



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

**PULBOROUGH PARISH COUNCIL**

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**MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL  
HELD ON 23<sup>RD</sup> JANUARY 2020 AT PULBOROUGH VILLAGE HALL**

**PRESENT:** Cllrs: Hare (Chairman), Clarke, Esdaile, Finlayson, Harvey, Henly, Kay, Lawson, Riddle and Wallace

**IN ATTENDANCE:** Mrs H Knight (Clerk)  
Cllr P Arculus (West Sussex County Council)  
Cllr B Donnelly (Horsham District Council)  
Cllr D Van Der Klugt (Horsham District Council)

*The meeting opened at 7.30pm*

**137. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Trembling (personal commitment), Cllr Kipp (family commitment) and Cllr Court (transport issues/health) and the reasons approved.

**138. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

There were no declarations of interest made and no changes to the register of interests.

**139. MINUTES OF FULL COUNCIL**

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council held on 28<sup>th</sup> November 2019 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report

Min. 117, Clerk's Report, Member resignation: A letter of thanks for his long and invaluable service had been sent to Mr Quedest as agreed. The Clerk read out his letter of reply which Members were pleased to note. He had also confirmed agreement to the co-option roles as previously discussed (see separate agenda item).

Min. 117, Clerk's Report, Skatepark/Bike Pump Track proposals: The earlier idea of a local skatepark had evolved into a Bike Pump Track initiative, being driven by a local group of residents. They had requested the opportunity to address the Council at the February meeting, so this would be on that agenda for Councillors to consider.

Min. 127, A29 Draft Pulborough Project Initiation / Stakeholder Meeting

A meeting had been scheduled for 3<sup>rd</sup> February 2020 with Council appointed representatives Cllrs Kipp, Wallace and Clarke attending. As Cllr Kipp may not be available the Clerk asked that, with Members' agreement, Cllr Hare as Chairman be reserve/additional attendee if available. Members agreed and Cllr Hare confirmed he

would attend if possible. County Cllr Arculus confirmed that she hoped to attend. An HDC Senior Engineer would also be attending.

#### Annual Meeting of the Parish/Police Attendees

The Sussex Police Prevention Sergeant, Adur, Worthing & Horsham had contacted parish councils offering for a team member to attend an annual meeting. The attendee would speak to the meeting about the new model of local policing and changes in how PCSOs are deployed following recent additions to PCSO numbers and more area specific focus for PCSOs. Council had already agreed to invite a representative of Dogs Trust to be a speaker and there were also several environmental/green topics potentially lined up. The Clerk had provisionally booked a slot for Sussex Police at the AMoP on 14<sup>th</sup> May 2020 on the basis that this would be of key local interest. Members agreed that they were happy for this arrangement in preference to Dogs Trust, who the Clerk had not yet confirmed.

#### **140. COMMITTEE MEETING MINUTES**

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

##### **140.1 Planning & Services Committee**

Members received the Minutes of the Meetings held on 28th November and 5<sup>th</sup> December 2019.

##### **140.2 Recreation & Open Spaces Committee**

Members received the Minutes of the R&OS Committee and of the RECAD (Advisory) Committee meetings held on 12<sup>th</sup> December 2019. There was no Clerk's report.

#### **141. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

#### **142. DISTRICT AND COUNTY REPORTS**

District Cllrs Donnelly, Van Der Klugt and Clarke reported on HDC matters: The Parsons Field application had been turned down by the (HDC) Planning Committee but was likely to go to appeal; HDC was hosting Code of Conduct training for all councillors the following week (*see separate agenda item*); HDC had approved continuing to explore ultrafast broadband in council buildings

Cllr Arculus gave brief updates on recent WSCC related matters: Budget setting would be taking place soon, which would be difficult following so much money having to be put into children's services improvements; WSCC now had a new Chief Executive, shared with East Sussex County Council.

#### **143. COUNCILLOR VACANCY**

The resignation of Ray Quested was formally noted. The resulting vacancy could now be advertised for co-option, following conclusion of the statutory public notice period with no poll called. The Clerk reminded members that there were now two co-option vacancies as one seat remained unfilled from the May elections.

#### **144. COMMITTEE VACANCIES**

Members noted that following there was now a vacancy on each of the three standing committees. The Planning & Services Committee was the least concern as there were still 9 members, however Finance & Policy and Recreation & Open Spaces committees each now only had 6 members. This could prove problematic in decision making and payment authorisations if more than 3 members gave apologies, making a meeting inquorate.

Following discussion, it was **RESOLVED** to appoint Cllr F Riddle to the Recreation & Open Spaces Committee.

**145. CO-OPTION TO STEERING GROUPS AND APPOINTMENT OF COUNCIL REPRESENTATIVE TO OUTSIDE BODIES**

It was **RESOLVED** to approve the co-opted appointment of Mr Ray Qusted to the Parish Council's Neighbourhood Plan Steering Group and the Sports Pavilion Development Steering Group.

It was **RESOLVED** to approve the co-opted appointment of Mr Ray Qusted as a Parish Council representative to Pulborough Community Partnership / WildArt Trail Committee, and as a Trustee of the Village Hall.

**146. BANK SIGNATORIES AND PAYMENT AUTHORISATIONS**

It was noted that officers would arrange for the removal of R Qusted as a banking signatory with both the Nat West Bank accounts and CCL account authorisations. It was **RESOLVED** to approve appointing Cllr I Hare as a new banking signatory for cheques, Bankline (Nat West Bank) payments and CCL account transactions.

**147. ELECTION OF VICE CHAIRMAN OF THE COUNCIL**

The position of Vice Chairman of the Council was vacant following the resignation of the previous incumbent. One nomination had been received. There being no other nominations, following a proposal and seconder, it was **RESOLVED** to appoint Cllr P Clarke as Vice Chairman of the Council. It was noted that this position affords an ex-officio seat on all the Council's standing committees. Cllr Clarke requested to forego this membership of the Planning & Services Committee to avoid any conflict of interest with his role as a District Councillor. He would therefore sit ex-officio on the Finance & Policy Committee and the Recreation & Open Spaces Committee.

**148. BUDGET AND PRECEPT FOR YEAR END 31<sup>ST</sup> MARCH 2020**

Members had received and discussed draft budget proposals at the November 2019 meeting, when it had been agreed to set the precept at a maximum 9.75% increase for a Band D property. The Clerk reported that no other changes had come to light necessitating further amendment. Members therefore received an updated draft budget and revised precept figure as per previous discussions at the November full Council meeting and Finance & Policy Committee recommendations.

The Chairman of the Finance & Policy Committee addressed Members on the basis for the recommendations. The full cost of the Pulborough Neighbourhood Warden Scheme was the major contributor to the precept required, but also included the Council's funding towards the Youth Worker and service for Pulborough. As a result of a deficit budget for 2019/20, the Council's general reserves had fallen lower than was recommended.

Following consideration, it was **RESOLVED** to approve the budget and precept as recommended, resulting in a precept demand for the year ending 31st March 2021 of £234,655. This results in a Band D equivalent per house charge of £92.95 per annum, which represents an increase of £8.25 on the previous year, or around 16p per week for a Band D property.

**149. SPORTS PAVILION REBUILD PROJECT**

Cllrs Clarke and Hare reported on the 9<sup>th</sup> January 2020 Steering Group meeting held with the architect. The architects had viewed the premises to get a better understanding of the issues and are now going to provide clearer costings to inform the Council's Business Plan for the project.

There may need to be some tweaking before the final design is arrived at, as for example the water tower may be removed from the design. The architects are informed that the Council will be looking at doing the whole project as one fully funded project but broken into three consecutive stages to minimise disruption to use of the changing rooms/pavilion rooms.

It was likely that the Council would need to secure in the region of £500-600k from HDC. The Council could look at new community use/hire of the new facility eg childcare/playgroups.

A further meeting of the Steering Group had been arranged for 7<sup>th</sup> February and would be reported back to Council.

The Clerk advised the Council that it would be sensible to start thinking about surveying residents' views, in addition to current club users, to inform Council whether they had a mandate to proceed. Members suggested providing publicity for the Annual Meeting of the Parish on 14<sup>th</sup> May 2020.

**150. PULBOROUGH NEIGHBOURHOOD PLAN**

The Clerk gave a verbal update on progress. The Neighbourhood Plan Steering Group had met this week to go through final recommendations as a result of the SEA Report and the HRA report. As a result, some amendments and additions to the draft policies of the Pre-Submission Neighbourhood Plan were being made which the Clerk would action as quickly as possible. The revised Neighbourhood Plan would then be forwarded to HDC, following which matters could proceed to Regulation 14 public consultation. It was anticipated that full Council could be asked to formally approve this stage at the 20<sup>th</sup> February 2020 meeting, but an extraordinary meeting may be necessary for expediency.

**151. HORSHAM DISTRICT COUNCIL REGULATION 18 LOCAL PLAN CONSULTATION**

Members noted notification of the consultation on the HDC draft (Reg 18) Local Plan from Monday 17<sup>th</sup> February to Monday 30<sup>th</sup> March 2020. Following discussion, it was **RESOLVED** that once the consultation opened and the draft LP documentation was available, the matter would be an agenda item for the Planning & Services Committee to consider in the first instance, and then be referred on to full Council on 19<sup>th</sup> March for final consideration of response.

Details of a Local Plan workshop between 2-4pm on Wednesday 12<sup>th</sup> February 2020 at Billingshurst community Centre were also noted. There were two places available per parish council. It was **RESOLVED** that Cllrs Wallace and Riddle would attend.

**152. NEIGHBOURHOOD WARDENS**

Members reviewed the NW written reports for November and December 2019 (*available on PPC website*) and received an update from the Clerk further to the Steering Group meeting of 10<sup>th</sup> December 2019. A replacement Neighbourhood Warden Supervisor, Darren Worsfold, had been appointed by HDC.

Members noted with interest an HDC paper outlining the role of Neighbourhood Wardens in comparison with the role of the new PCSOs. The Clerk had also circulated recent press coverage of the Neighbourhood Wardens' work in the community.

The Clerk reported that Cllr Court had had to stand down from her role on the Steering Group for various reasons. It was preferable, though not essential to have two councillors as well as the Clerk. Some members were interested but couldn't commit at present so the position will be looked at again in the future.

**153. CODE OF CONDUCT TRAINING FOR COUNCILLORS**

Members noted the previously circulated details of the free Code of Conduct HDC training event on Thursday 30<sup>th</sup> January 2020, 5.30-8.30pm at Horsham. The Clerk emphasized the importance and relevance of this training in relation to the Council's own Code of Conduct and standards of behaviour in public office. Confirmed attendees so far were Cllrs Hare, Kipp, Henly, Wallace, Harvey and Kay. Cllr Riddle also agreed to attend. **RESOLVED:** to approve attendance of the foregoing Members and the Clerk, plus any additional Members requesting to attend.

**154. CHIEF EXECUTIVE OF HORSHAM DISTRICT COUNCIL**

Members had been advised at the previous meeting that Mr Glen Chipp, HDC Chief Executive, would be attending the February Council meeting. The item had been added to this agenda to consider in good time any questions for Mr Chipp, which had been requested be sent in advance.

Two questions had already been suggested, one related to planning matters and one to small business rates/rural economy which Members considered and agreed. Further suggestions were made, eg in addition to making Mr Chipp welcome, ask what he hoped to gain from the visit; Funding for the Sports Pavilion project; How HDC could assist in partnership working between WSCC/HDC/PPC; Food waste/composting initiatives.

Cllr Hare had also asked residents for suggestions through the Pulborough Community Bulletin. It was agreed that PPC questions would take priority.

Following discussion, it was **RESOLVED** that any further questions should be sent to the Clerk by 10<sup>th</sup> February 2020 and the Chairman and Clerk would review all questions to collate, edit and shortlist appropriately before forwarding to HDC.

**155. VILLAGE MARKET SATURDAY 25<sup>TH</sup> JANUARY 2020**

The following rota was **AGREED** for the Village Market on Saturday 25<sup>th</sup> January 2020:- 8.30/9.00am onwards – Cllr Kay; 9.00am-10.00am – Cllr Kipp; 9.00am-11.00am – Cllr Henly. Cllr Hare hoped to attend if possible.

The Clerk reported that the new area PCSO, Jake O'Donovan, and a trainee PCSO had booked a stand and looked forward to meeting residents to introduce themselves. This had been a suggestion the Neighbourhood Wardens had made to them as a good public engagement opportunity.

**156. REPRESENTATIVES ON OUTSIDE BODIES**

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

- Cllr Henly attended the PDCCA meeting this week. They are seeking other grants from awarding bodies. A misunderstanding about ownership of the Village hall had been cleared up.
- Cllr Hare had attended the latest PCP meeting: The Bike Pump Track Group had given a good presentation; The WildArt Trail was going to be relaunched this Spring.
- Cllr Hare had attended the recent Gatwick NMB meeting and had met the new Chairman of the Executive Committee; Cllr Hare also had a meeting with the new MP, Andrew Griffiths, later this month in his role with APCAG.
- The Clerk brought to Members' attention the agenda for forthcoming HALC meeting on Monday 27<sup>th</sup> January 2020. Cllr Kipp had sent apologies but Cllr Hare planned to attend; Climate Change is among the topical agenda items.

**157. CORRESPONDENCE**

The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk brought to attention several items of particular interest.

**158. ITEMS FOR NEXT AGENDA**

- Climate change /environmental matters for March Agenda: The Clerk and Chairman referred to growing awareness and emergence of these topics for council debate. Members **AGREED** that in addition to inviting them to speak at the Annual Meeting of the Parish, an organisation called Green Living would be invited to speak briefly to the March Council meeting.
- Questions to HDC CEO.
- Presentation and item on Bike Pump Track.

**159. PAYMENTS**

Members approved the following payments by cheque, direct debit or bank transfer and the relevant paperwork was signed to duly authorise :-

<b>Payee</b>	<b>£</b>
Ingenio Technologies	90.00
Professional Weed Solutions Ltd	305.00
HDC	47.20
HDC	26.60

***The meeting closed at 9.05pm***

.....Chairman

.....Date

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

Draft Minutes of Chanctonbury County Local Committee meeting of 19<sup>th</sup> November 2019 (*copied to Council*) and notice of next CCLC meeting scheduled for Wednesday 11<sup>th</sup> March 2020, 7pm at Thakeham Village Hall, Abingworth Crescent, Thakeham RH20 3GW (**note venue change**)

**HDC**

- Email 06.01.20: HDC is seeking views on crime and disorder in the District. All are encouraged to take approx. 10 minutes to complete a short survey, deadline Sunday 16<sup>th</sup> February 2020, and all completed surveys will be entered into a prize draw for a £10 gift card to spend in local shops. Survey topics include: How safe you feel; whether you've been a victim of crime; what you feel are the main causes of crime; what you feel the Safe and Well Partnership should be focusing on. The online survey can be found at [www.horsham.gov.uk/crime-survey](http://www.horsham.gov.uk/crime-survey) or email [communitysafety@horsham.gov.uk](mailto:communitysafety@horsham.gov.uk) / call 01403 215173 for a paper copy.
- HDC Code of Conduct Training event for all Councillors on Thursday 30<sup>th</sup> January 2020, 5.30-8.30pm at HDC venue (*forwarded to Council / see agenda item 17*).
- Email 14.01.20 from Business Development: HDC has recently launched a redeveloped tourism website for the District called Discover Horsham District. Feedback can be provided using the feedback mechanism on the website. (*forwarded to Council*)

**NALC**

Chief Executive's Bulletins 22.11.19, 29.11.19, 06.12.19, 13.12.19, 18.12.19 and 10.01.20 (*forwarded to Cllrs*)

**HALC**

- Minutes of HDC/HALC annual meeting on 14<sup>th</sup> November 2019 and HDC presentation slides (*forwarded to Council*).
- Minutes of Extraordinary HALC meeting on 4<sup>th</sup> December 2019 and HD presentation on Preferred Strategy Local Plan (*forwarded to Council*).

**Sussex Police**

- Sussex PCC e-letters: 22.11.19, 29.11.19, 03.01.20 and 10.01.20. Topics include: Celebrating 45 years of the Brighton Women's Centre; Listening to your concerns /1<sup>st</sup> Road Safety Summit for Sussex; Tackling serious violence in Sussex; New Year, New Initiatives / fast-track detective development programme / Checkpoint criminal diversion programme.

**MP**

Letter to PPC Chairman from Andrew Griffith, MP for Arundel & South Downs, introducing himself and providing contact details for councillors or constituents (available on PPC website / notice boards) (*copied to Council*).

**Pulborough Community Partnership**

Agenda and Minutes of PCP Management Group held 13<sup>th</sup> January 2020 (*copied to Council*).

**Pulborough Voluntary Community Forum**

Minutes of meeting held 4<sup>th</sup> September 2019 and Agenda for meeting 15<sup>th</sup> January 2020.

**APCAG**

Email 07.12.19: Updates on New Gatwick Noise Management Board and Gatwick's Big Enough Campaign (GBE) (*forwarded to Council*)

## **PAGNE**

- Email 02.12.19 with copy of letter from GBE sent to Leaders/CEOs of all Gatwick area local authorities, regarding the need for all Gatwick airport proposed growth to be properly scrutinised. PAGNE is urging parish councils to put pressure on county/district/borough leaders to take action as set out in their letter. (*forwarded to Council*).
- Email 07.01.19 with copy of letter from GBE sent to all Gatwick area MPs from the GBE coalition.

## **CAGNE**

Bulletins 101-105, details of GBE campaign and urging council support.

## **GON**

e-newsletter 104, details of GBE campaign and urging council support.

## **Residents/public**

Copy of letter sent to MP, County Cllr and District Cllrs urging actions to stop Gatwick Airport expansion and address climate change.

## **Grant Aid**

Letters of thanks for Grant Aid award from: St Mary's Church Pulborough, Citizens Advice North South East, Victim Support, 4 Sight Vision Support and Horsham District Age UK.

## **Publications**

Clerks & Councils Direct, January 2020, Issue 127