



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

## PULBOROUGH PARISH COUNCIL

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### MINUTES OF AN ORDINARY MEETING OF PULBOROUGH PARISH 21<sup>st</sup> JANUARY 2016 AT PULBOROUGH VILLAGE HALL

**PRESENT:** Cllrs Qusted (Chairman), Clarke, Court, C Esdaile, J Esdaile, Hare, Henly, Kay, Kipp, Lawson, Reddin, Tilbrook, E Wallace & J Wallace

**IN ATTENDANCE:** 1 member of the public and Lisa Underwood (Assistant Clerk).

*The meeting opened at 7.30pm*

The Chairman welcomed Cllrs. Kay & J Esdaile to their first Full Council meeting.

**116. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Mortimer and County Councillor Pat Arculus.

**117. DECLARATIONS OF INTEREST**

There were no declarations of interest

**118. MINUTES**

**118.1 Full Council**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held 26<sup>th</sup> November 2015 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**Clerk's Report**

Item 107 - Pulborough Parish Neighbourhood Plan (PPNP)

Horsham District Council's consultation has now closed and the Steering Group and Council await their findings. This report is not anticipated to arrive for 4 to 6 weeks at the earliest.

*From Full Council 16<sup>th</sup> April 2015*

Item 174 - Matters for Inclusion on the Next Agenda

The Clerk has been in correspondence with Cllr John O'Brien (WSCC Cabinet Member for Highways) regarding highways issues and a copy of his most recent email is attached in correspondence. The Clerk will be arranging a meeting for herself and the Chairman to attend after which a report will be made for Council. Do members wish any other Councillors to attend? *All Members were interested in attending this meeting if convenient. The Clerk will advise all Members of the date and time when a meeting has been arranged.*

*From Full Council 17<sup>th</sup> September 2015*

Item 75 - Auto Enrolment

As instructed the Clerk requested a copy of the Parish Council's agreement to a staging date of 1<sup>st</sup> October 2015. WSCC have now responded and advised that a briefing note was issued to parish councils at the end of 2012. The Parish Clerk has advised that this was never received in the Parish Office and therefore no agreement or acknowledgment to this date was ever sent to WSCC.

#### **118.2 Planning & Services Committee**

Members received the Minutes of the Meetings held 26<sup>th</sup> November 2015, 10<sup>th</sup> December 2015 and 7<sup>th</sup> January 2016.

##### **Clerk's Report**

Item 115 (meeting held 10<sup>th</sup> December 2015) - Heating at Sports Pavilion

As agreed at that meeting, all members were asked to note the agreed additional expenditure of £895 plus VAT for a new pump. The works have now been completed and the heating is working correctly.

#### **118.3 Finance & Policy Committee**

Members received the Minutes of the Meeting held 17<sup>th</sup> December 2015.

##### **Clerk's Report**

Nothing to Report

#### **118.4 Recreation & Open Spaces Committee**

Members received the Minutes of the Meeting held 19<sup>th</sup> November 2015 (already advised to R&OS Members at their meeting on 14<sup>th</sup> January 2016).

##### **Clerk's Report**

Item 78 - Minutes - Changing Rooms at the Sports Pavilion

The cricket kit in the committee room has now been removed by Barrie Feest.

Item 78 - Minutes - Bylaws

The Assistant Clerk contacted HDC on 19.10.15, to enquire if the bylaws could be updated to include prohibiting the use of air drones and dog fouling. Despite being chased on 2.11.15 and 26.11.15, no reply has been received. Members requested that Paul Cummins be telephoned to ask what action is to be taken.

Additional Update

As agreed at the P&S meeting on 10.12.15, all members were asked to note the agreed additional expenditure of £895 plus VAT for a new pump. It was noted that the heating was not working at the recent R&OS meeting. The Assistant Clerk reported that Adept Heating have attended and identified that the pressure had dropped in the system. The system has been re-pressurised and the caretaker shown how to do this in future and was now working fully.

#### **119. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers

#### **120. DISTRICT AND COUNTY**

Cllr. Clarke advised that HDC's precept will increase by 1.2% for the next financial year. There is a shortfall of money in local government and so HDC are looking at other ways of increasing funds. One matter being looked at is charging a fee for the parking discs, throughout the district and increasing the permit costs for permit holders in the Lower Street carpark and only providing permits to those people who work in Pulborough. Permit holders are only currently paying approx. £30-35 per year. Cllr. Kipp commented that this will not be helpful to the traders and that traders are also concerned about the rising business rates. Cllr. Quedstedt commented that traders have commented to him that they been surprised at the low cost of the permits.

Cllr. J Wallace asked why they can't increase the precept by more, rather than increasing costs in other areas, like parking. Cllr. Clarke commented that HDC cannot increase the precept by more than 1.99% anyway and promises have been made to the electorate that Councillors want to keep.

Cllr. J Esdaile asked how much it takes to run that carpark. Cllr. Quested advised that the Parish Office may have figures from previous correspondence; historically HDC have only wanted to cover their running costs and not make a profit.

**121. S106 FUNDING**

Members received the most recent summary (November 2015).

The HDC system for reporting 106 funds has recently been replaced and the Clerk has been advised that, as a result, there may be a short delay in the production of the next summary.

**122. NEIGHBOURHOOD WARDENS**

Cllr. Clarke reported that, as discussed at the Finance & Policy Committee on 17<sup>th</sup> December (minute no 56), the Police & Crime Commissioner has now changed the eligibility terms for the grant towards this initiative and it been decided that funding would not be awarded to applicants using a third party (such as Horsham District Council (HDC)) to administer the scheme.

Furthermore, it has been advised that the grants would only be for one warden.

As a result of these changes and budget constraints, Billingshurst Parish Council (BPC) has now decided to employ one warden directly.

The F&P Committee have discussed the possibility of joining with BPC and noted that the Warden would be employed by BPC and Pulborough Parish Council would "buy in" to the scheme by way of a Service Level Agreement. However, after discussion it was proposed that the Council continue with the proposal for Pulborough to operate a two warden HDC Scheme and that some of the Parish Council Reserves be used to fund a two year trial.

The Clerk subsequently met with Neil Worth, Community Safety Officer at HDC, to discuss the proposal to employ two part time wardens (both working approx 30 hours per week), to cover Pulborough alone. It was anticipated that this would cost no more than £60,000 per annum and a copy of an email from Neil Worth summarising the proposal was circulated to all members.

The Clerk has also asked Neil Worth to investigate funding, specifically from the Think Family initiative, to reduce the cost to the Council.

The proposed budget for 2016/17 (to be discussed under the following agenda item) assumes a 1% increase in the per house charge (increase of 72p per annum for a band D property) and provides a budget contribution to the Neighbourhood Warden Scheme of £17,330. This means that to fund the two wardens, a contribution from general reserves of £42,670 would be necessary.

For the second year funding, an increase in the per house charge of 4.26% (£3.11 per annum for a band D property) after a budget contribution of £25,000 would result in the use of £35,000 of general reserves.

Should the Council wish to continue with the Scheme after the two year pilot, further use of general reserves would not be possible and therefore the per house charge would need to be increased by 18.65% in April 2018, equating to £14.19 per annum for a band D property. It was noted that the above assumes no changes to all other budget headings.

As at 1<sup>st</sup> April 2015, the general reserves stood at £128,009 and therefore this would be reduced by a total of £77,670 over the two year period to £50,339. Members also noted that the Council currently holds £182,000 of earmarked funds, £130,000 of which is earmarked for the Pavilion.

Finally, Members noted that if they chose to increase the per house charge by more than the proposed 1% for the next financial year (2016/17) then any additional funds could be allocated to the Neighbourhood Warden budget and reduce the impact on the general reserves by approx. £10,000.

Cllr. Tilbrook advised that now the Meals on Wheels service has changed contractors, the people delivering the meals no longer spend any time with the elderly residents requiring the meals. Cllr. Tilbrook questioned whether the Parish Council should stick with the original model of Neighbourhood Wardens as he thinks there is a need to provide a Meals on Wheels service which is able to identify vulnerable people in the Parish and so would like to propose the provision of a Meals on Wheels service to be funded by the Parish Council instead of having Neighbourhood Wardens. Cllr. Clarke commented that if the Parish Council were to operate a two warden HDC Scheme the Parish Council would be able to decide how the Wardens are used, whether it be as eyes and ears of the Police or checking on vulnerable people. After much discussion it was AGREED, with a majority vote, to proceed with a two warden HDC scheme and the Clerk was instructed to move forward with this project.

Cllr. Quested commented that in previous years the Parish Council have always increased the precept on a gradual basis to mitigate sudden increases and as HDC and WSCC will both be increasing their precept, he suggests we partly fund the Neighbourhood Wardens with just a 1% increase to the precept and the use of the general reserves, as discussed, which the majority of Members AGREED to.

**RESOLVED: Proceed with a two warden HDC scheme.**

**123. BUDGET AND PRECEPT YEAR END 31<sup>ST</sup> MARCH 2017**

Following on from the discussions held under agenda item no 7, Neighbourhood Wardens, Members received a draft budget which requires a precept of £180,010 plus an HDC grant of £4,367. This equates to a 1% increase in the per house charge (increase of 72p per annum for a band D property). Members AGREED, with a majority vote, to a 1% increase to the precept.

**RESOLVED: An increase in the Band D equivalent per house charge of 1% (72 pence per annum) resulting in a Precept demand for the year ending 31<sup>st</sup> March 2017 of £180,010, which combined with the HDC grant of £4,367 gives income of £184,377.**

**124. PAVILION**

Members discussed various requirements needed for a new sports pavilion. It was noted that from S106 funding from the Highfield development, monies allocated in general reserves and an option of an interest free loan from HDC there is enough money available for a decent building. Cllr. C Esdaile advised that he has the contact details of a Quantity Surveyor who could provide an estimated figure of the costs involved.

It was suggested that a Sub-Committee is set up to look into the detail, talk to the sports clubs, come up with proposals of what is required, contact the Quantity Surveyor to obtain an idea of costs and then bring the proposals to Full Council. Cllrs. J Wallace, E Wallace, C. Esdaile, Tilbrook, Court, Henly, Kay and Kipp (can only offer limited time) AGREED to be part of the Sub-Committee and instructed the Clerk to arrange a meeting between 26 – 29<sup>th</sup> January 2016.

(Cllr. Court left the meeting)

**125. FLYPOSTING**

Following discussion at the Full Council meeting on 17<sup>th</sup> September 2015 (minute no 77) the Clerk has drafted the circulated protocol based on HDC's own procedures.

After discussion, it was AGREED, with all in favour, to adopt the protocol, but to change the displaying of a sign or advertisement to 28 days in advance of the event, instead of 21 days and the removal of the sign or advertisement to be changed from 48 hours to 1 week. Members would like the protocol publicised across all areas.

**RESOLVED: Flyposting protocol to be adopted with changes as above.**

**126. RISK REGISTER**

Members received the up to date Risk Register as recommended by the Committees and agreed, with all in favour to ratify the register for the current municipal year.

**RESOLVED: To ratify the recommendations of the Committees for the Risk Register**

**127. VILLAGE MARKET**

Members noted that Mr Lawrie Ellis had confirmed that he was happy to continue to set up the Village Market stand. It was AGREED that Cllrs J Wallace & Henly would assist him at the market on 23<sup>rd</sup> January 2016.

(Cllr. Court returned to the meeting)

**128. POST OFFICE**

This item was requested by Cllr Kipp at the Full Council meeting on 26<sup>th</sup> November 2015. Cllr. Tilbrook advised of a meeting he held with Nick Herbert who has agreed to take this matter up at a higher level within the Post Office.

**129. HIGHWAYS**

This item was requested by Cllr Kipp at the Full Council meeting on 26<sup>th</sup> November 2015. Cllr. Kipp reported to Members the numerous complaints she has made via the 'Love West Sussex' website regarding road surfaces, drains and potholes. At first, Highways were responding to the reports, but now they seem to have stopped. She has also complained about the website as it has stopped accepting photographs; this complaint has been forwarded onto the relevant department. Cllr. Kipp will forward, to all Members, the 'Highways Code of Conduct' which states the timescales that issues are meant to be dealt with, but these are not being adhered to. It was also noted that in an email from J O'Brien, Cabinet Member for Highways & Transport, he states that there are S106 monies available, but it's not clear what this money is allocated for.

**130. POTHoles**

This item had been requested by the Planning & Services Committee at their meeting on 7<sup>th</sup> January 2016. Cllr. Clarke advised that he and Cllr. Arculus took photographs and measured potholes around the Pulborough area and Cllr. Arculus has now forwarded these details onto the relevant department.

**131. REPRESENTATIVES**

Cllr. Tilbrook reported that the Fairtrade Group are holding a ‘Fairtrade Fortnight’ between 29.2.16 – 13.3.16 where they are encouraging groups to run Fairtrade breakfasts, which will coincide with Piazza Italia and the Village Market. Cllr. Tilbrook would like Councillors to support these breakfasts if invited.

Cllr. Tilbrook also reported that at his meeting with Nick Herbert it has been noted that other District Councils have been treated inconsistently regarding their Neighbourhood Plans and the Parish Council need to be mindful of this when it comes to its own Neighbourhood Plan. Cllr. Clarke commented that with the other District Councils, there might have been problems because their Local Plans had not been approved, whereas our district’s has.

Cllr. J Wallace advised that the ‘Stopham Plotters Association’ have now signed their lease.

Cllr. Hare advised that PAGNE attended a meeting in December regarding the arrivals review and got an insight into what the review is likely to say. The option of continuous decent approach and dispersed flights is on the list. ‘NATS’ (National Air Traffic Services) would like a meeting with PAGNE before a presentation on the plans is held next week. Cllr. Hare also commented that PAGNE have held discussions with local Parish Councils, including Loxwood, Wisborough Green, Plaistow & Kirdford, who are 15-30 miles from Gatwick and suffer from arrival flight problems, regarding the formation of an alliance.

**132. CORRESPONDENCE**

The Correspondence is attached as Appendix 1.

**133. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA**

- **Highways - Update on highway issues & potholes (EK).**  
- **S106 funds for highways – Can the Clerk obtain a complete listing of S106 monies for highways from WSCC ahead of the meeting. (RQ).**
- **Youth Work – New junior club. (EW) - R&OS**
- **Meals on Wheels (AT) – Cllr. Kay is able to get Wiltshire Foods to provide tasters, Cllr. Kay will speak with the Clerk regarding this.**
- **Gas leak in Church Place – review response to letter to utility companies and discuss weight limit in Church Place. (AT) - P&S**
- **Sports Pavilion (All)**
- **Formation of alliance with PAGNE (IH)**

**134. PAYMENTS**

Members approved the following payments and the cheques were signed.

<b>Payee</b>	<b>£</b>
Blackdot Systems Ltd	598.76
New Call Telecom Ltd T/A Fuel Broadband	9.35
Sarah Norman	20.70
Adept Heating & Mechanical Services Ltd	1074.00

*The meeting closed at 9.30pm*

.....Chairman

.....Date

**PAGNE**

Update - December 2015. Copied to Council.

**CAGNE**

Copy letter to Louise Goldsmith - Leader WSCC. Copied to Council.

**Sussex Police**

- i). Horsham Monthly Update - October. Copied to Council.
- ii). Letter from Robin Smith - Assistant Chief Constable. Copied to Council.

**Sussex Police & Crime Commissioner**

Newsletter - November 2015. Copied to Council

**Village Market**

Reports from Lawrie Ellis for 28<sup>th</sup> November and 19<sup>th</sup> December. Copied to Council.

**SALC**

- i). January newsletter. Copied to Council.
- ii). Three Southern Counties Devolution Bid. Copied to Council.
- iii). Three Counties Training Programme 2016. Copied to Council.

**HDC**

- i). Strategic Housing & Economic Land Assessment (SHELAA)
- ii). Thank Family Neighbourhood Working Group Update. Copied to Council

**LAT**

Minutes of meetings 18<sup>th</sup> November and 23<sup>rd</sup> December 2015.

**WSCC**

- i). Letter from John O'Brien - Cabinet Member for Highways. Copied to Council.
- ii). County News: Horsham District November 2015. Copied to Council.

**The Pulborough Society**

January 2016 newsletter.

**Chichester District Council**

Notification of adoption of Chichester Local Plan: Key Policies 2014-2029

**Local Government Boundary Commission**

Electoral Review of West Sussex: Draft Recommendations (No proposed changes for Pulborough Parish).

**Age UK (Horsham District)**

Information regarding Dementia Club. Copied to Council.

**HALC**

Minutes of annual meeting of HDC and HALC. Next meeting 28<sup>th</sup> January 2016.

**Resident Letters**

Letter regarding Neighbourhood Wardens. Copied to Council.

**Publications**

NALC's "Local Council Review"  
SLCC's "The Clerk"  
"Clerks & Councils Direct"  
"Pulborough Community News" - January 2016

Wey & Arun Canal Trust's "Wey South"

**SALC**

Invitation to Three Southern Counties Devolution (3SC) Briefing Event 11<sup>th</sup> March 2016.  
Copied to Council.

**Sussex Police**

- i). Email from Clare McKnight - Horsham District Burglary Message. Copied to Council
- ii). November update. Copied to Council.

**NALC**

HM Queen's 90<sup>th</sup> Birthday celebrations. Copied to Council.

**Horsham Older Peoples Forum**

Invitation to Older Peoples Forum on Friday 4<sup>th</sup> March 2016. Copied to Council.

**WSCC**

Electoral Review of West Sussex

**SDNPA**

Highlights summary - December 2015.

**HALC**

Agenda for meeting 28<sup>th</sup> January 2016. Copied to Council.