



PULBOROUGH PARISH COUNCIL
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PULBOROUGH PARISH COUNCIL

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MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON THURSDAY 17TH JUNE 2021 AT THE VILLAGE HALL

PRESENT: Cllrs: Hare (Chairman), Clarke, Ellis-Brown, Esdaile, Harvey, Henly, Kay, Kipp, Riddle and Trembling

IN ATTENDANCE: Mrs H Knight (Clerk),
County Cllr C Kenyon

The meeting opened at 7.31pm.

7. APOLOGIES FOR ABSENCE

Apologies were received and approved from Cllrs Lawson (personal), Hunt (personal prior commitment) and Court (medical).

8. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest made.

Members had received from the Clerk an annual update form to complete notifying either changes to their register of interests where relevant or confirming that there were no changes. The Clerk received some returned forms at the meeting and reminded those who had not to please complete and return to her as soon as possible for publication.

9. COMMITTEE TERMS OF REFERENCE

Members reviewed all committee terms of reference, and it was **RESOLVED** to re-adopt without amendment the Terms of Reference for the Finance & Policy Committee and the Planning & Services Committee. Following a proposal, it was further **RESOLVED** that the Clerk devise a suitably worded item to reflect the Committee's ongoing review of and financial provision for replacement playground items reaching end of life. This point would be referred to the Recreation & Open Spaces Committee for consideration and subsequent recommendation to Council for adoption into its Terms of Reference.

10. APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

Members considered the circulated list. The Clerk confirmed that no changes had been notified to her and all committee chairmen had indicated their willingness to re-stand. Following a proposal, it was **RESOLVED** to re-appoint en bloc all committee and steering group chairmen and vice chairmen. It was further **RESOLVED** to re-appoint en bloc all committee and steering group members. The Council did not appoint any sub-committees.

11. REPRESENTATIVES TO OUTSIDE BODIES

Members considered the circulated list. It was noted that some vacancies existed. The Clerk reported that following her research, it had transpired that the Council's application to be a Station Partner to the Community Rail Partnership/Arun Valley Line in 2018 had never been progressed by them. She had been advised that this could be pursued if Council wished but as the PCP was already a Station Partner, a more practical option

might be to simply appoint a councillor representative to link to the Arun Valley Line group. Cllr Esdaile had previously held this role and indicated she was very willing to resume.

Following discussion, it was **RESOLVED** that the List of Parish Council Representatives be adopted with the following amendments:-

- That Cllrs Hunt and Henly be added to the representatives to Pulborough Community Partnership;
- Any members interested in being a Village Hall Trustee in addition to Cllr Henly and Mr Quedstedt should contact the Clerk. The Clerk will check with the Village Hall manager what vacancies exist and what its constitution requires of the Council;
- That Cllr Esdaile be appointed as representative to the Sussex Community Rail Partnership/Arun Valley Line but that the Council would not seek to be a Station Partner at the present time.
- That all other appointments on the list be re-adopted without amendment.

12. BANK ACCOUNT SIGNATORIES AND AUTHORISATIONS

It was **RESOLVED** to re-appoint without amendment the current Members as signatories, as follows:

For cheques and Payment Authorisation Lists: Cllrs Henly, Clarke, Hare and Kipp;
For online banking authorisations: Cllrs Clarke, Hare and Kipp.

13. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the online Meeting of the Council held on 6th May 2021 as a true and accurate record of the proceedings and that the Chairman duly sign them.

Clerk's Report

Min. 301 18.03.21 and Min. 319 15.04.21 – Pump Track Proposal: Following an invitation to all councillors from Pulborough Pump Track leaders to join them in viewing Horsham Pump Track (Broadbridge Heath) in use on 01.06.21, Cllrs Trembling, Riddle and Kay were able to attend. No further update has been received from the organisation as to viability exercise of all potential locations. This was therefore not added to this meeting agenda and will be followed up for the July meeting.

Min. 320 15.04.21 – Neighbourhood Plan: This has not been included on the agenda due to there being nothing for Council to discuss. However, a brief update is that the Reg.16 new evidence base public consultation closed on 07.06.21 and HDC officers reviewed the 16 representations made: Significantly, Historic England has now confirmed approval of the revised documentation and withdrawn all previous objections. HDC has now forwarded the Neighbourhood Plan and all Reg 16 responses to the Independent Examiner appointed by the Parish Council. The Examiner will now consider and submit his findings in due course. It is anticipated this could be fairly soon, and further information will hopefully be available for the Council's July meeting.

Min. 321 15.04.21 and Min. 6 06.05.21 – Playground Inspection Report/Urgent Remedial Works: As agreed by Council, the order had been placed with Kompan. As reported to the Recreation & Open Spaces Committee (Min. 3, 27.05.21 refers) the initial 30% pre-payment had been made and the work was scheduled for early-mid July. A site meeting has been arranged next week between Kompan and the Deputy Clerk. The Clerk and Deputy Clerk will be overseeing the works and reporting via the R&OS C'ttee going forwards.

A further update is that there has been some vandalism at the recreation ground: A section of a slide had been smashed and rendered unusable, and the notice board at the outside gym equipment had been similarly attacked. Both need replacement and this has been arranged through Kompan to tie in with the playground work. An insurance claim is

being investigated so that costs are hopefully offset (quotes still being arranged). Both these and other ASB/vandalism incidents have been reported to the Sussex Police on 101.

General - ASB: Several reports have been received over the past few weeks regarding increasing ASB and acts of vandalism at the main recreation ground and, this week, a resident has complained of several days of ASB at the Cousins Way ground. The Clerk is liaising with our Neighbourhood Wardens and PCSOs regarding these. The Wardens will be raising Pulborough ASB issues at their forthcoming meeting with Horsham Police.

General – Community Speedwatch: For some time PCSO Jake O'Donovan has been endeavouring to start up a Pulborough Community Speedwatch Group and he is keeping the Clerk updated on progress – to date rather slow unfortunately, much depends on finding suitable/safe locations.

General – Traveller at West Chiltington Road: The Clerk understands that WSCC has recently undertaken a site visit to re-establish suitability of moving this person on (previously delayed due to pandemic). Very few complaints received from Pulborough residents, mainly West Chiltington residents who raise concerns occasionally.

General – Sussex Clubs for Young People/Purple Bus: SCYP is applying for funding for a new 'Purple Bus', which SCYP took over from WSCC and is an invaluable outreach resource, especially during the past year. SCYP regularly provides the bus and youth activities/support at the recreation ground and also some school holiday sport sessions. The Neighbourhood Wardens and the Clerk were asked to each provide a supporting statement for the funding application, which we have supplied.

14. COMMITTEE MEETING MINUTES

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

14.1 Planning & Services Committee

Members received the Minutes of the online Meetings held on 15th April and 6th May, and meeting held on 3rd June 2021. There was no clerks report.

14.2 Recreation & Open Spaces Committee

Members received the Minutes of the online Meeting held on 8th April 2021 and meeting held 27th May 2021. There was no Clerk's report.

14.3 Finance & Policy Committee

Members received the Minutes of the online Meeting held on 29th April 2021. There was no Clerk's report.

15. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers registered.

16. DISTRICT AND COUNTY REPORTS

The Chairman welcomed new County Councillor Charlotte Kenyon. C.Cllr Kenyon gave a short resume of her background and particular areas of interest. She sits on the Environment & Scrutiny Committee and the Standards Committee. As a keen walker and rider she is especially interested in PRoW matters. The Chairman referred to the Parish Council's Footpath Charter and the Clerk was asked to forward her a copy.

D.Cllr Clarke reported briefly on the recent reshuffle at HDC, as a result of which the strategic plan and priorities are being reviewed. He also advised that the Local Plan may reach Reg.19 next month; that there were resourcing issues in the planning department, causing up to five week delays; that HDC has discretionary Government funding available for business grants under the extended Covid-19 situation.

D..Cllr Clarke gave apologies on behalf of D.Cllrs Donnelly and Van der Klugt who had other commitments.

17. ANNUAL MEETING OF THE PARISH

Members received the unconfirmed Minutes of the Annual Parish Meeting held online on 13th May 2021, noting that these will be formally approved at the next Parish Meeting.

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

18.1 Members received and noted the Annual Internal Audit Report (AGAR page 3), duly signed off by the Internal Auditor.

18.2 Members considered the Accounting Statements 2020/21 (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** and that Section 1 be signed by the Chairman of this meeting and by the Clerk.

18.3 Members considered the Accounting Statements 2020/21 (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.

19. VACANT SEATS ON THE COUNCIL

It was noted that Cllr S Harvey had recently resigned his seat, and that the formal Notice of Vacancy for potential by-election had been published by the Clerk. If no by-election is called, the council may co-opt to the Council along with the two existing vacancies for co-option.

20. NEIGHBOURHOOD WARDEN SCHEME – VEHICLE CHANGES

Members considered the HDC proposal to change the warden fleet vehicles to hybrid vehicles when the current lease arrangement expires shortly. The Neighbourhood Warden Supervisor was seeking Parish Councils' support for changing to a Toyota Rav4 Hybrid, which would provide sufficient space and power for accessing rural areas. Unfortunately, the lack of infrastructure prevented the acquisition of fully electric vehicles, despite the desire to reduce carbon footprints and be more environmentally friendly. The hybrid presented the next most acceptable alternative. It was **RESOLVED** to confirm the Council's support for the proposals.

21. UNAUTHORISED ENCAMPMENT ON COUNCIL LAND

Following the recent incursion of the main recreation ground by a small group of travellers with 3-4 caravans/vehicles, this had been added to the agenda for Members to consider whether any action should be taken or was feasible to deter future incidents. It was noted that the only other incursion in recent memory was in August 2018. The Clerk advised that to date no invoice had been received from WSCC for legal action and the travellers had moved off before a high court notice was served. It seemed likely therefore that no direct costs had been incurred. Thanks were again expressed by Members to the Council's Groundsman, Neighbourhood Wardens and Litter Warden who had spent a morning clearing up rubbish left by the group.

Whilst acknowledging the inconvenience and disturbance the incursion caused, Members did not consider that the expense of installing fencing or other security measures was warranted when such incidents were very few it seemed, and such measures would be unlikely to entirely prevent future incidents. Cllr Ellis-Brown offered to investigate the law and police powers around aggressive trespass/intimidation and it was **RESOLVED** that his findings would be considered by the R&OS C'ttee.

22. SPORTS PAVILION REBUILD / REFURBISHMENT PROJECT

The Clerk advised that the formal planning application had been submitted to HDC, as previously agreed by Council, and the application fee of £1,414.00 inc. VAT had been paid (on Payments Authorisation List). Noting that there were delays in planning application validation, further news would be reported in due course.

23. BIENNIAL MEETING WITH SUSSEX CHIEF CONSTABLE

Members noted details of the next meeting of West and East Sussex County Associations with the Chief Constable and the Sussex Police and Crime Commissioner on Monday 5th July 2021. No questions were raised for submission by the Parish Council.

24. PULBOROUGH VILLAGE MARKET

The next market would take place on Saturday 26th June 2021. The rota for attendance was **AGREED** as: Cllrs Henly for the morning from 9am onwards; Cllr Kay from 9-10am.

25. REPRESENTATIVES ON OUTSIDE BODIES

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

- Cllr Henly advised that PDCCA is hoping to re-start meeting up, with combined Lunch Club and Wednesday Club, from 7th July 2021 but this may be affected by the recent extended social restrictions;
- Cllr Esdaile and the Clerk had attended a useful meeting of the Police and Crime Commissioner / County Association Focus Group, also attended by representatives from West Chiltington and Storrington & Sullington parish councils. The main theme had been the rise in antisocial behaviour issues in all the villages;
- Cllr Hare reported on the Gatwick Noise Management Board Forum he had attended. He advised that Gatwick Airport is planning for significant growth using the emergency runway. He would be attending the APCAG AGM on Wednesday 23rd June 2021, 5pm.
- Cllr Hare reported from recent PCP meetings: the Harvest Fair is going ahead on 25th September 2021.

26. CORRESPONDENCE

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

27. CHAIRMAN'S ANOUNCEMENTS AND URGENT MATTERS

None.

28. PAYMENTS

Members had received the list of Payments for Authorisation. It was **RESOLVED** to approve these, detailed below, and that the payments list and invoices be duly signed.

Payee	£
Mr F Bushby (already transferred)	314.58
HDC Planning (already transferred) from Pav Refurb EMR	1,414.00
Mr F Bushby	73.60
Auditing Solutions Ltd	534.00
Pulborough Social Centre	148.40
Arun Mowers	125.78
Kent County Council	99.39
Lakers Builders Merchant	51.83
Kent County Council	173.75
National Westminster bank	2.80
Daisy Communications	27.67
National Westminster bank	23.60

The meeting closed at 9.08pm.

.....Chairman

.....Date

UNCONFIRMED

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

- Email 17.05.21: Chanctonbury and North Horsham County Local Committees – meetings due to be held in June and July are being replaced with informal locality sessions for county councillor induction. However, to enable engagement with residents, there will be virtual Talk With Us question and answer sessions for public, dates to be notified.
- Email 01.06.21 News release: Covid-19 crisis impacts on A259 Littlehampton/Angmering project progress – slowed progress now forecasted for completion winter 2022.
- Email 07.06.21 News release: WSSC meeting arrangements to end of July- members of the public now able to attend in person Council, Cabinet and committee meetings until end of July will now take place in the Council Chamber, County Hall, Chichester. There will be reduced capacity for social distancing. Admission by ticket only bookable in advance by emailing democratic.services@westsussex.gov.uk. Meetings will continue to be webcast live from their website, schedule at www.westsussex.gov.uk/calendarofmeetings.
- Email 09.06.21 Town and Parish News e-Newsletter Issue 30 June 2021: Topics include Our Council Plan and county councillor contacts; Sussex Day – safely celebrating our county's past, present and future on 16th June; County Local Committees – send us your views – all town/parish councils are invited to comment on a proposal to replace CLCs, due for consideration by the Governance Committee on 28th June – comments by Tuesday 15th June to monique.smart@westsussex.gov.uk. Talk With Us and meet county councillors – virtual sessions from 8-8.30pm – Horsham district session Thursday 1st July, email talkwithus@westsussex.gov.uk to register, any questions to be submitted by 2 days ahead.
Give bees a chance! Pollinator-friendly road verges appearing across West Sussex as a pilot project to increase biodiversity – community road verges (CRVs) often looked after by local communities, are restricted to one mow per year, herbicides are not used and grass is collected to reduce soil fertility to encourage wildflowers. Requests for the next phase can be sent to active.communities@westsussex.gov.uk. Lost Woods of the Low Weald and Downs – 10 minute online survey which will help connect local communities in the Lost Woods area. Action in Rural Sussex is facilitating community activities to bring to life forgotten areas of woodland in Sussex and protect them for the future.

HDC

- Email 29.04.21 from Community Safety Manager with updated Travellers reporting process.
- Email 05.05.21 E-news – topics include: Local elections; Calling young people to have their say on safety; Grant funds to boost energy efficiency for community facilities
- Email 24.05.21 from Economic Development: Welcome Back Fund – HDC Project Bid Consultation, deadline for response 30.05.21, and details of HDC proposed projects.
- Email 25.05.21 from Recycling & Waste Strategy – New service details – Small Electricals, textiles and battery collections: booking service for small electricals/textiles, kerbside service for batteries.
- Email 28.05.21 E-news – topics include New appointments following AGM: New Leader Cllr Paul Clarke, new Deputy Leader Cllr Tony Hogben, new Chairman Dr David Skipp; launch of new electrical/textile recycling and battery collection services; Interactive wellbeing workshops.
- Email 08.06.21 E-news – topics include: Buy new Annual Parking Disc valid from 01.07.21-30.06.22 for £15 for a year, £8 each for additional discs; Welcome to Horsham Town's new Neighbourhood Warden Maria Colenso; Hospitality special Virtual Jobs and Skills Fair 14.06.21.

NALC

Emails 28.05.21 and 04.06.21 Chief Executive's bulletins: Topics include: Civility in public life; Parish precept data; Pay offer update; NALC Climate Change task and finish group; NALC sets up new LGBT+

network; Parliamentary Boundaries Review – The Boundary Commission for England (BCE) will publish initial proposals for new parliamentary constituency boundaries on 8th June and will be seeking local

knowledge to help reshape the map. For more information about the 2023 Boundary review visit BCE website; National Thank You Day being organised for 4th July 2021 – a chance to come together with our neighbours, communities and families to mark what has happened over the last year and celebrate community spirit – hundreds of organisations across the UK are supporting with numerous events and councils are being encouraged to get involved to say a big Thank You to their staff and community and by taking a supportive approach to community activities.

WSALC

- Emails 26.03.21, 29.04.21 and 05.05.21 discussing/advising on future or remote meetings, including copy of letter from Secretary of State to Council Leaders confirming Government decision not to extend legislation that allowed virtual meetings.
- Minutes of Virtual Board Meeting of WSALC Ltd held 30th March 2021.
- Email 20.05.21 Ballet Bill – Request to help Power for People (Local Electricity Bill) to support the future of community renewable energy, by persuading an MP to adopt the Bill.

HALC

- Minutes of virtual meeting held 08.04.21 (*copied to Council*)
- Agenda and minutes of virtual AGM held 29.04.21 (*copied to Council*)
- Email 27.04.21 from HALC Chairman regarding HDC request for 2 representatives on new climate change panel, and seeking nominees.
- Email 03.06.21 from HALC Chairman with copy letters of correspondence with HDC Leader to discuss progress of Local Plan and Nature Recovery Networks (*forwarded to PPC HALC reps*).

Sussex Police

- Sussex Police & Crime Commissioner: E-newsletters 14.05.21, 21.05.21 and 28.05.21 – topics include: Re-election as P&CC; working closely with Chief Constable Jo Shiner, tackling anti-social behaviour, inaugural meeting of the Government's Peet theft Taskforce; £2.8m secured from Ministry of Justice to support rape, sexual violence and domestic abuse services in Sussex; launch of Protect Your Pooch campaign; Operation Collar being rolled out with dedicated Rural Crime Team.
- In the know Alerts 04.05.21 and 01.06.21: Crime summary; One Year since Launch of the Rural Crime Team;

West Sussex Fire & Rescue Service

Email 02.06.21 News Release: Put your BBQ out before calling it a night.

Neighbourhood Watch

In the Know Alerts 14.04.21, 30.05.21 and 01.06.21, topics include: Scams Awareness; Get safe online – Your child and Gaming 4 Good; June News – Neighbourhood Watch National Newsletter.

Pulborough Neighbourhood Wardens

Warden's monthly report April 2021 (*forwarded to Cllrs*)

Initial details of Men's Shed venture – call for anyone interested to get in touch.

Pulborough Community Partnership (PCP)

Agenda and minutes of online meeting 07.06.21 (*copied to Cllrs*)

APCAG

Email 16.05.21 Gatwick NMB Update; Email 06.06.21 notifying forthcoming online AGM at 5pm on Wednesday 23.06.2. (Agenda subsequently received with previous meeting minutes and Gatwick Update report.

PAGNE

Email 12.05.21 latest news – Night Flight Consultation

CAGNE

E-newsletters/Bulletin 26.04.21 and 06.06.21 and email 05.06.21 letter to councils regarding Gatwick Airport seeking support from local authorities to rebuild the emergency runway as a second runway. HDC decision deadline is 22.07.21 and a public consultation is planned for end of summer 2021.

Pulborough Pump Track

Email 25.05.21 Open invitation to Parish Councillors to join them viewing Broadbridge Heath pump track in use on 01.06.21.

Sussex Green Living

Email 20.05.21 Inspiration Eco Station coming to Pulborough – the retrofitted milk float will be attending Pulborough Village Market on 18.09.21, which is also the first day of the Climate Coalition Great Green Week. Learn more here <https://greatbiggreenweek.com/find-an-event/> and here www.SussexGreenliving.co.uk.

BigStand

Email to councils 19.05.21 with Update – Kingswood compared with Poundbury.

Residents / General Public

- Various emails between 11.05.21 and 20.05.21 from 5 separate residents complaining/concerned regarding the recent unauthorised encampment on the main recreation ground, and seeking what action the council is taking for removal / prevention of future incidents (*Clerk responded to each enquiry and to some social media posts*).
- Email 02.05.21 from resident to MP (copied to Clerk) regarding local policing of low level crime and anti-social behaviour in Pulborough, specifically recent egg-throwing incidents. (*Clerk replied*)
- Email 13.05.21 from Viviane Doussy, following attendance at APM – introducing herself and her/husband's links with the area, Sussex Green Living and Sussex Wildlife Trust and interests in ecological/environmental issues.
- Email 16.04.21 Freedom of Information request via Whatdotheyknow.com regarding littering and fly-tipping, 12 questions seeking data for past 5 years of PPC involvement/costs/reports (*Clerk responded*).

Publications

Clerks & Councils Direct May 2021, issue 135.
LCR issue 2, 2021.