

**PULBOROUGH PARISH COUNCIL**  
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**MINUTES OF AN ORDINARY MEETING OF PULBOROUGH PARISH COUNCIL**  
**HELD ON THURSDAY 18<sup>th</sup> JUNE 2009**  
**AT THE VILLAGE HALL**

**PRESENT:** Councillors Jolliffe (Chairman), Mrs Barnett, Mrs Black, Boulton, Clarke, Denison, Ellis, Kiverstein, Mrs Lawson, Parker, Mrs Roberts and Mrs Watson

**IN ATTENDANCE:** Councillor Donnelly (District Councillor), Lesley Hoff (Clerk) until 8.15pm, Sarah Norman (Deputy Clerk), Kerry Qusted of Eye Level Design and 3 members of the public.

*The meeting opened at 7.30pm*

The Chairman opened the meeting by reading in full the letter of resignation from Mrs J Botting that had been tendered at the meeting of 16<sup>th</sup> April 2009.

**12. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Qusted, District Councillor Paterson and County Councillor Mrs Arculus.

**13. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**14. MINUTES**

**14.1 Annual Parish Meeting**

It was noted that in previous years, the Minutes of the Annual Parish Meeting were not signed until the following year. However, the Clerk advised this practice is not recommended by the Sussex Association of Local Councils and furthermore, to achieve Quality Council Status, the Minutes need to be posted onto the website within 2 months.

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 14<sup>th</sup> May 2009 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**14.2 Annual Meeting of the Council**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 21<sup>st</sup> May 2009 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**14.3 Full Council**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 16<sup>th</sup> April 2009 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

### **The Deputy Clerk's Report on the Full Council and Annual Meeting of the Council Minutes**

The Deputy Clerk advised that a meeting had been arranged with Claire Ebelewicz of HDC to discuss Youth Councils.

The Deputy Clerk reported that the possibility of funding for the new roundabout had been investigated. CLC suggested the "Playbuilder Funding" programme but the deadline for bids for this year had passed. The only other option was S106 monies. This could not now be considered until August and may not be successful as funding in excess of £20000 was received for playground equipment last year. Bids for Grants cannot be submitted retrospectively and therefore a new quotation has been obtained and is on the next R&OS Agenda for a decision as to whether to go ahead with no funding or submit a S106 claim and delay any decision.

#### **14.4 PLANNING & SERVICES COMMITTEE**

The Council received the Minutes of the Meetings of the Planning & Services Committee held on 16<sup>th</sup> April 2009, 7<sup>th</sup> May 2009, 21<sup>st</sup> May 2009 and 4<sup>th</sup> June 2009.

Councillor Ellis referred to item 170 of these Minutes concerning Horsham District Councils Continuity and Emergency Situations Advice and Guidance. He advised that chlorine was stored at the Hardham Water Works and asked that this be considered when preparing an Emergency Plan.

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

The Deputy Clerk advised that she had contacted Gary Peck of HDC Planning regarding Mare Meadow and the occupation conditions placed on appeal. Gary advised that they do keep an eye on things through electoral roll, council tax records etc but they heavily rely on information from the parishes.

#### **14.5 FINANCE & POLICY COMMITTEE**

The Council received the Minutes of the Meeting of the Finance & Policy Committee held on 9<sup>th</sup> April 2009.

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

The Deputy Clerk advised that the updating of the Risk Register would be on the next Agenda.

With regard to savings accounts, the Deputy Clerk informed members the Recreation and Open Spaces Committee had advised funds would be required for the repair and refurbishment of the Sports and Social Club in this financial year. The Clerk had been advised by the Chairman not to move funds to fixed term savings if this was the case. No further action had been taken.

Councillor Ellis stated he had read the Standards Board bulletin and there was nothing to report.

#### **14.6 RECREATION AND OPEN SPACES COMMITTEE**

The Council received the Minutes of the Meetings of the Recreation and Open Spaces Committee held on 23<sup>rd</sup> April 2009 and 28<sup>th</sup> May 2009.

Councillor Kiverstein referred to item 8 of the Minutes of the meeting 28<sup>th</sup> May 2009 and in light of discussions at the earlier Finance Meeting, he suggested that as a major refurbishment of the building is planned, only essential maintenance be carried out at the present time.

It was therefore AGREED that this issue be placed on a future Agenda for the Council to resolve to limit works to the Pavilion to necessary repairs for the immediate future.

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

The Deputy Clerk advised that one quote had been received for new doors & fascias at Pavilion and two more were expected shortly.

The Deputy Clerk advised that one quote had been received for replacement roofs to the sheds and was awaiting two more.

Letters had been sent to the Football & Cricket clubs advising them of the installation of the meters.

#### **15 ADJOURNMENT FOR PUBLIC SPEAKING**

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

#### **16. PULBOROUGH PARISH COUNCIL NEWSLETTER**

The Chairman welcomed Miss Kerry Quested from Eye Level Design and adjourned the meeting while she gave her presentation.

The **Meeting was adjourned at 7.43pm**

Miss Quested gave details about and received questions on the proposal.

**The Meeting was reconvened at 7.56pm.**

The Chairman thanked Miss Quested for her attendance.

#### **17. APPROVAL OF ANNUAL ACCOUNTS**

Councillor Kiverstein explained that there were two parts to the Approval of the Annual Accounts. The first related to the Annual Governance Statement and the second to the Statement of Accounts. Councillor Kiverstein confirmed that the Finance & Policy Committee had met earlier and recommended to Full Council that all aspects of the Annual Governance Statement have been met and the Statement of Account presents fairly the financial position of the Council and its Income and Expenditure, subject to the final Internal Audit which is due to take place on 24<sup>th</sup> June 2009.

The Council **RESOLVED** to approve the Annual Accounts subject to the Final Audit and the Annual Return was signed and dated by the Chairman and Responsible Financial Officer/Clerk accordingly.

The Clerk, Mrs Hoff, left the meeting.

#### **18. CAR PARKING AT COUSINS WAY**

The Chairman invited Councillor Mrs Barnett to speak on this issue. Councillor Mrs Barnett explained that there has always been an issue with the provision of parking for the junior football players who use the Cousins Way Recreation Ground. Furthermore, with the provision of the eight new allotments, parking in that area of the village has been highlighted once more. There is already a great deal of traffic at school drop off and pick up times.

The suggestion was to provide a small area for parking to the left of the Cousins Way gate, behind the houses in Orchard Way. There was no suggestion of using tarmac but a plastic grid system to allow the grass to continue to grow through. It was noted that this was a project for the future as

there had been no provision in the current year budget. Councillor Kiverstein suggested that funding from Section 106 should be considered and District Councillor Donnelly supported this view. He felt that this was an ideal Section 106 project as it crossed over leisure and access to school.

It was AGREED that this was a feasible project and should be pursued accordingly. Councillor Denison suggested that Paul Addison of WSCC Highways be contacted to ascertain whether it can be part of the Village Transport Plan. It was also noted that as Saxon Weald owns Cousins Way, through which access would be required, they would need to be involved. Finally, it was noted that Planning Permission would probably be necessary, as it is a change of use. The Clerk was instructed to obtain quotations for the work required, based on more accurate measurements.

**19. FULL COUNCIL MEETINGS**

The Chairman advised that District Councillor Paterson had suggested that the reports of District & County Councillors be moved higher on the Agenda as sometimes, they had attended meetings during the afternoon, resulting in a very long day.

The Council **RESOLVED** to move the reporting by District & County Councillor higher up the Agenda. However, it was noted that both District and County Councillors were welcome to stay for the remainder of the meetings if they wish.

A discussion then followed about placing timings on Agenda items after which it was AGREED that this was not practical and the suggestion was abandoned.

**20. INCREASE IN SPORTS CLUBS RENTS**

**Councillor Boulton declared a personal interest at this point as he is a member of the Social Club Committee and took no further part in the discussion.**

There was a discussion about the rate of annual increase for the Sports & Social Clubs. Councillor Kiverstein advised that had the Leases been finalised as originally planned, these would state that any increase would be in line with the Retail Prices Index. There was some debate as to whether the Retail Prices Index was the most suitable way to increase rents but after some discussion it was AGREED that it was. It was also AGREED, that when the Retail Prices Index falls below zero, there should be no increase in rents for that year.

The Council **RESOLVED** to increase all sports clubs rents in line with the Retail Prices Index. Therefore, for the current year there will be a zero increase.

There then followed a discussion about the cost of utilities especially electricity and how this is distributed between the various users. It was agreed that the main drain on the electricity was the MSF floodlight. Councillor Kiverstein therefore proposed that the charging for the MSF be reviewed and this was seconded by Councillor Ellis.

The Council **RESOLVED** to review charging on the MSF.

**21. COUNCILLORS SURGERIES**

The Council ratified the report from Councillor Kiverstein on the recent Surgery. It was AGREED that this issue be revisited after the summer.

**22. QUALITY COUNCIL INITIATIVE**

Councillor Clarke reported that the Working Group which consisted of himself, Councillor Ellis, Mr Jim Noble, Mr Peter Reeve and Mrs Lesley Hoff had now met several times and were working through the list of requirements to meet Quality Council Status. One example is that "Draft" minutes are now placed on the website as soon as possible. Transparency is a very important part of the status and this is why, for instance, it is necessary for each Committee to review and accept their Powers & Duties annually. Each Committee will have a role to play in this initiative and therefore items would need to go onto Committee Agendas at various times. The aim is to achieve Quality Council status at the next election in 2011. Councillor Clarke felt that the biggest hurdle would be the requirement to have 10 out of 15 elected members.

**23. CLERK'S PAY INCREASE**

**Members of the public were asked to leave the meeting for this item.**

Councillor Kiverstein explained that under the terms of her Contract, the Clerk's salary was to be in line with the National Association of Local Councils guidelines. This included rises for new responsibilities and on achievement of certain qualifications. The Clerk had successfully completed her Certificate in Local Council Administration and had also taken on the role of Responsible Financial Officer. Due to an error, neither of these had been taken into account in her salary. However, the Clerk had offered to defer the increase as a result of the role of Responsible Financial Officer. Councillor Kiverstein proposed that the Clerk receive the pay rise due as a result of attaining the Certificate in Local Council Administration and Councillor Denison seconded this. All Agreed.

The Council **RESOLVED** to increase the Clerk's salary by 1 Spinal Column Point and this be backdated.

Councillor Kiverstein then asked that a record of thanks be made to the Clerk for deferring the Responsible Financial Officer increase.

**24. LOWER STREET RAMP**

The Chairman advised that this item was not for discussion about the structure, colour etc but was for confirmation of the position of the Parish Council with regard to future maintenance and liability.

The Chairman therefore proposed that it be recorded that Pulborough Parish Council cannot and will not take any responsibility for future liability or maintenance of the ramp and this was seconded by Councillor Kiverstein. All Councillors AGREED.

The Council **RESOLVED** that the position of the Parish Council be recorded and all relevant parties be provided with a copy of these Minutes.

**25. PARKING AT THE MEDICAL CENTRE**

The Chairman invited Councillor Ellis to lead this item. A lengthy discussion followed about the inadequate parking, crossing and dropping off point at the Tesco/Medical Centre site. It was noted that plans had been drafted over a year ago to change the layout of the area but this had not progressed any further. It was AGREED that Tesco, Pulborough Medical Group and West Sussex County Council Highways be written to again to highlight the issue and to press for a speedy solution before there is a serious accident. It was suggested that Paul Addison of West Sussex County Council also be contacted for his views.

**26. WEST SUSSEX COUNTY COUNCIL HIGHWAYS**

The Council received the Minutes of the Meetings held with Paul Addison of West Sussex County Council Highways Department on 6<sup>th</sup> April 2009 and 11<sup>th</sup> May 2009. Councillor Denison referred to item 2 of the Minutes of 6<sup>th</sup> April 2009 and the clearing of the footway up Church Hill. Whilst it was noted that work had been done it was felt that it was not sufficient as it would be difficult for a pushchair to get passed. It was AGREED that Tim Boxall of West Sussex County Council Highways be contacted again to ask for more clearance.

**27. VILLAGE TRANSPORT PLAN**

The Council received the Minutes of the Meeting held on 29<sup>th</sup> April 2009. All present were encouraged to attend the exhibition at the Village Hall on 26<sup>th</sup> and 27<sup>th</sup> June 2009.

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

Councillor Donnelly advised members that the Oddstones Development had been before the Development Control South Committee and had been recommended for refusal. However, it had actually been deferred and Councillor Donnelly stated he would try to find out why and report back in due course.

Councillor Donnelly also referred back to the earlier discussions about funding from S106 Agreements. He suggested that when considering planning applications and making comments include a paragraph suggesting where any resulting S106 funds should be utilised.

**27. REPRESENTATIVES' REPORTS**

**Pulborough Local Action Team**

Councillor Ellis advised that the Minutes from the meeting of 6<sup>th</sup> May 2009 had been circulated. There had also been a meeting on 17<sup>th</sup> June, Minutes from which would be circulated in due course. However, one point to note was that the CCTV on the old fire station had picked up images at the time of a nearby burglary and these images were now being enhanced and examined by the Police.

**Horsham Association of Local Councils**

Councillor Ellis reported that he and Councillor Watson had attended this meeting, notes from which have been circulated.

**Horsham Mobile Task and Finish Working Group**

Councillor Black advised that she had attended a recent meeting. The new refuse collection system is still being rolled out but has been delayed. Leaflets will be distributed nearer the time with details of what can be recycled in the new bins.

**The meeting was adjourned at 9.04pm.**

Ms Jane Ball of the Pulborough Community Partnership gave a summary of the Partnerships activities.

**The meeting was reconvened at 9.06pm.**

**28. CORRESPONDENCE**

The Correspondence is attached to these minutes as Appendix 1.

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

Councillor Watson queried the lighting situation in the village and the Deputy Clerk advised that the Clerk intended to put the Christmas Lighting on an Agenda shortly.

Councillor Black asked why there were no hanging baskets. The Deputy Clerk advised that she would look into this as soon as possible.

**30. PAYMENTS**

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

|             |                          |         |
|-------------|--------------------------|---------|
| Winstonmead | Stationery               | £ 66.40 |
| EDF Energy  | Electricity for Pavilion | £428.21 |

***The meeting closed at 9.16pm***

.....Chairman

.....Date

**CORRESPONDENCE**

**FULL COUNCIL 18 June 2009**

1. In Touch – A Newsletter from Western Sussex Hospital NHS Trust.
2. Nat West Bank – Change of signatories mandate for completion and return.
3. Jan Botting – Thank you for leaving gifts.
4. Bellway Homes – Regarding unfinished road. They are waiting to finish the building work in July 2010 and then road will be finished. (Copied to Councillors)
5. HDC – Licensing Act 2003 : Licensing Activities. Warning that events held under the auspices of the Parish Council still need to check whether there is a requirement of a licence for alcohol, entertainment and late night refreshments (Copied to Councillors).