



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 an EXTRAORDINARY FULL COUNCIL Meeting of Pulborough  
Parish Council which will be held in the Rother Hall, at the Village Hall on **Thursday, 10<sup>th</sup>  
August 2023 at 7.30pm.**

**Harry Quenault  
Clerk & RFO**

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**Dated: 2<sup>nd</sup> August 2023**

## **AGENDA**

- 1. Apologies for Absence**  
To approve apologies for absence.
- 2. Declarations of Interest and Changes to Register of Interests**  
To receive Councillors' declarations of interest on any of the agenda items.
- 3. 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**.
- 4. General Power of Competence**  
To consider a recommendation that Pulborough Parish Council accepts the GPC (General Power of Competence. Eligibility requires that at least two-thirds of the Council members must be elected officials, and the Clerk must possess the required qualification. (please see appendix A)

**6. Cricket Nets**

To consider a recommendation from the Finance and Policy meeting that the Pulborough Parish Council collaborative with the Section 106 Team at Horsham DC: (please see appendix B):

1. Pay the invoice for £39,085.20 subject to confirmation of that Horsham District Council reimburse the £30,000.00 as 106 allocated funds. To claim back the £6,514.20 element of VAT through VAT126 form.
2. To request that this Council afford the £2,571.00 pound deficit, the payment of which will be taken from the most appropriate budget line.
3. To allow the Clerk and Chairman to draft a new contract over the use of the Cricket Nets that will be approved at the next Finance & Policy Committee.

**7. Digital by Design**

To consider the digitalisation of agendas, reports & minutes for Councillors. (please see appendix C)

**8. Sussex Club for Young People – Movement of Funds**

To approve:

The movement of funds budgeted for the defunct Sussex Club for Young People into a new youth activity provision to be looked after by the R & OS Committee.

**9. OWL – Digitalisation of Council Meetings**

To approve:

1. The purchase of the OWL camera device (£1,042.22) for the use at Full Council meetings. (please see appendix D)
2. The purchase of an office laptop (with a budget of £300.00) to facilitate the OWL system and record the minutes of the meeting in a more orderly manner.

**10. Payments**

To approve the payments list for signing.

## **Title: The General Power of Competence in Local Councils – Appendix A**

### Introduction:

The General Power of Competence (GPC) was introduced through the Localism Act of 2011 in the United Kingdom. It grants local councils in England the authority to undertake any action that an individual has the legal power to perform, as long as it is not explicitly prohibited by law. This report explores the implications and potential benefits of the General Power of Competence for Pulborough Parish.

### Overview of the General Power of Competence:

The General Power of Competence is a significant shift in local governance, empowering local councils with greater autonomy and flexibility in decision-making. Prior to the Localism Act, local councils could only act within the scope of specific statutory powers, limiting their ability to address unique challenges and seize opportunities effectively.

### Eligibility for the General Power of Competence:

For a local council to utilise the General Power of Competence, it must fulfil two key conditions:

- a) The council must be a "relevant authority," either a principal council or a parish council with 2/3 being made up of elected officials.
- b) The council must have a qualified clerk who possesses the Certificate in Local Council Administration.

### Benefits of the General Power of Competence for Pulborough Parish:

- a) **Enhanced Decision-making:** By possessing the General Power of Competence, Pulborough Parish Council gains the authority to act more decisively and creatively in addressing local issues. They are no longer restricted to specific powers and can tailor solutions to the unique needs of the community.
- b) **Improved Service Provision:** The council can now take on new responsibilities and services that were previously beyond its scope. This opens up opportunities to enhance local amenities, support community initiatives, and improve the overall quality of life for residents.
- c) **Community Engagement:** The GPC encourages increased community involvement as the council gains the freedom to collaborate with local organisations and individuals. Engaging citizens in decision-making processes can lead to more representative and effective outcomes.

d) Economic Development: Pulborough Parish Council can proactively support economic development projects, attract investments, and promote local businesses. This flexibility can contribute to the parish's economic growth and prosperity.

e) Tailored Solutions: The council can now address specific local challenges promptly and effectively. They can respond to emerging issues, such as environmental concerns, infrastructure improvements, or community events, without being limited by existing statutory powers.

#### Conclusion:

The General Power of Competence introduced by the Localism Act of 2011 has provided local councils, including Pulborough Parish Council, with unprecedented opportunities for self-determination and community-driven decision-making. By utilising this power, Pulborough Parish Council can enhance its services, stimulate economic growth, and foster a greater sense of community ownership, ultimately benefiting the residents of Pulborough Parish and creating a more vibrant and thriving local area.

## **Cricket Nets - Pulborough Parish Council – Appendix B**

### **Introduction**

The Finance Meeting of Pulborough Parish Council was held on 27/07/23 to discuss various financial matters concerning the council's budget and expenditures. One of the key agenda items was the proposal presented by the Pulborough Cricket Club regarding the urgent need to refresh their cricket nets.

### **Presentation by Pulborough Cricket Club**

During the meeting, representatives from Pulborough Cricket Club addressed the finance committee and provided insights into the consistent growth of their cricket program. They highlighted the critical condition of the existing cricket nets, which required immediate attention. A contractor was consulted, who estimated the cost of rebuilding the cricket nets to be £39,085.20.

The Pulborough Cricket Club shared that they had secured section 106 money from Horsham District Council amounting to £30,000. However, this amount fell short of the total project cost, leaving them with an additional £9,085.20 to cover.

### **Funding Proposal**

Due to the timing of section 106 money disbursement, the Pulborough Cricket Club faced the challenge of paying the full amount upfront without any means of immediate reimbursement. In light of this predicament, we propose that Pulborough Parish Council cover the invoice amount of £39,085.20 directly from its bank account to facilitate the timely completion of the project.

It is then proposed that the Parish Council would then seek reimbursement from Horsham District Council for the previously allocated section 106 funds for the Cricket Nets amounting to £30,000. This reimbursement would be paid out after the work is complete.

### **VAT Reimbursement**

Furthermore, upon completion of the project, the Parish Council would initiate the process of claiming back the VAT element of £6,514.20 using the VAT126 form.

## **Remaining Funds**

The remaining balance of £2,571.00 required to complete the project is proposed to be covered by the Pulborough Parish Council under the most appropriate budget line. This allocation would ensure a smooth and successful execution of the cricket nets' refurbishment.

## **Liability and Maintenance**

Pulborough Parish Council will take responsibility for the maintenance of the newly reconstructed cricket nets after completion of the project. As part of the new contract for the cricket nets, it is recommended that any users of the cricket nets accept liability for any damage they may cause to the nets. This approach would help in maintaining the nets in good condition and hold users accountable for their usage.

## **Proposals**

1. Pay for the invoice for £39,085.20 subject to confirmation of that Horsham District Council reimburse the £30,000.00 as 106 allocated funds. To claim back the £6,514.20 element of VAT through VAT126 form.
2. To request that this Council afford the £2,571.00 pound deficit, the payment of which will be taken from the most appropriate budget line.
3. To allow the Clerk and Chairman to draft a new contract over the use of the Cricket Nets that will be approved at the next Finance & Policy Committee.

## **Report: Digitising Agendas, Reports & Minutes for Environmental and Cost Benefits – Appendix C**

### **1. Introduction**

This report outlines the advantages of digitising agendas for Pulborough Parish Council, focusing on the positive impacts on environmental concerns, financial savings in printing and postage costs, and alleviating time constraints faced by the Clerk. The proposal aims to demonstrate the benefits of transitioning from paper-based agenda distribution to sending agendas and minutes via email to all Councillors.

### **2. Environmental Concerns**

Digitising agendas will significantly reduce the Council's environmental impact. By eliminating paper-based distribution, we can contribute to conserving natural resources and reducing paper waste, thereby decreasing the Council's carbon footprint. Embracing a sustainable approach aligns with global eco-conscious trends, showcasing the Council's commitment to environmental responsibility.

### **3. Financial Savings**

Printing and postage costs account for a substantial portion of the Council's expenses. Currently, approximately £85.00 per quarter is spent solely on stamps for agenda distribution. By switching to email distribution, these costs can be almost entirely eliminated, allowing the Council to allocate these funds to more pressing community projects and initiatives.

### **4. Time Constraints for the Clerk**

The Clerk's role is crucial to the smooth functioning of the Parish Council, but manual preparation and distribution of agendas can be time-consuming. This process incurs an estimated cost of £216.00 per month based on wages, handover details, and time spent. Transitioning to digital distribution will significantly reduce the Clerk's workload, enabling them to focus on more strategic and essential tasks.

### **5. Addressing Accessibility Concerns**

While the proposal aims to digitise agenda distribution, we acknowledge that some Councillors may prefer hard copies. To address this concern, we recommend offering hard copies to Councillors who require them. Councillors can visit the Council's offices to receive the necessary materials promptly.

Hard copies can also be printed in advance of meetings. This approach ensures accessibility for all while promoting a more sustainable agenda distribution process.

## **6. Recommendation**

Based on the aforementioned benefits and considering the potential financial and environmental advantages, we strongly recommend that Pulborough Parish Council adopts a policy of sending all agendas and minutes to Councillors' email addresses. This shift will promote eco-friendly practices, enhance operational efficiency, and foster a culture of environmental responsibility within the Council.

## **7. Conclusion**

In conclusion, digitising agendas and embracing email distribution presents a compelling opportunity for Pulborough Parish Council. By reducing the Council's environmental footprint, saving printing and postage costs, and easing the Clerk's workload, this initiative represents a win-win situation for both the Council and the community. We urge the Council's support in implementing this proposal and setting an example of sustainability for other local organisations.

## **Report on OWL 360 Degree Camera for Recording Full Council Meetings – Appendix D**

Executive Summary:

The OWL 360 degree camera is a cutting-edge video recording solution that offers comprehensive coverage of any environment. This report examines the potential benefits of utilizing the OWL 360 degree camera for recording Full Council Meetings. By deploying this advanced technology, government bodies and organisations can enhance transparency, communication, and decision-making processes while ensuring an inclusive and accurate record of important discussions and proceedings.

### **1. Introduction:**

Full Council Meetings play a vital role in governance, where important decisions are made, policies are formulated, and the community's concerns are addressed. Accurate and comprehensive recording of these meetings is essential to maintain transparency and accountability in the decision-making process. The OWL 360 degree camera is a state-of-the-art solution designed to capture high-quality video footage with an immersive 360-degree view of the entire meeting room.

### **2. Key Features of the OWL 360 Degree Camera:**

The OWL 360 degree camera boasts several key features that make it a suitable candidate for recording Full Council Meetings:

- a. **360-degree View:** The camera captures a panoramic view of the meeting room, ensuring that every participant, including council members, staff, and public attendees, is recorded.
- b. **High-Resolution Video:** The OWL camera records video in high resolution, providing clear visuals of individuals and any presentation materials.
- c. **Automatic Framing and Focus:** The camera uses AI-driven technology to automatically frame participants, ensuring that the focus remains on the speaker and relevant discussions.
- d. **Zooming Capabilities:** The camera allows users to zoom in on specific areas or individuals, even after the recording, without sacrificing video quality.

e. Dual Microphone Array: OWL features a powerful microphone array to capture clear audio from all directions, enabling better audibility of discussions.

f. Live Streaming and Recording: The camera can live-stream meetings while simultaneously recording the footage for future reference.

### **3. Benefits of Using the OWL 360 Degree Camera for Recording Full Council Meetings:**

a. Enhanced Transparency: With a 360-degree view, the camera captures the entire meeting room, eliminating the risk of selective framing or omitting any relevant discussions. This level of transparency fosters public trust in the decision-making process.

b. Improved Communication: Recording meetings with the OWL camera allows council members and attendees to review the proceedings accurately, leading to better comprehension of discussions and reducing misunderstandings.

c. Accessibility and Inclusivity: The camera captures all meeting participants, making it easier for individuals with hearing impairments or language barriers to follow the discussions using visual cues.

d. Fact-Checking and Accountability: The recorded footage can be used as an accurate reference for fact-checking and ensuring accountability for decisions and statements made during the meeting.

e. Historical Records: The recorded meetings serve as a historical archive, enabling future generations to access valuable insights into the governance and decision-making process.

f. Resource Efficiency: The OWL 360 degree camera eliminates the need for multiple cameras or manual panning, saving resources and ensuring a hassle-free recording process.

### **4. Potential Challenges and Mitigation:**

While the OWL 360 degree camera offers numerous benefits, potential challenges may include privacy concerns, data storage requirements, and initial setup costs. These challenges can be mitigated by adhering to data privacy regulations, adopting efficient data storage solutions, and considering the long-term value of transparent governance.

### **5. Conclusion:**

In conclusion, the OWL 360 degree camera presents a transformative solution for recording Full Council Meetings. By embracing this technology, government bodies can promote transparency, improve communication, and enhance the decision-making process. The benefits of OWL's comprehensive recording capabilities outweigh potential challenges, making it a valuable investment for any organisation seeking to enhance its governance practices.