

PULBOROUGH PARISH COUNCIL

An ordinary meeting of Pulborough Parish Council was held at the Village Hall on Thursday 30 January 2003 at 7.30 pm

Present:

Mr D Jolliffe (Chairman)	Mrs C Barnett
Mrs H Black	Mrs J Botting
Mrs N Hompstead	Miss K Medhurst
Mrs L Speer	Mrs K Watson
Mr L Ampstead	Mr P Lee
Brigadier W Shackell	Dr A Tilbrook
Mr P Williams	

In attendance: Mr N Bransden Mr D R Phillips

1 APOLOGIES FOR ABSENCE

Mr J Shaw
Mrs M Downes (District Councillor)

2 DECLARATIONS OF INTEREST

Mrs Black declared an interest in items relating to Pulborough Social Centre in her capacity as Chairman of the Trustees.

3 VACANCY FOR A PARISH COUNCILLOR

Mr Jolliffe invited Mr Bransden and Mr Phillips to present themselves to the Council, and to say why they had applied to become Parish Councillors. After brief presentations, Mr Bransden and Mr Phillips retired to enable members of the Council to vote. Mrs Watson said that both candidates were excellent and it would be a pity to have to choose between them just three months before an election. She proposed that the vacancy should not be filled but that both candidates should be invited to attend meetings of the Parish Council's Committees. Mrs Black seconded and the proposal was agreed by a majority.

Mr Bransden and Mr Phillips were invited to return and were informed of the Council's decision.

4 MINUTES

ACTION

4.1 FULL COUNCIL

The minutes of the meeting held on 5 December 2002 were agreed and signed as a correct record.

Matters Arising

(i) Hanging Baskets

Members noted a letter from the South East in Bloom Co-ordinator but decided against applying. It was reported that two businesses – Henry Adams and Fowlers – had expressed interest in the question of sponsorship.

DJ

(ii) Rugby Club

It was reported that the fence had been agreed but not yet erected. Members noted that parking was still an issue. Miss Medhurst agreed to speak to the Club again.

KM

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| <p>(iii) Autumn Bulb Planting
Mrs Botting thanked Members for planting the bulbs but said that some remained. Mr Lee offered to plant the remaining bulbs at the school.</p> <p>(iv) Street Naming
It was reported that Mr Paterson believed there might be a problem with Swan Corner in terms of postal addresses.</p> <p>(v) Street Lights
It was reported that the light at Old Rectory Lane had been repaired.</p> <p>(vi) Risk Assessment
Members noted that the Planning & Services and Recreation & Open Spaces Committees had completed their risk assessment registers.</p> <p>(vii) Terms and Conditions of Employment
The review of terms and conditions of employment and the question of pensions had not yet been completed.</p> <p>(viii) Horsham District Food and Drink Festival
Mrs Black said this was an excellent idea but the list of local providers was wrong. She undertook to amend the list.</p> | <p>ACTION</p> <p>PL</p> <p>L/DJ</p> <p>HA</p> |
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4.2 RECREATION & OPEN SPACES COMMITTEE

Miss Medhurst presented the minutes of the meeting held on 16 January 2003. She said that the main issue was the condition of the showers. Mr Jolliffe said that he would come back to Council with a quotation for the necessary work.

Matters Arising

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| <p>(i) Needs Assessment
Mrs Black reminded Members that there was a badminton court at the Social Centre. The Clerk said that this had been included in the questionnaires.</p> <p>(ii) Playground Inspections
Mrs Botting offered to help if required. Mr Williams welcomed Mrs Botting's offer and said that he would call on her if necessary.</p> | <p>DJ</p> |
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4.3 PLANNING & SERVICES COMMITTEE

Mrs Botting presented the minutes of the meetings held on 28 November 2002 and 2 January 2003.

Matters Arising

28 November 2002

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| <p>(i) Enforcement Matters
Mrs Botting said that tipping to the right of Toat Café had been reported to the Enforcement Officer.</p> <p>(ii) PL/122/02 Blakewood, Blackgate Lane
Mrs Botting asked the Clerk to remind Planning that clarification of the occupancy conditions was required.</p> | <p>Clerk</p> |
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2 January 2003

ACTION

(iii) PL/66/02 113 Lower Street – Section 106 Agreement

It was reported that the Parish Council's comments had been passed to the District Council's Transport Officer.

(iv) PL/107/02 Five Bells Public House - Section 106 Agreement

Mrs Botting said that the developers were still working on the Parish Council's behalf to try to ensure that their contribution was allocated to the improvement of the showers.

(v) Village Signs

Mrs Barnett said that the Parish Council would probably need to seek permission to erect a sign at the junction of Broomers Hill Lane and the A29. She was exploring whether the posts for at least three signs could be erected before the end of March to enable the County Council to undertake the work.

CB

(vi) PL/125/02 Land North of Glebelands

Dr Tilbrook asked that the Planning & Services Committee should review the overall housing development plan and advise other Members on the position.

P & S

(vii) Risk Assessment

Mrs Botting drew attention to the Committee's view that the responsibility for open spaces and trees thereon should rest with the Recreation & Open Spaces Committee. She said that Mr Williams had undertaken to draft proposals for the review of all Committee terms of reference.

PW

(viii) Consultation on Amended Plans

Mrs Botting said Mr Frost had not yet replied to the Committee's invitation to attend a meeting.

(ix) Report of Tree Survey

Mr Williams said that the Tree Wardens would review the recommendations the following week and try to prioritise the work in order to spread the cost. He had been advised that trees should be surveyed every two years.

PW

(x) Electronic Information Sign

Mrs Botting noted that the Parish Council was still waiting to see a sign.

RECOMMENDATION

Hanging Baskets

Brigadier Shackell proposed that the Parish Council Should accept the quotation of £640 from D J Flynn for watering the hanging baskets. Mr Williams seconded and the proposal was agreed unanimously. Mrs Botting said that the Committee would need to discuss what to do with the waterer.

Clerk

4.4 FINANCE & POLICY COMMITTEE

Mr Ampstead presented the minutes of the meeting held on 9 January 2003.

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Matters Arising

ACTION

- (i) **Financial Relationship with Pulborough Social Centre**
Mrs Black said that the Social Centre's Accountant regretted that he would not be available until the beginning of February.
- (ii) **Standing Orders**
Mr Ampstead said that the Committee was reviewing the Parish Council's Standing Orders and would submit a revised draft to the March meeting of full Council. The revised Standing Orders would include new Financial Regulations. Mr Ampstead also reported that the Clerk was drafting a purchase order system.
- (iii) **Risk Assessment**
It was agreed unanimously that the Parish Council should adopt the risk assessment format drafted by Brigadier Shackell. Members noted that there would be some amendment of the content following consultations with Committees.
- (v) **Parish Council Expenditure Against Budget**
Members noted the report on expenditure against budget up to 31 December 2003.
- (vi) **Standards Board Roadshow**
Brigadier Shackell said that he had attended the Roadshow. Mr Jolliffe thanked Brigadier Shackell very much for attending on the Parish Council's behalf.
- (vii) **Broad Band**
Mr Ampstead exhorted Members to log on to the BT site to register their interest. Dr Tilbrook said that this was a good idea.

F & P
Clerk

Clerk

RECOMMENDATION

Mrs Black proposed that the Parish Council should ratify the Finance & Policy Committee's decision that the Clerk should be authorised to purchase a computer for up to £664 including delivery and installation. Mrs Watson seconded and the proposal was agreed unanimously.

Members

5 ACCOUNTING SOFTWARE

Dr Tilbrook proposed that, subject to the availability of resources, authority should be delegated to the Finance & Policy Committee to purchase a package from RBS Accounting Solutions at a cost of £1,270 plus £550 for data transfer if, in the Committee's view, the package was cost effective in terms of reports produced and time taken. Brigadier Shackell seconded and the proposal was agreed unanimously.

F & P

6 MARKET TOWNS INITIATIVE

Mr Ampstead reported on a number of Community events. He thanked those who had helped at the Community Awareness Event which had been well attended. Dr Tilbrook said that a lot of people were not aware of the Parish Council's activities. Mr Ampstead recommended that Members should go out and talk to

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people more. Brigadier Shackell commented that this was the aim of the Newsletter. **ACTION**

Mr Ampstead said that a visioning workshop had been held. The next meeting would be on 15 February when all would be welcome. He said that the other three towns had more people involved than Pulborough and asked for more input. The next stage was the preparation of action plans and there was a need for a Village Design Statement. **Members**

Brigadier Shackell proposed a vote of thanks to Mr Ampstead for his drive and enthusiasm in directing the initiative.

7 REPRESENTATIVES' REPORTS

1) St Mary's School

Mr Lee said that all was going well.

8 CORRESPONDENCE

1) External Auditor's Certificate and Opinion

Members noted that the Certificate had been received and displayed on the Parish Council's notice boards. The Auditor had amended section 1 of the annual return (having previously asked for the figures to be changed) but had agreed the annual accounts. The Auditor had also noted that no formal risk assessment had been undertaken.

2) Freedom of Information Act

Members noted that the Information Commissioner had accepted the Parish Council's Scheme and delegated responsibility for publishing the Scheme to the Finance & Policy Committee. **F & P**

3) Government Regions Sounding Exercise

Mr Jolliffe proposed that Members should complete questionnaires on an individual basis and return them to the Clerk by the following Tuesday. **Members**

4) Draft Regional Transport Strategy

Members noted that the draft Strategy had been received. Mr Williams undertook to read the draft. **PW**

5) Subscriptions to SALC and NALC for 2003/4

Members noted an increase of 10% in subscriptions.

6) WSCC Cultural Strategy for West Sussex

Members noted that a report had been received on the Next Steps.

7) ASHTAV News

Members noted that three copies of the Newsletter had been received.

9 PAYMENTS

It was reported that the Chairman had authorised a number of emergency payments during December and January.

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		£	ACTION
Garden Landscapes	Bus shelter	950.90	
Hamilton Cole	Pavilion electrics	120.32	
Kew Electrical	Christmas lamps	91.34	
Banham	Alarm maintenance	209.15	
Norwich Union	Social Club Insurance	2,458.71	
Crystal Technology	Office Computer	704.00	

The following payments were authorised at the meeting:

Social Centre	Room Hire	98.70
London Electricity	Gas	206.76
Mazars	Audit Fee 2001/02	763.75
WF Electrical	Christmas lamps	18.07
J Dorling	Salary & expenses	918.67
Inland Revenue	Tax + NI	444.74
Travis Perkins	Salt	16.17

Mandate

As recommended by the Parish Council's Internal Auditor and agreed by the Finance & Policy Committee, Members resolved that a new Mandate should be signed in respect of the Parish Council's Wages & Salaries Account.

It was resolved that the Clerk should continue to be the sole signatory for the Account but that limits should be introduced on the amount of individual cheques and on the total expenditure in any one month. The Clerk would be authorised to sign individual cheques up to a value of £750 and cheques up to a value of £2,500 in any one month. Payments over the limits would require one additional signature from either the Chairman or Vice Chairman of Council or the Chairman of the Finance & Policy Committee.

A new Mandate was signed by the Chairman and the Clerk.

10 ITEMS RAISED BY COUNCILLORS

1) Social Centre Keys

Mrs Black expressed concern about the whereabouts of the Parish Council's keys to the Social Centre. Mr Jolliffe undertook to speak to Mr Shaw.

DJ

2) Rivermead Bus Shelter

Mrs Speer asked that the quotation for repairs to the roof should be chased.

Clerk

3) Film

Mrs Watson reminded Members that there was a film showing at the Social Centre on the first Monday of every month. The film to be shown on Monday was Serendipity and tea and biscuits would be served from 7.00 pm.

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4) Crime in Pulborough

ACTION

Dr Tilbrook asked whether Members were concerned about an increase in crime in Pulborough. For example, the railway station had been broken into and a post van had been stolen. Mr Jolliffe replied that the issue of crime in Pulborough had been raised with Sussex Police but the response was that resources could not be dedicated to an area with such a low crime rate.

5) Fruit Basket

Dr Tilbrook said it was very sad that the Fruit Basket was closing. Mrs Botting said that fresh fruit and vegetables would be available at the new Co-op store.

The meeting closed at 9.55 pm.

..... Chairman

..... Date