

PULBOROUGH PARISH COUNCIL

An ordinary meeting of Pulborough Parish Council was held at the Village Hall on Thursday 27 March 2003 at 7.00 pm

Present:

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

District Councillor

Mrs M Downes

In attendance: Mr N Bransden Mr D R Phillips

1 APOLOGIES FOR ABSENCE

Miss K Medhurst
Mrs P Arculus (County Councillor)

2 DECLARATIONS OF INTEREST

Mr Ampstead declared an interest in the Parish Council contribution to the Market Towns Initiative (item 7 2)) and left the meeting during discussion of this item.

3 FACTS ABOUT FLOODING

Mr Neil Burns gave a presentation with video and slides on flooding during recent winters and its effects on customers. He outlined responsibilities for drainage and explained that expenditure on the prevention of flooding was limited by OFWAT. Whilst Southern Water could take some action, it was important that all those responsible for the system should work together.

In response to questions, Mr Burns said that the Parish Council could help by influencing behaviour at grass roots level. He also said that there were capacity problems at Swan Bridge but that these were not sufficiently acute to inhibit the current development. In principle, where there were capacity problems, Southern Water tried to ensure that developers paid for enlargement of the system.

Mr Jolliffe thanked Mr Burns for his presentation and Mr Burns left.

4 MINUTES

ACTION

4.1 FULL COUNCIL

The minutes of the meeting held on 30 January 2003 were agreed and signed as a correct record.

Matters Arising

There were no matters arising.

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- 4.2 RECREATION & OPEN SPACES COMMITTEE** **ACTION**
In the absence of Miss Medhurst, the minutes of the meeting held on 13 March 2003 were received but not discussed.
- 4.3 PLANNING & SERVICES COMMITTEE**
Mrs Botting presented the minutes of the meetings held on 6 February and 6 March 2003.
- Matters Arising**
6 February 2003
- (i) **Tree Survey**
Mr Williams asked whether any quotations had been received for the proposed work. The Clerk said that quotations had been requested by 30 April.
- (ii) **PL/52/02 (Amended) Garage Court adjacent Dennis Court**
Mrs Botting said that the Committee was still fighting the siting of the proposed bungalow. The footpath was due to close on 30 March and Mrs Botting suggested that Members should complain to the County Council. **Members**
- (iii) **Rivermead Bus Shelter**
Mrs Botting said that the work on the bus shelter had been completed. Mr Williams reported that the lock was still not secure. **Clerk**
- 6 March 2003**
- (i) **Village Signs**
It was reported that W T Lamb Properties had given their consent for the erection of a sign on their land at the junction of Broomers Hill Lane subject to certain conditions. **Clerk**
- (ii) **Kissing Gate between Rivermead and the Wild Brooks**
Members noted that the Committee had agreed in principle to install kissing gates at both this site and Barnhouse Lane subject to the landowner's consent. **Clerk**
- (iii) **Community Information Sign**
Photocopies of a model sign were circulated. Mrs Botting said that the preferred site was on the corner between Lower Street and Brooks Way but this still needed to be discussed. **JB**
- 4.4 FINANCE & POLICY COMMITTEE**
Mr Ampstead presented the minutes of the meeting held on 20 February 2003.
- Matters Arising**
- (i) **Business Management Plan**
Mr Ampstead said that a redraft of the plan was in hand. **LA**
- (ii) **Insurance**
Mr Ampstead said that a review of the Parish Council's insurance was in hand. **Clerk**
- (iii) **Risk Assessment**
Mr Ampstead thanked the Planning & Services and Recreation & Open Services Committees for their contributions and said that the final document would be available soon. **Clerk**

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(iv) Grant Applications

Mr Ampstead said that the committee would continue to review grant applications received.

ACTION

F & P

(v) Pay and Salary Increases 2003/04

Members noted that the Committee had agreed an increase of 4% from 1 April 2003 for hourly and weekly paid staff and that the Clerk's salary had been increased in line with the NALC salary scales. Mr Ampstead said that the population of Pulborough did not exceed 5,000.

It was reported that the Recreation & Open Spaces Committee had agreed that the Groundsman should be paid a flat monthly rate based on hours worked in the current year.

(vi) Election

Members were reminded that Nomination Papers and Consent to Nomination forms must be delivered to the District Council by noon on 1 April.

5 STANDING ORDERS

Brigadier Shackell proposed that the Parish Council should adopt the revised Standing Orders which had been circulated with the Agenda. Mrs Botting seconded and the proposal was agreed unanimously. Mr Jolliffe thanked Mr Williams for his work.

6 TERMS AND CONDITIONS OF EMPLOYMENT

Members noted that the proposed terms and conditions of employment for the Clerk included provision for the Clerk to join the Local Government Pension Scheme. Mrs Watson proposed that the Parish Council should adopt the proposed Contract of Employment. Mrs Black seconded and the proposal was agreed unanimously.

7 MARKET TOWNS INITIATIVE

1) Report

Mr Ampstead said that the project was moving forward and that Mr Shaw was now Chairman for Pulborough. A workshop had been held on the issues and more information was needed on sports facilities and over 65s. The top issue was policing. Another meeting had been arranged to discuss action plans. A local heritage survey was a possibility. Dr Tilbrook noted that the police charge on Council Tax had been increased by nearly 40%.

2) Parish Council Contribution to the Project

Mr Ampstead left the meeting for this item. Mrs Botting proposed that the Parish Council should contribute £1,000 to the project in 2003/04 and, subject to satisfactory progress in Pulborough, a similar sum in the following two years. Mr Williams seconded and the proposal was agreed unanimously. On return, Mr Ampstead confirmed that some of the contribution could be offset against activities in kind, for example the provision of clerical assistance.

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| 8 | REPRESENTATIVES' REPORTS | ACTION |
| | <p>1) Newsletter
Mr Shaw said that the Newsletter had gone to press. Councillors' details had been removed due to the forthcoming election. The Newsletter had been received 75% funding from The Countryside Agency.</p> <p>2) Pulborough Carnival
Mr Shaw said the arrangements for the Carnival were going well.</p> <p>3) Sports Consultation Group
Mr Shaw said that the Group was currently considering future facilities. He would circulate minutes of the recent meeting shortly.</p> <p>4) Horsham District Association of Local Councils
Mr Williams said that he had recently attended a meeting. The main item of interest raised was the proposed delegation to Parish Councils of some planning matters.</p> | |
| 9 | CORRESPONDENCE | |
| | <p>1) Horsham District Landscape Character Assessment – Stakeholder Meeting
Mr Jolliffe and Mrs Hompstead said that they would attend the Meeting on 10 April.</p> <p>2) Strategy for Gypsies and Travellers in West Sussex
Members noted the Strategy.</p> <p>3) HDC Museums and Heritage Strategy
Members noted an invitation to attend a meeting at 7.00 pm on Monday 7 April.</p> <p>4) DEFRA Paper on the Quality Town and Parish Council Initiative
Copies of the paper were circulated for Members' information.</p> <p>5) Cultural Strategy for West Sussex
Members noted an invitation to attend the launch at 9.45 am on Friday 11 April.</p> | NH/DJ |
| 10 | PAYMENTS | £ |
| | Garden Landscapes | Bus Shelter 535.00 |
| | Freelance Design | Newsletter 311.38 |
| | Southern Water | Allotments 11.81 |
| | Southern Water | Recreation Ground 516.84 |
| | Social Centre | Room Hire: MTI 37.00 |
| | London Electricity | Gas 36.95 |
| | Viking Direct | Stationery 220.93 |
| | Burgess&Randall | Supplies 10.13 |
| | J Dorling | Salary & Expenses 938.62 |
| | Inland Revenue | Tax + NI 444.74 |
| | NRG Group | Photocopier 278.65 |
| | SEEBOARD | Sopers Lights 4,812.14 |
| | Mark Weston | Village Signs 1,000.00 |

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11	ITEMS RAISED BY COUNCILLORS	ACTION
	1) District Councillor Mr Jolliffe and Members thanked Mrs Downes for her sterling work as a District Councillor and expressed their regret that she had decided not to stand for election.	
	2) Taping Meetings Dr Tilbrook proposed that the Council should adopt a voluntary code of conduct to require anyone who wanted to tape a meeting of full Council or its Committees to seek the permission of the Chairman and to agree to abide by the decision of the Chairman. Mrs Black seconded and the proposal was agreed by a majority. Mr Jolliffe suggested that it might be possible to add a codicil to the Parish Council's Standing Orders but said that this would have to be a matter for the new Council.	F & P
	3) Declarations of Interest Dr Tilbrook questioned whether all Parish Council Trustees should declare an interest in matters relating to Pulborough Social Centre. Mr Jolliffe suggested that the new Council should consider this matter.	F & P
	4) Footpath Mrs Watson asked whether the Parish Council would have any objection to one of her neighbours tidying up the Twitten between Batts Lane and West Chiltington Road. The Clerk said that the District Council had been unable to ascertain who owned the path which was known as Green Lane. Members said that they had no objection to the proposed work.	
	5) Litter Dr Tilbrook commented that the Village was very untidy at the moment. Mr Jolliffe said that he had been assured by Horsham Direct Services that Sopers Hilll would be cleared and that Pulborough would receive special attention.	
	6) Micro Business Fair Mrs Downes said that the Fair had been very well attended.	

The meeting closed at 9.05 pm.

..... Chairman

..... Date