



**PULBOROUGH PARISH COUNCIL**  
*Working together for a better future*

## **PULBOROUGH PARISH COUNCIL**

Swan View, Lower Street  
Pulborough  
West Sussex RH20 2BF  
Telephone: 01798 873532  
Email: clerk@pulboroughparishcouncil.gov.uk

### **MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON 28TH NOVEMBER 2019 AT PULBOROUGH VILLAGE HALL**

- PRESENT:** Cllrs: Hare (Chairman), Clarke (from Min. 119), Court, Harvey, Henly, Kay, Kipp, Riddle and Wallace
- IN ATTENDANCE:** Mrs H Knight (Clerk)  
Cllr P Arculus (West Sussex County Council)

#### ***The meeting opened at 7.30pm***

#### **115. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Trembling (family event), Cllr Finlayson (work commitment) and Cllr Lawson (family commitment) and the reasons approved. Cllr Clarke had advised that he would arrive late due to another meeting immediately preceding.

#### **116. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

There were no declarations of interest made and no changes to the register of interests.

#### **117. MINUTES OF FULL COUNCIL**

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council held on 17<sup>th</sup> October 2019 as a true and accurate record of the proceedings and the Chairman signed them.

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

**Member Resignation:** Members were advised by the Clerk and Chairman that Ray Qusted had resigned from the Council with immediate effect. He wished to continue to be part of the final work on the Neighbourhood Plan, and also sought approval to continue representing the Parish Council as a Village Hall Trustee and with the Pulborough Community Partnership. Members agreed that all were happy for these positions to be maintained. The Clerk advised that this required formal co-option at the January Council meeting, when the resignation and resulting council vacancy would be officially dealt with. In the interim, she would advise Mr Qusted that the status quo could be maintained. The Clerk was asked to write a letter of thanks to Mr Qusted for his many years of dedicated and invaluable service to the Council and community.

#### **HDC Chief Executive Visit:**

The Chief Executive of HDC had offered to attend a Council meeting when Members could ask him any questions or talk about local issues. Unfortunately, Mr Chipp wasn't available for either the November or January meetings, therefore this was planned for the 20<sup>th</sup> February 2020 Council meeting. Members were asked to forward questions to

the Clerk so they could be forwarded in advance to Mr Chipp, and this would be added to the January agenda so questions could be collated in good time.

PCC Focus Group Meeting: The Clerk had attended a meeting for parish clerks/wardens/police with a representative of the Police & Crime Commissioner's Office. The ad hoc meetings provide insight for the PCC on local opinions on a range of policing issues. Results are fed back to the PCC to inform decision making and work alongside the Chief Constable. The Notes of the meeting were copied to Members with the Correspondence List.

Min.100, 17.10.19, Neighbourhood Wardens: As requested at the last meeting, the Clerk advised that the Neighbourhood Wardens have not issued any Fixed Penalty Notices or fines regarding parking issues. Instead, they liaise with the driver and if necessary issue yellow 'Parking Alert' notices for inconsiderate parking, which warn of possible FPNs for repeat incidents.

Min.103, 17.10.19, A27 Arundel Bypass: The Council's response supporting the Magenta Route option had been submitted to the Highways England consultation. This had been acknowledged and the preferred route will be announced in 2020 with a report on the public consultation and responses received.

Min. 48, 20.06.19 Items for next agenda/Skatepark proposals: As Members were aware, the original item had been referred to the Recreation & Open Spaces Committee but had not been yet been discussed as background research was being carried out by the Neighbourhood Wardens. There had been plans for a temporary skatepark at Carpenters Meadow but regrettably this had not in the event been possible. In the interim, a young resident had recently contacted the Council about his proposals and online petition for a bike pump track in Pulborough. The Wardens and Cllrs Kay and Harvey were currently liaising with some resident groups to bring about a co-ordinated approach. In due course, this was likely to be brought before the R&OS Committee when further investigation of community support, funding sources and suitable sites had been undertaken.

Min. 186, 18.04.19, Registering an Asset of Community Value: HDC had advised that the Parish Council's request for St Crispin & St Crispinian RC Church and Car Park to be added to the register had been rejected.

## **118. COMMITTEE MEETING MINUTES**

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

### **118.1 Planning & Services Committee**

Members received the Minutes of the Meetings held on 17<sup>th</sup> October and 7<sup>th</sup> November 2019.

### **118.2 Recreation & Open Spaces Committee**

Members received the Minutes of the R&OS Committee and of the RECAD (Advisory) Committee meetings held on 10<sup>th</sup> October 2019. There was no Clerk's report.

It was **RESOLVED** to **RATIFY** the recommendation from the Committee approving urgent Priority 1 tree works by Beechdown Arboriculture Ltd, at a cost of £3,970.84 + VAT following the recent Triennial Tree Survey. The cost of this exceeded the Committee's delegated financial power and therefore required Council decision, as previously reported. However, as the work was necessary in the interest of public safety, the work had already proceeded.

**118.3 Finance & Policy Committee**

Members received the Minutes of the Meeting held on 14<sup>th</sup> November 2019. There was no Clerk's report. It was noted that Draft Budget, Financial Regulations and Grant Aid Recommendations were separate items on the agenda.

**119. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

**120. DISTRICT AND COUNTY REPORTS**

Cllr Arculus gave brief updates on recent WSCC related matters. She advised that WSCC proposals to improve parking at the Swan Corner /Bridge car park had were being progressed.

Apologies had been received from District Cllrs B Donnelly and D van der Klugt due to prior engagements.

Cllr Clarke, reporting in his capacity as a District Councillor, advised that the CIL Governance Policy had been approved by Cabinet. There will be a joint working group of officers, including WSCC, to look at infrastructure projects for CIL applications. HDC was addressing environmental issues and greening projects: A partnership with Sussex Wildlife Trust had been agreed, involving HDC funding an officer to advise on greening the district. Additionally, a funding pot of £571,000 would be available for greening /environmental projects. Two more charging bands had been created for Horsham Pavilion car park to discourage long stay parking. HDC is in the middle of reviewing its medium-term strategy. Currently there is a balanced budget, with an estimated 2% pay rise and other inflationary measures allowed for. The digital tourist information boards were now in place, though not yet live (the Pulborough one is in Lower Street Car Park). Lower Street car park itself was likely to be reviewed next year when matters such as bay sizes would be considered.

**121. SPORTS PAVILION DEVELOPMENT PROJECT**

Members had received the Fee Proposal from Studio 5 for project management of the entire process. Studio 5 had procured quotations from specialist over-roofing providers, however of those sought, four had expressed an interest but only two firm quotations had been received by the closing date for Members' consideration.

Members considered the information before them but felt it needed more dedicated time to ascertain the current position and the direction for progression of the project. It was **RESOLVED** that a meeting of the Sports Pavilion Development Working Group should be convened to evaluate matters and make recommendations to the 23<sup>rd</sup> January 2020 Council meeting. Members of the Working Group are: Cllrs Hare, Esdaile, Clarke, Henly and Court. It was **AGREED** that Mr Qusted be asked to continue sitting on the Working Group in a lay capacity if he was willing to do so. The Clerk advised that this would be a formally co-opted appointment at the next Council meeting, if Mr Qusted accepted the role.

**122. NEIGHBOURHOOD WARDENS**

The report to mid-October report had been circulated with the agenda, and an updated report to 31<sup>st</sup> October 2019 was issued this evening. Unfortunately, various staff absences had meant that a Steering Group meeting had not been held recently but one was scheduled for early December. There were no recommendations for Council consideration and no instructions were issued by Council to the Neighbourhood Wardens.

**123. NEIGHBOURHOOD PLAN**

The Clerk reported that the Neighbourhood Plan Steering Group were awaiting the SEA /SA report work from HDC Consultant (Place Services). There had been an unfortunate delay due to technical difficulties. Once this work had been considered by the Steering

Group it was envisaged progression to Reg. 14 public consultation would be promptly achieved, and this was still anticipated as being early in the New Year.

**124. FINANCIAL REGULATIONS**

Members considered the Financial Regulations (previously circulated) as recommended by the Finance & Policy Committee (Min. 44, 24.10.19 refers), which were amended in line with the new NALC July 2019 model. Following review, It was **RESOLVED** to approve adoption of the new Financial Regulations as amended, with no further amendment.

**125. STANDING ORDERS**

Members reviewed the Council's Standing Orders, noting that no amendments had been recommended by advisory bodies or the Clerk. It was **RESOLVED** that these be adopted without amendment. It was further **RESOLVED** that the appended committee Terms of Reference be amended to reflect the new financial levels adopted as a result of the revised Financial Regulations.

**126. INTERNAL AUDIT REPORT 2019-20 (INTERIM)**

Members considered the Internal Audit Report 2019-20 (Interim), noting that no matters of major concern had been raised and that the auditor had commended officers. It was also noted that the F&P Committee had considered and dealt with some minor points mentioned. Members gave thanks to the Clerk and Deputy Clerk for their efforts.

**127. A29/MRN DRAFT PULBOROUGH PROJECT INITIATION DOCUMENT (PID)**

Members noted receipt of the draft PID and the Clerk's recommendation to arrange a meeting of up to 3 Members with WSCC. The Clerk advised that WSCC had subsequently recommended that a representative from HDC be invited to attend. It was **RESOLVED** to appoint Cllrs Clarke, Kipp and Wallace, with the Clerk, to meet with WSCC and the Clerk was asked to ascertain whether WSCC were suggesting an HDC officer or Member.

**128. DRAFT BUDGET 2020-21**

Members discussed the draft budget being recommended by the F&P Committee (draft budget circulated) (Min.54, 14.11.19 refers). The Chairman of the Committee talked through the proposals with Members. He had also issued a paper illustrating finances for previous years, highlighting the figures for the Neighbourhood Warden Scheme specifically. The Council had been gradually increasing the budget for Neighbourhood Wardens over time, either through grants or from earmarked reserves. For the first time, there would be no HDC grant from 2020 and no spare reserves. Last year the Council did not increase the precept by enough to absorb the increased costs of the scheme.

The draft budget before Members resulted in a Band D increase of £92.90 per annum, or 9.68%, which equated to 16p per week. The Clerk had issued several scenarios illustrating different percentage increases and effect on Band D charge. The proposed budget included removal of hanging basket provision. The Clerk explained that the current Parish Online subscription, reduced through special arrangement by SALC, ended in early 2020. Council had an opportunity of subscribing again under new arrangements of either the reduced sum of £60 pa for a three year period (subject to most councils signing up) or of £120 for a one year arrangement. Members **RESOLVED** to approve entering into one of these arrangements, dependent on the number of Council's taking up the three year offer.

Members were also asked by the Clerk to confirm that the Council will support a three year Agreement for the Pulborough Neighbourhood Warden Scheme when the current one year agreement expires on 31<sup>st</sup> March 2020. Members **RESOLVED** that a three year Agreement would be entered into.

The Clerk advised that Sussex Clubs for Young People had requested that a three year Agreement be arranged on expiry of the current one year contract on 31<sup>st</sup> March 2020. They had also requested a 5% increase be budgeted for 2020 with Year 2 and Year 3 increases in line with CPI rates applying. The F&P Committee had settled on a 3.5% increase. The Clerk reported that Billingshurst were budgeting a 3.8% increase for 2020 and the applicable CPI rates for Years 2 and 3. Following discussion, it was **RESOLVED** to support in principle entering into a three year Agreement, subject to appropriate termination clauses being incorporated, with a 3.8% increase for the first year; Years 2 and 3 funding would be subject to discussion and agreement at the appropriate time for budget setting review.

The Clerk advised that the draft budget may need further adjustment depending on other costs or factors emerging but that the January 2020 Council meeting would be the point of formally approving the Precept and Budget 2020-21. In the interim and following discussion, Members **RESOLVED** to approve that the budget be based on a 9.75% increase from the previous year, subject to other factors the Clerk becomes aware of, to be finalised at the January 2020 Council Meeting.

#### 129. **GRANT AID 2019-20**

Members considered applications received for Grant Aid 2019-20 and the recommendations of the F&P Committee (Min. 43, 24.10.19 refers) as per the list circulated with agenda. Following discussion, it was **RESOLVED** to approve grants as follows:-

St Mary's Cof E School PTA	:	£ 500 under LGA 1972 s137
Horsham District Age UK	:	£ 200 under LGA 1972 s137
PDCCA (Lunch Club)	:	£ 200 under LGA 1972 s142(2a)
PDCCA (Community Transport:	:	£1,300 under LGA 1972 s142(2a)
St Mary's Church (grounds)	:	£ 500 under LG (Misc Provs) Act 1972 s214
Victim Support Sussex	:	£ 100 under LGA 1972 s137
Pulborough Cricket Club	:	£ 623 under LG (Misc Provs) Act 1972 s19(5)
4Sight Vision Support	:	£ 100 under LGA 1972 s137
Citizens Advice in West Sussex:	:	£ 100 under LGA 1972 s137
Pulborough Bowling Club	:	Declined, no grant made.

Additionally, as previously agreed, two poppy wreaths had been ordered from the RBL for Remembrance Sunday. These would be funded through the discretionary grants budget, at an anticipated cost of £17 each (under LGA 1972 s137), although the invoice was yet to be received.

#### 130. **POTENTIAL INSURANCE CLAIM AGAINST COUNCIL**

Members noted correspondence copied with the agenda between Pulborough Sports & Social Club and the Deputy Clerk. The Sports & Social Club had reported flood damage following recent heavy rainfall and had enquired about claiming against the Council's insurance. Advice had been sought from the Council's insurers and conveyed to the club. It was unclear whether the claim would be pursued at present, and updates on the matter would be reported to the R&OS Committee meeting next week.

#### 131. **EXTRAORDINARY HALC MEETING TO DISCUSS HDC LOCAL PLAN**

Members noted the details of the extraordinary HALC meeting on Wednesday 4<sup>th</sup> December 2019, at 7.30pm in Horsham. The meeting was so that HDC could introduce early discussion on the 'Preferred Strategy' Local Plan prior to consultation in February/March 2020. All Councillors may attend, and Cllr Hare would be there as one of the Council's HALC representatives.

#### 132. **VILLAGE MARKET SATURDAY 14<sup>TH</sup> DECEMBER 2019**

The following rota was **AGREED** for the Village Market on 14<sup>th</sup> December 2019:  
8.30/9.00am onwards – Cllr Wallace; 9.00am-11.00am – Cllr Henly; 11am onwards – Cllrs Court and Riddle.

**133. REPRESENTATIVES ON OUTSIDE BODIES**

Members received brief verbal reports from those representing the Council on other organisations as follows:-

- Cllr Hare had attended the last Chanctonbury CLC meeting
- Cllr Hare advised that he would be attending the forthcoming Noise Management Board meeting

**134. CORRESPONDENCE**

The Correspondence list (previously circulated to Council) is attached as Appendix 1.

The Clerk brought to attention the correspondence from PCP to HDC regarding issues improvements to maintenance of Lower Street car park steps / vegetation overgrowth. Members confirmed their support for PCP in their endeavours, as requested.

The Clerk advised that a print of a painting depicting the Pulborough area c1851 had kindly been given to the Council by Mr M Comyn. Members were asked their views on whether this should be displayed somewhere. It was noted that the print was unframed so there would be some financial outlay if properly displayed. Members thought the print should be displayed either in the Village Hall or the Parish Office, or in the new Sports Pavilion Meeting Room. The Clerk would look into framing costs and venue in due course.

**135. ITEMS FOR NEXT AGENDA**

None put forward.

**136. PAYMENTS**

Members approved the following payments by cheque, direct debit or bank transfer and the relevant paperwork was signed to duly authorise :-

<b>Payee</b>	<b>£</b>
Saunders Specialised Services Ltd	306.00
WSCC	278.64
JNR Computer Services	1,989.12
Business Stream	17.98
Auditing Solutions Ltd	534.00
Laker Building & Fencing Supplies Ltd	40.42
Mr R Quested	33.81
One Retail Group	174.99
Kestrel Alarms	292.80
Festive Illuminations	85.00
Fire Risk UK Ltd	875.56
Kent County Council	128.26
Pulborough Social Centre (Village Hall)	76.05
National Westminster Bank	30.35

*The meeting closed at 9.10pm*

.....Chairman

.....Date

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

- Town and Parish News – e-newsletter issue 8, November 2019– Paul Marshall elected as new Leader elected (*forwarded to Cllrs*)
- West Sussex Fire & Rescue: News release – simple steps to avoid electrical fires this autumn

**HDC**

- Email 12.09.19 with HDC draft Corporate Plan, from Leader Ray Daw, for information (*forwarded to Cllrs*)
- Email 16.10.19 from Community Safety Manager with Brexit preparation briefing note and partnership intelligence information from Sussex Police (*forwarded to Cllrs*)
- Email 30.10.19 via Customer Services on behalf of Sussex Green Living promoting Pre-Loved Clothes Sale/Kilo Sale in Horsham 09.11.19 (*forwarded to Cllrs*)

**NALC**

- Chief Executive's Bulletins 11.10.19, 18.10.19 and 01.11.19 (*forwarded to Cllrs*)
- E-news 06.11.19 NALC and LGA launch new guide to tackle loneliness 'Reaching Out' (*forwarded to Cllrs*)

**SALC**

- Email 11.10.19 Sussex Police Press Release: Named PCSO for Every Local Community (*forwarded to Cllrs*)
- Email detailing NALC legal briefing LO1-19 Code of Recommended Practice on Local Authority Publicity (Purdah) (*forwarded to Cllrs*)

**HALC**

- Agenda for HALC Meeting 14.11.19
- Extraordinary HALC meeting 04.11.19 to discuss HDC Local Plan (*see agenda item 17*)

**Sussex Police**

- Office of the PCC: Minutes of Focus Group Meeting 15.11.19 at Storrington & Sullington PC, attended by PCC Parish Clerk (*Copied to Council*)
- Sussex PCC e-letters: 18.10.19, 01.11.19, 08.11.19 and 15.11.19. Topics include National Hate Crime Awareness Week; Taking road Safety seriously; Who is your local PCSO (Jake O'Donovan covering Pulborough, Coldwaltham, West Chiltington and Thakeham); 101 call waiting time reduced by more than half.

**In the Know alerts**

- Counter Terrorism Policing 11.10.19: Statement from Greater Manchester Police regarding the incident that morning at the Arndale Shopping Centre, Manchester City Centre.
- Neighbourhood Watch: 02.11.19 Additional support is available in a power cut (*forwarded to Cllrs*)

**Pulborough Community Partnership**

- Agenda and Minutes of meeting 21.10.10
- Email correspondence 11.11.19 to PPC and HDC regarding condition of Lower Street Car Park steps area, action required/proposed for HDC to undertaken and seeking PPC support

**What3Words**

Email 08.11.19 detailing the what3words free app, which is used by West Sussex Fire & Rescue and South East Coast Ambulance to locate addresses. Link to further information:

[https://drive.google.com/drive/u/0/folders/1h-lw7TFwHLI-zn\\_UMm3bLo2sCgnfQ5Fj](https://drive.google.com/drive/u/0/folders/1h-lw7TFwHLI-zn_UMm3bLo2sCgnfQ5Fj)

**DD NMB**

Details of Airspace and NMB Public Meeting Tuesday 3<sup>rd</sup> December 2019, 1400-1700 Hilton Hotel South Terminal, Gatwick Airport. Places can be secured by emailing: [LGWNMB.publicmtg@gatwickairport.com](mailto:LGWNMB.publicmtg@gatwickairport.com) with your name and address. Details of the meeting can be found on Gatwick's webpage at [www.gatwickairport.com/publicmeeting](http://www.gatwickairport.com/publicmeeting).

**APCAG**

E-news 12.10.19 Gatwick's Big Enough Campaign – APCAG supports GBE Campaign (*forwarded to Cllrs*)

**PAGNE**

Update email 28.10.19 Gatwick's Big Enough Campaign.

**CAGNE**

Bulletins 99 and 100.

**GON**

e-newsletters 102 and 103.

**Residents/public**

- Nutbourne Residents Association: NHW Email News with Sussex Police burglary prevention advice (*forwarded to Cllrs*)
- NRA Notes from meeting 22.10.19
- NRA Newsletter Winter 2019/20 / Christmas festivities at The Rising Sun, Nutbourne (*forwarded to Cllrs*)
- Comyn & James: Copy of painting by Samuel Palmer Summer Storm near Pulborough, Sussex (c1851) for PPC safekeeping/interest.

**Publications**

- LCR Autumn 2019
- Clerks & Councils Direct, November 2019, Issue 126