&P meeting: Honorarium for Chairman of NPSG; and Rural Car Parks, Trader Season Ticket charging.

**65. PAYMENTS**

Members approved the following payments and the cheques were signed.

<b>Payee</b>	<b>£</b>
George Potbury Forestry Ltd	7926.00
D Blunden	300.00
Kent County Council	99.87
Action in rural Sussex	2250.00
PKF Littlejohn LLP	720.00
West Sussex County Council	4789.85
Sovereign Design Play Systems Ltd	4326.76
CPRE	36.00
New Call Telecom Ltd T/A Fuel Broadband	13.99
National Westminster Bank	18.78
Horsham District Council	167.96

***The meeting closed at 9.58pm***

.....Chairman

.....Date

**If correspondence is not attached (marked as Copied to Council) it is available to view at the Parish Office (or can be forwarded via email).**

**HDC**

- Feedback and improvements made as a result of the consultation 'Working Better Together'. Copied to Council.
- Details of the 'Winter Wellness Event'. Copied to Council.
- Email link to the Autumn HDC Business Newsletter.
- Email regarding Pulborough's Neighbourhood Plan. Copied to Council.

**Sussex Police & Crime Commissioner**

- Newsletters x 5.
- Cyber Crime Weekly News Bulletin.

**WSCC**

County News – August 2016.

**The Local Government Boundary Commission**

A summary of the Commission's report following its review of WSCC. Copied to Council.

**The Pulborough Society**

Notice advising a general meeting will be held on 14<sup>th</sup> September 2016 at 7.30pm in the Village Hall.

**SSALC/NALC**

- SSALC Newsletter – July 2016.
- Direct Information Service & Grant & Funding Bulletins. Copied to Council.
- NALC weekly bulletin. Copied to Council.
- Notification of revised NALC legal topic notes. Copied to Council.

**Sussex Police**

Fraud newsletter August 2016.

**CAGNE**

- Information regarding a 'CAGNE Parish Councils Forum'. Copied to Council.
- Bulletin-August 2016 x 2.
- Email entitled 'Gatwick 2 would create a 'noise ghetto from hell' for Tory heartland with expansion. Copied to Council.

**Pulborough Community Partnership (PCP)**

Minutes of the meetings held on 20.04.16 & 10.08.16. Copied to Council.

**Neighbourhood Wardens**

- Poster with contact details. Copied to Council.
- Minutes of the Steering Group meeting held on 21.07.16. Copied to Council.

**Gatwick Obviously Not.org (GON)**

E-newsletter 65.

**Gatwick Airport Ltd**

2015 performance summary.

## **Action in rural Sussex**

Invitation to the AGM & Conference on 12.10.16, 4.30pm-8.00pm at Lewes Town Hall.

## **Village Market**

Notes from L Ellis from the Village Market on 23.07.16. Copied to Council.

## **LAT**

Minutes of meetings held on 20.7.16 & 24.08.16.

## **Publications**

Clerks & Councils Direct.

## **SSALC**

Letter of invitation and Notice of West Sussex ALC Ltd AGM at 10.00am on Monday 17<sup>th</sup> October at The Lodge Hill Centre, with agenda and associated papers. The AGM will be followed by a free conference held in conjunction with WSCC, including lunch, and will include presentations on:

- A27 - where are we?
- Green offer
- CIL - mechanism to agree how funds are spent in communities
- 3SC Devolution (Three Southern Counties)
- Community Resilience
- County Council financial position

The AGM requires attendance from the two Councillors appointed by councils - if PPC has not appointed, any Councillors can attend but will not be able to vote. The Clerk can also attend but not vote. **Action - establish if PPC has appointed representatives, and whether any Councillors wish to attend.**

## **Members of Public**

- Email from a member of the public objecting to the Council considering payment to a the Chairman of the Neighbourhood Plan Steering Group and also commenting on planning application DC/16/1748. Copied to Councillors.
- Email from a member of the public/resident raising concerns regarding proposals for development of the West Glebe field, and acknowledgement from Clerk. Copied to Councillors.

## **The Mary How Trust**

Autumn-Winter 2016 newsletter

## **GON (Gatwick Obviously Not)**

- Email detailing Gatwick Airports plans to reduce night flight landing charges, and letter of protest from local MPs to The Secretary of State for Transport.
- E-newsletter 70.

## **PAGNE**

Email update of recent Noise Management Board meetings

## **West Sussex Broadband Voucher Scheme**

Email requesting parish and town council support promoting West Sussex Broadband Connection Vouchers to businesses in their area.

## **Police & Crime Commissioner**

PCC Newsletter via email 9.9.16 - ITV interview on elder abuse plus NPCC report

## **Internet speeds in Pulborough**

Information requested on any known internet slow speeds / 'not spots' in the community to enable progression of Blaze Wireless, which as an approved ISP now qualifies for BDUK 'sub2Mb' install grant for consumers.

## **Wiggonholt Church events**

Poster detailing 3 festivals between 30<sup>th</sup> September-2<sup>nd</sup> October, posted on PPC notice boards and website.

## **WSCC Pensions**

Details of Pension Advisory Board employer representative vacancy. Closing date for nominations 9<sup>th</sup> September 2016, none received. Previously copied to Councillors.

## **Sussex Police**

- Email introducing the Public Engagement Officer covering maternity leave. Copied to Council.
- Email regarding a phishing email. Copied to Council.