



PULBOROUGH PARISH COUNCIL

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MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON THURSDAY 29TH SEPTEMBER 2022 AT THE VILLAGE HALL

- PRESENT:** Cllrs: Hare (Chairman), Campbell, Davies, Ellis-Brown, Henly, Kay, Kipp, Lawson and Riddle
- IN ATTENDANCE:** Mrs H Knight (Clerk), District Cllr Van Der Klught, 2 members of the public

The meeting opened at 7.30pm.

Prior to commencing business, the Chairman reminded all that this meeting was a reconvened meeting from two weeks ago, when the sad news of the death of HM Queen Elizabeth II meant a change of proceedings and the cancellation of the meeting scheduled for 15th September 2022. The Chairman then led a one-minute silence in commemoration of Her Majesty.

52. APOLOGIES FOR ABSENCE

Apologies for absence were received, and reasons approved, from Cllrs. Clarke (personal commitment), Trembling (work commitment), Hunt (personal commitment and Court (personal reason).

53. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest made.
There were no changes to the Register of Interests.

54. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council held on 21st July 2022 as a true and accurate record of the proceedings and the Chairman duly signed them.

Clerk's Report

A letter of condolence from the Chairman had been sent to His Majesty King Charles III, on behalf of Pulborough Parish. The Proclamation of King Charles III had been displayed on notice boards, together with a briefing paper explaining the process of accession. As a significant moment of historical interest, the letter, note and Proclamation will be appended to these Minutes for posterity, as Appendix 1 and Appendix 2.

Sports & Social Club project: Cllr Clarke had been investigating the potential advantages or disadvantages of forming a CIO (charitable incorporated organisation) in the future. He had met with a neighbouring parish council with whom he had links and who had implemented a CIO, to discuss this and would report back in due course.

Sussex Police / PCSOs: PCSO Jake O'Donovan had recently left this role to become a police constable. PCSO Lisa Bowley was now the contact covering the Pulborough area. The Clerk had met with her recently, and she was also working closely with the Neighbourhood Wardens.

Min. 40, UK Shared Prosperity Fund: HDC had advised that none of the 3 projects submitted by Pulborough Parish Council (Sports Pavilion, MUGA, Pump Track) had been included in their submission to Government of the Investment Plan for the Shared Prosperity Fund. The projects did not score highly enough, given the limited funds available, however they were on the reserve list should other projects drop out.

55. COMMITTEE MEETING MINUTES

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

55.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 21st July, 4th August and 1st September 2022. There was no Clerk's Report.

55.2 Recreation & Open Spaces Committee

Members received the Minutes of the Meeting held on 14th July 2022. There was no Clerk's Report.

55.3 Finance & Policy Committee

Members received the Minutes of the Meeting held on 28th July 2022. There was no Clerk's Report. The Minutes included recommendations to approve adoption of the following policies, which was **RESOLVED**, without further amendment:

- Health & Safety Policy
- Training & Development Policy
- Equality & Diversity Policy
- Staff Recruitment Policy
- Disciplinary Policy
- Grievance Policy

56. ADJOURNMENT FOR PUBLIC SPEAKING

The Chairman welcomed a resident of Pulborough, who had registered to speak and wished to address the meeting regarding agenda item 8, Unauthorised Encampment on Recreation Ground. The meeting was **adjourned** at 7.40pm and **reconvened** at 7.49pm for the member of public to speak.

57. DISTRICT AND COUNTY REPORTS

District Cllr Clarke had sent his apologies for absence.

District Cllr Van Der Klugt gave updates on various items, including: The community broadband scheme with BT Openreach was now in its delivery stage, covering parts of the parish as previously reported, and should provide ultrafast broadband to those areas; The Community Climate Fund next round is open between 3rd October to 11th November 2022, available for parishes or community groups to apply for funds for schemes helping to reduce carbon levels; WSCC kerbside recycling now includes bottle caps (bottles should be rinsed, squashed and have caps replaced); HDC's low carbon plan intends the whole district to be carbon neutral by 2050; HDC new CEO Jane Eaton is planning ward visits and hopes to visit Pulborough & Coldwaltham area in November, meeting with district ward Cllrs. The Clerk advised that she had met the CEO this week when Jane Eaton had shadowed Pulborough wardens, and visits to parish councils were also being planned.

58. CO-OPTION TO COUNCIL

Members considered the previously circulated application received from Ms Penelope Hands and the Chairman invited her to introduce herself, as she was in attendance. Following voting, it was **RESOLVED** that Ms Hands be co-opted to the Parish Council. It was noted that and once she had signed a Declaration of Acceptance of Office, her first meeting as a member would be the 20th October full Council meeting.

59. UNAUTHORISED ENCAMPMENT ON RECREATION GROUND

Members discussed the 5 day incursion by travellers in mid-August, noting comments made earlier by the resident about the distress and inconvenience to nearby residential properties. Due to such incursions being extremely rare previously, the Council had in the past decided against adding additional defences to the recreation ground. Members were now reviewing this as a similar incursion took place last year, in case this became a regular occurrence.

Members considered outline proposals suggested by Cllr Davies, together with advice the Clerk had sought from county and district officers. Estimated costs would need to be sought, and it was noted that there was potential for cost-effective solutions within Cllr Davies' suggestions. Following discussion, it was **RESOLVED** to refer the item to the Recreation & Open Spaces Committee for more in depth investigation of options for preventative measures.

60. LOCAL AUDIT (SMALLER AUTHORITIES) OPT OUT OPTION

Members considered the details circulated regarding the next 5 year appointment 2022-23 to 2026-27 SAAA central external auditor appointment arrangements and whether to opt out. The Clerk advised that it was likely to be considerably more expensive and time consuming for the Council to undertake its own appointment. Additionally, NALC had strongly advised that councils continue as part of the SAAA sector-led auditor appointment regime, as had the Council's internal auditor. It was **RESOLVED** to remain in the SAAA led regime, which required no action to be taken.

61. NEIGHBOURHOOD PLAN

There was nothing further to report, as matters were still in the hands of HDC whilst the water neutrality issue was being processed. The Clerk would contact HDC's Neighbourhood Plan senior officer for an update, as nothing had been heard for some time.

62. NEIGHBOURHOOD WARDENS REPORT

Members received and noted the reports for July and August 2022.

The HDC Neighbourhood Warden Supervisor had extended an invitation for a councillor or officer to spend a day with the wardens to observe the role. It was **RESOLVED** that Cllr Ellis-Brown would be registered for this.

The Clerk asked Members to consider whether they wished the Finance & Policy Committee to budget for the renewal of the 3 year Neighbourhood Warden Agreement for Pulborough, which expires in March 2023. Financial projections were awaited from HDC. Members spoke overwhelmingly in favour of the continuation of the scheme and its value for the parish. It was **RESOLVED** that the Finance & Policy Committee should incorporate inclusion of Neighbourhood Warden funding in forthcoming 2022-23 budget discussions.

63. SPORTS PAVILION REBUILD / REFURBISHMENT PROJECT

The Clerk reported that the Council's water neutrality statement had been received and submitted to Horsham DC. This had then recently been published by HDC with the planning application documents and consultation undertaken by them with Natural England. Natural England had responded, requiring copies of water bills and details of current and proposed water outlets. This information had been forwarded to HDC by the architect. Natural England had also raised a query with HDC regarding findings of Habitats Regulations Assessment / Appropriate Appraisal, which lay with HDC to look into.

64. YOUTH WORK PROVISION (SUSSEX CLUBS FOR YOUNG PEOPLE)

Members were asked to note that the 3 year Agreement with SCYP would expire in March 2023 and consider whether they wished renewal to be factored into budget discussions. It was **RESOLVED** that the Finance & Policy Committee should incorporate youth service provision into forthcoming budget discussions.

Cllr Campbell declared an interest in the following item, as he has recently commenced employment with the insurance broker company but within a different department. He advised that he would complete an updated Register of Interests form reflecting this.

65. ANNUAL INSURANCE RENEWAL

Members considered the renewal papers previously circulated. The Clerk advised that this year, unlike last year, a 3 year long term agreement was available. However, the broker, Gallagher, now undertook internal tender process and only selected one insurer. Therefore there was only one quotation / provider instead of the usual three. Members discussed the quotation for the insurance proposal with Hiscox Insurance Company Ltd, at the annual premium of £5,991.52. It was **RESOLVED** to accept the quotation, renew the insurance with Hiscox via Gallagher and opt for a 3 year LTA.

66. CALENDAR OF MEETINGS 2023

Members received the proposed schedule of meetings for 2023. It was **RESOLVED** to adopt the schedule. (attached as Appendix 2)

67. PULBOROUGH VILLAGE MARKET

The next market would take place on Saturday 22nd October 2022. It was **AGREED** that Cllr Henly would provide cover for the morning, Cllr Ellis-Brown would cover from 9-11am. Cllr Kipp hoped to attend for part of the morning.

The Clerk asked Members to form a rota for the council stand at monthly markets commencing January 2023, as it was increasingly difficult to find Members willing to commit. If Members were willing to put their name to a month, then found themselves otherwise committed, individuals could arrange a swap with someone else. Following brief discussion, it was **RESOLVED** that the item be deferred to the October meeting, for all Members to consider their availability for the first quarter year from January 2023, with a final review of the rota to be confirmed at the forthcoming November meeting.

68. REPRESENTATIVES ON OUTSIDE BODIES

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

- Cllrs Hare and Ellis-Brown reported on the recent APCAG AGM. Cllr Hare had been re-elected as chairman of APCAG and Cllr Ellis-Brown had been elected to its committee.
- Cllr Ellis-Brown reported on his attendance yesterday at the HDC/HALC initial Climate Change workshop. Parishes will be asked to work with other councils to produce a plan. The Clerk advised that Cllr Campbell had also registered his interest but was unable to make the day. Both Cllrs were registered to attend the two forthcoming follow up workshops.
- Cllr Henly reported on the recent PDCCA meeting. They are setting up a Befriending Group, in partnership with others, including the local GP surgery.

69. CORRESPONDENCE

The Correspondence was noted (previously circulated to Council) and is attached as Appendix 3.

70. CHAIRMAN'S ANOUNCEMENTS AND URGENT MATTERS

None to report.

71. PAYMENTS

Members had received the list of Payments for Authorisation. It was **RESOLVED** to approve these, and the payments list and invoices were duly signed.

£

HALC	£20.00
KCS Procurement Services	£87.13
LASER	£50.85
SCYP	£3,666.88
Viking	£99.77
Moore	£720.00
Arthur J. Gallagher Ins Brokers Ltd	£5,991.52
Kestrel Alarms Ltd.	£88.80
Daisy Communications	£26.86
NatWest Bank	£2.45

The meeting closed at 9.28pm.

.....Chairman

.....Date

UNCONFIRMED



**PULBOROUGH
PARISH COUNCIL**
Working together for a better future

Sir Clive Alderton, KCVO
Private Secretary to His Majesty King Charles III
Buckingham Palace
London SW1A 1AA

20th September 2022

Dear Sir Clive

Her Majesty Queen Elizabeth II

I am writing to you on behalf of the Parish of Pulborough to express our deep sadness on learning of the death of Her Majesty The Queen. I should be most grateful if you would kindly pass on to His Majesty King Charles III our deepest sympathy at this very sad time. The King may like to know that a local Book of Condolence was arranged by St Mary's Church, Pulborough.

It is hoped that whilst mourning the loss of his own mother, it may be of some comfort to His Majesty, and to all the Royal Family, knowing that The Queen will be remembered with abiding affection by so many people both nationally and internationally for her selfless devotion to duty.

With sincerest condolences, on behalf of members, staff, and residents,

Yours sincerely

CLlr Ian Hare
Chairman,
Pulborough Parish Council

The Proclamation of King Charles III

The people of the Civil Parish of Pulborough are united during this period of National Mourning following the passing of our late Sovereign, Queen Elizabeth II on 8th September 2022. Sadness at this time is shared by people across the globe, as we remember with affection and gratitude, the lifetime of service given by our longest reigning Monarch.

However, the basis on which our monarchy is built, has ensured that through the centuries, the Crown has passed in an unbroken line of succession. The Accession Council met in the State Apartments of St. James's Palace, London, to proclaim our new Sovereign in London on 10th September 2022. This marks the formal Proclamation to the people of the United Kingdom, of the beginning of our new King's reign. The Proclamation was read by Garter King of Arms, accompanied by the Earl Marshal, other Officers of Arms and the Serjeants at Arms.

The flags which had flown at half-mast since The Queen's death were raised briefly to their full height to mark the start of His Majesty King Charles III's reign.

The Accession Council also made an Order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. The proclamation of the new Sovereign is a very old tradition which can be traced back over many centuries. The ceremony does not create a new King. It is simply an announcement of the accession which took place immediately on the death of the reigning monarch.

In an age where modern methods of communication convey news around the globe in an instant, the proclamation is no longer the means by which people learn for the first time that they have a new Monarch.

This is one of the first occasions when communities have an opportunity to come together and reflect on this moment in our nation's history, when the reign of our longest-serving Monarch came to an end and our new Sovereign succeeded.

In West Sussex, the Proclamation of the Accession was made at 1pm on Sunday 11th September 2022. There was an introduction by the Lord Lieutenant, Lady Emma Barnard, followed by the formal Reading of the Proclamation by the High Sheriff of West Sussex, Mr James Whitmore, on the steps of County Hall, Chichester. He ended by proclaiming God Save the King and the national anthem was sung.

The Chairmen of the Districts and Boroughs within each County are presented with copies of the proclamation after this, so that they may also read the Proclamation to the people. In Horsham District this was undertaken in Horsham town centre at 3pm on Sunday 11th September 2022. The Chairman of the Council, Cllr Kate Rowbottom, read the Proclamation from the Carfax Bandstand in Horsham.

PULBOROUGH PARISH COUNCIL, 12th September 2022

The Proclamation of the Accession:

“Whereas it has pleased almighty God to call to his mercy our late Sovereign lady Queen Elizabeth II of blessed and glorious memory, by whose decease the Crown of the United Kingdom of Great Britain and Northern Ireland is solely and rightfully come to the Prince Charles Philip Arthur George.

We, therefore, the lords spiritual and temporal of this realm, and members of the House of Commons, together with other members of Her late Majesty’s Privy Council, and representatives of the realms and territories, aldermen, and citizens of London and others, do now hereby, with one voice and consent of tongue and heart, publish and proclaim that the Prince Charles Philip Arthur George, is now, by the death of our late Sovereign of happy memory, become our only lawful and rightful liege lord, Charles III, by the grace of God, of the United Kingdom and Northern Ireland, and of his other realms and territories, King, head of the Commonwealth, defender of the faith, to whom we do acknowledge all faith and obedience with humble affection, beseeching God, by whom kings and queens do reign, to bless His Majesty with long and happy years to reign over us.”

God Save The King



CORRESPONDENCE**Appendix 3****WSSC**

- E-news 21.07.22- Topics include: Mask wearing returns in local healthcare settings; Covid-19 vaccinations announced;
- News release 21.07.22: Connectivity boost ahead for businesses and visitors;
- News release 29.07.22: Updated West Sussex Care Guide 2022/23 out now, which can be viewed at ['Living well in your community: your West Sussex Care Guide 2022/23' online](#) as an interactive eBook and browsed through electronically. Alternatively, you can request a printed copy by emailing socialcare@westsussex.gov.uk or calling 01243 642121.
- News release 02.08.22 – Digital Ambassadors ready to help resident stay safe online – 24 trained Digital Ambassadors can offer residents 1:2:1 sessions at a local library, presentations and informal chats at community groups/events. If you or your local community group would like free digital safety support, call 0330 222 3185 or email [Digital Ambassadors@westsussex.gov.uk](mailto:DigitalAmbassadors@westsussex.gov.uk).
- News release 03.08.22 – West Sussex Recycling Centres now accept hard plastics, eg coat hangers, garden furniture, plant pots, toys, plastic piping.
- News Release 05.08.22 – New Finance and Support Services director, Taryn Eves, to join West Sussex County Council.
- News Release 19.08.22 - £9m Crawley town centre regeneration scheme successfully completed.
- News Release 26.08.22 – Work starts 30.08.22 on building 2km Findon/Findon Valley shared cycleway and walkway, funded from a Government grant for Active Travel projects.
- News Release 31.08.22 – Residents will continue to enjoy more than just a meal thanks to new partnership from October with food made and supplied by Apetito and delivered by Health and Independent Living Support, for at least the next 5 years.
- E-news Recycling update 02.09.22 – topics include: Hard plastics now accepted at all recycling centres (except Midhurst); Updated list of items that can be recycled at home – takeaway coffee cups (yes) polystyrene cups (no), Bottle tops now accepted (squash empty plastic bottles and replace lid); Walking aids such as crutches, walking sticks, frames can be returned for re-use/recycling during Recycle Week 19-25 September, after which telephone NRS on 0345 1272931 or email enquiries@westsussexnrs-uk.net
- E-news Staying Safe Online 05.09.22 -Advice on hacking/the importance of 2-step verification; Password protection; Safe use of Whatsapp; Alert for parents and carers/self-generated sexual abuse imagery; Scam alerts – Safe Against Scams webinars for anyone on 23rd November 10-11.30am and 7th February 2-3.30pm (contact Parish Office for details)
- TTRO application notice: 24hr road closure of Gay Street between junctions of Stream Lane and Berry Grove for BT work on 7th November, and road closure of Stream Lane between junctions of Gay Lane and Nutbourne Road for BT work on 18th November.
- E-newsletter Town and Parish News 05.09.22 issue 43 September 2022, topics include Warmer Homes funding – subject to eligibility the Government funded Warmer Homes programme could pay for energy efficiency measures call 0800 038 5737 for more information;
- E-newsletter Town and Parish news Special Edition 14.09.22 – latest updates as Queen Elizabeth II is mourned.
- News Release 21.09.22 – October events at West Sussex Libraries and West Sussex Record Office.

HDC

- Email 02.08.22 from Environmental Coordination Manager – invitation by HDC and HALC to workshop on climate change Wed 28.09.22, 6pm, Horsham (2 places per parish council), as the first of 3 workshops being planned.
- E-news 10.08.22, topics include: New community drop-in sessions to support residents (Pulborough event was 21.09.22);
- E-news 25.08.22, topics include: Improvement works at Billingshurst recreational trail; Marking Ukraine Independence Day.
- E-news 30.08.22 – Voluntary 'Sector Support, Jumpstart Community Transport Forum.
- E-news 01.09.22, September Newsletter – Health and Wellbeing focus

NALC

Chief Executive's Bulletins 22.07.22, 29.07.22, 10.08.22, 12.08.22, 19.08.22 ad 02.09.22

HALC

Minutes of AGM Wed 13.07.22 (copied to Cllrs)

Sussex Police & Crime Commissioner

E-news 15.07.22, 22.07.22, 29.07.22, 05.08.22, 12.08.22 and 02.09.22, topics include: Anti-social behaviour Awareness week; Dangerous and anti-social driving will not be tolerated; £1.5m awarded for innovative safety projects; Sussex rural crime rates continue to fall; New boat for Sussex rescue volunteers; Katy Bourne attends Ride Along with Sussex Roads Police.

Neighbourhood Alerts

Neighbourhood Watch e-alerts 05.09.22 – Don't watch street harassment in silence, ask 'Are you Okay?'

Sussex Police Horsham News and Alerts 19.07.22, 06.09.22, 14.09.22, and 20.09.22 – topics include: Night Coppers (TV programme), A unique inside into a job like no other; Continued appeal for information after man found dead in Storrington on 04.09.22; update by DS Miles Ockwell on policing during national period of mourning of The Queen; Appeal for witnesses after attempted robbery in Billingshurst.

Pulborough Community Volunteer Forum

Minutes of meeting 12.07.22

Residents

Minutes of meeting of Nutbourne Residents Association 07.08.22 (forwarded to Cllrs)

Pulborough Community Partnership

Minutes of Management Group meeting 10.08.22 (copied to Cllrs)

MP

Email/letter 21.09.22 to Chairman, topics include: HM The Queen; Cost of living/Energy Bills Support Scheme; Traffic speeds/anti-social drivers; The Rural Fund – Rural England Prosperity Fund with £110m funding announced; Platinum Jubilee Village Hall Improvement Fund; Village fayres, fetes and festivals; Email and website updates – see <https://www.andrewgriffithmp.com/how-i-can-help-you> (forwarded to Cllrs)

West Sussex mediation Service

Invitation to Chairman to WSMS AGM on 29.09.22

APCAG

- Email 09.08.22 Update on Gatwick 2022 (copied to Cllrs)
- Email 02.09.22 with agenda for AGM on 27.09.22 (forwarded to PPC reps)

PAGNE

E-newsletter 04.09.22

CAGNE

Bulletins 151 July 22.07.22 and 152 01.09.22 September

GON (Gatwick Obviously Not)

E-newsletter 120 16.08.22 and 121 30.08.22

Publications

Clerks & Councils Direct September 2022, Issue 143.