



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 21ST MARCH 2019 AT PULBOROUGH VILLAGE HALL

PRESENT: Cllrs: Qusted (Chairman), Bignell, Caplin, Court, C Esdaile (to Min. 166), Hare, Henly, Kay, Kipp and Wallace

IN ATTENDANCE: Mrs H Knight (Clerk)
County Cllr P Arculus (WSSC) (part of meeting)
1 member of public (part of meeting)

The meeting opened at 8.06pm

157. APOLOGIES FOR ABSENCE

Apologies for absence were received, and reasons approved, from Cllrs Tilbrook (ill health), Lawson (ill health), Clarke (work commitment), Trembling (ill health) and J Esdaile (work commitment).

158. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

Cllr Qusted declared a personal interest in agenda item 8 as a close family member had provided a quotation for printing costs relating to this item.
There were no changes to register of interests made.

159. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 21st February 2019 as a true and accurate record of the proceedings and the Chairman signed them.
There was no Clerk's Report.

160. COMMITTEE MEETING MINUTES

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

169.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 21st February and 7th March 2019. There was no Clerk's report.

169.2 Recreation & Open Spaces Committee

Members received the Minutes of the Advisory and Committee Meetings held on 14th February 2019. There was no Clerk's Report.

169.3 Finance & Policy Committee

Members received the Minutes of the Meeting held on 28th February 2019. There was no Clerk's Report.

161. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

162. DISTRICT AND COUNTY REPORTS

There were no District Cllrs present.

County Cllr Arculus reported on various WSCC matters. Some discussion took place about pothole repairs in the area as it appeared that some marked for repair had been overlooked. Members requested that when forwarding WSCC highway notifications the Clerk and Deputy Clerk highlight those relating to pothole repairs so that Members could monitor progress. It was noted that the major potholes on the Swan Corner bridge had been repaired quickly, however, concern was raised as to whether there were structural issues, which may not have been picked up. C Cllr Arculus agreed to follow this up and the Clerk would also report to WSCC Highways, in liaison with Cllr Kipp.

163. SPORTS PAVILION REBUILD PROJECT

The Chairman reported on the Sports Pavilion Working Group meeting of 12th March 2019 and his subsequent meeting with Studio 5 regarding potential revision of their earlier proposals for the project, as agreed by Council in February.

Members considered the quotation of a maximum of £1500 + VAT (previously circulated) for Studio 5 to provide revised plans and estimated costs for revised proposals to refurbish and extend the Sports Pavilion. It was anticipated that completion of this stage would assist the Council in applying for other funding. It was **RESOLVED** to approve the quotation and that Studio 5 be instructed to proceed. It was noted that costs for other future consultants such as structural engineers, quantity surveyors etc. would need to be budgeted for.

Members considered the quotation from Eyelevel Design to produce 4 copies of an updated presentation brochure to assist in providing the business case for attracting funding, at a total cost of £209.81 excl. VAT (previously circulated) . It was **RESOLVED** to approve that this work be undertaken.

The Clerk drew attention to additional costs for legal advice associated with the project, which she had been able to negotiate down from £400 + VAT to £250 + VAT. The revised invoice would be processed for payment at the R&OS Committee meeting next week.

164. NEIGHBOURHOOD PLAN

The Chairman and Clerk reported on continued efforts by the Steering Group to complete final site assessment work and updated policies. Although the timescale was extremely tight, it was still anticipated that HDC deadlines for reaching Reg 14 public consultation could be achieved. The Steering Group was meeting again on 27th March 2019.

165. COMMUNITY YOUTH WORKER

Members considered the quotation and proposals received from Sussex Clubs for Young People Ltd for 2019/20 community youth service provision with the agreed PPC budget. Following discussion, it was **RESOLVED** to approve proceeding with the quotation, proposals and formal agreement with SCYP. Some concern was raised about the loss of the Wednesday session and whether those attending would be disadvantaged. The Clerk was asked to convey that the Council would wish this session to be reinstated if at all possible and within budget.

166. NEIGHBOURHOOD WARDENS

Members noted the Neighbourhood Wardens' March report (circulated). HDC had now appointed a new Warden Supervisor covering all parish wardens throughout the District.

Further to discussion at the February Council and F&P Committee meetings, the Clerk updated Members on the Pulborough warden scheme. Following suggestion from HDC,

F&P had agreed that a review of the shift pattern for the two wardens was opportune and HDC had been asked to look at this. Members had received two potential options,

the second of which was recommended as the most feasible whilst accommodating PPC requests. This had been discussed at the Neighbourhood Warden Steering Group meeting on 18th March and the wardens were in agreement with the proposed changes. Following consideration, it was **RESOLVED** to advise the District Council that the Council would like to adopt the second option as the model going forward.

167. REGISTERING AN ASSET OF COMMUNITY VALUE – PULBOROUGH RC CHURCH AND CAR PARK

Cllr Tilbrook had intended to report on this item, and had been collating the necessary evidence to accompany an application, but was unfortunately unable to attend this meeting. The item had already been deferred from the November, January and February meetings (Mins. 123, 138 and 146 refer). Cllr Tilbrook had advised the Clerk that he would like the item deferred again. Members **RESOLVED** to defer the item again to the next meeting.

Cllr C Esdaile gave apologies and left the meeting at this point.

168. WINTER SERVICE OF JACOBSEN LF3800 FIARWAY MOWER

It was **RESOLVED** to ratify the cost of the service and essential repairs at a total cost of £2,555.93 + VAT, as this was in excess of R&OS C'ttee delegated financial authority.

169. RURAL SERVICES NETWORK

Members considered a request from RSN for parish councils and rural organisations to sign up to their campaign for Government to develop a Rural Strategy (previously circulated). It was **RESOLVED** that the Clerk would sign up via the link provided confirming Pulborough Parish Council's support for the campaign.

170. SUSSEX & SURREY ASSOCIATION OF LOCAL COUNCILS: WEST SUSSEX CIVILIAN AND MILITARY PARTNERSHIP BOARD

Members noted correspondence from SSALC introducing pro forma slips for requesting military personnel attendance at commemorative community engagement events, such as D Day 75th and WW2 80th anniversaries in 2019. The Council was not aware of any such events being planned for this area.

171. VILLAGE MARKET: ROTA OF MEMBERS FOR SATURDAY 23RD MARCH 2019

The following rota was **AGREED**: 9.00-10.00am - Cllrs Kipp/Henly; 10.00am-12.00pm - Cllrs C and J Esdaile. It was understood that the Neighbourhood Wardens would be attending from 8.30am.

172. REPRESENTATIVES ON OUTSIDE BODIES

Members received brief verbal reports from those representing the Council on other organisations as follows:-

- Cllr Hare reported on APCAG meetings dealing with the re-structure of the NMB (Noise Management Board)
- Cllr Henly had attended the Horsham Older People's Forum this week. She circulated a petition by Age UK campaigning to retain the free TV licence for over 75s
- Cllr Quedstedt reported on his attendance at the recent CLC meeting. A funding pot was available for community groups to apply for.

173. CORRESPONDENCE

The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk drew attention to some items of note, including:-

- Invitation from HDC to Chairman’s Annual Reception on 22nd May 2019
- Confirmation from HDC of arrangements for returning election nomination papers
- Copy letters from Billingshurst Parish Council to Chichester College, and reply from Chichester College, raising concerns at cessation of mechanics/motor vehicle courses at Brinsbury Campus. PPC Members wished to endorse the comments made by BPC and asked the Clerk to convey their support to BPC.

174. ITEMS FOR NEXT AGENDA

Item on registering a site as a Community Asset, as previously noted (Cllr Tilbrook reporting)

175. PAYMENTS

Members approved the following payments by cheque / direct debit / bank transfer and the relevant paperwork was signed:-

Payee	£
Mrs L Underwood	33.36
Business Stream	477.64
Business Stream	7.62
Business Stream	6.44
ABA (Construction) Ltd	523.80
Pulborough Social Centre	71.05
National Westminster	30.80

The meeting closed at 9.20pm

.....Chairman

.....Date

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

Email on behalf of Louise Goldsmith, Leader WSCC, updating parishes on Velo South, with possible event 2020 but emphasizing better communications and local considerations (forwarded to Cllrs)

HDC

- Invitation to Parish Council Chairman to attend HDC Chairman's Annual Reception, Wednesday 22nd May, 7.00pm in the Park Suite, Ground Floor, Parkside, Chart Way, Horsham RH12 1RL. This follows the Annual Meeting of the District Council (6.00pm, Main Conference Room, Ground Floor Parkside, County Hall North, to which Parish Chairman is also invited. RSVP 10th May.
- Email information from Democratic Services regarding sending/return of election nomination papers (forwarded to Cllrs)
- Details of next JAG meeting and process for submitting reports of local issues

Sussex Police

Sussex PCC e-letters 15.2.19, 18.2.19, 22.2.19, 1.3.19 and 8.3.19.

In the Know alerts

Sussex Police Horsham Bulletins 19.2.19, 26.2.19, 5.3.19, 11.3.19 and 12.3.19.

Action Fraud Bulletins: 14.3.19 Scam Warning – Fake Tv Licensing emails.

Neighbourhood Watch Bulletins: 16.2.19, 20.2.19 and 2.3.19.

SALC

E-newsletter 18.2.19 with details of Town Council National parking enforcement Survey (deadline 15.3.19) (forwarded to Cllrs)

Billingshurst PC

Copy of BPC letter to Chichester College 4.3.19 and Chichester College reply 10.3.19 regarding college decision to cease running mechanics/motor vehicle courses at Brinsbury Campus.

PCP

Email and copy letter being delivered to residents regarding District ShowcaseTour 24.3.19 (forwarded to Cllrs)

Pulborough Fairtrade

Minutes of Pulborough Fairtrade Steering Group AGM 11.2.19

CAGNE

Bulletin 87 February 2019.

GON

e-newsletter No. 98 7.3.19.

Resident

Thank you to Neighbourhood Wardens for "being so approachable and keep up the good work makes us feel safer in community" regarding assistance with dog fouling and theft from vehicles issues.