



PULBOROUGH PARISH COUNCIL
Working together for a better future

PULBOROUGH PARISH COUNCIL

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MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL
HELD VIRTUALLY USING MICROSOFT TEAMS
ON THURSDAY 15TH APRIL 2021

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) regulations 2020 (“the Regulations”) came into force on 4th April 2020. The Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until 7th May 2021.

PRESENT: Cllrs: Hare (Chairman), Court (from Min. 315), Ellis-Brown, Esdaile, Harvey, Henly, Hunt, Kay, Kipp, Lawson, Riddle (from Min. 320) and Trembling

IN ATTENDANCE: Mrs H Knight (Clerk),
District Cllr B Donnelly
2 members of the public (part of meeting)

The meeting opened at 7.31pm.

Prior to commencing formal business, at the Chairman’s request, a minute’s silence was observed as a mark of respect following the death of His Royal Highness, The Prince Philip, Duke of Edinburgh.

313. APOLOGIES FOR ABSENCE

Apologies were received and approved from Cllr Clarke (personal commitment).
Cllr Riddle had advised his apologies that he would be late arriving.

314. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no changes to the register of interests.
Cllr Hare declared a personal interest in agenda item 12, APCAG invoice, due to his being a Parish Council representative and also chairman of APCAG in his personal capacity.

315. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the online Meeting of the Council held on 18th March 2021 as a true and accurate record of the proceedings and that the Chairman would sign them. There was no Clerk’s report.

316. COMMITTEE MEETING MINUTES

Members considered and **RESOLVED** to **APPROVE** the Minutes, Reports and Recommendations of Committees (other than separate agenda items) as follows : -

316.1 Planning & Services Committee

Members received the Minutes of the online Meetings held on 18th March and 1st April 2021. There was no clerks report.

316.2 Recreation & Open Spaces Committee

Members received the Minutes of the online Meeting held on 11th March 2021. There was no Clerk's report.

316.3 Finance & Policy Committee

Members received the Minutes of the online Meeting held on 25th March 2021. There was no Clerk's report.

317. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers registered.

318. DISTRICT AND COUNTY REPORTS

D.Cllrs Clarke and Van der Klugt had forwarded apologies.

D.Cllr Donnelly reported on various HDC matters of local interest: Cllr Donnelly wished to record congratulations to the Pulborough Neighbourhood Wardens for the work they have done in assisting with parking issues related to the increased use of the Swan Bridge launch area for river users. He referred to an email from a resident, sent to various recipients including PPC office, which complained of the disturbance caused by the increased use, including parking issues. The Neighbourhood Wardens had been instrumental in facilitating the two water sport businesses operating there, and their clients, being able to park in Station Rd at weekends once they have unloaded/loaded their vehicles.

Cllr. Donnelly had received a large volume of correspondence opposing the HDC strategic development site of Adversane, which is one of several options. He emphasized that no councillors wanted the level of development within their area. Currently, HDC is in talks with MHCLG to seek a 2-3 year moratorium whilst housing allocation is re-thought. He urged people to write directly to the Minister for Housing voicing their concerns. A decision by HDC was likely to have to be taken within a couple of months.

319. PUMP TRACK PROPOSAL

This had been referred from the last meeting, when the Council approved in principle support for the concept of a pump track in Pulborough but no decision had been taken on location. Pulborough Pump Track group had been asked to conduct further investigation and comparisons of proposed locations, suggestions for which Members had been asked to forward to the Clerk. The only additional suggestion to those already discussed last month was Mare Hill Common (not Council owned). All location suggestions had been forwarded to the organisers of Pulborough Pump Track, who had advised that they would not be in a position to report back to this meeting. This would therefore be carried forward to a future meeting for further discussion.

The Clerk reported that several residents living close to the main recreation ground had today emailed objecting to the proposals for locating a pump track there.

Considerable discussion ensued with councillors speaking for and against various locations. The Chairman reminded everyone that at this stage there was no proposal for discussion, as the item was simply for further reporting back from Pulborough Pump Track on viability of various options, and the Council was in a position of keeping an open mind.

320. PULBOROUGH NEIGHBOURHOOD PLAN

As previously reported, following representations from Historic England to the previous Reg.16 consultation, further work had been carried out to address their comments. As a result, although sites included and housing allocations within the Neighbourhood Plan

remained unchanged, there were some amendments being made to the supporting policies and documentation. HDC and the Neighbourhood Plan Steering Group had agreed to HDC running a further Reg. 16 consultation to ensure that all statutory and public consultees had ample opportunity to examine the amended Neighbourhood Plan.

It was **RESOLVED** to approve the progression of Pulborough Neighbourhood Plan to a further period of public consultation for six weeks, on a date yet to be confirmed but anticipated as commencing within the next fortnight. *[NB: The public consultation subsequently commenced on 26th April, ending on 7th June 2021.]*

321. **PLAYGROUND INSPECTION REPORT: COSTS FOR REQUIRED URGENT REMEDIAL WORK**

This item had been referred from the R&OS Committee, which had had only 2 quotations to consider. As the Priority 1 items were urgent and the cost of the work was very high, the Committee had wanted full Council to consider. Additionally, Cllr Hunt had been delegated authority to seek further quotations from suitable providers.

The two quotations had been circulated to all Councillors for consideration. The additional quotations sought had not yet been received. Lengthy discussion took place about the urgency of the work if a decision was not taken, the different specifications of the existing quotations and whether some items may still be covered under warranty. Members were reminded that the Playground Inspection Report took place in March so deferring to a future Council meeting would mean potentially a three month delay on urgent work. Such delay put public at risk of injury and the Council at risk of litigation. Members felt that it was still prudent to await other quotations. The Clerk advised that a compromise may be to set a date for either an Extraordinary R&OS Committee meeting (with delegated authority to spend above the committee financial threshold) or an Extraordinary or rearranged Council Meeting, the date for which could be set under the next agenda item.

The following was **RESOLVED**:

- To consider quotations received in time for a meeting of Full Council before 7th May;
- The date of that meeting to be agreed separately under the next agenda item;
- A cap spending limit for quotations would be the lower figure of the two quotations already received for Priority 1 works.

322. **PREPARING FOR RETURN TO FACE-TO-FACE MEETINGS**

Members considered the Clerk's detailed report which set out options available to Council upon the end of the legislation enabling online meetings up until 7th May 2021. The outcome of a legal challenge to the ending of online meetings was anticipated by the end of the month, which would clarify a way forward for meetings. Until then, the key options from 7th May were: To continue to meet virtually as at present; To meet virtually but with meetings making recommendations only and the Clerk having delegated authority to action those; To return to face-to-face meetings, as advised by Government and NALC.

Members generally felt cautious about committing to physical meetings so soon and wished to wait until the legal challenge outcome was known as regards continuing with online meetings. The Clerk suggested that Members may wish to consider bringing forward the Annual Council Meeting from 20th to 6th May before the scheduled P&S Committee meeting. This would comply with the online legislation deadline and could deal with the essential requirement of appointing the Chairman for the Council 2021-22, together with the single urgent item of the playground equipment discussed under the previous agenda item.

It was **RESOLVED** to move the scheduled Annual Council Meeting from 20th May to 7.00pm on Thursday 6th May, immediately prior to the scheduled Planning & Services

Committee meeting; This meeting to deal with the essential business only of appointing the Chairman and Vice Chairman for the civic year and the item on playground equipment urgent works.

Members discussed the Annual Parish (electors) meeting, for which a general theme of climate change/environmental issues was agreed. The following was **RESOLVED**: That the Annual Parish Meeting for residents would take place online, reverting to the scheduled date of Thursday 13th May at 7.00pm; That the Clerk would confirm continued availability of Sussex Green Living as a speaker; That the Clerk would endeavour to arrange a speaker from Sussex Wildlife Trust to talk about the Wilder Horsham District project and if possible also a speaker from the local Pulborough Wilding group to talk about local initiatives.

323. **SPORTS PAVILION REBUILD / REFURBISHMENT PROJECT**

The Clerk gave a brief update: In addition to reports/statements noted at the last meeting, the Surface Water Drainage report had been received. There was a saving of £400 on the cost of this as one of the ancillary items was not necessary. All the supporting reports were being submitted by Studio 5 to the external contractor for preparation of the Planning Statement. Once this was ready, the full planning application could be submitted.

324. **BIANNUAL MEETING WITH REPRESENTATIVE OF SUSSEX POLICE & CRIME COMMISSIONER**

Members noted the next online biannual meeting with the PCC and WSALC CEO had been arranged for Friday 28th May at 10.00am, which the Clerk would attend with any interested Members. It was **AGREED** that Cllr Esdaile would also attend this.

325. **PULBOROUGH VILLAGE MARKET**

The clerk confirmed that the market was going ahead on Saturday 24th April, although the café would not be open. Cllrs Henly and Harvey had agreed to attend for PPC and one of the Neighbourhood Wardens would be there, using a shared table.

326. **REPRESENTATIVES ON OUTSIDE BODIES**

Brief reports were provided by those Cllrs representing the Council on outside bodies or meetings:-

- Cllr Kipp reported on a Special Meeting of HALC on 8th April 2021 that she and the Clerk had attended on behalf of PPC, at which a new Chairman (Cllr Malcolm Eastwood - Henfield) and Vice Chairman (Cllr Graeme Acreman - Billingshurst) of HALC were appointed. A second new representative was appointed (Cllr Donald Mahon – North Horsham) in addition to the Chairman to sit on the WSALC Board as directors.
- The Clerk had also attended a meeting of WSALC with clerks, as the new Board is keen to work closely with clerks.

327. **CORRESPONDENCE**

The Correspondence was noted (previously circulated to Council) and is attached as Appendix 1. The Clerk highlighted the new training programme received from Mulberry & Co, the email from local organisations seeking to arrange a celebration for the Queen's 70 year reign in 2022, and letter from the MP updating on his ongoing work regarding complaints of motorcycle noise. Members wished to await further information regarding a potential Jubilee Event in 2022.

328. **CHAIRMAN'S ANOUNCEMENTS AND URGENT MATTERS**

The Chairman reported on the following items of note arising since the agenda was issued:

Due to the issue of legality in issuing an agenda during a period of public mourning, and also in the interests of providing more time for Annual Report and Year End Accounts preparation, it had been agreed with the Chairman and Chairman of Finance & Policy Committee to postpone the scheduled 22nd April meeting to 29th April 2021.

This presented a clash with the HALC AGM which Cllrs Hare and Kipp were representatives on. They would discuss together how best to cover both meetings.

HDC had advised that Government funding to help restart the economy was available for eligible projects, with grants of up to £50,000 payable after completion of projects. Proposals had to be submitted by 31st May 2021, which was outside PPC timetable for meeting discussion. Full details can be found at HDC full Council meeting of 25th March 2021, or by emailing GrowOurEconomy@horsham.gov.uk. It was noted that Pulborough Community Partnership members were already looking at suitable projects. Cllr Hunt confirmed that several proposals were being worked on.

WSCC had advised of a new fund available to support local sports clubs and community organisations using sport to improve young people’s lives. Made By Sport - Clubs in Crisis had a total for Sussex of around £90,000, and can award unrestricted grants of £2,021 to eligible organisations. The Clerk would forward the information to the local sports clubs and Youth Club. Details at: <https://sussexgiving.org.uk/clubs-in-crisis-sports-fund-launches/>

WSALC had advised that Sussex police and Crime Panel were looking for two Independent Members for a five year term. The application deadline is 14th May 2021.

Notification had been received that The Pulborough Society and Pulborough Community Partnership are arranging a new event, The Pulborough Heritage Weekend, on Sat/Sun 11th/12th September 2021, as part of Heritage Open Days backed by the National Trust. The objective is to make available to the general public places and activities that are valued as part of a community’s heritage but which are either not normally open or for which a charge is made.

329. PAYMENTS

Members had received the list of Payments for Authorisation. It was **RESOLVED** to approve these, detailed below, and the payments list and invoices would be physically signed by the required signatories at the earliest opportunity.

Payee	£
KCS Professional Services	213.80
Pulborough Social Centre (Village Hall)	1,479.29
Burgess & Randall	22.76
HDC	60.50
HDC	26.60

The meeting closed at 9.22pm.

.....Chairman

.....Date

CORRESPONDENCE**Appendix 1****WSSC**

- News release 24.03.21 – Residents urged to register now to vote in May.
- News release 08.04.21 – Exploring innovation to tackle an age-old issue (potholes).

HDC

- E-newsletter 08.04.21 – Public Spaces Protection Order extended

NALC

- Chief Executive's Bulletin 01.04.21 – remote meetings

Mulberry & Co (new County Training provider appointed by WSALC Board

Email 07.04.21: Initial training programme planed for local councils

Sussex Police

- Sussex Police & Crime Commissioner: E-newsletters 12.03.21, 19.03.21, 26.03.21, topics include: Reducing harm caused by stalking; Policing vigils and protests on accountability agenda; Partnership between Poice and Co-op identifies prolific offenders.
- In the know Alerts 30.03.21, 29.03.21, topics include Crime Burglary Summary, We want Safer Roads for All Road Users.

Pulborough Neighbourhood Wardens

Warden's monthly report March 2021 (*forwarded to Cllrs*)

Pulborough Community Partnership (PCP)

- Email 03.04.21 introducing updated PCP website at www.pulborough.org.
- Emails from 28.03.21 re. Restarting the Pulborough Economy
- Emails from other PCP members following up on above, commenting on local economy

Residents

- Email 31.03.21 from resident to various recipients (eg HDC, WSSC) expressing concerns about water sports users of the river and disturbance caused, and what can be done. Response sent by D.Cllr Donnelly referring the matter to HDC Enforcement Officer.
- Email 25.03.21 from community group contact to various other community groups/bodies asking for interest in arranging a Village Jubilee Celebration in 2022 to commemorate HM The Queen's 70 year reign, reference made to PPC being involved.

MP

Email letter 31.03.21 updating on Motorcycle noise, ongoing action.

West Sussex Mediation Service

Letter of thanks 25.03.21 for £200 grant aid recently awarded.

CAGNE

E-newsletters/Bulletin 126 March 2021.

DD Community (Gatwick Airport)

E-newsletter 22.03.21 – Gatwick In Touch Newsletter Edition 2