

MINUTES OF THE ANNUAL MEETING OF PETWORTH TOWN COUNCIL
HELD ON THURSDAY 18th MAY 2017
at 7.30pm in the Council Offices, Golden Square, Petworth

Cllrs Present: Mr Chris Kemp (Chairman)
Mr Michael Peet
Mr Rob Evans
Mr David Burden
Mrs Carry Smith
Mr Neville Fox
Mrs Liz Singleton
Mr Roger Hanauer
Ms Juliet Fynes
Ms Rosa Pawsey
Mr Tony Rogers
Mr Alan Copus

In Attendance: Member of the press
Deborah Glover (temporary employee)
Jim Scallon

Apologies: Mrs Maggie South
Mr Steve Meakin
District Councillor Eileen Lintill

The meeting began at 7.31pm.

1. Election of Chairman – Roger Hanauer nominated Chris Kemp.
Proposed by Cllr Hanauer, seconded by Cllr Smith. Unanimously voted in.

2. Election of Vice-Chairman – Tony Rogers nominated Roger Hanauer.
Proposed by Cllr Rogers, seconded by Cllr Evans. Unanimously voted in.

3. Declarations of interest

To receive from Members declarations of Pecuniary and 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**. All interest forms to be returned to the Clerk.
None.

4. Co-option of councillor – Cllr Kemp has invited Jim Scallon to the meeting to see and understand what the council does and think about whether he would like to become a councillor.

5. To confirm the minutes of the previous meeting 19.4.17
Proposed by Cllr Hanauer, seconded by Cllr Pawsey. Adopted.

6. Matters Arising from previous minutes not already on this agenda - none

7. Committee Membership and Representatives

Add Cllr Evans to Traffic and Planning. Remove Cllr South from Open Spaces and add Cllr Fynes. Remove Cllr South from Staffing and add Cllr Meakin. Remove Cllr South from Petworth Primary School and add Cllr Singleton. Add Cllr Peet to the Services and Facilities for Young People Group and ask Cllr Meakin if he would also like to join. Cllr Singleton to be added to the PBA group. Cllr South to be removed from the Annual Meeting group. The Policing Action Group is now obsolete. Cllr Evans added to the Petworth Vision Group.

8. Bank Signatories - to agree the list of Bank Signatories
These to stay the same as last year.

9. Annual Return – to Approve Annual Governance Statement
- Consider and Approve the Annual Accounting Statements
- Meeting Chair to sign the Accounting Statements

Cllr Copus reported that he has to submit the Annual Return by mid-June. The auditor has signed off on his part, apart from the Risk Assessment which needs to be updated.

Cllr Copus went through the 9 questions that are asked that require a yes/ no answer. Councillors agreed on the following: 1. Yes 2. Yes 3. Yes 4. Yes 5. No (because the Risk Assessment needs updating) 6. Yes 7. Yes 8. Yes 9 N/A

Cllr Copus went through the Annual Accounting Statements (see figures below) that have to be sent off and in particular he focussed on the ones that had variances above 15%.

	ACCOUNTING STATEMENT		Var £	Var %	Explanation of variances
	31/03/2016	31/03/2017			
1 Balances b/f	40,173	29,596			
2 Precept	81,800	106,200	24,400	30%	Increased to provide extra staffing, street lighting, loan repayment, bus shelter
3 Total other receipts	106,162	30,626	-75,536	-71%	£80k loan received in 2015/16
4 Staff costs	-29,556	-37,277	-7,721	26%	Clerk now full time (£8k) plus sick absence cover (£7k)
5 Loan interest	0	-8,893	-8,893		First year of repayments
6 All other payments	-168,983	-109,476	59,507	-35%	Playpark spend in 2015/16 (£94k) offset by additional 2016/17 spend on Neighbourhood Plan (£14k), Farmers Market (£5k), Cemeteries (£2k), HR consultancy (£2k)
7 Balances c/f	29,596	10,776	-18,820	-64%	
8 Total cash	9,864	16,371	6,508	66%	
9 Total fixed assets	215,759	223,877	8,118	4%	Playpark (£4k), picnic benches (£1k), Farmers Market barriers/signs (£2k), Xmas lights (£1k)
10 Total borrowings	80,000	72,768	-7,232	-9%	Repayments made

Cllr Kemp and the meeting thanked Cllr Copus for all his hard work on this.

10. District and County Councillors - To receive reports from District and County Councillors

Apologies received from Cllr Lintill.

Cllr Duncton reported that both WSCC and CDC are concerned at the moment with air quality. She stated that there is a problem even though we are in the country.

She added that groups from the peninsula and Lavant are now talking about how to improve the A27 and they intend to put a scheme forward to Highways England. She said that her bugbear is litter and that CDC have put 50k in the budget to clear the Chichester bit of the A27. She said in order to get people to visit they need to clean the litter and that both District and County are working on this.

She reported that they currently have a big push to try and get more foster parents and that there are currently 680 children looked after by the county and that they are always looking for good foster parents. She added that she is still on the same committees after the election, but is now also doing county planning. She informed the meeting that the SDNP Policy Committee is now also the Resources Committee i.e. it has been put into one committee.

Cllr Pawsey asked how often they check the air quality, to which Janet Duncton replied that they have 12 stations set up testing the air quality. Cllr Pawsey asked where the station was located in Petworth and if the results are published. Cllr Duncton said she believed it was in the Leconfield Hall area and she will find out about the results being published. She added that Storrington has some of the worst air pollution in the county.

Cllr Burden asked when the foliage on the King's Pit Lane signs was going to be dealt with and Cllr Duncton said she would remind Chris Dye and Mike Dare about it.

11. Approve the Lease with National Trust for the Sports Ground

Cllr Kemp told the meeting that he doesn't yet have the lease to approve. He said there are 3/4 amendments that the people involved want to make, but they're not a deal breaker. Andrew Carrington feels sure that the NT will clarify the issues concerned. Cllr Kemp added that because the man from the NT is away this week they do not have a copy of the lease to circulate to everyone. A copy of the lease will be going to SSALC to check and he asked whether the councillors were happy for it to go straight to SSALC, or whether they wanted to approve it first.

Cllr Fox said that he felt the council should see it and he asked what the term of the lease is.

Cllr Kemp said it is a 5 year lease with adjoining documentation that we go into talks re a 25 year lease immediately. He added that it will take 12 months to get a 25 year lease through, but they could get the 5 year one immediately. He said the Task and Finish Group wanted to get a lease in place straight away.

Cllr Fox asked what kind of opt out facility the council would have if the Joint Sports Association ceased to exist.

Cllr Peet said the 5 year option has an opt out facility for either party.

Cllr Fox added that if the council were signed up to pay a rent and there's no Joint Sports Association, PTC would be liable to pay out rent and also to maintain it.

Cllr Kemp replied that the rent would not 'break the bank', but he took on board the maintenance issue. He added that the council have been tasked with promoting sport in the community and that the CSE gives some safeguards. He said he couldn't see a time where there would be no desire for sports facilities in Petworth in the next 25 years, they just need to get the groups going.

Cllr Fox said that he supports taking on the lease, but feels that the council should try and negotiate an opt out clause to safeguard themselves.

Cllr Peet added that this is particularly applicable in the 25 year lease and added that as a council they should really be behind this and they also need to check with Sports England who may be giving them a grant, how it would work if they added the get out clause.

Cllr Evans asked how much maintenance would be involved.

Cllr Kemp replied it was essentially the main building and the grounds.

Cllr Evans asked whether the lease stipulates that the council have to maintain it for 25 years.

12. Approve the formation of Petworth Sports Association CIC

Cllr Kemp said that they are pushing out the management of the Sports Association as a CIC. This means the sports club can concentrate on being a sports club. They will just have to pay their fee which will be a share of lease and maintenance costs etc. He said he and Cllr Copus would be doing a costing and yearly budget. He asked whether the council were comfortable continuing down this route. He added that they are not stopping them from being a sports association but that this gives them an opportunity to order themselves for today's world. He said he is grateful to everyone for taking part in this and they are now waiting for a report on how to maintain the grounds. They only paid £100 for this service, because the other £500 came from a grant from the FA.

13. Chairman's report and other announcements on matters requested

Annual Meeting – Cllr Kemp said he is looking forward to seeing as many of the councillors there as possible and Fiona would be doing the refreshments, but would appreciate some help.

NP update – Cllr Kemp told the meeting that the consultation period finished on the 15th May and that the comments from the various agencies were now all in. He attended the SDNP meeting this week and none of the members raised any further comments. He added that there's a bit of tweaking needed, a few changes in the system and this will be updated in the draft. He said the Planning Committee members had been very complimentary.

He added that WSCC said it still needs a bit of work, but that CDC have very little planning jurisdiction in Petworth. CDC have asked PTC to highlight that they have responsibility for a small patch in the plan. He informed the meeting that we have had about 200 questionnaires back during the consultation period. The planning group did mention that we need to recognise that we will have to manage the NP afterwards, that PTC are making commitments which will fall to PTC to administer. He said there will be lots of continued work after the NP, but they will end up with some money to spend on infrastructure in the town. He said hopefully the referendum will be before Christmas this year.

Vision Update – Cllr Fynes said it was agreed at the last meeting that Samantha Moore would be in charge of fundraising and that she is going to mount a display at the annual town meeting. She is going to be organising coffee mornings at the Leconfield Hall every other Wednesday from 31st May. She added that they have more people involved now and that Patricia Hewlett the designer is drawing up a plan for outside the bakery. She added that there was a concern over the loss of parking, but the designer has designed it using chevrons which will hopefully result in a gain of parking spaces. She finished by saying that Nicola is looking at the apprenticeship scheme, possibly using Hampers Green to do this.

Cllr Kemp said that Alex and Patricia had come round and shown the design to PTC and that there is a net gain from parking with this design. He added that CDC have allocated one officer to work with all 3 groups; PBA, Vision and PTC. He confirmed that although PBA have seen the plans, PTC haven't yet.

Cllr Peet said CDC seem happy to largely follow Patricia's design for the bottom of the car park, but due to budget constraints they will have to use some of their design as well.

Cllr Kemp said that they have not gained spaces by reducing the size of the spaces, but that the spaces are just laid out differently. He added that Patricia's scheme also has some parent and child parking, which the car park does not currently have.

Cllr Peet added that it also includes bays for electric cars to charge.

WSSC highways – moved to later in the meeting

Skatepark – Cllr Hanauer said he had a meeting with Patricia Hewlett and agreed to co-operate and keep each other informed as much as possible. He added that he had been contacted by Tania Murphy, head of CDC car parks and that they had a few requirements including turning circles and some statutory requirements that were not met within P. Hewlett's design. He said that PTC's designer would try and ensure that minimal car spaces are lost and that the designer is currently coming up with the final design with gating and fencing.

Training – Cllr Kemp said it can be difficult for councillors to attend training during the day when they are working and suggested that the council pay SSALC to come to the office and do some training in the evening.

Winter Maintenance – Cllr Kemp said that PTC were given 12 bags of salt last year that they have not used but WSSC do not want them back. He said that he has asked WSSC why PTC are disposing of their waste. They have suggested that he meets with them. He added that he has suggested they supply the salt in 25kg plastic bags that won't degrade, or it's a waste of money. He said for smaller parishes it would save WSSC money in the long run.

Farmers Market/ Leconfield Hall Market – Cllr Smith said the indoor market is building up slowly.

ACTION DG to email some possible stall holders that she has been sent details of.

Cllr Kemp said he wrote an article for the Petworth Pages to talk about the indoor market so that might generate some interest.

Cllr Hanauer said they need to sort an A board to advertise the market so people know it's taking place.

Seaford College – Cllr Kemp suggested that the students paint the swings at Hampers Common. It was also suggested that they could fill in pot holes and do car washing. **ACTION DG** to contact Clive Thorp at Seaford College and inform him of this decision.

Hampers Common – DG informed the meeting that the date of 31st May for this has now been cancelled and it will be rescheduled for some point in the summer holidays.

Poster and banner agreement - Cllr Kemp informed the meeting that the PBA are currently circulating the document and that PTC have no legal force to enforce it, it is just a guidance document. He added that NatWest are very happy with it and have asked for a copy, so that they can present it to people who come in wanting to display a banner. He said he has looked at getting some lockable A4 clip frames for people to advertise their posters etc. He said that he would try and put some up for the Petworth Museum, so that their signs do not end up looking tatty on the lampposts. It costs between £6 and £20 for each frame.

Lorry survey quotes – Cllr Kemp told the meeting that a letter had been sent to WSSC Highways and that the PBA are going to ask the businesses in town what deliveries they get, etc. He added that the council need to continue to demonstrate with evidence that they know their town. He said that he will put something out to everyone with the web address on it and if they see a 7.5 ton lorry in town they should report it. Highways said it would only cost £150 to do a survey, but they won't pay for it. Highways proposed 7 days, but he doesn't think this is long enough and that the council need a month. He said that in the quotes companies have been asked to cover Angel St, North St and Pound St and that they still have £5000 in the traffic budget. Cllr Copus said £2500 was for traffic consultancy work.

Cllr Evans said the council need empirical evidence and Cllr Hanauer added that we need to know that when this information is passed to WSCC Highways it will benefit us.

Cllr Kemp said that we will be able to eliminate x amount of lorries once we have the information from the PBA which will help to know how many and what size trucks we have coming through. He added that the need to demonstrate the number of lorries coming through when they shouldn't be, is particularly important with relation to air quality, which is of concern to both CDC and WSCC.

Cllr Kemp suggested that the cheapest lorry survey quote be accepted and progressed.

Proposed by Cllr Evans, seconded by Cllr Hanauer – all in favour.

Cllr Rogers left the meeting at this point.

14. To receive Reports

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

Cllr Copus presented the following figures/ invoices to pay

14/04/2017	Reed	392.56	65.43	327.13	Office temp	w/e 7/4/17
21/04/2017	Reed	421.85	70.31	351.54	Office temp	w/e 14/4/17
21/04/2017	Reed	374.98	62.50	312.48	Office temp	w/e 21/4/17
28/04/2017	Reed	404.27	67.38	336.89	Office temp	w/e 28/4/17
05/05/2017	Reed	363.26	60.54	302.72	Office temp	w/e 5/5/17
10/04/2017	CDC	50.00		50.00	Farmers Market	Parking bay suspension signs
30/03/2017	CDC	147.55	24.59	122.96	Office Rent & Service Charges	Insurance 1/11/16 to 31/10/17
13/04/2017	Medisave	37.54	6.26	31.28	General Maintenance	De-fib pads Hampers Common
30/04/2017	Link hire	168.00	28.00	140.00	Farmers Market	Barriers April
08/05/2017	Krokus	30.00		30.00	General Maintenance	Bus shelter clean
30/04/2017	Leconfield Hall	148.00		148.00	Farmers Market	22/04/2017
03/05/2017	Southern Electric	3.48	0.16	3.32	Street Lighting	Continuous 1/4/17 to 3/5/17
		26.18	1.24	24.94	Street Lighting	Dusk to dawn 1/4/17 to 2/5/17
		15.24	0.72	14.52	Street Lighting	Half night pre dawn 1/4/17 to 3/5/17
27/04/2017	Scottish Water Business Stream	4.27		4.27	Allotments Water	Station Rd 1/4/17 to 26/4/17
30/04/2017	HJS Land Services	3,705.00		260.00	Rosemary Gardens	April month
				440.00	Hampers Common	April month
				2,500.00	Cemeteries	April month
				505.00	Other areas	April month
24/04/2017	ESET	40.00	6.67	33.33	Comms/IT	Internet security 1 year
14/03/2017	Nick Blunt	480.00	80.00	400.00	Unallocated budget/contingency	Install Disability gate
02/05/2017	BT	18.00	3.00	15.00	Comms/IT	mobile phone May
27/04/2017	Julie Aguilar	285.00		285.00	Petworth Pages net contribution	Spring 2017
19/04/2017	Viking	43.16	7.19	35.97	Office Expenditure	Office chair
20/04/2017	Louise Steele	164.85		164.85	Office temp	Clerking for April Council meeting
31/03/2017	Groundwork UK	536.87		536.87	N Plan	Repayment of excess grant received in 2016/17
16/05/2017	Debbie Glover	27.30		27.30	Expenses/Postage	Allots letters, stamps

Proposed by Cllr Copus, seconded by Cllr Evans, Approved.

(a2) Adopt minutes of the previous meetings 14.3.17, 18.4.17

Proposed by Cllr Copus, seconded by Cllr Smith. Adopted.

(a3) Grant approvals as per F&GP recommendations

Due to only a few applications being received, Cllr Copus proposed delaying the discussion of these until next month.

(a4) Insurance –to appoint PTC’s Insurer

Cllr Copus informed the meeting that we currently have 4 quotes but 3 of them need to be requoted because they were based on last year’s asset register. He asked that the meeting give him and Cllr Kemp the authority to choose the insurer, because it is due at the beginning of June before the next council meeting. **The meeting approved this request.**

Cllr Hanauer asked what amount of cover the council had for the Jean Courtauld paintings and Cllr Copus said £4500. Cllr Kemp said that he had asked some people in the town to come and look at them, but it had been suggested to him that their value was limited. He added that there are 2 new galleries in town, so may be one of them would come and have a look.

Cllr Hanauer said he has had contact with one of them so he will ask them if they could have a look.

(b) Adopt minutes of the previous Highways, Traffic and Planning Committee 11/4, 27/4

Proposed by Cllr Kemp, seconded by Cllr Evans. Adopted.

(c1) Adopt minutes of the Open Spaces Committee 22.3.17 **Appendix I**

Proposed by Cllr Kemp, seconded by Cllr Hanauer. Adopted.

(c2) To adopt the Grounds Maintenance Contract –

Everyone agreed with the contract which had been approved at the finance meeting on Tuesday.

Cllr Fox said that the tarmac paths by Rosemary Gardens are breaking up and that probably Henry could do something about it if they got some tarmac.

Cllr Kemp asked whether epoxy resin would make a suitable cover for protecting the tarmac, but Cllr Fox said the tarmac needs to be redone anyway.

Cllr Burden asked what is happening to ‘Fred’s bank’ next.

Cllr Kemp said the council are going to have a licensed spraying man who is going to use the appropriate chemical to deal with the brambles and that it will need 2 sprayings. This will also include the bracken. He added that it will have some periwinkles planted on it. He said that he has had a meeting with the Estate and he asked what’s happening with the restored wall in Angel St. The Estate have said they will make a donation, so he will get a quote for planting along the wall, which he will present to them before buying all the plants.

15. To consider other items at the Chairman's discretion

Cllr Hanauer expressed a vote of thanks to Debbie Glover for all her hard work for the council and the meeting agreed.

Cllr Fox said that Don Simpson had expressed concern about the memorial in the Laundry Cottage development. He wants to know what’s happening with the ideas that were on the table during the process, such as putting a small number of car parking spaces for visitors to the cemetery and adding a metal gate with 2 stone piers and also adding a substantial memento to the old boys school in the form of paving with a wall around and relocating the stone in an attractive feature. Cllr Fox said PTC must stand firm that this work should be included in the development.

Cllr Kemp said that the developer is arguing that just moving the stone meets the agreement.

Cllr Hanauer added that this subject had been discussed at a previous planning meeting and that the council is very aware of the public’s view on this.

Cllr Kemp said that the developer is using a TPO to avoid putting gates into the cemetery and that the council need to be vigilant and continue to put the pressure on to ensure things get done.

Meeting closed – 9.36pm

Signed.....
Chairman