



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. THE ROOM WILL HAVE LIMITED ATTENDANCE CAPACITY DUE TO SOCIAL DISTANCING, THEREFORE PUBLIC ADMITTANCE TO THE MEETING IS NOT GUARANTEED.

You are hereby SUMMONED to a Meeting of Pulborough Parish Council which will be held in the Arun Hall at the Village Hall on Thursday, 17th June 2021 at 7.30pm.

**Heather Knight
Clerk**

Swan View, Lower Street, Pulborough, RH20 2BF
Tel: 01798 873532 clerk@pulboroughparishcouncil.gov.uk

Dated: 10th June 2021

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. *(Update form attached for completion)*
- 3. Committee Terms of Reference**
To review terms of reference and delegation arrangements for the Council's committees, sub-committees, and steering/working groups. *(Attached)*
- 4. Appointments to Committees, Sub-Committees and Steering/Working Groups**
To appoint members, chairmen and vice-chairmen to serve on committees, sub-committees and steering/working groups. Council Chairman, Vice Chairman and committee chairmen are ex-officio members of standing committees. *(Current committee membership attached)*
- 5. Representatives to Outside Bodies**
To appoint representatives to other organisations. *(Current list attached)*
- 6. Bank Account Signatories and Authorisations**
To review and appoint signatories for Council's banking – cheques/online/payment authorisation lists.
- 7. Minutes of Full Council**
To approve the Minutes of the online Annual Meeting of the Council held on 6th May 2021 *(attached)*, and to receive the Clerk's report on issues raised at the meeting.
- 8. Committee Meeting Minutes**
To receive and consider Minutes, Reports and Recommendations of Committees (other than separate agenda items) :-

8.1 Planning and Services Committee

To receive the Minutes of the Meetings held on 15th April 2021 (online), 6th May 2021 (online) and 3rd June 2021 (*attached unless previously circulated*), and to receive the Clerk's report on issues raised at the meetings.

8.2 Recreation and Open Spaces Committee

To receive the Minutes of the Meeting held on 8th April 2021 (online) and 27th May 2021 (*attached unless previously circulated*), and to receive the Clerk's report on issues raised at the meeting.

8.3 Finance and Policy Committee

To receive the Minutes of the online Meeting held on 29th April 2021 (*attached unless previously circulated*), and to receive the Clerk's report on issues raised at the meeting.

9. 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**.

10. District and County Reports

To receive reports from the District and County Councillors.

11. Annual Meeting of the Parish

To receive the unconfirmed Minutes of the Annual Parish Meeting held online on 13th May 2021, noting that these will be approved at the next Parish Meeting. (*To follow if not attached*).

12. End of Year Accounts and Annual Governance and Accountability return (AGAR)
(*attached*)

12.1 To receive and note the Annual Internal Audit Report 2020/21 (AGAR page 3);

12.2 To consider the Annual Governance Statement 2020/21 (AGAR Section 1): To approve the Council's response to each statement, and to approve that Section 1 be signed by the Chairman of this meeting and by the Clerk;

12.3 To consider the Accounting Statements 2020/21 (AGAR Section 2): To approve the Accounting Statements and that Section 2 be signed by the Chairman of this meeting, having been signed by the Responsible Financial Officer prior to presentation.

13. Vacant Seats on the Council

To note the recent resignation of Cllr Sean Harvey, and that the formal Notice of Vacancy for potential by-election has been published. To also note that there are two existing vacancies on the council now available for co-option to the council.

14. Neighbourhood Warden Scheme – Vehicle Changes

To consider HDC proposed warden fleet vehicle change to use hybrid cars. (*Email attached*)

15. Unauthorised Encampment on Council Land

To note the recent incursion of travellers on the main recreation ground at Rectory Close and action taken. To consider whether the Council wishes to investigate viability of any security measures to discourage future occurrence. (*Copy attached: Min.29, R&OS C'ttee 13.09.18 - previous incident decision*)

16. Sports Pavilion Rebuild / Refurbishment Project

To note submission of full planning application and payment of £1,414.00 fee to HDC, as previously agreed.

- 17. Biannual Meeting with Sussex Chief Constable**
To note next meeting of West and East Sussex County Associations with the Chief Constable and the Sussex Police and Crime Commissioner on Monday 5th July 2021. Member Councils may raise any questions of a strategic or unresolved matter to WSALC by 5pm Friday 25th June 2021.
- 18. Pulborough Village Market**
To note that the market will take place inside the Village Hall on Saturday 26th June 2021 and to appoint Cllr representatives to attend
- 19. Representatives on Outside Bodies**
To receive brief reports from Members representing the Council on other organisations.
- 20. Correspondence**
To note items of correspondence as per list circulated. *(Copied to Council)*.
- 21. Chairman's Announcements and Urgent Matters**
- 22. Payments**
To approve the payments list for signing. *(Details to be circulated prior to meeting)*