



# PULBOROUGH PARISH COUNCIL

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## PULBOROUGH PARISH COUNCIL

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### **MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON 20<sup>TH</sup> JUNE 2019 AT PULBOROUGH VILLAGE HALL**

**PRESENT:** Cllrs: Hare (Chairman), Clarke, Court, Esdaile, Henly, Kay, Kipp, Qusted, Riddle and Wallace

**IN ATTENDANCE:** Mrs H Knight (Clerk)  
County Cllr P Arculus (WSCC)  
1 member of public

*The meeting opened at 7.30pm*

**30. APOLOGIES FOR ABSENCE**

Apologies for absence were received, and reasons approved, from Cllrs Trembling (urgent personal matter) and Lawson (unwell).

**31. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

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

**32. MINUTES OF FULL COUNCIL**

The Council **RESOLVED** to **APPROVE** the Minutes of the Annual Meeting of the Council held on 16<sup>th</sup> May 2019 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report

**Agenda item 3, Minutes of AMoC signing by Chairman as correct record:**

The draft minutes circulated to Cllrs contained an error, in that the Vice Chairman had been minuted as being Cllr Paul Clarke, which should in fact have been Cllr Ray Qusted: The master document that the Council was approving tonight and which the Chairman signs is a correct copy.

**Min. 189, 18.04.19, Cllr Induction and Training 11.06.19**

The training was well received, many Cllrs having given positive feedback. It saved money from sending all Cllrs to a SALC venue which would have cost £70 + VAT/delegate, the bespoke charge being £45+VAT per delegate. Overall PPC has saved £192.37, having invoiced a neighbouring parish £50 for an external delegate. Subsequently, SALC has issued pilot Councillor Training Passport for all as per HALC pilot scheme, the 'passports' were in Cllr packs this evening for each to keep.

**Min. 3, AMoC 16.05.19, Declarations of Acceptance of Office**

The Clerk confirmed that Cllr Trembling had duly signed her Declaration of Acceptance of Office before 31<sup>st</sup> May 2019, as per Council decision and legislation requirement.

**Min. 8, AMoC 16.5.19, Committee Appointments:**

Cllr Riddle had subsequently decided not to sit on any committees for the time being, for personal reasons and until he has had some time to observe meetings.

**Min. 10, AMoC 16.5.19, Representatives to Other Organisations**

The Clerk was subsequently advised by PCP that their constitution requires PPC Chairman to be on their Board of Directors. The Chairman had accepted the position. The Clerk will add this to future annual review of PPC Representatives.

**Min. 13, AMoC 16.05.19, Calendar of meetings 2020**

There may need to be a change to the Annual Meeting of the Parish next May as the Chairman already had some unavoidable personal commitments then: At the last meeting he was unsure of the dates and had been checking details of the commitment. He has subsequently confirmed he will not be available. As the Chairman does wish to attend the Annual Meeting of the Parish, this may be re-scheduled. The Clerk would investigate possible dates and report back to Council for consideration.

**33. COMMITTEE MEETING MINUTES**

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

**33.1 Planning & Services Committee**

Members received the Minutes of the Meeting held on 6<sup>th</sup> June 2019. There was no Clerk's report.

**33.2 Recreation & Open Spaces Committee**

Members received the Minutes of the Advisory and Committee Meetings held on 23<sup>rd</sup> May 2019. There was no Clerk's Report.

**34. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

**35. ANNUAL MEETING OF THE PARISH**

Members noted receipt of the unconfirmed Minutes of the Annual Meeting of the Parish held on 9<sup>th</sup> May 2019. These were for information only, as the Minutes would be formally confirmed at the next Parish Meeting.

The Clerk reported that a member of the public who had attended the meeting had requested an amendment to the unconfirmed Minutes, which had been available on the Council's website, as he considered a point had been omitted. A copy of the resident's letter had been copied to Members. Following discussion, it was **AGREED** that the Minutes represented an accurate representation of the discussion in question and that no amendment was necessary, subject to approval by the next Parish Meeting.

**36. PULBOROUGH COMMUNITY PARTNERSHIP – PULBOROUGH WILDART TRAIL**

The Chairman welcomed Mr D Hurst, from Pulborough Community Partnership, who addressed the Council with full details of the new WildArt Trail. Members had received samples of the publicity flyer about the scheme and plans of the hardware (waymarkers, information lecterns, finger posts and artworks) were on display.

The idea for the trail had emerged through discussions about the loss of footfall from the Lower Street village area and the possibility of harnessing the large visitor numbers to the RSPB site by providing a walk/ attraction that linked the two areas. PCP had successfully applied to the European Union's Agriculture Fund for Rural Development Programme (EAFRD) for around £200,000 to develop the art trail. The costs of the project had to be paid first and then reclaimed. HDC had taken on the management of that element. It was anticipated that the trail would be fully installed and operational by the end of July 2019. The trail covers 4km from Pulborough Station, through the village, across Pulborough Brooks and on to the RSPB Nature Reserve. It is free to use, aimed

at all ages and there is also a downloadable app enabling walkers to find out more information about the area and wildlife, featuring an augmented reality experience for children. The trail route will be marked by high quality way markers and information

boards highlighting local landscape and wildlife along the way. A local artist had been commissioned to produce 4 artworks of creatures. The WildArt Trail will benefit the local rural economy and tourism, increase interest in the environment, wildlife and local history, improve health and hopefully increase pride of place. Partners of the project are: PCP, HDC, PPC, RSPB and SDNP.

Mr Hurst explained that the software and app has a life expectancy of three years before technology overtakes it, when a review could be undertaken. During that time, the software contractor will maintain it. The hardware will last much longer, subject to vandalism and normal wear and tear conditions, and would have the normal one year warranty. However, one body needed to assume overall responsibility for its future maintenance and the Parish Council was being asked to take this over, as well as being the signatory body on three licences needed for installations on privately owned land and for a third party attachment licence application for street light artwork/signage. The latter had to be undertaken by the Parish Council as the client of WSCC/lighting contractor. Mr Hurst answered some questions from Councillors. It was established that Wiggonholt Parish Council had no objection to part of the trail/hardware within that parish, on the assumption that others were responsible for maintenance.

Mr Hurst was thanked for his presentation, and he offered to remain to the end of the meeting to talk to individual Members about the WildArt trail.

***Cllr Clarke declared an interest in this item as the HDC Cabinet Member for Economic Development.***

The Council considered the request by PCP/HDC that the Parish Council assume responsibility for the WildArt trail, including future maintenance of hardware installations/way markers. The Clerk reported that she had spoken with the Council's insurer who had confirmed that they would need written evidence of the Council assuming responsibility for the hardware items/trail. They had also queried whether there was an insurable interest. There was likely to be an increase in the insurance premium, probably relatively small. Ownership of the scheme was unclear and the Clerk recommended that if the Council wished to proceed, legal advice should be sought and a formal agreement identifying the Parish Council as owners should be entered into. It was noted that there was thought to be a funding residual balance of approximately £1200 which would be passed to the Parish Council. It was **RESOLVED** to approve in principle that the Parish Council would adopt ownership of the WildArt Trail including future hardware maintenance and insurance, however the matter of current ownership/insurance and a formal agreement was to be investigated by the Clerk in conjunction with Pulborough Community Partnership and Horsham District Council. *[Power to provide recreational facilities, Local Government (Miscellaneous Provisions Act) 1976, s.19]*

Members considered the request for the Council to be the licensee signatory on licence agreements with three separate landlords, covering responsibility for three installations on land in private ownership. These were: the RSPB, for which the licence was already drawn up and awaiting signature (copied to Council); a private site in Wiggonholt, for which the licence agreement was awaited - PCP had advised that liaison was currently in place with the land owner and Wiggonholt PC had no objection; a private site in Pulborough, for which the licence agreement was awaited – PCP had advised that liaison was currently in place with the land owner. All three licences would mirror identical terms and legal responsibilities. Following discussion, it was **RESOLVED** to approve in principle that the three licence agreements would be signed on behalf of the Council, two of which were still under negotiation and awaited.

Members considered the request for the Council to be the licensee signatory on necessary Consent Form and Letter of Agreement to WSCC /SEE /TVL for third party attachments to streetlight posts (copied to Council). A member queried point 23 of the agreement which appeared to contradict the application being made. It was **RESOLVED**

to approve that the Consent Form and Letter of Agreement would be signed on behalf of the Council.

The Clerk reported that a formal launch event for project partners was taking place in July, which the Chairman and Cllr Quested were attending on behalf of the Parish Council.

### **37. DISTRICT AND COUNTY REPORTS**

C Cllr Arculus spoke to the meeting about various WSCC matters and asked if the Parish Council had any matters to raise.

She reported that after a review of the new crowdfunding process for community grants, the County Council had decided to include that grants of up to £500 for capital projects could once again be applied for by community groups using the previous system of community grants via the CLC committee. Grants over £500 would still need to use the crowdfunding process via Spacehive.

WSCC had not signed up to the Climate Change petition but had instead agreed to make a Climate Pledge.

The recent detrimental reports on the WSCC Fire & Rescue Services and Children's Services were noted. A Member queried that a total of £4m had reportedly been spent over three years on the Adult Services Report and asked what was happening as a result. Cllr Arculus was unaware of the specifics or background to this item but agreed to find out more.

Members queried the current situation as regards Government proposals for regrading the A29 to an MRN. The Parish Council had met with WSCC on 21<sup>st</sup> November 2018 when a feasibility study by WSCC to consider improvements to Pulborough traffic problems was agreed but nothing further had been heard from WSCC. Cllr Arculus agreed to speak with the officer concerned for an update.

A Member mentioned problems a resident was experiencing in obtaining assistance for a child with special needs. Cllr Arculus advised the resident should email her directly.

District Cllrs Van Der Klugt and Donnelly had sent their apologies due to prior engagements. District Cllr Clarke reported on various HDC matters: New tourist information interactive boards are being put up in various car parks; Piries Place car park work is ongoing; Review of the strategic policies for the Local Plan has started. There is likely to be a significant increase in housing allocation HDC will have to take under the new Government formula, especially with the Duty to Co-operate rules which mean having to assist neighbouring district councils if they can't meet their allocations. A Member asked about proposals for a potential 'garden city' at Adversane. Cllr Clarke advised that this is one of a number of early potential strategic sites throughout the district that may or may not come forward.

### **38. SPORTS PAVILION REBUILD PROJECT**

Members considered the quotations and information circulated to them regarding the proposed structural survey of the existing premises. The survey would identify the feasibility of progressing proposals for partial extension and refurbishment of the building, crucially whether the existing structure and roof could support additional loading. Initially, Members needed to consider approval to carry out the survey. If approved, and the survey report outcome was positive, the structural engineer appointed would then provide preliminary schematic drawings showing economical options

available. It was agreed that this work was necessary and Members **RESOLVED** to proceed with the structural survey work.

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they would be instructed to withdraw for this item (Agenda item 9, SO 1c (contractual) refers).

Members discussed under confidential business the details of the four quotations received for undertaking the structural survey, identified as Company A, B, C or D. It was noted that some elements of each quotation were estimates only, dependent upon other factors yet to be established.

It was agreed that overall, Company A offered best value and it was therefore **RESOLVED** to appoint Dixon Hurst Kemp to carry out the work at an estimated overall cost of £1,985 + VAT.

*[NB. Additional information came to light subsequent to this decision, see minutes of Council Meeting 18<sup>th</sup> July 2019]*

### 39. NEIGHBOURHOOD PLAN

Cllr Quedsted and the Clerk updated Members. It was noted that the neighbourhood Plan Steering Group would be meeting on Monday 24<sup>th</sup> June 2019. As a result of feedback from Councillors on the draft Pre-Submission Neighbourhood Plan, some amendments were being made. Feedback from the HDC health check was still awaited, as HDC had needed six weeks for this, but was anticipated being available the following week. Once any final amendments were addressed, it was hoped that the July Council meeting would be asked to formally approve progressing to Reg 14 (public consultation) stage of the draft Neighbourhood Plan. The exact date of the public consultation commencement was yet to be decided due to the imminent summer holiday period. The Steering Group would be putting considerable effort into publicising the opportunity for public comment once matters were finalised. The suggestion was made that perhaps the Council should, after all, consider having a stand at the Harvest Fair as part of public engagement. The Clerk would add this to the July agenda.

### 40. NEIGHBOURHOOD WARDENS

Members noted the Neighbourhood Wardens' written June report (circulated). The Clerk and Cllrs Henly and Court reported on the Neighbourhood Warden Steering Group meeting held on 3<sup>rd</sup> June 2019. The Parish Council was being asked to review its overarching objectives for the Pulborough Scheme and additionally to set some key performance indicators (KPIs) to feed into the principle objectives. The Clerk had circulated some initial suggestions for consideration. Following discussion, it was **RESOLVED** to reaffirm that the principle objectives for the Pulborough Neighbourhood Warden Scheme are:

- To be a uniformed presence providing reassurance to residents, reducing fear of crime
- To work with and for the benefit of vulnerable residents, including elderly and young;
- To work with the youth of the parish and Youth Clubs serving the area;
- To work to address local anti-social behaviour issues.

It was further **RESOLVED** to set the following KPIs by which to measure and assess effectiveness of the scheme and objectives:-

- Liaison with local businesses
- Visible uniformed presence (providing reassurance/deterring crime/fear of crime) by regular parish patrols by foot and vehicle
- Acting as community facilitators

- Dealing with ASB issues
- Reporting appropriately local issues, eg playground equipment (not formal inspections)
- Support for vulnerable residents, the very young and elderly
- Health and wellbeing advocates
- Crime prevention and fire safety advisors

Members had received a template for a proposed new written report format. This had been simplified to have fewer topic headings but with a broader remit within the main subjects. Members did not wish to make any changes and **APPROVED** the revised report format.

The Clerk had advised that the Council should consider its intentions regarding long term commitment to the Pulborough Neighbourhood Warden Scheme, having only agreed to a one year formal Agreement for 2019-2020. Future delivery and funding of the scheme needed early thought to inform budget setting. Members agreed that the Council was, in principle, in support of continuation of the scheme. It was **RESOLVED** to refer the matter to the Finance & Policy Committee for consideration and recommendation.

#### **41. INTERNAL AUDIT REPORT 2018/19 (FINAL)**

Members considered the Final Internal Audit Report 2018/19 by the Council's auditor (copied to Members). It was noted that there were no major significant matters raised by the auditor, however some recommendations had been made on four mainly minor matters. Some matters had already been dealt with and required no further action.

One of the outstanding recommendations had been highlighted at the interim audit stage, which was that the Council should produce and implement a proper business plan for the sports pavilion redevelopment project. The Chairman of the Finance & Policy Committee confirmed that this was being looked at as quickly as possible and the results of the awaited structural survey would inform the business plan. It was **RESOLVED** to adopt the Internal Audit Report 2018/19 (Final), and to refer the auditor's recommendations, including developing a Sports Pavilion project business plan, to the Finance & Policy Committee for action as appropriate.

#### **42. FUNFAIR AT COUSINS WAY RECREATION GROUND**

The Clerk advised that this item would ordinarily have been considered by the Recreation & Open Spaces Committee, however the June meeting had been cancelled.

Members considered the request from the organisers of a family funfair to bring the fair to Cousins Way Recreation Ground from Monday 14<sup>th</sup> July to Monday 22<sup>nd</sup> July 2019, operating Friday 6-10pm, Saturday 2-10pm and Sunday 2-6pm. Members felt that on balance, although not all residents would be likely to approve, the funfair would be a positive event for the village. It was noted that the Council's Groundsman had been consulted and had no objection provided the organisers make good ruts and other ground damage caused. Following discussion, it was proposed that the Council approve the funfair request. Following a proposed amendment, it was subsequently **RESOLVED** that the Council grants permission for the funfair for the dates and times requested but on condition that the organisers of the funfair agree to clear up afterwards and make good any damage to the recreation ground. The Clerk would ensure appropriate licences and insurance required by other bodies were in place.

#### **43. PARISH COUNCIL REPRESENTATIVE FOR THE STANDARDS COMMITTEE**

Members had received details of the opportunity to nominate a parish councillor to sit on the HDC Standards Committee. Nominations would be considered by the HALC meeting on 25<sup>th</sup> June 2019, which would then make the appointment to HDC. Cllr

Requested had offered to be nominated and there being no other nominations, it was **RESOLVED** to approve this nomination.

**44. APPOINTMENT OF PARISH MEMBER (2019) TO SOUTH DOWNS NATIONAL PARK AUTHORITY**

Members considered the list of candidates and election statements received from SALC, from which up to two candidates could be voted for. It was **RESOLVED** that the Council ballot paper would be returned by the 21<sup>st</sup> June deadline voting for Alun Alesbury and Tim Burr.

**45. VILLAGE MARKET: ROTA OF MEMBERS FOR SATURDAY 22<sup>ND</sup> JUNE 2019**

As agreed at the May meeting, the Clerk had recently circulated the market dates for the remainder of 2019 requesting that members advise their preferences / availability. Unfortunately, not many responses had yet been received.

The following rota was **AGREED** for the 22<sup>nd</sup> June market: Cllr Esdaile - no specific time; Cllrs Henly and Kay - no specific time; 8.30am set up – Cllr Wallace; 11.00am – Cllr Court.

**46. REPRESENTATIVES ON OUTSIDE BODIES**

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

Station Partnership / SCRPA Arun Valley Line: Cllr Qusted reported on a meeting held to consider potential projects for GTR Passenger Benefit Fund grant of c £30,000. Details of proposals to be submitted on behalf of PCP and PPC had been circulated with the Council agenda: Parish Council members confirmed approval of those proposals.

Interactive Digital Visitor Signs: Cllr Qusted had offered to attend a meeting on behalf of PPC, organised by HDC. A presentation had been made of the proposals, and it was likely parishes would be asked to provide some direct input to the content of the new interactive boards.

PDCCA: Cllr Henly advised that the meeting scheduled for next Monday may be postponed.

APCAG: Cllr Hare updated Members on the latest information and meetings attended. Cllr Hare would be attending their AGM on behalf of the Council on 30<sup>th</sup> July 2019.

**47. CORRESPONDENCE**

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

**48. ITEMS FOR NEXT AGENDA**

The following items were put forward, noting that proposals should be backed up with a written report by the proposer with 7 clear days' notice for the agenda preparation :-

- Parish Council vacancies for co-option. The Chairman advised that he and Cllr Esdaile were meeting several residents very soon who may be interested in joining the Council.
- To consider support for a proposed additional Post Office in Pulborough (requested by Cllr Qusted, further information to be supplied).
- To consider proposals for a skatepark (requested by Cllr Kay, further information to be supplied). It was subsequently **AGREED** that this should be dealt with by the Recreation & Open Spaces Committee in the first instance.

**49. PAYMENTS**

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

<b>Payee</b>	<b>£</b>
Pulborough Social Centre	152.25
PD Plumbing	90.00
Mrs E Kipp	15.75
West Sussex County Council	8306.79
SSALC Ltd	732.00
Kent County Council	271.94
Kent County Council	14.07
Viking	77.58
West Sussex County Council	5789.28
Business Stream	174.46
Daisy Communications	25.79
National Westminster Bank	5.00

Before declaring the meeting closed, the Chairman offered his apologies that unfortunately he was unable to attend the July Council meeting due to a long standing commitment made before his appointment. Arrangements had been made for the Vice Chairman to chair the meeting instead.

***The meeting closed at 9.34pm***

.....Chairman

.....Date



**CORRESPONDENCE****Appendix 1****WSCC**

- Details of Billingshurst and Pulborough Care Worker Recruitment Campaign in May, promoting jobs in care in the local area.
- E-newsletter Town and Parish Council News issue 3, June 2019 (*forwarded to Cllrs*).

**HDC**

- Community Safety Officer: Details of Sussex Police & Crime Commissioner's Community Safety Fund, open now for applications follow link for details and instructions on how to apply: <http://spccweb.thco.co.uk/get-involved/apply-for-funding/>
- Community Development Officer: Notes from Pulborough Voluntary/ Community Groups meeting 2<sup>nd</sup> April and re-named Pulborough Voluntary Community Forum meeting 22<sup>nd</sup> May 2019, and draft logo for the group. Next meeting 4<sup>th</sup> September 2019.
- Community Development Officer: Details and publicity for Volunteers' Week and Volunteer Tea Party events WC 1<sup>st</sup> June 2019.
- Democratic Services Officer: Reminder that Councillors must by law complete and return Expenses Returns and Register of Interests within 28 days of election (*forwarded to Cllrs*).

**Sussex Police**

- Email from PCSO Erica Baxter, Prevention Team Adur Worthing & Horsham: Rural Initiative news and update 19.5.19: Topics covered include setting up of Community Speed Watch (CSW) schemes, Shopwatch, funding from Police Property Act Fund (*copied to Cllrs*).
- Sussex PCC e-letters 17.5.19, 24.5.19, 31.5.19, 3.5.19 and 7.6.19.

**In the Know alerts**

- Sussex Police Horsham Bulletins 15.5.19, 21.5.19, 3.6.19 and 11.6.19.
- Action Fraud Bulletin 4.6.19 – Courier fraud, bogus police and bank officials – What you need to know

**Horsham District AgeUK**

Letter from outgoing CEO inviting parish clerks to farewell tea party 26.6.19, and statistics of clients assisted in 2018/19.  
Spring Summer 2019 Newsletter.

**There But Not there**

Details of D-Day 75 and other projects supporting today's veterans.

**Nutbourne Residents Association**

Minutes of meeting 23<sup>rd</sup> April 2019.

**Fairtrade Pulborough**

Details of West Sussex Fairtrade AGM 6.6.19 (*forwarded to Cllrs*)

**APCAG**

Email 12.5.19 advising that Noise Management Board has been dissolved.

Invitation for parish council representative to AGM, Tuesday 30.7.19, 6.30pm, venue tbc.

**CAGNE**

Bulletin 90 May and June 2019

**Resident**

Email 24.5.19 from resident with details of talk on local oil and earthquakes, on Youtube 18.5.19.

**Local Council Review**

LCR Spring 2019.