

**PULBOROUGH PARISH COUNCIL**  
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**MINUTES OF AN ORDINARY MEETING OF PULBOROUGH PARISH COUNCIL**  
**HELD ON THURSDAY 26<sup>TH</sup> NOVEMBER 2009**  
**AT THE VILLAGE HALL**

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

**IN ATTENDANCE:** Sarah Norman (Clerk), Sally Cooper, Mrs S Paterson, Miss B Churcher (West Sussex County Times) and one member of the public.

*The meeting opened at 7.30pm*

Before moving to the first Agenda item, the Chairman welcomed Mrs Sally Cooper and introduced her to the Council as the newly appointed Deputy Clerk.

**87. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor Mrs Watson. Apologies for absence were also received from District Councillors Donnelly & Paterson.

**88. DECLARATIONS OF INTEREST**

There were no declarations of interests.

**89. MINUTES**

**89.1 Full Council**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 15<sup>th</sup> October 2009 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**The Clerk's Report**

A revised schedule of meeting dates for 2010 including a meeting in August has been circulated to all members.

**89.2 PLANNING & SERVICES COMMITTEE**

The Council received the Minutes of the Meetings held on 15<sup>th</sup> October and 5<sup>th</sup> November 2009. With regard to item 105, Councillor Ellis advised that Takanzo had offered this year, as last, to contribute to the cost of the Christmas lights.

**The Clerk's Report**

The Clerk reported that having sought advice, the Parish Council is not permitted to make a one off subsidy to Compass Travel towards a Sunday Bus Service as this is contributing to a commercial enterprise.

### **89.3 FINANCE & POLICY COMMITTEE**

The Council received the Minutes of the Meetings of the Finance & Policy Committee held on 8<sup>th</sup> October, 12<sup>th</sup> November and 19<sup>th</sup> November 2009. It was noted that the date of the last payment of the loan should be March 2010 and not 2009. The Clerk advised she would amend the Minutes before they came before the Finance & Policy Committee for approval in January 2010.

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

The Clerk had nothing to report.

### **89.4 RECREATION AND OPEN SPACES COMMITTEE**

The Council received the Minutes of the Meetings of the Recreation and Open Spaces Committee held on 29<sup>th</sup> October 2009.

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

Bruce Middleton has been written to regarding Nutbourne Recreation Ground but as yet no response has been received.

There has been no further progress with regard to the updated Sports & Social Club Licences and response is awaited from Anderson Longmore & Higham. Horsham District Council Licensing Dept has advised that the issue of maximum percentage of social club members is not an issue for them.

A letter was sent to JR Davy instructing him to carry out the water works at the allotments as soon as possible.

A letter has been sent to Mr Ellis regarding parking within Recreation Ground

### **90. ADJOURNMENT FOR PUBLIC SPEAKING**

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

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

There was nobody present to give a report.

### **92. ELECTRONIC NOTICEBOARD**

The Chairman welcomed Mrs Sue Paterson, who had been dealing with Polycomp, to give a report on the possible reintroduction of this service.

**The chairman adjourned the meeting at 7.42pm.**

**The chairman reconvened the meeting at 7.50pm.**

A short discussion followed and it was noted that the recommendation of the Planning & Services Committee was not to repair the board (P&S Minutes 5<sup>th</sup> November 2009 item 111). However, having received Mrs Paterson's report and noting that the original installation of the board had been at no cost to the Parish Council, the opinion of the members of that Committee present was altered. Councillor Kiverstein advised that there are funds available in the budget for the repair costs of £863 and the £10 per month needed to keep the system live was negligible. Concerns were raised over the future reliability of the system and all felt that if this was to go ahead, guarantees would be required from Polycomp. Members thanked Mrs Paterson for her time on this initiative and her offer to get the system up and running, dealing with any teething problems, before responsibility falls back to the Parish Office. The Chairman then asked for a vote on whether to proceed with reinstatement of this service with 11 in favour and 1 abstention.

**RESOLVED:** to proceed with the reinstatement of the Electronic Noticeboard system as per the quotation from Polycomp of 27<sup>th</sup> October.

**93. REGENERATION OF LOWER STREET**

The Chairman welcomed Alan Glover of Kent Architecture Centre to give a short presentation and then question and answer session regarding the possibilities for the regeneration of Lower Street.

**The chairman adjourned the meeting at 8.01pm.**

**The chairman reconvened the meeting at 8.35pm.**

The Chairman thanked Mr Glover for his time and informed members that any comments could be forwarded to Mr Glover on the email address given on the compliment slips provided.

**94. PARISH COUNCIL BUDGET & PRECEPT FOR 2010/11**

Councillor Kiverstein, as Chairman of the Finance & Policy Committee, referred to the Income v Expenditure schedules and proposed budgets as circulated by the Clerk. From these documents, he noted that by projecting the anticipated expenditure for the rest of the year, expenditure should remain within Budget.

The Clerk advised that despite numerous attempts, the Band D equivalent figure from Horsham District Council had still not been received and therefore the budget cannot be finalised immediately.

However, Councillor Kiverstein advised that the recommendation of the Finance & Policy Committee was that the cost of the Parish Precept, per house, should remain unchanged. This would mean that a Band D property will pay £64.64 for 2010/11 as they had in 2009/10.

It was noted that one member of the Finance & Policy Committee was concerned that when the Public Works Loans Board came to an end in March 2010, the £12,000 that had been used in previous years for the loan repayments was to be reallocated towards the refurbishment of the Pavilion. Councillor Kiverstein advised that while the full cost of the refurbishment is not yet known it will be far in excess of the current earmarked reserves of £32,084. Furthermore, any additional funds reserved now, will reduce the amount that will need to be borrowed in the future. He noted that this will, of course, be highlighted in the Finance Report at the Annual Parish Meeting next May. It was therefore proposed to accept the recommendation of the Finance & Policy and this was carried unanimously.

**RESOLVED:** That the Parish precept per household remain unchanged with the Band D cost equating to £64.64 per annum.

Councillor Kiverstein asked the Clerk to provide details of her emails to Horsham District Council requesting the Band D Equivalent figure so that he may complain about the lack of information and how difficult it is for a Parish Council to finalise the budget without this information.

**95. PARISH PLAN**

The Chairman referred members to the presentation by Julian Carrington of Horsham District Council and Les Ampstead of Action in Rural Sussex at the Full Council meeting of 15<sup>th</sup> October. The Clerk had provided a copy of Horsham District Council's Sustainable Community Strategy document and

advised that the Parish Plan would be drafted in a similar manner with the same four Headings being used. A lengthy discussion followed about the usefulness, necessity and cost of such a document. It was noted that other Parishes achieve so much more and this initiative could assist Pulborough Parish Council in this regard. The Clerk commented that this was in now way just a plan for the Parish Council. It is for the community by the community and therefore there will need to be a great deal of interaction with other local groups including, the Pulborough Community Partnership, Pulborough Society etc.

The Chairman then asked for members to vote whether to continue with the Parish Plan with 9 in favour, 2 against and 1 abstention.

**RESOLVED:** To consult and prepare a Parish Plan with the assistance of Action in Rural Sussex.

**96. PLAYGROUND EQUIPMENT**

The Clerk advised that there had been a substantial increase in vandalism at the children's playground at Rectory Lane as highlighted in at the recent Recreation & Open Spaces Committee (Minutes dated 19<sup>th</sup> November 2009 Item 100). The area was being used by older children and teenagers after dark as an area to hang out. Councillor Barnett noted that whilst the Parish Council has continued to enhance the play area for younger children, there is very little on offer for older youths. A lengthy discussion ensued about what could be provided and the pros and cons. The suggestion of a light in the play area was discussed and this was well supported.

The Clerk advised that she had erected a sign stating that the Hightower unit should not be used due to vandalism and a photo had been taken of it in situ. However, the sign had disappeared within 24 hours.

The Clerk advised that the tyre on the cantilever swing would need to be replaced shortly due to the damage and that this would be the second new tyre in as many months. The suggestion had been made that entire mechanism be removed until at least the spring to try and break the cycle and all AGREED.

The Clerk also asked for permission not to replace the Bubble or Gong on the Hightower unit if damaged again, but to have blanking plates installed by Monster Play Systems to deter further damage and all AGREED.

The Clerk advised that some of the damage had been reported on the non-emergency police number and the more recent damage would be reported also. It was noted that all incidents must be reported so that the Police can build a picture of "hot spots".

Councillor Quested suggested that Sergeant Makepiece be invited to attend the next meeting of the Parish Council to review what actions the Police are taking to deal with the increased anti-social behaviour in the village.

**RESOLVED:** The Clerk is to arrange for the chains and tyres to be removed from the Cantilever Swing as soon as possible.

The possibility of a light in the Playground is to be investigated.

The Bubble and Gong on the Hightower Climbing Frame will be replaced with blanking plates if vandalised again.

The Clerk is to contact Mrs Heath of St Mary's School for her assistance in making the children aware of the problems and why equipment is being removed.

**97. HONOURS BOARD**

The Clerk had distributed the cost of an honours board as quoted by Belsigns. Councillor Parker queried whether it was right to spend almost £1000 in the current financial climate on this idea. The Chairman proposed that this idea be abandoned and all were in favour.

**RESOLVED:** The Parish Council will not proceed with an honours board.

**98. GRANTS FOR 2009**

The Council received the recommendations of the Finance & Policy Committee (F&P Minutes 12<sup>th</sup> November 2009 Item 81). Councillor Kiverstein queried whether the Pulborough Fairtrade Group was a commercial enterprise and if so, the Parish Council could not make a grant to them. It was felt that they were a non-profit making organisation but the Clerk advised she would check and report at the Planning & Services meeting of 17<sup>th</sup> November, when the cheques are due to be signed. The Clerk was also requested to find out how much other Parishes may in Grants each year.

**RESOLVED:** To accept the recommendations of the Finance & Policy Committee subject to the qualification regarding Pulborough Fairtrade Group.

**99. QUALITY COUNCIL INITIATIVE**

Councillor Clarke updated on the progress of the Quality Council Working Group and the minutes of the last meeting were distributed.

Members were in receipt of the Training Policy and Community Engagement Strategy and the Council was asked to ratify these documents, with all in favour. Councillor Clarke advised members that it was planned to hold a training session on the planning process with the assistance of Ray Wright, who had been Head of Planning at Horsham District Planning until his recent retirement.

**RESOLVED:** That the Parish Council ratify and adopt the Training Policy and Community Engagement Strategy.

Councillor Clarke thanked Councillor Ellis, Mr Jim Noble and Mr Peter Reeve for all their hardwork in the preparation of these documents.

A training session on Planning with Ray Wright, the retired Head of Planning at Horsham District Council, is to be organised by Councillor Clarke and the Clerk to which all Councillors will be invited together with representatives from other Parishes.

**100. PAUL ADDISON**

Members received the Minutes from the most recent meeting with Paul Addison. It was noted that the final meeting would be on December 14th. The Council asked that their thanks to Paul Addison be recorded for all his efforts while working with Pulborough Parish Council.

**101. REPRESENTATIVES' REPORTS**

Councillor Ellis reported the following from the recent Local Action Team meeting:-

Mr Humphrey who had written to the Parish Council had been invited to attend an LAT meeting.

The LAT is considering applying for a ban on alcohol in public places. This is still at the consultation stage and will be discussed more full in the future.

There are now enough volunteers to man an enquiry desk but unfortunately there is not enough money to make the alterations to the station.

**102. CORRESPONDENCE**

The Correspondence is attached to these minutes as Appendix 1.

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

Following on from item 96, Councillor Quested suggested that Sergeant Makepiece be invited to attend the next meeting of the Parish Council to review what actions the Police are taking to deal with the increased anti-social behaviour in the village.

Councillor Denison advised that Father Paul of St Mary's Church had received a letter from Horsham District Council Planning Department informing him that the East Glebe Field cannot be used for parking. This issue will be placed on the Agenda of the next Planning & Services Committee meeting.

**104. PAYMENTS**

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

|                  |         |
|------------------|---------|
| ABA Construction | £143.75 |
| Mrs S Norman     | £46.36  |
| Mrs L Deverson   | £5.20   |

***The meeting closed at 9.55pm***

.....Chairman

.....Date

CORRESPONDENCE  
26<sup>th</sup> November 2009

FULL COUNCIL

**Lighting at Colonnades** - A letter received from Mr & Mrs Fosberry of 19 London Road, concerning night time lighting at the Colonnades and requesting a curfew of 10.360pm for the lights. A copy of the letter has been sent to Public Health & Licensing at HDC and Mr & Mrs Fosberry advised.

**Database Training on Web Based Community Led Plans (Parish Plans)** - Details of a training course being organised by AiRS in February next year. The Clerk will attend if the Parish Plan initiative is to be pursued and any Councillor wishing to join her should advise as soon as possible.

**West Sussex Sustainable Business Partnership** - Winter Newsletter available in Parish Office.

**HDC Scrutiny and Overview Committee** - Suggestions requested for their work programme.

**SALC** - Details about and nomination papers for town, parish & meeting representatives on the South Downs National Park Authority Board.

**New Years Honours** - Letter from Mr M Comyn suggesting a recommendation be made for News Year Honours lists and suggesting Alison Heath or Rob Aylott. It was agreed that this issue should be placed onto an Agenda early in the New Year.

**HALC** - Minutes of annual meeting between HALC & HDC on 5<sup>th</sup> October 2009 are available in the Parish Office.

**FWAG** - Requested for membership renewal of £41.10. R&OS had no desire to renew membership and there was no support from Full Council.

**Horsham Rural Towns Forum** - Minutes of the meeting held on 17<sup>th</sup> November 2009 are available in the Parish Office.