

PULBOROUGH PARISH COUNCIL

An ordinary meeting of Pulborough Parish Council was held at Pulborough Social Centre on Thursday 25 March at 7.30 pm

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

District Councillor
Mr B Donnelly

In attendance: Mrs J Baker Mr D Boulton
 Mr D Jolliffe

1 **APOLOGIES FOR ABSENCE**

 Mrs C Barnett Mr I Kiverstein
 Mr Lee was not present

2 **DECLARATIONS OF INTEREST IN AGENDA ITEMS**

There were no declarations of interest.

3 **VACANCIES FOR PARISH COUNCILLORS**

ACTION

Mrs Botting invited Mr Boulton to present himself to the Council, and to say why he had applied to become a Parish Councillor. After a brief presentation and questions from Members, Mr Boulton and the two members of the public retired to enable members of the Council to vote. Mrs Botting proposed that Mr Boulton should be co-opted as a Member of the Parish Council. Mr Vincent seconded and the proposal was agreed unanimously.

Mr Boulton and the two members of the public were invited to return and were informed of the Council's decision.

STATUTORY DECLARATION

Mrs Botting invited Mr Boulton to sign the Statutory Declaration of Acceptance of Office. The Clerk witnessed Mr Boulton's signature.

4 **MINUTES**

4.1 **FULL COUNCIL**

The minutes of the meeting held on 19 February 2004 were agreed and signed as a correct record.

Matters Arising

There were no matters arising from the minutes.

4.2 **FINANCE & POLICY**

Mrs Botting invited discussion of matters arising and listed on the Agenda from the minutes of the meeting held on 26 February 2004.

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Matters Arising

ACTION

- (i) **Pension Arrangements for the Clerk**
The Clerk withdrew during discussion of this item.
- (ii) **Reserves**
Members noted details of the funds transferred to the Parish Council's reserves.
- (iii) **Financial Regulations**
Mrs Black proposed that the Parish Council should adopt the amended Financial Regulations. Mrs Grey seconded and the proposal was agreed unanimously.
- (iv) **Pay Increases**
Members noted the decision to award a 3.5% increase to all staff - except the Parish Clerk. The following rates of pay would be effective from 1 April 2004.
- | | £ |
|------------------------|------------------|
| Assistant Parish Clerk | 7.00 per hour |
| Litter Warden | 5.94 per hour |
| MSF Administrator | 4.94 per hour + |
| retainer | 12.30 per week |
| Caretaker | 61.46 per week |
| Groundsman | 409.89 per month |
- (v) **Annual Parish Meeting**
Members noted the draft Agenda for the Meeting on 6 May 2004. It was reported that the County Council had not yet responded to the Parish Council's paper on Traffic Management. Mr Paul Rowley had therefore been invited to speak on the Local Plan Review.
- (vi) **Christmas Dinner**
Members thanked Mrs Black for the invitation to join the Village Hall Trustees for Christmas Dinner on 16 December 2004. Mrs Black said that the Dinner would cost approximately £15 per head.

4.3 PLANNING & SERVICES COMMITTEE

Mrs Botting presented the minutes of the meeting held on 4 March 2004.

Matters Arising

- (i) **Electronic Information Sign**
Members noted that the manufacturers had undertaken to construct a metal frame with a polycarbonate screen for the sign. It was agreed that the sign should be installed on the same site but higher. **Clerk**
- (ii) **Traffic Matters**
It was agreed unanimously that the bus stop opposite Brooks Way should be moved slightly further east. **Clerk**

4.4 RECREATION & OPEN SPACES

In the absence of Mr Lee and Mrs Speer, Mrs Botting presented the minutes of the meeting held on 11 March 2004.

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		ACTION
	Matters Arising	
	(i) Bowling Club It was reported that the Bowling Club had requested measures to prevent access to the green by vandals. The Parish Council would be expected to contribute to the costs	Clerk
	(ii) Public Footpaths Members noted that the Committee had authorised work to clear the footpaths by Downview and White Cottage, Stane Street.	Asst Clerk
	(iii) Liming Recreation Ground Mrs Botting proposed that the Parish Council should commission a soil analysis to determine whether the ground needed to be limed. Mr Foster seconded and the proposal was agreed unanimously.	Clerk
	(iv) Swan Corner It was agreed to ask the Planning & Services Committee to check the height of the roof of the new building.	P & S
5	PARISH COUNCIL NEWSLETTER Members decided that they preferred the Village sign as a heading for the Newsletter rather than the photographs of Pulborough. The draft editorial for the first edition of the Newsletter was agreed.	Clerk
6	HIGHWAYS ACTION PLAN Members agreed that the Plan should be submitted to the Area Highway Manager subject to minor amendments to the draft. During a general discuss of Highways matters, it was agreed that the contractors should be asked to repair the verge at Strawberry Field, that a request should be made for the return of the bus stop on Station Road and that progress should be chased on the installation of the promised bus shelters. Mrs Hompstead said that she was involved in discussions about a walking bus scheme.	Clerk Asst Clerk
7	SPORTS PAVILION Mr Vincent reported that there had been a very helpful meeting with a Senior Planning Officer who had advised that the proposed extension to the pavilion and addition of a second floor should not present problems in planning terms provided that access was still confined to members. The second floor could provide a new facility, such as a fitness suite or a youth area, which might increase the likelihood of securing a grant. Mr Ampstead suggested that the Club should ask local residents what facilities they would like and should check the possibilities for grants. Mrs Hompstead said that Chanctonbury Leisure Centre had received grants from Sport England and Horsham District Council for £620,000.	BV

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The Clerk reported that loans were available from the Public Works Loans Board up to a maximum of £500,000. The cost of a loan of this magnitude at current rates of interest would be £34,556 over a period of 25 years. However, there was still £55,556 outstanding on the Parish Council's loan for the Village Hall at a cost of £12,000 per annum.

ACTION

Mr Ampstead proposed that the Parish Council should accept a quotation of £4,300 from Andy Rose for repainting the exterior of the pavilion. The Clerk explained that, due to the poor condition of the building, it had been necessary to include repairs to the rendering and priming and filling the paintwork. Mr Vincent seconded and the proposal was agreed unanimously.

Clerk

8 SKATEBOARD FACILITY

Mrs Grey reported that the Headteacher of St Mary's School supported the proposal to install a skateboard ramp adjacent to the school fence. Mrs Botting said that she had seen the ramp. It seemed to be in good condition and could be acquired for a £500 donation to the School. Mr Bransden proposed that the Parish Council should acquire the ramp from Christ's Hospital for installation on the Cousins Way recreation field. Mr Vincent seconded and the proposal was agreed by a majority.

9 RENTS FROM TENANCIES

Mrs Botting proposed that the allotments rents should be increased by 12% from 2005 and that the Sports Clubs' rents should be increased as follows as soon as the licences permitted:

Clerk

	From	To
Cricket Club	£390	£437
Football Club	£393	£437
Pythons	£ 50	£ 75
Rugby Club	£535	£610
Mini Rugby Club	£ 50	£150
Stoolball Club	£ 75	£ 84

It was reported that the rent from the Snooker & Billiards Club was increased annually in line with inflation and that the Sports & Social Club's rent had been increased with effect from 1 January.

Clerk

Mr Ampstead asked why the rent for the Bowling Club had not been reviewed. The Clerk explained that the rent was based on an agreed contribution to ground maintenance for which the Parish Council was responsible. The rent increased or decreased in line with charges for ground maintenance.

It was agreed that MSF charges should also be increased by approximately 12% but that the MSF Administrator should be consulted about the scale of fees.

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ACTION

10 PULBOROUGH COMMUNITY PARTNERSHIP

Mr Ampstead provided a brief update on some current projects:

- Swan Bridge
- Village Spring Clean
- Village Walks
- Village Design Statement
- Tourism – Mr Paterson was in discussion with the Manager of the Chequers Hotel
- Care of the elderly and the young: the four towns had met and agreed to seek the Community's views; Brinsbury College was keen to provide training and could provide crèche facilities

Mr Ampstead said that a meeting had been arranged for the following week with the local Heritage and Lottery representatives to discuss village walks and Swan Bridge.

Mrs Botting invited Members to consider the working arrangements and proposed constitution for Pulborough Community Partnership. Mrs Grey, Mrs Hompstead, Mrs Speer and Mr Ampstead declared an interest because of their involvement with the Partnership and withdrew from the discussion. Mr Bransden proposed that the Parish Council should agree both the proposed working arrangements with the Parish Council and the proposed Constitution of Pulborough Community Partnership. Mr Vincent seconded and the proposal was agreed unanimously.

LA

11 REPRESENTATIVES' REPORTS

1) Care in the Community

Mrs Grey said that she was working on behalf of the Partnership with a group in the Anchorage. There had been no joy with the proposed swap shop but she would try to do something at the youth shelter. Mrs Grey said that the young people would like Perspex sides for the youth shelter - possibly glass painted - for protection against the weather.

2) Transport

Mrs Hompstead reported on a quiet lanes pilot project in Boxgrove. She said that the aim was to implement a 30 mph speed limit in every village. She reminded Members that Parish Councils could Precept for traffic calming measures and could hire hand held speed guns.

Mrs Hompstead said that she was considering the West Sussex Transport Plan for 2006-16 on behalf of the Parish Council. There was the possibility of a charge on all new properties for infrastructure improvements.

3) Village Design Statement

Mrs Hompstead said that she had attended a very interesting workshop on behalf of the Parish Council. She suggested

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that Pulborough would benefit from a Village Design Statement because it would strengthen the Parish Council's influence over planning decisions. The process required consultation and the production of a glossy brochure. Horsham District Council usually paid half the costs.

ACTION

4) Chanctonbury Leisure Centre

Mrs Hompstead said that she had also attended the official opening of the new Leisure Centre. The Chairman would like to give a presentation to the Parish Council.

5) Horsham District Council

Mr Donnelly said that the District Council had increased Council Tax by 3.9%. The District Council had been restructured with a reduction from six Directors to two at an estimated saving of £1.3 million over three or four years.

12 PAYMENTS

		£
Post Office	Postage for Survey	176.80
HDC	Village Sweeping	342.71
Harwoods	Petrol	23.61
HDC	Election Expenses	257.37
Southern Water	Water Charges	652.41
N Hompstead	Travel Expenses	11.20
A C Pettendrup	Photographs	67.60

13 CORRESPONDENCE

1) Pulborough Sports & Social Club

Members were delighted to hear that the Club proposed to organise a fun day on the recreation ground on Sunday 29 August. They agreed to give permission for the use of the land and also to permit parking for cars on the area between the rugby pitch and Link Lane. Members wished the Club every success with the event.

2) Sussex Police

Members noted an invitation to visit Sussex Police Office at 10.00 am on 8 May and details of a Parish summit on 15 April at Ashington. Mrs Grey and Hompstead said that they would try to attend both meetings.

14 URGENT MATTERS RAISED BY COUNCILLORS

1) Horsham Association of Local Councils

Mr Foster asked for a copy of the minutes of the most recent meeting to be provided to himself and Mrs Grey.

**Asst
Clerk**

2) Questionnaire for School Children

Mrs Grey said that she was drafting a questionnaire to ask school children what activities they would like.

The meeting closed at 10.20 pm.

..... Chairman

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..... Date