



**PULBOROUGH PARISH COUNCIL**

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**MINUTES OF THE ANNUAL MEETING OF PULBOROUGH PARISH COUNCIL  
HELD ON THURSDAY 18TH MAY 2023  
AT PULBOROUGH VILLAGE HALL**

**Present:** Cllrs, Clarke, Court (to part of Min.8), Ellis-Brown, Esdaile, Hands, Hare, Hunt, Marcuson, Martin, Riddle, Trembling and Wallace

**In Attendance:** Heather Knight (Clerk)  
2 members of the public

*The meeting opened at 7.30pm*

**1. ELECTION OF CHAIRMAN OF THE COUNCIL**

As retiring Chairman, Cllr Hare chaired this item. Before commencing with nominations, he reported to Members that he had received the Clerk's resignation. Members gave a vote of thanks to the Clerk for her work and support to the Council.

Two nominations had been received for the position of Council Chairman 2023-24, being Cllr I Hare, and Cllr L Ellis-Brown. Both nominations were duly proposed and seconded.

Following voting, it was **RESOLVED** that Cllr Ellis-Brown be elected Chairman of the Council for the ensuing municipal year. Cllr Ellis-Brown then signed the Declaration of Acceptance of Office of the Chairman.

Cllr Ellis-Brown then continued as Chairman of the meeting. He asked that the minutes record thanks to Cllr Hare for his work in the role of chairman.

**2. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL**

Two nominations had been received for the position of Council Vice Chairman 2023-24, these being Cllr P Hands and Cllr P Clarke. Both nominations were duly proposed and seconded.

Following voting, it was **RESOLVED:** that Cllr P Hands be elected Vice-Chairman of the Council for the ensuing municipal year.

**3. APOLOGIES FOR ABSENCE**

Apologies for absence were received, and reasons approved, from Cllr Campbell (district council commitment), Cllr Mote (personal commitment) and Cllr Lee (personal commitment).

**4. DECLARATIONS OF ACCEPTANCE OF OFFICE**

It was noted that the Clerk had received signed Declarations of Acceptance of Office from all Members apart from Cllr Mote, who had been unable to return this. It was **RESOLVED** to grant the requested dispensation to allow that Cllr Mote would return her duly signed Declaration of Acceptance of Office as soon as possible and before the next full Council meeting of 15<sup>th</sup> June 2023.

**5. DECLARATIONS OF INTEREST**

Cllr Ellis-Brown declared an interest in planning matters, due to his role as a district councillor, and that he would not take up his ex-officio seat as Chairman on the Parish Council's Planning & Services Committee.

There were no other declarations of interest made at this point in the meeting and no requests for dispensation had been made.

**6. REGISTER OF MEMBERS' INTERESTS**

The Clerk reported that Register of Members' Interest forms had been returned by the majority of Members. The Clerk reminded Members who had yet to do so that by law these must be completed and returned to the office within 28 days, following which forms would be published on the Council's website for public information, as required under s29 of the Localism Act 2011.

**7. COMMITTEE TERMS OF REFERENCE**

Members reviewed the previously circulated Terms of Reference (ToRs) for current standing committees and steering / working groups, namely: Finance & Policy Committee; Planning & Services Committee; Recreation & Open Spaces Committee; F&P Staffing Sub-Committee; ToRs for Annual Meeting of the Parish; Sports Pavilion Development Working Group; Neighbourhood Plan Steering Group and A29 Stakeholder Group. A proposal was made to amend the Finance & Policy Committee ToRs to add that under clause 2 c) the Council's Business Plan would be recommended to full Council.

Following discussion, it was **RESOLVED** to adopt all Terms of Reference including the amendment to the Finance & Policy Committee to incorporate that the Business Plan would be a recommendation for full Council to approve.

**8. APPOINTMENT TO COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS**

It was noted that the Chairman and Vice Chairman of Council are ex-officio members of all standing committees and that the Chairman of Planning & Services Committee and Chairman of Recreation & Open Spaces Committee also sit ex-officio on the Finance & Policy Committee.

Following voting, it was **RESOLVED** to appoint Members to committees as detailed on the attached list as Appendix 1. Nominations for Chairmen and Vice Chairmen of Committees were received, which were duly proposed and seconded. It was **RESOLVED** to appoint the Chairmen and Vice Chairmen of Committees as detailed on Appendix 1.

***Cllr Court gave apologies and left the meeting.***

***The Chairman adjourned the meeting at 7.56pm, whilst the wellbeing of an attendee was established, reconvening the meeting at 8.00pm.***

Membership of the Council's Working Groups / Steering Groups were **RESOLVED** as follows:-

Neighbourhood Plan Steering Group: Cllrs Ellis-Brown and Wallace, and co-opted members Mr D Hurst, Mr M Ellis and Dr A Tilbrook. It was further **RESOLVED** to appoint Dr Tilbrook as Chairman of the Steering Group.

Sports Pavilion Development Working Group: Cllrs Clarke, Hare, Hunt and Esdaile, and Mr R Queded as a co-opted member. It was further **RESOLVED** to appoint Cllr. Clarke as Chairman of the Working Group.

A29 Stakeholder Group: Cllrs Clarke, Hands and Wallace, and co-opted members Mr D Hurst (PCP), Mr N Weston (HDC engineer) and C Kenyon (WSCC ward member). It was further **RESOLVED** to appoint Cllr Clarke as Chairman of the Working Group.

**9. APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO OUTSIDE BODIES**

Members considered representation and appointments to other organisations. It was **RESOLVED** to make appointments as detailed on Appendix 2.

Members considered the invitation to nominate a candidate for election to the South Downs National Park Authority Board for a 4 year term. It was **RESOLVED** to nominate Cllr Mote, subject to the Clerk seeking her willingness: In the event that she did not wish to be nominated, Cllr Hands would be nominated. The Clerk would return the nomination, once confirmed, by the required deadline.

**10. APPOINTMENT OF BANK ACCOUNT SIGNATORIES AND PAYMENT AUTHORISATION**

Members noted that the current signatories were Cllrs: Clarke and Hare and that ex-Cllrs Henly and Kipp would be removed. It was **RESOLVED** to appoint Cllrs Ellis-Brown and Hands, and to re-appoint Cllrs Clarke and Hare as authorisers for online banking and cheque signature (following Council/Committee payment approval), with the addition of Cllrs Ellis-Brown and Hands.

It was further **RESOLVED** to re-appoint Cllr Clarke as signatory for the CCLA Public Sector Deposit Account, with the addition of Cllrs Ellis-Brown and Hands, and the removal of ex-Cllr Henly.

**11. APPROVAL OF THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 20<sup>th</sup> APRIL 2023**

It was **RESOLVED** to approve the Minutes of the Meeting held on 20<sup>th</sup> April 2023 as a true and accurate record of the proceedings, and the Chairman duly signed them. There was no Clerk's report.

**12. MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN SEPARATE AGENDA ITEMS)**

Members received and considered the Minutes and recommendations of Committees.

**12.1 PLANNING & SERVICES COMMITTEE**

Members received the Minutes of the Meetings held on 6<sup>th</sup> April and 21<sup>st</sup> April 2023. There was no Clerk's report.

**12.2 FINANCE & POLICY COMMITTEE**

Members received the Minutes of the Meeting held on 27<sup>th</sup> April 2023. There was no Clerk's report.

**12.3 RECREATION & OPEN SPACES COMMITTEE**

Members received the Minutes of the Committee Meeting held on 13<sup>th</sup> April 2023. There was no Clerk's report.

**13. ADJOURNMENT FOR PUBLIC SPEAKING**

No members of the public had registered to speak, therefore there was no adjournment.

**14. DC/212321 NEW PLACE FARM – MANAGEMENT OF FACILITIES**

Members noted correspondence from Horsham DC confirming that the above application was approved subject to the completion of a s106 legal agreement to secure the necessary developer obligations: One of the key developer obligations is to secure the delivery and ongoing management/maintenance of the public open space and other facilities, including the play area, pump track and countryside park. The developer proposes that the management and maintenance responsibility for these would be transferred to a third party management company. Before finalising the legal agreement, Horsham DC is enquiring whether the Parish Council wishes to take on the management responsibility.

Members considered the advantages and disadvantages, noting that an as yet unknown commuted sum was likely to accompany such transfer but that the responsibilities would require considerable resourcing and funds. It was felt preferable to keep options open for the time being until further information was available. It was **RESOLVED** to advise Horsham DC that the Council considers it premature to make a decision and will await further details but may be interested in such a transfer.

**15. COUNCILLOR / STAFF TRAINING – GDPR**

The Clerk reported on General Data Protection Regulations training available online/in person from ProcessMatters2 at a cost of £10 per attendee, which she recommended all councillors attend as essential training. It was **RESOLVED** to approve attendance of those councillors and office available on 27<sup>th</sup> June at either 2pm or 7pm.

**16. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

County Cllr Kenyon had sent her apologies.

District Cllr Clarke advised that there was relatively little to report on: The election results are being digested, and once the new majority administration is formed, allocations to committees etc. would be undertaken.

District Cllr Ellis-Brown advised that much time was being spent on training and various presentations.

**17. NEIGHBOURHOOD WARDEN REPORT AND STEERING GROUP**

Members noted receipt of the April Neighbourhood Warden report.

The Clerk reported that the Neighbourhood Warden Scheme Supervisor had advised that Horsham DC planned to develop the Warden teams' shared learning through swapping some of the teams around. This would be for a day every few months or so and would only move one warden from a team, simply swapping parish where a similar shift matched. There would be no change to the service received, or time

lost/owed. Members **AGREED** their support of this, recognising the beneficial experience.

**18. SPORTS PAVILION DEVELOPMENT PROJECT**

There was no update.

**19. VILLAGE MARKET**

It was **AGREED** that Cllrs Hands and Mote would attend the Village Market on Saturday 27<sup>th</sup> May 2023. Cllr Hands asked approval to conduct a small questionnaire of people attending, which was **AGREED**. The Clerk was asked to print some off once Cllr Hands had forwarded electronically.

**20. CORRESPONDENCE**

The Council received items of correspondence (attached as Appendix 3).

**21. PAYMENTS**

It was **RESOLVED**: that the following payments by cheque/direct debit/bank transfer be approved:-

£	
Mrs E Henly	£12.50
Legal & General	£1,360.95
Geosphere Ltd	£120.00
KCS Procurement Services	£173.75
Business Stream	£480.65
Laser/Kent County Council	£357.39
Laser/Kent County Council	£320.03
Mr F Bushby	£58.05
Mr N Wiltshire	£0.90
Mrs H Knight	£34.55
Daisy Communications	£30.46
Mrs E Henly	£35.00

*The meeting closed at 9.19pm*

.....Chairman

.....Date

## APPENDIX 1

### COMMITTEE ALLOCATIONS 2023/2024

(FC = Yellow paper)

#### **FINANCE & POLICY COMMITTEE (7 Members, Max 10)** (Orange paper)

**Chairman**

**Vice Chairman**

**Members**

Cllr Hands\*

Cllr Wallace\*

Cllr Court

Cllr Clarke

Cllr Ellis-Brown\*

Cllr Lee

Cllr Hunt\*

\*Cllrs Ellis-Brown, Hands, Hunt and Wallace are ex-officio members as Chairman of the Council, Vice Chairman of the Council, Chairman of Planning & Services Committee and Chairman of Recreation & Open Spaces Committee respectively.

#### **PLANNING & SERVICES COMMITTEE (6 Members, Max 10)** (Lilac paper)

**Chairman** Cllr Wallace

**Vice Chairman**

**Members**

Cllr Esdaile

Cllr Hands\*

Cllr Hunt

Cllr Lee

Cllr Mote

Cllr Trembling

Note: Cllr Ellis-Brown should hold an ex-officio seat as Chairman of the Council but has requested to forego this position to avoid any conflict of interest with his role as a District Councillor.

\*Cllr Hands is an ex-officio member as Vice Chairman of the Council.

#### **RECREATION & OPEN SPACES COMMITTEE (10 Members, Max 10)** (Green paper)

**Chairman**

**Vice Chairman**

**Members**

Cllr Hunt

Cllr Lee

Cllr Court

Cllr Clarke

Cllr Ellis-Brown\*

Cllr Esdaile

Cllr Hands\*

Cllr Martin

Cllr Marcuson

Cllr Riddle

\*Cllrs Ellis-Brown and Hands are ex-officio members as Chairman of the Council and Vice Chairman of the Council respectively

#### **FINANCE & POLICY STAFFING SUB-COMMITTEE (4 Members, Max 4)** (Pink paper)

**Chairman**

**Vice Chairman**

**Members**

Cllr Hands\*

Cllr Wallace\*

Cllr Ellis-Brown\*

Cllr Clarke

\*Cllrs Ellis-Brown, Hands and Wallace are ex-officio as Chairman of Council, Chairman of F&P Committee and Vice Chairman of F&P Committee respectively.

## APPENDIX 2

### PARISH COUNCIL REPRESENTATIVES 2023/2024

<b>Pulborough &amp; District Community Care Association</b>	<i>Vacant</i>
<b>Horsham Association of Local Councils (HALC)</b>	Cllr L Ellis-Brown Cllr J Esdaile
<b>West Sussex Association of Local Councils (WSALC) usually AGM only</b>	Cllr L Ellis-Brown Cllr J Esdaile
<b>Nutbourne Recreation Ground Trustees</b>	PPC c/o Parish Office
<b>Pulborough Community Partnership (PCP)</b>	Cllr I Hare Cllr J Wallace Cllr L Ellis-Brown
<b><i>PPC Chairman appointed to PCP Board of Directors:</i></b>	
<b>Sports &amp; Social Club</b>	Cllr R Court Cllr J Esdaile Cllr E Hunt
<b>Parish Council Appointed Village Hall Trustees</b>	Cllr P Clarke Mrs E Henly Cllr J Esdaile
<b>Traders Group</b>	Cllr E Hunt Cllr S Martin
<b>Parent/Teacher Association (PTA)</b>	<i>TBC: PTA or School</i>
<b>Youth Club/Community Youth Worker Service</b>	Cllr E Hunt Clerk
<b>Fairtrade Group</b>	Cllr J Mote
<b>Pulborough Society</b>	Cllr L Trembling
<b>Village Market</b>	Various: 2x Cllrs min to attend + Wardens (if available)
<b>APCAG</b>	Cllr I Hare Cllr L Ellis-Brown
<b>Neighbourhood Warden Steering Group (NWSG)</b>	Cllr P Hands Cllr L Ellis-Brown Cllr J Wallace Clerk
<b>SCRP Arun Valley Line</b>	Cllr J Mote Clerk
<b>Police &amp; Crime Commissioner's Office/Forum</b>	Cllr J Esdaile Clerk

## APPENDIX 3

### CORRESPONDENCE

#### WSSC

- Email 14.04.23 from ward Cllr Kenyon relaying Highways priority changes and pause on non-statutory activities for 4 weeks following exceptional level of demand on Highways network
- News release 18.04.23: Is your business switching to renewables? Let's go Solar Together Sussex! This initiative is helping businesses in the county to invest in renewable energy through a group buying scheme for solar panels, battery storage and EV charge points. Businesses can now register to join the group for free and without obligation at: [www.solartogether.co.uk/sussex](http://www.solartogether.co.uk/sussex)
- E-news 02.05.23: Coronation of King Charles III Special Edition
- E-news 11.05.23: Children's Service Ofsted inspection report special – Ofsted have published their report following full inspection in March and Inspectors have praised WSSC Children's Services for its 'relentless approach to improving practice' with overall rating of 'requires improvement' up from the last full inspection in 2019 rated as inadequate.
- Email 12.05.23 from Community Safety & Wellbeing: Courier fraud is currently the highest reported fraud in the county. The WSSC Community Safety and Wellbeing Team are running another free to attend 1 hour webinar on 19th May at 10am to raise awareness about this crime, open to residents and professionals; Direct web access to book:
- <https://www.eventbrite.co.uk/e/courier-impersonation-fraud-webinar-tickets-629060897077>

#### HDC

- Latest news and information 19.04.23: Digital parking permits to be introduced for controlled parking zones; Coronation Street Party 07.05.23; Voter ID needed at polling stations; Our District magazine out now and available online.
- Invitation to Parish Chairmen to attend HDC Chairman's Annual Reception 24.05.23 6.30pm at Parkside.

#### NALC

Chief Executive's Bulletins 21.04.23, 28.04.23 and 12.05.23. Topics include: New headquarters for NALC; National Employment Strategy Steering Group; NALC attends the Co-operative Party Rural Commission Report launch; Star Councils Awards 2023; National Network – LGBT+ Councillors; NALC urges Government not to over-extend development rights; Community Ownership Fund open to local councils; WeatherReady Summery 2023 campaign;

#### Sussex Police & Crime Commissioner

E-news 14.04.23, 21.04.23, 28.04.23, 05.05.23 and 12.05.23. Topics include: Remember to #ShopKind; All officers and staff checked as part of national vetting review; Sussex Police surpass officer target; Further action on anti-social behaviour; Funding secured to further develop ground-braking perpetrator intervention programme.

#### Sussex Alerts

- E-newsletters: Neighbourhood Watch 01.05.23 Your Digital Footprint
- E-newsletters: Sussex Police 27.04.23 Horsham News and appeals.

#### Pulborough Community Partnership

Minutes of online meeting of management group held 19.04.23.

#### Chanctonbury Community Leisure Centre

Trustee's Annual Report April 22-March 23.

#### CAGNE

Bulletins 162, 24.04.23