

**An ordinary meeting of Pulborough Parish Council was held at the Village Hall on Thursday 15<sup>th</sup> March 2007 at 7.30 p.m.**

**Present:**

Mrs J Botting (Chairman)	Mr L Ampstead
Mrs C Barnett	Mrs H Black
Mr D Boulton	Mr J Denison
Mr I Kiverstein (until 8.40pm)	
Mrs A Lawson	Mrs K Watson

**In attendance:** Mrs P Arculus  
Mr B Donnelly  
Mrs L Hoff - Parish Clerk

**31. APOLOGIES FOR ABSENCE**

Mr M Longridge  
Mr J Noble  
Mr R Paterson  
Miss C Ebers (County Times)

Mrs Botting advised members that Mr M Longridge had tendered his resignation.

**32. DECLARATIONS OF INTEREST**

Declarations of interest were received from Mrs Black as Chairman of the Trustees of the Village Hall, Mr Kiverstein and Mrs Watson as Trustees of the Village Hall and Mr Boulton as Chairman of the Social Club.

**32. MINUTES**

RESOLVED: that the minutes of the ordinary meeting held on 15<sup>th</sup> February 2007 of the full Council be noted and signed.

**32.1 Full Council**

**Matters Arising**

The Clerk advised members that the new owners of Lane End had contacted the Parish Office in response to a letter sent, regarding the damage done to the bridleway running parallel to Rectory Lane. They stated the damage was done by the Electricity Company laying cables in Rectory Lane and also by Southern Water. The bollards had been replaced by one of these companies, neither of whom was working on their property. They would make good any potholes made by their contractors.

Mrs Barnett stated that the ditch had collapsed along the bridleway leading to Lane End and was causing flooding. There was a broken pipe and the ditches needed clearing. The Clerk was instructed to report this to WSCC Highways Department.

Mrs Lawson asked whether there had been any response from Roger Harper concerning the speed limits in Nutbourne Village, following a survey of residents. Mrs Arculus stated she would follow this up.

### **32.2 Planning & Services Committee**

The Council received the minutes of the meeting of the Planning & Services Committee held on 1<sup>st</sup> March 2007.

#### **Matters Arising**

Mrs Black advised members she was reading HDC – Local Development Framework to 2018: Statement of Community Involvement (Min. No. 41.9 – Planning & Services Committee refers) and SEERA – Partial review of the South East plan: Revised Apportionment of Primary Land-Won Aggregates (Min No. 41.10 – Planning & Services Committee refers) and would report back to Council.

Mrs Black then informed Councillors of her meeting with HDC and a member of the Planning Inspectorate earlier that day. There had been a meeting in Horsham followed by a site visit. She stated the Inspector seemed taken aback by the volume of large vehicles using Church Hill but appeared to like the site. Members agreed the findings of the traffic survey were bizarre and the Clerk was instructed to ascertain when and at what time, the survey took place. Mrs Botting thanked Mrs Black for attending the meeting on behalf of the Council. Mrs Black stated she would do a written report in time for the next full Council meeting.

### **32.3 Recreation and Open Spaces**

The Council received the minutes of the meeting of the Recreation and Open Spaces Committee held on 22<sup>nd</sup> February 2007.

#### **Matters Arising**

Mrs Lawson advised the Clerk that the house Carpe Diem was on the east side of Nutbourne Common.

The Clerk informed the Council that the owners of Carpe Diem had contacted the Parish Office following a letter requesting their dogs should not be allowed to roam free. They stated they only had one dog, the two dogs came into their garden but they did not object so would not be fencing the east side of the Common.

Mrs Botting said the Common must be enclosed and Mr Kiverstein suggested the green stock fencing would be less obtrusive. It was agreed this should be discussed at the next meeting of the Nutbourne Common Recreation Ground sub-Committee.

The Clerk reported the cost of installing a dog bin would be a minimum of £250. It was RESOLVED that two bins should be purchased from HDC, to be installed at the entrance to Nutbourne Common and in the bridleway by the Bowling Green, nearer the steps. Mr Kiverstein

suggested that they should be robust and set in concrete, even if this was more expensive.

#### **32.4 Finance and Policy**

The Council received the minutes of the meeting held on 8<sup>th</sup> February 2007 and noted the meeting, due to be held on the 8<sup>th</sup> March 2007, had been cancelled.

#### **Matters Arising**

There were no matters arising.

#### **33. Public Speaking**

There were no public speakers.

#### **34. SPORTS AND SOCIAL CLUB PAVILION UPDATE**

Mr Ampstead advised the Council he had made requests to various companies regarding the design of the new building and two had replied. Mrs Barnett and he had had a meeting at the Sports and Social Club with representatives of Jerram Falkus, a company that would design and build a sports pavilion and ATP, a firm of architects. Mr Ampstead stated he had made it apparent they would not necessarily be contracted to do the work. The Clerk was instructed to find out the rules on competitive tendering.

They had discussed the findings of Mr Ampstead's and Mrs Barnett's meetings with the various sports clubs and also the phasing in of the new building whilst retaining the old for use.

Keith Warwick from ATP had agreed to do an outline design at his own cost. This would be ready on Monday 19<sup>th</sup> March 2007.

It had been suggested that an asbestos survey be done on the existing building before anyone did any work on it. Archaeological and geological surveys should also be undertaken as the land is very near Stane Street. The Clerk was instructed to check whether Willmer and Bayley had previously done any land survey.

Mr Ampstead and Mrs Barnett stated it had been a very productive meeting.

Mr Ampstead said the time was right to approach HDC Planning regarding the footprint for the new building and suggested a site visit with Chris Carey, HDC, which he would arrange

Mrs Botting thanked Mr Ampstead and Mrs Barnett for all their hard work. It was agreed this should become a regular item on the agenda to keep the Council focussed.

The Clerk then handed out copies of S106 Unilateral Undertaking Notification Memorandums from HDC Council Secretary and Solicitor's Department, showing what funds had been allocated to the village and for what purpose. The Clerk was instructed to keep an up-to-date spreadsheet on the wall of the Parish Office with this information.

**(Mr Kiverstein left the meeting at 8.40pm)**

**35. "Becoming a Councillor"**

Mrs Botting handed out nomination papers to all those present and it was agreed they should be completed and returned to the Clerk no later than Friday 30<sup>th</sup> March 2007, for the Clerk to deliver to HDC.

The question of persuading younger members of the Parish to stand for election arose and Mr Ampstead stated it may now be time to think about allowances for Councillors, especially as the onus on members would be greater in the future and no one should be out of pocket. The Clerk was instructed to ascertain how the Council could apply for allowances to be paid to those members who wished to take up this facility. It was hoped this would then attract more residents to stand for election.

Mrs Botting reminded members that, with the latest resignation, the Parish Council was down to 10 members out of a possible 15. A minimum of 13 members was required to obtain Quality Council status.

**36. Staff Appraisals and Pay Increases**

After a lengthy discussion, members agreed the Clerk should hold appraisals with all members of staff, prior to the pay increases. It was RESOLVED all staff should have the same increase as the clerical officers. This pay award had yet to be announced.

**37. Quarter 3 Expenditure against Budget 2006/2007**

As Mr Kiverstein, the Chairman of Finance and Policy, had been called away, Mrs Botting suggested that anyone with any queries attend the next Finance and Policy meeting.

**38. Annual Parish Meeting**

The Clerk advised members that Mr Edward Dickinson had expressed interest in doing a presentation on the Historic Character Assessment Report for Pulborough and would confirm shortly if he was available. Mrs Botting suggested the Clerk should ask him to bring further copies for members of the public to peruse.

Mr Ampstead recommended including parish traffic and parking issues on the agenda and the Clerk was instructed to obtain large maps of Pulborough from HDC, to allow residents to mark where they thought the problems lay. This would allow the Parish Council to take a more holistic approach to the problem.

- 39. Quotations from EDF for repairing/replacing Lampposts**  
Members ratified the recommendation of the Planning and Services Committee and accepted the quotations from EDF Energy to repair or replace lampposts in Spinney North and on the A29 at Codmore Hill.

**40. Additional Items for the Full Council**

**40.1 Section 106 Highways and Transport**

Members received a draft report which will be submitted to the Chancetonbury County Local Committee meeting on 17 April 2007 and noted the funding earmarked for Pulborough.

**40.2 Sussex Association of Local Councils**

Councillors received an invoice for the annual subscriptions to the Sussex Association of Local Councils and the National Association for Local Councils. After a brief discussion it was agreed membership to both associations was necessary and it was RESOLVED to pay the annual subscription.

**40.3 West Sussex Roofing**

Members were asked to receive a new invoice for the roofing work done to the Sports and Social Club. The Council was informed that when the original work had commenced, it was found that the roof over the boiler house had no felt covering at all. Mr Boulton advised members that there were now no leaks in the Pavilion.

**41. DISTRICT AND COUNTY COUNCILLORS' REPORTS**

Mrs Arculus reported the houses next to the new Medical Centre were going up quickly.

She also informed members it looked hopeful that the whole of the footpath running from the Railway Station to Church Place would be resurfaced.

Mr Donnelly had nothing to report.

**42. REPRESENTATIVES REPORTS**

Mr Ampstead reported that he had attended a meeting of the Horsham Association of Local Councils (HALC). The Chairman, Paul Byford was standing down and there were two nominations for Chairman-elect – Alan Grant from Billingshurst and David Coldwell from Upper Beeding.

Mr Ampstead stated that all Councillors would have to sign up to the new Code of Conduct at the election in May 2007 but Parish Councils need not adopt the code until November 2007. HDC will prepare a draft model code for Parish Councils, which was suggested should become an agenda item for full Council.

He then informed members that the Core Strategy Document from the Local Development Framework had been formally adopted by HDC on

2<sup>nd</sup> February 2007. Pulborough has been classed as a Category 1 Settlement, which will be overseen by HDC. Codmore Hill is classed as a Category 2 Settlement, which will mean the Parish Council must do a housing needs analysis for this area. The Clerk was instructed to ask HDC to define “Codmore Hill” and also to ascertain what is meant by affordable housing and sustainable housing.

Mr Ampstead finished by advising members of forthcoming training sessions for Councillors –

7 <sup>th</sup> June	Powers & Duties	Trevor Leggo
20 <sup>th</sup> June	Standards, Data Protection, Freedom of Information	Ian Davidson
5 <sup>th</sup> July	Planning	Ray Wright & Paul Rowley

Mrs Botting advised members she was to attend a meeting of the Community Care, who were running a survey concerning “Care in the Community”. This was not the same as the survey being circulated by HDC and Action in Rural Sussex, as that was not relevant to the needs of the elderly in Pulborough.

#### **43. CORRESPONDENCE**

##### **43.1 Request for a New Pharmacy**

Members received copies of two letters received from pharmacies in response to the Clerk’s request to them to consider opening a new pharmacy to replace Cordens in Lower Street. Lloyds Pharmacy stated they would visit Pulborough in a few weeks time. The Clerk advised members she had had a telephone conversation with Ann Hart from Alliance Pharmacy on 12<sup>th</sup> March 2007. Ms Hart had visited Pulborough and definitely thought there was enough business for two pharmacies in the village. Alliance was unable to apply for a licence to run a pharmacy in Lower Street until Cordens had a definite moving date. The Clerk had agreed to contact her as soon as it was known that Cordens were relocating. In the meantime, Councillors suggested Ms Hart may wish to attend the Parish Meeting to meet residents.

##### **43.2 Pulborough Village Hall**

Members noted the AGM was to be on 26<sup>th</sup> March 2007 at 7.30pm. Mrs Black advised there would be refreshments at the end of the meeting.

##### **42.3 Action in Rural Sussex**

Councillors received a request to complete a Village Shops and Post Office survey. Mrs Black agreed to complete this on behalf of the Parish Council.

**42.4 HDC – Tom Crowley**

Members received a reply to the Clerk’s letter of 19 February 2007 regarding planning decisions made by HDC, which did not seem to have any regard to the Parish Council’s recommendations.

**42.5 Allianz Cornhill**

The Council received a letter from Allianz Cornhill, warning that the insurance premium would be greater than the quotation already received, due to the fact the insurance company had not realised the Social Club was built of wood. This would become an agenda item for the next Finance and Policy Committee meeting.

**43. URGENT MATTERS**

Mr Ampstead informed members more Bed and Breakfast outlets were required in the Five Towns. There was to be a free workshop on 27<sup>th</sup> April 2007 for anyone wishing to find out more about running a B & B. The Clerk was instructed to display a poster on each of the Parish noticeboards.

Mrs Black advised members the parish Council could apply to the College of Heralds for their own coat-of-arms, which could then be displayed on letterheads and village signs. It was thought it was too expensive at £750.

**44. Payments**

RESOLVED: that the payments of the following cheques be approved and signed:

Allianz Cornhill	£962.74
Candela Consulting Ltd	£220.32
Burgess & Randall	£107.16
Hamilton Cole	£83.19
Viking Direct	£45.41
RD Stogan	£168.09

**The meeting closed at 10.03 pm**

..... Chairman

..... Date