

**PULBOROUGH PARISH COUNCIL**  
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**MINUTES OF AN ORDINARY MEETING OF PULBOROUGH PARISH COUNCIL**  
**HELD ON THURSDAY 18<sup>th</sup> FEBRUARY 2010**  
**AT THE VILLAGE HALL**

**PRESENT:** Councillors Jolliffe (Chairman), Mrs Barnett, Boulton, Clarke, Denison, Ellis, Mrs Lawson, Parker, Qusted (Vice Chairman) Kiverstein, and Parker.

**IN ATTENDANCE:** Dist Cllr Donnelly and Sally Cooper (Deputy Clerk).

*The meeting opened at 7.38pm*

**123. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors Mrs Black, Mrs Watson and Mrs Roberts..

**124. DECLARATIONS OF INTEREST**

No declarations of interest were given.

**125. MINUTES**

**125.1. FULL COUNCIL**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 21<sup>st</sup> January 2010 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**The Clerk's Report**

**Full Council Meeting – 21<sup>st</sup> January 2010**

1. New Years Honours – The Parish Office has not yet received any details of potential nominees.
2. Parking at Medical Centre – An e mail has been sent to Stuart Henderson of Pulborough Patient Link but as yet no response received.
3. South Downs National Park Authority – David Burden and Alun Aylesbury have been elected to the Board.
4. VTP PROW works – A letter has been sent to Jon Perks at WSCC but no response received as yet.

**125.2 PLANNING & SERVICES COMMITTEE**

Members received the Minutes of the Meetings held on 14<sup>th</sup> January, 21<sup>st</sup> January and 4<sup>th</sup> February 2010.

**The Clerk's Report**

1. At the last meeting Cllr Denison raised the issue of East Glebe Field – debris. I can report that The Clerk has been in contact with the Diocese and informed them of the situation. The Hinge to the gate has been checked and all is ok.

2. Regarding Waitrose in Storrington, the Clerk has sent a letter to Horsham requesting consideration with regard to S106 Planning Obligations.
3. Cllr Lawson attended the recent Nutbourne Residents Association Meeting.

### **125.3 FINANCE & POLICY COMMITTEE**

Members received the Minutes of the Meetings held on 14<sup>th</sup> January 2010.

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

1. MSF Earmarked Funds – The Clerk has ascertained that the £2,500 that has been transferred into the Reserve Account for the MSF resurfacing does not show up on the expenditure on the analysis as it hasn't actually been spent. When this occurs in future, the Clerk will include sums that have been earmarked in the "Committed Expenditure" column of the analysis to give a clearer picture of funds actually available.
2. Cllr Quested has spoken to Mr Coughtrey re the possibility of re siting the children's nursery currently at Arundale School, when it closes down, to his premises on Stane Street. Mr Coughtrey is in discussions with an architect and Arundale School about moving this forward.

### **125.4 RECREATION AND OPEN SPACES COMMITTEE**

Members received the Minutes of the Meetings held on 28<sup>th</sup> January 2010.

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

1. Access to Committee Room – The new keys cut did not work, and it is felt that the lock may have seized. Fred Bushby to WD40 the lock and try new keys.
2. Public Rights of Way Improvements – Quotes have been received from PHB and B & N Contractors. Awaiting third quote from E C Simpson.
3. Lighting At Rectory Close Play Area – Public consultation letter sent out, deadline for responses 23<sup>rd</sup> February. So far (9/2/10) one response received, supporting the proposals.
4. Playground Maintenance – Quote requested for all priority one works from ARD. Response requested by 19/2/10
5. Licences/Leases For Users of Pavilion and Recreation Ground.  
The format and terminology for all sports club leases/licences has been standardised. This should enable easy renewal/amendment in the future.

**Sports & Social Club** – FINAL fully amended DRAFT lease now ready.

**Cricket & Stoolball** – All amended except awaiting confirmation of Public Liability Insurance. Then ready for consideration/approval by Committee.

**Pythons, Football & Top Rec** – Awaiting amended drafts from ALH solicitors.

6. **Poplar Tree In Pocket Park** – Still awaiting Rupert Cleavers Quote (8/2/10)
7. **Grounds Maintenance** – Schedule of options/prices compiled
8. **Mr Rag Bags Van** – Letter sent to Mr Smith. On two occasions SC has been to Pavilion since, the vehicle has not been parked under the oak tree.

### **126. ADJOURNMENT FOR PUBLIC SPEAKING**

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

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

Dist Cllr Donnelly advised that there is likely to be 1.9% – 2% increase in Council Tax next year.

1. Pulborough Community Partnership are now looking for a new chairman following Rob Aylott standing down.
2. Parsons Field planning application. HDC currently seeking legal advice regarding the status of the resident as a Gypsy.
3. White Horse Public House – Enforcement action should have been taken to remove the unauthorised covered areas/lighting in the pub's garden. Clerk to make further enquiries with HDC.

**128. SOUTH COAST STREET LIGHTING MAINTENANCE AND ELECTRICITY SUPPLY AGREEMENTS.**

The contract had been read by Councillors. Discussions were held regarding any rights to wayleave payments that may be due to Parish on any Parish owned lights. Clerk to verify the situation on this and advise at next meeting.

Clerk to contact WSCC re lights on Cinder Path which have still not been repaired despite being reported several times.

Clerk to ensure that the Parish liaises with PCP regarding any proposals for new/upgraded streetlights that may be planned as part of Lower Street Regeneration.

It was AGREED that the Chairman should sign the contract.

**129. EMERGENCY PLANNING.**

The DRAFT Emergency Plan was discussed and it was AGREED that the document required full consideration prior to any decision being made. Cllr Kiverstein suggested it may be an idea to form a sub committee to develop the plan further. The Clerk was instructed to contact Greg Charman of HDC to seek advice on developing the Emergency Plan.

**130. PCSO SURGERIES**

Cllr Ellis gave a report of progress:

It has been arranged for PCSO attendance at the following:

Once a week one hour at Pop Into Pulborough – Village Hall

Once a month one hour attendance at the Wednesday Lunch Club.

Attendance at the Children & Family Centre (times to be determined)

Attendance at monthly Full Council Meetings.

Attendance at LAT meetings.

**131. QUALITY COUNCIL INITIATIVE.**

Cllr Clarke reported that the planned meeting of 16<sup>th</sup> February has been postponed and will now be held on March 12<sup>th</sup>. He states that he will be raising and progressing the issue of Notice Boards to potentially be sited at the Railway Station and near the bus stop opposite Sainsburys.

**132. REPRESENTATIVES.**

Cllr Ellis referred to the minutes of the recent HALC meeting, and the date for the meeting is yet to be confirmed. He further reported that LAT had produced a leaflet which will soon be distributed. Also that he had recently been asked by The NHS Foundation Trust to complete an Equal Opportunities Monitoring Form, which he had found personally intrusive and irrelevant to his involvement with the Trust, and refused to complete.

Cllr Jolliffe reported that he had attended a recent meeting with Kent Architects . Cllr Mrs Roberts is to provide a full report of the meeting.

Cllr Barnett will be attending a meeting with Kent Architects on March 31<sup>st</sup>

**133. CORRESPONDENCE**

The Correspondence is attached to these minutes as Appendix 1.

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

1. Youth Club Provision /Staffing and Funding.
2. Earmarked Funds.
3. Allocation of Section 106 Funds.

**135. PAYMENTS**

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

	<b>£</b>
Southern Water	1,001.76
1 <sup>st</sup> Pulborough Brownies	150.00
Community Minibus Ass. (West Sussex)	26.00
LED Synergy Ltd	992.45

***The meeting closed at 8.35pm***

.....Chairman

.....Date

Appendix 1 FC 18/02/10

**CORRESPONDENCE**  
18<sup>th</sup> February 2010

**FULL COUNCIL**

**Pulborough Community Partnership** - Copy of the minutes of the meeting 25<sup>th</sup> January. Copied to Councillors.

**Citizen Advice Bureau** - Details of changes in Outreach sessions in Pulborough from weekly to monthly.

**South East in Bloom** - Details of South East in Bloom competition and seminar on 16<sup>th</sup> March 2010.

**SALC** - Winter Bulletin. Copied to Councillors.

**South Downs Focus** - News from the South Downs Joint Committee (available via email).

**Governance Toolkit for Parish & Town Councils** - reference guide for Parish Clerks and Councillors available by email (1.1mb)

**Crime Watch** - Winter 2010 newsletter of the Horsham South Sector of Neighbourhood Watch available by email.

**Partnership News** - Newsletter of the West Sussex Public Partnership Forum available in Parish Office.

**HALC** - Minutes of meeting held 25<sup>th</sup> January.. Also copy of report by Cllr Ellis of same meeting, Copied to Councillors

**NHS Ambulance Service** - Details of aim to become a Foundation Trust available by email.

**West Sussex County Council** - Feedback from questionnaire and meetings with Town & Parish Councils available by email.

**Horsham District Council** - Chart of staff structure available by email.

**Nutbourne Residents Association** - Minutes of AGM held 18<sup>th</sup> January 2010. Copied to Committee.