



PULBOROUGH PARISH COUNCIL

Working together for a better future

PULBOROUGH PARISH COUNCIL

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MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL **HELD ON 21ST JUNE 2018 AT PULBOROUGH VILLAGE HALL**

PRESENT: Cllrs: Quested (Chairman), Bignell, Caplin, Clarke, Court, Hare, Henly, Kipp (from Min. 30), Lawson, Tilbrook and Wallace

IN ATTENDANCE: Mrs H Knight (Clerk)
District Cllr B Donnelly
County Cllr P Arculus

The meeting opened at 7.30pm

27. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllrs Kay, C Esdaile and J Esdaile due to personal commitments.

28. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

29. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 17th May 2018 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report

Min. 210 (19.4.18) Representatives to Outside Bodies

As requested, the Clerk had written to Mr P Jones and Mr L Ellis on behalf of the Council on 3rd May 2018 to thank them for their contribution to the community. Both had been in touch to thank the Council very much for writing to them.

Min. 23 GDPR Updated Information and Advice:

Following concerns raised regarding publishing of Members' personal details, the Clerk had had confirmation from HDC Monitoring Officer and PPC Data Protection Officer of her initial advice, which was:-

- Members' addresses must be published on their Register of Interest (but their signature can be redacted as long as the original is signed, held on office file).
- Members do not have to have their home address published on the Council's contacts list but it is expected that at least one direct form of public contact is reasonable, eg either their home address, email or a phone number. Those wishing to withhold their personal address can choose to have post c/o PPC address but should provide a direct phone or email contact instead. All Members wishing to amend their published personal information should advise the Clerk by the end of June.

30. COMMITTEE MEETING MINUTES

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

30.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 17th May and 7th June 2018. There was no Clerk's report.

Members discussed the recommendation that Council approve applying for funding of three bus shelters by S106 contributions at a cost of approximately £5,000 + VAT plus construction site costs (Min. 8, 7.6.18 refers). Query arose as to whether this figure was per shelter or a total for all three. Following discussion it was **RESOLVED** to approve the recommendation for S106 funding to be applied for to finance provision of one bus shelter at each of the three Pulborough locations: Brinsbury College, northerly direction for 14 people; Brinsbury College, southerly direction for 14 people; Sainsbury's, Stane St, for 6 people. It was noted that there were no figures available for construction costs, which would be additional, and feasibility research would need to be undertaken. *(NB: Subsequent to the meeting it has been established that the likely cost for the shelters would be in the region of £8,000 for three, plus construction costs).*

30.2 Recreation & Open Spaces Committee

Members received the Minutes of the Advisory and Committee Meetings held on 24th May 2018. There was no Clerk's report.

30.3 Finance & Policy Committee

No Committee meeting takes place in May, therefore the next meeting to be reported will be on 28th June 2018.

31. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers present.

32. DISTRICT AND COUNTY REPORTS

District Cllr Donnelly gave a verbal update on various HDC matters. He and D Cllr Clarke had met with parties involved in the station car park development regarding signing of S106 agreements. Delays were being caused by Network Rail's internal sign off process. District Cllrs had also been making enquiries regarding possible use of S106 funds for other projects being diverted to finance the Parish Council's Sports Pavilion rebuild but the outcome was awaited.

District Cllr Clarke reported that HDC had withdrawn the previous Gypsy, Traveller and Travelling Showpeople paper and was re-looking at the item with a view to more sites being considered. He also advised that in due course HDC would be asking relevant bodies to include protection of assets in Neighbourhood Plans.

C Cllr Arculus reported on several WSCC matters. The next Chanctonbury Local Committee meeting would be held on 11th July, 7pm, at Pulborough Village Hall. An event was being arranged by volunteers, supported by County and District Councils, for local traders to sign up to allow public to refill water bottles to reduce plastic refuse.

Members discussed overgrown vegetation with C Cllr Arculus and how best to encourage land owners to meet their responsibilities. It was **AGREED** that the Clerk would contact the WSCC Horsham Area Highways Manager regarding a specific stretch on the A29 to request that land owners be written to about the hazards to pedestrians and owner responsibilities for cutting back vegetation from their land.

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

33.1 It was noted that the Council's Internal Auditor had completed and signed the relevant section of the AGAR.

The Clerk commented that the Council had also just undergone final internal audit and there were no major concerns raised. The Internal Auditor's report would be formally reported at the July F&P Committee meeting and then to Council. Members expressed thanks to the Clerk and Deputy Clerk for their work.

- 33.2** Members considered the Annual Governance Statement 2017/18 (Section 1, AGAR) and the recommendation from the Finance & Policy Committee (Min. 113, 26.4.18). It was **RESOLVED** to **APPROVE** that the Council's response to Statements 1-8 be 'Yes', noting that Statement 9 was not applicable, and that Section 1 be duly signed by the Chairman of the meeting and by the Clerk.

- 33.3** Members received the accounts for year ended 31st March 2018, including:-

- Annual Return (Alpha version)
- Income & Expenditure Account for Year Ended 31st March 2018 (Alpha)
- Balance Sheet (Alpha)
- Explanation of Variances (as required by External Auditor)
- Bank Reconciliation as at 31st March 2018 (as required by External Auditor)
- Reconciliation between boxes 7 and 8 (Section 1, AGAR, as required by External Auditor)

Following consideration of the recommendation from the Finance & Policy Committee (Min. 113, 26.4.17) it was **RESOLVED** to **APPROVE** the Annual Accounts for year ended 31st March 2018.

- 33.4** Members considered the Accounting Statements 2017/18 (Section 2, AGAR) and the recommendation from the Finance & Policy Committee (Min. 113, 26.4.17). It was **RESOLVED** to **APPROVE** the Accounting Statements 2017/18 and that Section 2 be duly signed by the Chairman of the meeting, noting that this had been signed by the RFO prior to presentation, as required.

34. VAT ADVICE REGARDING SPORTS PAVILION REBUILD PROJECT

Members received the Clerk's report. Since funding for the rebuild project was still being investigated, becoming VAT registered was currently unnecessary and would generate additional administrative work. The Council's VAT consultant was comfortable with the Council delaying registration and, when necessary, registration could be arranged quickly. It was advisable, however, to proceed with the declaration of the MSF income.

It was **RESOLVED** to approve delaying registering the Council for VAT, to be undertaken in due course at the Clerk's discretion, and to proceed with declaration of the Multi-Sports Facility in the meantime.

35. SPORTS PAVILION REBUILD PROJECT

Members received the Notes of the Sports Development Working Group Meeting held on 29th May 2018. A further meeting was scheduled for 26th June 2018. Unfortunately, securing enough funding for the project was proving difficult. Most grants were either for substantially less than was needed to fund the project or not available to precepting authorities. HDC had provided some officer support to advise on funding sources but results were not encouraging.

Members discussed the limited options, which may include having to make difficult choices about which projects to fund in future years, and having to increase the precept. Ways of consulting residents and engaging community and sports/social club input to fundraising for the project were considered. It was felt that the tenant clubs could be expected to help spearhead fundraising and this would be explored at the next Working Group meeting. Public consultation was also discussed, which could be a theme for the Council's Village Market or Harvest Fair stall.

The Clerk's report and additional legal advice obtained was noted. Members were advised that MacConvilles Surveying were happy to amend the contract as requested by

Council at the May meeting. Following consideration, it was **RESOLVED** to approve signing of the amended contract, once received.

36. **NEIGHBOURHOOD WARDEN STEERING GROUP**

Members received the latest Neighbourhood Warden written report. It was noted that the Steering Group meeting due to be held on 11h June 2018 had unfortunately had to be cancelled due to an urgent matter the wardens were assisting with.

There were no recommendations or directives to consider. As no public were present, other than the two District and County Cllrs, it was not considered necessary to move to confidential business for this item. The Clerk's confidential report was noted, detailing the need for the two wardens to work on a 'hot desk' basis from the end of December 2018. This was due to the likely move of the current warden office base by the landlord to new premises which could not accommodate desk and storage space for both wardens. It may become necessary to source and budget for permanent office space in future. In the interim, the wardens would utilise a combination of the spare desk capacity at the Parish Council office and the new location of shared premises. This option was cost free.

37. **COMMUNITY SPACES IN PULBOROUGH MEETING**

Members noted the invitation from WSCC to attend a meeting in Pulborough Library on 3rd July to discuss community facilities and buildings in Pulborough. It was understood the Neighbourhood Wardens would be attending. It was possible the library space may prove a suitable future base for the Neighbourhood Wardens. It was **RESOLVED** that the Clerk and Cllr Caplin attend the meeting on behalf of the Council to explore this and also to investigate contacts to discuss funding options of unspent WSCC S106 funds.

38. **NEIGHBOURHOOD PLAN STEERING GROUP - UPDATE**

Members received a verbal update on progress: HDC were carrying out an informal 'heath check' on the Steering Group's site assessments following a recent meeting with NP officers. A planning officer from AECOM would also shortly be undertaking site visits to review the group's methodology, as part of the Government's free technical support. This support would help to ensure robustness of the Neighbourhood Plan.

There had been positive feedback regarding the public meeting held 13th June to discuss a Pulborough CLT, with an interesting presentation by AiRS. Around 40+ people had attended, and a good level of professional skills and interest in the project had been identified. A further meeting had therefore been arranged for 4th July 2018 at 7pm in the Village Hall to establish a group to take the CLT forward. Thanks were expressed to David Hurst for his work in organising these events. It was **RESOLVED** to approve that the cost of the 4th July meeting would also be funded by the Parish Council from Neighbourhood Plan allocation within the £1,000 previously agreed. The CLT was expected to be separately resourced under its own constitutional arrangements in future.

39. **COMMUNITY BENEFIT PAYMENT**

The Clerk's report was noted. Members were reminded of the recently received Community Benefit Payment of £4000 from UKOG relating to work at Broadbridge Heath, for which it would be sensible to consider appropriate spending that would benefit Pulborough's community. Some ideas were suggested, however the consensus was that the potential for installing a drinking water fountain should be explored. It was **RESOLVED** that Cllr Quedsted would contact Pulborough Community Partnership to see if it could be linked to the new RSPB/PCP walking trail, and the Clerk would investigate costs and potential for installation, for further consideration at the July Council meeting.

40. **STATION PARTNERSHIP**

Members considered the report from the SCRP Arun Valley Line Community Development Officer. It had previously been agreed that she would apply for £500 on behalf of the Council to support the PCP adoption of Pulborough signal box. However, it was now apparent that this project would cost much more and take far longer than was originally envisaged as Network Rail required a structural survey to be carried out and paid for. If preferred, the Council could consider directing the £500 towards more short

term enhancement projects. Following discussion Members **RESOLVED** that they still wished the funding to be put towards the signal box project.

41. VISITOR INFORMATION IN RURAL CAR PARKS

Members considered the request from HDC Economic Development Officer. The Council had been asked to provide written support of the District Council's LEADER funding bid for new interactive tourist information screens as part of the rural car parks improvements programme. It was **RESOLVED** to approve the written support, however, the letter from the Parish Council would specifically state that the support was for interactive tourist information screens

42. CASUAL VACANCY

The resignation of Cllr G Reddin and resulting casual vacancy was noted. HDC had been notified and the statutory period of public notice duly undertaken. As no by-election had been called, the Council could now advertise the casual vacancy for co-option. It was **RESOLVED** that the vacancy would be publicized in the usual manner.

43. APPOINTMENTS TO COMMITTEES

Members were advised that the Finance & Policy Committee only had five members following recent resignations and the Clerk asked for any nominations to fill these. None were made and any Members interested in joining this important Committee were asked to contact her as soon as possible.

44. COUNCILLOR TRAINING

The Clerk had previously circulated details of training/networking sessions available for Members. It was **RESOLVED** to ratify attendance of Cllrs Kipp, Bignell and Caplin at SALC Councillors Briefing & Awareness training on 12th June, 26th June and 20th July 2018 respectively at a cost of £60 + VAT per delegate and attendance of Cllr Qusted at Chairman's Networking Day on 12th July 2018 at a cost of £80 + VAT (all already registered). It was further **RESOLVED** to approve the registration of Cllr Henly at the 10th July 2018 training at a cost of £60 + VAT. Cllr Kipp commented that the session she had attended had been very useful.

45. DRAFT SCHOOL EFFECTIVENESS STRATEGY 2018-2022 CONSULTATION

Cllr C Esdaile had requested that this item be considered but was unfortunately not present. Members briefly discussed whether the Council should respond to the consultation with concerns regarding any impact on rural schools. It was not felt that this was necessary and Members were encouraged to respond personally to the public consultation if wished, noting that the closing date was 25th June 2018.

46. HARVEST FAIR

The Clerk had registered the Council's usual stand with the organizers. It was **RESOLVED** to ratify this action and the anticipated cost of £40 (to be confirmed). A rota for the Harvest Fair, and the Village Market on the same day, would be arranged at the July Council meeting.

47. VILLAGE MARKET

It was **AGREED** that Cllrs Qusted and Henly, would cover the Council's stall at the market on Saturday 23rd June 2018. Cllr Court hoped to be able to assist from 11am.

48. REPRESENTATIVES ON OUTSIDE BODIES

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

- Cllr Hare reported on his attendance and activities of APCAG.
- Cllr Hare gave an update on recent Wiggonholt Association activity and efforts regarding Wickford Bridge mineral extraction.
- Cllr Henly briefly reported on her meeting with the Neighbourhood Wardens.
- Cllr Tilbrook reported on communications with WSCC Highways regarding recent works at Lower Street: WSCC was arranging to replace some work that was not

up to standard. More details were being reported through the Planning & Services Committee.

- Cllr Kipp reported as representative to the local traders that there were still some ongoing instances of misuse of the restricted on-street parking areas.
- Cllr Court reported on attendance by her and Cllr Henly at the recent Sports & Social Club Committee meetings (minutes and financial papers had been passed to the Deputy Clerk).

49. **CORRESPONDENCE**

The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk drew attention to some items of note, including:-

- Invitation via HDC to host the Voluntary Sector Support Service in the Pulborough parish, aimed at encouraging volunteers and local charities to obtain information and support. Members were asked whether this is something the Council wished to support and it was **AGREED** that the Parish Office would confirm the Council's support and liaise regarding how best to take this forward.
- Information via SALC of a new grant programme supported by the charity Remembered and the Armed Forces Covenant Fund Trust. Grants are available to help communities host a fully funded commemorative silhouette installation for the There But Not There Remembrance Day 2018 WW1 Centenary campaign. The closing date for applications is 30th June 2018. It was **AGREED** that the Clerk would apply for a grant on behalf of the Council.
- Correspondence from Seafarers UK seeking support in raising public awareness of Merchant Navy Day on 3rd September by flying a Red Ensign on civic buildings or prominent flagpoles, and details of flag costs from a special offer provider.

50. **ITEMS FOR NEXT AGENDA**

None were proposed, other than the Community Benefit Payment item agreed earlier in the meeting.

51. **PAYMENTS**

Members approved the following payments by cheque / direct debit / transfer and the relevant paperwork was signed:-

Payee	£
Village Nurseries	756.00
Pulborough Social Centre	69.13
Viking	100.94
SSALC	72.00
Business Stream	64.13
Business Stream	43.06
Kent County Council	81.90
Auditing Solutions Ltd	504.00
ABA (Construction) Ltd	298.80
Computer-eyez (south) Ltd	100.80
Mr F Bushby	19.80
National Westminster	16.45
For Maggie Williams Planning (already paid from general reserves, but to be paid from EMR's, (NP) so transfer between accounts required	422.95

The meeting closed at 9.29pm

.....Chairman

.....Date

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

- County News Horsham District, May 2018. (Already sent to all Cllrs).
- Notification of a Parent & Carer Online Safety Survey. The Parish Council have advertised this on Facebook & Twitter.

HDC

- Email regarding the new arrangements for the District's Joint Action Group meeting. (Copied to Council).
- Email regarding an update on plans for the Horsham District Year of Culture 2019.
- Invitation to host The Voluntary Sector Support Service in the Pulborough parish. Their presence locally, where a member of the team would work from a local parish, aims to encourage local people interested in volunteering to get in touch and encourage local charities to drop in to see them for information, support and guidance. ***Would Members like to host this service in the Parish?*** (Information sent to the NHW).

Sussex Police

- PCC Newsletters regarding National Volunteer's Week, 'Measuring Your Confidence in Local Policing', Internet Safety Strategy & the 'Herbert Protocol', which gives carers, relatives or friends the ability to prepare, in advance, information that officers need quickly to help speed up the search for missing people living with dementia.
- Memo from Mr. L. Ellis regarding a telephone interview with the Sussex Police and Crime Commissioner. Copied to Council.

In the Know alerts

- Horsham Weekly bulletin 23.05.18, 11.05.18 - Invitation to go behind the scenes of the Contact Command and Control Room at Sussex Police (already copied to all Cllrs), 25.05.18, 08.06.18 & notification of fraud targeting TSB customers.

Neighbourhood Wardens (NHW's)

- Notification that the NHW's received positive feedback and thanks from a resident at the Annual Parish Meeting for their involvement in dealing with Anti-Social Behaviour issues.
- Notification that the NHW's have contacted the Community Safety Manager to highlight ASB issues within the village and the lack of enforcement/perceived lack of enforcement by the Police. The CSM is going to contact the Police to discuss matters and how this matter is going to be tackled going forward. Updates to follow as and when they are received.

SSALC / NALC

- Notification of NALC's annual conference on 30/31 October 2018.
- Email from SSALC regarding Remembrance Day Silhouette Installation Grants. Copied to Council. ***Would Members like the Parish Council to apply?***

Arundel A27 Consultation

Confirmation from Mr. D. Hurst that Highways England have announced that Option 5a - the one that gave most reduction in traffic on the A29 - is the preferred choice for the Arundel by-pass. Press release can be found at <https://www.gov.uk/government/news/250m-arundel-bypass-route-revealed>.

Pulborough Village Market

Notes from Mr L Ellis from market held 26.05.18

Seafarers UK

Request to fly the Red Ensign official flag of the British Merchant Navy on Merchant Navy Day on 03.09.18 on a 'civic building or a prominent flagpole in your neighbourhood' and maybe organise a flag hoisting ceremony. Cost of flag, depending on size are £28.00, £35.30 & £45.71 excl. VAT. ***Would Members like to take part in this?***

Velo South

Feedback from Mr. D. Hurst following one of the Velo South meetings. (Already sent to all Cllrs).

Pulborough Community Partnership

Minutes of meeting 15.05.18. Copied to Council.

Residents/ Associations

- Email regarding drug use on the lane leading up to Newplace Nurseries. This information has been passed to the NHW's.
- Email and reply from the Parish Office regarding the Parish Council's increased staff costs. Copied to Council.
- Nutbourne Residents Ass meeting minutes from 24.04.18. Copied to Council