

**An ordinary meeting of Pulborough Parish Council was held at the Village Hall on Thursday 21 April 2005 at 7.30 PM**

**Present:** Mrs J Botting (Chairman) Mr I Kiverstein  
Mr M Foster Mr D Boulton  
Mrs H Black Mrs A Lawson  
Mr J Denison Mr M Longridge  
Mrs N Hompstead Mr N Ryan  
Mr L Ampstead Mr N Bransden  
Mr B Vincent

**District Councillors**

Mrs P Arculus Mr B Donnelly

**In attendance:** PCSO Neville Warner Commander R Elsworth  
Miss S Clark (reporter The County Times)

**1 APOLOGIES FOR ABSENCE**

Mrs H Grey  
Mrs C Barnett

**2 DECLARATIONS OF INTEREST**

Mrs Black declared an interest in items relating to Pulborough Village Hall in her capacity as Chairman of the Trustees.  
Mr N Ryan, Mr M Foster & Mr I Kiverstein declared an interest as Trustees of the Pulborough Village Hall.

PCSO Neville Warner gave a brief introduction of himself and his work, as one of two PCSO's responsible for the Pulborough area.  
The Council thanked PCSO Warner and invited him to attend the Annual Parish Meeting so that members of the public would have the opportunity to ask questions of him.  
PCSO Warner agreed to attend the APM and left the meeting.

**3 Minutes**

Mrs J Botting proposed and it was agreed that the minutes of all meetings should be taken as read.

**3.1 Full Council**

The minutes of the ordinary meeting held on 17 February 2005 were agreed and signed as a correct record.

**Matters Arising**

**Section 106 Money**

The clerk to invite a representative from Horsham District Council to attend a meeting to advise the Council as to how to apply for 106 money. It was also asked that this representative should explain how the Council could be more involved with 106 discussions to gain a better deal for the village.

**3.2 FINANCE & POLICY COMMITTEE**

Mr I Kiverstein presented the minutes of the meeting held on 24 February 2005. He asked that the Council note that an error needed to be recorded. The error was one regarding the scales of pay information previously circulated. Approval to make the necessary changes was agreed by all.

**Matters Arising**

**(i) New Working Arrangements**

Mr Kiverstein reports that the new working arrangements for both the bookkeeper and himself as RFO were going extremely well, but that it had been very busy with the preparation of the Councils Annual Accounts and year end.

**(ii) Pulborough Community Partnership**

Mr L Ampstead asked the council if there was any possibility of some assistance regarding the accounts kept by the partnership. Mr Kiverstein offered 1 hour per week of Maria's time, but only after her own work was up to date. This was unanimously agreed by all.

**3.3 PLANNING & SERVICES COMMITTEE**

Mrs Hompstead presented the minutes of the meetings held on 7 April 2005 and 3 March 2005.

**Matters Arising**

**Speed Limit Proposals for Nutbourne**

It was noted that there had not been any consultation with the Parish Council on this matter, which was unsatisfactory. The Council asked that the Clerk should write to WSCC Highways and ask that they reconsider the decision and restrict the 40mph speed limit to the Toat area. It was also suggested that a map showing exactly where the Parish Council wanted the restrictions should accompany the letter.

**Item 7 Mr Thornton**

Mrs Black informed that Council that the Village Hall Trustees and Mr Thornton had been engaged in conversation on the subject of steps from the main car park to the village Hall car park since 1995. She also stated that each time this request had been made that the Trustees unanimously rejected it.

The Parish Council had sent a letter to Mr Thornton stating that although they thought it to be a good idea, that they did not administer the village hall and had no direct authority in this matter.

**3.4 RECREATION & OPEN SPACES COMMITTEE**

In the absence of Mrs Barnett, Mrs Botting presented the minutes of the meeting held on 10 March 2005.

**Matters Arising**

**Cousins Way Recreation Field & Skatepark**

It was suggested to help to try and combat fly tipping and anti social behaviour in the village that the electronic sign should display

contact details so that members of the public could report any incidences that they witnessed.

### **Matters Arising**

#### **Pulborough Rugby Club**

Mrs Botting reported that she had heard from Mr A Steele that the rugby club had been granted permission to play at the Parham Airfield site. She asked Council to note that only the minis would be moving initially and that the full club would not be moving until suitable club facilities were in place.

**CLERK**

#### **New Door for the Sports Pavilion**

Mr D Boulton was still waiting for suitable quotations for this.

#### **Roof signage**

The Clerk asked for clarification of the wording required for a sign that had been requested for the sports pavilion roof. It was agreed that she should take inspiration from the sign manufacturers and that 3 signs should be made. Mr Vincent and Mr Boulton offered to put them up once received.

**DB**

### **3.5 Extraordinary Meeting**

#### **Minutes**

Changes were required, as the Clerk had omitted the names of Mrs Hompstead and Mr Bransden as having attended the meeting. This was rectified and the minutes were then signed as a correct record.

Mr Kiverstein wished to apologise once more for not having been able to attend the meeting.

It was noted that the email for Mrs Botting should be [jan@botting.org.uk](mailto:jan@botting.org.uk) and that all councillors should amend their records.

**CLERK**

## **4 Approval of Annual Accounts**

Mr Kiverstein distributed the final draft paperwork for consideration, and reports that he has additional schedules to prepare and will report any changes. He also reports that a sum of £5k has been received into the parish council's bank account and as yet its origin is not clear. Mr Kiverstein will investigate and report back with his findings.

Mr Kiverstein is pleased to report that the Reserves of the Parish Council have increased.

Commander R Elsworth leaves the meeting at 8.35pm.

Mr Ryan asked if in future all the pages of any financial reports could be numbered sequentially, this is agreed by Mr Kiverstein.

Mr Ampstead requested that in future could all papers be ready and available before the meeting, Mr Kiverstein apologises and assures him that that will be the case.

**IK**

Mr Kiverstein announces that the Annual Accounts will be ready for approval at the next Finance & Policy meeting due to be held on 28 April 2005, and that everyone is welcome to attend. Jan Botting echoes this with an invitation to all members.

Mr Ryan requested that profit reconciliation be produced in time for

the finance & policy meeting of 28 April. Mr Kiverstein agreed to provide this information

Mr Ampstead asked the council whether the papers and agendas for meetings could be distributed by email in the future. The Clerk agreed to send out a letter asking members for their email address and for members to indicate their preference.

#### **Tenancies & Rents**

These items needed to be shown independently on the accounts. Mr Kiverstein assures the Council that he will rectify this before the next meeting. Mr Kiverstein wanted the Council to note that due to prohibitive postal costs that the final report will be available for inspection at the Parish Council office.

**IK**

Mrs Botting congratulated Mr Kiverstein for his hard work in preparing the accounts and to pass the Council's thanks to him and Maria.

**IK**

#### **4 Financial Regulations**

**CLERK**

Amendments were required to reflect the changes within administration. Mrs Botting proposed that the new financial regulations be adopted with the corrections contained therein. Mrs Black seconds this.

#### **5 Pulborough Community Partnership**

**IK**

Mr L Ampstead gave a brief overview of the work of the partnership but stressed that the need for more support was vital for its future. Mr Longridge requested that the clerk should in future note that he is the chairman and that all communications should reflect this.

**CLERK**

Mr Ampstead informed the Council that a full report would be available in the Partnership's newsletter and that the environmental group had been the most active.

Following a meeting with the traders of Lower Street, a request to investigate the costs of producing and providing a village map showing shops and amenities in the village was made. The Clerk will investigate this and report back.

The traders had also asked whom the memorial garden was dedicated to? Mrs Black informed Mr Ampstead that it was in memory of all those who had died during the First World War.

Miss S Clark leaves the meeting at 9.40

#### **6 ANNUAL PARISH MEETING & ANNUAL GENERAL MEETING**

Mrs Botting and Mr Kiverstein requested that the Clerk should provide last year's reports so that new ones can be prepared in time for the above.

**CLERK**

The council wished the clerk to write to all members of staff and invite them to the above. It was thought to be a good idea that the staff should attend at 7pm, before the meeting allowing opportunity for new councillors and staff to meet.

#### **Sticky Labels**

**CLERK**

The council wished the clerk to prepare name badges made from sticky labels for the APM and the AGM for all councillors and

speakers in time for these meetings.

**7 MSF BOOKING POSITION**

It was agreed by all that the position should be advertised by placing flyers in the sports pavilion, and delivering to all properties surrounding the recreation field. The electronic sign could also be utilised.

**CLERK**

**8 REPRESENTATIVES' REPORTS**

**9 CORRESPONDENCE**

**The British Legion VE & VJ Day Celebrations**

The Council unanimously agreed to make a £50 donation to the celebrations by covering the cost of the hire of the village hall for the lunch.

**CLERK**

**Anderson Longmore & Higham**

The council requested that the clerk obtains a breakdown of the bill received, and a copy of the hourly rates and engagement letter before any payment was made.

**Mr A Knight**

The council requested that the Clerk respond to Mr Knight in writing. It was noted that there should be a project team allocated to the matter of the skatepark so that outstanding issues can be addressed properly. The Clerk agreed to organise such a team with the members of the Recreation & Open Spaces committee.

**CLERK**

**11 PAYMENTS**

<b>Pulborough Social Centre</b>	<b>Rent &amp; Room Hire</b>	<b>£448.90</b>
<b>NRG</b>	<b>Photocopier</b>	<b>£222.35</b>
<b>J Randall</b>	<b>Bowling Green</b>	<b>£450.03</b>
<b>EDF Energy</b>	<b>Street Lighting</b>	<b>£113.19</b>
<b>NRG</b>	<b>Photocopier</b>	<b>£ 12.62</b>

**12 URGENT MATTERS RAISED BY COUNCILLORS**

Mrs Hompstead asked if anyone knew why fencing had been erected to the Toat Café site?

It was reported that the owner had taken this measure as vehicles leaving the site were not using the nominated exits, and it was hoped that this would alleviate the possible danger to the A29 traffic.

Mr Denison requested that the Parish Council should be proactive in expressing concern regarding the proposed removal of a pharmacy at Cordens, Lower Street. It was agreed that the clerk would meet

**CLERK**

with Mr S. Henderson to draft a letter to reflect the council's views. It was also agreed that this would be a newsworthy item for the County Times and that the Clerk should write directly to the Doctors to ascertain what their intentions were.

**CLERK**

Mr Bransden asked if the item 'Urgent matters' could be removed from the agendas of all meetings in future. The Council preferred

**CLERK**

that it should remain.

The meeting closed at 10.00 PM.

..... Chairman

..... Date