

# PULBOROUGH PARISH COUNCIL

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## **MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 14<sup>th</sup> JANUARY 2010 AT THE SPORTS PAVILION**

**PRESENT:** Cllrs Quested (Vice-Chairman), Ellis, Jolliffe, & Mrs Roberts.

**IN ATTENDANCE :** Sarah Norman (Clerk).

*The meeting opened at 7.35pm*

### **93. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs Mrs Black, Clarke and Kiverstein.

### **94. DECLARATIONS OF INTEREST**

There were no declarations of interest on any agenda item.

### **95. MINUTES**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 12<sup>th</sup> November and 19<sup>th</sup> November 2009 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

### **CLERKS REPORT**

Precept 2010/11 - The necessary paperwork has been submitted to Horsham District Council and they have confirmed receipt.

### **96. ADJOURNMENT FOR PUBLIC SPEAKING**

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

### **97. INCOME AND EXPENDITURE QUARTER 3 2009/10**

The Clerk circulated the analysis of Income and Expenditure compared to budget for the period ending 31<sup>st</sup> December 2009 which is attached as Appendix 1. Cllr Quested noted that overall, expenditure was lower than an expected at 67.4% of budget.

### **98. EARMARKED FUNDS**

The Clerk distributed an up to date schedule of funds already earmarked. It was noted that a little over £2,700 is still reserved for the new allotments which needs to be transferred into the general reserves as the new allotments are almost completed and as a result this item is over budget in the current year. The Clerk advised that she is awaiting one final invoice in relation to the water works at the site and when

this has been paid she will calculate how much should be transferred back across. The Balance will remain in the reserves for the provision of sheds at the site.

The Clerk advised that she had transferred £2500 to the earmarked funds for the MSF resurfacing and she would ascertain why this did not show up on the analysis.

The Clerk confirmed that there would be funds under the Pavilion Rebuild that may be earmarked out of this year's budget but as there will be invoices due before the end of the financial year, the actual amount cannot yet be calculated. This will be confirmed in time for the March meeting of the Finance & Policy Committee at which the instruction letters to Nat West will be signed.

#### **99. SECTION 106 FUNDS**

The Committee received a summary of funds available from Pulborough Section 106 Agreements totalling £16,962. The Clerk advised that an application for funding through Section 106 may be made by any organisations within the Parish. It was AGREED that whenever there is to be a capital outlay on equipment such as for the playground, lighting etc, Section 106 funds be applied for to part fund the project. The Clerk advised that the issue of providing lighting in the play area would be on the Agenda for the next Full Council and it is hoped to fund this through the parish precept in conjunction with a grant from West Sussex County Council and Section 106.

#### **100. 5 YEAR PLAN AND PROJECTED PLANNING LIST (formerly Wish List)**

The Committee received a copy of the 2009/10 Projected Planning List together with a 5 year Plan on anticipated expenditure. The Clerk asked for comments from the Committee on items to be included into the Projected Planning List. The Clerk will then draft a final list for approval by the Committee.

#### **101. DRAINAGE AT RECREATION GROUND**

Cllr Quedstedt apologised for not attending the meeting with Cllr Jolliffe and Bob Clarke of Robert Clarke Associates Ltd. The Clerk advised that she had ascertained that Horsham District Council would need to give permission for drainage and has spoken to Martin Brightwell at HDC. He had given the details of Robert Clarke Associate whom HDC have used in the past for this type of work. The Committee received an email from Bob Clarke laying out the process for investigation and rectification of the drainage problems in the area. A discussion followed regarding the three stages identified by Bob Clarke which are summarised as :-

- |         |  |
|---------|--|
| Stage 1 | Investigation and report detailing current situation and identifying problems.             |
| Stage 2 | Preparation of report with suggestions as to how rectify problems.                         |
| Stage 3 | Preparation of plans for submission to HDC together with summary of works to go to tender. |

It was noted that the first stage would cost £975 exc VAT. Any jetting/CCTV surveys that may be required would be quoted for separately. It was AGREED that a quotation should be obtained for each stage before instructing again. Cllr Jolliffe therefore proposed that Bob Clarke be instructed accordingly. This was seconded by Cllr Ellis with all in favour.

**RESOLVED Robert Clarke Associated be instructed to proceed with stage 1 at a cost of £975 exc VAT.**

#### **102. PAVILION REBUILD**

The Clerk advised that an emailed copy of the report had been received from Dickin & Co and this has been circulated to members. It was AGREED that there be no further meetings until the situation with the drainage was progressed further.

**103. HORSHAM DISTRICT COUNCIL CORE STRATEGY REVIEW 2026**

Members received a copy of a letter from Billingshurst Parish Council regarding the North Heath/Adversane proposals under the Core Strategy Review and inviting the Parish Council to share in further work by the Planning Consultant. A discussion followed regarding the Parish Council's resources in this regard and the commensurate benefit of the work. Cllr Jolliffe proposed that our thanks be given to Billingshurst Parish Council for the offer but at the present time Pulborough Parish Council do not have the resources to be party to the employment of the Planning Consultant. This was seconded by Cllr Roberts with all in favour.

**RESOLVED Pulborough Parish Council do not join with Billingshurst Parish Council in the employment of the Planning Consultant.**

**104. CORRESPONDENCE**

The correspondence is attached to these minutes as Appendix 2.

**105. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON NEXT AGENDA**

There were no matters for inclusion.

**106. PAYMENTS**

There were no payments for signing.

***The meeting closed at 8.26pm***

.....Chairman

.....Date

**CORRESPONDENCE**  
**14<sup>th</sup> January 2010**

**FINANCE & POLICY**

**Letter from 1<sup>st</sup> Pulborough Guides**

The Committee noted a letter from Jacqui Walbridge thanking the Council for the grant cheque of £150. Unfortunately, the Guide pack folded last Easter. Mrs Walbridge suggested that the 1<sup>st</sup> Pulborough Brownies are short of funds and could they have the money instead? The Committee agreed in principle to this but decided that the cheque should be returned after which a formal decision could be made at the next Finance & Policy meeting.

**Billingshurst Parish Council**

The Committee received a letter from Billingshurst Parish Council thanking for the contribution of £500 towards the costs of the Planning Consultant work in relation to the proposals for North Heath/Adversane under HDC's Core Strategy Review..