



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

## PULBOROUGH PARISH COUNCIL

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### **MINUTES OF AN ORDINARY MEETING OF PULBOROUGH PARISH COUNCIL 20<sup>TH</sup> JULY 2017 AT PULBOROUGH VILLAGE HALL**

**PRESENT:** Cllrs: Qusted (Chairman), Clarke, Court, C Esdaile, Hare (from Min. 50), Henly, Kipp, Lawson, Reddin, Tilbrook, and Wallace

**IN ATTENDANCE:** Mrs H Knight (Clerk)  
3 Members of the public

*The meeting opened at 7.46pm*

**43. APOLOGIES FOR ABSENCE**

Apologies and reasons for absence were received and approved from Cllrs J Esdaile, Kay and Wilson, which were due to prior commitments.

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

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

**45. MINUTES OF FULL COUNCIL**

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 22<sup>nd</sup> June 2017 as a true and accurate record of the proceedings and the Chairman of the meeting signed them. There was nothing to report under Clerk's Report.

**46. COMMITTEE MEETING MINUTES**

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

**46.1 Planning & Services Committee**

Members received the Minutes of the Meetings held on 22<sup>nd</sup> June and 6<sup>th</sup> July 2017. There was no Clerk's Report.

**46.2 Recreation & Open Spaces Committee**

It was noted that the meeting scheduled for 15<sup>th</sup> June 2017 had been cancelled and therefore there were no Minutes to receive.

**46.3 Finance & Policy Committee**

Members received the Minutes of the Meeting held on 29<sup>th</sup> June 2017, noting in particular the recommendations made under Min. 10 (Staffing), Min. 11 (Policy reviews) and Min. 13 FOI/Publication Scheme review), which were all approved as presented without amendment. There was no Clerk's Report.

**47. ADJOURNMENT FOR PUBLIC SPEAKING - TO INCLUDE REPORT FROM NEIGHBOURHOOD WARDENS IF AVAILABLE**

The meeting was not adjourned as there were no public present and apologies had been received from the Neighbourhood Wardens due to work patterns/commitments. A written report by the Neighbourhood Wardens was circulated to Members. Members confirmed that the Neighbourhood Wardens were not expected to attend every meeting, if they are not on duty or have more pressing work commitments. However, it was **AGREED** that the Council would like personal attendance once a quarter.

**48. TO RECEIVE ANY REPORTS FROM THE DISTRICT AND COUNTY COUNCILLORS PRESENT**

Cllr Clarke passed on apologies from County Cllr Pat Arculus and District Cllr Brian Donnelly due to prior commitments.

Cllr Clarke reported in his capacity as a District Councillor: HDPF policy review was underway. Several large consultations were imminent or in progress, eg one on employment sites and another on conservation area appraisal. The latter is set to expand the Pulborough conservation area. The Clerk advised that arrangements were being made for the District Council to address the 10<sup>th</sup> August Planning & Services Committee meeting regarding the Conservation Appraisal Consultation.

**49. NEIGHBOURHOOD WARDEN SCHEME: TO CONSIDER PUBLIC CONSULTATION EXERCISE ON NEIGHBOURHOOD WARDEN SCHEME TO INFORM COUNCIL DECISIONS REGARDING EXTENSION OF 2 YEAR PILOT AND APPROPRIATE BUDGETING, INCLUDING CONSIDERATION OF QUOTATION AND CONTENT FOR NEWSLETTER A4 INSERT (referred from F&P C'ttee 29.6.17, Min. 8)**

The Finance & Policy Committee had discussed budget implications and the likely need for precept increases in relation to Neighbourhood Warden funding if the project is extended beyond the two year pilot. A probable precept increase for Year 3 of around 6.26% (approx. 4.76 per annum) on a Band D property) and for Year 4, 8.6% (approx. £6.94 per annum) for a Band D property was anticipated. Council needed to consider whether to continue the Neighbourhood Warden scheme, how it would be funded and public opinion.

Members considered draft potential budget options and a draft potential public information flyer insert to the Community Bulletin (circulated). Any inclusion into the Community Bulletin needed urgent decision to meet the print deadline.

Following considerable discussion, it was felt that the normal Chairman's Report in the Pulborough Community Bulletin would inform residents appropriately, rather than producing a separate flyer, and that Council should take the decision on whether to continue the scheme but setting a deadline by which public could comment.

It was **RESOLVED** that the Chairman's Report for the Autumn Pulborough Community Bulletin would advise residents of the Council's intention to continue funding the Neighbourhood Warden Scheme and the likely impact on future precept, giving a deadline of 30th September 2017 by which any objections or comments should be notified to the Council.

**50. SPORTS PAVILION REPAIRS: TO CONSIDER RECOMMENDATION FROM R&OS COMMITTEE REGARDING SERIOUS DAMAGE TO WATER TANKS REQUIRING REMEDIAL ACTION, AND QUOTATIONS FOR THE WORK (referred from R&OS 13.7.17)**

Following consideration of a report and quotations for serious damage to the cold water tanks, the R&OS Committee had recommended that Council approve the required remedial work as detailed under option 1 of the quotation received. It was noted that although three quotations had been sought, only one had been received. It was **RESOLVED** to approve the appointment of Saunders Specialised Services Ltd. to

undertake the work detailed under Option 1 of their quotation, as soon as possible, at a maximum cost of £8,600, + VAT (excluding any replacement shower valves required). It was noted that the company would be undertaking a full intrusive inspection to ascertain final firm costs but had confirmed that the figure would not exceed that quoted.

**51. DAMAGE TO COUNCIL PROPERTY: TO CONSIDER UPDATED INFORMATION REGARDING QUOTATIONS FOR REPAIR AND INSURANCE OF DAMAGED BOUNDARY FENCE BETWEEN SPORTS PAVILION AND BOWLS CLUB** (referred from Council 22.6.17, Min. 33)

The Clerk advised that on investigation, the quotations previously received were on a like for like basis and that the insurers had confirmed that the fence did not need to be separately identified on the Asset Register. Members felt that this matter did not require urgent attention and therefore it was **RESOLVED** to defer consideration until the September meeting.

**52. SPORTS PAVILION REBUILD PROPOSALS - BRIEF UPDATE**

All applicants had been written to advising the outcome of shortlisting and those shortlisted had been asked to submit costed outline proposals within the agreed deadline period. The Chairman reported that he had so far met with one of the contenders who had requested a site visit.

**53. SECTION 106 FUNDS AND CIL MONIES:**

**53.1 To consider HDC uncommitted funds of £250,464.03 and review Council's earmarked spending plans for community facilities**

Details of the District Council's uncommitted funds and the Chairman's paper reconciling figures had been previously circulated. Members were asked to confirm their continued approval of the Council's identified allocations and it was **RESOLVED** that the total of £216,410.03 remain identified for Community Leisure and Open Space Facilities spending, as follows:-

Youth Club	:	£ 30,000.00
Cousins Way Recreation Ground	:	£ 25,920.20
Sports Pavilion	:	<u>£160,489.83</u>
Total	:	£216,410.03

Members discussed the considerable sums allocated for County Council Highways spending, for which the Parish Council could identify suitable projects. It was **RESOLVED** that County Councillor Pat Arculus be invited to the September Council Meeting to discuss proposals.

**53.2 To consider SDNP invitation for expressions of interest for infrastructure projects required to support growth identified in the emerging Local Plan**

Members considered the previously circulated paper and application form from the SDNP and following discussion, a potential project of improved Broadband and telephone connections was suggested. Noting the submission deadline of 29<sup>th</sup> September 2017, it was **RESOLVED** to refer this item and the proposed project to the 10<sup>th</sup> August Planning & Services Committee agenda.

**54. PARISH COUNCIL CO-OPTION: TO CONSIDER NOMINATIONS RECEIVED AND VOTE TO APPOINT ACCORDINGLY TO FILL THE CASUAL VACANCY**

Three candidates had asked to be considered for the single casual vacancy. Nominees present were asked to leave the room whilst voting took place, which they duly did, returning after voting. Following voting, it was **RESOLVED** that Samuel Hancock was duly appointed to the Parish Council. The Clerk would arrange his signing of the Declaration of Acceptance of Office and other administrative paperwork as soon as possible.

**55. NEIGHBOURHOOD PLAN - BRIEF UPDATE AND ANY RECOMMENDATIONS**

There were no recommendations from the Steering Group. Members were updated with recent meetings the Steering Group had held as part of reviewing site and data information to inform the site assessment and housing needs process. The group had recently met with Pulborough Medical Group and were shortly due to meet with the Clinical Commissioning Group and Pulborough & District Community Care Association. Plans were in progress to apply for technical support, and possibly also further grant funding, from Locality.

**56. TO CONSIDER MEMBERSHIP OF WEST SUSSEX RAIL USERS ASSOCIATION AT £2/YEAR**

This item had been suggested by Cllr Tilbrook at a previous meeting and the Clerk had been asked to research further. Members were advised that subscription to the WSRUA costs £2 per annum, for which a regular e-newsletter would be received, however this would not provide a place on the association's committee or board. Cllr Tilbrook commented that subscription would provide opportunity for greater influence and information sharing. It was **RESOLVED** to approve that the Council subscribe to the West Sussex Rail Users Association.

**57. TO CONSIDER MEMBERSHIP OF ACTION IN RURAL SUSSEX (AirS) AT £50/YEAR**

Following consideration of the invitation from AirS to become members, it was not felt that this would provide any direct benefit to Pulborough at this time and therefore it was **RESOLVED** that the Parish Council would not subscribe.

**58. VILLAGE MARKET - TO AGREE COUNCILLOR ATTENDEES AT THE MARKET ON SATURDAY 22<sup>ND</sup> JULY 2017**

Attendees at the market were **AGREED** as follows: Cllr Wallace 9-11am; Cllr Henly 9.30am onwards; Cllr Qusted 10.30-11am; Cllr Court 10.30am onwards.

During discussion, the Chairman advised that a suggestion had been made of the Council contributing to a small token of appreciation to the Neighbourhood Wardens to celebrate their first year in post. It was **RESOLVED** that the Council would contribute the suggested £10 towards this. It was anticipated that the gift would be presented to them at the Village Market.

**59. HARVEST FAIR: TO AGREE COUNCILLOR ROTA AND ARRANGEMENTS FOR HARVEST FAIR STAND ON SATURDAY 23<sup>RD</sup> SEPTEMBER 2017**

It was **AGREED** that the stand would be manned as follows:-

Set up 9am-10am	:	Cllrs Qusted, Clarke and C Esdaile
10am-11am	:	Cllrs Qusted and C Esdaile
11am-12pm	:	Cllrs Clarke and J Esdaile
12pm-1pm	:	Cllrs Clarke and Henly*
1pm-2pm	:	-
2pm-3pm	:	Cllrs Court and Kipp
3pm-4pm	:	Cllr Court
4pm-5pm/pack up	:	Cllrs Clarke, Hare, Qusted and C Esdaile

*\*[NB: Cllr Henly has subsequently advised that she is unable to cover the noted slot but will cover the Village Market stand that day instead]*

Any Members able to cover any gaps in the above rota should advise the Clerk.

**60. REPRESENTATIVES - TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OTHER ORGANISATIONS.**

- Cllr Kipp had attended a further HDC Visitor Economy Strategy Workshop: It was intended that Pulborough become a hub for visitor attractions in the vicinity. Cllr Kipp had volunteered to be a member of a steering group being set up.

- Cllr Kipp reported on the recent HALC meeting she had attended. HALC has requested that parishes forward details of their experiences with the new HDC Car Parking Charges Scheme. It was **AGREED** that the Clerk would liaise with HALC regarding sharing data received by Pulborough Parish Council.  
The WSCC Highways Manager had been in attendance and Cllr Kipp had spoken to him about Lower St regeneration matters: he had suggested direct liaison with one of their officers, Tom Collins, as he himself is not necessarily involved in the progress of projects.
- Cllr Hare reported on changes to APCAG and PAGNE. There is now a new chairman of PAGNE, which has absorbed the Biplane group, and Cllr Hare is now chairman of APCAG. The acronym PAGNE now stands for People Against Gatwick Noise Emissions, instead of the previous Pulborough Against Gatwick Noise Emissions.
- Cllr Clarke advised that an additional trip to the Broadford Bridge oil drilling site is being arranged by UKOG for 26<sup>th</sup> July leaving from Thakeham, if any members previously unable to attend would like a place, please contact him.

**61. CORRESPONDENCE**

The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk highlighted various items of note.

Following brief discussion of the correspondence listed from HDC Planning Compliance Team, it was **AGREED** that the site/area between the Toat land and Blackgate Lane be notified to HDC as potentially unauthorised use.

**62. PAYMENTS**

Members approved the following payments / direct debits and the cheques were signed:-

<b>Payee</b>	<b>£</b>
George Potbury Forestry Ltd	228.00
Knight Fencing Ltd	228.00
Mr F Bushby	67.90
Daisy Communications	12.07

***The meeting closed at 9.28pm***

.....Chairman

.....Date

**CORRESPONDENCE**

## Appendix 1

**WSSC**

- Response from Highways to Council's concerns regarding footway width at Swan Corner: Throughout the various phases of the Lower St scheme, Road Safety Audit Stages 1, 2 and 3 were carried out and there was no concern raised with this bollard and positioning of it at this location. There was a bollard at this location prior to the scheme being implemented, which had been knocked out and was replaced as part of these works. The designer looked at options to widen the footpath around the corner but due to lack of space and already restricted carriageway width this was not possible. The bollard is positioned at this location to deter vehicle (particularly HGVs) from overrunning the corner as they negotiate this roundabout junction.
- County News Horsham district June 2017
- Survey on proposed changes to WSSC Adult Social Care (forwarded to Council): The County Council is proposing to make changes to the way adult social care is delivered. As part of the process a survey has been issued to gain people's views on the proposals prior to decision on the operating model later this year. The survey is intended for people who use our services, their families and carers, voluntary and community organisations and all local people who have an interest in adult social care. The survey runs until Friday 11<sup>th</sup> August and can be accessed via the following link: <https://haveyoursay.westsussex.gov.uk/legal-democratic-services/supporting-lives-connecting-people>
- Chanctonbury CLC Minutes of 21<sup>st</sup> June 2017.

**HDC**

Planning Compliance Team request for the summer count of gypsy and traveller caravans - councils are asked to advise if they are aware of any unauthorised groups within their parish boundaries. *If Members are aware of any that should be notified to HDC please advise the Clerk.*

**SALC**

July 2017 Newsletter (copied to Council).

**Car Parking Charges & Related Issues**

Enquiry from Steyning PC to various community recipients (received by PPC indirectly) seeking to compare experiences with new Car Parking Charging Scheme. Chairman has responded advising of this Council's views and that Council will be discussing in October.

- Email to all Cllrs from Cllr Kipp regarding HDC notice in car parks about paying by mobile phone.

**UKOG Broadford Bridge**

Received from Cllr Clarke (copied to Council): Announcement by UKOG that the site has received flow test consent from the Environment Agency.

- Email to all Cllrs from Cllr Kipp with links to various websites with information about oil drilling.
- Email to all Cllrs from Cllr Clarke advising of further opportunity for site visit to Broadford Bridge

**LAT**

Minutes from the meeting on 5<sup>th</sup> July 2017.

**Village Market**

Notes from L Ellis from the Village Market held on 24<sup>th</sup> June 2017.

**Members of Public**

Letter from XPD8 Project Management acknowledging letter from Clerk advising of outcome regarding Expressions of Interest for Sports Pavilion, and thanking the Chairman and Council for considering the application.

**Publications**

Clerks & Councils Direct July 2017, issue 112.

**Nutbourne Residents Association**

Agenda for meeting 25<sup>th</sup> July 2017.

**SALC/NALC**

- NALC Legal Topic Note 54, July 2017 - Protection of ownerless common land and village greens.
- NALC Legal Briefing LO4-17 July 2017 - Reform of data protection legislation - General Data Protection Regulation and Data Protection Bill.