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**MINUTES OF AN ORDINARY MEETING OF PULBOROUGH PARISH COUNCIL**  
**HELD ON THURSDAY 16<sup>th</sup> APRIL 2009**  
**AT THE VILLAGE HALL**

**PRESENT:** Mrs Botting (Chairman), Councillors Mrs Barnett, Mrs Black, Boulton, Denison, Ellis, Jolliffe, Kiverstein, Mrs Lawson, Qusted and Parker

**IN ATTENDANCE:** Councillors Donnelly (District Councillor), Councillor Mrs Arculus (County Councillor), Alex Jenkins (County Times), Rowena Tyler (Action in Rural Sussex) and Sarah Norman (Deputy Clerk).

*The meeting opened at 7.36pm*

Councillor Ellis expressed his gratitude on behalf of his wife for the flowers sent by members of the Council following her recent accident.

The Chairman also advised that the Deputy Clerk's father had passed away that week and therefore the Parish Office had remained closed for most of the week with Councillors manning the telephones for a few hours a day.

**167. POSTS OF CHAIRMAN AND VICE CHAIRMAN**

The Chairman announced that she and Councillor Mrs Barnett would be standing down from their posts of Chairman and Vice-Chairman at the Annual Meeting of the Council in May. She thanked all those present for their support during her time as Chairman. Nomination forms were distributed by the Deputy Clerk for completion and return to the Parish Office.

**168. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Clarke, Mrs Roberts and Mrs Watson

**169. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**170. MINUTES**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 19<sup>th</sup> March 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 only 2 responses had been received regarding the Councillor training at Southwater.

A response had been received from WSCC Public Rights of Way regarding the "Cinder Path" which had been copied to all Councillors.

**170.1 PLANNING & SERVICES COMMITTEE**

The Council received the Minutes of the Meetings of the Planning & Services Committee held on 19<sup>th</sup> March 2009 and 2<sup>nd</sup> April 2009.

**The Clerk's Report**

The Clerk had nothing to report.

**170.2 FINANCE & POLICY COMMITTEE**

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

**The Clerk's Report**

The Deputy Clerk is to look into the electricity charges by other companies and also the HDC bulk-purchasing scheme. Her report will be ready for the next meeting.

The sports clubs leases are still with Anderson Longmore and Higham.

The Section 137 expenditure is £6.15 per elector for the 2009/10 tax year.

**170.3 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> March 2009.

**The Clerk's Report**

The Clerk reported that Dickin & Co had visited the pavilion and had quoted £750 to provide a report on the building. Philip Willmer from Studio 5 Architects was to meet Councillor Quested on 30<sup>th</sup> March 2009 to ascertain what is required.

The Clerk reminded members that the next meeting at Nutbourne Common Recreation Ground with Dan Cornell would be on 19<sup>th</sup> April 2009.

The Clerk has shown the Committee the tree plaque and advised that a letter would be sent to Jeremy Knight, the Curator of Horsham Museum, thanking him for providing the plaque.

**171. ADJOURNMENT FOR PUBLIC SPEAKING**

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

**172. WEST SUSSEX RURAL ACCESS TO SERVICES PROGRAMME (RASP)**

The Chairman welcomed Mrs Rowena Tyler from Action in Rural Sussex and adjourned the meeting while she gave her presentation.

**The Meeting was adjourned at 7.55pm**

Mrs Tyler gave details about and received questions on the programme.

**The Meeting was reconvened at 8.20pm.**

The Chairman thanked Mrs Tyler for her attendance.

**173. VIC GRETTON**

Mr Gretton had emailed the Deputy Clerk earlier that day to advise that he would be unable to attend the meeting as he had been delayed in Calais. Councillor Ellis agreed to try and find an alternative contact regarding the issue of a Youth Council.

**174. STAFF MATTERS**

Councillor Kiverstein gave the background to his appointment as Responsible Financial Officer (RFO) and advised that due to the changes in Parish Council staff it was no longer necessary for him to continue in this role. Councillor Mrs Black therefore proposed that the Clerk, Mrs L Hoff, be appointed as the RFO and this was seconded by Councillor Mrs Barnett and the motion was carried unanimously.

**RESOLVED: The Clerk be appointed to Responsible Financial Officer.**

The issue of increasing the Litter Wardens hours by 4 hours a month was then discussed. Councillor Mrs Lawson proposed that the hours be increased and Councillor Kiverstein seconded this. The motion was carried unanimously.

**RESOLVED: The Litter Wardens hours be increased by 4 hours per month.**

**175. STANDING ORDERS**

Councillor Kiverstein advised that due to inflationary pressures, the Clerks delegated emergency spending powers of £200 was too little. Councillor Ellis therefore proposed the motion that this be increased to £500 and Councillor Boulton seconded this. The motion was carried unanimously.

**RESOLVED: to increase the Clerk's delegated spend to £500.**

**176. PULBOROUGH COMMUNITY PARTNERSHIP**

Councillor Mrs Barnett proposed Councillor Ellis be elected onto the Pulborough Community Partnership and this was seconded by Councillor Jolliffe. The motion was carried unanimously.

**RESOLVED: Councillor Ellis be elected onto the Pulborough Community Partnership alongside Councillor Mrs Black.**

The subject of a post box address for the partnership was discussed and the Chairman advised that District Councillor Paterson had expressed disappointment in this suggestion. It was noted that whilst a little post does come into the Parish Office the main issue related to confusion amongst the public as to the different roles of the Partnership and the Parish Council. It was agreed that there be no further action but that the situation be reviewed again in 6 months.

**177. STALL AT THE HARVEST FAYRE**

After some discussion it was agreed that the Harvest Fayre is a recreational event and therefore it was felt inappropriate for the Parish Council to hold a stall.

It was noted that in previous years there had been comments from residents that, as the Harvest Fayre is held on the same weekend as the monthly Farmer's Market, the village felt split into two halves. It was therefore agreed that the organisers of the Farmer's Market be approached to see if they could join up with the Harvest Fayre on this one weekend.

**178. COUNCILLORS' SURGERIES**

Councillor Ellis referred to his report, which had been circulated previously to members. He stressed how important it was to follow up on any enquiries and therefore names and addresses need to be taken where follow-up action is required. All agreed that anonymous enquires would not be dealt with.

It was felt that more advertising was required to advise that the Parish Councillors would not be available until 10am. The surgeries would remain at 1 hour for the present but would be revisited later in the year to see if longer sessions would be necessary and possible.

**179. BOWLING CLUB**

The Council discussed the Bowling Club's request to site a skip on the Pavilion car park. Whilst members had no objection in principle to a skip being allowed, it was agreed that it could not be a permanent siting. Further information is therefore required before a decision may be made.

**RESOLVED: The Deputy Clerk and the Recreation & Open Spaces Committee are to investigate as to why the skip is required and the duration.**

**180. LAYBROOK LANDFILL**

Councillor Mrs Black had attended a presentation by Mrs P Edgecombe representing the group against the Laybrook Landfill who are asking local Parish Councils to object to the plans when they are submitted. A discussion ensued regarding the impact on the local area, especially regarding increased traffic movements through the area and in particular Pulborough. A vote was taken on whether to object to the plans with 10 members in favour of objection and 1 abstaining.

**RESOLVED : To object to the proposals when submitted.**

**181. MEETING WITH PAUL ADDISON AND THE VILLAGE TRANSPORT PLAN.**

Members' had previously received copies of the reports. It was noted that footpaths and cycle ways were being treated as a high priority but future maintenance also needed to be taken into account. A lengthy discussion ensued regarding various footpaths including "Cinder Path" and Rectory Lane.

The Chairman confirmed that she would continue to attend the regular first Monday of the month meetings.

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

Councillor Donnelly advised members that HDC's restructuring plan was continuing. He had listened to the discussion of the Planning & Services Committee regarding the Oddstones Development and suggested that Paul Rowley be contacted to ask about the strategic plans regarding reserve housing sites, now that the Reserve Housing Sites SPD had been shelved.

**183. REPRESENTATIVES' REPORTS**

**Pulborough Local Action Team**

Councillor Ellis advised that the minutes from the last meeting had been circulated.

**Pulborough Cohesion Group**

Councillor Ellis had been unable to attend the inaugural meeting but had received reports that it had been well attended and was off to a good start. Councillor Ellis advised that he continues to pursue the provision of a Police helpdesk at the station and the formation of a Youth Council.

**184. CORRESPONDENCE**

The Correspondence is attached to these minutes as Appendix 1.

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

There were no matters raised by Councillors.

**186. PAYMENTS**

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

|               |                 |         |
|---------------|-----------------|---------|
| Nat West Bank | Bank Charges    | £ 26.61 |
| EDF Energy    | Street Lighting | £193.64 |

***The meeting closed at 9.30pm***

.....Chairman

.....Date

ADDITIONAL CORRESPONDENCE  
FULL COUNCIL 16 April 2009

1. Mrs Ransom - Rivermead  
Correspondence and photos from Saxon Weald resident who is looking for assistance with problems she is having with her property.