

## PULBOROUGH PARISH COUNCIL

An ordinary meeting of Pulborough Parish Council was held at Pulborough Social Centre on Thursday 19 February 2004 at 7.30 pm

Present:                    Mrs J Botting (Chairman)                    Mrs C Barnett  
                                 Mrs H Black                                    Mrs N Hompstead  
                                 Mrs H Grey                                    Mr L Ampstead  
                                 Mr N Bransden                                Mr M Foster  
                                 Mr I Kiverstein                                Mr N Ryan  
                                 Mr B Vincent

### County Councillor

Mrs P Arculus

**In attendance:**        Mr Dean Smith

#### 1        **APOLOGIES FOR ABSENCE**

                                 Mrs L Speer                                    Mr B Donnelly  
                                 Mr R Paterson

#### 2        **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### 3        **MINUTES**

**ACTION**

##### 3.1     **FULL COUNCIL**

The minutes of the meeting held on 11 December 2003 were agreed and signed as a correct record.

##### **Matters Arising**

##### **(i)        Festival of Christmas Trees**

Members thanked Mrs Grey for decorating a Christmas tree.

##### **(ii)     Village Signs**

Members were pleased to note that the first sign had been installed at Mare Hill Road.

##### **(iii)    Pulborough Community Partnership**

It was reported that the land adjacent to Swan Bridge was under water and had been withdrawn from sale.

##### **(iv)    Sports Pavilion**

It was reported that the roof had been repaired.

##### 3.2     **FINANCE & POLICY**

Mr Kiverstein presented the minutes of the meeting held on 15 January 2004. He said that the Committee had been very active.

##### **Matters Arising**

##### **(i)        Expenditure against Budget 2003/04**

Mr Kiverstein said that the Committee had confirmed that the Parish Council had sufficient funds to cover its commitments, although some items had been funded from reserves.

##### **(ii)     Revised Risk Assessment**

Members noted that the financial risk assessment had been revised and that Committees would be asked to consider relevant items throughout the year.

## PULBOROUGH PARISH COUNCIL

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| <p>(iii) <b>Internal Audit Action Plan</b><br/>Mr Kiverstein said that the Committee had been very pleased with the interim internal audit. Few items had been raised.</p> <p>(iv) <b>Employment Contracts</b><br/>Mr Kiverstein said that employment contracts were being finalised and would need to be discussed with individual staff.</p> <p>(v) <b>Health &amp; Safety</b><br/>The adoption of the interim health &amp; safety policy, which had been circulated with the Agenda, was confirmed. The risk assessment and action plan would be refined as soon as possible.</p> <p>(vi) <b>Communications</b><br/>Mr Kiverstein said that the web site was in operation and needed more information. It was agreed that Mr Colin McKenna of West Sussex County Council should be approached as a possible speaker at the Annual Parish Meeting.</p> | <p><b>ACTION</b></p> <p><b>F&amp;P Clerk</b></p> <p><b>Clerk</b></p> |
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### RECOMMENDATION 1

Mr Kiverstein reminded Members that the Parish Council had resolved to join the Local Government Pension Scheme. There was an outstanding problem in respect of a five year backlog of contributions for the Clerk's pension. He proposed that the Parish Council should accept the recommendation from the Finance & Policy Committee to contribute pension contributions for two years immediately – 2002/03 and 2003/04 – and to purchase one additional year's contributions in respect of the backlog during the following two years provided the Clerk undertook not to enter a claim for pension entitlement for the other two years of her employment. Mrs Hompstead seconded and the proposal was agreed unanimously.

**IK**

### RECOMMENDATION 2

Mr Kiverstein proposed that the Parish Council should accept the recommendation from the Finance & Policy Committee to accept a proposal from Wests Printing Works Limited for a newsletter for Pulborough similar to the one published by Steyning Parish Council. He said that the proposed publication would be at no cost to the Parish Council because advertising would cover the printing and distribution costs.

Mrs Black expressed concern that the proposed Newsletter would compete for advertising with the Parish Magazine. Members said that this should not be a problem because the Parish Magazine had a waiting list for advertisers. Mrs Black offered to write an article for the Parish Magazine after each meeting of Full Council. Members thanked Mrs Black and accepted her offer.

Mrs Botting seconded Mr Kiverstein's proposal and the proposal was agreed unanimously.

## PULBOROUGH PARISH COUNCIL

It was agreed that there should be a written agreement for a period of one year to produce a six page Newsletter in a similar format to that of Washington Parish Council. The village sign should be used as a logo and the Newsletter should be green.

**ACTION**

**Clerk**

It was suggested that local groups and Sports Clubs should be invited to contribute periodically to the Newsletter. Useful local telephone numbers should also be included. Mrs Arculus mentioned the A to Z of services produced jointly by the District and County Councils.

### 3.3 PLANNING & SERVICES COMMITTEE

Mrs Botting presented the minutes of the meetings held on 8 January and 5 February 2004.

#### **Matters Arising**

#### **(i) A Housing Needs Survey for Pulborough**

Mrs Botting said that it would be helpful if Members could collate and distribute some copies of the questionnaire. This would reduce both the burden on staff and the cost of postage. The following Members offered their help:

Mrs Black	Lower Street, Swan View and Rivermead	<b>HB</b>
Mrs Grey	Lyntons and Station Road	<b>HG</b>
Mrs Hompstead	Downlands	<b>NH</b>
Mr Ampstead	Masons Way	<b>LA</b>
Mr Kiverstein	Tudor Close and West Chilmington Road	<b>IK</b>
Mr Ryan	Batts Lane and West Mare Lane	<b>NR</b>

Mrs Grey said that her husband would also collate some of the questionnaires.

**HG**

#### **(ii) Review of the Provision of Public Conveniences**

Mrs Black said that she had received a letter from the Chief Executive of Horsham District Council proposing that the public should be allowed to use the toilets at the Social Centre. She said that the community groups which used the hall were aghast at the proposal and that the Charity Commissioners would not consent to the proposal. In addition, the Centre's insurers had said that they would not provide cover and the cleaners were not willing to clean a public toilet.

Members were very concerned about the proposed removal of the facilities. It was reported that the District Council had entered a partnership with Billingshurst Parish Council to provide public toilets. Mr Bransden suggested that Section 106 funding should be requested and that it might be possible to attach toilets to bus shelters.

#### **(iii) Planning Applications**

Mrs Botting drew attention to the Committee's objection to extensions proposed at Little Ditchlings in Rectory Lane and at 10 Nutcroft.

## PULBOROUGH PARISH COUNCIL

- (iv) **Swan Bridge** **ACTION**  
Mrs Botting reported that the Environment Agency had agreed to provide a digger to clear the area south of the old bridge and that the County Council had undertaken to tidy up the trees and to replant as necessary. Mr Ampstead said that Mr Aylott was still trying to secure the land to the west of the bridge and that Pulborough Community Partnership would apply for Lottery Heritage funding for improvements to the old bridge.
- (v) **Section 106 Agreements** **Clerk**  
Mrs Botting outlined the Committee's priorities for Section 106 funding. It was agreed to add public conveniences to the list.  
  
Mrs Arculus asked whether the school had done anything about safe routes to school. Mrs Barnett undertook to speak to the Headteacher. **CB**
- (vi) **Public Rights of Way** **Clerk**  
It was reported that the footpath by Downview was now closed. It was agreed to ask the developers if they would kindly cut the vegetation.

### 3.4 RECREATION & OPEN SPACES

In the absence of Mr Lee and Mrs Speer, Mrs Barnett presented the minutes of the meetings held on 29 January 2004. She explained that the format for meetings had been changed. The first part of the meeting, which was attended by sports representatives, had been designated an Advisory Committee. This was followed by a separate meeting of Members at which decisions could be made.

#### **Matters Arising**

- (i) **Bowling Club** **Members**  
Mrs Barnett asked Members to keep the evening of 14 May free for the annual invitation bowling match. Mrs Botting said that this was a most enjoyable evening. No experience was necessary and partners were welcome to attend. The match was followed by a ploughman's supper in the Clubhouse.
- (ii) **Playground Inspection** **Members**  
Mrs Botting said that volunteers would be needed to paint the equipment in the children's playground. Mrs Grey recommended using a rust sealant.
- (iii) **Rent from Tenancies**  
Mrs Barnett drew Members' attention to a review of the rent for the allotments and the sports clubs.
- (iv) **Pocket Park**  
Members noted that arrangements were being made to repair the footbridge and to clear the culvert.
- (v) **Cousins Way Recreation Field**  
The Clerk said that she was still pursuing the question of a notice prohibiting dumping with the District Council. The padlock had been replaced.

## PULBOROUGH PARISH COUNCIL

### RECOMMENDATION

### ACTION

Mrs Botting proposed that the Parish Council should accept the recommendation from the Recreation & Open Spaces Committee that there should be a programme for Members to walk round the village and to check and tidy the Parish Council's open spaces, and that each Councillor should take responsibility for monitoring a specific area.

Mrs Arculus said that Coldwaltham Parish Council had people who walked round and checked the village. Mr Kiverstein suggested that a list of areas to be checked should be provided.

Clerk

Mr Bransden seconded and the proposal was agreed unanimously. Mrs Botting undertook to suggest a date and to invite Members back to Woodbrooke Farm afterwards.

JB

#### 4 VACANCIES FOR PARISH COUNCILLORS

Mrs Botting proposed that Mr Boulton should be co-opted with immediate effect to fill the current vacancy. Mr Bransden seconded and the proposal was agreed by a majority. However, some Members felt that this would not accord with the Parish Council's Standing Orders. Mrs Grey therefore proposed that Mr Boulton should be invited to present himself as a candidate for co-option at the next meeting of Full Council. Mr Kiverstein seconded and the proposal was agreed

Clerk

Mrs Botting said that Mr Gavin Barclay had failed to attend any meetings throughout six consecutive months and had therefore ceased to be a Member of the Council under section 85 of the Local Government Act. She proposed that a second vacancy should be declared and publicly notified. Mr Bransden seconded and the proposal was agreed unanimously.

Clerk

#### 5 ELECTRONIC INFORMATION SIGN

Mrs Black said that some motorists had complained that the sign was a distraction. Mrs Botting proposed that the sign should be reinforced with a polycarbonate screen and metal casing and reinstalled at the same site. Mr Bransden seconded and the proposal was agreed by a majority.

Clerk

#### 6 SPORTS PAVILION

Mr Vincent presented preliminary plans for rebuilding and extending part of the pavilion. He said that these plans were for a single storey building. If a second storey was erected, it would be possible to provide indoor sports facilities. Mr Vincent suggested that the next step was to talk to the Planning Authority to ascertain whether a two storey building would be permitted.

Clerk

Mr Ryan suggested that a business case was needed for the proposed development. Mr Kiverstein said that residents of

**PULBOROUGH PARISH COUNCIL**

Pulborough could not be asked to fund an expanded social area. Mrs Hompstead suggested that a fresh start might be preferable to the proposed piecemeal approach. Mrs Botting said that she would report Members' views to the Club.

**ACTION**  
**JB**

**7 REPRESENTATIVES' REPORTS**

**1) Care in the Community**

Mrs Grey said that the Association's last meeting had been excellent. The Association had discussed the needs in Pulborough and concluded that the priorities were housing for the elderly and a skateboard park

**2) Pulborough Healthcheck Project**

Mrs Black said that she had attended a recent meeting of the Horsham Towns Steering Group. She said that progress in the other towns was better than in Pulborough. There were some good offers of help in Pulborough but Pulborough Community Partnership lacked leadership. The Partnership needed a strong and energetic Chairman who could spare about one day a week.

Mr Ampstead said that a mystery shopper from Tourism South East had visited Pulborough Council and would report back in about four weeks.

**8 PAYMENTS**

		<b>£</b>
Burgess&Randall	Padlock	25.65
Zurich Municipal	LCAS Membership	287.88
Ash Reid Design	Install Slide	571.99
HDC	Village Sweeping	342.71
A C Pettendrup	Labels	135.20
Viking	Stationery	79.09
BT	Telephone + Alarm	103.53
PSSC	Repairs To Roof	<b>3,078.00</b>

**9 CORRESPONDENCE**

**1) Traffic Control**

Members noted the County Council's response to the Parish Council's requests for traffic control measures.

**10 URGENT MATTERS RAISED BY COUNCILLORS**

**1) Broadband**

Mr Ampstead reported that Broadband would be available in Pulborough from 31 March.

The meeting closed at 10.20 pm.

..... Chairman

..... Date