

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL
HELD ON THURSDAY 17th NOVEMBER 2016
at 7.30pm in The Council Offices, Golden Square, Petworth

Cllrs Present: Mr Chris Kemp (Chairman)	In Attendance: Jenny Mouland - Press
Mr Roger Hanauer (Vice Chairman)	Temporary employee Mrs Deborah Glover
Mr Alan Copus	County Cllr Janet Duncton
Mrs Juliet Fynes	Don Simpson – member of the public
Mr Michael Peet (L 7.32pm)	
Mr Rob Evans	Apologies: Ms Liz Singleton
Hugo Petersens	Mr Tony Rogers
Dr Rosa Pawsey	District Cllr Eileen Lintill
Mr Neville Fox	
Mrs Maggie South	
Mr David Burden	
Mrs Carry Smith	

The meeting began at 7.30pm.

1. Representations by the public

Petworth resident Don Simpson asked whether there would be a consultation before the Memorial Stone was moved to accommodate the Petworth Vision. He said he had not seen a site plan and asked whether there is to be a memorial garden. Cllr Kemp also voiced his concerns particularly in light of next year's 75th anniversary. **ACTION Cllr Kemp** to ask the developer for a meeting to allay concerns. Cllr Kemp said that in the original application, the stone was to be moved to the entrance of the new development along with a memorial garden. He said he is not sure if everyone in the town is happy with this arrangement. Cllr Fox pointed out that anything to do with the memorial garden is subject to approval by the planners.

Mr Simpson also raised the issue of signage to the police station and library. He said at the moment it is just little finger posts. Cllr Kemp pointed out that they could talk to CDC since the posts are theirs. Cllr Duncton said they could get posts added, particularly one from the Square. Cllr Peet suggested putting them on the town map and **Cllr Kemp** said he would ask Alex to put them on since the maps were currently being amended (**ACTION**).

2. Apologies for absence

Apologies were received from Cllrs Singleton, Rogers and District Councillor Lintill.

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

County Cllr Duncton:

Cllr Duncton informed the meeting that Cllr Lintill wished to remind Cllr Kemp that they are meeting with Bob Riley on Monday re the grass cutting.

She informed the meeting that CDC is working to review its Local Plan, that the government is reviewing its' figures and that the SDNP are holding their Parish Meeting next week.

She said that due to Brexit the 5 people on the SDNP Committee are currently looking into what this might mean for rural communities.

She highlighted the fact that CDC are ready to accept the unaccompanied children due to arrive. They have received a few already, but she wanted the Council to be aware that CDC are prepared and ready to do their part.

She informed the meeting that the Mineral Plan had gone to its first committee. There was one sandpit in Steyning which had received a lot of opposition. The Committee want it removed and there will be an 8 week consultation period before the final decision, which will be by a cabinet member.

She said that the government are offering a million pounds to improve the A285, which has had numerous fatalities over the years. CDC have made no decisions regarding this yet.

Regarding education she informed the meeting that all MPs and Councils in Sussex had written a letter called 'Worth Less' to the government. Schools in West Sussex receive the 3rd lowest level of funding in the country, which is not good enough. She stated that West Sussex has quite a good reputation in the UK for the quality of education that it provides and that they could do more for the young people if they had more money.

Cllr Evans asked whether something could be done about lorries in Petworth and Cllr Duncton said that Chris Dye will tell him what can be done when he has his meeting with him.

Cllr Burden asked Cllr Duncton whether anything could be done about the speed on the A272, but she said nothing could be done because it was a 60mph speed limit. Cllr Kemp suggested that when they meet with the area officer they present him with a list of concerns. Cllr Duncton stated that drivers need to drive more carefully on this road.

Cllr Fox raised the issue of maintenance for the path to Rosemary Gardens. Cllr Kemp said that he is meeting with CDC on Monday to discuss this. Cllr Fox said something needs to be done now due to leaves on the path making it very slippery and that either someone from PTC or CDC needs to clear the path quickly.

The Councillor left the meeting after giving her report.

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

Skate Park – Cllr Hanauer informed the meeting that he and Cllr Peet have all the paperwork required for the cabinet and that it will be going before cabinet on 6th December. He wanted to say that the officers from CDC had been extremely helpful and co-operative and to publically thank them. He said that Wheelscape have provided rough plans and have kept the amount of car parking spaces affected to a minimum.

Operation Watershed – Cllr Kemp said that he has spoken to Sue Furlong and that since there was no objection, investigation work would soon begin.

Bus Shelter- Cllr Hanauer told the meeting that if the Concrete Inspection Panel by the bus stop could be removed it would help to cut costs since less of the bank could be cut into. This panel is owned by Openreach and he is waiting to hear from them whether it is currently operational. **ACTION – Cllr Hanauer** to persist in getting an answer to this. Cllr Hanauer said 3 different plans have been drawn up with 3 different re routings.

Winter Maintenance – Cllr Petersens said that the plans were now complete and that there had been no comments on it thus far, so it can be published on the website. He said that they have been promised 12 bags of grit from CDC but have no date yet for their arrival.

Winter Plan adopted.

Proposed by **Cllr Burden**

Seconded by **Cllr Simth**

Cllr Kemp wanted to congratulate Cllrs Petersens and Copus for their hard work. **ACTION Cllr Kemp** to order high viz jackets for the volunteers.

Farmers Market- Cllr Copus informed the meeting that the person owing money has now paid up and also paid for 2 future markets. PTC is up to date financially for the market. Cllr Evans queried whether the numbers were holding up and Cllr Kemp informed him that they were and they were now getting seasonal sellers. He also said that CDC were providing 2 canopies at a cost of £100 each, which was a bargain since they normally cost approximately £2000 each. Cllr Copus said the market was quite profitable at the moment and they would be holding a review with the stall holders next year.

Allotments- Cllr Kemp reported that most payments have now been made and he will chase up with those still owing money (**ACTION**). There are 2 allotments available in Station Road and this is advertised on the PTC website.

Budgeting – see reports below.

Grass Cutting Contract- Cllr Kemp informed the meeting that he is waiting for Henry to send in new figures.

Co-op – Cllr Evans reported that he has had several conversations with Jenna Shore, the Case Officer. The Co-op have put in another application for the treatment of the windows and some of the internal arrangements need agreeing with the listed building dept. Jenna Shore has said these are the last few remaining issues over which she and her manager have any control. Since there is no change of use required, there is a limited amount which the planners and listed building dept can do. Cllr Evans raised the issue of the forecourt in front of the Co-op which is owned by WSCC. He said he is working closely with WSCC to get the Co-op to see that customer safety is very important in relation to this forecourt and the loading and unloading which will be taking place. He said his concern is that once the planters are removed cars will park freely in this area. He has sent an email to the Co-op to say he is surprised they have not spoken to WSCC to try and sort this piece of land and to see whether they will meet with PTC and WSCC regarding it. He said that technically the Co-op can use this land without putting up bollards.

Cllr Peet questioned whether WSCC have to let them use this land since they own it. Cllr Evans replied that under Use Class Order, WSCC Highways cannot force the Co-op to do anything because this area goes with the building. Cllr Kemp pointed out that since Richard Graham Antiques used this area in the past it could not really be changed now.

Cllr Hanauer asked whether anyone had seen the engineer's report since he is wanting to see the effect on the roads regarding the weight of vehicles. Cllr Kemp said that Cllr Evans is reporting the information he has been given and that PTC cannot alter decisions that have been made.

Cllr Evans said he is hoping to have a meeting with the Co-op to discuss this, but notes that technically there is nothing PTC can do.

Cllr Kemp informed the meeting that between himself and Cllr Evans they have asked the traffic consultant for costings to include the Co-op moving. PTC would only include this costing once the plans have been finally approved. He reiterated that the only thing PTC can do is to pressure the Co-op into thinking about the parishioners.

Christmas Event – Cllr Kemp asked whether those who are volunteering to steward for the Petworth Town Fair would also like to volunteer for the Christmas Event. The next lighting team would be on Sunday 27th November and this would be doing the lights on the tree. He said tomorrow the strings of lights would be going on for the Fair.

Staffing – Staffing Management Group, Terms of Reference – Cllr Copus commented that no 20 needs to be changed to no 14 and that the wording could be altered to be less ambiguous – it will now read The Staffing Management Group is to advise the Full Council on the continuing probity and legality of the Council's actions regarding staffing matters.

Cllr Copus also commented on the removal of the word only at point number 6.

Terms of Reference adopted. They will be revisited in 6 months' time.

Proposed by **Cllr Copus**

Seconded by **Cllr Hanauer**

Grants – Cllr Kemp reported that there is £975 left in the grants fund. He suggested a grant of £100 be given to the Friendship Centre for providing the refreshments to the NP Consultation Meeting.

Proposed by **Cllr South**

Seconded by **Cllr Petersens**

Cllr Kemp said that Petworth Community Gardens need a helping hand with paying for their insurance and he suggested a grant of £500. He said that he had agreed with Katie to meet with the PTC and Business Association to plan ahead and make sure they have everything budgeted so that this shortfall does not happen again.

Proposed by **Cllr South**

Seconded by **Cllr Evans**

Cllrs Burden and Kemp stated that many people get a great deal of benefit from the PCG.

Meeting dates – see Appendix E

Adopted.

Proposed by **Cllr Evans**

Seconded by **Cllr Smith**

6. To confirm the minutes of the previous Council meetings

23rd June 2016 - adopted.

Proposed by **Cllr Peet**

Seconded by **Cllr Burden**

20th October 2016 - adopted

Proposed by **Cllr Petersens**

Seconded by **Cllr Smith**

7. Matters arising

Cllr Hanauer said that the Petworth Society had informed him that they have not received a thank you for the £500 they had given PTC for the de-fibrillator cabinet, but Cllr Copus said he had sent them a thank you letter.

Cllr Peet said that PTC need to send a letter to Rob Boddy to thank him for his help with digging drainage for the children's play area. **ACTIONS Debbie Glover** to type a letter for Cllr Kemp to sign on behalf of PTC. **Cllr Peet** to provide Ms Glover with the address.

Cllr Burden enquired as to whether Hampers Common is now finished and Cllr Kemp said that it is nearly finished apart from some signage.

Cllr Hanauer informed the meeting that he is trying to get the telephone box removed from Hampers Common and that PTC is now registered as wanting to adopt it. The box has a removal order on it, which means they have 42 days to object to it being removed or to request to adopt it. CDC will be making the decision.

8. To receive reports

(a1) Cllr Copus reported that they went through the spend rate at the Finance Meeting on Tuesday and that income is generally up and that they are on track. He proposed that the reconciliation figures below be adopted – **AGREED** .

Proposed by **Cllr Copus**

Seconded by **Cllr South**

BALANCE SHEET

Reserve at 1 April 2016 - general	24,478	Nat West balances at	31/10/2016
Reserve at 1 April 2016 - for allotments	99	Current Account	13,456.88
Reserve at 1 April 2016 - for NP	12,829	Deposit Account	44,964.76
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	-7,241		
Plus: income	117,877		
Less: expenditure	-70,412		
Less: N Plan expenditure	-17,955		
Plus: N Plan grant	4,000		
Balance at 31/10/2016	<u>58,421.64</u>		<u>58,421.64</u>

Clr Copus presented the invoices to pay

07/10/2016Reed	408.66	68.11	340.55 Office temp	w/e 7/10
14/10/2016Reed	210.17	35.03	175.14 Office temp	w/e 14/10
21/10/2016Reed	455.36	75.89	379.47 Office temp	w/e 21/10
28/10/2016Reed	601.32	100.22	501.10 Office temp	w/e 28/10
26/10/2016Southern Water	277.74		277.74 Allotments Water	5/7/16 to 20/10/16 actual reading Station road
26/10/2016Rod Tyler	7.95		7.95 Xmas Event - Lighting	adaptor
26/10/2016Chandlers	608.40	101.40	507.00Hampers Common Maintenance	Coil and shingle
26/10/2016Alan Copus	74.82		74.82 Xmas Event - Lighting	LED lamps
04/11/2016Alan Copus	382.80		382.80 Xmas Event - Lighting	LED lamps
26/10/2016Alan Copus	37.70	6.29	31.41 Xmas Event - General	Baubles 10
31/10/2016Alan Copus	21.00		21.00 Xmas Event - General	TENS
09/11/2016Alan Copus	64.38		64.38 Xmas Event - Lighting	LED lamps
09/11/2016Alan Copus	17.55	2.93	14.62 Xmas Event - General	Baubles 2
12/11/2016Alan Copus	6.52		6.52 Expenses/Postage	Receipt book/Recorded delivery/Foreign stamp
08/11/2016Viking	58.74	9.79	48.95 Office Expenditure	Ink cartridges/address book
19/10/2016Viking	53.82	8.97	44.85 Office Expenditure	cash box/stationery
31/10/2016Austens	252.41	37.98	96.44 Planters	compost and feed
			42.89 Xmas Event - General	bolts ties washers etc
			75.10 Office Expenditure	mortice lock & keys/trade sacks
31/10/2016Julie Aguilar	285.00		285.00 Petworth Pages net contribution	Editorial duties Winter 2016 issue
31/10/2016Link Hire	140.70	23.45	117.25 Farmers Market	Oct barriers
31/10/2016HJS Land Services	600.00		600.00 General Maintenance	Clear opp Stonemasons and Rosemary Lane alley
31/10/2016HJS Land Services	995.00		995.00 Rosemary Gdns/Hampers Com Contract	Oct work
31/10/2016Leconfield Estate	71.30		71.30 Allotments Water	17 June to 30 Sept meter read
05/11/2016BT Post Office Ltd	18.00	3.00	15.00 Comms/IT	mobile phone
24/10/2016(HMRC)	836.76		836.76 Clerk's Salary	October tax/NI
24/11/2016Post Office Ltd (836.76		836.76 Clerk's Salary	November tax/NI (HMRC)

Euphorbia Garden				
11/11/2016 Design	267.50		267.50 Unallocated budget/contingency	PiB plants
17/11/2016 Viking	110.32	18.39	39.98 Xmas Event - General	Pouches
			51.95 Office Expenditure	Cartridges, A4 paper
17/11/2016 Fiona Kemp	17.35		17.35 Unallocated budget/contingency	NE Parishes meeting refreshments

Approved for payment.

Proposed by **Cllr Copus**

Seconded by **Cllr Peet**

(a) Minutes Finance Meeting 18th October – adopted

Proposed by **Cllr Copus**

Seconded by **Cllr Kemp**

Budget 2017

Cllr Copus presented the Figures in Appendix A – see attached.

Cllr South questioned the Petworth in Bloom figure and Cllr Copus said that they need to provide a figure to him and then it can be amended.

Cllr Peet said that the Terms of Reference for the Farmer’s market stallholders could confirm that they are not paying too much for a stall and that they are happy for any profit to be put to good use. Cllr Kemp pointed out that there is a clerical role within the Farmer’s Market and that 50% of this cost needs to be offset by the stallholders rent.

Cllr Copus said the overall message is that the precept needs to increase by 7%. There is another month to finalise things but people must let him know if there are any other items to be added. These have to be approved next month to go to CDC by January.

Cllr Fynes pointed out that PTC pay £25 to Chris Miles for the bus shelter ground and that this would be going up to £50 next year.

Cllr South suggested putting something in for redecoration of the offices. Cllr Copus suggested £1000, but Cllr Kemp said £500 since he has had a quote for £350.

Cllr Copus asked whether there is now a rule on how much the precept can be increased by but Cllr Kemp said this has not yet come in to effect and the most important thing was to make sure any increase was fair. He suggested that Cllr Copus sends the budget to councillors so that they can add any projects with which they are going to be involved next year. **ACTION Cllr Copus** to send out a miscellaneous block of the budget for councillors to fill in.

Cllr Copus reported that the interim audit had gone well and that there was 1 follow up point which was that the Financial Regulations have been reissued and he needs to check this against PTC’s one and make any necessary changes **ACTION**.

(b) Highways, Traffic and Planning

Minutes from 13th October 2016 adopted.

Proposed by **Cllr Hanauer**

Seconded by **Cllr Smith**

(c) **Open Spaces** – nothing to report.

(d) **PBA** – Cllr Kemp reported that they were now on version 2 of the Town Map. Cllr Peet said that the new platform for the website would be up and running soon.

(e) **Vision Project** – Cllr Fynes reported that there had been no meeting since the last Council meeting. Cllr Evans reported that he, Alex Rees and David Hornby went to a meeting at CDC to discuss the process for a gateway on CDC’s land. He said they have to put up a justification and that the Vision Committee is reassessing the architect they used who put in heavy fees for the work.

9. To consider other items at the Chairman’s discretion

Cllr Kemp informed the meeting that he has started the process for finding a replacement for Cllr Spriggs. Once the notice is up, 10 parishioners have 14 days to request an election. If this does not happen PTC run an advert for people to be considered for co-option and it will probably be during the December meeting that the Council will be holding the co-option.

Meeting closed – 9.20pm

Signed.....
Chairman