



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 a Meeting of Pulborough Parish Council which will be held in
the Rother Hall at the Village Hall on Thursday, 29th September 2022 at 7.30pm.

**Heather Knight
Clerk**

Dated: 22nd September 2022

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.
- 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 Meeting of the Council held on 21st July 2022 (*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 & Services Committee**
To receive the Minutes of the Meetings held on 21st July, 4th August and 1st September 2022 (*attached, unless previously circulated*), and to receive the Clerk's report on issues raised at the meeting.
 - 4.2 Recreation and Open Spaces Committee**
To receive the Minutes of the Meeting held on 14th July 2022 (*attached, unless previously circulated*) and to receive the Clerk's report on issues raised at the meeting.
 - 4.3 Finance & Policy Committee**
To receive the Minutes of the Meeting held on 28th July 2022 (*attached, unless previously circulated*), and to receive the Clerk's report on issues raised at the meeting.
The Minutes include Recommendations to adopt the following policies, with amendments indicated (Copied to Council):

- **Health & Safety Policy** (no amendments)
- **Training & Development Policy**
 - Amended to insert that councillors would also identify their own training needs (currently only states employees)
- **Equality & Diversity Policy** (no amendments)
- **Staff Recruitment Policy**
 - Amended 1st paragraph to correct grammar and reflect changed delegation to sub-committee in line with terms of reference
 - Addition of sentence stating that any applicant requesting an application form in a different format will be accommodated where possible
 - Delete 1st bullet point as superfluous (refers to identifying skills needed)
- **Disciplinary Policy** (no amendments)
- **Grievance Policy** (no amendments)

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.

7. Co-option to Council

To consider application received for the vacant seat (*Copied to Council*).

8. Unauthorised Encampment on Recreation Ground

To consider the recent incursion at Rectory Close, potential options regarding future defences of the Recreation Ground, and whether the matter be referred to the Recreation & Open Spaces Committee for further investigation (*initial protection ideas by Cllr Davies attached*)

9. Local Audit (Smaller Authorities) Opt Out Option

To consider whether to opt out of the next 5 year appointment 2022-23 to 2026-27 of the External Auditor, currently being automatically opted in to the central procurement regime managed by the SAAA (Smaller Authorities Audit Appointments). Deadline to opt out being 28th October 2022 (*copied to Council*)

10. Neighbourhood Plan

To receive verbal update on progress, if available.

11. Neighbourhood Wardens Report

To receive the Neighbourhood Wardens' June and July reports (*previously circulated to Council*)

To consider invitation for a Member/Officer to accompany PPC wardens on a shift;

To note the end of the current 3 year Neighbourhood Warden Scheme Agreement in March 2023, for referral to the Finance & Policy Committee for budget inclusion.

12. Sports Pavilion Rebuild / Refurbishment Project

To note submission of the Water Neutrality Statement to HDC, response by Natural England and submission of supplementary information requested (*copied to Council*).

13. Youth Work provision (Sussex Clubs for Young People)

To note the end of the current 3 year Agreement with SCYP for youth work service, on 31st March 2023, and consider referral to the Finance & Policy Committee for budget inclusion.

- 14. Annual Insurance Renewal**
To approve annual insurance renewal from 1st October 2022, brokered via Gallagher with Hiscox Insurance Co Ltd, at an annual premium of £5,991.52 (incl. IPT and administration fee), and to consider Long Term Agreement option *(Copied to Council)*
- 15. Calendar of Meetings 2023**
To approve the schedule of meeting dates for 2023 *(Copied to Council)*
- 16. Pulborough Village Market**
To note that the market will take place at the Village Hall on Saturday 22nd October 2022 and to appoint Cllr representatives to attend;
To approve a rota of councillors to cover each monthly market commencing January 2023.
- 17. Representatives on Outside Bodies**
To receive brief reports from Members representing the Council on other organisations.
- 18. Correspondence**
To note items of correspondence as per list circulated. *(Copied to Council)*.
- 19. Chairman's Announcements and Urgent Matters**
- 20. Payments**
To approve the payments list for signing. *(Details to be circulated prior to meeting)*