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**MINUTES OF AN ORDINARY MEETING OF PULBOROUGH PARISH COUNCIL**  
**HELD ON THURSDAY 27<sup>th</sup> November 2008**  
**AT THE VILLAGE HALL**

**PRESENT:** Mrs Botting (Chairman), Cllrs Mrs Barnett, Mrs Black, Clarke, Denison, Ellis, Jolliffe, Kiverstein, Mrs Lawson, Qusted, Reeve, Mrs Roberts and Mrs Watson.

**IN ATTENDANCE:** Mrs L Hoff (Clerk).

*The meeting opened at 7.36pm*

**81. APOLOGIES FOR ABSENCE**

Apologies for absence were received from District Councillor Paterson.

**82. DECLARATIONS OF INTEREST**

Cllr Qusted declared an interest in agenda item no. 17 concerning the Bowling Club, as he is the Treasurer.

**83. MINUTES**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 16<sup>th</sup> October 2008 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**The Clerk's Report on the Full Council Minutes**

The Clerk reported the pebbles for the roundabout had been chosen by the Recreation and Open Spaces Committee. Paul Addison, WSCC had advised that either the Parish Council must pay for the pebbles or a sponsor found. This item would be on the agenda for the next Planning & Services Committee meeting on 18<sup>th</sup> December 2008.

The leaf vacuum was found to be unsatisfactory.

The Clerk reported that three quotations for work on the pavilion car park had been received and would be on the agenda for the next Planning and Services Committee meeting on 18<sup>th</sup> December 2008.

Members were informed that Vic Gretton of Upper Beeding Parish Council was to attend the full Council meeting in February to advise on how to set up a Youth Council.

The Clerk reported that only one member of the Youth Offenders Team had appeared to do any litter picking. This was after the Clerk had been requested to supply enough litter picking equipment for six people.

A Councillor referred to item 72 and advised members he had spoken to the Deputy Head of Weald School about setting up a Youth Council. He was invited to attend a meeting of the School Council, as it was to become more involved in social and community affairs, a similar function to a Youth Council.

### **83.1 PLANNING & SERVICES COMMITTEE**

The Council received the Minutes of the Meetings of the Planning & Services Committee held on 16<sup>th</sup> October 2008 and 6<sup>th</sup> November 2008.

#### **The Clerk's Report**

The Clerk reported that the Traders Group would like to purchase the cable for the Christmas lights in Lower Street to save taking them down at the end of the festive season. This was to be an item on the next Planning and Services agenda for discussion.

Members were advised that Brinsbury College did not wish to go ahead with providing finance towards the purchase of bus shelters outside the college, due to the fact the large rebuilding programme might mean the bus stops may be relocated.

### **83.2 FINANCE & POLICY COMMITTEE**

The Council received the Minutes of the meeting of the Finance and Policy Committee held on 9<sup>th</sup> October 2008 and 13<sup>th</sup> November 2008.

#### **The Clerk's Report**

Members were informed the Clerk and Deputy Clerk had appointments in January to visit North Horsham and Southwater Parish Councils for demonstrations of their accounting systems.

Cllr Kiverstein was to speak to Richard Bird, WSCC Street Lighting, after 8<sup>th</sup> December 2008 with various queries raised by the Finance and Policy Committee concerning the street lighting maintenance contract.

A Councillor queried item 52 as to why it was discussed at a Finance and Policy meeting and was informed it was a policy decision.

A Councillor referred to item 56 and advised that this should soon come to a satisfactory conclusion.

### **83.3 RECREATION AND OPEN SPACES COMMITTEE**

The Council received the Minutes of the Meetings of the Recreation and Open Spaces Committee held on 30<sup>th</sup> October 2008.

#### **The Clerk's Report**

The Clerk reported that, due to the Allotments Society requesting a meeting, which took place on 13<sup>th</sup> November 2008, the new lease would now be on the full Council agenda on 22<sup>nd</sup> January 2009 for ratification.

Members were informed the Clerk had requested three quotations for fencing.

The Clerk reported that the request for a tree plaque was now in the hands of Jeremy Knight HDC Museums Department for a decision on funding.

Cllr Quested informed members he had shown Martin Ireson, the electrician around the pavilion and the Council would soon receive a quotation for the installation of radio linked smoke alarms.

### **84. ADJOURNMENT FOR PUBLIC SPEAKING**

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

**85. STREET SCENE WARDENS**

The Chairman welcomed Karen Grisley and Jayne Jeffery, the Street Scene Wardens, who gave a presentation on their work.

**The meeting was adjourned at 7.52pm for the presentation.**

After the presentation, the Chairman thanked the Street Scene Wardens for giving up their time to attend the meeting.

**The meeting was reconvened at 8.19pm**

**86. EARMARKING FUNDS AND CAPITAL RESERVES**

The Responsible Finance Officer explained to the Council the need for earmarking funds. He advised this had been discussed in full at the meeting of the Finance and Policy Committee and that this recommended that £2500 be put aside for the resurfacing of the Multi Sports Facility, £10,000 for the repairs to the pavilion and £2500 towards the new allotments. Cllr Mrs Barnett proposed the recommendation should be ratified by full Council. This was seconded by Cllr Ellis and the **RESOLUTION was passed** unanimously.

**87. PARISH COUNCIL DISCRETIONARY GRANTS 2008/2009**

The Chairman thanked Cllrs Ellis and Jolliffe for the initial work they did on the grant applications. Cllr Kiverstein asked full Council to accept the recommendations of the Finance and Policy Committee for payment of the grants. Cllr Mrs Black proposed the motion and it was seconded by Cllr Quedsted. The Council **RESOLVED** that the payment of the grants should be made as per the recommendations of the Finance and Policy Committee.

**88. 2<sup>nd</sup> QUARTER BUDGET V EXPENDITURE**

The Council received the 2<sup>nd</sup> Quarter Budget v Expenditure and noted the figures were as expected. The Clerk was instructed to ensure the Salaries figures for the 2<sup>nd</sup> quarter were updated.

It was also noted that the repairs to the car park would not be covered by the sum set aside in the budget.

**89. BUDGET AND PRECEPT 2009/2010**

The Responsible Finance Officer explained the forecast budget figures to the Council. Aside from inflationary increases to the expenditure the only exceptional items proposed were a further £10,000 towards the pavilion rebuild/refurbishment project and £8,000 for further playground equipment.

After a lengthy discussion, Cllr Kiverstein proposed approval the budget and that the precept should be £150,295 for the financial year 2009/2010. This was seconded by Cllr Mrs Roberts. Following a vote, the Council **RESOLVED** to set the precept at £150,295 and the Clerk was instructed to inform HDC accordingly.

**90. MEETING WITH PAUL ADDISON**

The Chairman informed members of the meeting with Paul Addison, WSCC Highways. The roundabout at Stane Street Close had been discussed and it was agreed this should be covered in cobblestones. It was felt that WSCC should pay for this as the Parish Council had always stated the original design was unsuitable as a risk assessment done by the County Council had found it to be dangerous. The Clerk was instructed to pass on the comments to WSCC.

The Chairman then advised members of the need for a Village Transport Plan. This was to give an overall picture of the flow of traffic through the village and would need to be taken into account by developers.

**91. FREEDOM OF INFORMATION ACT**

Cllr Kiverstein informed members he had studied the documents and stated the Parish Council had an obligation under the Act to provide the public with certain information. The list of the information the Council must provide would need to be listed on the website and the noticeboard. Whilst this information was already available to the public, the Council would be breaking the law if it did not formally adopt the model scheme. It was noted there had been no consultation with parish councils with regard to this matter.

Cllr Quested proposed the model scheme of the Freedom of Information Act be adopted. This was seconded by Cllr Mrs Watson.

**RESOLVED:** To adopt the model scheme of the Freedom of Information Act and to authorise the Clerk to prepare the list of information.

**92. EDF ENERGY - QUOTATION FOR STREETLIGHT IN EAST GLEBE FIELD**

After a brief discussion, it was agreed to accept the quotation for a new streetlight in the East Glebe Field. This was proposed by Cllr Mrs Botting and seconded by Cllr Jolliffe.

**RESOLVED:** to accept the quotation of £1295.98 from EDF Energy for a replacement streetlight in East Glebe Field.

**93. UPDATE ON NEW PAVILION**

It was noted that the financial climate had halted plans for a new pavilion at this time. Nevertheless, the building was unsatisfactory in its present state.. The New Building Working Group was to meet to discuss plans for a refurbishment, to include a disabled toilet, more changing rooms and a pitched roof. The frontage was also in need of repair.

**94. MEETING WITH NICK HERBERT MP**

Cllrs Ellis and Kiverstein had attended a meeting with Nick Herbert and representatives of Southwater PC, Storrington and Sullington PC, HDC, WSCC and the police to discuss the ways Southwater had overcome its problems with anti-social behaviour.

Cllr Ellis explained that Trevor Beadle, HDC would be able to bring together various groups within Pulborough, such as the Parish Council, the Street Scene Wardens and the Police Community Support Officers to tackle the problem. The Clerk was instructed to invite him to the next meeting of full Council.

Nick Herbert was also very keen to have an enquiry desk, manned by volunteers, at Pulborough police station. Volunteers would be asked to work one shift a week, either 9am- 12 noon or 2pm to 5pm. Cllr Ellis asked that each Councillor provided names of two volunteers before the next full Council meeting and advised training would be given.

Cllr Kiverstein added it had been a very useful meeting.

**95. COUNCILLORS' SURGERIES**

After a brief discussion, it was agreed to hold Councillors' surgeries at the Farmers' Market on the last Saturday of each month. It was noted that Councillors should listen to the public and take the comments back to the Council for discussion. The Clerk was instructed to ascertain the cost of hiring

a table at the market and to draw up a rota ready for the January meeting of full Council.

**95. BOWLING CLUB LEASE**

Cllr Quested advised there was a new Chairman and Secretary of the Bowling Club. The Clerk informed members that a letter had been received from the Secretary that afternoon. It was **AGREED** this item should be postponed until the next meeting of the Finance and Policy Committee on 15<sup>th</sup> January 2009 to give Councillors the opportunity to receive a copy of the letter.

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

No District or County Councillors were present.

**98. REPRESENTATIVES' REPORTS**

Cllr Denison advised he had been to the meeting of the South Downs Joint Committee to say farewell to Rob Free. He informed members that interviews for his replacement were taking place but Rob hoped to remain involved with the Nutbourne Common Recreation Ground project. The Council wished its thanks to Rob Free to be minuted.

Cllr Mrs Watson advised Councillors that she had accompanied the Deputy Clerk to the South East Regional Conference of the Society for Local Council Clerks and would prepare a report for the next meeting of full Council.

**99. CORRESPONDENCE**

The Correspondence is attached to these minutes as Appendix 1.

**100. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA**

There were no matters raised by Councillors.

**101. PAYMENTS**

**RESOLVED:** that the payment of the following cheques be approved and signed:

SLCC	£217.00
Travis Perkins	£29.73
EDF Energy	£560.45
EDF Energy	£20.70
Pulborough Social Centre	£34.88

***The meeting closed at 10.05pm***

.....Chairman

.....Date

- 1. Volunteer Visiting Scheme**  
Members noted the new co-ordinator for the VVS is Mrs Jill Westlake and that her contact details are held in the Parish Office.
- 2. HDC – Chairman’s Charity Performance “Peter Pan”**  
Councillors noted that the Chairman’s Charity performance of “Peter Pan” in aid of Cancer Research UK is on Saturday 13<sup>th</sup> December 2008, 6.30pm at the Capitol.
- 3. Royal British Legion**  
Members received a letter of thanks from the Royal British Legion for the generous donation for the wreath.