

PARISH OF PULBOROUGH

ANNUAL PARISH MEETING

The Annual Parish Meeting will take place online, using Microsoft Teams, on Thursday 13th May 2021 at 7.00pm. The Chairman of the Meeting will be the Parish Council Chairman, Cllr Ian Hare.

Electors and residents of the Parish of Pulborough are invited to attend to discuss matters of interest to the parish.

To join the meeting please use this link (Microsoft Teams):

[Click here to join the meeting](#)

Or call in (audio only) if you do not have internet connection:

0203 8555316 Phone Conference ID: 339 636 964#

Cllr I Hare

Chairman of Pulborough Parish Council

30th April 2021

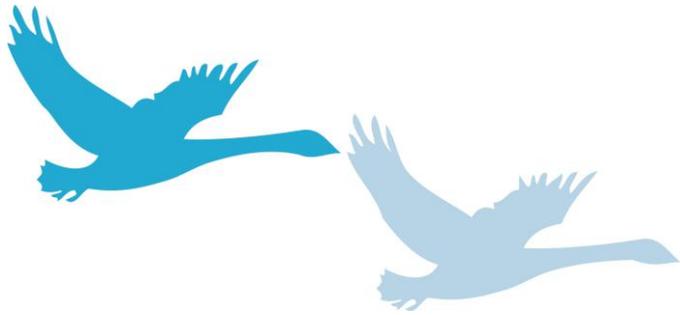
AGENDA

1. Welcome and introductions by Chairman.
2. To approve the Minutes of the Annual Village Meeting held on 19th May 2019.* and consider any Matters Arising from the Minutes.
3. To receive the Annual Report of the Council*, including Chairman's Report, Committee Reports and Financial Report with statement of unaudited accounts for year ended 31st March 2021.

The Annual Report also includes updates on Pulborough Neighbourhood Plan and the Sports Pavilion Project.

4. To consider resolutions of which written notice has been given.
5. Sussex Green Living – Presentation by Carrie Cort, founder Sussex Green Living.
6. Wilder Horsham District – Presentation by Chloe Harrison, Community Support Officer, Sussex Wildlife Trust.
7. Wilder Pulborough Initiative – Presentation by Elizabeth Hunt, volunteer / organiser.
8. Any other business, including public questions to the Council.

*available at www.pulboroughparishcouncil.gov.uk



PULBOROUGH PARISH COUNCIL

ANNUAL REPORT
April 2020 to March 2021

CHAIRMAN'S REPORT

This has been a particularly challenging year. The national pandemic has given all organisations, including county, district and parish councils, a different set of challenges to managing ongoing business compared to normal years. Following central government guidance and legislation we have adapted to holding virtual meetings, and both our Clerk and Deputy Clerk adapted to working principally from home apart from occasional essential visits to the office. As I write this report, there is an air of optimism that we will be able to return to conducting ourselves as normal during the coming year. Just as adapting to the virtual world created challenges, so too will finding a balanced way to managing ongoing council business going forwards.

Progress has continued to be made on our Neighbourhood Plan. We went through local Parish consultation during the year, progressed to District Council consultation and appointed a public examiner. However, following potential concerns raised by Historic England about possible archaeological remains, additional preparation work has been necessitated for our Neighbourhood Plan Steering Group and support offices from Horsham District Council before we go to public examination. This will require another round of District Council consultation prior to the public examination. It is still hoped that we can go out to referendum before the end of this year, but the slippage might result in the referendum being conducted in early 2022.

Progress on the sports pavilion rebuild project has been slower than we would have liked. Necessary steps including surveys have been undertaken to take the project to pre-application planning approval. When we achieve this pre-application approval, the business plan will be finalised, and this will allow us to look at funding options.

All recreation facilities have been maintained during the year even though sports teams have not been able to fully utilise them due to the pandemic. Similarly, playground and outdoor gym equipment have also been maintained and we look forward to these facilities being actively used again in the coming months.

There continues to be concern about the possible large-scale development of housing at Adversane and District Councillors have a difficult decision to make on this in the next few months. The Parish Council's Planning and Services committee has handled a lower volume of applications in the last year due to the pandemic, but some of the applications that have been handled have involved much work due to potential significant impacts on individual parts of our community and parish.

I started the report by saying this has been a challenging year. It would not have been possible to manage either our ongoing business or any of the challenges presented without the hard work and dedication of our Clerk and Deputy Clerk and the rest of the parish team. Our Neighbourhood Wardens have also needed to handle varied and different challenges against the backdrop of the pandemic. I would like to thank all those involved in facilitating the smooth running of the parish during the last year and thank councillors for overcoming any technology challenges that have been presented to them to hold virtual meetings successfully.

Ian Hare
Chairman

PLANNING & SERVICES COMMITTEE REPORT

There has been a significant drop in planning applications this year which is hardly surprising due to the impact of Covid-19 on our normal way of life. Despite this, we have been able to hold virtual meetings to discuss and make decisions, as consultees, on various planning applications.

There has been a new planning application for the derelict building, Ransoms Station Road this year. Purple Pepper Partnership gave a presentation to us about the planning application. The plan is part demolition, refurbishment and extension of the building.

However, to date, there are still issues regarding vehicle access to the property and no decision has been made on this planning application.

Staying in the area of Station Road, residents might have observed the damaged bus shelter near the station. This will be replaced at a later date.

Finally, I must mention Brookfield Homes Development Stane Street, Codmore Hill. We have registered our disappointment of the original proposal and agreement of a sloping footpath has not been carried out. Instead, a retrospective planning application has been put forward for a footpath with many steps which is unsuitable for mobility scooter users, pushchairs, very young children and less able residents. We can only hope Brookfield Homes will have to redesign this footpath.

Cllr E Kipp (Chairman - Planning & Services Committee)

RECREATION & OPEN SPACES COMMITTEE REPORT

Despite the difficult start to the year with the pandemic, the Council has continued progressing various projects with land management and maintenance of the sports pavilion, public/recreation grounds and playgrounds.

Land at Rivermead is being managed by following a 5 year management plan, which is progressing. Pocket Park has had an area cleared for wildflower planting and a £1,00 grant has been awarded by Tesco Bags of Help for Pocket Park. This is less than the original wish-list but will nonetheless help with improvements, and the Council will liaise with St Mary's School regarding suitable purchases, as they will be using the area for their Forest School activities.

The Council's Allotment site continued to be very busy with many plot holders growing fruit and vegetables. The plots have provided a rewarding, peaceful and healthy activity that people could continue to use during restrictions.

Nutbourne Common is being managed to ensure it retains its natural character whilst being accessible to walkers.

The Council is very appreciative of volunteers who give up their time to help maintain areas like the Memorial Garden and to groups of volunteer litter pickers who look after the whole village.

Cllr E Henly (Chairman - Recreation & Open Spaces Committee)

FINANCE & POLICY COMMITTEE REPORT

Following this written report is the draft income and expenditure account of your council for the last financial year. As in previous years, these figures are subject to a final audit.

The income for the year to date 31 March was £273,588 compared to £243,751 for 2019-2020. Part of this income is from government grants due to COVID plus a cleansing grant. Your Council spent no S106 funds on projects this past year due to COVID impacts on all projects. The Council also received the first of the new CIL monies that now come direct to the council for expenditure on village projects or investments by village bodies. Revenue from allotments and the Multi Sports Facility were below budget in part due to some allotments not being occupied and less tennis being played on the MSF due to COVID restrictions. Your Council also suffered a sharp drop in income due to the impact of COVID restrictions on the Sports and Social club and sports groups leading to a reduction in rents and leases. Some losses on income and the increased expenditure due to the COVID pandemic were covered by grants from central government via HDC of more than £10,000 over the financial year.

For the year 2020-2021 the total cost of the wardens now depends on the PPC precept alone invoiced from HDC that administers the warden's scheme on its behalf. The cost for the year was £63,042. The precept in 2020-2021 was £234,655 and that for the period 2021-2022 it was set £243,663. The band D property rate is set at £96.81 compared to £92.95 in 2020-2021, about 7p a week.

The project work associated with the refurbishment of the Sports and Social Club Pavilion continued slowly despite COVID. Preplanning advice was sought from HDC and fed back to the architects and now the relevant work is ongoing in order to submit a full planning application to HDC for the new scheme. This involves a number of reports and assessments to underpin the application with spending at the moment for the period to 31st March 2021 at around £3,800. The projected capital and refurbishment budget remains about £900-950,000. The Finance & Policy Committee will seek funding as will some of the sports clubs once COVID restrictions are lifted. The council view is that with a full planning application securing funding might be easier especially with help from possible users such as the Youth club and possible other commercial use of the facility. The main sourcing of funds so far for the project are Parish Council earmarked reserves, S106 funds, possibly other third party funding as well as grants and the shortfall remains around £400,000+.

Cllr P Clarke (Chairman - Finance & Policy Committee)

SUMMARY OF ACCOUNTS
INCOME & EXPENDITURE ACCOUNT
(Awaiting Audit)

Yr ended 31 st March 2020		Current Yr ended 31 st March 2021
	Income Summary	
214,079	Precept	234,655
214,079	Sub Total	203,655
	Operating Income	
733	Administration	23,002
0	Capital Grants	0
1,880	Loans and Finance	488
1,266	MSF	722
5,844	Discretionary	5,990
360	Highways	400
1,337	Allotments	1825
18,213	Other Recreation	6,476
243,751	Total Income	273,558
	Running Costs	
21,672	Administration	18,999
599	Advertising & Publicity	0
250	MSF	372
145,170	Staff Costs	167,344
11,289	Discretionary	5,033
5,967	Highways	5,494
4,824	Street Lighting	5,050
948	Allotments	1,236
840	Bowling Club	622
10,257	Grounds Maintenance	9,625
6,243	Pavilion	6,939
29,482	Other Recreation	20,005
237,540	Total Expenditure	240,729
	General Fund Analysis	
62,396	Opening Balance	69,299
243,751	Plus : Income for Year	273,558
306,147		342,858
237,540	Less : Expenditure	240,729
68,607		102,128
216,813	Transfers to/from Reserves	(692)
(148,206)	Closing Balance	102,820

COUNCIL MEMBERS (as at 31st March 2021)

Chairman Mr Ian Hare	Middlemare, West Mare Lane, RH20 2EA Email: ihare@pulboroughparishcouncil.gov.uk Tel: 07850 364601	Ex Officio All Committees
Vice Chairman Mr Paul Clarke	9 Riverside, Pulborough, RH20 1FJ Email: pclarke@pulboroughparishcouncil.gov.uk Tel : 01798 875645	Finance & Policy Committee (C) Recreation & Open Spaces Committee
Councillors		
Mrs Ruth Court	7 Rectory Close, Pulborough, RH20 2AJ Email : rcourt@pulboroughparishcouncil.gov.uk Tel : 01798 874421	Recreation & Open Spaces Committee (VC) Finance & Policy Committee
Mr Len Ellis Brown	c/o Pulborough PC, Swan View, Lower Street, RH20 2BF Email: lellisbrown@pulboroughparishcouncil.gov.uk Tel: 07812 011412	Planning & Services Committee Finance & Policy Committee
Mrs Jeannie Esdaile	c/o Pulborough PC, Swan View, Lower Street, RH20 2BF Email : jesdaile@pulboroughparishcouncil.gov.uk Tel : 01798 874209	Planning & Services Committee
Mr Sean Harvey	1 Station Villas, Station Approach, RH20 1SG Email: sharvey@pulboroughparishcouncil.gov.uk Tel: 01798 669553	Recreation & Open Spaces Committee
Mrs Edna Henly	70 Stane Street Close, Pulborough, RH20 1FR Email: ehenly@pulboroughparishcouncil.gov.uk Tel : 01798 872599	Planning & Services Committee Recreation & Open Spaces (C) Finance & Policy Committee
Mrs Elizabeth Hunt	c/o Pulborough PC, Swan View, Lower Street, RH20 2BF Email: ehunt@pulboroughparishcouncil.gov.uk Tel: 01798 874147	Planning & Services Committee Recreation & Open Spaces Committee
Mrs Barbara Kay	c/o Pulborough PC, Swan View, Lower Street RH20 2BF Email : bkay@pulboroughparishcouncil.gov.uk Tel : 01798 875545	Planning & Services Committee
Mrs Elaine Kipp	1 Laurel Mount, Pulborough, RH20 2PE Email: ekipp@pulboroughparishcouncil.gov.uk Tel : 01798 875451	Finance & Policy (VC) Planning & Services Committee (C)
Mrs Andrea Lawson	c/o Pulborough PC, Swan View, Lower Street RH20 2BF Tel : 01798 813746	Planning & Services Committee Recreation & Open Spaces Committee
Mr Frank Riddle	The Old Manor, The Street, Nutbourne, RH20 2HE Email: friddle@pulboroughparishcouncil.gov.uk Tel: 01798 813484	Planning & Services Committee
Mrs Lissette Trembling	c/o Pulborough PC, Swan View, Lower Street RH20 2BF Email: ltrembling@pulboroughparishcouncil.gov.uk Tel: 07929 420815	Planning & Services Committee (VC)
Vacancy		
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OFFICERS

CLERK TO THE COUNCIL
DEPUTY CLERK

Mrs Heather Knight
Mrs Lisa Underwood

Parish Council Office, Swan View, Lower Street, Pulborough, RH20 2BF
Tel : 01798 873532
Email: clerk@pulboroughparishcouncil.gov.uk
Web : www.pulboroughparishcouncil.gov.uk

Office Hours
Monday to Friday 9am to 12.30pm
(Currently closed to public until further notice)