



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

**ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE A PUBLIC SPEAKING ITEM HAS BEEN INCLUDED ON THE AGENDA.**

**ANY RESIDENT WISHING TO SPEAK ON ANY ITEM SET OUT ON THIS AGENDA MUST INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE MEETING.**

You are hereby SUMMONED to an Ordinary Meeting of Pulborough Parish Council which will be held at **Pulborough Village Hall** on **Thursday, 19th April 2018 at 7.30pm.**

**Heather Knight  
Clerk**

**Dated 12<sup>th</sup> April 2018**

Swan View, Lower Street, Pulborough, RH20 2BF  
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## **AGENDA**

- 1. APOLOGIES FOR ABSENCE**  
Chairman's welcome and to approve apologies for absence.
- 2. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**  
To receive Councillors' declarations of interest on any of the agenda items and to note any changes to Councillors' Register of Interests.
- 3. MINUTES OF FULL COUNCIL**  
To approve the Minutes of the Council Meeting held 15<sup>th</sup> March and the Extraordinary Council Meeting held 5<sup>th</sup> April 2018 (attached), and to receive the Clerk's report on issues raised at the meetings.
- 4. COMMITTEE MEETING MINUTES**  
To receive and consider Minutes, Reports and Recommendations of Committees (other than separate agenda items) :-
  - 4.1 Planning and Services Committee**  
To receive the Minutes of the Meetings held on 15<sup>th</sup> March and 5<sup>th</sup> April 2018 (attached unless previously circulated), and to receive the Clerk's report on issues raised at the meetings.
  - 4.2 Recreation and Open Spaces Committee**  
To receive the Minutes of the Committee Meeting and Advisory Committee Meeting, held on 8<sup>th</sup> March 2018 (attached unless previously circulated) and to receive the Clerk's report on issues raised at the meetings.
  - 4.3 Finance and Policy Committee**  
To receive the Minutes of the Meeting held on 21<sup>st</sup> March 2018 (attached unless previously circulated), and to receive the Clerk's report on issues raised at the meeting.

**5. ADJOURNMENT FOR PUBLIC SPEAKING, INCLUDING:-**

The Chairman will invite those residents who have given formal notice to speak once only in respect of:

- a) business itemised on the agenda and residents shall not speak for more than **5 minutes** or **10 minutes** if he/she is speaking on behalf of others such as a residents group
- b) if time permits, any other business not itemised on the agenda for which no discussion/decision is permitted and residents shall not speak for more than **2 minutes**

**6. DISTRICT & COUNTY REPORTS**

To receive reports from the District and County Councillors present.

**7. CO-OPTION TO COUNCIL FOLLOWING CASUAL VACANCY**

To consider nominations received for co-option to the Council (*copied to Council*)

**8. VAT ADVICE REGARDING SPORTS PAVILION REBUILD PROJECT**

To consider Pulborough Parish Council applying to become VAT registered from 1<sup>st</sup> July 2018, and then applying to Opt to Tax the new building, following advice from DCK Accounting Solutions regarding VAT implications for the Sports Pavilion rebuild project (*Copied to Council*)

**9. SPORTS PAVILION REBUILD PROJECT**

To consider formal appointment of MacConvilles Surveying Ltd as the project manager for the scheme, noting legal advice received, and if approved to authorize signature of contract (*Copied to Council*)

**10. GDPR AUDIT REVIEW**

To consider data audit analysis carried out by ProcessMatters2 and recommendations, including:-

(*report copied to Council*)

- Appointment of Data Protection Officer, at a cost of £150 pa
- Approval of required PPC Member training at a cost of £400 for up to 25 attendees (10 spare places could be sold to other councils/bodies)
- Quotation of £150 for IT review and report detailing current IT set up and security

**11. NEIGHBOURHOOD WARDEN STEERING GROUP**

To note meeting of Steering Group on 16<sup>th</sup> April 2018 and to consider any recommendations from the Steering Group or directives from the Council to the Neighbourhood Wardens, including:-

- Approval of invitation for Neighbourhood Wardens to access Acts 435, a national church charitable support scheme for financial assistance to those in need

**12. NEIGHBOURHOOD PLAN - UPDATE**

To receive verbal progress report and recommendations, including:-

- To note arrangements for a public meeting on 13<sup>th</sup> June 2018 to consider a Pulborough Community Land Trust, and to consider Council's approval of publicity costs up to £1,000 to be funded from PPC Neighbourhood Plan budget
- Consideration of Council stall at a cost of £30 at PCP Pulborough Duck Race event 24<sup>th</sup> June to publicize CLT and/or Neighbourhood Plan information

**13. VELO SOUTH EVENT DETAILS AND FEEDBACK**

To note details of the Pulborough section of the sportive (*Copied to Council*)

- 14. SALC MEETING WITH CHIEF CONSTABLE OF SUSSEX POLICE**  
To note biannual meeting of SALC board members with Giles York on 11<sup>th</sup> May 2018 and submit any strategic or unresolved topics the Council would like raised (deadline 27.4.18)
- 15. APM AGENDA**  
To note arrangements for the meeting on 10<sup>th</sup> May 2018 and discussion topics for the agenda
- 16. INTERNET BANKING**  
To consider recommendation from Finance & Policy Committee to proceed with internet banking arrangements for the Council (*Copied to Council*)
- 17. POLICIES REVIEW**  
To consider Finance & Policy Committee recommendations following review of various policies (*Copied to Council*)
- 18. GRAB LORRY FOR RECREATION GROUND WASTE**  
To ratify payment of grab lorry service at a cost of £1,108.40 + VAT, which exceeded Recreation & Open Spaces Committee approved authorization level
- 19. VILLAGE MARKET**  
To agree Councillor attendees at the market on Saturday 28<sup>th</sup> April 2018.
- 20. REPRESENTATIVES ON OUTSIDE BODIES**  
To receive reports from Members representing the Council on other organisations.
- 21. CORRESPONDENCE**  
To note items of correspondence as per list circulated (copied to Council).
- 22. ITEMS FOR NEXT AGENDA**  
To note items put forward (Members' submissions to be followed up as written proposal and objective, with 7 clear days' notice in advance of agenda)
- 23. PAYMENTS**  
To approve the payments for signing (details to be circulated prior to meeting).