

**An ordinary meeting of Pulborough Parish Council was held at the Village Hall on Thursday 21<sup>st</sup> June 2007 at 7.30 p.m.**

**Present:**

Mrs J Botting (Chairman)	Mr L Ampstead
Mrs C Barnett	Mrs H Black
Mr J Denison	Mr I Kiverstein
Mrs A Lawson	Mr J Noble

**In attendance:** Mr B Donnelly  
Mr R Paterson  
Mrs L Hoff - Parish Clerk

**1. APOLOGIES FOR ABSENCE**

Mrs K Watson

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES**

RESOLVED: that the minutes of the ordinary meeting held on 19<sup>th</sup> April 2007 of the full Council be noted and signed.

**3.1 Full Council**

**Matters Arising**

The Clerk advised that both contractors suggested by Councillors to undertake the various small repairs around the village had not responded. The Clerk had spoken to the Sports & Social Club Pavilion caretaker, who had agreed to give quotations and could do the work in July.

The Clerk informed members that the Cobbetts Mews signs had been removed and the Highway Rangers had been alerted to take down any out of date signs in future.

The Clerk advised Councillors that Neville Warner's final surgeries had now taken place at the Pavilion, with just one person calling in. He was now intending to hold monthly surgeries in Tesco.

WSCC Highways Department had informed the Clerk the hedge outside the Court House had been trimmed. A Councillor stated this had been noticed but the hedge was still blocking the view of pedestrians entering Rectory Lane and needed cutting back a lot further.

**3.2 Planning & Services Committee**

The Council received the minutes of the meetings of the Planning & Services Committee held on 26<sup>th</sup> April 2007, 10<sup>th</sup> May 2007 and 7<sup>th</sup> June 2007.

### **Matters Arising**

The Clerk informed Councillors that the course “The Planning System – How it Works” was fully-booked but two Councillors names had been placed on the waiting list, in case of any cancellations.

Cllr. Donnelly advised members that the Licensing application for the Rose had been passed but with many conditions imposed. He also mentioned the successful s106 grant application for Mason’s Way play equipment and all the Councillors congratulated Mr Ampstead on a professional presentation to the Obligations Panel.

The Chairman of the Planning & Services Committee advised the Council that the Coppice Hanger appeal had been dismissed as the Inspector stated it would be setting a precedent for developments on a steep hill. The Clerk was instructed to send a copy of the inspector’s report to the members of the Committee.

It was finally mentioned that the refuse collection vehicle was unable to stop near enough Sopers Cottage for the dustbins to be emptied, due to the new roundabout.

### **3.3 Recreation and Open Spaces Committee**

The Council received the minutes of the meetings of the Recreation and Open Spaces Committee held on 12<sup>th</sup> April 2007 and 31<sup>st</sup> May 2007.

### **Matters Arising**

The Clerk advised members that a representative of Southern Water was due to inspect the pipes under the Recreation Ground the following week, to ascertain whether the damaged pipe belonged to them.

It was reported that the Snack Wagon had had a few visitors and it was suggested it should be allowed to park on the Recreation Ground, near the Youth Shelter on its next visit.

The subject of funding for a footpath for St Mary’s School was raised. As the Parish Council had no power to fund this, the Clerk was instructed to send the head teacher a Chanctonbury Local Committee grant form.

### **3.4 Finance and Policy Committee**

The Council received the minutes of the meeting of the Finance & Policy Committee held on 5<sup>th</sup> April 2007.

### **Matters Arising**

The Chairman of the Committee advised members that the Sports & Social Club buildings would now be insured through AON and all other insurances, such as public liability, would be covered by Allianz. This

would prove significantly cheaper than each section having their own insurance.

He also reported that the audit had been completed and had shown no major problems. The Clerk was instructed to let each member have a copy of the audit.

**4. Public Speaking**

There were no public speakers.

**5. SPORTS AND SOCIAL CLUB PAVILION UPDATE**

Mr Ampstead advised that a meeting had been held on Tuesday 24<sup>th</sup> April 2007 with Paul Rowley and Chris Carey of HDC. It had been a very positive meeting, as it was felt Pulborough had long been ignored and were in desperate need of 21<sup>st</sup> century facilities. HDC had offered to fund and arrange both a topographical survey to look at the sub-surface of the land and an asbestos survey on the existing building.

He also advised members that a working group would be formed at the end of the summer. The members would be expected to look for funding from within the community and it was suggested the Clerk should hold a list of anyone it was thought could be approached by the working group.

**6. MEETING WITH PAUL ADDISON, WSCC HIGHWAYS**

There had been two meetings with Paul Addison since the last Full Council meeting. The Clerk had written to Mr Addison to confirm the Council's agreement to the work to be done on the road outside St. Mary's School.

The subject of the regeneration of Lower Street was raised. Cllr. Paterson advised members that there would be a presentation to the Parish Council on the WSCC plans and they would be made public at the end of September, when there would be various presentations. The initial plans were to improve the general ambience of Lower Street. Phase Two would be a longer term project.

**7. CO-OPTION OF NEW COUNCILLORS**

After a lengthy discussion, Mr David Boulton and Mr Laurie Ellis were co-opted onto the Parish Council by a unanimous vote and took their seats with the other members.

Mr Boulton was elected by members to sit on the Planning & Services Committee and the Recreation & Open Spaces Committee. Mr Ellis was invited to join the Recreation & Open Spaces Committee and to become the Council's representative at the Pulborough Local Action Team's meetings.

Members also noted that Mr Howard Barrett, Mr Peter Lee and Mr Peter Reeve had also put their names forward for co-option and would be invited to attend the next Full Council meeting on the 19<sup>th</sup> July 2007.

The Clerk was instructed to contact them and ask for a brief written note stating why they wished to become a Councillor and what they could offer the Council. These were to be distributed before the next meeting.

**8. CONSERVATORY AND DECKING FOR THE SOCIAL CLUB**

Mr Boulton requested that the Parish Council gave consent for the erection of a conservatory to give older members a quiet area. This would look over the Recreation Ground.

He also asked if the Social Club could put down decking for the smokers. He advised the Council that he had attended an environment meeting at the Variety Theatre concerning the new smoking laws. Although the Club was not liable to provide anything for smokers, it was thought an area of decking with a bucket of sand for the cigarette ends and a bin for litter would suffice. The manager would make regular checks to make sure no one was leaving any litter or causing any undue noise. After a vote, in which seven agreed to the idea and there was one abstention, Mr Boulton stated there were no firm plans but he would take the Council's decision back to the Club's sub-Committee for discussion.

**9. ANNUAL INCREASE IN SPORTS CLUB RENTAL**

Members RESOLVED that the increase for the Sports Clubs' rental for the current year should be linked to the Retail Price Index.

**10. FUNDING OF PLAYGROUND EQUIPMENT**

The Recreation and Open Spaces Committee requested that a regular amount should be put in reserve annually to fund new playground equipment. As much of the equipment in the Recreation Ground play area would soon be in need of replacing, the Responsible Financial Officer suggested a regular amount could be earmarked and included in the annual budget. The Clerk was instructed to put this forward as an agenda item for the November meeting of the Finance & Policy Committee.

**11. FENCING NUTBOURNE COMMON RECREATION GROUND**

The Recreation & Open Spaces Committee asked members to accept the quotation of Shane Keen for the fencing of Nutbourne Common. The Responsible Financial Officer advised that the Council's Standing Orders would not allow this without two more quotations. The Clerk informed members that other suppliers had been tried without success. The Clerk was instructed to try more fencers, suggested by members but to look at those within the village as first option.

**12. STAFF ISSUES**

Members noted that Howard Barrett, the Assistant Clerk, had handed in his notice as he wished to become a Parish Councillor. It was agreed that the Clerk would continue single-handed but would work full-time until the New Year before a replacement was found. Some Councillors

offered to man the Parish Office to cover the Clerk's holiday and attendance at meetings.

**13. INSURANCE FOR SPORTS AND SOCIAL CLUB**

This agenda item had been discussed earlier in the meeting during matters arising from the Finance & Policy meeting of 5<sup>th</sup> April 2007.

**14. REGISTER OF MEMBERS' INTERESTS**

The Council received a handbook each on the Model Code of Conduct. They completed the Register of members' Interests,

**15. ADDITIONAL ITEMS FOR FULL COUNCIL**

**15.1 List of Meetings 2008**

The Council received and approved the list of meetings for 2008 but asked the Clerk to correct a couple of the dates shown and produce an amended list before the next meeting. It was also agreed that the Parish Office should close between Christmas and the New Year this year.

**15.2 Nutbourne Common Recreation Ground sub-Committee**

Members discussed the membership of the sub-Committee. It was agreed that Mrs Barnett would be the Chairman and members would be Mr Boulton, Mr Denison and Mrs Lawson, with Mrs Botting as ex-officio member. The Clerk was instructed to ask Mr Riddle if he wished to join the sub-Committee in an advisory role.

It was agreed the first meeting should be on 26<sup>th</sup> July 2007, when a document would be drawn up to show the long term plans of the Council for Nutbourne Common Recreation Ground.

**15.3 Quaife Woodlands – Survey of Trees on the Recreation Ground**

Members accepted the recommendation of the Recreation & Open Spaces Committee that the work highlighted by the survey should go ahead, subject to the costs being less than £1000. The Clerk was instructed to contact Quaife Woodlands for a pricing of the work.

**15.4 Byelaws**

Members were asked to pass a resolution formally adopting the Byelaws and authorising their sealing. The resolution was proposed by Mr Noble, seconded by Mrs Barnett and passed unanimously.

**16. DISTRICT AND COUNTY COUNCILLORS REPORTS**

The Chairman welcomed Cllr. Paterson and congratulated him on becoming Chairman of Horsham District Council. She stated that Pulborough Parish Council was very lucky to have two District Councillors who took such an interest and attended the Council's meetings.

Cllr. Paterson stated he wanted to strengthen links between HDC and the Parish Councils and welcomed any suggestions from Councillors as to what they would like to see happen.

Cllr. Donnelly reported that the footpath in front of Sopers Cottages was partly owned by Saxon Weald with the remainder owned by those who had bought their cottage.

He informed members there had been an incidence of youths running over the roofs and bonnets of cars in Nutcroft.

He then reported on the work being done to Billingshurst Swimming Pool, which would be funded by residents but would also benefit those living in Pulborough. He stated there was to be a Centre for Children in the grounds of the Weald School, which would provide a nursery, a breakfast club, a Social Services office and help for parents wishing to return to work.

## **17. REPRESENTATIVES' REPORTS**

Mrs Watson had left a message in her absence to advise members she had attended a meeting in Horsham concerning the Pulborough Village Design Statement. Mrs Botting informed Councillors that Rob Aylott, who is co-ordinating work on the VDS, had stated Mrs Watson is being a tremendous help.

Mrs Botting informed members that she was due to go to a meeting of the Chanctonbury Local Committee on Tuesday 26<sup>th</sup> June 2007, to be held in the Village Hall. She was going to find it very difficult to attend and asked if anyone would volunteer to go in her place to represent the Council. Mr Ellis stated he would be pleased to attend.

## **18. CORRESPONDENCE**

### **18.1 Invitation to Civic Service 24 June 2007**

Members received an invitation to attend the Civic Service but unfortunately, no one was free on this date.

### **18.2 Sussex Police – Prolific and Priority Offender Strategy**

The Council noted the contents of the email from Sussex Police.

### **18.3 Email from Arun Valley Rail Partnership**

Members received an email asking parishes to participate in the Partnership. Mr Denison stated he was previously the Council's representative and would contact the Partnership to offer his services again.

**18.4 NHS – Primary Care Support Service**

Councillors were pleased to note the application for Primary Consent to be included in the Pharmaceutical List from the National Co-operative Chemists Ltd., for a pharmacy in Lower Street.

**19. URGENT MATTER RAISED BY COUNCILLORS**

Mr Denison reminded members it was St Mary's School Fete on Saturday 23<sup>rd</sup> June 2007.

Mr Ampstead suggested that, as there were many Council projects at the moment, there should be a lead Councillor on each project who should be the first point of contact. The Clerk was instructed to include this as an agenda item for the meeting on 19<sup>th</sup> July 2007.

Mrs Botting advised Councillors that she had received a telephone call from Mr Matt Hennings concerning the closure of the Post Office for six weeks for refurbishment. The Clerk was instructed to contact Post Office Counters to ascertain their plans for providing temporary cover.

**20 PAYMENTS**

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

J Randall	£450.03
Ash Reid Design Ltd	£129.25
Pulborough Social Centre	£60.00
Arun Mowers	£118.68
DJ Flynn	£157.45
DJ Flynn	£881.25
Allianz Insurance	£1898.65
Staff Wages	£2141.07
WSCC	£339.86
PC Doctor	£185.00
CJ Uden & Co	£611.00
HSD Ltd	£87.48
Candela	£925.31
Candela	£259.97
Howard Martin	£62.00
Auditing Solutions	£399.50
Sussex Sheds & Aviaries	£606.20
Mayfield Nursery	£270.00
Pulborough Social Club	£2331.25
Pulborough Social Club	£1131.47
EDF Energy	£64.14
AON Ltd	£3681.58

**The meeting closed at 10.08 pm**

..... Chairman

..... Date