



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 18TH JULY 2019 AT PULBOROUGH VILLAGE HALL

PRESENT: Cllrs: Qusted (Vice Chairman), Clarke, Esdaile, Henly, Kay,
Lawson, Riddle and Wallace

IN ATTENDANCE: Mrs H Knight (Clerk)
District Cllr B Donnelly (HDC)
1 member of the public

The meeting opened at 7.31pm

In the absence of the Chairman of the Council, the Vice Chairman took the chair.

50. APOLOGIES FOR ABSENCE

Apologies for absence were received, and reasons approved, from Cllrs Hare (long standing commitment), Kipp (personal reasons), Trembling (business commitment) and Court (unwell).

51. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

52. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council held on 20th June 2019 as a true and accurate record of the proceedings and the Chairman signed them, subject to an amendment to Min. 36 which showed District Cllr P Clarke's cabinet role incorrectly and should read "...as HDC Cabinet member for Economic Development" instead of "Economic Regeneration".

Clerk's Report

18.04.19, Min. 195, Items for next agenda

The item suggested by Cllr Esdaile (discussion on whether the A29 should be designated as an MRN) had not been added due to pressure of other more urgent items and no written proposal/objective coming forward. Additionally, County Cllr Arculus had agreed at Council 20th June meeting to follow up with WSCC regarding any update on the meeting held in November 2018 (Min. 37, 20.06.19 refers)

20.06.19, Min. 36 PCP WildArt trail

The Clerk had duly signed and sent off the permission for third party attachments application to WSCC Highways contractor SEE but had heard nothing further as yet. The three private land licence agreements were also still awaiting completion. Only one is ready to complete so far but it is understood from HDC that matters are in hand. In the meantime, installation commenced from W/C 8th July and some of the artworks and signposts were already in place. The Clerk had spoken with HDC about ownership /

insurance responsibility: It was confirmed that currently the ownership / insurance liability lies with HDC until such time as they make other legal arrangements with PPC, which is in hand with their legal department it is understood.

20.06.19, Min. 42, Funfair at Cousins Way Recreation Ground

Council approved permission for Shaylers Family Funfair (Showtime Amusements) from Mon 15th to Mon 22nd July, operational Friday, Saturday, Sunday. The Clerk took the steps of requesting copies of their public liability insurance and music licences etc, in addition to their signing of a formal Agreement, and all residents of Cousins Way and Orchard Way were written to. The funfair had paid the fee of £300 as on previous occasions. The fair almost had to be cancelled due to PPC staffing / broken machinery issues which meant the grass would be too long. However, a contractor was employed at a cost of £275 (to be ratified later in the meeting), which was fortunately offset by the fee charged to the funfair. The funfair had now set up, the organisers having been very considerate in staggering arrival around school leaving time. There had been two calls from concerned residents, one of whom also emailed, and a couple of comments on social media unhappy with the situation. The resident who wrote had been reassured and was also contacted by the Neighbourhood Wardens, who also spoke with the funfair organisers. Some complaint raised by residents, understandably, was the very short notice of the funfair arrival. The Clerk had apologised and explained the unavoidable reasons for this. There had been no other negative comments about the funfair to date.

20.06.19, Min.48, Items for next agenda

Cllr Kay had requested an item to discuss provision of a skatepark, which was referred in the first instance to the Recreation & Open Spaces Committee. This had not been brought forward yet as the Neighbourhood Wardens were already investigating potential for provision of a bike ramp area, which may possibly incorporate skateboarding facilities. Cllr Kay has met with the Neighbourhood Wardens. No firm details or proposals are available yet, as there is considerable background work and consultation to be done first, until further information is available to inform discussion and any decisions.

53. COMMITTEE MEETING MINUTES

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

53.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 20th June and 4th July 2019. There was no Clerk's report.

53.2 Finance & Policy Committee

Members received the Minutes of the Committee Meeting held on 27th June 2019.

Clerk's Report

The unconfirmed minutes were in Councillors' wallets this evening as they weren't available in time to accompany the agenda unfortunately. Members were invited to take a few minutes to read the minutes at this point. However, Members preferred to formally approve the minutes unread, and would contact the Clerk with any queries.

The Clerk confirmed that, following liaison with the Committee Chairman and as noted at the June meeting, the meeting scheduled for 25th July 2019 had been cancelled (Min. 14 refers).

54. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

55. DISTRICT AND COUNTY REPORTS

County Cllr P Arculus and District Cllr D van der Klugt had sent their apologies.

District Cllr Donnelly gave some updates on various District Council matters. Because the District Council is reviewing its Local Plan, some of the larger developers have recently given presentations to the Council. Potential sites included very large housing developments such as Mayfield and Adversane, as Government policy dictated the level of housing that must be provided.

Cllr Clarke, reporting as a District Cllr, provided some other updates: Storrington, Sullington & Washington Neighbourhood Plan was now out to referendum; Health check feedback for Pulborough Neighbourhood Plan had been issued today (the Clerk confirmed this had arrived late afternoon); The forthcoming Pulborough WildArt Trail launch event should be exciting; The digital tourist information display boards (planning application considered at the earlier Planning & Services committee meeting) were part of a strategic review of tourist information in the district and were predominantly grant funded.

56. **SPORTS PAVILION REBUILD PROJECT**

The Clerk reported that subsequent to the Council decision on 20th June 2019, additional information had emerged affecting that decision. In liaison with the Chairman, Vice Chairman and Finance & Policy Committee Chairman, and to avoid delaying the project still further, urgent action had been taken to appoint the Council's second choice of structural survey contractor instead, which represented best value for the Council.

Members therefore **RESOLVED** to rescind the previous decision in light of new information not available at the time. It was **RESOLVED** to ratify the appointment of McCarey Simmonds Ltd to carry out the structural survey of the Sports Pavilion, including trial hole work, and subject to survey results provide schematic drawings at an estimated total cost of £1,952 + VAT.

The Clerk advised that the structural survey had been carried out that morning. The resulting report was awaited for report to Council as soon as possible.

57. **NEIGHBOURHOOD PLAN**

It had been hoped that the Council would be able to formally approve the draft Neighbourhood Plan moving to Reg 14 at this meeting. The delay was due to waiting longer than expected for the healthcheck feedback from HDC. The Clerk reported that this had in fact arrived that afternoon and been immediately forwarded to the Steering Group. The Steering Group was due to meet on 23rd July 2019 and would review the feedback. A further delay was that HDC had only recently been able to appoint a consultant to carry out the SEA work. HDC had advised that the consultant's study and report would take several weeks. It was therefore now anticipated that the Neighbourhood Plan would move to Reg 14 in October 2019. HDC officers had given assurance that they were comfortable with this timeframe and that it fitted with HDC deadlines.

Cllr Quisted declared a personal interest in the following matter, as the business owner is a family relative, and he would not participate in voting

Due to some technical amendments needed to the draft Neighbourhood Plan, some consultancy work had had to be undertaken before it could be forwarded to HDC. Members **RESOLVED** to ratify payment of £275 + VAT, from the Neighbourhood Plan earmarked reserve, to Eyelevel Designs for producing revised tables and charts for the draft pre-submission Neighbourhood Plan documentation.

When it was previously discussed, the Council had not wished to register a stand for the annual Harvest Fair on 28th September this year. However, it was noted that the event was likely to coincide with the revised Reg 14 public consultation timing and could present an ideal opportunity for public engagement, along with the Village Market on the same day. The Clerk reminded Members that adequate cover would be needed for both events. It was **RESOLVED** to approve registering a stand, if still available, at an approximate cost of £40, to be paid from the Neighbourhood Plan earmarked reserve.

58. NEIGHBOURHOOD WARDENS

The Neighbourhood Wardens' written report for July had been circulated and was noted. The Steering Group had met on 1st July 2019. It was reported that the new shift pattern had been trialled for almost three months. Unfortunately, there were some elements that were not working as well as had been hoped. The Neighbourhood Wardens, Clerk and HDC Warden Supervisor were discussing a revised pattern that would give the Council as much coverage as possible from the 2 x 30hr posts, including some weekends/evening shifts, whilst providing a reasonable work / life balance and adhering to employment legislation requirements. Members confirmed that they were happy for the Clerk to continue discussions on behalf of the Council, in liaison with the Steering Group representatives.

It was noted that the Neighbourhood Wardens had arranged a 'clean up' day in Carpenters Meadow for 8th August 2019. This had been proposed by a local church group who had asked for the wardens' assistance in helping to improve the area for residents. The wardens were also once again organising some free sport activities for young people over the summer holiday period on the main recreation ground. They had additionally arranged for a temporary bike pump track at Carpenters Meadow play area for one week in early August. The venue had been chosen because it was owned by HDC, who had given permission as there is already a playpark there, and because it fitted well with the proposals for improving that area.

59. PARISH COUNCIL VACANCIES FOR CO-OPTION

It was noted that three unfilled seats remained following the local elections in May. The Clerk had drafted and circulated two potential co-option application forms for consideration. These set out some basic criteria and desirable skills the Council might look for from interested applicants. The aim would be to attract people who could bring beneficial skills and experience to add to the Council's existing skills base, without putting people off. Draft 1 was a more detailed form listing various desirable skills, whilst Draft 2 was simpler. Following discussion, it was **RESOLVED** to adopt Draft 1, for implementation as soon as possible.

60. PROPOSALS FOR ADDITIONAL POST OFFICE IN PULBOROUGH

Members considered a request from the proprietor of Pulborough General Stores for a letter of support from the Council for his application to establish a post office at his Lower Street shop (copied to Council). It was noted that this would be additional to the existing post office service run by Elite Garage at London Road, and that the proposer believed the village could support two businesses. It was **RESOLVED** that a letter of support would be sent on behalf of the Council, on the basis that two Post Offices could co-exist.

61. 75TH ANNIVERSARY OF VE DAY, AND BANK HOLIDAY, 8TH MAY 2020

The Government had announced that the May Bank Holiday next year would be moved from Monday 4th to Friday 8th May 2020 to coincide with national plans to mark the 75th anniversary of VE Day (details copied to Council). As well as noting this, Members were asked to consider whether they wished to commemorate the occasion in any way, since early discussion and planning would be necessary. It was **RESOLVED** to liaise with other parishes and local organisations regarding any plans they had, to be reported back to full Council for further discussion. The Clerk would contact neighbouring parish councils and local churches, Cllr Kay would liaise with St Mary's School and Cllr Quedstedt would discuss with Pulborough Community Partnership.

62. SURVEY ON AREA COUNTY LOCAL COMMITTEES (CLCs)

The email and survey questions received from WSCC had been copied to members. WSCC Governance Committee had set up a working group to review CLCs. District, borough, town and parish councils were being asked to contribute their views on the value and purpose of their local CLC meetings through the survey, which would run until 30th September 2019. Cllr Quedstedt confirmed that he had already completed the survey as he had been contacted direct. It was **RESOLVED** that the Clerk would forward the email and link to Members for individuals to complete at their discretion. The Clerk advised that this would not constitute a corporate response from the Parish Council.

63. GDPR: TO CONSIDER APPOINTMENT OF DATA PROTECTION OFFICER FOR 2019-2020

The annual appointment of the external DPO appointed in June 2019 had now expired. The Clerk advised that it was no longer a legal requirement for Councils to appoint a DPO. Members considered the quotation received from ProcessMatters2 for re-appointment at the same fee of £150 for one year. The Clerk had sought another quote for comparison but unfortunately had not received a formal response. She understood that the second company had charged around £500 last year and that another council had recently paid a different company in the region of £650, although it was not known whether either of these was on a like for like basis. It was **RESOLVED** that no appointment of an external Data Protection Officer would be made at this time.

64. PURCHASE OF REPLACEMENT WESSEX FLAIL MOWER

The Clerk reported that urgent action had been taken, in consultation with the Chairman and with the Vice Chairman and Chairman of Policy & Resources Committee, to enable continuation of a council service. Due to the Council's Wessex Topper Mower breaking down, with a quoted cost of £1,500 + VAT for repair and 5 day hire charge of an alternative, a replacement had been purchased as quickly as possible for the Groundsman's use. It was **RESOLVED** to ratify the purchase of a 4ft Wessex Flair Mower from Arun Mowers at a cost of £2,100 + VAT, to be funded from the New Tractor/ Machinery earmarked reserve.

65. CONTRACTOR GRASS CUTTING OF COUSINS WAY RECREATION GROUND

The Clerk reported that as a result of staff absence, she had had to take urgent action, in consultation with the Chairman and Vice Chairman, to arrange for a contractor to cut Cousins Way recreation ground, which had become badly overgrown and was attracting a number of complaints from residents and users. Members noted that the work undertaken had been of very good standard. It was also noted that the cost of the contractor had been offset by the fee paid by the funfair owner for hire of the recreation ground. It was **RESOLVED** to ratify the cost of £275 + VAT for the work carried out by Sussex Land Services.

66. VILLAGE MARKET: ROTA OF MEMBERS FOR SATURDAY 27TH JULY 2019

The following rota was **AGREED** for the Village Market on 27th July 2019:

8.30am-10.30am – Cllr Wallace; 10.30-11.00am – Cllr Qusted; 10.30am-11.30am – Cllr Esdaile; 11.00am-12.00noon – Cllr Riddle; Attending mid-morning – Cllr Henly.

67. REPRESENTATIVES ON OUTSIDE BODIES

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

- Chanctonbury Local Committee 3rd July 2019 – attended by Cllr Qusted and Chairman
- Village Hall Trustees meeting – attended by Cllr Qusted and Cllr Henly
- WildArt Trail committee meeting – attended by Cllr Qusted

68. CORRESPONDENCE

The Correspondence list (previously circulated to Council) is attached as Appendix 1.

69. ITEMS FOR NEXT AGENDA

None put forward.

70. PAYMENTS

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

Payee	£
Mr F Bushby (need receipt) -Transfer already made on 17.07.19	20.00
Mrs H Knight	8.05
SLCC	50.00
ArbTec Tree Care	745.00
ABA (Construction) Ltd	936.00
Arun Mowers	2520.00
Ms E Kipp	9.90
Pulborough Social Centre	71.05
National Westminster	27.65

The meeting closed at 9.00pm

.....Chairman

.....Date

CORRESPONDENCE

Appendix 1

WSCC

Town and Parish News for July (forwarded to Cllrs)

SALC

Weekly bulletin 24-2019 (forwarded to Cllrs)

Sussex Police

- Email from PCSO Erica Baxter, Prevention Team Adur Worthing & Horsham/Horsham District Rural Initiative: Updates -Topics covered include Community Speed Watch (CSW) schemes, Shopwatch, the importance of reporting (copied to Cllrs).
- Sussex PCC e-letters: 14.06.19, 28.06.19 and 05.07.19

In the Know alerts

- Sussex Police Horsham Bulletins: 18.06.19, 26.06.19, 02.07.19 and 09.07.19
- Neighbourhood Watch bulletin: 17.06.19

APCAG

Notice and agenda of AGM 04.07.19

CAGNE

Bulletin 94, July 2019

Publications

Clerks & Councils Direct, July 2019, issue 124