

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

Cllrs Present: Mr Chris Kemp (Chairman) In Attendance: Town Clerk Mrs Rebecca Knifton
Mr Roger Hanauer (Vice Chairman)
Mrs Liz Singleton
Mrs Juliet Fynes
Miss Sam Spriggs
Mrs Carry Smith Apologies: Mr Tony Sneller
Mr Michael Peet Mr Hugo Petersens
Mr Neville Fox Mr David Burden
Mr Rob Evans Dr Rosa Pawsey
Mr Tony Rogers Mrs Maggie South

76/15 Representations
None

77/15 Apologies for absence
Apologies were received from Cllrs Sneller and Petersens due to work conflicts, Cllr Burden due to illness and Cllrs South and Pawsey who were on holiday.

78/15 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**.

79/15 District and County Councillors
NOTED that County Councillor Duncton had not sent an apology.

District Councillor Lintill had sent an apology to the Clerk with a brief update that she would fully support keeping the Sylvia Beaufoy car park free of charge.

Cllr Peet informed members that he had met with Midhurst Town Cllr Mr Stephen Morely to try to ascertain the issues with the proposed parking charges. It was **AGREED** that PTC will continue to engage in the process and work together with Midhurst collaboratively as they have done so in the past.

Cllr Kemp proposed that PTC write formally to Petworth's District and County Cllrs in order to ask for clarity of what the Town is dealing with.

ACTION: The Clerk to send an email to the District and County Cllrs.

ACTION: The Clerk to contact neighbouring Clerk's to look to cluster on this subject.

80/15 Chairman's Report and other Announcements on matters requested

- Phone box Leconfield Hall – **NOTED** that the Clerk had discovered that the phone box had electricity but no dial tone. It was **AGREED** that if PTC could buy the box and restore it and negotiate with BT to look after the equipment, PTC should go ahead with this as a working phone line next to the Defib was essential.

ACTION: The Clerk to investigate what can be done.

- Winter maintenance – **ACTION**: The Clerk to send out her draft plan, along with the WSCC proforma. **NOTED** that Richard Chandler is storing the salt bags. As a farmer, he watches the weather and if it is deemed necessary, he brings the bags to the town and deposits them at the agreed locations. **NOTED** that WSCC Highways grit the main roads and the bus routes.
- Cluster – **AGREED** that the Clerk will contact surrounding Clerks. The process will assist with the recent parking proposals.
- Road Signs – Cllr Kemp proposed to adopt the finger posts as per appendix A to the agenda. Seconded by Cllr Smith. Cllr Peet **AGREED** and stated that their retention was part of the heritage of the town. **RESOLVED**
ACTION: Cllr Hanauer to undertake an audit of the finger posts around the town.
- Domain name – it was **AGREED** that PTC should set up a .gov.uk email address. Proposed by Cllr Smith and seconded by Cllr Evans. **RESOLVED**
- Farmers Market – Cllrs Peet, Singleton, Smith, Kemp and Evans had recently met with Alison Stevens and two of her colleagues to discuss the future of the Petworth Farmers Market. It was **NOTED** that CDC are losing money and that traders have been depleting due to the current location of the Market, coupled with bad signage. CDC had stated that they have no budget to support the Market.

Cllr Kemp explained that he had spoken with Melanie Burgoign who had agreed that what a good Farmer's Market needs is a good atmosphere. Melanie had spoken to CDC and arranged for Steve Oates, Head of Rural Economy, to come to the office for a meeting at 9am on Friday the 18th of September.

Cllr Peet reiterated that all Petworth wants to do is to move its location to Market Square. He proposed that PTC engages with CDC in this process.

Cllr Fynes suggested that the Market would more likely survive if the type of stalls were expanded. Cllr Singleton proposed that if the Market could be moved, PTC should support it. Cllr Evans seconded the motion.

AGREED

- Road Consultant – **NOTED** that Hamilton Baillie had not been able to organise a date to visit Petworth and that their quote was much more expensive than Allan Baxter.

NOTED that the quote from Allan Baxter came in at £10k which is what PTC had proposed in this year's budget.

Cllr Hanauer explained that he had not been impressed by the presentation from Allan Baxter at the meeting on the 20th of August. He went on to say that the company had not properly researched Petworth and its infrastructure. Cllr Kemp responded by stating that Trenton had given his presentation to sell Allan Baxter and at that point, no thorough research had been undertaken on Petworth. Cllr Evans highlighted that they have a proven track record and are well versed in negotiating with CDC and WSCC. Cllr Fox explained that he is very aware that the work does not come cheap and that many technical issues go beyond the knowledge of the Council.

The words 'may' and 'possibly' were highlighted in their quotation and it was **AGREED** that the contractual agreement should be tightened up. **ACTION**: Cllrs Fox and Evans to deal.

ACTION: Cllr Kemp to resend the brief to all members.

Proposed by Cllr Kemp and seconded by Cllr Smith that upon satisfactory rewording of the agreement, PTC **AGREE** to instruct Allan Baxter as Petworth's Traffic Consultant.

RESOLVED

Cllr Rogers asked for a leave of absence which was duly granted. Cllr Rogers left the meeting.

- Next year's Budget – **NOTED** that October's meeting will include the first draft Budget for 2016/17.

ACTION: Cllrs to put forward their ideas for projects in the next financial year.

- Cllrs opportunity to raise matters not already on this agenda – **ACTION:** Cllr Fox to phone County Councillor Duncton to ask for her assistance in gaining a grant for a new bus shelter for the school children on the Northchapel Road.

81/15 To confirm the minutes of the previous Council meetings

The minutes of the meeting held on 20 August 2015 were **AGREED** as being a true record of the meeting.

Proposed by Cllr Hanauer and seconded by Spriggs.

RESOLVED

82/15 Matters Arising from previous minutes not already on this agenda

To include:

(a) Defibrillators & (b) Tap on the Leconfield – **NOTED** that the new box is completed and looks excellent. When the plumber is available, it will be fitted.

(c) Councillor's opportunity to raise matters from the previous minutes not already on this agenda – Cllr Hanauer reported that the feasibility study for the skate park has been completed and will be presented to the OS Committee on the 29th of September in order to be recommended to Council. He has also emailed Jonny Welsh from the youth club and Ian Wilson at car parks and hopes to receive a response by the next meeting.

83/15 To receive Reports

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

List of payments:

Naldrett	497.50	Rosemary Gdns/Hampers Com Contract	
Post Office Ltd (HMRC)	526.61	Clerk's Salary	
Flude	1,138.80	Office Rent & Service Charges	
John Robbins	60.00	Rosemary Gardens Maintenance	
Microsomma	20.00	Office Expenditure	
J Aquilar	138.00	Clerking	NP

The above list of payments were proposed by Cllr Singleton and seconded by Cllr Evans.

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	45,310
Less: Expenditure to date	-23,610
Less: Recoverable VAT	-8,464
Less: Neighbourhood Plan	-10,408
Plus: Neighbourhood Plan Grant	700
S106 receipt	1,049
S106 spend	-1,049
Balance at 31/08/2015	<u><u>40,210.45</u></u>

Balances at 31 August 2015

Nat West Current Account	6793.57
Nat West Deposit Account	33416.88
	<u><u>40,210.45</u></u>

The bank reconciliation was proposed by Cllr Smith and seconded by Cllr Peet.

RESOLVED

(a2) Minutes of the previous meeting - The minutes of the previous meeting were **AGREED** as being a true record. Proposed by Cllr Peet and seconded by Cllr Smith.

RESOLVED

It had come to light during the Finance Meeting on the 15th of September that the previously agreed combined figure of £70k from the PWLB was insufficient.

The Finance Consultant had **RECOMMENDED** that the proposed loan be increased to £80k to take into account VAT which would be claimed back. **AGREED** that when the VAT return was completed, the difference will be paid back to the PWLB in a lump sum.

The Loans are proposed as follows:

Hampers Common - £36,000

Rosemary Gardens - £44,000

The new figure was **AGREED** as being sufficient and would allow the Clerk to compile the paperwork for SSALC and authorise the works to commence. Proposed by Cllr Hanauer and seconded by Cllr Fox with all in favour.

RESOLVED

ACTION: The Clerk to complete the grants application.

(b) Traffic and Planning Committee - The minutes of the previous meeting were **AGREED** as being a true record. Proposed by Cllr Peet and seconded by Cllr Smith.

RESOLVED

NOTED that the Clerk will invite Pete Davies from Southdowns Construction to attend the next planning meeting. **AGREED** that the next meeting will be held on the 6th of October.

(c) Neighbourhood Plan – **NOTED** that the chairmen of the working groups are due to meet on the

22nd.

(d) Open Spaces – **NOTED** that the next meeting is scheduled for the 29th of October.

(e) Petworth Business Association – Nothing to report.

(f) Petworth Pages - **NOTED** that the latest edition has just gone out to all households. A meeting had been held last week. Cllr Peet asked all members to contact him should there be anything they wish for inclusion in the next edition.

84/15 To consider other items at the Chairman's discretion

Cllr Fox reported that there were 3 black boxes on the side of the road near Duncton and asked if anyone knew anything about it.

There was no further information.

Meeting closed – 9.05pm

Signed.....

Chairman