



PULBOROUGH PARISH COUNCIL

Working together for a better future

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**MINUTES OF THE MEETING OF THE FINANCE & POLICY
COMMITTEE HELD ON THURSDAY 31ST JULY 2014
AT THE SPORTS PAVILION**

PRESENT: Cllrs Clarke (Chairman), Ellis, Kipp, Qusted & Tilbrook.

IN ATTENDANCE: Sarah Norman (Clerk and Responsible Financial Officer).

The meeting opened at 7.30pm

18. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr E Wallace.

19. DECLARATIONS OF INTEREST

Cllr Qusted declared an interest in agenda item, 7 Neighbourhood Plan as he has a family connection to Eyelevel Design who were to provide the quotation for the Neighbourhood Plan Household Survey. However, the Clerk advised that the quotation had not yet arrived and therefore this issue could not be discussed.

20. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 24th April 2014 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

CLERKS REPORT

Item 7 – Staff

A Weekend Litter Picker started in mid July and the position will be reviewed, as agreed, at the end of October.

21. ADJOURNMENT FOR PUBLIC SPEAKING

There were no members of the public that had given notice of wishing to speak.

22. NEIGHBOURHOOD PLAN

The Chairman welcomed Richard Keatley, Chairman of the Neighbourhood Plan Steering Group. Members received the final draft of the Household Survey.

Richard Keatley thanked all those who had submitted comments on the initial draft circulated at the July Full Council meeting. The main comment was the length and as a result the decision has been taken to break the survey into two sections; a mandatory section and an optional section which can be omitted by those short on time. It is anticipated that it could still take up to 40 minutes to complete the entire booklet. Richard confirmed that he has checked the validity of this layout with Rowena Tyler of AirS who could see no issues.

Richard also reported that it had been decided to ask for slightly more information about the person completing the survey to ensure that there was an audit trail and the Council could not be accused of manipulating responses.

The document is now with Eyelevel Design for layout and may still be tweaked slightly.

Cllr Tilbrook expressed concern that many residents are not aware of the reality of what Pulborough is currently like and how trends will change in the future and this could render any information gathered as not useful. It was noted that the ageing population was referred to in one of the “Did You Know” sections but after discussion it was AGREED that the actual statistics (1 in 5 are currently over 65 but that by 2031, 1 in 3 will be over 65) will be included.

Cllr Tilbrook also expressed concern about the questions relating to energy and the possibility of misinformation in the wider community. However, after discussion it was AGREED that this section remain unchanged.

The use of plain English was also raised and noted that in the “Did You Know” section referred to above, the use of the word “hierarchy”. After discussion it was AGREED that this would be changed to read “ . . . Pulborough is in the second level of HDC’s development priorities . . .”.

Members continued to discuss the problems with the rate of return with Cllr Ellis commenting that it will be extremely difficult to get a good spread of demographics.

Richard Keatley reported that in addition to press releases, the survey would be publicised using the village gateway signs, lamppost boards, and numerous drop ins. The Clerk advised that she has emailed all Councillors asking for slots to be filled on the various dates.

There are also leaflets that have already gone out to all children at St Mary’s and Cllr Kipp AGREED to distribute along Lower Street to the traders.

Cllr Clarke suggested that residents associations are contacted with information that can be disseminated down to their Members.

Finally, Cllr Quested noted that subtle change in the way the questions are posed and suggested a consistent use of “please” throughout the document.

The discussion then wound up and Members all AGREED to the acceptance of the document, subject to the amendments above, and that Eyelevel Design proceed with the layout and printing process.

Finally, Cllr Quested asked that a vote of thanks to Richard Keatley be recorded for his vast efforts in bringing this survey to fruition and all agreed.

23. PARISH COUNCIL FINANCES

Members received Bank Reconciliations for both cashbooks 1 and 2 as at 30th June 2014, confirmed their agreement to the Bank Statements and the Chairman signed the bank statements accordingly.

Members received a comparison of Income and Expenditure to Budget for the quarter ended 30th June 2014. After discussion, Members accepted the summary.

Members received and accepted a summary of Earmarked Funds as at 30th June 2014.

Members noted that the S&SC invoice for the quarter ended 30th June 2014, issued 3rd July, was approaching 30 days unpaid. The Snooker Club balance remains at £120.51.

24. PROVISION OF SERVICES BY WSCC

Members received a summary, produced by Cllr Ellis, on works either expected of or promised by WSCC that are still outstanding. It was noted that these issues fall into two categories; maintenance and improvements.

Whilst Members all agreed with Cllr Ellis' comments the issue of what could be done was discussed at length. Cllr Kipp was of the opinion that many of the maintenance issues such as the continued lack of attention to the pavements on Sopers Hill and Church Hill were a matter of Health & Safety.

Cllr Tilbrook advised that he now has good dialogue with Richard Wells at WSCC and he could raise these issues with him at his forthcoming meeting. Cllr Tilbrook also noted that Midhurst had been successful in having stretches reclassified as not "A" roads and that a similar exercise may benefit Pulborough.

Cllr Qusted suggested that as the issues needed to be looked at carefully a Working Group be formed to prepare a report to be submitted to County Cllr Arculus. It was AGREED that the Clerk will organise this and Cllrs Ellis, Qusted & Tilbrook will attend. Cllr Clarke requested to be also kept informed.

25. PYTHONS FOOTBALL PITCH

Members noted the request for the use of two pitches at St Mary's School by the Pythons rather than the 1 used last season. It was noted that this will increase the cost from £130 per annum to £260 per annum. After discussion, Members AGREED and stated that this should be funded through the Grants budget.

RESOLVED: Expenditure of £260 for the Pythons to use St Mary's school pitch.

26. CORRESPONDENCE

West Sussex Rural Mobile Trust (Purple Bus)

The Clerk reported that the Purple Bus have requested to use the recreation ground on Wednesday mornings from September to December for work with NEETS. The proposal will go to the Recreation & Open Spaces Committee in September but this will be after the first session. The Clerk advised that she had therefore given permission to the Purple Bus for Wednesday 10th September with formal approval following the R&OS meeting the following day.

27. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA

None

28. PAYMENTS

Members received, considered and approved with all in favour payments to be made.

RESOLVED: that the payment of the following Direct Debits and Cheques be approved and signed:

	£
L Ellis	5.00
Travis Perkins Trading Co Ltd	66.90
L Underwood	30.69
Natwest	22.82
Travis Perkins Trading Co Ltd	47.28

The meeting closed at 8.38pm

.....Chairman

.....Date