



## PULBOROUGH PARISH COUNCIL

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### **MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON THURSDAY 16<sup>TH</sup> JUNE 2022 AT THE VILLAGE HALL**

**PRESENT:** Cllrs: Hare (Chairman), Campbell, Clarke, Davies, Ellis-Brown, Esdaile, Henly, Hunt, Kipp and Trembling

**IN ATTENDANCE:** Mrs H Knight (Clerk)  
District Cllr D Van Der Klugt (part of meeting)  
1 member of the public

*The meeting opened at 7.41pm.*

**20. APOLOGIES FOR ABSENCE**

Apologies for absence were received, and reasons approved, from Cllrs. Kay, Riddle and Court.

**21. 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.

**22. MINUTES OF FULL COUNCIL**

The Council **RESOLVED** to **APPROVE** the Minutes of the Annual Meeting of the Council held on 19<sup>th</sup> May 2022 as a true and accurate record of the proceedings and the Chairman duly signed them. There was no Clerk's Report.

**23. COMMITTEE MEETING MINUTES**

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

The Planning & Services Committee meeting planned for 31<sup>st</sup> May and Recreation & Open Spaces Committee meeting planned for 9<sup>th</sup> June had been cancelled, and no Finance & Policy Committee meeting had been scheduled for May, therefore there were no Minutes for these committees.

**23.1 Recreation & Open Spaces Committee**

Members received the Minutes of the Meeting held on 26<sup>th</sup> May 2022. There was no clerk's report.

**24. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

**25. DISTRICT AND COUNTY REPORTS**

County Cllr Kenyon had sent her apologies that she was unable to attend.

District Cllr Van Der Klugt reported on HDC related points, including: The SDNP had commenced public consultation from 07/01/22 to 02/08/22 on issues and options for proposed development on the Shoreham cement works. Full details are available on the SDNP website.

District Cllr Clarke also reported on HDC matters: Water neutrality continued to dominate matters, and planning application progress has been slowed significantly.

**26. INTERNAL AUDIT REPORT 2021-22 (FINAL)**

Members considered the Internal Audit Report 2021-22 (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 recommendation. Thanks were recorded to the Clerk and Deputy Clerk. The Clerk reported that she had queried one of the statements under the Review of Corporate Governance section dealing with the Council not meeting criteria to adopt and use the General Power of Competence, which only cited being CiLCA qualified as a criterion: The Clerk clarified that an additional criterion not met was that the Council currently did not comprise a minimum of two thirds elected members.

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

**27.1** Members received and noted the Annual Internal Audit Report 2021/22 (AGAR page 3), which had been duly completed and signed by the Internal Auditor.

**27.2** Members considered the Accounting Statements 2021/22 (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.

**27.3** Members considered the Accounting Statements 2021/22 (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.

**28. NEIGHBOURHOOD WARDENS REPORT**

Members received the report for May 2022. The Clerk, endorsed by the Steering Group, reported that the new team of Ross Phillips and Louisa Hull was proving very satisfactory and they had been very proactive in getting to know residents, community groups and providing assistance, support or signposting where needed. A member proposed, with all in favour, that the Minutes record thanks to the Neighbourhood Wardens on behalf of the Parish Council for doing so much to deal with antisocial behaviour, employing innovative approaches – **RESOLVED**. The Clerk would pass on the Council's appreciation.

**29. SPORTS PAVILION REBUILD / REFURBISHMENT PROJECT**

Members considered three quotations sourced by the architect. Members had also received comments by Cllr Davies who had liaised with the Clerk to provide a technical view on the quotes and scope. Following discussion, it was **RESOLVED** to instruct the architect to appoint Envision Sustainability Ltd to produce the water neutrality statement, at a cost of £2,750.00 + VAT.

**30. PULBOROUGH VILLAGE MARKET**

The next market would take place on Saturday 25<sup>th</sup> June 2022. It was **AGREED** that Cllrs Henly and Ellis-Brown would provide cover for the morning with Cllr Esdaile joining if possible.

**31. REPRESENTATIVES ON OUTSIDE BODIES**

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

- Cllr Hare reported on his attendance as Chairman at the Pulborough Society's Sussex Day event today, which also celebrated the society's 50<sup>th</sup> anniversary. Several other Councillors also supported the event.
- Cllr Hunt reported on recent changes to business premises in Lower Street;
- Cllr Davies reported on his attendance at recent Summer Road Safety online events by Sussex Police. The road safety initiative, Operation Downsway, remained active; Lots of advice had been given to motorists; a key message is for people to report any issues on the police / Operation Crackdown website as the more intelligence received the better picture police are able to build up. Comment was made regarding pilot schemes by the DfT for acoustic camera introduction, noting that the MP has put forward Bury to receive one.
- Cllr Henly reported on her attendance at the Older People's Forum: The organisation is looking at updating the 'red button' emergency alert system.

### 32. CORRESPONDENCE

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

### 33. CHAIRMAN'S ANOUNCEMENTS AND URGENT MATTERS

### 34. 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.

£

WSCC	£8,466.99
GW Shelter Solutions	£486.55
Pulb Social Centre (Village Hall)	£54.25
Pulborough Community Part/ship	£200.00
Wesley's Window Cleaning	£240.00
KCS (Kent County Council)	£60.78
Laser (Kent County Council)	£82.53
Horsham DC	£39.90
Horsham DC	£64.00
NatWest Bank	£2.80
Daisy Communications	£26.86

***The meeting closed at 8.10pm.***

.....Chairman

.....Date

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

- E-newsletter 07.06.22: Horsham District celebrates Platinum Jubilee; Council supports new cost-of-living initiative; Have your say on Roffey Rec teen zone; Jubilee events roundup.
- E-news 07.06.22: Horsham Town Centre Takeover Event 2<sup>nd</sup> July, Volunteer Award winners, voluntary sector support/training
- The Big Conversation: Q&A paper issued following the recent public forums – topics include Neighbourhood Plans, water neutrality, Local Plan, Climate Change (received by email from NRA)

**WSCC**

- Email Your Town and Parish News May 2022: Platinum Jubilee Celebrations; Support for carers; Countryside Grants.
- News Release email 18.05.22: Next round of County Local Forums start in June - Horsham County Local Forum will be at Horsham library, Thursday 7<sup>th</sup> July, 7-9pm.
- E-newsletter 26.05.22: Join the Jubilee celebrations; Making caring visible, valued and supported; Take part in a free historic event; Celebrate Sussex Day Thursday 16<sup>th</sup> June 2022.
- Email 25.05.22 from Transport Planning & Policy Team: The West Sussex Transport Plan 2022-2036 was adopted on 01.04.22, guiding WSCC approach to improvement and maintenance of the West Sussex transport network. The new plan can be viewed at <https://www.westsussex.gov.uk/ltp>
- Email 31.05.22 from County Cllr Kenyon advising that WSCC passed a Motion requesting HM Government to implement a smoke-free fund, more information available in this link: [www.westsussex.gov.uk/news/west-sussex-county-council-supports-calls-for-fund-to-help-reduce-harm-caused-by-smoking/](http://www.westsussex.gov.uk/news/west-sussex-county-council-supports-calls-for-fund-to-help-reduce-harm-caused-by-smoking/)

**NALC**

CEO e-bulletins 13.05.22, 20.05.22 and 01.06.22: topics include Queen's Speech; Survey on 2022 local elections; Star Councils Awards 2022; Civility & Respect project; Meeting with minister for levelling up communities; Review of NALC governance

**Sussex Police & Crime Commissioner**

E-newsletters 13.05.22, 20.05.22, 27.05.22 and 03.06.22. Topics include: Tackling organised crime through partnership working; Shopkind# ; Putting victims at the heart of the criminal justice system; Thanking volunteers; Funding to help local community groups working to drive down crime and ASB – Safer in Sussex Community Fund.

**Neighbourhood Alerts**

- Sussex Police email 26.05.22 – Operation Sceptre, a national week of action to tackle knife crime and raise awareness of the dangers of carrying knives; Sussex Police email 01.06.22 – Fraud Newsletter.
- Neighbourhood Watch Network email 18.05.22 – Neighbourhood Watch week with John Bishop; Neighbourhood Watch Network email 08.06.22 – Top tips on using mobile devices and apps safely.

**MP**

Letter 30.05.22 reporting on funding opportunities and community support projects: Platinum Jubilee Village Hall Improvement Fund; Community Payback Project; Acoustic Camera Trial; Surgeries and MP Question Time (*Copied to Council*)

**Pulborough Community Partnership**

Minutes of PCP Management Group meeting held 18.05.22 (*Copied to Council*)

**Action in Rural Sussex**

Email 25.05.22: Rethinking our Local Places and Communities – AirS is inviting all to take part in a survey to better understand the needs and aspirations of communities. The survey aims to identify areas for local people to work on together to become stronger and more resilient, follow link to the survey and further information: <https://www.surveymonkey.co.uk/r/Airs-service>

**Sussex Green Living**

Email 18.05.22 with details of Sussex Green Living events and forthcoming meetings on 3<sup>rd</sup> Wednesday each month 7-8pm – details at [www.SussexGreenLiving.co.uk](http://www.SussexGreenLiving.co.uk) (*forwarded to Council*)

**CAGNE**

Bulletin148, 3<sup>rd</sup> June 2022.