



PULBOROUGH PARISH COUNCIL

Working together for a better future

PULBOROUGH PARISH COUNCIL

Swan View, Lower Street
Pulborough
West Sussex RH20 2BF
Telephone: 01798 873532
Email: clerk@pulboroughparishcouncil.gov.uk

MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON 23RD NOVEMBER 2017 AT PULBOROUGH VILLAGE HALL

PRESENT: Cllrs: Qusted (Chairman), Bignell, Clarke, Hancock, Hare, Henly, Kay, Lawson, Tilbrook and Wallace

IN ATTENDANCE: Mrs H Knight (Clerk)
County Cllr P Arculus
2 Neighbourhood Wardens (part of meeting)

The meeting opened at 7.30pm

109. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllrs: Reddin due to work commitments, Court due to a medical appointment, Kipp due to family commitments and from C Esdaile and J Esdaile due to other engagements.

110. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest made.

111. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 19th October 2017 and as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report

Min. 97, Rural Car Park Charging Scheme - To review impact of scheme on on-street car parking: The evidence summary and resolution from the Council had been forwarded to the District Council. An acknowledgement had been received from Cllr G Lindsay stating that the concerns were understood, that they were currently reviewing parking matters in Pulborough and would come back with a more detailed response soon. He had also observed that the number of £12 discs sold in Pulborough as a percentage is the lowest of all large rural villages/towns in the District at 43% of households, compared with Steyning at 70%, and that one of the reasons for the difference could be that Steyning traders actively promoted the sale of the parking discs.

112. COMMITTEE MEETING MINUTES

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

112.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 19th October and 2nd November 2017.

Clerk's report: Min. 98, 3.11.17 - the Clerk reminded all of the HDC planning training on 19th December which Cllrs Wallace and C Esdaile were attending: She believed there may now be additional places available if others wished to go, as this would be useful training. Cllrs Henly and Kay said they would like to attend and it was **AGREED** that the Clerk would liaise with HDC regarding two spare places.

112.2 Recreation & Open Spaces Committee

Members received the Minutes of the Advisory and Committee Meetings held on 12th October 2017. There was no Clerk's report.

112.3 Finance & Policy Committee

Members received the Minutes of the Meeting held on 26th October 2017 and also noted the Minutes from 16th November 2017. There was no Clerk's report. Members were advised that the Minutes of the F&P budget setting meeting of 16th November would be an agenda item for the January Full Council meeting, and the unconfirmed minutes of the meeting had been circulated this evening in order to give Members early sight of the discussion and recommendations. Council would make its decision on the precept to be set at the January Full Council meeting.

Members noted the recommendation from the Committee and **RESOLVED** that following review, the LGPS Discretions Policy be adopted without amendment. (Min. 54 26.10.17 refers) and WSCC would be advised accordingly in due course.

113. ADJOURNMENT FOR PUBLIC SPEAKING - TO INCLUDE REPORT FROM NEIGHBOURHOOD WARDENS IF AVAILABLE

The meeting was adjourned between 7.40-7.50pm. There were no public speakers. The Neighbourhood Wardens gave a short verbal report on recent activities and answered questions from Members. Items discussed included: They had recently passed the minibus driving test and arrangements were in hand to take a group of vulnerable residents to the pantomime; Liaised with local traders and shops about becoming dementia friendly, with positive response; Liaised with police regarding drugs intelligence and with traffic police regarding a suspected drink driver; Reported animal cruelty to RSPCA; Run badminton sessions with HDC Sports Development Team during half term, and hope to run dodgeball games in February; Liaised with Brinsbury College regarding support for Pocket Park.

Following a suggestion, it was **AGREED** that whenever possible, and subject to any sensitive information, the Neighbourhood Warden written reports would be published on the Council's website when received, for public information. The Neighbourhood Wardens invited Cllrs to accompany them on a shift, which Members thought would be very useful. Any Members interested should let the Clerk know.

114. TO CONSIDER THE PARISH COUNCIL BECOMING A STATION PARTNER OF PULBOROUGH RAILWAY STATION

Cllr J Esdaile had requested this item and had intended to present, however in her absence the Clerk reported. Following on from the Council's previous agreement to joining a 'Friends of Pulborough Station' group with Cllr J Esdaile as its representative, Council was now asked to consider becoming a Station Partner. The Clerk had been assured that there was no financial impact to the Council, unless the Council agreed spending on a particular project it proposed or wished to support, however it would enable eligibility for grant funding of any such projects. Becoming a Station Partner also provided a direct link and access opportunities with Southern Rail. Following brief discussion, it was **RESOLVED** to approve the Clerk completing the application form, with Cllr J Esdaile and the Clerk named as the Council's representative / contact.

115. TO RECEIVE ANY REPORTS FROM THE DISTRICT AND COUNTY COUNCILLORS PRESENT

County Cllr Arculus advised that she was meeting with the WSCC Planning Officer shortly regarding S106 Highways monies and the railway footbridge.

Following brief discussion of the lack of pedestrian route at road works /new traffic lights on the A29, it was **AGREED** that the Clerk write to Saxon Weald to request public use of the private footpath there whilst the road works are taking place. On the subject of financing the village gateway signs at Broomers Hill, Cllr Arculus advised that WSCC would only provide funding where there is evidence of human injury or police involvement.

Cllr Clarke reported in his capacity as a District Cllr on various HDC matters, including their efforts towards a balanced budget with an expected increase of 3-4%, and the second review of the Gypsy, Traveller & Travelling Showpeople Consultation. The areas identified as sites in Pulborough were Oakdene and Lane Top - Parsons Field was not on the list. The consultation would be open from December, with comments deadline of late January 2018. It was noted that once open, this would be put on the 7th December 2017 P&S Committee meeting agenda. With regard to the rural car park strategy, Cllr Clarke advised that HDC is undertaking a survey to find out how much the Lower St car park is used, how long people stay for etc. HDC and WSCC are both looking at where signage/markings can be improved to enable enforcement of parking restrictions.

116. NEIGHBOURHOOD WARDEN SCHEME: TO NOTE DISTRICT COUNCIL'S PROPOSED SEED FUNDING FOR SCHEMES AND APPROVE PARISH COUNCIL APPLICATION

The communications from the District Council were noted (previously circulated). Both District Cllrs Donnelly and Clarke had previously spoken to Council about the District Council's proposals for £30k seed funding of Neighbourhood Warden Schemes and had said that Pulborough Parish Council was eligible. Following discussion, it was **RESOLVED** that the Clerk should submit a response to the invitation for expressions of interest confirming Pulborough Parish Council's wish to apply.

117. SPORTS PAVILION REBUILD PROJECT UPDATE

Members received the Notes of meetings of the Sports Pavilion Development Working Group (SPDWG) of 3rd November 2017 (previously circulated). The Notes from the meeting of 6th November were not yet available. The Chairman gave a verbal update and advised that the SPDWG were imminently to discuss the project funding strategy. Some topographical surveys needed to be undertaken as part of the early assessment / pre-planning measures and Members had received three quotations sourced by MacConvilles Surveying as the Council's project co-ordinator, with their recommendation to accept the lowest quotation. Following consideration, it was **RESOLVED** to approve the quotation for the topographical survey of £1,090 + VAT by MJ Zara Associates, and the Clerk would advise MacConvilles Surveying accordingly.

118. TO CONSIDER RECOMMENDATIONS FROM FINANCE & POLICY COMMITTEE FOR 2017 GRANT AID APPLICATIONS

Members received the recommendations from the Finance & Policy Committee (Min. 52 26.10.17 refers) and **RESOLVED** to approve these without amendment as listed below:-

St Mary's C of E School	:	£ 750
Horsham District Age UK	:	£ 200
PDDCA Lunch Club	:	£1,200
Home Start CH&MS	:	£ 500
St Mary's Church	:	£ 810
Victim Support Sussex	:	£ 150
Pulborough Cricket Club	:	£1,000
Pulborough Bowling Club	:	£ 250
Mary How Trust	:	£ 360
West Sussex mediation Service	:	£ 200
Pulborough Football Club	:	£ 350
PDDCA Community Transport	:	<u>£1,500</u>
TOTAL	:	<u>£7,270</u>

It was noted that one of the applications had not provided accounts or other required paperwork and payment would only be made on satisfactory receipt of this by the Council.

119. TO CONSIDER HORSHAM MATTERS 2018-2019 COMMUNITY YOUTH WORK CHARGES OF £12,252.90 AND APPROVE YEAR 6 FUNDING

Members had received the communication from Horsham Matters detailing the 2018-19 employment contribution from Pulborough of £12,252.90, which was a 2.5% increase. It was **RESOLVED** to approve this contribution, subject to the joint commitment of Billingshurst Parish Council as previously.

120. NEIGHBOURHOOD PLAN UPDATE, INCLUDING APPROVAL OF REQUEST FOR PARISH COUNCIL FUNDING OF POTENTIAL CLT PUBLICITY COSTS

The Clerk advised that the Neighbourhood Plan Steering Group had had a very interesting meeting with Tom Warder of AirS regarding community led housing and the setting up of Community Land Trusts. The Council had previously resolved in principle support for a Pulborough CLT. There was a clear link and advantage in having a CLT linked to a Neighbourhood Plan, although the CLT would have to be a separate body from Council or NP. In order to attract public interest and, crucially, volunteers to assist in CLT formation and work, a well organised event was desirable, and it was hoped the Council would be willing to provide financial support of perhaps around £1k for this at the appropriate point, which may be in the New Year. At the moment, AirS was able to provide Government funded support and advice to the NPSG/Council and the NPSG had agreed that a Scoping Report be produced by Tom Warder of AirS. Following consideration, Members **RESOLVED** to re-affirm in principle support for a local CLT, however any request for financial assistance would need to be considered as it occurred with supporting background information.

121. TO AGREE COUNCILLOR ATTENDEES AT THE VILLAGE MARKET ON SATURDAY 25TH NOVEMBER AND SATURDAY 16TH DECEMBER 2017

Cllr Quedstedt intended to be at the November market and would be 'floating', Cllrs Wallace and Henly agreed to attend. Various Cllrs said they intended to attend the December market and would cover the PPC stand.

122. TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OTHER ORGANISATIONS.

- Cllr Quedstedt reported on his attendance at the Chanctonbury CLC meeting, when Pulborough highways matters were discussed. Also discussed at that meeting was the What If..? campaign, linked to the fire and rescue service, which had free resources available for participating parish councils. The Clerk was asked to find out more information as this may be of interest to PPC.
- Cllr Hare reported on recent Gatwick meetings he had attended, efforts to reduce night noise and the forthcoming public meeting on 7th December 2017.
- Cllr Henly updated Members on PDCCA news including Lunch Club arrangements and that they were discussing community transport provision
- Cllr Lawson reminded all of the Sunday morning volunteer session to remove silver birch seedlings at Nutbourne Common.
- The Clerk read Cllr Kipp's written report from the HALC/HDC AGM, when the rural car parks review and new bin collection service had been prominent items.

123. CORRESPONDENCE

The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk highlighted various items of note.

124. PAYMENTS

Members approved the following payments / direct debits and the cheques were signed:-

Payee	£
SLCC	185.00
Arun Mowers	823.51
Kent County Council	95.47
Mrs L Underwood	11.84
Kent County Council	45.39
Festive Illuminations Ltd	3040.00
Mr R Keatley	1250.00
Mrs E Kipp	25.75
DVLA Swansea	5.00
Came & Company	308.00
National Westminster Bank	21.00

The meeting closed at 9.04pm

.....Chairman

.....Date

CORRESPONDENCE**Appendix 1****WSCC**

Chanctonbury Local Committee agenda for 15th November 2017 (*forwarded to Councillors*)

HDC

Year of Culture 2019 - Expression of interest deadline extended to Friday 15th

Sussex Police

- Chichester District Neighbourhood Policing Team: offer of scam presentation (*forwarded to Councillors and various community representatives*)
- Sussex PCC press release article: Public consultation - Would you pay more to support policing in Sussex? Information and online survey at: www.sussex-pcc.gov.uk/get-involved/public-consultations
- PCC Newsletters: 20th October, 3rd November and 10th November 2017, topics: New role to tackle slavery; Funding for policing; Changes to local policing

In the Know alerts

- Sussex police: 20th October 2017 - Horsham weekly bulletin; 23rd October 2017 - Keep a light on s the nights draw in; 27th October 2017 - Horsham weekly bulletin
- Action Fraud: 21st October 2017 - Modelling jobs advanced fee fraud alert

SALC / NALC

- Watch Out Sussex edition October 2017 (*forwarded to Councilors*)

- NALC Larger Councils Conference 2017 13th December, Holiday Inn, London, themes centre on local economic development, community led housing and planing, accessing funds and grants, well-being of communities

- New NALC Legal Briefings GDPR: LO8-17 Privacy Notices and the legal basis for processing personal data; and LO9-17 General data processing regulation and subject access requests

HALC

Agenda for Annual Meeting of Horsham District Council and Horsham Association of Local Councils 13th November 2017 (*forwarded to Councillors*)

Discover Gatwick

DD Community: Gatwick Airport Ltd and Noise Management Board invitation to annual Airspace and NMB public meeting 7th December (details available from Clerk)

Nutbourne Residents' Association

Minutes of meeting 24th October 2017 (*forwarded to Councillors*)

PCP

Minutes of Management Group meeting 7th November 2017

Proposed Christmas village sign artwork

Horsham District Community Partnerships Forum (previously HRTF)

Minutes of meeting 31st October 2017

LAT

Minutes of meeting 18th October 2017

Neighbourhood Watch

e-newsletter October 2017 - stopping elder abuse

Healthwatch West Sussex

Healthwatch on Tour - Listening and Network tour of Pulborough, Petworth and Midhurst - throughout November 2017, launching at Tesco Pulborough on 30th October (*forwarded to Council*)

Came and Company

local council insurance: Council Matters Autumn 2017 edition

Horsham Older Peoples Forum

Details of topics for 6th December 2017 meeting in Southwater, including proposed pilot scheme to provide mobility scooter training; future elderly community care provision; guest speakers from Action for Deafness, WSCC Library Service and HDC. If wishing to attend, please advise by email at hdopforum@gmail.com. (*forwarded to Cllrs*)

Clerks & Councils Direct

November 2017 issue 114

Members//Public/Press

- Email from Clerk with details provided by Cllr Hancock of local press interview with local trader regarding Lower St parking issues (*forwarded to Councillors*)
- Email from Clerk detailing comment on behalf of the Council following request from West Sussex County Times (*forwarded to Councillors*)
- Email from resident concerning poor parking issues at village shops, and Clerk's reply (copied to HDC Car Parks Manager, HDC Pulborough District Cllrs and WSCC Pulborough County Cllr)