

**PULBOROUGH PARISH COUNCIL**  
Swan View, Lower Street  
Pulborough  
West Sussex RH20 2BF  
Telephone: 01798 873532  
Email: [clerk@pulboroughparishcouncil.gov.uk](mailto:clerk@pulboroughparishcouncil.gov.uk)

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

**PRESENT:** Councillors Jolliffe (Chairman), Mrs Barnett, Mrs Black, Boulton, Denison, Ellis, Kiverstein (from 7.36pm), Mrs Lawson, Parker, Qusted and Mrs Watson

**IN ATTENDANCE:** Councillor Donnelly (District Councillor), Paul Clarke, Alex Kipp, Alex Jenkins (County Times) and Lesley Hoff (Clerk)

*The meeting opened at 7.30pm*

**31. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Mrs Roberts and Roger Paterson (District Councillor).

**32. DECLARATIONS OF INTEREST**

Cllr Boulton declared an interest in Agenda item 10 as Chairman of the Social Club. Cllr Qusted declared an interest in Agenda item 18 as Treasurer of the Bowling Club and in Agenda item 7 as a partner in the company concerned. Cllr Jolliffe declared an interest in Agenda item 8, as he knows one of the contractors.

**33. MINUTES**

**33.1 Full Council**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 18<sup>th</sup> June 2009 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**The Clerk's Report**

The Clerk reported that letters had been sent to the manager of Tesco (copied to Tom Crowley, CEO HDC), the Pulborough Medical Centre and Cllr Mrs Arculus (WSCC), concerning the parking difficulties at the medical Centre. Acknowledgements had been received from Tesco, Tom Crowley's office and the Medical Centre. Cllr Donnelly advised there was a new manager at Tesco and suggested the Clerk should telephone to discuss.

**33.2 PLANNING & SERVICES COMMITTEE**

The Council received the Minutes of the Meetings of the Planning & Services Committee held on 18<sup>th</sup> June 2009 and 2<sup>nd</sup> July 2009.

**The Clerk's Report**

The Clerk had nothing to report.

### **33.3 FINANCE & POLICY COMMITTEE**

The Council received the Minutes of the Meeting of the Finance & Policy Committee held on 11<sup>th</sup> June 2009 and 18<sup>th</sup> June 2009.

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

The Clerk had nothing to report.

### **33.4 RECREATION AND OPEN SPACES COMMITTEE**

The Council received the Minutes of the Meetings of the Recreation and Open Spaces Committee held on 25<sup>th</sup> June 2009.

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

The Clerk reported a quotation from Park Leisure Ltd for the removal of the existing safety surface and the inclusion of wetpour for the new roundabout was still awaited. Unfortunately, this would have to go back to the Recreation and Open Spaces Committee for discussion.

A Councillor referred to item 31 in the Minutes and asked how a bridge could be made from a pipe. It was explained that the pipe formed a culvert and hardcore would go over it, to form a sturdy bridge.

### **34. ADJOURNMENT FOR PUBLIC SPEAKING**

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

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

Cllr Donnelly advised the Strategic Planning Advisory Group had met on Monday 13<sup>th</sup> July 2009 and the discussions would be reported in the West Sussex County Times. He produced a map, which had been copied to all Councillors, showing that 4000 new homes had been suggested for Adversane/North Heath. He advised that the consultation period would begin soon and stressed that the Parish Council must let its views be known.

A Councillor stated that six weeks was not long enough for a consultation period, especially as Parish Councils do not meet in August. Cllr Donnelly agreed this was a valid point and the Clerk was instructed to inform HDC that a three month period for consultation was required.

A Councillor stated the Parish Council must be pro-active and give the lead in any discussions. Another Councillor mentioned that the appendices to the document were interesting and the Clerk was instructed to circulate these to all Councillors.

### **36. PARISH NEWSLETTER**

Councillors noted the newsletter had been over a month late in being distributed. The Clerk had sent an email to the editor, asking for explanations but had received no reply.

The members received a quotation from Eye Level Design to produce the newsletter. After a brief discussion, it was **RESOLVED** that the Clerk should contact Eye Level Design to propose that if the company absorbs the cost, it would get the contract for the newsletter.

**RESOLVED:** that the Clerk was empowered to instruct Eye Level Design to proceed with the Parish Council's newsletter, if it agreed to absorb the costs of distribution.

**37. SHED ROOF**

Councillors received quotations for a replacement for the shed roof on the building used by the Cricket and Football Clubs and the shed housing the Parish Council's tractor.

Following a lengthy discussion, it was RESOLVED the Parish Council should go with the cheapest option, as this was only an interim measure until the Pavilion was refurbished or replaced. This motion was proposed by Cllr Kiverstein, seconded by Cllr Boulton and passed unanimously.

**RESOLVED:** to accept the quotation of Artisan Construction Building Contractors Ltd.

The Clerk was instructed to ensure the new roof was fitted on the same day as the damaged roof was removed.

**38. CO-OPTION OF COUNCILLORS**

The Chairman asked for a resolution to request the public and press left the room, quoting paragraph 13 From the Parish Council's Standing Orders.

'That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily be excluded'.

The resolution was passed and Mr Clarke, Cllr Donnelly, Mr Kipp and Ms Jenkins left the room.

Following a brief discussion, Mr Paul Clarke was voted unanimously onto the Council as a full voting member.

Mr Alex Kipp was asked to return to answer Councillors questions on why he wished to become a councillor. He then left the room.

Following a brief discussion, Mr Kipp was voted onto the Council by ten for the motion and two abstentions.

**RESOLVED: that Mr Clarke and Mr Kipp become full members of the Council.**

The Chairman welcomed both gentlemen and advised members that Mr Kipp, at 18 years and 11 days old was the youngest ever member of the Council and was probably the youngest Councillor in the country.

**39. FLOODBOARDS**

The Council was asked to consider the use of floodboards as a temporary measure to prevent the flooding of the Social Club.

Following a heated discussion it was agreed that there was a firm commitment to address the problem of the drains.

It was then RESOLVED to provide floodboards for the Social Club. The motion was proposed by Cllr Mrs Barnett, seconded by Cllr Mrs Black and passed with one abstention.

**RESOLVED:** to provide floodboards for the Social Club as an interim measure.

**40. CHRISTMAS LIGHTS**

The Members discussed the provision of the Christmas lights at length. Many complaints had been received from local residents about the festive lighting in Lower Street and it had been minuted in 2008 that the Parish Council would take back the supplying of the lights if this happened.

It was agreed that Lower Street did not lend itself to garlands of lights, due to the fact there were shops interspersed with houses. Coloured lights in trees was the preferred option, with garlands along the shop fronts at Swan Corner.

The Clerk was instructed to ascertain what Christmas lights the Council still possessed; to obtain a quotation for the erection of the lights and to ensure the traders would co-operate with the Parish Council on this course of action.

**41. COUNCILLORS' SURGERIES**

Cllr Ellis stated that most of the queries at the last Councillors' surgery had been about the Village Transport Plan and had been directed to the Exhibition.

Councillors were advised that the surgeries had been discussed at the last Finance and Policy Committee meeting, when it had been suggested that surgeries should be conducted in different locations in the village on a quarterly basis. The Committee would report back when more options were known.

**42. QUALITY COUNCIL INITIATIVE**

Cllr Clarke updated on the progress of the Quality Council Working Group. It was noted that there were only eight more full Council meetings before all the requirements were in place.

It was felt the major stumbling block would be to have enough Councillors standing for election in May 2011.

The Council congratulated the Working Group on all its efforts to date.

**43. COUNCILLOR'S PHOTOGRAPH FOR THE WEBSITE**

Following a very brief discussion, it was agreed not to have photographs of Parish Councillors on the website.

**44. LOWER STREET CAR PARK**

Cllr asked the question as to whether the parking restrictions needed reviewing in Lower Street car park.

Following a lengthy discussion, it was agreed that parking restrictions were needed during the week, to deter commuters from taking up all the spaces. This still left four hours free parking for shoppers.

The Clerk was instructed to contact HDC to request that there were no parking restrictions at weekends, as everything possible needed to be done to attract shoppers to Lower Street.

**45. NATIONAL CONFERENCE**

The Councillors discussed whether the Clerk should attend the National Conference in October, as well as the Practitioners' Conference in February. It was agreed the Conferences were most useful and it was decided that the Clerk should attend one and the Deputy Clerk the other.

**46. NEW DOORS FOR PAVILION**

Cllr Qusted explained he had not been at the meeting of Finance and Policy, when the new doors for the Pavilion were chosen for ratification by full Council. Having experience in these matters, he preferred the aluminium doors to UPVc. He stated that aluminium were for business use, whilst UPVc was for domestic. Cllr Boulton advised that the Social Club had had UPVc doors installed and they were used much more than the changing rooms. The doors were maintenance free and due to the refurbishment, were not for long term use.

Following a brief discussion, it was agreed the Council should be consistent in its approach to replacing items.

Cllr Parker proposed the recommendation of the Finance and Policy Committee to accept the quotation from Southern Counties Glass should be ratified. This was seconded by Cllr Kiverstein and passed unanimously.

**RESOLVED:** to ratify the recommendation of the Finance and Policy Committee to accept the quotation from Southern Counties Glass.

**47. BOWLING CLUB ADVERTISING**

Cllr Qusted explained that the Bowling Club would like to use advertising boards around the green, to increase revenue.

Following a brief discussion, it was agreed Cllr Qusted would ascertain how Storrington Bowling Club used its advertising boards and report back to the next meeting of full Council on his findings.

**48. REPRESENTATIVES' REPORTS**

**Pulborough Local Action Team**

It was noted that Cllr Mrs Roberts would like to be the parish Council's representative at the Local Action Team's meetings, along with Cllr Ellis. This was agreed unanimously.

**Horsham Association of Local Councils**

Cllr Mrs Watson had attended this meeting, notes from which would be circulated by the Clerk shortly.

**Chanctonbury Local Council Committee**

Cllr Qusted reported that he had attended a meeting the previous evening when the Parish Council's grant application for funding towards the street lighting in the "cinder path" was discussed. He informed members that he had pointed out this was a larger project for which funding had not been included in the budget. The Parish Council had been asked to contribute £2000 for lighting which would help to deter vandalism. The Committee had decided to defer the decision, as this may also be part of the Village Transport Plan.

Cllr Mrs Black advised the Councillors she had been co-opted onto the committee for the Children and Family Centre, wearing both her Village Hall Trustee and Parish Council hats.

**49. CORRESPONDENCE**

The Correspondence is attached to these minutes as Appendix 1.

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

Cllr Kiverstein requested the quarter 1 income versus budget reports be included on the next agenda.

## 51. PAYMENTS

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

Burgess & Randall	Strimmer Cable	£28.69
Came & Co	Insurance	£25.00
PC Doctor	Installing new back-up	£45.00
SALC	Chairman training	£86.25
Primus	Telephone	£6.13
Peter Dickin & Co	Survey of Pavilion	£862.50
L Hoff	Mileage & float	£48.83

***The meeting closed at 9.36pm***

.....Chairman

.....Date

## **CORRESPONDENCE 16<sup>th</sup> July 2009**

## **FULL COUNCIL**

### **1. LEADER PROGRAMME**

Councillors received the contact details of the local LEADER group member - David Hurst, 4 Skeyne Mews, Skeyne Drive, Pulborough RH20 2BB  
Tel: 01798 875758/07768 242420  
Email: [DavidHurstAssocs@aol.com](mailto:DavidHurstAssocs@aol.com) and noted that Mr Hurst offered an informal chat about the programme.  
Cllr Kipp took a leaflet and stated he would take the details to the Youth Club volunteers.

### **2. HDC - Gypsy/Traveller Count**

Members noted that 16<sup>th</sup> July 2009 was the date of the bi-annual Gypsy/Traveller count and were asked to let the Clerk know of any unlawful encampments in the area as soon as possible. A Councillor advised the Parsons Field, Pickhurst Lane was being used illegally.