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**MINUTES OF AN ORDINARY MEETING OF PULBOROUGH PARISH COUNCIL**  
**HELD ON THURSDAY 20<sup>th</sup> March 2008**  
**AT THE VILLAGE HALL**

**PRESENT:** Mrs Botting (Chairman), Cllr Mrs Barnett (Vice Chairman), Cllrs Barrett, Mrs Black, Boulton, Denison, Ellis, Jolliffe, Mrs Lawson, Queded, Reeve, Mrs Roberts and Mrs Watson.

**IN ATTENDANCE:** Cllr Donnelly (District Councillor), Cllr Mrs Arculus (County Councillor), Mr Ampstead (until 8.03pm) and Mrs L Hoff (Clerk).

*The meeting opened at 7.35pm*

**149. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. Kiverstein, Noble and Cllr Paterson (District Councillor).

**150. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**134. MINUTES**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 17<sup>th</sup> January 2008 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**135. UPDATE ON THE NEW SPORTS AND SOCIAL CLUB BY MR LES AMPSTEAD**

The Chairman suggested the update from Mr Ampstead be brought forward and the Councillors **RESOLVED** the agenda should be altered to allow this to take place.

Mr Ampstead advised members that four working groups had been set up, plus a Steering Group to whom they would report. Approximately 30 people had become involved and he was pleased to report that Alistair Smith had agreed to be the Chairman of the Steering Group.

He informed members that Horsham District Council were proving to be most supportive and were to provide a topographical survey of the Recreation Ground and an asbestos survey of the old building. The Working Groups were to explore all options, which they would bring to the Steering Group meeting and then to the Parish Council. The subject of the sustainability of the new Sports and Social Club was also high on the agenda.

Mr Ampstead was invited to update the Council on the regeneration of Lower Street.

He advised that quotes had been received for decorative shop lighting plus brackets for such things as Christmas trees or St George's Day flags and CACI were to do a demographic survey on the spend profile of shoppers.

The planning application for the installation of a ramp leading from Lower Street to the East Glebe Field was going ahead and the style of gates at either end of the footpath through the field had been agreed with the farmer and the Diocese.

The Chairman thanked Mr Ampstead for giving up his time to speak to the Council.

## **136. MATTERS ARISING FROM THE MINUTES, WHICH ARE NOT SEPARATE AGENDA ITEMS**

### **136.1 FULL COUNCIL**

The Clerk advised members that both the WSCC Highway Rangers and Network Rail had agreed to clear the vegetation overhanging the footpath leading from the station to Church Place.

The Clerk informed Councillors that "dog-fouling" notices had been ordered and received and asked for a volunteer to erect two at Cousins Way recreation ground. Cllr Boulton offered to do this.

The Clerk advised members Cllr Boulton had visited NatWest twice with proof of identity. The Clerk had taken in all the paperwork to replace the mandates lost by the Bank in 2005 and 2006 and this had been sent to Southampton Business Centre by a member of the Bank staff. One Councillor reported the mandates for Arundale School had gone astray and another Councillor advised those of the Church Charity had also gone missing. The Clerk advised she had asked for all paperwork to be returned and to be sent by recorded post to the Business Centre but this was not allowed.

The Clerk informed the Council the emergency lighting work was to start at the Sports and Social Club on the 10<sup>th</sup> March 2008 and Cllr Quested had volunteered to be the project manager.

Cllr Reeve stated he wished to attend the meeting with the Medical Centre. The Clerk informed members a letter had been received advising that the Medical Centre were having a further discussion with Tesco on 29<sup>th</sup> February 2008 and then would contact the Parish Office to arrange the meeting.

### **136.2 PLANNING & SERVICES COMMITTEE**

The Council received the Minutes of the Meetings of the Planning & Services Committee held on 17<sup>th</sup> January 2008 and 7<sup>th</sup> February 2008.

#### **Matters Arising**

The Clerk advised that Lyndon Johnson, HDC was to have the cast iron bin removed and replaced with one of a modern design, near to the gate onto Cousins Way Recreation Ground. Danny Flynn had a key to the Masons Way Play Area bin and had agreed to empty it fortnightly.

A councillor reported that Mare Meadow had been visited by Eddie Hughes, the enforcement officer. The main gate is to be closed off and an s106 agreement put in place. When the current residents of the log

cabin move on, the building is to revert to being for storage and it can never be sold separately from the main house. The Councillor thanked the Clerk for her hard work on this issue.

Cllr Donnelly asked if he could update the Council on the outcome of some planning applications, rather than wait until agenda item 11, District and County Councillors reports.

He advised that the application for 8 dwellings at Greenmeadows, Old Mill Place had been refused. There was not to be a gypsy encampment on the site of Nutbourne Pumping Station but an application to convert it to a single dwelling had been passed. HDC had also agreed the planning application for Bank Chambers, Lower Street on the condition the art deco front was retained.

### **136.3 FINANCE & POLICY COMMITTEE**

The Council received the Minutes of the Meetings of the Finance and Policy Spaces Committee held on 10<sup>th</sup> January 2008.

#### **Matters Arising**

There were no matters arising.

### **136.4 RECREATION AND OPEN SPACES COMMITTEE**

The Council received the Minutes of the Meetings of the Recreation and Open Spaces Committee held on 24<sup>th</sup> January 2008.

#### **Matters Arising**

The Clerk advised Councillors that Rob Free was to lead a group of volunteer members, their friends and family to do some clearance work at Nutbourne Common Recreation Ground on Sunday 2<sup>nd</sup> March 2008 at 10am. A Councillor reported that more funds had been made available for the Heathland Project.

The Clerk also informed members Phil Williams, the Village Tree Warden advised against moving the trees planted in Cousins Way Recreation Ground. His email had been forwarded to members of the Recreation and Open Spaces Committee.

The Clerk advised that the quotation to clean and repair the street lighting in Church Place had been received and was an agenda item for the next Planning and Service Committee meeting, as was the supplying of a concrete bollard in the bridleway outside Lane End. The Access Ranger was to check the missing bridleway sign in Rectory Lane to see with what it should be replaced.

The Clerk informed members that two letters had been sent to Saxon Weald concerning replacing the handrails on the steps leading from Rectory Lane down to the bridleway. As yet, there had been no response.

### **137. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no members of the public who had given notice of wishing to speak.

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

The minutes of the meeting on 4<sup>th</sup> February 2008 had previously been circulated to Councillors.

A long discussion followed concerning the bridge over the railway. Cllr Mrs Arculus informed members a “hands-on” inspection was not allowed and it did not appear to be the bargain that was first thought, as it dates back to the 1970s. She also stated that Network Rail was considering putting a bridge over the railway line rather than diverting Footpath 2300.

A Councillor mentioned the parking by builders on the Riverside Concrete site, in Stane Street Close. Residents were finding they had to reverse right back onto the roundabout on the A29. The question of double-yellow lines was raised and the Clerk was instructed to contact Vince Tipper, WSCC Highways about this matter.

**139. ANNUAL PARISH MEETING**

Members were asked to discuss a choice of speaker for the Annual Parish Meeting. The Chairman advised that Dr Fooks had asked to speak on the various clinics that would shortly be available at the surgery. It was also agreed that PCSO Neville Warner and Les Ampstead should be asked to do presentations. .

**140. COMMUNITY RAIL PARTNERSHIP**

Cllr Denison informed members that the Community Rail Partnership was formerly know as the Arun Rail partnership and was set up to find what communities wanted from Network rail and to encourage customers to use trains to visit Pulborough for such things as walks. The Council felt the alteration of the timetable was having an adverse effect and there was also the problem of parking at the station.

It was noted that complaint forms were held at the booking office and Councillors were urged to complete them. A Councillor reported it was now possible to obtain advance long distance tickets from the station again.

Cllr Denison offered to join the Steering Group of the Community Rail Partnership and was thanked by the Chairman on behalf of the Council.

**141. CLERK'S WORKING HOURS**

The recommendation of the Finance and Policy Committee to increase the Clerk's hours to full time was discussed. It was noted the Clerk had taken over the work of the book-keeper, was studying for the Certificate in Local Council Administration ( a qualification required for Pulborough to become a Quality Council) and more work was being generated by the Working Groups for the new pavilion. It was also noted the Clerk and the Assistant Clerk had offered to take time off in lieu for any extra hours worked. The Clerk would start working 37 hours a week with effect from 1<sup>st</sup> March 2008.

Cllr Boulton proposed the motion and it was seconded by Cllr Mrs Watson. The RESOLUTION was passed unanimously.

**142. STREET LIGHTING, WEST MARE LANE**

Members noted that a quotation had been received from EDF Energy for £2374.50 plus VAT to replace an old fitting which was causing all lights in West Mare Lane to be dayburners. A Councillor reported the lights had not worked at all for a few months, following the erection of scaffolding at the old

chapel. It was agreed it would be cheaper to leave the lights on all day, rather than to pay for a new fitting.

It was agreed Cllr Quedsted would liaise with the Clerk to write to EDF Energy for more information.

#### **143. ADDITIONAL ITEMS**

##### **143.1 Christmas Lights**

The Chairman reminded the Council that no payment had been sent to the owner of 'Henlys' for the use of their electricity supply for the Christmas lights. The Clerk was instructed to raise a cheque to send with the Council's thanks.

##### **143.2 Southern Water**

The Council was advised that Andy Blaxland of Southern Water wished to speak to the Council concerning the waterworks at Hardham. It was AGREED this would be of interest to the residents and the Clerk was instructed to ask Mr Blaxland to give a presentation at the Annual Parish Meeting.

##### **143.3 Rent Increases for the Allotment Holders and Sports Clubs**

The Council was advised that the Finance and Policy Committee had agreed to recommend an increase in rents in line with the Retail Price Index as in previous years. This would mean an increase of 4.1%.

As this had not been discussed in time to include on the agenda for full Council, the Clerk was instructed to advise the Allotments Society and the Sports Clubs of the impending rise, which would go before full Council for ratification in March, to take effect from 1<sup>st</sup> April 2008.

#### **144. DISTRICT AND COUNTY COUNCILLORS' REPORTS**

Cllr Donnelly reported the suggested Council Tax increase was 3%, which would go before full Council for ratification next week.

He also advised that the issue of the mobile amenity truck was an agenda item for the next Chanctonbury County Local Committee meeting to be held at the Village Hall. He informed members the truck was provided by the County Council with the District Council having the contract to use its trucks

Cllr Mrs Arculus advised Councillors there was a Health and Safety issue and very little recycling was done using the mobile unit.

A lengthy discussion concerning the mobile amenity unit ensued.

#### **145. REPRESENTATIVES' REPORTS**

Cllr Ellis reported on the meeting of the Pulborough Local Action Team, which had met on the previous evening.

There was to be a security exhibition on the 28<sup>th</sup> June 2008 and the Team was going to write to the Chief Constable to request that the work of PCSO Neville Warner be supplemented with an extra constable. This was due to the increase in the population of Pulborough and the fact PCSO Warner now also ran the Neighbourhood Watch. The Chairman agreed to sign for the Parish Council.

The matter of the dangers of crossing Church Hill by the Chequers Hotel had been raised at the LAT meeting. The Clerk was instructed to ask Paul

Addison to included this issue on the next agenda for his meeting with Councillors.

Cllr Reeve reported that the Harvest Fayre was going well and was to be bigger and better than in 2007. He was surprised to hear that no request for funding had been received at the Parish Office.

**146. CORRESPONDENCE**

The Correspondence is attached to these Minutes as Appendix 1.

**147. URGENT MATTERS RAISED BY COUNCILLORS**

Cllr Denison reminded members of the Fairtrade Big Breakfast that was to be held on Saturday 23<sup>rd</sup> February 2008 at the Village Hall.

Cllr Ellis asked for clarification on the street lighting in Church Place and the footpath leading to the station. It was agreed that LAT should pursue the lighting for the footpath and the Parish Council would continue looking at providing an extra street light in Church Place.

Cllr Jolliffe informed members the ditches in Gay Street lane were full of rubbish and old gas cylinders from the railway bridge to the A29. The Clerk was instructed to request HDC clear the ditches.

Cllr Mrs Barnett stated advance warning for motorists was required on Rectory Lane as two pedestrian footpaths crossed the lane. She also informed members that the hedge at Court House had grown right over the barrier at the bottom of the Twitten, causing pedestrians, especially those with pushchairs to go right onto the road to see if any traffic was coming. It was noted this was a long-running problem. Cllr Mrs Arculus agreed to walk up there to ascertain what could be done to alleviate the problem.

**148. PAYMENTS**

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

Staff Wages	£2489.42
HMRC	£592.10
WSCC	£348.27
EDF Energy	£419.06
Candela Consulting	£251.16
BT	£55.42
BT	£56.54
SLCC	£223.25
NRG	£255.85

***The meeting closed at 9.55pm***

.....Chairman

.....Date

## **CORRESPONDENCE**

### **1. Letter from Southern**

Members received a letter from Southern advising of disabled access and parking issues. Previously copied to the Council.

### **2. Mrs Biddy Hutcheson**

Councillors received a letter of thanks from Mrs Hutcheson.

### **3. Storrington and Sullington Parish Clerk**

Members received notification from the Parish Clerk of forthcoming roadworks in the High Street and West Street in Storrington from 14<sup>th</sup> April 2008 for approximately 14 weeks.

### **4. Pulborough Football Club**

Councillors received a letter of thanks from Pulborough Football Club for the donation of a gift voucher.

### **5. Vitality**

Members noted the launch of the new dentists' practice on 2<sup>nd</sup> April 2008.

### **6. Allianz**

Councillors received an update of an ongoing claim. Copied to Councillors.