



## PULBOROUGH PARISH COUNCIL

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**MINUTES OF AN ORDINARY MEETING  
OF PULBOROUGH PARISH COUNCIL  
HELD ON THURSDAY 16<sup>th</sup> JANUARY 2014  
AT PULBOROUGH VILLAGE HALL**

**PRESENT:** Cllr Qusted (Chairman), Clarke, Dale, Ellis, Henly, Kipp, Lawson, Mortimer, Spillane, Tilbrook, E Wallace & J Wallace.

**IN ATTENDANCE:** Dist Cllr Paterson, County Cllr Arculus, Mr Keith Russell and Rev Kenneth Lynch from the Pulborough United Reform Church, 13 Members of the Public and Sarah Norman (Clerk).

*The meeting opened at 7.34pm*

**114. APOLOGIES FOR ABSENCE**

District Cllr Donnelly had advised that he would be unable to attend. Subsequent to the meeting Cllr Gill also apologised for her non attendance as she was unwell.

**115. DECLARATIONS OF INTEREST**

Cllr Dale declared a Personal interest in item 5 Co-Option as his mother was a candidate and he would therefore not take part in the vote.

**116. MINUTES**

**116.1 Full Council**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held 28<sup>th</sup> November 2013 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**Clerk's Report**

Item 72 – Medical Centre Parking (*from meeting 19th September 2013*)

A meeting has been held with the Medical Group and Cllrs Ellis, Tilbrook and Wallace will report later.

Item 93 – Items raised for inclusion (*from meeting 17th October 2013*)

As instructed the Clerk has written to SECAMB to ask about the potential closure of the ambulance station but no response has been received.

Item 99 – Police Report

Following the Clerk's comments regarding behaviour at the train station, PC Algar advised that he had made both the college and the transport police aware of the situation and the issue will be monitored by both.

Item 106 – Sports Pavilion Refurbishment

The Chairman has submitted the formal document to Tom Crowley at HDC. A holding response has been received and further communication expected shortly. The Chairman apologised as he had omitted to circulate the final copy by email and therefore provided copies at the meeting.

**116.2 Planning & Services Committee**

Members received the Minutes of the Meetings held 28<sup>th</sup> November and 5<sup>th</sup> December 2013.

**Clerk's Report**

Nothing to report.

**116.3 Finance & Policy Committee**

Members received the Minutes of the Meetings held 9<sup>th</sup> January 2014

**Clerk's Report**

Nothing to Report

**116.4 Recreation & Open Spaces Committee**

Members received the Minutes of the Meeting held 21<sup>st</sup> November 2013.

**Clerk's Report**

Item 88 – NCRG

A successful working party had been carried out although a complaint had been received from a resident regarding the works to the area. Cllr Lawson has subsequently advised that there has been further damage to trees over Christmas and the Clerk will therefore shortly be carrying out a site visit and will obtain quotations to have the work done.

Cllr Lawson noted that the minutes stated the material has not been removed from the site but a more accurate description was that no material had been chipped at the site. The Clerk confirmed that this amendment would be made prior to their signature at the meeting on 30<sup>th</sup> January 2014.

**117. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers

**118. CO OPTION OF COUNCILLORS**

The Chairman welcomed two of the four candidates who had expressed a desire to sit on Pulborough Parish Council and Members received letters of introduction from each person.

The Chairman then invited all Members to vote by show of hands for their preferred candidate for the first vacancy. As there was no majority, the candidate with the fewest votes was discounted and the vote taken again until a majority reached.

**RESOLVED: John Walsh duly co opted to Pulborough Parish Council.**

The process was then repeated to fill the second vacancy.

**RESOLVED : Graham Buck duly co opted to Pulborough Parish Council**

Cllr Walsh duly signed his Declarations of Acceptance which was countersigned by the Proper Officer. As Cllr Buck was not present for the vote, the Clerk was instructed to advise him of his appointment as soon as possible.

Cllr Walsh received his Register of Members Interests and was advised that these must be returned completed within 28 days and that they will be published on the Parish Council website. The Clerk was instructed to forward the register to Cllr Buck for completion as soon as possible.

**119. SECTION 106 FUNDING APPLICATION BY UNITED REFORM CHURCH**

The Chairman welcomed Keith Russell and Rev Kenneth Lynch from the United Reform Church who wished to address the Council regarding their recent application for S106 funding from Horsham District Council.

**Meeting adjourned : 7.55pm**

**Meeting reconvened : 8.07pm**

Concern was expressed by all parties at the way this application had been handled by HDC Planning Obligations Panel. There was not a clear picture of whether the application was formally approved at the Panel meeting in December or whether the approval was conditional on the support of the Parish Council and the success of other grant applications which are currently pending.

The Chairman questioned why the URC had not approached the Council prior to submission of the application. Rev Lynch advised that due to the bi monthly planning obligation panel meeting timetable, to wait and address Full Council prior to submitting would have delayed the project too much.

The Chairman informed Members that this application had come before the Planning & Services Committee on 5<sup>th</sup> December as this was the only meeting that the issue could be discussed at before the panel met (see P&S minutes 5<sup>th</sup> December 2013 minute no 107). At that time the Committee was unwilling to comment as the sums involved of £76,000 was very large for a S106 application and represented a large percentage of all funds available under these grants and as a result wished for Full Council to debate the issue. Unfortunately, the timings did not permit this and the application was still considered by the panel in December.

There was a debate as to whether the Parish Council had to approve an increase of £150 to their already awarded grant of £350 but no definitive answer could be seen.

The Chairman stated that one of his main concerns surrounded the extent of the works for which funding is being sought and questioned whether just the disabled access and toilets, which all agreed were necessary, could be carried out at the present time. Rev Lynch stated that the Church will have to carry out all the works including the double glazing and insulation. This grant simply means that it can all be done immediately rather than doing piecemeal over the next 10 or 15 years as fundraising permits.

Cllr Tilbrook noted that the Planning & Services Committee had raised no objection to the actual plans but did have concerns about the size of the grant being requested.

Cllr Ellis noted that the sum had already been removed from the S106 database of available funds.

Cllr E Wallace stated that she sees needs in the village which a body such as the URC, could fill if they had a building fit for the purpose. With more cuts coming at County and District level over the coming years, in her opinion these needs will become more acute and the role of volunteers such as the applicants even more vital.

Cllr Kipp questioned whether some of the grant could be given to cover the cost of the toilets and access but it was noted that these two items cover the majority of the grant requested.

The Chairman then brought the discussion to a close. Cllr Spillane subsequently proposed that the Parish Council support the application. The motion was seconded by Cllr Dale and was carried by a majority vote of 6 to 2 with 5 abstentions.

**RESOLVED: To support the S106 application by the United Reform Church.**

The Clerk was instructed to convey the dissatisfaction of Members about the way the application had been handled by the HDC Planning Obligations Panel.

**120. BUDGET AND PRECEPT REQUIREMENT FOR 2014/15 MUNICIPAL YEAR**

Members received the minutes of the meeting of the Finance & Policy Committee dated 9<sup>th</sup> January 2014 and the recommendations therein.

**RESOLVED: To accept the proposed budget for 2014/15 (copy attached as Appendix 1) and the resulting precept requirement of £169,522 combined with the grant of £10,398 from HDC to give total income for the year of £179,920. It was noted that this would represent a 2% increase in the Band D household charge or £1.40 per annum.**

**121. DISTRICT AND COUNTY**

District Cllr Paterson reported that agreement and funding has been confirmed for the appointment of a Director for the economy in rural West Sussex, similar to the positions for the Gatwick diamond and the coastal stretch. It was noted that 25% of the entire economy in West Sussex is rural based and therefore this appointment should be seen as an asset for the entire County.

Neighbourhood Planning is continuing for Pulborough and many other Parishes.

With regard to local plans, it was reported that Mid Sussex, Brighton and Waverley in Surrey have all had their plans rejected on examination.

A lack of approximately 1000 homes may have been identified in HDC's plan but it is envisaged that these will be met by smaller infilling development.

Cllr Paterson referred to the discussion at the Planning Committee meeting and noted that regarding the proposed Hepworth Brewery, the area was denoted as one of Rural Excellence which will have a bearing if the matter comes before the Inspector. It was acknowledged that the entire Brinsbury site does not have proper road planning.

County Cllr Arculus reported that another £140 million of savings will need to be made over the coming years. However, agreement had been reached on investment of £30 million in unclassified roads.

Swan Corner has been identified as a priority for 2015/16 and the hub project is still ongoing.

**122. S106 FUNDING**

Members received the most recent summary of available S106 Community Contributions and noted that the total available had reduced by £76,000 due to the approval of the URC application. Furthermore, the Clerk reported that she had itemised the funds for public art and refuse and recycling as these are not available for general projects.

**123. NEIGHBOURHOOD PLANNING**

The Chairman reported that as they had only just had their last meeting, that the minutes of that meeting be circulated to all Members. This issue will be a standing agenda item for all future Full Council meetings.

**124. MEMORIAL GARDEN**

Members received the comments of the Finance & Policy Committee and went on to discuss the quotations further.

After discussion, it was AGREED, with all in favour, to submit an application for S106 funding for the cost as per the quotation provided by S Brierley.

Members then went on to discuss the public art in the garden and Members received the finalists recommended by the sub group of Cllrs Dale, E Wallace, J Wallace and Simon Strang (now left the Council). After discussion it was proposed, with all in favour, to select the book design by Callum, the wording for which is yet to be determined.

The Clerk was subsequently instructed to contact stonemasons to obtain quotations for the production of the piece.

The Chairman thanked Cllr Dale and the other members of the group for their efforts in reaching this decision.

**125. FARMERS MARKET**

Cllr Ellis reported that the Aldingbourne Trust had built a good base for the Farmers Market but had been forced to withdraw from the event. Another group of interested parties had agreed to act in the interim but an active leader is still sought. There is a possibility that Lodge Hill may become involved but this is still under discussion.

The new group firstly agreed that the title of Farmers Market was inappropriate and therefore it will now be called the Village Market.

Members were provided with a list of the dates for 2014 and a rota for Councillors to assist.

**126. REPRESENTATIVES**

Cllr Ellis reported that he, Cllrs Tilbrook and J Wallace had met with Alan Bolt (Practice Manager) and Dr Tim Fooks of the Pulborough Medical Group regarding parking and access at the centre.

The meeting was productive and the medical centre is willing to join the Council in pushing Tesco for change. The Clerk had been provided with copy correspondence between the centre and Tesco but it was noted that these go back to 2011.

It was noted that the existing arrangement for medical centre patrons to use the Tesco car park expires in 2015.

Cllr Ellis reported that he would also attend the forthcoming LAT meeting but did want to highlight a current issue with a group of teenagers running through gardens and banging on doors and windows. This large group is intimidating to some older residents or those on their own and Cllr Ellis urged anyone who sees any of this behaviour to report to the Police.

Finally, Cllr Ellis reported that he could not attend the forthcoming HALC meeting and Cllr Kipp confirmed that she would also be unable to attend. Cllr E Wallace subsequently agreed to go on behalf of the Council.

Cllr Tilbrook advised that he had attended the PCP meeting but had nothing further to report.

The Chairman reported that he, Cllr Clarke and the Clerk had carried out interviews for the Assistant Clerk vacancy. All four candidates had interviewed well but the position had been offered to Lisa Underwood, who would take up her position on Monday 27<sup>th</sup> January 2014.

**127. CORRESPONDENCE**

The Correspondence is attached as Appendix 2

**128. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA**

Lower Street (Cllr Tilbrook)

Would the Parish Council support the trial of traffic lights to limit the traffic to one way to ascertain if this would improve pedestrian access and if so would the Parish Council support the improvements to pavements.

Sewerage & Drainage (Cllr Tilbrook)

To report on meeting of 30<sup>th</sup> January 2014

**129. PAYMENTS**

Members approved the following payments and the cheques were signed.

<b>Payee</b>	<b>£</b>
Nat West	31.74
Pulborough Social Centre	495.00
Beechdown Arboriculture	£510.00
New Call Telecom	2.80

***The meeting closed at 9.29 PM***

.....Chairman

.....Date

**CORRESPONDENCE**

**FULL COUNCIL 16<sup>th</sup> January 2014**

**All correspondence is available to view at the Parish Office (or can be forwarded via email) unless attached and marked Copied to Council.**

**St Mary's Church**

- i) Parish Mag – December 2013 issue.
- ii) Letter regarding burial of ashes – invite to attend meeting on Tuesday 18<sup>th</sup> February at 10am. Copied to Council.

**Sussex Police**

Email from Insp Claire McKnight – Change of staff. Copied to Council.

**Local Action Team**

Minutes of meeting held 18<sup>th</sup> December 2013.

**HALC**

Minutes of meeting with HDC available on HALC page of website [www.billingshurst.gov.uk](http://www.billingshurst.gov.uk) .

**South Downs National Park Authority**

Presentations given by Members of the South Downs National Park on Wednesday 20<sup>th</sup> November, available at <http://www.southdowns.gov.uk/communities/resources/nocache> .

**Pulborough Community Partnership**

- i) Minutes of meeting held 27<sup>th</sup> November 2013. Copied to Council.
- ii) Minutes of AGM held 27<sup>th</sup> November 2013. Copied to Council.

**West Sussex County Council**

- i) "Dry January" Briefing pack. Copied to Council.
- ii) Letter from Louise Goldsmith regarding departure of Kieran Stigant as Chief Executive.
- iii) Parish newsletter dated December 2013. Copied to Council.
- iv) Finance newsletter dated January 2014. Copied to Council.

**Resident Letters**

Parish Council Noticeboard (Nutbourne) (copied to Council)

**HALC**

Agenda for meeting 22<sup>nd</sup> January 2014

**Sussex Police**

December monthly update (copied to Council)

**PCP**

Minutes of meeting held 8<sup>th</sup> January 2014 (copied to Council)

**St Mary's Church**

January 2014 Parish Magazine

**SLCC**

The Clerk magazine, January 2014.

**Clerk & Cllrs Direct**

January 2014 edition.