



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, 18th July 2019 at 7.30pm.**

**Heather Knight
Clerk**

Dated: 11th July 2019

Swan View, Lower Street, Pulborough, RH20 2BF
Tel: 01798 873532 clerk@pulboroughparishcouncil.gov.uk

AGENDA

- 1. Apologies for Absence**
Chairman's welcome and to approve apologies for absence received.
- 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 20th June 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 20th June and 4th July 2019 (*attached unless previously circulated*), and to receive the Clerk's report on issues raised at the meetings.
 - 4.2 Finance & Policy Committee**
To receive the Minutes of the Meeting held on 27th June 2019 (*attached if available, or to follow*), and to receive the Clerk's report on issues raised at the meeting.
- 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 and County Reports**
To receive reports from the District and County Councillors present.
- 7. Sports Pavilion Rebuild Project**
To ratify appointment of McCarrey Simmonds to carry out structural survey of premises, and proposed schematic drawings (dependent on survey report) at an estimated cost of £1,952 + VAT (includes £350 for building contractor undertaking excavation test holes)
- 8. Neighbourhood Plan**
 - To receive verbal progress update on the draft Pre-submission Neighbourhood Plan and Regulation 14
 - To ratify payment of £275 + VAT to Eyelevel Designs for producing revised tables and charts for pre-submission documents, from Neighbourhood Plan earmarked reserve
 - To reconsider booking PPC stand at Harvest Fair on Saturday 28th September 2019 as part of Neighbourhood Plan public engagement or consultation, at a potential cost £40, to be paid from the Neighbourhood Plan earmarked reserve
- 9. Neighbourhood Wardens**
 - To note Neighbourhood Wardens' July report (*to follow*) and verbal report from Steering Group meeting on 1st July 2019
 - To consider any recommendations from the Neighbourhood Warden Steering Group and any directives from the Council to the Neighbourhood Wardens
- 10. Parish Council Vacancies for Co-option**
To note three unfilled seats remaining on the Parish Council following local elections and to consider approval of co-option application form/skills criteria for issue to candidates (*draft / examples copied to Council*)
- 11. Proposals for additional Post Office in Pulborough**
To consider support for proposals by Pulborough General Stores for additional Post Office (*copied to Council*)
- 12. 75th Anniversary of VE Day, and bank holiday, 8th May 2020**
To note information received regarding national celebration proposals and change of May bank holiday from 4th May to 8th May 2020: To consider whether the Council proposes any commemorative events as part of the VE Day 75th Anniversary, or referral to Committee for consideration.
- 13. Survey on Area County Local Committees (CLCs)**
To consider submitting a consultation response to WSCC on the future of CLCs by the deadline of 30th September 2019, or referral to 26th September 2019 Council meeting for consideration/response (*copied to Council*)
- 14. GDPR: To consider appointment of Data Protection Officer for 2019-2020**
To consider quotation for re-appointment of current external DPO at a cost of £150 (ex VAT) for one year (*copied to Council*)
- 15. Purchase of replacement Wessex Flail Mower**
To ratify urgent purchase of new 4ft Wessex Flail Mower from Arun Mowers at a cost of £2,100 + VAT, to be funded from New Tractor/Machinery earmarked reserve, to replace broken Wessex Topper Mower (*copied to Council*)
- 16. Contractor grass cutting of Cousins Way Recreation Ground**
To ratify urgent work undertaken by Sussex Land Services to grass cut Cousins Way recreation ground at a cost of £275 + VAT, to be funded from Grounds Maintenance budget (*copied to Council*)

- 17. Village Market**
To agree rota of Members to cover the Parish Council stand at the market on Saturday 27th July 2019.
- 18. Representatives on Outside Bodies**
To receive reports from Members representing the Council on other organisations.
- 19. Correspondence**
To note items of correspondence as per list circulated (*copied to Council*).
- 20. 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 (*excludes date of agenda issue and date of meeting, SO 9 refers*).
- 21. Payments**
To approve the payments list for signing (*details to be circulated prior to meeting*).