

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL
HELD ON THURSDAY 18 AUGUST 2016 at 7.30 pm
in the
COUNCIL OFFICE, GOLDEN SQUARE, PETWORTH

Cllrs: Present: Mr Chris Kemp (Chair)
Mr Roger Hanauer (Vice Chair)
Mr David Burden
Mr Alan Copus
Mrs Carry Smith
Mr Michael Peet
Mrs Maggie South
Mr Neville Fox
Mrs Juliet Fynes
Mrs Liz Singleton
Mr Hugo Petersens
Miss Samantha Spriggs
Dr Rosa Pawsey
Mr Rob Evans

Apologies: Mr Tony Rogers

Also in attendance: County Cllr: Janet Duncton
Press: Jenny Mouland

Town Clerk: Locum Clerk: Peter Welch JP

46/16 Representations by the public.

There were no representations.

47/16 Apologies for absence

Apologies were received from Cllr Rogers.

48/16 Declarations of Interest.

There were no declarations in accordance with **THE LOCALISM ACT 2011** and the **Relevant Authorities (Disclosure Pecuniary Interests) Regulations 2012.**

49/16 District and County Councillors

County Councillor Janet Duncton

There were no matters to report.

Questions from Petworth Town Councillors of County Cllr Duncton

Cllr Hanauer asked if there a replacement for Gerald Sykes yet. Cllr Duncton replied there was no information yet. Cllr Hanauer was very concerned about the level of maintenance and overgrowth of foliage around road signage, Bus stops etc. Cllr Duncton replied that she had written to Highways Department that day, regarding these issues.

Cllr Smith asked if fines could be levied on lorries ignoring prohibition signs and travelling through the town. Cllr Duncton replied that there was no ability to levy fines. Cllr Kemp pointed out that there was in fact a mandatory requirement under the Highway Code to by lorry drivers to abide by the weight limit signage (7.5 tons)

Cllr Kemp That there was now a large volume of advertising signs being installed illegally on verges etc. which in some cases were causing visual hazards to drivers in some places. Road junctions etc. Cllr Duncton noted this point.

Cllr Fox pointed out that the painting of yellow lines between Barton Street and Rectory Lane had been painted in the wrong place, effectively taking away the footpath. Also that the barriers between Wyndham Road and Grove Lane, installed to stop cyclists also prevented disabled people from using their scooters through that area.

ACTION: Cllr Duncton promised to look into all the matters raised.

50/16 Chairman's Report and other matters

Neighbourhood Plan update

Cllr Kemp A draft of the public consultation need to be checked prior to publication. This also required a landscape impact consultation carried out, to assist with negotiations at the meeting with the South Downs National Park.

The cost for this consultation was £1040. Cllr Kemp asked Council for approval to spend this money.

Proposed **Cllr Burden**

Seconded **Cllr Copus**

APPROVED

Skate Park

Cllrs Hanauer and Peet informed Council that the plan for a new skate park had gone to the CDC senior leadership team for consideration, hopefully September 2016. Sport England had been sent a request for a grant towards the Skate park.

Car parks, Pound Street

Cllr Kemp reported that the Bollards had been replaced and the seats adjacent to the toilets taken away for refurbishment. The gates in the lower car park are also due to be replaced. The issue regarding the condition of the wall is ongoing.

Operation Watershed

Cllrs Kemp and Peet Nothing further to report. **In hand.**

Proposed bus shelter on Station Road.

Cllr Hanauer informed Council that WSCC are unhappy with the sight lines of the road junction around this site. Work will be needed to remove some of the bank and a retaining wall built in order for the bus shelter to be installed and recessed. The landowner, Hydemartlet Homes, has agreed to this work being carried out.

Street lighting

Cllr Fox Waiting on information from Cllr Kemp. **In hand.**

Winter Maintenance Plan

Cllr Petersens in hand. He reported that the draft plan would be sent to WSCC within the next few days. **In Hand.**

Farmer's Market

Cllr Kemp Reported that 60 payments had been received from stall holders with 20 O/S. A schedule will be made available to pursue O/S payments. A Farmer's Market supervisor working between the hours of 6am to 3 pm will be sought. Needs to be identified. A road closure application is to be made for the area outside Lord Evan's house during market days only.

Cllr Copus will write Terms of Reference for the market. **In Hand.**

Petworth in Bloom

Cllr Kemp reported that The designs were currently in progress and costings would be available in due course. Proposals and costings are currently being awaited for decorative metalwork in Midhurst Road, Hampers Common and Angel Street, Proposals will be brought to Council. The Petworth Gardening club will carry out a presentation to the town on 4 September in the Leconfield Hall.

Licensing

Cllr Kemp Nothing heard. **In Hand.**

Petworth Sports Association

Cllr Kemp Nothing heard at this time. There has been no response to Sports England from the National trust. There is no match funding required from any Sports England grant.

Allotments

Cllr Hanauer Was concerned that there is procedure for timely responses to public questions. There is concern about rubbish left on some plots with some seeming to be abandoned., or in need of tidying up. A letter will be sent to offenders. **Cllr South** will assist in an allotment review.

Hampers Green

It is proposed to install between 85 and 100 wooden bollards to prevent damage to grass verges. The cost is estimated to be between £1500 to £1800. Council are asked to approve spend from the Highways Budget.

Proposed **Cllr South**

Seconded **Cllr Burden**

APPROVED

Responsible Financial Officer Role

Cllr Kemp reported that due to the absence of the Town Clerk and RFO on long term sick leave. It would be wise and prudent to transfer the RFO post, in the interim, to Cllr Copus, a qualified accountant. Advice by SSALC confirmed that providing Cllr Copus is not paid for this extra responsibility, the transfer is allowable.

Proposed **Cllr Spriggs**

Seconded **Cllr Hanauer**

APPROVED

51/16 Chairman's matters outstanding from previous Council meetings

Unauthorised roadside signage

A285. Unauthorised signs are causing danger to traffic in Graffham because drivers are unsighted when pulling into the main road. **Cllr Kemp** to take issue to WSCC. **In hand.**

52/16 To adopt the minutes of the previous Council meeting held on 19 July 2016

Proposed **Cllr Fox**

Seconded **Cllr Peet**

APPROVED

53/16 Matters arising

There is a 16 September 2016 deadline to purchase Kissing Gate to celebrate the Queen's 90th birthday. The cost is approximately £235. It is recommended to purchase.

Proposed **Cllr Peet**

Seconded **Cllr Spriggs**

APPROVED

54/16 To receive reports from various committees for adoption.

Finance and General Purposes committee

Invoices for approval

		Gross	VAT	Net	
31/07/2016	HJS Land services	995.00		995.00	Rosemary Gdns/Hampers Com Contract
20/07/2016	Alan Baxter	1,320.00	220.00	1,100.00	N Plan
04/08/2016	Link Hire 99.00		99.00		Farmers Market Barrier hire
15/08/2016	Chris Kemp	26.80		26.80	N Plan Attend meeting
Plus, additional invoices received since 16 August 2016 F&GP meeting					
15/08/2016	Microsummer	50.00			Council software storage cloud.

Proposed **Cllr Spriggs**

Seconded **Cllr South**

APPROVED

Bank Reconciliation

Reserve at 1 April 2016 - general	24,478
Reserve at 1 April 2016 - for allotments	99
Reserve at 1 April 2016 - for NP	12,829
Reserve at 1 April 2016 - for playparks	-1,551
Less: Playpark spend	-4,371.72
Less: Recoverable VAT 2015/16	669
Less: Recoverable VAT 2016/17	-5,249
Plus: income	58,230
Less: expenditure	-46,322
Less: N Plan expenditure	-10,228

Balance at 31/07/2016 28,585.55

Nat West Current Account	8,468.24
Nat West Deposit Account	20,117.31

Balances at 31/07/2016 28,585.55

Proposed by **Cllr Kemp** Seconded by **Cllr Hanauer** **APPROVED**

Finance and General Purposes Committee Report

Proposed by **Cllr Spriggs** Seconded by **Cllr Petersens** **ADOPTED**

Highways, Traffic and Planning Committee

Minutes of previous meeting unavailable due to absence of a clerk.

Cllr Evans reported that there was to be a meeting regarding the fit within the neighbourhood plan and the Swan House and associated property development. WSCC or objecting to the plan due to access issues to the site.

Open Spaces

Nothing to report.

Petworth Business Association

The Annual General Meeting is to be held in October. Date to be announced. A new software platform is due to be installed for use by all Petworth businesses.

Petworth pages

Nothing to report.

55/16 To consider other items at the Chairman's discretion.

Virgin Mary Spring

Cllr South reported that the path to the Virgin Mary Spring was being refurbished by the Right of Way volunteers.

Parking Sign Issues in Upper High Street

Cllr Fynes reported an anomaly between the parking signs in Upper High Street. One sign does not mention parking restriction times. Cllr Kemp will email County Cllr Janet Duncton regarding the issue.

56/16 Staffing

Council were asked to agree press and public exclusion due to its confidential nature.

Proposed by **Cllr Copus**

Seconded by **Cllr Smith**

AGREED

The meeting closed at 9.23 pm

Signed.....

Chair