

PULBOROUGH PARISH COUNCIL

The Annual Parish Meeting was held at Pulborough Village Hall on Thursday, 8th May 2008 at 7.30 p.m.

Present: Cllrs. Mrs Botting (Chairman), Mrs Barnett, Barrett, Mrs Black, Boulton, Denison, Ellis, Kiverstein, Mrs Lawson, Quedsted (from 7.45pm), Reeve and Mrs Watson (from 7.45pm).

In Attendance: Mr Meyrick Gough, Mr Doug Hunt and Mr Andy Blaxland – representing Southern Water
PSCO Neville Warner
Mr Alistair Smith
Lesley Hoff, Parish Clerk
Sarah Norman, Assistant Parish Clerk
25 Members of the Public

1. INTRODUCTION BY CHAIRMAN

The Chairman welcomed everyone to the meeting and thanked the guest speakers for attending.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Mrs Roberts and Peter Jones (Pulborough Local Action Team).

3. PCSO NEVILLE WARNER

The Chairman welcomed PCSO Warner to the meeting.

PCSO Warner advised those present that he was the Police Community Support Officer for Pulborough, Coldwaltham, West Chiltington, Thakenham and Ashington.

He suggested a question and answer session and was asked what was being done about anti-social behaviour and drunkenness amongst the young people of Pulborough. He advised there was a zero tolerance policy in operation and two groups were being targeted – the 15-18 year olds for drunkenness and the 11-14 for nuisance behaviour and criminal damage. Any under age drinkers had their alcohol confiscated and anyone found doing criminal damage would be arrested.

With regard to anti-social driving, a Section 59 would be issued, warning the driver to drive properly. If this were ignored, the vehicle would be seized and held until £140 plus storage costs had been paid. If it was not claimed, the vehicle could be crushed.

PCSO Warner stressed that incidents must be reported by ringing the non-emergency number 0845 60 70 999. If a resident was alarmed then they should dial 999. He stated that the police for the area were based at Pulborough or Steyning and would respond to a Grade 1 incident within 15 minutes and a Grade 2 in one hour.

He informed those present there was now a Neighbourhood Specialist Team rather than Response Units and it was hoped to build up a rapport with the local community by being more accessible.

The Chairman asked if the Parish Council could do anything to push for more police within the village. PCSO Warner suggested the Clerk write on behalf of the Council to the Chief Constable.

He then advised that an ASBO is a civil action and the more reports the police received, the quicker a case could be brought. The local housing associations also have many powers within their tenancy agreements and could actually evict wrongdoers.

He was asked where the call centre was based and advised it was in Haywards Heath but all calls would be directed to a dedicated operator, for the appropriate area.

The Chairman thanked PCSO Warner for attending.

4. MINUTES

The Minutes of the Annual Parish Meeting held on 17th May 2007 were received and signed as a correct record.

4.1 Matters Arising

There were no matters arising.

5. CHAIRMAN'S REPORT ON ACTIVITIES 2007/2008

Chairman presented her report on the Council's and its Committee's activities over the past year and expressed her willingness to answer any questions once everyone had an opportunity to read the document. (Attached to the Minutes as Appendices 1 & 2)

6. RESPONSIBLE FINANCIAL OFFICER'S REPORT

The Council's Responsible Financial Officer, Mr I Kiverstein presented his report on the Parish Council's income and expenditure for 2007/2008 and the budget for 2008/2009. He summarised his report, which is attached to the Minutes as appendices 4 & 5).

7. MEYRICK GOUGH, SOUTHERN WATER

The Chairman welcomed the representatives of Southern Water and asked Mr Gough to give his presentation.

Mr Gough explained how the need for a long term plan to cover the next 25 years was required and there was a need to find a new source of water

He stated that sources of more water could include a reduction in leakage, desalination and Aqua Storage and Recovery but there were no opportunities for the latter in this area.

The River Arun has water available and it was planned to abstract the water just at the point where the river is tidal, this point being at Church Farm, Hardham. There would be bankside storage which would be landscaped and unobtrusive.

The detailed design work would be presented to HDC and this would be followed by a public consultation in the summer of 2008. Construction work should begin in 2011, with the water available in 2013.

A question and answer session followed and the Chairman, on behalf the Council and those present, thanked Mr Gough for his informative talk.

8. ALISTAIR SMITH, NEW PAVILION STEERING GROUP

Mr Smith advised those present he was a Pulborough resident with no personal interest in sport. However, he had been approached to become Chairman of the Steering Group and was pleased to accept as he could see there was a great need for a new building. The present pavilion was costing a lot of money to maintain and did not meet present day standards. There were no facilities for ladies or the disabled and it was planned to provide a building that was an asset to the community, of which villagers could be proud. He explained how four Working Groups had been set up with different roles. The Chairmen of the four Working Groups then reported back to the Steering Group, who would then make suggestions to the Parish Council for its decision.

The final decision would lie with the local community and it was hoped to have various options ready for a public consultation in the autumn. He stressed that there had been no decisions made at present, as the project was still in the early stages.

He then opened the meeting for questions from the floor.

In reply to questions, Mr Smith advised the timescale should be to decide on the proposal and put in a planning application with, optimistically, the building work starting in 2010.

The Chairman then stated that no transport to do with the new Pavilion would go through Nutcroft or Collingwood. HDC had offered to improve the access road in its current position.

Mr Smith was asked why a decision was made to rebuild when the current building already had four changing rooms. He replied the rooms were too small and did not meet modern criteria.

The Chairman informed the members of the public present that HDC was backing the proposals and had provided the various surveys that were needed.

The Chairman thanked Mr Smith for his attendance.

9. QUESTION TIME

The Chairman remarked that questions had been asked throughout the meeting but wondered whether there were any more.

A member of the public asked who was responsible for litter bins and was advised it was HDC.

Another resident asked if it was poor advertising that meant only a few members of the public had attended. The Chairman advised it had been in the Parish Council newsletter, which went to every household. Cllr Donnelly stated it showed what a good job the Parish Councillors were doing, as people tend to come along to meetings if they have problems or concerns. He then praised the Council for doing splendid work.

10. CHAIRMAN'S CLOSING REMARKS

The Chairman closed the meeting and invited all those present to join the Parish Councillors for refreshments.

The meeting closed at 9.30 p.m.

..... **Chairman**

..... **Date**

PULBOROUGH PARISH COUNCIL

CHAIRMANS' ACTIVITIES REPORT 2007/2008

1. REPORT OF THE CHAIRMAN OF THE COUNCIL

Parish Council

I would like to start by thanking my Deputy Chairman, the Committee Chairmen and all the Councillors for their support and help. Between us, we put in a large amount of hours and I certainly could not manage without their time and commitment, which I would add, is given without any financial reward. Following last year's elections we only had 9 Councillors out of a complement of 15. During the following months, we welcomed Howard Barrett, Lawrie Ellis, David Jolliffe, Ray Quested, Peter Reeve and Maureen (Robbie) Roberts onto the Parish Council. We have lost both Les Ampstead and Jim Noble due to other commitments, although Les is working tirelessly with us on the new Pavilion project and Jim is still our webmaster.

This does mean we now have a vacancy on the Council, so if you would like to know what is involved, please speak to one of the Councillors at the end of the meeting.

You may have noticed the work of the Parish Council being mentioned in the local press on more than a few occasions. This helps to keep both the Council and Pulborough to the fore.

New Pavilion

A lot of time is being spent on the rebuild of the old Sports & Social Club. I don't want to mention it here as Alistair Smith will update you and answer your queries later in this meeting.

Other Matters

It was a shock to lose the Co-op, the pharmacy and the Post Office from Lower Street within a short space of time last year. The Parish Council is working closely with the Pulborough Community Partnership on the regeneration of Lower Street and

is still fighting to get both a Post Office and a pharmacy reinstated. Meanwhile, you may well have noticed there is still no evidence of a working electronic sign!!

WSCC Highways were busy installing warning lights, hatching and a traffic island outside St Mary's School during the Spring Holiday (I can't call it the Easter Holidays, as it was a few weeks after Easter!). These improvements were to make it safer for the children going to and coming from school and was financed by contributions from developers in West Sussex and not from your Council Tax. It is amazing that some parents park adjacent to the traffic island, causing other motorists to go over to the wrong side to get passed!

I am pleased to report that the Youth Club is doing well and even has a waiting list.

I am also happy to report that the hanging baskets will shortly be adorning Lower Street and it is hoped to extend to Swan Corner this year. Mayfield Nurseries always do such a good job on the baskets for us and they are always a joy to behold.

Staff

I would like to say a big thank you to our wonderful groundsman, Jim Leadbetter. Despite extremes of weather this winter, he has been able to keep the Main Rec. looking fabulous and has had many compliments on the state of the outfield. Lisa Richard's took over the administration of the Multi-Sports Facility and is doing an excellent job. It was with great sadness the Councillors learnt of the death of Lil Rhoder, who had previously run the MSF, as well as being such a hard worker for sport in the village. The Parish Council would like to name the new sports hall in her memory – the Lillian Rhoder Hall.

None of us on the Council, or indeed the Council Office, would be able to function without the expertise, experience, dedication and humour of Lesley our Clerk, who manages to hold the whole thing together!

We welcomed a new Assistant Clerk, Sarah Norman, in October last year. She has settled in well and is proving an asset in the Parish Office. The office is open Monday to Friday from 9am until 12.30pm. Please feel free to call in if you have any queries or problems for the Council and the staff will do their damndest to help you.

Jan Botting, Chairman.

2. REPORT OF THE CHAIRMAN OF THE RECREATION & OPEN SPACES COMMITTEE

The Parish Council is in the process of providing more allotments, which will adjoin the existing site and spread into Cousins Way Recreation Ground. There is a long waiting list for allotments and the Council has a duty to provide them and working on allotments is a growing leisure pastime across the country. The Council is also frantically trying to find an area of open space in the north of the village, for youngsters to kick a ball about.

Also in the Cousins Way site, the Council is working closely with the Football Club to provide lighting to enable training to be carried out, meaning a better utilisation of the area.

There have been further working parties clearing Nutbourne Common Recreation Ground during the winter and the Council has received many compliments from local residents. There is a plan for heather seeding in September but in the meantime, it was exciting to note that there were a couple of heather plants that had appeared during the winter.

On the downside, it was upsetting to find that the new stile and dog gate provided by the Council in the Nutbourne Common Recreation Ground had been vandalised, by someone who went prepared with screwdriver, saw and wire cutters. The Parish Office received complaints about the vandalism and one lady resident was most upset to find the dog gate had actually been stolen! What a waste of tax payers' money!!

Pocket Park is to have a clearance day on Sunday 15th June. Please feel free to join the working party. Bring your gloves and any tools, such as secateurs and wheelbarrows. You will find it not only fun but also a worthwhile way to spend your time. The week starting 16th June will see groups of school children visiting Pocket park for nature studies. It is hoped the local residents, who dump their gardening rubbish in Pocket Park, will think again and not spoil the outing for the children.

The Parish Council is working towards supplying new equipment in the play area on the Recreation Ground.

Byelaws – in the byelaws, it is mentioned that no golf should be played on any land owned by the Parish Council. Anyone caught using real golf balls on the Recreation Grounds will be prosecuted on our behalf by Horsham District Council. Using motorbikes and horse riding are also pursuits banned from Council land for obvious reasons!

To finish on a high note, it is wonderful to see how sport is taking off with the young people of Pulborough. Pythons (the junior football section) has 70 members and there is now a girls' cricket team. The first home match for the Girls' Cricket team was on Tuesday 13th May and it was good to see that it was a win for Pulborough!

Christine Barnett, Chairman.

PULBOROUGH PARISH COUNCIL
REPORT OF THE RESPONSIBLE FINANCIAL OFFICER
FINANCIAL YEAR END 31/03/2008

Attached are draft Income and Expenditure account and Balance Sheet for the last financial year. As in previous years these are subject to final audit. Specific matters to which I would draw attention are as follows;

1. The precept last year was increased by 4% Other Income was decreased as the grant received for playground equipment of £8,518 was less than that received in the prior year for Bus Shelters of £16,375.
2. This year saw Capital spending of £8,517 on the playground equipment referred to earlier.
3. Total expenditure for the year was almost identical to that of last year.
4. Overall there was a margin of just over £4,000 between Income and Expenditure the small surplus going to increase our General Fund.
5. As mentioned last year recognising that the Sports Pavilion and Social Club building cannot last forever and that improved facilities would benefit the community a Committee has been formed to investigate how we might raise funds to replace the existing buildings with one that is upgraded. £20,000 of our General Fund has been earmarked to assist with exploring the feasibility of such a project and to cover potential expenditure such as the preparation of plans or funding applications. We are budgeting to set aside a further £15,000 for this

purpose over the next year. To date nothing has been spent however as you will hear later tonight matters are now progressing in this respect so that we can expect to incur significant costs in the months to come.

6. Funds continue to be deposited with NatWest Bank.
7. We are not budgeting for any exceptional expenditure during the next year except for the Sport Pavilion rebuild. Taking account of inflation and the needs for this project we have budgeted for an increase in the precept of £20,000. This works out between £8 and £15 extra per household depending on banding which we feel is a small amount bearing in mind what we are seeking to achieve for the community.

I will be happy to respond to any questions that may arise from the floor.

Ivor Kiverstein
Responsible Financial Officer

ANNUAL REPORT PULBOROUGH PARISH COUNCIL PLANNING COMMITTEE

The Committee has met on average every two weeks throughout the past year, viewed innumerable plans most of which have not been contentious.

We have viewed house extensions, conservatories, one or two new-builds but no large housing developments similar to those we had in the past eg. the Tesco site and the development near Sainsbury's.

A few have been a cause for concern – in particular when the Committee is asked to give its opinion on a site which is in a Conservation area or when part of the proposed development would demolish a feature which in itself is the subject of a Conservation Order – in particular the development which came to Committee in the vicinity of Bell Close. That application would turn a cul de sac into a through road – not something of which the owners of the houses were aware at the time of their purchase.

It is a concern to the Committee when developers keep returning time after time with slightly altered plans – in particular there is a site on the A29 (Coppice Hanger) which according to the County Council would not in any way increase or impede traffic flow.

Another concern is when a building suddenly appears in the village landscape which to all intents and purposes looks like a dwelling, has a garden and driveway which would not disgrace a dwelling but which the erectors insist is a garden shed. This matter is still under consideration by Horsham District Council.

The Parish Planning Committee is in fact only advisory and it is Horsham District Council which makes the actual decisions. Sometimes the Pulborough Committee is somewhat flummoxed by the decisions taken in Horsham. The Pulborough Committee would really appreciate being given a reason for Horsham's decision if it differs from the recommendation from Pulborough.

The Committee endeavours to make its decisions diligently, and carefully, making site visits whenever it is felt that the submitted plan needs even more careful scrutiny.

I would like to thank my fellow Councillors who serve on the Planning Committee for all the time they so freely give, for their commitment and careful scrutiny of all the plans.

We endeavour to do our very best for everyone – we try to take all planning aspects into consideration but it is indeed a statement of the obvious that it is impossible to please all the applicants all the time.

(Notes to the Accounts Reference Nos.)	Pulborough Parish Council Accounts Income & Expenditure Account For the Year Ended 31 March 2008	(Notes to the Accounts Reference Nos.) ↓
Year Ended 31 March 2007		Year Ended 31 March 2008
120175.00	INCOME	
	PRECEPT	125000.00
	AGENCY SERVICES	
1905.88	LOANS, etc. FOR CAPITAL EXPENDITURE	
	INTEREST on INVTS & A/CS	2585.11
9161.45	SALE OF ASSETS	
	TENANCIES (Council as Landlord)	3176.30
	CAPITAL GRANTS	
22544.49	GRANTS & DONATIONS	15489.00
33.23	HIGHWAYS	146.53
3022.75	MSF	1989.20
1097.14	OTHER	1436.57
962.74	RECREATION & OPEN SPACES	740.95
3206.76	RENTS	8595.59
-	VAT on Receipts & Recovered	-
<u>162109.44</u>	TOTAL INCOME	<u>159159.25</u>
	EXPENDITURE	
14139.75	ADMINISTRATION	17596.67
46094.37	WAGES, PAYE, NI, PENS., EXPENSES	47157.71
4045.00	S. 137 PAYMENTS	4660.00
19270.00	CAPITAL SPENDING (Asset purchase)	
	AGENCY SERVICES	
327.36	OTHER PAYMENTS (None)	
	PROVISION FOR DOUBTFUL DEBTS	
12098.36	LOAN INTEREST & REPAYMENTS	12098.36
290.60	ADVERTISING & PUBLICITY	100.00
	TENANCIES (Council as Tenant)	
	Running Costs:	
421.87	ALLOTMENTS	1968.74
5085.80	BOWLING CLUB	4596.00
11067.45	HIGHWAYS	13009.69
	MSF	74.45
34001.28	RECREATION & OPEN SPACES	46332.78
6929.03	STREET LIGHTING	7358.44
226.38	VILLAGE HALL	
<u>153997.25</u>	TOTAL EXPENDITURE	<u>73338.10</u>
8112.19	Surplus/(Deficit)	<u>154950.84</u>
		4208.41
30851.30	General Fund	
162109.44	< Balance at 31 March 2007	18963.49
192960.74	Add Total Income	<u>159159.25</u>
153997.25		178122.74
<u>38963.49</u>	Deduct Total Expenditure	<u>154950.84</u>
		23171.90
(20000.00)	Transfers from Earmarked Funds	
<u>18963.49</u>	Transfers to Earmarked Funds	
	Balance at 31 March 2008 >	<u>23171.90</u>

(Notes to the Accounts
Reference Nos.)
Year Ended
31 March 2007

Pulborough Parish Council Accounts
Balance Sheet at 31 March 2008

(Notes to the Accounts
Reference Nos.) ↓
Year Ended
31 March 2008

LONG TERM ASSETS
Investments:

	CURRENT ASSETS	
	Stocks and Stores	
5554.60	Debtors	1713.97
	Payments in Advance	
4971.02	VAT Recoverable	4878.78
<u>49460.94</u>	Cash in Hand	<u>62640.93</u>
<u>59986.56</u>	TOTAL ASSETS	<u>69033.68</u>
	CURRENT LIABILITIES	
	Creditors	
1500.00	Receipts in Advance	6338.71
	VAT Payable	
	Cash Overdrawn	<u>6338.71</u>
<u>58486.56</u>	NET ASSETS	<u>62694.97</u>
	Represented By:	
18963.49	GENERAL FUND	23171.90
<u>39523.07</u>	CAPITAL RESERVE	<u>39523.07</u>
<u>58486.56</u>	EARMARKED FUNDS	<u>62694.97</u>

The above statement represents fairly the financial position of the authority and reflects its income and expenditure during the year.

Signed:.....
Chairman

.....
Responsible Financial Officer

Date:.....
AUDIT OPINION

Date:.....