



# 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, and 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 Rother Hall at the Village Hall on **Thursday, 16<sup>th</sup> September 2021 at 7.30pm.**

**Heather Knight  
Clerk**

**Dated: 9<sup>th</sup> September 2021**

Swan View, Lower Street, Pulborough, RH20 2BF  
Tel: 01798 873532 [clerk@pulboroughparishcouncil.gov.uk](mailto:clerk@pulboroughparishcouncil.gov.uk)

## **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.
- 3. Minutes of Full Council**  
To approve the Minutes of the Meeting of the Council held on 15<sup>th</sup> July 2021 (*attached*), and to receive the Clerk's report on issues raised at the meeting.
- 4. Committee Meeting Minutes**  
To receive and consider Minutes, Reports and Recommendations of Committees (other than separate agenda items) :-
  - 4.1 Planning and Services Committee**  
To receive the Minutes of the Meetings held on 15<sup>th</sup> July, 5<sup>th</sup> August and 2<sup>nd</sup> September 2021 (*attached unless previously circulated*), and to receive the Clerk's report on issues raised at the meetings.
  - 4.2 Recreation and Open Spaces Committee**  
To receive the Minutes of the Meeting held on 8<sup>th</sup> July 2021 (*attached unless previously circulated*), and to receive the Clerk's report on issue raised at the meeting.
  - 4.3 Finance and Policy Committee**  
To receive the Minutes of the Meeting held on 22<sup>nd</sup> July 2021 (*attached unless previously circulated*), and to receive the Clerk's report on issue raised at the meeting.  
**Includes recommendation to adopt the Internal Audit Report 2020/21 (Final Update).**

- 5. 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**.
- 6. District and County Reports**  
To receive reports from the District and County Councillors.
- 7. Neighbourhood Plan**  
To note Initial Comments issued by Independent Examiner and the Statement of Response from the Parish Council and Horsham District Council (published on both councils' websites). To receive Examiner's final report and recommendations, if available, and approve forward action.
- 8. Appointments to Committees**  
To approve appointment of Cllr Santo to sit on the Recreation & Open Spaces Committee.
- 9. Code of Conduct**  
To approve adoption of the model new Code of Conduct, as recommended by the Finance & Policy Committee (*attached*).
- 10. Neighbourhood Wardens**  
To note forthcoming vacancies for the Pulborough Neighbourhood Warden scheme and consider process for appointing new post holders (*copied to Cllrs*).
- 11. St Mary's Primary School – PTA Fireworks Event**  
To consider request from St Mary's School PTA to hold a Fireworks Event on the Council's recreation land at Cousins Way on Saturday 13<sup>th</sup> November 2021 (*copied to Cllrs*).
- 12. Sports Pavilion Update**  
To note progress and update if available on the Council's planning application.
- 13. Calendar of Meetings 2022**  
To approve the schedule of meeting dates for 2022 (*attached*).
- 14. Pulborough Village Market**  
To note that the market will take place inside the Village Hall on Saturday 18<sup>th</sup> September 2021 and to appoint Cllr representatives to attend.
- 15. Representatives on Outside Bodies**  
To receive brief reports from Members representing the Council on other organisations.
- 16. Correspondence**  
To note items of correspondence as per list circulated. (*Copied to Council*).
- 17. Chairman's Announcements and Urgent Matters**
- 18. Payments**  
To approve the payments list for signing. (*Details to be circulated prior to meeting*)