

## PULBOROUGH PARISH COUNCIL

An ordinary meeting of Pulborough Parish Council was held at the Village Hall (Pulborough Social Centre) on Thursday 14 October 2004 at 7.30 pm

**Present:** Mrs J Botting (Chairman) Mrs C Barnett  
Mrs H Black Mrs H Grey  
Mr L Ampstead Mr D Boulton  
Mr J Denison Mr I Kiverstein  
Mr M Longridge Mr B Vincent

### County Councillor

Mrs P Arculus

### District Councillor

Mr B Donnelly

**In attendance:** Mrs E Brooker (items 1-4) Mrs A Lawson

### 1 APOLOGIES FOR ABSENCE

Mrs N Hompstead Mr N Bransden  
Mr M Foster Mr N Ryan

### 2 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Mrs Black and Mr Kiverstein declared an interest in Pulborough Village Hall as Chairman of the Trustees and Trustee respectively. Mr Ampstead declared an interest in Horsham Four Towns Project.

### 3 SUSSEX POLICE MATTERS

Mr Longridge said that Arran Edwards had apologised. She was unable to be present because she was required to attend a public meeting in Billingshurst.

### ACTION

### 4 PARISH COUNCIL OFFICE

It was resolved to bring this item forward on the Agenda because Mrs Black needed to leave the meeting early.

Mrs Black presented a paper outlining the background to the development of the Village Hall and the creation of an office for the Parish Council. She said that the Trust would agree to a tenancy agreement if that was what the Parish Council wanted but that they were unable to freeze the rent. Mrs Botting thanked Mrs Black for her hard work and Mrs Black and Mr Kiverstein left the meeting to enable a discussion of the draft rent agreement.

After discussion, Mr Ampstead proposed that the Parish Council should accept a one year lease for the office at £1,500 per annum with effect from 1 January 2005 and that all Committee meetings should be held at the sports pavilion to cover the cost of the rent. Mrs Barnett seconded and the proposal was agreed unanimously. Mrs Black and Mr Kiverstein returned to the meeting and were

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informed of the Parish Council's decision. Mrs Black left the meeting at 8.10 pm. **ACTION**

### **MATTERS FROM MEMBERS OF THE PUBLIC**

Mrs Botting suspended the meeting and invited the members of the public to raise any matters of concern. Mrs Brooker said that she was interested in any developments in respect of the West Glebe field. Mrs Botting said that this was not on the Agenda for the meeting but might be discussed at the next Annual Parish Meeting in May 2005.

### **5 MINUTES**

Mrs Botting proposed – and it was agreed – that the minutes of all meetings should be taken as read. She said that Members were welcome to raise matters for clarification.

#### **5.1 FULL COUNCIL**

The minutes of the ordinary meeting held on 22 July 2004 were agreed and signed as a correct record.

##### **Matters Arising**

##### **(i) Community Care**

Mrs Grey offered to contribute material to the proposed nomination for an award. **HG**

##### **(ii) State of the District Debate**

Mr Donnelly said that meetings had been arranged at Horsham on 19 October and at Steyning on 21 October.

#### **5.2 FINANCE & POLICY COMMITTEE**

The minutes of the meeting held on 23 September 2004 were received.

##### **Matters Arising**

There were no matters arising.

Mr Kiverstein said that the Committee would welcome Full Council's views on the parameters for the Precept for 2005/06. There were three options:

- to maintain the Precept at its current level
- to increase the Precept in line with inflation
- to budget for expected expenditure and to include discretionary projects

Mr Ampstead said that the Parish Council was in a unique position to improve the Village. The Precept was a relatively small part of Council Tax. It should be increased to a level which would permit the Parish Council to undertake some discretionary projects. Members agreed.

#### **5.3 PLANNING & SERVICES COMMITTEE**

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The minutes of the meetings held on 29 July 2004, 2 September 2004 and 30 September 2004 were received.

**ACTION**

### **Matters Arising**

#### **(i) Planning Recreation in Pulborough**

Mrs Botting reported on a meeting with Mr Paul Rowley to discuss the Parish Council's proposal to permit some housing on the Cousins Way recreation field in order to release capital to rebuild the sports pavilion and to acquire an alternative playing field. Mr Rowley had suggested that residents of Pulborough should be consulted about the various options for development in the Village.

#### **(ii) Christmas Lights**

Members were reminded that Mr Bransden had undertaken to identify a contractor to erect and dismantle the Christmas lights. It was reported that Mr Brian Poole had provided a quotation. On examining the lights, Mr Poole had discovered that the joints were not waterproof and would need to be replaced to make the system safe. He had quoted:

- £3,000 to replace all the joints and to erect and dismantle the festoon cables and static displays as previously
- £400 to check the lights twice weekly over a 5 week period and to replace lamps as necessary

The quotation did not include the cost of replacement lamps.

It was reported that the Parish Council had applied for a grant of £1,000 from Horsham District Council and that the budget for the current year was £3,000. It was agreed that the additional cost this year was necessary to ensure that the lights were safe. The additional funds could be transferred from the as yet unspent budget for the Swan Bridge project. However, an attempt should be made to amend the grant application to £1,500.

**Clerk**

Mrs Barnett proposed that the Parish Council should accept Mr Poole's quotations for erecting and dismantling the lights and for the weekly maintenance checks at a total cost of £3,400. Mr Ampstead seconded and the proposal was agreed unanimously.

**Clerk**

#### **(iii) Chestnut Holt**

Mrs Arculus said that she had met the Operations Manager for the proposed children's home and had spoken to a number of neighbours. The latter were determined to fight the proposed children's home.

#### **(iv) Parking in Rural Areas**

Mr Donnelly suggested that the Parish Council should welcome the proposed introduction of traffic wardens and that the effect of the wardens should be monitored before

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introducing charges for the car park. Mr Ampstead said that Pulborough was a special case. Sainsbury's and Tesco's provided free parking and free parking in the village centre was essential to enable local traders to compete. It was reported that the Chief Executive of the District Council had promised to consult Parish Councils but agreed to write now to express Members' views.

**ACTION**

**(v) Autumn Bulb Planting**

Mrs Botting reported that the Environment Group of Pulborough Community Partnership had offered to plant some bulbs.

**Clerk**

### 5.4 RECREATION & OPEN SPACES COMMITTEE

The minutes of the Advisory and main Committee meetings held on 16 September 2004 were received.

#### Matters Arising

**(i) Pocket Park**

Mr Denison said that he had raised the issue of maintenance at a Partnership meeting. He and his wife and Phil Williams were willing to work with John Garrett to undertake any necessary work. Alison Heath was also keen and Arundale School had offered to help. Mr Denison also said that a grille was needed to prevent debris entering the culvert.

Copies were circulated of a quotation from Ace Drainage for jetting the culvert. Mr Kiverstein proposed that the Parish Council should accept the quotation of £640 for waterjetting the culverts and cleaning out the waterway both sides of the pathway to lower the level of silt and debris. Mrs Barnett seconded and the proposal was agreed unanimously. It was agreed to ask Ace Drainage if they could fit a grille.

**Asst  
Clerk**

**(ii) Risk Assessment**

Mr Longridge said that he had considered the risk assessment and would drop his comments into the office.

**(iii) Mobile Café**

Mrs Barnett said that the mobile café would visit Pulborough on four Tuesday evenings starting on 2 November.

**ML**

**(iv) Bridlepaths**

Mrs Botting said that the South Downs Conservation Board had made a good job of the bridlepath at North Heath.

**(v) Adopt a Footpath**

It was reported that information about the scheme at Coldwaltham had been requested.

**Asst  
Clerk**

### 6 GRANTS 2004/05

Mrs Grey asked whether the Committee had considered the possibility of a grant for Liaise. She said that she had given a letter to the previous Assistant Parish Clerk. It was reported that the Clerk had not received the letter and agreed that Liaise should be invited to submit an application for an extraordinary grant in

**Clerk**

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2004/05.

**ACTION**

Mr Kiverstein proposed that the Parish Council should accept the recommendations from the Finance & Policy Committee for the award of specified grants in the sum of £4,600. Mrs Grey seconded and the proposal was agreed unanimously.

**Clerk**

### **7 COMMUNICATIONS**

Members noted that the Communications Group had not met during the year. This meant that the Clerk took sole responsibility for producing the Newsletter and updating the website. No decisions were made about future arrangements.

Mrs Botting asked Members to provide short news items for the Newsletter. Mrs Grey said that she would provide a note on the need for volunteers for Community Care. Mr Denison undertook to provide articles on the Pulborough Society and on Pocket Park. It was agreed to ask Mrs Hompstead for an update on Pulborough Community Partnership and to invite contributions from some of the sports clubs. 'Adopt a Footpath' should also be included if Coldwaltham provided information. It was suggested that the electronic sign might carry a message inviting residents to 'have their say'.

**HG**

**JD**

**Asst  
Clerk**

Mr Longridge said that he was happy for Members' contact details to be available locally but did not think it appropriate that they should be published on the website. After discussion, it was agreed that the website should include only Members' names.

**Clerk**

### **8 NETBALL EQUIPMENT**

Mrs Barnett said that there had been some interest in netball facilities and the MSF Administrator had asked whether it would be possible to provide posts and nets. She proposed that the Parish Council should purchase netball posts and other equipment as required at a maximum cost of £300 from the general MSF reserve. Mr Vincent seconded and the proposal was agreed unanimously.

**Clerk**

### **9 ANNUAL BOWLS CLUB CHALLENGE**

It was agreed to accept an invitation from Pulborough Bowling Club to hold the Annual Challenge at 6.30 pm for 7.00 pm on Wednesday 15 June 2005. Members undertook to note the date in their diaries.

**Members**

### **10 REPRESENTATIVES' REPORTS**

#### **1) Pulborough Community Partnership**

In the absence of Mrs Hompstead, no report was provided. In response to a question, Mr Ampstead said he could provide advice on grants and that the Partnership was pressing for a footbridge over the railway. He undertook to report progress at a future meeting.

**LA**

### **11 PAYMENTS**

**£**

**ACTION**

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S White	Float + expenses	47.10
HDC	Council Tax	378.00
SEEBOARD Contracting	Maintenance	106.93
AIRS	Healthcheck	1,500.00
NRG	Photocopier	259.00
EDF Energy	Street Lighting/Repairs	23.02
Ash Reid	Playground Inspections	129.25
J Randall	Bowling Green	752.00
Harwoods	Petrol	27.50
London Energy	Gas	307.59
Travis Perkins	Supplies	81.48
HDC	Village Sweeping	342.71
Burgess&Randall	Supplies	24.34
Stocker & Sons	Boiler Service	116.09
J E Denison	Public Transport	12.95
P G Williams	Tree Stake/Ties	5.54

### September Wages and Salaries

		<b>£</b>
J C Jupp	MSF	182.92
M J Leadbeatter	Groundsman	327.32
G Martin	Caretaker	307.30
B Tee	Village Warden	560.07
S White	Assistant Clerk	552.86
Inland Revenue	Tax and NI	<u>585.31</u>
Total		2,515.78

## 12 CORRESPONDENCE

### 1) Clean Neighbourhoods

Members noted a letter from DEFRA about a consultation process which had closed before the letter was received. It was agreed to write to the effect that the Parish Council would have welcomed the opportunity to comment if consulted within the timescale. It was also agreed to write to Sainsbury's about litter on Sopers Hill.

Asst  
Clerk

### 2) Horsham Four Towns Project

Members noted a request from Action in Rural Sussex for a contribution of £1,750 for 2005/06. Mr Ampstead said that this was for the third year of a project in which the Parish Council had agreed to participate. Mrs Botting proposed that the Parish Council should budget for a contribution of £1,750 to the Project in 2005/06. Mr Kiverstein seconded and the proposal was agreed unanimously.

Clerk

### 3) Making Scrutiny and Overview Work

Members noted that information had been provided after the closing date for comments. It was suggested that the allocation of Section 106 funds and rural car parking might have been appropriate topics for scrutiny. Mrs Botting asked Mr Donnelly to tell the District Council that the Parish Council would welcome the opportunity for proper consultation.

BD

### 4) Horsham Highways and Transport Partnership

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It was agreed to nominate Mrs Hompstead for membership of the Partnership.

**ACTION  
Clerk**

**13 URGENT MATTERS RAISED BY COUNCILLORS**

**1) District Council Matters**

Mr Ampstead asked Mr Donnelly if he would kindly enquire about the following items:

- when the APCs would be removed
- who was responsible for removing the signs on new houses
- whether it was possible for the mobile civic amenity vehicles to have lower ramps or for assistance to be provided to older people

**BD**

**2) Community Matters**

Mrs Grey said that several members of the volunteer group were very unhappy about the lack of public conveniences. She asked if an exhibition of pictures by the local art group at the Chequers could be advertised on the electronic sign.

The meeting closed at 10.15 pm.

..... Chairman

..... Date