



PULBOROUGH PARISH COUNCIL

Working together for a better future

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**MINUTES OF THE MEETING OF THE FINANCE & POLICY
COMMITTEE HELD ON THURSDAY 22ND SEPTEMBER 2016
AT THE SPORTS PAVILION**

PRESENT: Cllrs Clarke (Chairman), Kipp, Henly, Reddin, Tilbrook and Qusted

IN ATTENDANCE: Mrs H Knight (Clerk and Responsible Financial Officer)

The meeting opened at 7.30pm

30. APOLOGIES FOR ABSENCE

All Committee members were present.

31. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

32. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 28th July 2016 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

CLERK'S REPORT

From meeting on 28.07.16:-

Item 21 - Pulborough Cricket Club (PCC)

The Assistant Clerk sent PCC a grant application form on 9th August 2016, but to date no completed application form has been received. An email reminder of the deadline date was sent on 14th September 2016.

Item 24 - Sports & Social Club (S&SC) Lease

The Assistant Clerk is yet to contact the Solicitors regarding clarification on the S&SC lease.

Item 25 - S106/CIL

The Planning Obligation Panel awarded the full amount of S106 monies requested, which was £18,118.17.

Report circulated to Committee with Agenda relating to additional agenda items:-

Two additional items are now part of the agenda for next week's meeting, referred from full Council meeting of 15th September 2016, which due to the prompt

response time needed could not wait until the October meeting. In the likelihood that the Minutes of the Council Meeting will not be published in time for next Thursday's F&P Meeting, this report aims to provide the basis for the proposals of both items.

1. Honarium Payment to Chairman of Neighbourhood Plan Steering Group - To note Council's in principle agreement to payment and to consider an appropriate sum

The Council, having discussed the premise of the proposal, resolved in principle to approve a payment being made, but referred discussion/decision of the actual amount to F&P Committee. To aid discussion, a summary of the reasoning behind the decision was that the Chairman of the NPSG:

- Has provided the role of Project Manager;
- Been a key driver taking the NP forward;
- Has not solicited such payment;
- Is under pressure to fulfil paid work commitments and had indicated he may not be able to continue his NP involvement, the timescale of the NP having far exceeded original expectation due to unforeseen circumstances;
- The loss of his skill set would likely be impossible to replace at this late stage without engaging professional assistance.

Additionally, though not brought up at the meeting, in the interim between Parish Clerk appointment he has carried out the administrative functions of the NPSG for the last four months.

2. Rural Car Parks Survey and Future Charging - To consider making recommendation to HDC regarding trader season ticket charge

The Council having considered options arising from the recent meeting with HDC resolved to respond to HDC with the recommendation that they recover car park running costs via council tax. Additionally, PPC was asked by DC Brian Donnelly to suggest an amount for trader season ticket charging, however it was decided to refer this element to the F&P meeting next week. Comment from the Committee will then be incorporated into the response from Council.

33. ADJOURNMENT FOR PUBLIC SPEAKING

There were no members of the public present.

34. PARISH COUNCIL FINANCES

Members received Bank Reconciliations for Cashbook 1 as at 31st July and 31st August 2016. Members confirmed their agreement to the Bank Statements and instructed the Chairman to sign the bank statements accordingly.

Members noted that there were no invoices which were more than 30 days overdue.

It was **AGREED** that Cllr Quested would carry out the quarterly inspection as per Internal Control Policy.

35. ANNUAL ACCOUNTS 2015/16

The Committee noted the conclusion of the external audit by PKF Littlejohn LLP and that no reports had been raised. The Clerk advised that the Notice of Conclusion of Audit had been published that day on the Council's website and notice boards.

36. GRANT AID 2016

Members were disappointed to note that only 8 applications had so far been received and it was hoped that more would be submitted during the forthcoming week in time for the 30th September deadline. It was agreed that the Clerk would prepare a poster to be added to the Council's website and taken with some blank application forms by Members attending the Harvest Fair/Councillor Surgery at the

weekend. Messages would also be added to the Council's Facebook and Twitter sites.

It was **RESOLVED** to appoint Cllrs Reddin, Henly and Tilbrook to the Grant Aid Task & Finish Group to review applications after the closing date. The Clerk would liaise with those Councillors to arrange a meeting date after 30th September 2016.

37. S106 MONIES RELATING TO DC/16/0728 LAND ADJACENT TO RAILWAY COTTAGES AND PULBOROUGH RAILWAY STATION

Pulborough Parish Council had been asked by HDC Head of Community & Culture to provide its views on the division of S106 obligations. The Committee discussed priorities for the funding, alongside the suggested headings supplied with the request from HDC. It was **RESOLVED** that the Clerk should convey the Council's view that S106 funding should be directed as: 40% to Outdoor Facilities (preferably Cousins Way or main Rectory Close recreation ground); 40% to the Sports & Social Club at Rectory Close; 20% to Youth and Play. The Clerk would also clarify the query raised by the officer regarding timeframe expiry for monies relating to planning applications for Land North of Highfield, Stane Street: As no development had commenced no deadline was in place.

38. CHANGES TO STRUCTURE OF COUNCIL AND COMMITTEES (REFERRED FROM F&P MEETING 28.7.16, MIN. 96)

Cllr Quedsted reported. He felt that it may be a useful exercise to review the Council's committee structure to ensure that it was operating effectively and able to deliver the Council's objectives. With the new Clerk now in place an opportunity existed to look at this and as Chairman he proposed liaising with the Clerk to undertake some initial background work to bring before either full Council or this Committee. He was particularly interested in taking forward the establishment of a 'hands on' Working Group comprising a partnership of Councillors and public/community organisations. An element of this was already taking shape following the recent introduction to the Council of Tesco Pulborough store's Community Champion, who had offered to form a group of volunteers to assist with tidying up and maintaining the Memorial Garden and possibly Pocket Park. Once a formal approach has been received, this could be properly considered and in the meantime Cllr Quedsted would like the item put to the next agenda.

39. COMMUNITY LAND TRUST (CLT) - TO DISCUSS WHETHER PPC SHOULD FORM ONE INCLUDING CONSIDERATION OF COST (DEFERRED FROM F&P MEETING 28.7.16)

Cllr Tilbrook updated the meeting and circulated a detailed background paper he had prepared. It was noted that councils could not form a CLT but could work in partnership with other community groups in the formation of one. Members discussed at length the merits of a CLT for Pulborough, including whether more than one could be formed, and its impact on local housing need supply. It was **RESOLVED** that Pulborough Parish Council supports in principle the formation of a CLT subject to demonstrated appetite from other potential partners, following which the matter could be further considered: It was **AGREED** that Cllr Tilbrook would research other interest in this and report back.

40. REVIEW OF PULBOROUGH CRICKET CLUB'S (PCC) LICENCE

Members discussed the historical arrangements for the terms of licence currently in place. The Council had at the time agreed with PCC specific annual increase arrangements in relation to security of tenure. As PCC is now struggling to maintain and attract membership it was felt by the Committee that it may now be opportune to review this to bring PCC more in line with other tenancies. It was noted that PCC had been encouraged to apply for Grant Aid funding, for which it was hoped an application would shortly be received. Following discussion it was

RESOLVED to suspend for two years the part of clause 2 of the licence relating to annual percentage increase and to keep PCC payments in line with the RPI, in view of the difficulties the club is currently experiencing.

41. CORRESPONDENCE

HDC

Letter confirming that the Planning Obligation Panel has awarded PPC up to £18,118.17 S106 funding towards the cost of installing outdoor gym equipment at Rectory Close. The funding is awarded for a period of 12 months. A short report confirming project completion is requested.

WSCC

Invitation to Employers of the West Sussex Pension Fund to the Actuarial Valuation Initial Results Meeting on 27th October 2016. Any Members wishing to attend should advise the Clerk.

PKF Littlejohn LLP

Notice of completion of review of Annual Return for the year ended 31st March 2016, with no actions arising from the Report, and statutory publication/inspection information.

Parking

Comments from the Traders Association Pulborough regarding Lower St car park. Copied to Committee.

S106 Funds

Report showing the 'Community Facilities and Open Space, Sport and Recreation' S106 contributions relating to Pulborough. Copied to Committee.

42. CHANGE TO ORDER OF BUSINESS

It was **RESOLVED** to change the order of business to take the two additional agenda items at this point in the meeting.

43. HONORARIUM PAYMENT TO CHAIRMAN OF NEIGHBOURHOOD PLAN STEERING GROUP - TO NOTE THE COUNCIL'S IN PRINCIPLE AGREEMENT TO PAYMENT AND TO CONSIDER AN APPROPRIATE SUM (REFERRED FROM COUNCIL MEETING 15.9.16, MIN. 56)

The reasons for this proposal were outlined and debated at length. Following the decision by Council to approve payment, the Chairman of Council had held an informal discussion with the NPSG Chairman, in the presence of the Clerk. Having considered the facts before the Committee, it was **RESOLVED** that an honorarium payment of £1,250 be made to the Neighbourhood Plan Steering Group Chairman. Cllr Kipp requested that her objection to the proposal and vote against be recorded in the Minutes. In response to a query the Clerk advised that the recipient would be required to provide a receipt for the payment for Council records.

44. RURAL CAR PARKS SURVEY AND FUTURE CHARGING - TO CONSIDER MAKING RECOMMENDATION TO HORSHAM DISTRICT COUNCIL REGARDING TRADER SEASON TICKET CHARGE, AS REQUESTED (REFERRED FROM COUNCIL 15.9.16, MIN. 60)

The Council had been asked by HDC to suggest its preference from options being considered relating to making rural car parks cost neutral. Council had decided to recommend that HDC recoup costs through the Council Tax charge it levies. A further verbal request had been made at the meeting by District Councillor Donnelly that this Council also suggest a sum to be considered by HDC for trader season ticket charges, which had been kept at £21 per annum for many years. It was noted that a number of traders had submitted comments to the Traders

Association Pulborough on the subject, which had passed comments on for the Committee's attention. Following discussion, it was **RESOLVED** to advise HDC that should they decide to increase the trader season ticket parking charge, Pulborough Parish Council recommends that this should be phased in over a period of time. The Clerk would advise this response in conjunction with the originally requested recommendation from Council on future car parking charging options.

45. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

- Changes to Structure of Council and Committees, as previously minuted (RQ)
- Budget 2017/18

45. PAYMENTS

Members received, considered and approved payments to be made. It was **RESOLVED** that the payment of the following Direct Debits and Cheques be approved and signed:

Horsham District Council	295.88
Travis Perkins	1.38
Arun Mowers	219.89
Viking	61.94
A Tilbrook	6.60
National Westminster Bank	10.66

The meeting closed at 9.22pm

.....Chairman

.....Date