



PULBOROUGH PARISH COUNCIL

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MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON THURSDAY 19TH JANUARY 2023 AT THE VILLAGE HALL

PRESENT: Cllrs: Hare (Chairman), Campbell, Clarke, Court, Davies, Ellis-Brown, Esdaile, Hands, Hunt, Kipp, Riddle and Trembling

IN ATTENDANCE: Mrs H Knight (Clerk)
Cllr J Dennis (WSCC Cabinet Member for Highways & Transport)
3 members of the public

The meeting opened at 7.31pm.

110. APOLOGIES FOR ABSENCE

Apologies for absence were received, and reasons approved, from Cllrs Lawson, Kay and Henly (all 3 for personal reasons)

111. 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.

112. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council held on 24th November 2022 as a true and accurate record of the proceedings and these were duly signed by the Chairman.

Clerk's Report

Min. 95, 24.11.22 - Rivermead Nature Reserve: HDC had been advised formally of the Parish Council decision to terminate the lease, and had acknowledged receipt.

113. COMMITTEE MEETING MINUTES

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

113.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 24th November and 3rd December 2022, and 5th January 2023.

Clerk's Report

Min. 86, 01.12.22 – Closure of Kithurst Hill Car Park: Notification had been received this week of a reprieve from closure, as Horsham District Council is taking on the management of the car park.

113.2 Recreation & Open Spaces Committee

Members received the Minutes of the Meeting held on 10th November 2022.

Clerk's Report

Min. 49, 10.11.22 - Clerk's Report – Queen's Green Canopy: The Wild Cherry Tree had been planted at Nutbourne Common as planned.

113.3 Finance & Policy Committee

Members received the Minutes of the Meeting held on 17th November 2022. There was no Clerk's Report.

114. ADJOURNMENT FOR PUBLIC SPEAKING

The Chairman welcomed a resident who had registered to speak regarding the Pulborough Neighbourhood Plan agenda item. The meeting was **adjourned** at 7.35pm and **reconvened** at 7.42pm. The resident spoke of his continued support for progression of the Neighbourhood Plan and his reasons for stepping down from the Council's Steering Group. The Chairman thanked him on behalf of the Council for his work for the Pulborough Neighbourhood Plan.

115. DISTRICT AND COUNTY REPORTS

County Cllr Kenyon and District Cllr Van Der Klught had each sent their apologies for not attending.

Cllr Kenyon had supplied a written report on her activities for all the parishes she covered, which she had asked to be read/provided for the meeting, and which had been circulated.

District Cllr Clarke reported on various items: The Government has introduced legislation requiring voters to produce ID when voting in person (there are no changes to postal votes). Building control teams have recently received 3 major awards. Kithurst Car Park – HDC decided to take on the running and maintenance of this for 2 years. New reports show that HDC now has a 3 year land supply, not 5 years, so the district is more vulnerable to developers, and the water neutrality matter needs to be fully resolved. The Local Plan has been postponed to ascertain exactly what is meant in information from the Department for Levelling Up, Housing & Communities. Due to an incident in Lower St, he had asked HDC officers to request a boost in police presence and possibly mobile speed cameras. He had also asked the HDC finance team about any grants that might be available for local businesses, or anything that can be done to support them regarding the road closure impacts.

116. CHANGE TO ORDER OF BUSINESS

On the proposal of the Chairman, it was **RESOLVED** to move agenda item 10, A29 Landslip at Church Hill, to become the next item of business, to allow continuity of discussion and avoid a guest speaker having to wait.

117. A29 LANDSLIP AT CHURCH HILL

At the Chairman's invitation, Cllrs Clarke and Kipp gave a brief summary of their involvement in events around the landslip that occurred on 28th December 2022. Both are members of the Council's A29 Stakeholder Group. Cllr Clarke had approached matters also in his capacity as a District Councillor for Pulborough ward. He had liaised closely with County Councillors Charlotte Kenyon and Joy Dennis and all were working hard with WSCC officers to move things forward as quickly as possible and to make the area safer. He had asked Cllr Dennis if she was available tonight to speak to the Parish Council.

It was **RESOLVED** to suspend Standing Orders to allow a speaker to address the meeting on this item. The Chairman introduced Cllr Joy Dennis, WSCC Cabinet Member for Highways & Transport. Cllr Dennis read out the latest WSCC press release (copied to Cllrs) before taking questions from Members.

Key points she raised included: The earth spillage must not be moved as it is acting as a bulwark; Pot hole repairs around the roads being used as an unofficial local diversion are safety repairs to avoid road closures; A dedicated A29 web page has been set up on WSCC website, which is being regularly updated.

Questions/comments from Members to Cllr Dennis, and responses, included:

- Landslips there are not a new occurrence: From an engineering view, surely the road could be opened up as a single lane. Please would WSCC consider opening Church Hill up to single lane traffic?

Cllr Dennis said that this was being looked at and if at all possible would happen, but currently the engineering advice is that it is not safe to do so.

- Will WSCC be looking at the cause? Could the very narrow road combined with the volume and weight/type of traffic use, which it was not designed for, be a factor?

Cllr Dennis confirmed cause would be part of the survey. The traffic question had been asked (of engineers): They were keeping an open mind but the provisional view is that it is not likely to be a cause.

- Broomers Hill Lane has become a local diversion route: Is there a risk register, and if so, who holds it, where is the assessment, can we see it?

Cllr Dennis responded that it is held by the Highways team and she would need to check whether it is available.

- Should we reconsider whether New Place Road, Gay Street and Broomers Hill Lane should not be part of the diversion?

Cllr Dennis advised that there are weight restrictions on Gay Street and New Place Road. These are not part of the official diversion, it is people using their SatNavs to find shortest routes.

- A highly qualified engineer has submitted a proposal for a one way system on the unofficial roads being impacted, what is happening with considering that?

Cllr Dennis said that she was unaware of this. It was pointed out by others that this had gone direct to Cllr Kenyon and officers.

The Chairman thanked Cllr Dennis for attending.

118. S106 FUNDING APPLICATION

Members noted the application by HDC for release of £31,516 of Transport section 106 funds (held by WSCC). This would be used towards a feasibility study considering options for a deliverable safe pedestrian and cycle access at the A29 Pigeon Gate Road bridge and the New Place Farm railway level crossing, and to also consider options and design recommendations to deliver a footway of suitable width connecting Sinclair Drive with the A29 at Stane Street Close mini-roundabout. These matters had been regularly reported on to the Parish Council, being objectives of the A29 Stakeholder Group.

HDC had sought Parish Council support for the application. The deadline for response was 4th January 2023, and therefore the Clerk had responded in the affirmative in liaison with the Chairman and Vice Chairman. It was **RESOLVED** to ratify the action taken to approve the Parish Council's support of the application.

119. GRANT AID 2023/24

Members noted the recommendations from the Finance & Policy Committee (Min.44, 17.11.22 refers). The following decisions were **RESOLVED** :-

PDCCA Community Transport	: £1,000	<i>LGA 1972 s142 (2a)</i>
St Mary's Church (grounds)	: 0 funding	
Victim Support Sussex	: £ 100	<i>LGA 1972 s137</i>
Pulborough Cricket Club	: £ 500	<i>LG (Misc Provs) Act 1976 s19(5)</i>
4Sight Vision Support	: £ 100	<i>LGA 1972 s137</i>
Storrington & Arun Valley SWT:	£ 100	<i>LG (Misc Provs) Act 1976 s19</i>
Hope Charity Project	: £ 100	<i>LGA 1972 s137</i>

It was noted that, unfortunately, it was not possible to fund churches as this was deemed unlawful use of public funds, following advice received by the Clerk.

120. DRAFT BUDGET 2023/24

Members had received two draft budget options, V3 and V4, with a recommendation from the Finance & Policy Committee for V3, which fully funded the Neighbourhood Warden Scheme. At the Chairman's invitation, the Chairman of the Finance & Policy Committee explained the option and recommendations. The major costs involved staffing, funding the Neighbourhood Warden posts, and managing / maintaining the sports pavilion and recreation facilities. It was noted that these were difficult times financially and whilst very mindful of the cost of living impacting on residents, the council was also affected by rising costs for energy and services.

Following consideration, it was **RESOLVED** to approve the budget and precept as recommended by the Committee in Option V3: This budget set a precept demand for the year ending 31st March 2024 of £277,323, resulting in a Band D equivalent per house charge of £106.71 per annum, an increase of £7.48 or 7.54% (14p per week) on the previous year's Band D charge.

121. WILDER HORSHAM DISTRICT

The invitation to attend the Wilder Horsham District Parish Council Workshop on Thursday 9th February 2023 at Ashington Community Centre was noted. Details had been circulated to councillors. It was **RESOLVED** to ratify attendance at the event by Cllrs Clarke, Ellis-Brown and Esdaile.

122. SUSSEX GREEN LIVING

Members noted the promotional proposal received from Sussex Green Living to bring their Pop Up Refill, Repair and Recycle mobile unit to parishes for a day, at a cost of £300. It was noted that there are several projects already following similar initiatives for Pulborough, such as The Green House refill shop, the Dyke Farm recycling site (set up with Sussex Green Living) and proposals for a Men's Shed which would include repairs. It was therefore decided not to take up the offer by Sussex Green Living. Members instead wished to publicize the local facilities as listed above.

123. NEIGHBOURHOOD PLAN

The last information received by the Clerk from the HDC Senior Neighbourhood Planning officer was an indication that a spring referendum was hopeful, or possibly combined with the 4th May elections. However, nothing further had been notified. Cllr Clarke advised that he was making enquiries in his position as a District Councillor, and had contacted the Director of Place to find out where things stood. Members briefly discussed the current status of the Neighbourhood Plan in light of water neutrality and the postponed Local Plan.

124. NEIGHBOURHOOD WARDENS' REPORT

Members noted the previously circulated reports for November and December 2022.

125. SPORTS PAVILION REBUILD / REFURBISHMENT PROJECT

There was no further update available, other than awaiting information from HDC on progression of the planning application. The Clerk would follow up with the architect.

126. CIVILITY & RESPECT PROJECT

Further to the Council's decision to sign up to the Civility & Respect Pledge, it had emerged that part of the pledge included confirming that a Dignity at Work policy was in place. As this did not exist currently, the Clerk had circulated the model template available as part of the resources from the Civility & Respect Project. Other resources circulated to Members were Guidance paper on Roles and Responsibilities and a model Councillor-Officer Protocol. Members were asked to consider adopting the Councillor-Officer Protocol and the Dignity at Work Policy.

It was noted that there had been postal delays in Members receiving their agenda papers, and some Members felt they had not had sufficient time to read these items. Following discussion, it was **RESOLVED** to defer this item to the next meeting, when all Members would have had time to digest the papers.

127. PULBOROUGH VILLAGE MARKET

Member representatives already appointed to attend the market on Saturday 28th January 2023 were Cllrs Hands and Ellis-Brown.

128. REPRESENTATIVES ON OUTSIDE BODIES

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

- Cllrs Kipp and Hunt reported on liaison with local businesses. Local traders were suffering as a result of the Church Hill road closure;
- Cllr Esdaile reported on the Arun Valley Community Rail Partnership – there is an opportunity to advertise local schemes/activities on station advertising boards;
- Noted that Pulborough Community Partnership is planning an event for the King's Coronation in May;
- Cllrs Hare and Ellis-Brown reported on APCAG meetings and a further iteration of the Noise Management Board.
- Cllr Ellis-Brown offered to attend the Pulborough Fairtrade Steering Group AGM on 1st February, if Cllr Kay is unable to.

129. CORRESPONDENCE

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

130. CHAIRMAN'S ANOUNCEMENTS AND URGENT MATTERS

The Chairman spoke about the importance of working together for the good of the community and efficient working of the council. With several newer members over the past year, he thought it would be useful to have a less formal opportunity to get to know each other better. To that end, he was inviting all Members with partners to an informal gathering at his home and would issue invitations shortly.

131. PAYMENTS

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

£

PDCCA Community Transport	£1,000.00
Victim Support Sussex	£100.00
Pulborough Cricket Club	£500.00
4Sight Vision Support	£100.00
Storrington & Arun Valley SWT	£100.00
HOPE Charity Project	£100.00
Cllr E Kipp	£33.00
Laser (Kent County Council)	£700.38

The meeting closed at 9.24pm.

.....Chairman

.....Date

UNCONFIRMED

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

- Email 24.11.22 News Release: £7.4m worth of road surface improvements completed in just 6 months at 197 sites countywide.
- Email 09.12.22 e-newsletter: West Sussex Recycles: Christmas, Recycling Centre opening hours, and more...
- Email 03.01.23 News Release: West Sussex Libraries launches countywide reading challenge for 2023.

HDC

- Email 02.12.22: December Newsletter: Topics include Health and Wellbeing, Free NHS Health Checks, Alcohol Support, Managing the Menopause Workshop, Horsham District Befriends and Flu + COVID-19 booster vaccines.
- Email 02.12.22: Cost of Living Fund + attachment – Cost of Living Support Fund.
- Email 10.01.23 from Jane Eaton – HDC Local Plan development paused & change in Leader.

NALC

Chief Executive's Bulletins 25.11.22, 02.12.22, 09.12.22, 13.12.22 and 16.12.22. Topics include Coastal Communities, Defra Rural Insight Forum, Rural Services Network, Boundary Commission for England final Consultation, Early Day Motion on intimidation in community, parish and town councils, NALC in Parliament, NALC National Network: Women councillors, Local Leadership through challenging times; Open letter to all councillors.

WSALC

Minutes of the WSALC AGM held on 25.11.22.

HALC

Minutes of Annual Meeting of HDC and HALC 30.11.22 and appendices/presentations (forwarded to Cllrs).

Sussex Police & Crime Commissioner

E-news 25.11.22, 02.12.22, 09.12.22 and 16.12.22. Topics include Restorative Justice Week, Have your say on police funding, Drink Driving – Together We Can Stop It, Your views on police funding and Wishing you all a safe and happy Christmas.

Neighbourhood Alerts

- Neighbourhood Watch Our News – February 2023 (forwarded to Cllrs).
- Sussex Police email 06.12.22 – Horsham Police Weekly Bulletin – Op Sceptre – knife crime.
- Sussex Police email 13.12.22 – Horsham News and Alerts.
- Sussex Police email 15.12.22 – Horsham News and Alerts – Drink and drug drivers arrested.
- Sussex Police email 02.01.23 – Get Safe Online – Holiday and Travel Booking.
- Sussex Police email 05.01.23 – Fraud Newsletter – January 2023.

Pulborough Community Partnership (PCP)

- PCP meeting 14.02.22 Draft Agenda and Minutes of the PCP Management Group meeting 19.10.22 and Minutes of the Management Group meeting 14.12.22

Carers Support

- Email 12.12.22 - Driving the message of dementia support throughout West Sussex + attachment-Community bus wraps images (1).jpg; Community bus wraps images (2).jpg

Sussex Green Living

- Email 09.12.22 – Volunteer thank yous.

Gatwick Airport DD Community

- Email 09.12.22 - DD – Airspace FASI-S Parish Council Stakeholder Briefing Sessions December 2022 Slide Deck + attachment-DRAFT Parish Council Engagement Pack v.1.4.pdf
- Email 23.12.22 - DD – Airspace FASI-S Parish Council Stakeholder Briefing Sessions December 2022 Slide Deck + attachment-Gatwick FASI South Airspace Change Proposal_Parish.pdf
- Email 09.12.22 - DD – Airspace FASI-S Parish Council Stakeholder Briefing Sessions December 2022 Slide Deck + attachment-FASI ACP Stage 2 Engagement Invite Jan23 v.1.0.pdf

APCAG

Email 02.01.23 Gatwick NMB Update 2023

CAGNE

Bulletins 157 – December 19th 2022 and 158 January 11th 2023.

NRA (Nutbourne Residents Association)

- Minutes of meeting 30.10.22
- Agenda for AGM to be held on 29.01.23

Publications

Clerks & Councils Direct, January 2023, issue 145.

Letters

- Note of Thanks from His Majesty The King, following Council's letter of condolence.
- Letter from MP re submission to Boundary Commission.
- Letter to Jane Eaton re. terminating Rivermead lease.