

# PULBOROUGH PARISH COUNCIL

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## **MINUTES OF AN ORDINARY MEETING OF PULBOROUGH PARISH COUNCIL HELD ON THURSDAY 19<sup>th</sup> MARCH 2009 AT THE VILLAGE HALL**

**PRESENT:** Mrs Botting (Chairman), Cllrs Mrs Barnett, Mrs Black (until 8.10pm), Boulton, Clarke, Denison, Jolliffe, Kiverstein (from 7.55pm), Mrs Lawson, Qusted, Parker, Reeve, Mrs Roberts and Mrs Watson.

**IN ATTENDANCE:** Cllrs Donnelly and Paterson (until 9.13pm) (District Councillor), Sgt Makepeace, Alex Jenkins (County Times) and Mrs L Hoff (Clerk).

*The meeting opened at 7.45pm*

The Chairman advised members that Mrs Ellis, wife of Cllr Ellis had been knocked off her bicycle and was in St Richard's Hospital. The Council wished her a speedy recovery.

### **144. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Ellis. Cllr Kiverstein sent apologies advising he would be late and Cllr Mrs Black had advised she would have to leave early. Cllr Mrs Arculus (County Councillor) also sent her apologies.

### **145. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **146. MINUTES**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 19<sup>th</sup> February 2009 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 that EP Clark & Co Ltd had resurfaced the car park at the Sports and Social Club. The white lines and hatching would be done on 26<sup>th</sup> March, commencing at 8.30am

The Clerk advised members that a representative from Pulborough RSPB had agreed to speak at the Annual Parish Meeting, as had PCSO Neville Warner, Paul Addison on the Village Transport Plan, Cllr Paterson on the differences between the Parish Council and the Pulborough Community Partnership and Peter Jones on the Community Cohesion Group.

Councillors were advised that Andrew Dawkins of Dickin and Co had visited the Pavilion and would get a quotation to the Parish Office this week. Cllr Qusted attended the meeting with the Clerk. Philip Willmer of Studio 5 Architects has made an appointment for the 30<sup>th</sup> March to see the Pavilion.

#### **146.1 PLANNING & SERVICES COMMITTEE**

The Council received the Minutes of the Meetings of the Planning & Services Committee held on 19<sup>th</sup> February 2009 and 5<sup>th</sup> March 2009.

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

The Clerk reported that Travis Perkins could not sponsor the roundabout at Stane Street Close but Bellways had offered to sponsor and plant it on the understanding the Parish Council would need to find another sponsor when they finished at the site.

The Clerk had been in touch with Alyson Heath, who stated the back entrance to the school is not now going ahead.

#### **146.2 FINANCE & POLICY COMMITTEE**

The Council received the Minutes of the Meeting of the Finance & Policy Committee held on 12<sup>th</sup> February 2009.

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

The Clerk reported that Martin Ireson would be installing the smoke alarms at the Pavilion on 5<sup>th</sup> May 2009 and had arranged to meet the Clerk there at 8am.

Members were informed that the allotment measurements had been taken that day and the Deputy Clerk was to provide a report in time for the next Finance and Policy Committee meeting.

The Clerk advised the Committee that the street lighting maintenance contract would arrive in the Parish Office before the end of the month. The department was hoping to receive funding to upgrade the streetlights in the footpath between the railway station and Church Place.

#### **146.3 RECREATION AND OPEN SPACES COMMITTEE**

The Council received the Minutes of the Meetings of the Recreation and Open Spaces Committee held on 26<sup>th</sup> February 2009.

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

Nothing to report.

#### **147. ADJOURNMENT FOR PUBLIC SPEAKING**

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

#### **148. SGT. JAMES MAKEPEACE**

The Chairman welcomed Sgt. Makepeace and adjourned the meeting while he gave his presentation.

**The Meeting was adjourned at 7.55pm**

Sgt. Makepeace updated the Councillors on his work in Pulborough

**(Cllr Mrs Black left the meeting at 8.10pm).**

**The Meeting was reconvened at 8.12pm.**

The Chairman thanked Sgt. Makepeace for a most interesting presentation.

**149. SOCIAL CLUB**

Cllr Boulton explained to the Council that the Social Club would like to extend the patio area outside the pavilion and put in a new door. This would make policing the Club easier. He informed members the patio would also have a low-level fence but would not encroach on the playing area. The Social Club would fund the improvements.

There were no objections.

**150. FAIRTRADE**

Members were asked to approve the use of the Fairtrade logo on the Parish Council website. There were no objections.

**151. DEPUTY CLERK**

Councillors were asked to ratify the recommendation of the Finance and Policy Committee to increase the hours worked by the Deputy Clerk. Cllr Mrs Watson informed members that she had attended a Regional Conference in November 2008, where it was mentioned the hours worked by Pulborough Parish Council officers were very light.

Cllr Mrs Watson proposed the Deputy Clerk's hours should be increased to 25 hours per week during term time. Cllr Boulton seconded this and the motion was carried unanimously.

**RESOLVED: to increase the hours worked by the Deputy Clerk.**

**152. PO BOX FOR PULBOROUGH COMMUNITY PARTNERSHIP**

The Council discussed the need for a PO Box for the Pulborough Community Partnership, as residents were confusing the two organisations, especially as the Partnership used the Parish Office as its address. It was agreed that the Council still wished to work closely with the Community Partnership. The Clerk was instructed to ascertain the cost of a PO Box and the matter would be revisited after the Annual Parish Meeting.

**153. COUNCILLORS' SURGERIES**

Members had received a written report from Cllr Quested on the success of the first surgery at the Farmers' Market. He advised Councillors it was a very worthwhile exercise and he felt the surgery would become busier as the public became used to the Parish Council attending the Market. The Clerk was instructed to ensure the surgeries were always in the Parish Council's newsletter.

**154. FENCING NEW ALLOTMENTS**

Councillors were asked to ratify the recommendation of the Recreation and Open Spaces Committee to accept the quotation of Shane Keen to provide fencing for the new allotment site. Cllr Mrs Barnett proposed the motion, which was seconded by Cllr Kiverstein and passed unanimously.

**RESOLVED: To accept the quotation from Shane Keen for fencing the new allotments.**

**155. STEERING GROUP FOR PAVILION REBUILD**

The Council **RESOLVED** to dissolve the Steering Group for the pavilion rebuild.

**156. PRACTITIONERS' CONFERENCE**

The Clerk advised members that reports from the Practitioners' Conference she had recently attended were included in the Councillors' paperwork,

according to the relevance to each Committee member. A Councillor asked if they could all be provided with each report. The Clerk was instructed to ensure every Councillor had a copy of each report.

**157. INCREASE IN THE RENT PAID BY THE SPORTS CLUBS AN ALLOTMENT HOLDERS**

Cllr Kiverstein advised members this item could not yet be discussed as the draft leases were still with the solicitor.

**158. MEETING WITH PAUL ADDISON**

Members had previously received a copy of the minutes from the meeting on 2<sup>nd</sup> March 2009 with Paul Addison, WSCC Highways.

They were informed that Mary-Ann Edwards, the WSCC Countryside Ranger, had given an interesting presentation and was shown to be most knowledgeable.

Following a brief discussion on her recommendations, the Clerk was instructed to advise her that the Council felt the provision of a surfaced footpath around the Recreation Ground was not required.

**159. EARMARKED FUNDS**

Cllr Kiverstein reported that there were no surplus funds to earmark at the end of the financial year.

**160. ACCOUNTING SYSTEMS AND PARISH OFFICE HARDWARE**

Councillors ratified the recommendation of the Finance and Policy Committee to choose RBS Software Solutions Alpha as the new accounting system for the Parish office. It was also recommended that a laptop should be purchased for when there were two members of staff working together. The Clerk was instructed to contact Dean Smith for help in installing the laptop.

Cllr Jolliffe proposed the motion, which was seconded by Cllr Kiverstein and passed unanimously.

**RESOLVED: To purchase the RBS Software Solutions Alpha accounting system, together with a new laptop.**

**161. CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION**

The Clerk was congratulated on passing the Certificate in Local Council Administration.

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

Cllr Donnelly advised members that HDC had received a Government grant with an increase of only a half a percent, coupled with the fact the recession meant revenue streams were down. The Council therefore had undertaken a restructure and a few redundancies would follow. He stated it would be a difficult 12 to 24 months for all.

**163. REPRESENTATIVES' REPORTS**

**Pulborough Lower Street Regeneration Group**

Cllr Mrs Watson reported she had attended a meeting of the Lower Street Regeneration Group and advised that a post office would be opening in MBC, Lower Street in May and would have three counters.

**Horsham Association of Local Councils**

Cllr Mrs Watson had attended a meeting of HALC, the minutes of which had been circulated to all Councillors. She stated that Pulborough was mentioned as a "hot spot" for dog excreta.

**Pulborough Village Design Statement**

Cllr Mrs Watson informed members the Working Group for the VDS was still trying to employ a professional and wondered why Rustington received s106 funding for this purpose, when Pulborough's application was refused.

**Arundale School**

Cllr Mrs Watson advised the Council she and the Clerk had given a presentation on the work of the Parish Council to pupils of Arundale School.

**164. CORRESPONDENCE**

The Correspondence is attached to these minutes as Appendix 1.

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

There were no matters raised by Councillors.

**166. PAYMENTS**

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

Viking Direct	Office supplies	£31.97
L. Hoff	Underpaid 2007	£78.63
SALC	Subscriptions	£1315.19
L Ellis	Insufficient postage	£1.24
M Roberts	Insufficient postage	£1.24

***The meeting closed at 9.10pm***

.....Chairman

.....Date

**1. Pulborough Football Club**

Members received an invitation to put together a team or two of four players to enter the Football Club's skittles competition on Monday 4<sup>th</sup> May 2009. This is part of an all-day event arranged by the Football Club, in memory of Lil Rhoder.

**2. 4-Sight**

Councillors received an invitation to a Charity Golf Day on Friday 26<sup>th</sup> June 2009 or to do a parachute jump on Saturday 24<sup>th</sup> October 2009, both to raise funds for 4Sight.