



PULBOROUGH PARISH COUNCIL
Working together for a better future

PULBOROUGH PARISH COUNCIL

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MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON THURSDAY 17TH MARCH 2022 AT THE VILLAGE HALL

PRESENT: Cllrs: Hare (Chairman), Court (from Min. 144), Esdaile, Henly, Hunt, Kipp, Lawson and Riddle

IN ATTENDANCE: Mrs H Knight (Clerk)
1 member of the public

The meeting opened at 7.32pm.

142. APOLOGIES FOR ABSENCE

Apologies for absence were received, and reasons approved, from Cllrs. Kay, Davies, Clarke, Trembling and Ellis-Brown.

143. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest made and no changes to the Register of Interests.

144. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council held on 17th February 2022 as a true and accurate record of the proceedings and the Chairman duly signed them.

Clerk's Report

Min. 128, DC/21/2129 – Brookfields Footpaths Planning Application: The Council's agreement to withdrawing its call-in, subject to the step-free element of the application remaining a condition of planning under a separate application, as requested by HDC, had been conveyed to the HDC officer. The officer concerned had subsequently confirmed that they would revert to Cala Homes and will not delegate approval of the footpath works until a new valid application for the stepped footpath was received.

Min. 133, Neighbourhood Wardens: It had been intended to announce to Members the recruitment of a second warden, following a recent successful interview process. Very regrettably the candidate had now withdrawn their application for personal reasons. The position would therefore go out for advertising again very shortly.

145. COMMITTEE MEETING MINUTES

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

145.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 17th February and 3rd March 2022. There was no clerk's report.

145.2 Recreation & Open Spaces Committee

Members received the Minutes of the Meeting held on 10th February 2022. There was no clerk's report.

145.3 Finance & Policy Committee

Members received the Minutes of the Meeting held on 24th February 2022.

Clerk's Report

The Minutes included the committee decision to appoint a Staffing Sub-Committee and approved membership and terms of reference (ToRs attached to those minutes). The committee had not appointed a chairman and vice chairman, which would be done at the first meeting convened.

146. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers registered.

147. DISTRICT AND COUNTY REPORTS

There were no district or county reports. Apologies had been received from County Cllr Kenyon and District Councillors Clarke and Van Der Klught.

148. CO-OPTION TO THE COUNCIL

At the Chairman's discretion, the meeting was adjourned from 7.40-7.41pm and the candidate was invited to introduce himself briefly.

Members considered the previously circulated application from Mr Jonathan Campbell. It was **RESOLVED** to co-opt Mr Campbell to the Parish Council, and noted that once he has signed a Declaration of Acceptance of Office, his first meeting as a member would be the 21st April full Council meeting. The Council now had one vacant seat.

149. SPORTS PAVILION REBUILD / REFURBISHMENT PROJECT

Members considered the quotation received via the architect, for Therm Energy to produce a water neutrality statement. The Clerk had attempted to obtain other quotations but this had proved fruitless: It seemed that few providers yet existed and one company she had found, who advertised providing this service, had ultimately declined stating that they could not assist until HDC had established its own strategy. The Clerk had now found that there was significantly more information on HDC website than previously, which provided clear guidance for developers / planning applications for producing a statement and she would check that the architect and contractor (if appointed) were aware of this.

Following discussion, it was **RESOLVED** to appoint Therm Energy, via Studio 5, at a cost of £660.00 + VAT to produce the water neutrality statement to accompany the Council's planning application.

The HDC case officer had advised the architect that WSCC footpath officers had highlighted that a PRoW diversion of the public right of way crossing the current social club exterior footprint would be necessary. It was not yet known whether this would be a condition before planning could be granted. The Clerk advised that the diversion may likely involve a fee.

150. REVIEW OF MEETINGS VENUE

Members considered whether to continue with all Council and Committee meetings being held at the Village Hall, as currently, or to revert to the pre-Covid pattern of committee meetings taking place at the Sports Pavilion meeting room. The Rother Hall was currently reserved for all council meetings up to the end of May. Continuing with the Village Hall as a venue did have a financial impact which had been allowed for in the 2022-23 budget, although costs for room hire and office rent had risen considerably more than anticipated.

It was **RESOLVED** to continue hiring the Village Hall venue for a further 6 months from May 2022 and the Clerk would liaise with the Village Hall Manager as discussed. Further review would be undertaken in the autumn when looking at budget setting for 2023-24.

151. REVIEW OF OFFICE OPENING

Members were asked to review whether to continue with the current weekly office opening to public of Tues-Thursday 9am-12.30pm or revert to the pre-Covid opening of Mon-Fri mornings. It was noted that no comments had been received by anyone from residents since introducing the revised opening arrangements. It was **RESOLVED** to continue with the current Tuesday, Wednesday and Thursday public office opening and that the Council's website be updated to clarify that officers were working Mondays to Friday so could be contacted by email outside of the office opening times.

152. ANNUAL PARISH MEETING

The larger Arun Hall was not available on the scheduled date of 12th May but the Clerk had reserved it for Tuesday 10th May instead. It was **RESOLVED** to move the Annual Parish Meeting to 10th May 2022, at 7pm. Several local community groups had already expressed an interest in having a table to showcase their organisations to residents. It was **AGREED** that the formal part of the meeting would take place, including as usual questions from residents, and that organisations represented would have a table each around the room for browsing before and after the formal session. As usual Fairtrade tea/coffee/biscuits would be available after the meeting. It was **AGREED** that the previously set up Working Party would meet shortly to finalise arrangements and publicity. In the meantime, the Clerk and Chairman would publicize the evening in the church magazine and Sussex Local, and the Council's Annual Report was due to be considered at the Finance & Policy Committee meeting on 24th March, for Council to sign off in April ready for the Annual Parish Meeting.

153. POLICE & CRIME COMMISSIONER'S OFFICE – PARISH FOCUS GROUP

Members noted the invitation from the PCC's office to attend the next PCC Focus Group meeting with parishes on 17th May at 2pm at Storrington & Sullington Parish Hall. It was **RESOLVED** that Cllr Esdaile and the Clerk would attend for the Council.

154. LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND – NEW BOUNDARIES

Members had received notification from Horsham District Council of the LGBCE second round of consultation from 22nd February to 4th April 2022 on proposals to change the Arundel and South Downs constituency to Arundel and Littlehampton, with Pulborough being part of a new Shoreham constituency. The Parish Council had previously submitted its comments objecting to this change. The Chairman reported on his attendance at a recent LGBCE public hearing when he reiterated the Council's reasons for opposing the change.

155. PULBOROUGH VILLAGE MARKET

The next market would take place on Saturday 26th March 2022. It was **AGREED** that Cllrs Henly and Esdaile would provide cover for the morning, with Cllrs Court and Kipp joining if possible for part of the morning.

156. REPRESENTATIVES ON OUTSIDE BODIES

Brief reports were provided by those Cllrs representing the Council on outside bodies or meetings:-

- Cllr Kipp gave a verbal report on her attendance at the recent HALC meeting: subjects discussed then included WSALC/NALC statement of support for Ukraine, issues around the rising cost of living, HDC Local Plan, and HDC plans for a 'Big Conversation' with parishes.
- Cllr Esdaile reported on the Sussex Police Use of Big Data online seminar she attended for the Council.

- Cllr Hunt advised that the PCP/Pulborough Rewilding Group installation of trees for Lower St had been delayed as WSCC required a licence application first; This had been applied for and it was anticipated the trees should be in place soon, with the bench/tree trough planned for the wall outside the Mary Howe shop anticipated to be installed in mid April.

157. CORRESPONDENCE

The Correspondence was noted (previously circulated to Council) and is attached as Appendix 1.

158. CHAIRMAN'S ANOUNCEMENTS AND URGENT MATTERS

None.

159. PAYMENTS

There were no payments to be authorised, as these had been taken at the rescheduled Recreation & Open spaces Committee meeting the previous evening.

The meeting closed at 8.30pm.

.....Chairman

.....Date

CORRESPONDENCE**Appendix 1****WSCC**

E-newsletter 24.02.22 Your Town and Parish Council News February 2022 (*forwarded to Cllrs*). Topics include Help to stop nuisance phone calls – Trading Standards tea is offering to install call blocking devices free of charge for elderly and vulnerable residents, call 01243 642124 (Option 2) for information.

HDC

- Email 17.02.22 from Director of Planning Economic Development and Property with an update on digital screens in rural car parks. (*Copied to Cllrs*)
- Email 23.02.22 Latest news: Have your say on Horsham's Markets; Council supports empty homes week; Half term activities. (*Forwarded to Cllrs*)
- Email 10.03.22 Latest news: Concept design for Horsham Park's new Skate Park; Grab a bargain at the Reuse Hub; Tackling rural crime with Sussex Police.

NALC

Email news: Chief Executive's Bulletin 04.03.22, topics include: NALC endorses statement in support and solidarity with Ukraine; National salary award; Updated legal guidance; Star councils awards 2022; Remote meetings; NALC Smaller Councils Committee; Young councillors network; NALC event on the Levelling Up white paper.

Sussex Police & Crime Commissioner

E-newsletters from The Office of the Sussex P&CC dated 11.02.22, 18.02.22, 25.02.22 and 04.03.22. Topics include: Online safety; My Sisters' House women's centre; Stalking-themed Valentine cards and romance fraud; Striving for safety across Sussex; 'Do the right thing' campaign to tackle misogyny, sexual assault and violence against women and girls; Safer Sussex Business Partnership.

In the Know Alerts

Sussex Police Horsham Nes and Appeals 08.03.22

Sussex Green Living

Email 14.02.22 Climate action news in Horsham district. (*Forwarded to Cllrs*)

Nutbourne Residents Association

Email 07.03.22 with details of NRA AGM on Sunday 24.04.22 at 7pm, The Rising Sun.

Pulborough Traders Association

Email 17.02.22 with PTA update: Topics include Lower Street regeneration/tree planters; Grants and Training available; Horsham District Mystery Trails; Picnic on the Green for Queen's Jubilee Friday 03.06.22 12-6pm.

CAGNE

Bulletins 144 February 2022 and 145 March 2022.

DD Community

Gatwick Community Email 11.02.22 Gatwick to reopen its south terminal and continue recruitment campaign.