

PULBOROUGH PARISH COUNCIL

An ordinary meeting of Pulborough Parish Council was held at Pulborough Social Centre on Thursday 24 July 2003 at 7.30 pm

Present:

Mrs J Botting (Chairman)	Mrs C Barnett
Mrs H Black	Mrs H Grey
Mrs N Hompstead	Mrs L Speer
Mr L Ampstead	Mr G Barclay
Mr N Bransden	Mr M Foster
Mr P Lee	Mr N Ryan
Dr A Tilbrook	Mr B Vincent

District Councillors

Mr B Donnelly	Mr R Paterson
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1 APOLOGIES FOR ABSENCE

Mrs P Arculus	Mr I Kiverstein
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2 DECLARATIONS OF ACCEPTANCE OF OFFICE

Declarations of Acceptance of Office were signed by Mrs Grey, Mrs Speer, Mr Ampstead, Mr Barclay, Mr Bransden, Mr Foster, Mr Lee, Mr Ryan and Mr Vincent and witnessed by the Proper Officer. It was reported that Mrs Hompstead and Mr Kiverstein had already signed Declarations so there were no Declarations outstanding.

3 DECLARATIONS OF INTEREST

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

4 ELECTION OF VICE CHAIRMAN

ACTION

Mrs Botting said that the Standing Orders required the Vice Chairman to be elected at the Annual Meeting of the Parish Council and for nomination forms to be circulated in advance of the meeting. Mr Donnelly had been elected Vice Chairman at the Annual Meeting but had since ceased to be a Parish Councillor. She had not deemed it appropriate to issue nomination forms before the current meeting because the majority of Members had not yet taken office. Mrs Botting proposed that the Standing Orders should be suspended to permit the meeting to receive nominations for the office of Vice Chairman. Dr Tilbrook seconded and the proposal was agreed unanimously.

Mrs Black proposed that Mrs Hompstead should be elected as Vice Chairman of the Parish Council. Dr Tilbrook seconded and the proposal was agreed unanimously. Mrs Hompstead accepted and was declared Vice Chairman of the Council for the year 2003/04.

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5 MINUTES

ACTION

5.1 FULL COUNCIL

The minutes of the meeting held on 26 June 2003 were agreed and signed as a correct record.

Matters Arising

(i) Village Signs

Mr Paterson said that Andrew Frost had informed him that advertisement consent for the proposed signs would not be necessary.

(ii) Community Information Sign

Mrs Botting reported that she had enjoyed a constructive meeting with the agents for the landlord of Lower Street Surgery. The Clerk reported that she had received a telephone call to say that consent had been granted.

(iii) Community Notice Board

It was reported that a meeting had been arranged with Mrs Kaiser for the following week. Mr Paterson said he would remind the District Council that the Tourist Information Sign needed to be replaced.

RP

(iv) Pulborough Sports & Social Club

It was reported that a useful meeting had been held with the Chairmen of the Sports Clubs. It has been agreed that stringent conditions would be attached to the issue of any licence to the Sports & Social Club from 1 January 2004. The conditions would include the agreement of a proper constitution for the Sports & Social Club, proper accounting procedures, membership controls, arrangements for management of the Club and provision for the Parish Council to audit and control the Club's operations. The Clerk had asked the Parish Council's Solicitors to draft a new Licence.

It was agreed to invite the Chairman and Officers of the Sports & Social Club to an informal meeting to discuss the terms for a new licence. Mr Paterson suggested – and it was agreed – that Mr Donnelly should attend together with the Chairman of the Parish Council.

Clerk

(v) Youth Club

Mrs Barnett said that the Chairman of Pulborough Youth Club had asked her to write to Saxon Weald Homes on behalf of the Parish Council requesting help with repairs to the Youth Club roof, which was leaking. The estimated cost of repairs was £4,000. Mr Paterson said that he would speak to Mrs Arculus since the premises belonged to the Council.

RP

The Clerk reported that the Parish Council had in the past awarded the Youth Club an annual grant of £1,000. There was no specific budget for individual grants this year. However, funds could be made available now because a grant of £2,000 towards the cost of Pulborough Carnival

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would not be needed this year. Mr Bransden proposed that Mrs Barnett should inform the Youth Club that a grant of £1,000 could be made available immediately and that an additional grant could be considered. Mrs Grey seconded and the proposal was agreed unanimously.

**ACTION
CB**

3.2 PLANNING & SERVICES COMMITTEE

Mrs Botting presented the minutes of the meeting held on 3 July 2003.

Matters Arising

(i) Environmental Improvement Grants

Mrs Black reported that the Trustees of Pulborough Social Centre were opposed to the suggestion that steps should be installed between the car park and the Social Centre. They had suggested that a shorter access from the memorial garden might be helpful to people with disabilities. It was agreed to write to ask the District Council to review the access and egress from the car park.

Clerk

6 ANNUAL ACCOUNTS 2002/03

Members noted that the annual accounts had been agreed at the meeting of full Council on 26 June prior to submission to the internal auditor. The Chairman explained that the internal auditor was normally expected to provide a report on the accounts before full Council considered them. Unfortunately, whilst the internal auditor had examined the accounts during the year, he had not been available until the end of June to consider the annual accounts. The internal auditor had now considered the accounts and required an amendment to the presentation of two adjustments shown on the trial balance. Mrs Black proposed that the Annual Return and the annual accounts should be approved subject to Mr Kiverstein agreeing the minor amendments requested by the internal auditor. Dr Tilbrook seconded and the proposal was agreed unanimously.

Note: Mr Kiverstein agreed the amendments to the trial balance on his return from holiday and the Chairman confirmed the Parish Council's approval of the accounts and agreed that the notice of appointment of date for the exercise of electors' rights should be displayed as soon as possible.

Clerk

7 COMMITTEE ALLOCATIONS

The following Committee membership was agreed:

(I) Planning & Services Committee

Chairman	Mrs J Botting
Vice Chairman	Mr N Bransden
Members:	
Mrs C Barnett	Mrs L Speer
Mrs N Homestead	Mr M Foster
Mr P Lee	Dr A Tilbrook

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(ii) Recreation & Open Spaces Committee **ACTION**

Chairman	Mr P Lee
Vice Chairman	Mrs L Speer
Members:	
Mrs C Barnett	Mrs H Grey
Mr N Ryan	Mr B Vincent
Ex Officio Members	
Mrs J Botting	

(iii) Finance & Policy Committee

Chairman	Mr I Kiverstein
Vice Chairman	Mrs H Black
Members:	
Mr M Foster	Mr N Ryan
Dr A Tilbrook	Mr B Vincent
Ex Officio Members	
Mrs J Botting	Mrs N Hompstead
Mr P Lee	

Mr Barclay said that he would be happy to fit in wherever he was needed. It was agreed that Mr Ampstead would not join a Committee at present because of his work with the Horsham Towns Project.

It was agreed to order two reference books to assist the Planning Committee and a further copy of 'Local Council Administration'. Mrs Hompstead and Mr Foster undertook to review the two planning reference books.

Clerk

MF/NH

8 REPRESENTATIVES

The following Parish Council representatives were agreed:

Youth Club	Mrs C Barnett	Mr P Lee
Village Hall Trustees	Mrs H Black (Chairman)	
	Mr P Cooper (nominated)	
	Mr M Foster	
	Mr N Ryan	
	Mr B Vincent	
	Mrs K Watson (nominated)	
Nutbourne Recreation Ground Trustees	Mrs H Grey	Mr B Vincent
Horsham District Association of Local Councils	Mr M Foster	Mrs H Grey
Sussex Association of Local Councils	Mr M Foster	Mrs J Dorling

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Horsham ICT Group	Mr L Ampstead	Mr H Barrett	ACTION
Local Authority Governor	Mr P Lee		
Crime Prevention Panel	Mrs N Hompstead		
Community Mini Bus	Mrs H Grey		
Community Care	Mrs H Grey		

Horsham Towns Healthcheck

Mr Vincent suggested that there was a need to improve co-ordination between the project and the Parish Council. Mr Bransden and Foster said that they would be happy to be involved.

Parish Council Newsletter

Copies of the Newsletter were circulated. It was reported that the Newsletter had been distributed at a Community Workshop and at the Annual Parish Meeting but that further distribution had been delayed because of the two elections in Pulborough. Members decided that the Newsletter was a useful blueprint but that the content was no longer appropriate for it to be distributed more widely. Any future editions would also require professional proof reading.

It was agreed in principle to establish an informal communications group. Mrs Barnett, Mrs Grey, Mr Bransden, Mr Foster and Mr Vincent agreed to be members. The first meeting would be held the following week and would consider the publication of a further Newsletter and reinstatement of the Parish Council web site. Mr Foster suggested that November might be a suitable target date for the publication of a Newsletter.

9 BANK SIGNATORIES

It was agreed that the Chairman and Vice Chairman of full Council and of each Committee should continue to be the authorised signatories for the main Business Accounts, with the Clerk authorised to sign cheques in respect of the Wages & Salaries Account and listed as a signatory for the other accounts to facilitate enquiries and instructions to the Bank. Mrs Black, Mrs Botting, Mrs Dorling, Mrs Hompstead, Mrs Speer, Mr Bransden and Mr Lee signed authorised signatories sheets. (Mr Kiverstein had already signed). Mrs Botting and Mrs Dorling certified the signatures and signed a new Mandate. Mrs Hompstead and Mr Bransden undertook to present identification details to NatWest.

NB/NH

10 SPORTS PAVILION

Mrs Black proposed that the Parish Council should authorise the following additional expenditure in respect of improvements to the showers and changing rooms.

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- electrical work to connect four extractor fans and controllers, including RCD Protected spur points in order to give earth fault protection, all plastic conduit, fittings, accessories, cabling
£740.00 net
- to install 1 electronic inhibitor to reduce the scale to the heaters and shower heads
£263 net
- to jet wash the tiles in the changing room area, rake out defective grout and to regrout where necessary
£498 net
- to redecorate the changing rooms, including all internal doors, windows and pipework
£1,150 net

ACTION

Members noted that all the additional expenditure could be met from Reserves.

Clerk

11 REPRESENTATIVES' REPORTS

There were no reports.

12 PAYMENTS

		£
Burgess&Randall	Supplies	91.62
Rob Hook	Clear Ditch	680.00
HDC	Village Sweeping	342.71

June Wages and Salaries

		£
J C Jupp	MSF	176.63
G Martin	Caretaker	286.12
B Tee	Village Warden	453.69
A Pettendrup	Assistant Clerk	586.15
M J Leadbeatter	Groundsman	307.70
Inland Revenue	Tax and NI	<u>436.77</u>
Total		2,247.06

13 CORRESPONDENCE

There was no correspondence.

14 ITEMS RAISED BY COUNCILLORS

1) New Councillors

Mr Donnelly congratulated the new Councillors on their election.

2) Community Workshop

Mr Ampstead asked for permission to display posters promoting the Workshop to be held on 2 August. Permission was granted.

3) Swan Corner

Mrs Grey reported that the street light at Swan Corner had been removed and that there was no proper walk way. It was agreed to raise this matter with the County Council.

Clerk

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| 4) | Library Footpath
Mrs Grey said that the footpath was very uneven. It was agreed to raise this matter with the County Council. | ACTION

Clerk |
| 5) | Potts Lane
Mrs Grey said that the street light in Potts Lane was on all day. She also said that the lady at Jessamine Cottage had offered to help with youth activities. | Clerk
CB |
| 6) | 10 Collingwood
Mrs Botting asked whether the tree surgeon might speak to Mr Haines about the overhanging field maple. | Clerk |

The meeting closed at 9.50 pm.

..... Chairman

..... Date