



**PULBOROUGH PARISH COUNCIL**  
*Working together for a better future*

## **PULBOROUGH PARISH COUNCIL**

Swan View, Lower Street  
Pulborough  
West Sussex RH20 2BF  
Telephone: 01798 873532  
Email: clerk@pulboroughparishcouncil.gov.uk

### **MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON THURSDAY 16<sup>TH</sup> SEPTEMBER 2021 AT THE VILLAGE HALL**

**PRESENT:** Cllrs: Hare (Chairman), Clarke, Court, Ellis-Brown, Esdaile, Henly, Hunt, Kay, Kipp, Lawson, Santo and Trembling

**IN ATTENDANCE:** Mrs H Knight (Clerk),  
1 member of the public

*The meeting opened at 7.45pm.*

*Prior to commencing business, the Chairman welcomed Cllr Annie Santo as a new Member of the Council.*

#### **47. APOLOGIES FOR ABSENCE**

There were no apologies received.

#### **48. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

There were no declarations of interest made and no changes to the Register of Interests.

#### **49. MINUTES OF FULL COUNCIL**

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council held on 15<sup>th</sup> July 2021 as a true and accurate record of the proceedings and that the Chairman duly sign them.

#### Clerk's Report

The Clerk confirmed that Cllr Santo had duly signed her Declaration of Acceptance of Office following her co-option to the Council at the last meeting.

The Clerk advised that the traveller who had been encamped on WSCC land at West Chilmington Road had now been moved on by WSCC.

#### **50. COMMITTEE MEETING MINUTES**

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

##### **50.1 Planning & Services Committee**

Members received the Minutes of the Meetings held on 15<sup>th</sup> July, 5<sup>th</sup> August and 2<sup>nd</sup> September 2021. There was no clerk's report.

##### **50.2 Recreation & Open Spaces Committee**

Members received the Minutes of the Meeting held on 8<sup>th</sup> July 2021.

Clerk's Report

Min.16 and 189 Playground Inspection: The Clerk advised that all work was due to have been completed with final painting on 20<sup>th</sup> August, however a further delay including an issue with the new tyre swing, had moved the final completion date to 22<sup>nd</sup> September.

**50.3 Finance & Policy Committee**

Members received the Minutes of the Meeting held on 22nd July 2021. There was no clerk's report.

Members had received the Internal Audit Report 2020/21 (Final Update) and **RESOLVED** to adopt this, as recommended by the Committee.

**51. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers registered, therefore no adjournment was made at this point.

**52. DISTRICT AND COUNTY REPORTS**

D.Cllr Van der Klugt had sent apologies due to a prior commitment. Cllr Clarke passed on apologies from D.Cllr Donnelly.

D.Cllr Clarke reported on the Government changes to planning rules in July that had caused HDC to cancel its meeting to decide on Local Plan adoption, as legal advice had been that the changes made the Plan as it was unsound. Work is now pressing ahead to update the Plan with requisite evidence, with a view to a November meeting to decide on adoption. Currently HDC does not have a 5 year housing land supply, it is around 4.3 years.

Comments were made regarding the recent Local Plan Workshops hosted by HDC, following the new chair and vice chair of HALC taking a very constructive approach to the relationship between parishes and HDC. Cllr Clarke reported that the feedback from these workshops had been very positive.

HDC is unlikely to be in a deficit position thanks to extensive Government grants. Additionally, car park and leisure centre revenue has improved and town shopping data was showing that whilst less people were going into the town, and were spending less time there, general spending was at pre-covid levels.

**53. NEIGHBOURHOOD PLAN**

Members had received copies of the Independent Examiner's Initial Comments and the PPC and HDC responses to those queries. The Clerk reported that the Examiner had since then forwarded a draft version of his final report for fact checking, which the Neighbourhood Plan Steering Group were working through, with corrections due back by 22<sup>nd</sup> September or sooner if possible. The final report for publication was then anticipated very shortly afterwards.

At the Chairman's invitation, it was **AGREED** that the Neighbourhood Plan Steering Group Chairman, Dr A Tilbrook, address the meeting briefly. Dr Tilbrook said that in broad terms, the Examiner was satisfied with the site selections and rejections and with the designation of green and open spaces. It seemed very likely that the Neighbourhood Plan would reach referendum this year.

The Chairman and Councillors wished to record sincere thanks to the Steering Group for the 8 years of work and commitment in progressing Pulborough Neighbourhood Plan.

**54. APPOINTMENT TO COMMITTEES**

Following her request, it was **RESOLVED** to approve that Cllr Santo be appointed to the Recreation & Open Spaces Committee.

**55. CODE OF CONDUCT**

Members had received the new model Code of Conduct, recommended for adoption by the Finance & Policy Committee and in line with Horsham District Council's recommendation for parish councils to adopt.

It was **RESOLVED** to adopt the new model Code of Conduct without amendment.

**56. NEIGHBOURHOOD WARDENS**

Members noted the news that, independently, both Pulborough Neighbourhood Wardens were leaving their posts. Carol Boniface had been appointed to the Warden Scheme Supervisor role with HDC, and Vanessa Green was starting a new venture. The Chairman and Members recorded their thanks to both for their invaluable work for the village over the past few years.

The Clerk reported that HDC were in the process of seeking any internal expressions of interest to transfer from another warden scheme, as per information copied to Councillors. Depending on the outcome, the vacancies would then be advertised externally. It was anticipated that the Parish Council would participate in the selection process through a less formal meeting with candidates and feedback views to HDC panel. It was **RESOLVED** to appoint Cllrs Henly and Hare and the Clerk to be the PPC Steering Group panel. The Clerk would update the panel and Members on progress in due course.

**57. ST MARY'S PRIMARY SCHOOL – PTA FIREWORKS EVENT**

Members considered the request from the school PTA for permission to hold a fireworks event at the Council's Cousins Way recreation ground on Saturday 13th November 2021, similar to the event permitted in 2019 (details/request copied to Members with agenda). They would use the same professional firework display company, Aurora Fireworks, and envisaged the event running between 5-8pm, with fireworks at 7pm.

Following considerable discussion, during which Members commented on some concerns regarding the environmental impact and potential distress to residents, pets, wildlife and farm stock, the following was **RESOLVED**:-

- Event duration: Access to Cousins Way field 5pm-8pm, fireworks display understood to be 7pm – School/PTA to confirm the time and duration of the actual display, which last time was 15 minutes;
- Restricted Access to Cousins Way field: Professional contractor (Aurora) access only. Aurora to provide marshals restricting public access during event period School 'audience' to occupy school grounds only. School/Aurora to provide safety barriers for the display/launch site;
- Fireworks to be commercial type (ie over counter availability, not industrial) and the Council requests that the school seeks to use 'silent' fireworks as much as possible please. Fireworks to comply with CE regulations on noise limits for F2 and F3 items, and not to exceed 120dB. School/PTA to confirm these parameters.
- Firework launch and disposal: Fireworks to be ground level only. Fireworks to contain no plastic, only biodegradable card and clay debris (as previously). Aurora to remove as much debris as possible afterwards, and all firing equipment;
- School to carry out risk assessment and provide copy to Council;
- School to supply proof of public liability cover;
- School/PTA to produce flyer and deliver to neighbouring residents of the vicinity/school/cousins way area advising of the event.
- Clerk to notify all residents living adjacent to Cousins Way of the event by letter, and if available arrange for one or both new Neighbourhood Wardens to attend/monitor the event.

**58. SPORTS PAVILION UPDATE**

The Clerk reported that the Council’s planning application for the sports pavilion, for part demolition and rebuilding of existing building with refurbishment of remaining building, had now been validated by HDC. This would be on the list for the 7<sup>th</sup> October Planning & Services Committee meeting and meant that the proposals were now in the public domain for comment.

**59. CALENDAR OF MEETINGS 2022**

Members noted receipt of the proposed schedule of meetings for 2022. It was **RESOLVED** to adopt the dates without amendment.

**60. PULBOROUGH VILLAGE MARKET**

The next market would take place on Saturday 18<sup>th</sup> September 2021. Cllr Henly confirmed that she would attend. The Neighbourhood Wardens would also both be attending.

**61. REPRESENTATIVES ON OUTSIDE BODIES**

Brief reports were provided by those Cllrs representing the Council on outside bodies or meetings:-

- Cllrs Kipp and Trembling reported briefly on their attendance at the HALC/HDC Local Plan Workshop on 13<sup>th</sup> September, which had been useful and constructive.
- Cllr Henly reported that the PDCCA were due to meet on 30<sup>th</sup> September to discuss the way forward. Currently the Wednesday Club and the Lunch Club were combined into one morning/lunch event at the Village Hall.
- Cllr Hare had attended the Wiggonholt Association AGM.
- Cllr Henly, following up on the discussion with SCYP (Youth Service) at the last Recreation & Open Spaces Committee, reported that SCYP are looking for a winter base: She had liaised with the Village Hall Manager over potential availability for room hire by SCYP. This looked positive although cost may be a factor. Cllr Hunt said that the PCP may be able to assist.

**62. CORRESPONDENCE**

The Correspondence was noted (previously circulated to Council) and is attached as Appendix 1.

**63. CHAIRMAN’S ANOUNCEMENTS AND URGENT MATTERS**

None.

**64. PAYMENTS**

Members had received the list of Payments for Authorisation. It was **RESOLVED** to approve these, detailed below, and that the payments list and invoices be duly signed.

Payee	£
Kent County Council/Laser	78.74
KCS Professional Services	252.60
Came & Company	5,341.05
Fire Risk UK	107.88
Daisy Communicationos	27.67

*The meeting closed at 8.39pm.*

.....Chairman

.....Date

**CORRESPONDENCE****Appendix 1****WSSC**

- Email 18.08.21 e-news – Have your say on flood plans (deadline 30<sup>th</sup> September), improvements to bus services (deadline 14<sup>th</sup> September), Rampion 2's wind farm expansion plan (deadline 16<sup>th</sup> September).
- Email 18.08.21 Your town and Parish Council News August 21: Digital inclusion survey and more.
- WSSC News Release 06.09.21: making a beeline between coast and Downs – pollinator proactivity at the Lancing Pollinator Highway.

**HDC**

- Email 26.08.21 e-news: Support for Afghan refugees; Wilder Horsham District project publishes key report to help recover the District's wildlife; Horsham District Jobs and Skills Fair is back; Special parking season ticket offer for Horsham commuters using North Street car park – 10% discount if buying an annual season ticket in September.
- Email 06.09.21 e-news: Horsham Museum and Art Gallery reopens 2<sup>nd</sup> October 2021; Next round of LEAP funding is now available for small businesses; 100 years of Royal British Legion commemorated in Horsham.
- Email 30.07.21 from Community Safety Manager regarding his departure to new job on 6<sup>th</sup> August 2021 after 20 years HDC service.
- Email 31.08.21 from Strategic Planning: Agenda and invitation for 2 delegates to attend Local Plan Workshop on Monday 13<sup>th</sup> September (Cllrs E Kipp and L Trembling attending for PPC).
- Copy of letter from D.Cllr Van Der Klugt to The Boundary Commission for England, opposing proposals to move the parliamentary constituency to a Shoreham focus.

**WSALC**

Minutes of WSALC virtual Board Meeting on 16.07.21.

**HALC**

- Email 22.07.21 from HALC Chairman to parish clerks outlining outcomes from meeting with HDC on 12<sup>th</sup> July 2021 (*copied to Cllrs*)

**Sussex Police**

- Sussex Police & Crime Commissioner: E-newsletters 09.07.21, 16.07.21, 30.07.21, 13.08.21, 20.08.21, 27.08.21 and 03.09.21. Topics include: One touch crime reporting pilot with Co-op; Road safety/Operation Dragonfly crackdown; Tackling stalking; Violence against women and girls (Government's new strategy); PCC office to receive £205,204 to support victims of domestic abuse; Rising attacks and abuse on police officers; Crowborough opening new police station in September; Pet Theft Taskforce and new pet abduction offence;
- Link to Rural Crime Team E-newsletter August 2021 (*forwarded to Cllrs*)

**Pulborough Neighbourhood Wardens**

Warden's monthly reports July and August 2021 (*forwarded to Cllrs*)

**Pulborough Community Partnership**

Minutes of meeting held 6<sup>th</sup> September 2021 (*copied to Cllrs*).

**Sussex Green Living**

Details of Climate Coalition Great Big Green Week: From 18<sup>th</sup> to 26<sup>th</sup> September is a national week of events celebrating action on climate change. Visit Sussex Green Hub at <https://greatbiggreenweek.com/events/sussex-green-hub/> to find out more.

**Lodge Hill**

Lodge Hill appoints new Alternative Provision & Inclusion Officer, Darren Worsfold.

**APCAG**

- Minutes of AGM on 23<sup>rd</sup> June 2021.
- Email 30.08.21 – e-news: Gatwick Expansion Plans with second runway.

**CAGNE**

E-newsletters/ Bulletins 133 and 134 August 2021.

**Gatwick Airport**

Email 26.08.21 via WSALC, from Gatwick Airport Stakeholder Engagement Manager: Gatwick Airport's Northern Runway Project.

**Publications**

- LCR Issue 3 2021
- Clerks & Councils Direct July 2021 issue 136, and September 2021 issue 137.