



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 VIRTUALLY USING MICROSOFT TEAMS
ON THURSDAY 26TH NOVEMBER 2020

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) regulations 2020 (“the Regulations”) came into force on 4th April 2020. The Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year.

PRESENT: Cllrs: Hare (Chairman), Clarke, Court, C Esdaile, J Esdaile, Harvey, Henly, Hunt, Kay, Kipp, Lawson and Riddle

IN ATTENDANCE: Mrs H Knight (Clerk), District Cllr D Van Der Klugt and County Cllr P Arculus

The meeting opened at 7.35pm

245. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Trembling due to ill health.

246. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

247. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the online Meeting of the Council held on 15th October 2020 as a true and accurate record of the proceedings and that the Chairman would sign them.

Clerks Report

Min. 235 Co-options to Council:

The Clerk confirmed that Cllr E Hunt had duly signed her Declaration of Acceptance of Office. The Chairman welcomed her to her first meeting.

248. COMMITTEE MEETING MINUTES

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

248.1 Planning & Services Committee

Members received the Minutes of the online Meetings held on 15th October and 5th November 2020. There was no clerks report.

248.2 Recreation & Open Spaces Committee

Members received the Minutes of the online Meeting held on 8th October and 12th November 2020. There was no Clerk's report.

248.3 Finance & Policy Committee

Members received the Minutes of the online Meeting held on 22nd October 2020. The Minutes included committee recommendation to re-adopt without amendment the Code of Conduct; Standing Orders; Financial Regulations; and Internal Control Policy. Several items from the Committee meeting were separate agenda items. There was no Clerk's report.

249. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

250. DISTRICT AND COUNTY REPORTS

County Cllr Pat Arculus gave a brief update on recent WSCC matters including: WSCC finances were going to be extremely difficult; Swan Bridge car park is to have a 4 hr restriction implemented. The reasons for the restrictions at Swan Bridge were briefly discussed, which was mainly to address local complaints at not being able to park there (walkers/shoppers) due to long stay commuter / employees taking up the free spaces.

A Member praised the Love West Sussex reporting system which seemed very efficient but was concerned about a serious pothole recurrence at West Chiltington Road. Cllr Arculus explained that WSCC is aware that this needs more serious work which was proving difficult to timetable in.

The vacated traveller vehicles parked at West Chiltington Road were discussed. The Clerk advised that the Neighbourhood Wardens were working with authorities on this matter. It had previously been reported to police and WSCC department, who had liaised with the occupant. Some vehicles had been moved on as a result but the occupant had been unable to finish moving for personal reasons. As the vehicles were legal they could not be treated as abandoned and this was therefore not a quick process.

Cllr Arculus was urged by a Member to do everything possible to keep Billingshurst HWR site open, following reports that some closures were likely by WSCC as part of cost saving measures.

District Cllr Van der Klugt reported on recent HDC matters including: A reminder that both HDC and SDNP had submitted responses to the Government White Paper consultation on planning legislation changes raising serious concerns; HDC was also facing severe financial strain with loss of revenue from things like car parking, leisure and entertainment centres etc. and was having to make some staff redundancies; Highways England has chosen the Grey route as their preferred option.

District Cllr Clarke reported that HDC was actively encouraging use of local shops and businesses, safely, and promoting other economic support initiatives; The temporary cycle lane in Horsham (WSCC/Government project) had been removed; New Government grants for businesses that have had to close were available from HDC.

251. BUDGET 2021-22

Members had received with their agenda a draft budget following Finance & Policy Committee discussion. The Clerk had today emailed a version that had been further revised downwards where she had been able to make some adjustments. The reduced areas were principally the Youth Worker amount following discussion with SCYP and adjustment of staff salaries following Government announcement that public sector pay would be frozen next year. This draft produced a Band D of £95.55 which was a 2.79% increase on the previous year.

The Clerk reminded Members that the final decision on the precept and budget required would be taken at the January meeting, however this discussion was an opportunity for Members to consider what they required to be incorporated and to input into final figures.

The Chairman of F&P, Cllr Clarke, explained that the new HDC tax base had reduced, which affected the Parish Council budget adversely. It had been a difficult budget to draft due to the unprecedented year of the coronavirus impact, with many unknowns regarding normal rental income that was likely to be reduced etc. In addition, the Council's general reserves were low and needed to be built up if possible. He reminded Members that general reserves had been used to provide the major balance of funding for the Neighbourhood Warden posts last year. As well as the areas the Clerk had referred to, the F&P Committee had reduced the discretionary Grant Aid budget considerably. Whilst keeping the precept as low as possible was desirable, it may be financially prudent to increase to around 3% and he asked if Members would be happy with this before 'freezing' the numbers for January decision. There was no dissent, and the Clerk would continue working towards an anticipated precept of between 2.79-3% increase, subject to any new information or factors arising.

Cllr C Esdaile left the meeting during Min. 251.

252. GRANT AID 2020-21

Members considered the previously circulated recommendations from the F&P Committee. It was noted that less applications had been received this year than usual, probably due in part to reduced activities by some organisations due to restrictions. It was **RESOLVED** to approve the awards to be made as follows, totalling £2,700 from the £5000 budget allocation:-

<u>Organisation</u>	<u>£</u>	<u>Power used</u>
Age UK West Sussex	100	LGA 1972 s137
PDCCA Community Transport	1,500	LGA 1972 s142(2a)
St Mary's Church PCC (grounds)	500	LG (Misc Provs) Act 1972 s214
Victim Support Sussex	100	LGA 1972 s137
Pulborough Cricket Club	100	LG (Misc Provs) Act 1972 s19(5)
Liaise @ Frontline	150	LGA 1972 s137
4Sight Vision Support	150	LGA 1972 s137
Citizens Advice in West Sussex	100	LGA 1972 s137

253. RISK REGISTER

Members considered the previously circulated Risk Register which the F&P Committee had recommended the Council adopt.

Following a query regarding the risk assessment of Legionella occurring at the changing rooms, the Clerk explained the action she had taken to help prevent this by the introduction during the summer of a weekly flushing regime of all water outlets. This helped avoid standing water and bacteria build up. The pavilion caretaker had been instructed in the process required and completed log sheets for PPC records. A Member suggested that professional advice should be sought. The Clerk confirmed that she had researched professional advice which had resulted in the regime she had implemented. Following discussion, it was **RESOLVED** that the Recreation & Open Spaces Committee should have an agenda item as soon as possible to consider professional advice on appropriate Legionella testing and prevention regime.

It was **RESOLVED** to formally adopt the Risk Register without amendment, noting that the Clerk would continue with reviews and referral to Council where appropriate.

Cllr C Esdaile returned to the meeting during Min. 253.

254. SPORTS PAVILION REBUILD/REFURBISHMENT PROJECT

The pre-planning application advice from HDC had been received, copied to the Council's architect, which recommended submission of a full planning application. The F&P Committee had asked the Clerk to arrange a meeting with the architect. He had advised, however, that it would be sensible for him to first seek quotations for Council to consider for HDC validation requirements that needed external contracted work, eg tree survey requirement. Confirmation of his intentions was awaited but the Clerk had requested to hear back from him before the Christmas period. It was **RESOLVED** that the Clerk would arrange a Working Group meeting with the architect once he had confirmed what was needed and arranged quotations for the work.

255. PULBOROUGH NEIGHBOURHOOD PLAN - REGULATION 16

Members noted formal notification from HDC of the commencement of Regulation 16 public consultation for 8 weeks, closing midnight 13th January 2021. The consultation documents were available from HDC website / link::

<https://www.horsham.gov.uk/planningpolicy/planning-policy/currentconsultations> and were also available via a link from the Parish Council's website. It was noted that this consultation was entirely under the jurisdiction of the District Council.

256. COMMITTEE VACANCIES

Cllr Hunt had requested appointment to the Planning & Services Committee and the Recreation & Open Spaces Committee. It was **RESOLVED** to approve this, and Cllr Hunt was duly appointed to sit on both committees.

257. PULBOROUGH FAIRTRADE GROUP

Members considered the request from Pulborough Fairtrade Group to renew the Council's continued support for Fairtrade and continue to endorse Fairtrade. The reaffirmation request was part of marking in 2020 the 25th anniversary of the Fairtrade Foundation. The Parish Council had originally resolved to actively support and promote the concept of Fairtrade in January 2007 and extended that support in 2011, contributing to the necessary requirements for regular renewal of Fairtrade Village status. It was **RESOLVED** to re-confirm the Parish Council's continued support and endorsement of Fairtrade.

258. WSALC VALUE FOR MONEY – INDEPENDENT REVIEW OF SSALC

The Clerk gave a brief background of parish council membership of county associations for advice and support, and Members had received a paper detailing the SSALC structure and component CALCs.

The board of SSALC had been conducting an internal review of best value a year ago but this had been postponed during the Covid-19 situation. However, WSALC board had decided to initiate its own review, commissioning an independent person. The Clerk had circulated an open letter received from WSALC Board of Directors in response to an FOI request from another parish council, as a number of councils and clerks were concerned. Members had also received a letter to all parish councillors from the Chairman of Mid Sussex ALC, who as a director of the WSALC Board had serious concerns and did not support the WSALC review. He had proposed a resolution for the forthcoming WSALC AGM and sought parish council support. Also circulated were details of an online survey by WSALC that councils had been asked to complete, and details of the change of date of the AGM from 10th November to 2nd December 2020.

Following discussion, it was **RESOLVED** to appoint Cllr E Kipp as the second PPC representative to WSALC (Cllr Hare being the already appointed). Members were asked if they wished to respond to the proposal from the Chairman of Mid Sussex ALC or instruct the PPC reps as to how they should vote. It was **RESOLVED** that Cllrs Hare and Kipp have delegated authority to vote at their own discretion at the AGM. No decision was taken about completion of the WSALC survey.

[NB: The WSALC AGM was subsequently cancelled for legal reasons and will now take place in 2021].

259. STANDARDS MATTER 2: PUBLIC CONSULTATION

Members noted receipt of the survey from NALC that was collecting parish/town council views to inform NALC response to the public consultation. It was **RESOLVED** that the survey would not be completed by the Parish Council, but the Clerk was asked to advise that Members considered that more sanctions should be available to address unacceptable conduct.

260. HORSHAM DISTRICT COUNCIL STANDARDS COMMITTEE VACANCY

Members noted the advice from HALC that a vacancy existed for a Parish Council representative to HDC Standards Committee and the Clerk asked if PPC wished to nominate a member. No nominations were made.

261. VILLAGE MARKET

It was noted that the Village market due to be held on 28th November 2020 had unfortunately had to be cancelled due to the lockdown restrictions and moving to Tier 2. The organisers anticipated being able to proceed with the Christmas Market on 12th December 2020 and the Clerk asked if any Members wished to officially attend, as it had been agreed to keep the matter under review. Members felt that the previous decision of non-attendance should be maintained, due to individual Member availability and vulnerability issues. Members noted receipt of the proposed 2021 market dates and the Clerk would liaise with Council as each market date approached, the next one being planned for 23rd January 2020.

262. REPRESENTATIVES ON OUTSIDE BODIES

The Chairman had represented the Council and laid a wreath at a short, revised outside memorial service at St Mary’s Church on Remembrance Sunday.

263. CORRESPONDENCE

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

264. CHAIRMAN’S ANOUNCEMENTS AND URGENT MATTERS

There were no matters to report.

265. PAYMENTS

Members had received the list of Payments for Authorisation. It was **RESOLVED** to approve these, detailed below, and the payments list and invoices would be physically signed by the required two signatories at the earliest opportunity.

Payee	£
Travis Perkins	6.90
Mr R Quested	31.99
Mark Weston	460.00
Mrs L Underwood	51.90
Mr F Bushby	31.05

The meeting closed at 8.52pm

.....Chairman

.....Date

CORRESPONDENCE**Appendix 1****WSSC**

- News release 12.10.20 'Cabinet to discuss Children's Trust for West Sussex' and 11.11.20 'Local Outbreak Engagement Board meets to hear latest COVID developments'.
- News Statement 15.10.20 from Leader Paul Marshall welcoming the announcement of Highways England A27 Arundel Bypass preferred route.
- E-newsletter from Cabinet Member for Adults and Health Autumn/Winter 2020
- The Bulletin/Member information email 05.11.20 (*forwarded to Cllrs*)
- Details of new online form for Online Pothole Reporting (pothole dedicated instead of using Love West Sussex), accessible from link: <https://www.westsussex.gov.uk/roads-and-travel/> (*forwarded to Cllrs*)
- Email 13.11.20 from WSSC Leader Paul Marshall regarding Budget Savings Proposals (*forwarded to Cllrs*)
- Email 16.11.20 from Community Initiatives Principal regarding WSSC survey – Take part in the West Sussex Climate Change Conversation, running until 06.12.20. People in West Sussex are invited to take part in a survey to find out how Covid-19 restrictions have affected their response to climate change. Survey link via: <https://www.surveymonkey.co.uk/r/ClimateConversationWS>
- News Release 18.11.20 'We're backing campaign to support West Sussex traders online'. The [#ShopSussex](#) initiative has been launched by Experience West Sussex, with support from the County Council to help local tourism (*forwarded to Cllrs*)
- Email 19.11.20 from Democratic Services Unit with Appendix of current TRO requests. WSSC advises that the formal round of Chanctonbury Local Committees has been cancelled and informal meetings of County Councillors will be discussing the prioritisation of TROs for their area. Formal decisions will then be taken and published on WSSC website. Town and Parish Council input into this is still important and feedback from parish members on the list should be provided directly to their local County Councillor by 25th November 2020. (No Pulborough site on list therefore not circulated).

HDC

- E-newsletter 08.10.20 (*forwarded to Cllrs*)
- E-newsletter 18.11.20 topics include: 20 new district wide heritage trails to explore; Buy Local and support the circular economy; Launch of new business support and training programme (*forwarded to Cllrs*)
- Email 21.10.20 from Economic Development Officer – Business Invitation to Get Involved – HDC Economic Development campaigns, grants and training autumn/winter 2020 (*forwarded to Cllr Kipp, PCP and Pulborough Asscn of Traders*).
- Email 05.11.20 from Economic Development Officer – Business Support in Lockdown 2 – details of Virtual Horsham and Screen Social to assist businesses getting online shops and/or click and collect set up.
- Email 10.11.20 from Economic Development Officer – Horsham Market Towns Programme: Details of programme to support local high street businesses adapt with a series of free online interactive webinars facilitated by leading practitioners from Chichester College Group and Solent University. Local businesses can find out more/enrol via: www.hmtp.co.uk.
- Email 18.11.20 from Senior Neighbourhood Planning Officer attaching formal notification and consultee email advising of Pulborough Neighbourhood Plan Regulation 16 statutory public consultation period from 18th November 2020 to midnight 13th January 2021. Documents and response process/form found via: <https://www.horsham.gov.uk/planningpolicy/planning-policy/currentconsultations>

NALC

e-newsletters/Chief Executive's bulletins 16.10.20, 23.10.20, 30.10.20, 02.11.20, 06.11.20: Topics include NALC chairman thanks clerks at SLCC conference for stepping up during pandemic; NALC responds to planning white paper.

SALC

- Email 26.10.20 notifying SALC biannual meeting with Chief Constable of West Sussex on 13th November and inviting any non-strategic or unresolved topics councils would like raised (*forwarded to Cllrs – no topics raised*).
- Email 29.10.20: Following successful session held in September, invitation and link to second SSALC Chairs Networking Forum on 6th November 2020 with Chief Supt Jane Derrick attending to provide an update on road safety initiatives.
- Email 12.11.20 attaching latest Roads Network Activity Update from Sussex Police, referred to at Chairs Networking Forum.

HALC

Minutes of HALC meeting with HDC 21.10.20 and presentation slides (*copied to Cllrs*)

Sussex Police

- Email 14.10.20 from Chief Inspector Sarah Leadbeater announcing change of name from the Prevention Team to the Neighbourhood Policing Team.
- P&CC e-newsletters of 09.10.20, 23.10.20, 30.10.20 and 06.11.20. Topics include 196% increase in neighbourhood disputes; Road safety survey results; Covid court backlogs; Sussex Police response to breaches will be encouragement/engagement, only using enforcement as a last resort; Crime levels in Sussex have returned to pre-Covid levels; Troubled youths to join army cadets as part of REBOOT early intervention programme; Helping prisoners adjust back into the community;
- E-alert Horsham Weekly Bulletin 17.11.20 detailing crimes in Billingshurst environs (*forwarded to Cllrs*)

Neighbourhood Watch

e-alerts 09.10.20, 06.11.20 and 09.11.20: Announcement that Derek Pratt awarded MBE in Queen's Birthday Honours List; Scam warning – fake Paypal emails; Protect Your Password National Campaign.

Pulborough Neighbourhood Wardens

Warden's monthly report October 2020 (*forwarded to Cllrs*)

Highways England

Email/Letter 15.10.20 announcing decision on the preferred route for the A27 Arundel Bypass, confirming that the Grey route has been selected following consultation and careful consideration of feedback. They will now develop the Grey route and the re-consult with public again, at which point views on the detailed designs can be provided, before Highways England apply to the Planning Inspectorate for consent to build the scheme and progress the other planning approvals needed.

MP

- E-letter 15.10.20 regarding announcement by Highways England of preferred route for A27 Arundel Bypass, supporting that this will take some traffic away from local Pulborough roads but expressing disappointment that alternative routes, with less impact on residents of Walberton, Binsted and Tortington, were blocked by the SDNP.
- E-letter 11.11.20 – Motorcycle noise, ongoing action. Andrew Griffith MP Vehicle Registration Offences (Penalty Points) Bill was presented and received full support of the House of Commons on 21st October. It now moves to a further reading on 27th November and a second reading and debate will take place on 22nd January 2021. The Bill seeks to amend existing legislation by adding three penalty points to an offender's licence on top of a fine, which the MP hopes is more likely to change behaviour around antisocial/dangerous riding.

National Institute for Health Research (NIHR)

Email 20.11.20 seeking volunteers to sign up to the NHS Covid-19 vaccine research registry and take part in vaccine clinical trials:

Volunteer to help find the vaccine for COVID-19

Join the national effort and sign up for the [NHS COVID-19 vaccine research registry](#). Be part of the fightback against the virus by volunteering to be contacted by researchers to take part in COVID-19 vaccine research. There are a number of vaccines being identified, but only large-scale studies can give researchers the information needed about how effective they are.

The National Institute for Health Research (NIHR) is working with the NHS and aims to recruit as many people as possible onto the registry, which will allow people to be put in touch with the vaccine studies in the coming

months.

Researchers are looking for people from all backgrounds, ages and parts of the UK - including both people with or without existing health conditions - to take part in vaccine studies, to make sure that any vaccines developed will work for everyone. [Sign up today!](#)

PCP

- Email 15.10.20 welcoming the Highways England announcement of preferred route for A27 Arundel Bypass, and that this will benefit Pulborough, and Lower Street/A283 in particular.
- Minutes of online PCP Management Group meeting held 9.11.20
(copied to Cllrs).

Eyelevel Design

Email 12.11.20 advising that after much consideration it had been decided to cease quarterly parish Community Bulletins from next year. Instead a new magazine will be launched, larger in size, which will encompass the whole of the RH20 readership and will be delivered on a door-to-door drop capacity by Royal Mail. It will feature articles around community and local issues and will invite information from local groups, societies and parish councils – this means there will not be as much space for parish council information as previously but will allow the ability to let local parishioners know what is going on in their area.

Petworth and Pulborough District Scouts Group

Email 17.11.20 advising that due to the lease of current base not being renewed the group is effectively homeless and is seeking a new 'home'. Any assistance from the Parish Council of suitable venues or support would be gratefully received, as the group does not want to close or lose its Pulborough historical link. *Clerk has liaised: the group has already contacted Village Hall and URC.*

APCAG

Email 13.11.20: New Noise Management Board and Gatwick Update. The NMB's annual public meeting takes place virtually on 03.12.20 at 12.30pm (forwarded to Cllrs).

CAGNE

E-newsletters/Bulletins 117 October and 119 November.

PAGNE

Email 11.11.20 Latest News

GON

Email 16.11.20 Quiet Skies? Update on NMB.

DD Community Gatwick Airport

- Email 06.11.20 from Gatwick Airport with invitation and details of annual (virtual) Airspace and Noise Management Board public meeting on 03.12.20.

Link to register for the event:

https://gatwickairport.zoom.us/webinar/register/WN_kfrPgf15SZaRpaVC9QPsJQ

- Email 20.11.20 from Gatwick Airport with details of new Covid-19 Screening Service launch.

Publications

- Clerks and Councils Direct, November 2020, Issue 132
- LCR (Local Council Review by NALC) Summer 2020