

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL  
HELD ON THURSDAY 15<sup>th</sup> DECEMBER 2016  
at 7.30pm in The Council Offices, Golden Square, Petworth

**Cllrs Present:** Mr Chris Kemp (Chairman)  
Mr Roger Hanauer (Vice Chairman)  
Mr Alan Copus  
Mr Tony Rogers  
Mr Michael Peet  
Mrs Maggie South (L 19.48)  
Mr David Burden  
Mrs Carry Smith  
Mr Neville Fox  
Mrs Liz Singleton

**In Attendance:** District Councillor Eileen Lintill  
Temporary employee Mrs Deborah Glover  
Mr Steven Meakin (appointed Cllr)

**Apologies:** Mr Rob Evans  
Mr Hugo Petersens  
Dr Rosa Pawsey  
Mrs Juliet Fynes  
County Councillor Janet Dunton

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The meeting began at 7.30pm.

1. Representations by the public

None.

2. Apologies for absence

Apologies were received from Cllrs Evans, Petersens, Pawsey, Fynes and County Councillor Janet Dunton.

3. 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**.

4. District and County Councillors

District Cllr Lintill:

Cllr Lintill asked Cllr Kemp to confirm that he had received an email to say what the council tax grant is going to be which he confirmed he had received. She reported that as a result of publicity the recycling rate had increased from 39.9% to 42.8%. She said they had been contacted by BT about the possibility of removing telephone boxes. Cllr Hanauer confirmed that he has applied to adopt the one at Hampers Green and that BT had told him it now goes to planning at CDC. She said that she thought it goes to the Communities Team rather than planning and that there are 4 criteria upon which they base the decision. Based on these criteria, she feels the majority of boxes will probably be taken away unless a parish can confirm their intention of adopting a box. Cllr Hanauer confirmed that he had put the adoption in writing and she said that since she was at Chichester tomorrow she will confirm this with them. Cllr Kemp confirmed that the boxes in Leconfield Hall and at the post office are listed so they cannot be removed and that BT are supposed to look after them.

Cllr Lintill said that the Community Safety Partnership is currently consulting on what the priorities should be for next year and people can go to the website for more information on this.

She reported that Economic Development have a small pot of money and are co-ordinating a new enabling grant for small businesses with up to 25 employees. The money is for new websites, etc. Any new businesses can go online and apply.

Cllr Lintill reported on the new Tim Peake exhibition which will be in place for a year. She said that on Saturdays in January they are going to be doing space experiments with youngsters.

She added that on a personal note she wanted to say how great the Christmas lights switch on was this year. She also wanted to say that she thought CDC had done a fantastic job of clearing the ivy from the church yard.

Her final comment was about a family who are currently living in Rogate who have now been put on the waiting list for Petworth, which is where they wanted to return to.

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## 5. Chairman's Report and other announcements on matters requested

### **Co-option**

Cllr Kemp confirmed that everyone had read the application letter from Steven Meakin to becoming a councillor. Cllr Hanauer asked Mr Meakin whether he felt that his duties as a head teacher would interfere with giving time to the council but he said that he could manage both roles. Cllr Kemp stated that there had been no other applicants. Cllr Peet asked him if he wanted to add anything about why he wanted to join the council. Mr Meakin said that he had never felt as passionate about anywhere as much as he does Petworth. He loves the community and that his job as head teacher is to be strategic which he felt he could bring to the table.

He was duly appointed to the council and joined the table.

Proposed by **Cllr Smith** and seconded by **Cllr Hanauer**.

At this point all the councillors around the table introduced themselves to him.

### **Bus shelter**

Cllr Hanauer reported that he has now heard back from BT Open Reach who have informed him that the concrete cover is necessary as they need access. This means the Council will either have to divert the footpath or pay the extra.

### **Grass cutting contract**

Cllr Kemp presented appendix B and explained the list in detail. Cllr Fox mentioned the maintenance of the path from Rosemary Gardens to Mant Road. He said that this actually belongs to CDC but that Petworth's man had been looking after it, not CDC. Cllr South suggested that Henry had taken it as an extension of Rosemary Gardens. Cllr Fox said it's looking much better now and Cllr Hanauer suggested that this could be added to the regular cutting list from which Henry works. Cllr Kemp pointed out that he and Cllr Copus have added it to the proposed budget.

Suggestion was adopted.

Proposed by **Cllr Hanauer** and seconded by **Cllr Burden**.

### **Farmers market**

Cllr Kemp informed the meeting that Tom has said he didn't get paid but that he didn't come to the last market due to illness. He said that he has told him that he needs to invoice the council in order to get paid. Cllr Smith suggested a need to be up front with him in order to ascertain whether he is going to be doing the market or not. Cllr Kemp said that since he was not sure if Tom was going to be at the market this weekend he would be grateful for some help with setting up and stripping down.

Cllr Kemp reported that he had got some prices for buying pedestrian barriers to be used all year rather than hiring them. The councillors discussed the benefits of owning the barriers and whether lightweight or heavyweight ones should be purchased. Cllr Fox suggested that the council buy the heavyweight ones rather than the light weight. This suggestion was adopted.

Proposed by **Cllr Smith** and seconded by **Cllr Hanauer**.

## **Highways and traffic**

Cllr Kemp reported that he and Cllr Evans are meeting Chris Dye tomorrow and that 3 million pounds has been put aside for footpath repair. He said they would be discussing the Gateway Planting for which the plants have been bought. Cllr Kemp referred to the consultant's report that had been done and getting his take on the lorry route, and the number of lorries through the town. Cllr Kemp was waiting for a quote for doing a proper lorry survey which is done by number recognition. He said that this will tell us how many lorries there are and what route they take. This will then allow us to understand exactly how many are going through the town.

## **Christmas event**

Cllr Kemp wanted to thank everyone who had helped at the event. He said that the 8<sup>th</sup> Jan is the take down lights weekend, although this would need to be confirmed. He gave a special thanks to Debbie Glover for coming in early to get the rest of the money in.

## **Defibrillators**

Cllr Kemp asked for a councillor to take on the responsibility for this. The ambulance service have said they could do some training during a farmers market on using them. Cllr Singleton said it would be good to know how to use them, which would make everyone more confident about their use. Cllr Kemp pointed out that the defibrillators do not work unless you are already dead! Cllr Kemp said it would be useful if the volunteer could phone the ambulance service and arrange the training. **ACTION Cllr Smith** volunteered and Cllr Kemp gave her a sheet with the telephone numbers on. Cllr Kemp added that they should be checked every couple of months to ensure they are still there. Cllr Singleton added that she does not mind being a contact for the defibrillators.

## **Meeting dates**

These have now been set and **ACTION Debbie Glover** will send these out to the councillors.

### 6. To confirm the minutes of the previous Council meetings

17<sup>th</sup> November - adopted.

Proposed by **Cllr Smith**

Seconded by **Cllr South**

Re the allotments -Debbie Glover pointed out that some were still left to pay, but all have now had reminders.

Cllr Peet confirmed that a letter had been given to Ron Boddy thanking him for his help. Cllr Hanauer proposed that Ron Boddy should be sent a hamper to thank him for his help, which saved the council a lot of money. Cllr Kemp said he was happy for the money to pay for this to come out of the chair's allowance. **ACTION Cllrs Hanauer and Peet.**

### 7. Matters arising

None.

### 8. Financial regulations

Everyone confirmed that they had read them and were happy with them. Adopted.

Proposed by **Cllr Copus** and seconded by **Cllr Hanauer.**

### 9. Approval of 2017-18 budget and precept –see Appendix A attached.

Cllr Copus presented the budget figures.

Cllr Copus commented that the only changes from last month's discussion are as follows:

Cemetery grounds – the proposal is to take over the work from CDC who will give the council £6500, but they might need more so he has added a line for a £1000.

An income change – the support grant is going to be £3345, but had previously been estimated at £2500 which means the precept can come down by £800, which will mean a total increase in the precept of 6.2%. Cllr Copus went through the Executive Summary. Budget adopted.

Proposed by **Cllr Copus** and seconded by **Cllr Smith**.

Cllr Copus said that he believes the date for submitting the budget is 6<sup>th</sup> Jan. **ACTION Cllr Kemp** to email District Cllr Lintill to ask how this process works.

Cllr Burden asked for some figures in note form to produce when he is discussing the budget with parishioners. **ACTION Cllr Copus and Debbie Glover** to produce something appropriate for him to use.

#### 10. To receive reports

Invoices to be paid

Cllr Copus presented the following invoices to be paid to the meeting.

#### INVOICES APPROVED

18/11/2016	Reed	577.97	96.33	481.64	Office temp	w/e 11/11
25/11/2016	Reed	449.53	74.92	374.61	Office temp	w/e 18/11
02/12/2016	Reed	601.32	100.22	501.10	Office temp	w/e 25/11
09/12/2016	Reed	338.60	56.43	282.17	Office temp	w/e 2/12
04/12/2016	BT	86.40	14.40	72.00	Comms/IT	mainly line rental 1/11 to 31/12/16
03/12/2016	Leconfield Hall	491.00		491.00	Xmas Event - General	hall hire 2/12 6pm to 3/12 2300
03/12/2016	Leconfield Hall	42.00		42.00	Chairman's allowance	NE &NW Communities Forum
30/11/2016	Link Hire	171.60	28.60	143.00	Farmers Market	Nov mkt cable ties
26/11/2016	Chris Kemp	34.98	5.83	29.15	Xmax Event - Lighting	
22/11/2016	P&DCA	58.00		58.00	Xmas Event - General	glow necklaces
16/11/2016	Tony Sneller	64.89		64.89	Xmas Event - General	glow necklaces
24/11/2016	Peninsular	1,194.00	199.00	995.00	HR Consultancy Rosemary Gdns/Hampers Com	Grievance meeting RG x 4 + station rd bus stop
30/11/2016	HJS land Services	280.00		280.00	Contract	
30/11/2016	Austens	65.30	10.88	20.97	Planters	Compost
				33.45	Xmas Event - General	cable ties, ironmongery
30/11/2016	Oldrock (2007) Ltd	55.20	9.20	46.00	Hampers Common Maintenance	Dumper hire
17/11/2016	Kingspit Transport Ltd	300.00	50.00	250.00	Hampers Common Maintenance	Remove spoil
28/11/2016	Steeple	417.60	69.60	348.00	Xmas Event - General	Signage
01/12/2016	Alan Copus Auditing Solutions Ltd	36.28		36.28	Xmas Event - General	Snow fluid
21/11/2016		384.00	64.00	320.00	Audit Fee	Interim visit
25/11/2016	Khameleon	30.00		30.00	General Maintenance	bus shelter cleaning 9 waterings + basket removal
11/09/2016	John Bridle	132.00		132.00	Hanging Baskets - Watering	
	John Bridle	705.00		705.00	Safety checks	weekly checks April to Oct (47 visits)
30/11/2016	Nexus	6,360.00	1,060.00	5,300.00	N Plan	Sept to Nov work
24/12/2016	J Aguilar	541.67		541.67	N Plan	Dec month
24/12/2016	R Knifton Post Office Ltd	1,150.67		1,150.67	Clerk's Salary	Dec month half pay
24/12/2016	(HMRC)	239.62		239.62	Clerk's Salary	December tax/NI
02/12/2016	BT Petworth Town	18.00	3.00	15.00	Comms/IT	Mobile Dec month
06/12/2016	Band	220.00		220.00	Xmas Event - General	
17/12/2016	Tom Fuller	120.00		120.00	Farmers Market	Dec Steward

Re John Bridle and the hanging baskets Cllr Copus proposed paying £15 per hour rather than the current £12.

Proposed by **Cllr Copus** and seconded by **Cllr Singleton**. Adopted.

#### Bank reconciliation

Cllr Copus presented the following bank reconciliation figures to the meeting:

#### BANK REC

#### BALANCE SHEET

Reserve at 1 April 2016 - general	24,478	Nat West balances at	30-Nov-16
Reserve at 1 April 2016 - for allotments	99	Current Account	14001.08
Reserve at 1 April 2016 - for NP	12,829	Deposit Account	34965.47
Reserve at 1 April 2016 - for playparks	-1,551		
Less: Playpark spend	-4,372		
Less: Recoverable VAT 2015/16	669		
Less: Recoverable VAT 2016/17	-7,846		
Plus:			
income	119,583		
Less: expenditure	-80,427		
Less: N Plan expenditure	-18,497		
Plus: N Plan grant	4,000		
Balance at	30-Nov-16	48,966.55	48966.55

Proposed by **Cllr Copus** and seconded by **Cllr Peet**. Adopted.

(b) Minutes from previous Finance Meeting 15<sup>th</sup> Nov– adopted

Proposed by **Cllr Copus**

Seconded by **Cllr Fox**

(c) Highways, Traffic and Planning Committee meeting – minutes from previous meeting –adopted.

Proposed by **Cllr Rogers** seconded by **Cllr Burden**.

Cllr Kemp reported that there had been a planning meeting earlier this evening and they would be having additional meetings approx. every 10 days or so.

(d) Open Spaces – Cllr Hanauer reported that they have a memorandum of understanding from CDC for £6500, which may or may not be negotiable. Cllr Kemp said he felt they would be short by about £1000. He said he feels the PTC cutting schedule is different and better and consequently they will end up with a better green space and wildlife and PTC are doing more work than CDC. He said this is on a 12 month rolling contract so if CDC or PTC want CDC to take it back they can. Cllr Kemp said he feels this is a good deal for PTC and he is very happy with it. This will start in April and the paperwork will need to be finished between now and then (**ACTION CK**).

Cllr South checked whether this meant CDC would come and check the work regularly and Cllr Kemp informed her that this would be the case, which Cllr Hanauer said was a positive thing to keep everyone on their toes.

Cllr Hanauer mentioned the vintage turnstiles at Jubilee Walk which he said are lovely things and suggested asking the estate if they would consider doing the work if PTC provided the materials.

Cllr Kemp commented that the kissing gate and turnstile are next to each other and said that they should get a quote from the Estate to refurbish it and also one from somewhere else (**ACTION CK and RH**).

Cllr South asked whether the estate had discussed the wall on Angel St and Cllr Kemp said that the council would need to write to the estate to remind them (**ACTION CK and Clerk**).

Cllr Fox commented on the state of the ground in Rosemary Gardens due to lots of football being played on the turf. Cllr Kemp pointed out that the area in front of the bench is very muddy, but that there is nowhere in this area of town for youngsters to play other than here.

Cllr South asked why they couldn't use the school because it is fenced and not used in the evenings and that there was a balance to be found between those who want to sit quietly in the park and those who want to play football.

Cllr Kemp said they need to speak to the Headteacher at the school (**ACTION CK**) about using it. He suggested that in the meantime they could get Henry to put fencing around certain sections of the park to move the areas where they play around more.

(e) Vision group

No report.

(f) Neighbourhood Plan –

Cllr Kemp to email report to everyone (**ACTION**). Cllr Kemp referred to the fact that Lynette had been sent a letter, but that they had not yet had a response. He added that the Localism Act gives PTC a lot of power and they are using a consultant to ensure the process is transparent and fair.

11. Staffing – see Appendix B (Council agreed to public exclusion due to the confidential nature of the discussion). **Proposed** by Cllr Hanauer and **seconded** by Cllr South.

Meeting closed – 9.20pm

Signed.....  
Chairman