



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 THURSDAY 15TH JUNE 2023 AT THE VILLAGE HALL

PRESENT: Cllrs: Ellis-Brown (Chairman), Campbell, Clarke, Court, Esdaile, Hare, Lee, Marcuson, Martin, Riddle, Trembling and Wallace

IN ATTENDANCE: Mrs H Knight (Clerk)
Mrs B Nobbs (Deputy Clerk)
County Cllr C Kenyon (part of meeting)

The meeting opened at 7.30pm

The Chairman welcomed all to the meeting and gave a brief reminder of procedural points, requesting that Members raise a hand when wishing to speak, to raise hand so it could be seen clearly when voting and to keep speeches short and precise.

22. APOLOGIES FOR ABSENCE

Apologies for absence were received, and reasons approved, from Cllrs. Hands (PPC training), Hunt (personal commitment) and Mote (work commitment).

23. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest made.

There were no changes to the Register of Interests.

24. MINUTES OF FULL COUNCIL

The Clerk apologised that the Minutes of the Annual Meeting of the Council held on 18th May 2023 were not yet available. These would be published as soon as possible and formally received at the June meeting. There was no Clerk's Report.

25. COMMITTEE MEETING MINUTES

Members considered and **RESOLVED** to **APPROVE** the Minutes, Reports and Recommendations of Committees (other than separate agenda items) as follows. It was noted that no meetings of the Recreation & Open Spaces Committee and the Finance & Policy Committee were held in May, therefore there were no Minutes to receive.

25.1 Planning & Services Committee

Members received the Minutes of the Meeting held on 4th May 2023. The Minutes of the Meeting held on 1st June 2023 were not yet available. There was no Clerk's report.

26. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

27. DISTRICT AND COUNTY REPORTS

District Cllr Clarke reported that there was little to update on as following the elections time is mostly being spent on training and learning procedures, together with learning about the Local Plan. District Cllrs Campbell and Ellis-Brown concurred.

County Cllr Kenyon's written report had been circulated to Members. Regarding the A29 Church Hill road closure, she and colleagues were looking at what had been learned from this and other county incidents. They want to focus on action and scrutiny about emergency plans, and she would report back further. The manned traffic lights at Church Hill were expensive and as planned would probably be replaced shortly with vehicle activated lights.

She had raised concerns with WSCC Highways regarding the quality of road/pothole repairs. It is not possible for WSCC to check all contractor repairs and she asked Cllrs to let her know of issues they see.

Members raised several issues with overgrown vegetation and trees obstructing road visibility and in the case of Station Road impacting such that vehicles mount pavements in order to pass two-way. Comments were also made regarding maintenance of Public Rights of Way (PROWs) and liaison needed between parish, county and district councils.

St Mary's School Headteacher is requesting a school crossing outside the school and had been going to request this through a Community Highways Scheme via the Parish Council.

Comment was made regarding the Parish Council's future discussion of a traffic management plan, which could incorporate the traffic calming and school crossing proposals.

28. A29 LANDSLIPS AT CHURCH HILL

This had been largely dealt with under the previous item, Members noting that there was no further progress on resolution of the landslide issue: As discussions between landowners and WSCC were ongoing it was likely that the single lane partial re-opening of Church Hill would be long term. The Chairman asked Members if anyone had any specific questions on the matter.

A Member queried that at the Council meeting of 20th October 2022 it had been agreed to work on a Community Resilience Plan, which was then combined with review of the Emergency Plan and was referred to the Planning & Services Committee, with a Task & Finish Group being set up in January 2023 to progress the Emergency Plan review. However, nothing had been delivered and the Member asked that this be minuted as the work was initiated over five and a half months ago with the status of the group and outcome unknown, and with a greater emergency having occurred due to the recent Southern Water water supply issue affecting Pulborough residents. The Member asked to see minutes of the Task & Finish Group meetings and that a report be forthcoming. The Clerk advised that she would check the status and add this to the next Planning & Services Committee agenda for an update report via the committee minutes.

A Member queried the situation with the Traffic Regulation Order for Church Hill previously requested by a resident. The Clerk advised that this had been referred to the Planning & Services Committee; Discussion had been delayed whilst clarification had been debated as to whether this would be a temporary or permanent TRO request, with differing cost implications.

Members noted that the County Cllr had mentioned that WSCC will only grant two Traffic Regulation Orders in the county per year. Cllr Clarke indicated that he would enquire as to whether there is a limit.

29. INTERNAL AUDIT REPORT 2021-22 (FINAL)

Members considered the Internal Audit Report 2022-23 (Final) from the internal auditor. Members were pleased to note the positive report and that there were no issues arising in any areas of inspection warranting formal comment or action. Two minor recommendations had been made, which would be referred to the Finance & Policy Committee. Thanks were recorded to the Clerk, and to the previous Finance & Policy Committee members for their work.

30. END OF YEAR ACCOUNTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

30.1 Members received and noted the Annual Internal Audit Report 2022/23 (AGAR page 3), which had been duly completed and signed by the Internal Auditor.

30.2 Members considered the Annual Governance Statement 2022/23 (AGAR Section 1) and **RESOLVED** to approve the Council's responses to each of the 9 statements, with statements 1-8 ticked in the affirmative and statement 9 marked N/A; It was **RESOLVED** that Section 1 be signed by the Chairman of this meeting and by the Clerk.

30.3 Members considered the Accounting Statements 2022/23 (AGAR Section 2), noting that this had duly been previously signed by the RFO prior to presentation, and **RESOLVED** to approve that the Chairman of this meeting sign Section 2.

31. SOUTH DOWNS NATIONAL PARK AUTHORITY: ELECTION OF WSALC CANDIDATES

Noting that WSALC had subsequently advised the disqualification of one West Sussex candidate, Members voted for two candidates. It was **RESOLVED** to submit the Parish Council's ballot paper vote for Jane Mote and Theresa Bennett, which the Clerk would forward for the closing date of 23rd June 2023.

32. SOUTHERN WATER – RIVER POLLUTION

Members had received the written proposal by Cllr Clarke detailing serious concerns about pollution of the Rivers Arun and Western Rother and proposing that the Council should write to Southern Water raising its concerns and enquiring about plans to significantly reduce Combined Sewer Overflows (CSOs).

Following discussion, it was **RESOLVED** to write to Southern Water to express concerns about water quality issues of the River Arun and River Rother and question what Southern Water is doing to address CSOs, with the Clerk to liaise with Cllr Clarke regarding drafting of the letter.

33. COMMUNICATIONS SUB-COMMITTEE

Members had received the written proposal by Cllr Ellis-Brown for establishing a Communications Sub-Committee. Subsequent to the agenda issue, the Clerk had advised that a sub-committee can only be formed from a committee, not from full Council, therefore this would need to be a Working Group appointment reporting to the Council. As such it would not have spending or decision making authority but could make recommendations to full Council.

Cllr Ellis-Brown explained his proposals and draft Terms of Reference, suggesting that the Working Group have 4 councillor membership plus the Clerk, to include the Chairman and Vice Chairman of Council, and with Cllr Mote be chairman of the working group, plus one other member for the 4th place.

Following some discussion, it was **RESOLVED** to appoint a Communications Working Group reporting to the Council, with amended terms of reference (attached at Appendix 2). It was further **RESOLVED** to appoint Cllr Mote as Chairman of the Working Group, with the Chairman and Vice Chairman of Council as members, and a fourth place to be filled at a future meeting.

34. COMMITTEE APPOINTMENTS

Following individual Member requests to the Clerk for changes to committee appointments agreed at the Annual Meeting of the Council, it was **RESOLVED** to approve that the following amendments and appointments to committees:-

- Cllr Riddle to stand down from the Recreation & Open Spaces Committee and Cllr Campbell to be appointed to the Recreation & Open spaces Committee;
- Cllr Mote to stand down from the Planning & Services Committee and Cllr Riddle to be appointed to the Planning & Services Committee;
- Cllr Mote to be appointed to the Finance & Policy Committee.

35. COUNCILLOR TRAINING

Training was still ongoing for new councillors as dates for a joint bespoke training session by WSALC were being liaised with Storrington & Sullington and West Chiltington parish councils. The Chairman and Clerk reminded all councillors to take the GDPR training being offered. It was **RESOLVED** to approve the costs of training currently arranged for some members to attend WSALC/Mulberry delivered training sessions on Finance, Planning and Chairmanship, to be paid from the training budget, invoicing received currently totalling £240 + VAT. The GDPR training costs would be £10 per attendee, final invoice yet to be received as registration was ongoing.

36. SPORTS PAVILION RE-BUILD/REFURBISHMENT

Members had received the updated Cost Report from the Quantity Surveyor, via the architect. Considerable discussion ensued regarding the way forward for the sports pavilion project. Comment was made that at the June Recreation & Open Spaces Committee meeting, it had been agreed that the Chairman would liaise with the Clerk to produce a project initiation document to look at comparisons for the building design. Concern was expressed by some Members that the project had been discussed by Council for many years now and was currently the closest position to fruition with an approved planning permission in place.

37. NEIGHBOURHOOD WARDENS REPORT

The May report had been circulated and was noted. Members noted that HDC Neighbourhood Warden Supervisor had advised the intention to place a work experience student with the Pulborough and Ashington Neighbourhood Wardens for 3 days in July, following similar placements with other warden schemes.

38. PULBOROUGH NEIGHBOURHOOD PLAN

Receipt of the recent HDC Planning Advice Note (PAN) was noted. This was being considered by HDC Cabinet on 9th June 2023. The PAN will support the decision making process and assist case officers regarding Pulborough Neighbourhood Plan and its policies, which, subject to water neutrality, carries significant weight. The Clerk advised that the PAN will be referred on to the Planning & Services Committee for awareness of planning processes.

39. PULBOROUGH VILLAGE MARKET

Member representatives appointed to attend the market on Saturday 24th June 2023 were as follows: Cllrs Lee and Campbell from 9am-11am and Cllr Court from 11am-12noon.

Members considered the proposal by Cllr Ellis-Brown to introduce a council theme for each market, examples could be the Sports Pavilion project, Neighbourhood Wardens, Emergency Plan etc. It was **AGREED** to adopt this approach for the future.

40. REPRESENTATIVES ON OUTSIDE BODIES

Prior to cllr reports, the Clerk reported that past councillor Mrs Henly had advised that as she now held a place on the Pulborough & District Community Care Association (PDCCA) in her own right, the organisation would like a parish council member to be appointed as

a representative. No nomination was forthcoming, and the Clerk was asked to ask Mrs Henly if she would be willing to fulfil the position on behalf of the Council.

Brief reports were provided by those members representing the Council on outside bodies or meetings, as follows:-

- Cllr Court reported briefly on the recent Sports & Social Club committee meeting.
- Cllr Lee reported that Pulborough Community Partnership had just requested permission for storage containers at the recreation ground car park.
- Cllr Esdaile reported on the recent Police & Crime Commissioner regular Focus Group meeting and on issues affecting Pulborough specifically, for which much covert work is being carried out.
- Cllr Trembling reported on her recent attendance at The Pulborough Society talk regarding The Knepp Re-Wilding project.

41. CORRESPONDENCE

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

42. CHAIRMAN'S ANNOUNCEMENTS AND URGENT MATTERS FOR NOTING

The Chairman reported that he and Cllr Clarke had been talking with HDC regarding pre-application advice for the berms on the recreation ground.

43. PAYMENTS

Members had received the list of Payments for Authorisation. It was **RESOLVED** to approve these, and the payments list and invoices were duly signed, as listed below:-

| £ | |
|----------------------------------|----------|
| Sussex Clubs For Young People | £3757.55 |
| Burgess and Randall Ltd | £32.74 |
| Burgess and Randall Ltd | £25.75 |
| Mulberry & Co – Planning course | £60.00 |
| Maximus Tree removal - Nutbourne | £480.00 |
| Pulborough Social Centre | £113.00 |
| Daisy Communications | £19.66 |
| Nat West | £3.15 |

The meeting closed at 9.33pm.

.....Chairman

.....Date

CORRESPONDENCE**Appendix 1****HDC**

- Latest news and information 26.05.23: Cllr David Skip was elected as Chairman of Horsham District Council for the civic year 2023 to 2024. CLLR Skip is taking over the role of chairman from Cllr Kate Rowbottom who is retiring from the council.
- Email 12.06.23 from HDC to advise that they are calculating the costs of the elections in May in the coming weeks, and will be confirming the costs prior to sending the invoice, for uncontested elections, the cost will be significantly different from 2019.

WSCC

- E-news 17.05.23: The county council are disappointed that a number of its staff have reported that they have received abuse from members of the public whilst completing essential work on their highways.
- E-news 18.05.23: Sussex Day 16th June 2023.
- E-news 25.05.23: Drive for Host Families for Ukrainian refugees, Cllr Duncan Crow WSCC Cabinet Member has said 'residents across the county have demonstrated their support and welcome' If anyone has properties for rent can get more information at ukrainesupport@westsussex.gov.uk

NALC

Chief Executive's Bulletins 05.05.23, 18.06.23, 25.05.23, 01.06.23 and 08.06.23. Topics include: 2023 Good Councillors Guide has been updated member councils can access from NALC website, An event on 24.05.23 discussed how stakeholders interested in rural sustainability could work with communities to fight against climate change. NALC urges government to retain local green planning role. Last week the Government confirmed it would allow applications from local councils.

Sussex Police & Crime Commissioner

E-news 19.05.23, 22.05.23, 26.05.23, and 02.06.23. Topics include: The Government have provided more funding to tackle ASB in Sussex, Are you scam savvy – sessions on 2nd August at Horsham Library Hosted online and in person 11.30am – 3pm.

Neighbourhood Alerts

- E-newsletters: 23.05.23 How to secure your email account, two step verification and how to check if your online accounts have been compromised for details visit www.havebeenpwned.com
- E-newsletters: Sussex Police 23.05.23 Horsham News and appeals. 23.05.23 Neighbourhood Watch Community Safety Charter. 31.05.23 Our house are getting smarter all the time – how smart are you at keeping yours protected. 06.06.23 Volunteers week.

Nutbourne Residents Association

Minutes of AGM held in January and meeting 30th April 2023.

Pulborough Parish Council Communications Working Group Terms of Reference

The Communications Working Group is appointed by and solely responsible to Pulborough Parish Council. The group's duties are defined and agreed by the Council who may vote at any time to modify the working group's powers. Seeking guidance and final review by the Parish Clerk, or in their absence the Deputy Clerk, the Communications Working Group has the authority to produce media communications for approval by the Clerk (or in their absence the Deputy Clerk, or as detailed in the Emergency Plan).

The communications Working Group has no authority to bind the Council to a particular course of action or make any decisions that incur expenditure without approval from full Council. Excluding press and media releases, which should go through the Clerk for approval, the Communications Working Group reports and makes recommendations to the Council.

The role of the Communications Working Group is as follows on behalf of the Council:

- Produce the communications strategy for recommendation to full Council.
- Produce and manage the stakeholder engagement plan.
- Be responsible for the Parish Council's public relations.
- Promote and enhance the Council's digital presence, including the use of social networking sites.
- Promote the use of existing office tools, including calendars, announcements, discussions, facilities, shared documents etc. Promotion of tools to include suitable training for all members of the council.
- Creation of a process, production and release of all external communications, with review by the Clerk
- Produce and co-ordinate all community engagement surveys. This is necessary to gauge opinion on important decisions and issues.
- Review/produce a communications and social media policy, and present to council for consideration and adoption.
- Review existing document management system making recommendations to full council.

Aim

The aim of the Communications Working Group is to organise effective and ongoing communications via traditional and electronic means necessary to keep the residents of our community well informed and engaged with council matters and decisions.

Meetings

The communications Working Group does not meet in public. Therefore, it does not need to give notice of its meetings. However, in delivering its activities it may be necessary to meet the public. It may meet in-person or online. The communications Working Group will meet monthly to review/plan upcoming communications.

Membership

All members of the communications Working Group are members or officers of the Council. It shall consist of 4 councillors, including the Chair and Vice Chair of the Council, two other councillors and Clerk to the Parish, or in their absence the Deputy Clerk.

Potential Co-opted members

Individual subject matter experts as necessary.

Record of Proceedings/Reporting

The Communications Working Group will report on its activities at each meeting of the full council.

Timings

The working group will start meeting from 26th June, but the strategic communications review and planning will take several months to complete.

Adopted by Council 15.06.23