



# Petworth Town Council

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**THE ANNUAL MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON  
WEDNESDAY 15<sup>TH</sup> MAY 2019 AT 7.00PM IN THE PETWORTH TOWN COUNCIL  
OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH**

## MINUTES

### PRESENT

Cllr S. Atkins	Cllr P Hewlett
Cllr R. Booth	Cllr C. Kemp
Cllr D. Burden	Cllr J. Scallon
Cllr A. Copus	Cllr E. Singleton
Cllr H. Desai	Cllr C. Smith
Cllr N. Fox	Cllr C. Sproson
Cllr J. Fynes	Cllr J. Thorpe

Also present were Louise Steele, Locum Clerk and Jenny Mouland, Press

There were no members of the public present

### **66/19 ELECTION OF CHAIRMAN**

Upon the proposal of Cllr Copus, seconded by Cllr Smith, Cllr Chris Kemp was elected Chairman of the Council and made his Declaration of Acceptance of Office.

### **67/19 ELECTION OF VICE-CHAIRMAN**

Upon the proposal of Cllr Copus, seconded by Cllr Scallon, Cllr Liz Singleton was elected Vice-Chairman of the Council and made her Declaration of Acceptance of Office.

### **68/19 DECLARATIONS OF ACCEPTANCE OF OFFICE**

It was noted that Declarations of Acceptance of Office had been made by all Members present in advance of the meeting. It was resolved that Cllr Peet, being absent and unable to make his Declaration of Acceptance of Office, should make that declaration before 31 May 2019.

### **69/19 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman requested that mobile phones should be turned off and advised that the meeting would be recorded for the purposes of the minutes. He pointed out the fire escape route.

The Chairman announced that the Annual Town Meeting would be held on 24 May 2019 at the Leconfield Hall and that all Town Councillors were asked to attend and encourage others to attend.

**70/19 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr M Peet.

**71/19 DECLARATIONS OF INTEREST**

Councillors declared no disclosable pecuniary and non-pecuniary interests in any item of business on the agenda.

**72/19 MINUTES OF LAST MEETING**

Upon the proposal of Cllr Atkins, seconded by Cllr Smith the minutes of the Town Council meeting held on 12th April 2019 were approved as an accurate record and signed as such by the Chairman.

**73/19 MATTERS ARISING**

With reference to minute 62/19 Rotherlea, it was indicated that Nexus had confirmed that receipt of the requested legal opinion is imminent and that it should be received at the next meeting of the Traffic and Planning Committee.

**74/19 APPOINTMENT OF AN RFO**

Cllr Copus was appointed Responsible Financial Officer.

**75/19 APPOINTMENT TO COMMITTEES - 2019/20**

Members were appointed to the following three committees as indicated:

**Finance and General Purposes Committee**

Cllr N. Fox  
Cllr J. Fynes  
Cllr C. Kemp *ex officio*  
Cllr M. Peet  
Cllr E. Singleton  
Cllr A. Copus – as RFO

**Traffic and Planning Committee**

Cllr S. Atkins  
Cllr D. Burden  
Cllr P. Hewlett  
Cllr C. Kemp *ex officio*  
Cllr E. Singleton  
Cllr C. Smith  
Cllr C. Sproson

**Open Spaces Committee**

Cllr S. Atkins  
Cllr H. Desai  
Cllr N. Fox  
Cllr J. Fynes  
Cllr C. Kemp *ex officio*  
Cllr M. Peet  
Cllr J. Scallon

**76/19 APPOINTMENT TO WORKING PARTIES - 2019/20**

Members were appointed to the following working parties as indicated:

**Staffing Group**

Chair of F& GP Committee  
Chair of Traffic & Planning Committee  
Chair of Open Spaces Committee  
Cllr E. Singleton  
Cllr J. Thorpe

**Farmers Market**

Cllr C. Kemp  
Cllr M. Peet  
Cllr J. Scallon  
Cllr C. Smith  
Leesa Barrett

**Petworth Tourism**

Cllr R. Booth  
Cllr J. Fynes  
Cllr C. Kemp  
Cllr C. Sproson  
Cllr J. Thorpe

**Wheeled Sports**

Cllr S. Atkins  
Cllr C. Kemp  
Cllr M. Peet

**Christmas Event**

Cllr R. Booth  
Cllr A. Copus  
Cllr J. Scallon  
Cllr C. Smith

**New Premises**

Cllr D. Burden  
Cllr A. Copus  
Cllr N. Fox  
Cllr C. Kemp  
Cllr C. Sproson

**Traffic Group**

Cllr A. Copus  
Cllr J. Fynes  
Cllr P. Hewlett  
Cllr M. Peet  
Cllr J. Scallon  
Cllr E. Singleton

**77/19 APPOINTMENT TO OUTSIDE BODIES AND LIAISON GROUPS - 2019/20**

Representatives (or nominate trustees, as appropriate) were appointed, as indicated, to the following outside bodies:

- Petworth Business Association – Cllr C. Kemp
- Petworth Park Sports Association – Cllrs M. Peet & J. Thorpe
- Leconfield Hall – Cllrs J. Fynes & M. Peet

**78/19 PUBLIC PARTICIPATION SESSION**

There was no adjournment of the meeting for public questions.

**79/19 REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

No reports were received, an apology for absence had been received from District Councillor, Cllr Eileen Lintill.

**80/19 ANNUAL GOVERNANCE STATEMENT 2018/19**

Members considered the Annual Governance Statement 2018/19 and agreed that the answers to the questions posed by the statement were all affirmative. Cllr Copus outlined the evidence for each of the answers given.

The Annual Government Statement 2018/19 was agreed by the Council.

**81/19 STATEMENT OF ACCOUNTS 2018/19**

Cllr Copus presented the Statement of Accounts 2018/19 which was received and agreed by the Council.

**82/19 FINANCE AND GENERAL PURPOSES COMMITTEE.**

Acceptance of the minutes of the meeting of 10 April 2019 and the Chairman's report were deferred until the next meeting of Council.

**83/19 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE**

Acceptance of the minutes of the meeting of 30<sup>th</sup> April 2019 and the Chairman's report were deferred until the next meeting of Council.

**84/19 OPEN SPACES COMMITTEE**

The Minutes of the meeting of 1<sup>st</sup> May 2019 were accepted and the Chairman's report was received

**85/19 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS**

The following reports from working parties and outside groups were received.

Cllr Scallon reported that the **Traffic Group** had met a week previously following consultation with North Street and Angel Street. The group has some recommendations but needs to talk first to Chris

Dye at West Sussex County Council Highways

Cllr Kemp reported that the Staffing Group will be advertising the position of Clerk. Jenny Mouland has kindly written an editorial piece that will appear on 16<sup>th</sup> May. The administrative assistant who had worked during the last vacancy will attend on Friday 17<sup>th</sup> May and there will be discussion of the administrative arrangements in the absence of a Clerk.

**86/19 NEXT FULL COUNCIL MEETING (Information Only)**

The next meeting of the Town Council is scheduled to be held on Thursday 20<sup>th</sup> June 2019

Meeting closed 20:40.

Signed .....  
Chairman

Date.....