



PULBOROUGH PARISH COUNCIL

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**MINUTES OF A FULL COUNCIL MEETING OF PULBOROUGH PARISH COUNCIL
HELD ON THURSDAY 23rd OCTOBER 2023 AT THE VILLAGE HALL**

PRESENT: Cllrs: Ellis-Brown (Chair), Clarke*, Court, Hare, Hunt, Lee, Marcusson, Martin, Mote and Riddle

*Arrived 19:37 due to HDC meeting

IN ATTENDANCE: Mr H Quenault (Clerk)

The meeting opened at 7.30pm.

106. APOLOGIES FOR ABSENCE

Apologies were received as follows:

Cllr Jon Campbell – Personal Commitment
Cllr Penny Hands – Personal Commitment
Cllr Lissette Trembling – Personal Commitment
Cllr Jeannie Esdaile - Personal Commitment

107. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no changes to Councillor's register of interests.

108. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council from the following dates as a true and accurate record of the proceedings and these were duly signed by the Chair:

19th of October – Full Council Meeting

109. COMMITTEE MEETING MINUTES

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

PLANNING & SERVICES COMMITTEE

Members received the Minutes of the Meeting held on 19th October. It was **NOTED** that the meeting on the 2nd of November had been cancelled due to extreme weather.

FINANCE & POLICY COMMITTEE

Members received the Minutes of the Meetings held on 28th September & 26th October.

RECREATION & OPEN SPACES COMMITTEE

Members received the Minutes of the Meeting held on 12th October 2023.

110. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

The Chair moved to the next agenda item.

111. DISTRICT & COUNTY REPORTS **West Sussex County Council Report:**

The County Councillor was not present. The Chair explained that any comments or question about the report should be directed to the County Councillor outside of the meeting.

The absence from the meeting was discussed.

Horsham District Council Report:

The initial draft of the local plan, currently undergoing review, remains confidential pending its journey through the cabinet and subsequent extraordinary meeting of the full council. Horsham District Council is also engaged in long-term budget planning for 2024-2025 and beyond.

Recently, an urgent session was convened by the Council to address the critical state of Swan Walk Car Park, which suffered severe damage to its membrane. The anticipated cost for repair, initially estimated at £350,000, has surged to a around £600,000. Compounded by an estimated loss of £180,000 in income due to the closure, there's an apprehension that these costs might escalate further. However, the repair work is contingent upon weather conditions, adding an additional layer of complexity.

On another front, there's a collaborative effort underway by HDC on wildlife recovery, particularly focusing on concerns raised by a cabinet member regarding environmental issues stemming from sewage spills and excessive water flow in the Arun river.

Recognizing achievements, the Southeast in Bloom has bestowed gold and silver guild accolades upon the large park category, a testament to the work involved in managing the land owned by Councils.

Moreover, HDC has launched a business grant aimed at supporting local businesses, with potential avenues for additional funding for qualifying companies. Notably, there are ongoing rural projects, including the installation of electric charging points, aligning with sustainability goals.

Members **NOTED** the District & County Reports.

112. REPRESENTATIVES ON OUTSIDE BODIES

At the recent APCAG meeting, various topics were discussed. One notable focus was on a proposed one-on-one session for middle managers. The committee sought opinions on a three-year plan concerning noise management. The meeting minutes will soon be available through the Clerk.

Regarding the Community Report from Network Rail, concerns were raised about disability access, particularly for those traveling north where no access currently exists. This issue is under review, but if not addressed now, it might not make it onto the agenda for another five years. It was stated that more people should be made aware that Network Rail claims for disabled individuals needing to travel to Billingshurst and then take a taxi back to Pulborough due to lack of access.

Updates on the local traders were also provided. There's a new shop to do with construction that replaces Blake's Grooming who aim to establish a presence within the village. Additionally, the installation of Christmas trees has enhanced the village's appearance. A specific application for repaving Barn House Lane was discussed, involving the total investment of £50,000 from HDC. This initiative will involve collaboration with a local metalworking company as an archway will need to be built and installed.

The recent village hall meeting highlighted a vacancy due to Kevin's departure. Plans to bring in a former caretaker were mentioned. General concerns were raised about costs exceeding the budget. There's a looming discussion at the next meeting regarding the revision of hire charges to balance costs and revenue.

The Sports and Social Club meeting was relatively brief, with no significant concerns reported.

Sussex Wildlife delivered a presentation, focusing on their increased involvement in local activities. Discussion centred on Nutbourne Common and concerns about invasive brambles. There's interest in exploring the impact of dog-walking on the natural habitat and potentially creating a nature corridor, an idea that will be further explored.

The Chair moved to the next agenda item.

113. GRANTS

The Clerk spoke about the current spend in the account. There was currently a spend of £208.00, made up of donations from both water testing and a donation towards a coronation picnic.

It was brought to the Clerk's attention that there has been an offset of £200.00 from HDC for the coronation picnic. Consequently, there is no requirement to reduce the grant fund by £200.00. Instead, only the remaining eight pounds should be considered. A total of £1172.00 is allocated to the Pulborough and District Care Association.

The Council **RESOLVED** to approve the following grant applications:

Parochial Church Council, St. Mary's Church	£200.00
Victim Support (Sussex Area)	£100.00
Storrington & Arun Valley SWT (Sussex Wildlife Trust) Regional Group	£100.00
Air Ambulance Kent, Surrey & Sussex	£200.00
Pulborough & District Community Care Association	£1172.00
4Sight Vision Support	£220.00

114. PARISH TWINNING

The letter was thoroughly reviewed and discussed during the meeting. The Clerk highlighted that such occurrences are quite common within Parish Council proceedings. Emphasis was placed on the importance of giving this matter due consideration.

Additionally, it was suggested that as Pulborough hosts a wine-making presence, exploring more suitable options locally might be beneficial. The idea of contacting HDC's twinning department was proposed as it could potentially yield opportunities beneficial for the children of Pulborough.

The Council **RESOLVED** for the Chair to seeking clarification with HDC on how best to proceed with the twinning.

115. MUGA BUSINESS PLAN

The Clerk provided a comprehensive overview of the document to the Council, emphasizing the necessity for a security gate and electronic infrastructure. Highlighting an existing 3G facility in the vicinity generating around £22,000.00 annually, the Clerk estimated management fees at 10% of the projected £10,000.00 income for this potential project. Chanctonbury Leisure expressed interest in managing the site, adding weight to their offer.

A donation of £5,000.00 has already been secured for partial sponsorship. Discussions revolved around crucial aspects like the agreement's duration, break clauses, and terms necessitating thorough consideration. The Council sought to ascertain Chanctonbury facilities' credibility, with the Clerk attesting to their management after visiting the site. Additionally, considerations were made regarding CCTV installation and involving funding for this.

The discussion highlighted the significance of the project's commercial viability and the necessity of expertise in its successful execution. Identifying various key points, it was collectively deemed a venture worth pursuing.

There was also mention of a donor's involvement specifically for pickleball, although details on this aspect were not fully outlined at this time.

The Council **RESOLVED** to adopt the business plan and resolved to allow the Clerk to arrange a management company to run the site once it is completed (subject to appropriate terms in the first year).

- 116.** The Council **RESOLVED** to exclude the press and public due to the commercial sensitivity of the next agenda item.

117. SPORTS & SOCIAL CLUB UPDATE

The Clerk gave a verbal report to the Council regarding an offer made regarding the existing Sports & Social Club.

It was mentioned that the Clerk and the Chair were to seek legal advice due to the unusual nature of the offer.

It was noted that this was a significant opportunity for Pulborough Parish Council.

A comprehensive requirement was identified, including the need for a business plan and projections on future revenue generation.

The Council **NOTED** the report received from the Clerk.

118. REVISION TO SPORTS & SOCIAL CLUB WORKING GROUP

The Clerk elaborated on the report, emphasising the need to update the working group's terms of reference in response to previous agenda items. The primary aim of establishing the charity was to enhance governance over the building work and secure additional funding through the unique structure offered by a charitable organisation.

During the discussion, it was agreed that the irregularity in meeting schedules would cease, focusing instead on completing the project within the current election cycle. Given the commercial sensitivity involved, it was highlighted that the composition of the committee needed adjustment, necessitating a change in the originally elected participants to form a smaller, more specialised group.

The Council **RESOLVED** to have the following members for Sports & Social Club working group Cllr Hare, Cllr Hunt, Cllr Hands and Cllr Lee.

The Council **RESOLVED** to accept the changes to the Sports & Social Club Working Group as per Appendix C with a change on the wording from “reports to” to “ratified by”.

119. BUDGET 2024/25

The Clerk presented the budget, noting that it had undergone thorough review by the Finance & Policy Committee. He then provided a brief overview of its contents. He recommended that if the Council chose to accept the budget, it should acknowledge the possibility of alterations before the January Council Meeting in case any new information emerged.

The document was subsequently discussed.

There was concern about the ongoing cost of £11,000 for a lease, deemed quite expensive. It was clarified that this amount would cover servicing, MOT, tax, and insurance. There was a query about potential confusion between capital and revenue budgets, but it was confirmed that the intent was to ensure sufficient funds for a vehicle, potentially a hybrid or electric EV. It was noted that more local charging points, especially near the village hall, would be beneficial for the vehicle. However, decisions about this would be influenced by our financial constraints and the actions of HDC and the village hall regarding potential charging points.

It was **RESOLVED** that the 24/25 budget be accepted with a 5.03% rise on the precept and a total amount of £292,460 subject to any material facts changing prior to submission to HDC (February).

120. CHAIR’S ANNOUCEMENTS

The Chair made an announcement regarding the upcoming events, emphasising the necessity for members to secure appropriate volunteers for both the Christmas market and the upcoming parish-led Christmas fair. The support needed was highlighted, along with gratitude expressed towards those who had already volunteered.

Councillors organised themselves to ensure availability for both events.

121. PAYMENTS

Kevin Lee Expenses	£54.95
Pulborough Social Centre	£56.50
Surrey Hills Solicitors	£1,614.00
Laser - Kent County Council	£217.89
Kestrel Alarms	£221.60
Travis Perkins	£106.87
Viking Office	£102.91

The meeting closed at 9.17pm.

.....Chair

.....Date