

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL  
HELD ON THURSDAY 17 DECEMBER 2015  
at 7.30pm in The Council Offices, Golden Square, Petworth

**\*\* This meeting was recorded\*\***

**Cllrs Present:** Mr Chris Kemp (Chairman)  
Mr Roger Hanauer (Vice Chairman)  
Mrs Juliet Fynes  
Mr Tony Sneller  
Mrs Carry Smith  
Mr Michael Peet  
Mrs Liz Singleton  
Dr Rosa Pawsey  
Miss Sam Spriggs  
Mr Tony Rogers  
Mrs Maggie South  
Mr David Burden  
Mr Rob Evans  
Mr Neville Fox

**In Attendance:** Town Clerk Mrs Rebecca Knifton

**Apologies:** Mr Hugo Petersens  
District Cllr Eileen Lintill  
County Cllr Janet Duncton

**Absent:** Jenny Mouland - Press

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105/15 Representations  
None

106/15 Apologies for absence  
Apologies were received from Cllr Petersens due to work commitments, District Cllr Lintill due to a previous engagement and County Cllr Duncton due to a carol service.

107/15 Declarations of interest  
There were no declarations of Pecuniary or non-Pecuniary interests in relation to any items included on the agenda for this meeting in accordance with **THE LOCALISM ACT 2011** and the **Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**.

108/15 District and County Councillors  
None

109/15 Chairman's Report and other Announcements on matters requested

Winter Maintenance – **ACTION:** Working Group to be arranged.

Heritage Finger Posts - **NOTED** that Highways have ceased their maintenance of the 6 fingerposts in the Parish, all of which have been photographed by Cllr Hanauer. Cllr Hanauer has sourced a company who can supply replacement lettering. There are 2 posts that are in a particularly bad state in Grove Lane and South Lane. Cllr Hanauer informed members that there are Grants available. Ownership is due to be transferred to PTC.

Farmers Market – Cllr Kemp proposed a commitment to the Farmers Market. The Stallholders are happy to continue as a co-operative. Cllr Peet spoke of marketing the event.

Cllr Kemp proposed and Cllr South seconded that PTC will commit to keeping the Market going.

**RESOLVED**

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Cllr Singleton arrived – 7.43pm

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Skate Park – **NOTED** that the feasibility study should have gone to Cabinet by now but that it needed to be evaluated by Sarah Peyman’s team and subsequently sent to interested parties including Estates before this could happen. **NOTED** that there is a covenant on the land dating back to 1937 restricting use but that Cllr Kemp has spoken to the Leconfield Estate who have agreed to vary it.

Cllr Hanauer stated that out of the 3 companies sourced, one has still not visited the site. **AGREED** that a decision on which company to instruct will be decided at the next full Council meeting in January. Further **AGREED** that planning consent will be sought in any event. Confirmed that the money held by CDC has been ringfenced.

Playgrounds & Inspections – **NOTED** that both Parks should be completed by Christmas despite the heavy rain. The possibility of erecting a fence around the Park at Hampers Common was discussed.

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Cllr Pawsey arrived – 8pm

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**NOTED** that the Clerk had sourced a quote for weekly ROSPA inspections upon completion of the Parks. Both Parks will be signed off with ROSPA reports undertaken and paid for by the contractors. Rosemary Gardens is due to be signed off on the 22<sup>nd</sup> of December. Eibe have offered as part of their package to train someone to undertake weekly inspections but this could take some time.

It was **AGREED** that until someone could be trained, Des Bone Ltd will be instructed to undertake the inspections. Proposed by Cllr Kemp and seconded by Cllr Burden.

**RESOLVED**

In addition to the new Parks, residents of Hampers Common had requested that the old swings be retained in order to give the older children/teenagers a separate area of their own. The Clerk had sourced a quote for a revamp to include painting them green to be more in keeping with the rural nature of the area and some repairs to the seats. It was **AGREED** that this was an excellent idea and due to the quote being under £500, the need for two further quotes was not necessary.

**AGREED** that Des Bone Ltd will be instructed to undertake the repairs. Proposed by Cllr South and seconded by Cllr Spriggs.

**RESOLVED**

Grass Cutting – **NOTED** that the contracts will be completed in the New Year so that the tender letters can be sent out.

Christmas – **NOTED** that the event had been a huge success. Cllr Sneller congratulated everyone for working well together.

The collection buckets had made £202.50.

**NOTED** that the Christmas debrief will take place on the 19<sup>th</sup> of January and the Christmas Party will take place on the 29<sup>th</sup> of January.

Cllr Peet will obtain feedback from the local shopkeepers through the PBA.

Appointing an Internal Auditor – It was **AGREED** that the 3<sup>rd</sup> quote from Auditing Solutions was the most competitive and the company was highly regarded as a Local Government Auditor.

Proposed by Cllr Kemp and seconded by Cllr South to instruct.

**RESOLVED**

Petworth School Grave and Memorial – As discussed in November, Naldretts are contracted to cut around the Grave.

**NOTED** that the British Legion had said that it is not considered a War Grave by the War Graves Commission however, the Petworth branch were looking into how they could assist.

War Memorial update – Nothing further to report.

SDNPA Dark Skies – **AGREED** that PTC fully supports the policies and the Clerk will confirm to Dan Oakley at SDNPA.

Co-op – Cllr Evans explained that Lloyds have contracted to move to the Co-op site. The proposed new site for the Co-op was now looking unlikely due to a number of constraints. **NOTED** that if the Co-op left the town, it would be catastrophic.

Cllr Evans has been liaising with a representative of the Co-op and requested a report. Cllr Hanauer confirmed that he had received a positive response of support from District Cllr Lintill and County Cllr Duncton. Cllr Evans **AGREED** to volunteer to continue his communications with Head Office.

West Sussex Fire and Rescue – **NOTED** that County Cllr Duncton had not produced the 6 monthly update as agreed and ongoing concerns had not been allayed.

#### 110/15 To confirm the minutes of the previous Council meetings

The minutes of the meeting held on 19 November 2015 were agreed as a true record.

Proposed by Cllr Smith and seconded by Cllr Peet.

**RESOLVED**

#### 111/15 Matters arising from previous minutes not already on this agenda

To include:

(a) Defibrillator & Tap on the Leconfield – The Estate are dealing with this matter and hope to complete the work imminently.

(b) Councillor's opportunity to raise matters from the previous minutes not already on this agenda – **NOTED** that Cllr Sneller confirmed that a Grant could be obtained by the Petworth Community Association for a bus shelter.

#### 112/15 To receive Reports

(a1) Finance and General Purposes Committee, to include approval of payments, signing of cheques and bank reconciliation.

Datacenta	210.00	Comms/IT	Domain Registration & Email Address set up
British Red Cross Society	211.20	Xmas Event - General	First Aiders for the Christmas Event
Viking	388.18	Xmas Event - General	Ink Cartridges & Laminator Pouches
Bexley Printers Ltd	52.80	Xmas Event - General	Christmas Lights Posters
Naldrett	497.50	Rosemary Gdns/Hampers Com Contract	
Start Traffic	240.00	General Maintenance	Traffic Cones
Alan Baxter	3,000.00	Traffic & roads consultant	
One Stop	181.81	Contingency	Replacement of Flagpole
Petworth Town Band	220.00	Xmas Event - General	Town Band
Post Office Ltd (HMRC)	526.41	Clerk's Salary	Tax & NI
Julie Aguilar	138.00	Clerking	Neighbourhood Plan
Maggie South	51.90	Planters	Flowers for Tubs
Fiona Kemp	34.44	Xmas Event - General	Snow liquid, Bric a brac, decs, pipe cleaners

Proposed by Cllr Fox and seconded by Cllr Smith that the above payments be made.

**RESOLVED**

**BALANCE SHEET AND  
BANK RECONCILIATION**

Reserve at 1 April 2015 - not allocated	4,742
Reserve at 1 April 2015 - N'hood Plan	30,533
Reserve at 1 April 2015 - Allotments	1,408
Income to date	89,051
Less: Expenditure to date	-35,668
Less: Recoverable VAT	-9,217
Less: Neighbourhood Plan	-13,720
Plus: Neighbourhood Plan Grant	700
S106 receipt	1,049
S106 spend	-1,049
PWLB loans	79,950
Playpark donations	3,300
New Homes Bonus	9,257

Balance at 01/12/2015 160,335.65

The Bank Reconciliation was proposed by Cllr Smith and seconded by Cllr Sneller.

**RESOLVED**

(a2) Minutes of the previous meeting - Proposed by Cllr Evans and seconded by Cllr Peet that the minutes were a true record of the meeting.

**RESOLVED**

(a3) Budget and Precept – To finalise the Budget and propose next year's Precept request - Proposed by Cllr Spriggs and seconded by Cllr South that the budget and precept are **AGREED**. PTC's precept request will be £106,200.

**RESOLVED**

(b) Highways, Traffic and Planning Committee - Proposed by Cllr Rogers and seconded by Cllr Burden that the minutes were a true record of the meeting.

**RESOLVED**

(c) Open Spaces - Proposed by Cllr Peet and seconded by Cllr Smith that the minutes were a true record of the meeting.

**RESOLVED**

(d) Petworth Business Association – **NOTED** that the survey is still being undertaken. A further update will be presented at the next meeting.

(e) Petworth Pages – **NOTED** that Julie Aguilar will be undertaking more editorials. **NOTED** that the PBA are actively looking for more editorial contributions. Cllr Kemp stated that Cllr Fynes was a member of the Town Band and suggested that she could write a piece about their recent visit to Cockermouth.

113/15 Grants and Donations Policy and Application form

The policy document as compiled and circulated by Cllr Pawsey was proposed by Cllr Spriggs and seconded by Cllr Evans for adoption.

**RESOLVED** that the policy and application form is adopted.

Cllr South nominated a vote of thanks for all the hard work Cllr Pawsey had undertaken in this project.  
Unanimous.

114/15 To consider other items at the Chairman's discretion

Cllr Sneller addressed the Council and presented his resignation letter. He explained that his resignation had not been an easy decision to make but that out of all the organisations he belongs to, he found that being a member of the Council was the least fulfilling.

A unanimous thank you was given to Cllr Sneller for all his contributions to the Council for his many years of service.

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Meeting closed – 9.35pm

Signed.....  
Chairman