



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

**ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE  
A PUBLIC SPEAKING ITEM HAS BEEN INCLUDED ON THE AGENDA**

**ANY RESIDENT WISHING TO SPEAK ON ANY ITEM SET OUT ON THIS AGENDA MUST  
INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE  
MEETING**

You are hereby SUMMONED to the Annual Meeting of Pulborough Parish Council which will be held at Pulborough Village Hall on **Thursday 19<sup>th</sup> May 2022 at 7.30pm**, for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

**Heather Knight  
Clerk**

**Dated 12<sup>th</sup> May 2022**

Swan View, Lower Street, Pulborough, RH20 2BF  
Tel: 01798 873532 [clerk@pulboroughparishcouncil.gov.uk](mailto:clerk@pulboroughparishcouncil.gov.uk)

## **AGENDA**

- 1. Election of Chairman of the Council**  
To elect a Chairman of the Parish Council for the ensuing municipal year and to receive the signed Declaration of Acceptance of Office of the Chairman.
- 2. Election of Vice Chairman of the Council**  
To elect a Vice Chairman of the Parish Council for the ensuing municipal year.
- 3. Apologies for Absence**  
To receive and approve reasons for any apologies for absence.
- 4. Declarations of Interest**  
To receive Councillors' declarations of interest on items on the agenda, as defined under the Localism Act 2011 and the Parish Council Code of Conduct and consider any requests for dispensation as a result.
- 5. Register of Members' Interests**  
To note receipt of completed Registers of Members' Interests update forms.
- 6. Committee Terms of Reference**  
To review terms of reference and delegation arrangements for Council Committees, Sub-Committees and Steering/Working Groups (*attached*).
- 7. Appointments to Committees, Sub-Committees and Steering/Working Groups**  
To appoint members, chairmen and vice-chairmen to serve on the following Committees, Sub-Committees, Steering/Working Groups, noting that the Chairman, Vice Chairman, and Committee Chairmen are ex-officio members of standing committees:-
  - Finance & Policy Committee
  - F&P Staffing Sub-Committee
  - Planning & Services Committee
  - Recreation & Open Spaces Committee
  - Neighbourhood Plan Steering Group
  - Sports Pavilion Development Working Group

- 8. Representatives to Outside Bodies**  
To appoint Parish Council representatives to other organisations (*list attached*)
- 9. Bank Account Signatories and Authorisation**  
To review and appoint signatories and authorisers for the Council's bank accounts
- 10. To approve the Minutes of the full Council Meeting held on 21st April 2022 (*attached*) and to receive the Clerk's report on issues raised at the meeting**
- 11. To receive and consider Minutes and Recommendations of Committees (other than separate agenda items)**
  - 11.1 Planning and Services Committee**  
To receive the Minutes of the Meetings held on 21st April and 5th May 2022 (*attached unless previously circulated*) and to receive the Clerk's report on issues raised at the meetings.
  - 11.2 Finance & Policy Committee**  
To receive the Minutes of the Meeting held on 28th April 2022 (*to follow*) and to receive the Clerk's report on issues raised at the meeting.
  - 11.3 Recreation & Open Spaces Committee**  
To receive the Minutes of the R&OS Advisory Committee and Committee Meetings held on 14<sup>th</sup> April 2022 (*attached unless previously circulated*) and to receive the Clerk's report on issues raised at the meeting.
- 12. Adjournment for Public Speaking**  
The Chairman will invite those residents who have given formal notice to speak once only in respect of:-
  - a) business itemised on the agenda and residents shall not speak for more than **5 minutes** or **10 minutes** if he/she is speaking on behalf of others such as a residents group.
  - b) if time permits, any other business not itemised on the agenda for which no discussion/decision is permitted and residents shall not speak for more than **2 minutes**.
- 13. Reports from County and District Councillors**  
To receive any reports of the County and District Councillors present
- 14. Neighbourhood Wardens and NW Steering Group Reports**  
To receive Neighbourhood Wardens May 2022 report (*attached*) and any report from the Neighbourhood Warden Steering Group
- 15. Sports Pavilion Development Project**  
To receive verbal progress update.
- 16. Planning Applications**  
To consider planning applications as listed on Appendix 1 (*attached*).
- 17. Village Market**  
To agree rota of attendees at the market on Saturday 28<sup>th</sup> May 2022
- 18. Correspondence**  
To note items of correspondence (*List attached*)
- 19. Payments**  
To approve the payments for signing (*Details to be circulated prior to meeting*)

## PLANNING APPLICATIONS

The Committee will consider the following planning applications:

### **DC/22/0816 – Beedings Cottage, Gay Street Lane, North Heath, Pulborough**

Demolition of existing lean-to conservatory and porch. Erection of a part two-storey, part single storey side extension and first floor rear extension, creation of a roof terrace, new entrance canopy and associated external alterations.

### Trees

### **DC/22/0789 – The Well House, Rectory Lane, Pulborough, West Sussex**

Surgey to 1 x Lime tree (TPO/0211)