

MINUTES of the
ANNUAL MEETING OF PETWORTH TOWN COUNCIL
HELD ON THURSDAY 19 MAY 2016
at
7.30pm in The Council Offices, Golden Square, Petworth

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

In Attendance: Jenny Mouland - Press
Town Clerk - Mrs Rebecca Knifton
District Cllr Eileen Lintill

Apologies: County Cllr Janet Duncton
Miss Sam Spriggs

The Clerk, Mrs Rebecca Knifton, opened the meeting and asked whether there were any nominations for Chairman.

ACM/1/16 ELECTION OF CHAIRMAN

Cllr Hanauer proposed Cllr Kemp to remain as Chairman for a 3rd term. Seconded by Cllr Smith.

There were no other nominations.

RESOLVED that Cllr Kemp remains as Chairman for a 3rd term.

The Clerk then presented Cllr Kemp with a bottle of wine and a scrapbook of all his achievements since becoming Chairman.

ACM/2/16 ELECTION OF VICE-CHAIRMAN

Cllr Kemp proposed Cllr Hanauer to remain as Vice Chairman for a 2nd term. Seconded by Cllr Smith.

There were no other nominations.

RESOLVED that Cllr Hanauer remains as Vice Chairman for a 2nd term.

The Clerk then presented Cllr Hanauer with a bottle of wine and thanked him for all his hard work throughout his tenure as Vice Chairman.

A round of applause from members followed.

ACM/3/16 Representations by the public

There was a representation given by Mr Peter Drummond on behalf of the Association of Parish Council Aviation Group (APCAG) in connection with the new flight paths imposed by Gatwick's new flight path plan. The purpose of his presentation was to gain support from Town and Parish Councils that are affected by the impact of these changes.

The following points were reported:

- There is an 'unacceptable' increase in noise pollution for those beneath the flight path;

- The Group wish to advocate a policy of, and the operating procedures to deliver fair and equitable dispersal of aircraft movements based on geography rather than population size;
- They wish to advocate a policy of, and the operating procedures to deliver maximum altitude at all times with an enforceable regulatory discipline to control noise and disturbance;
- To advocate changes to noise monitoring metrics to accurately reflect the disturbance on the ground;
- To advocate no increase in night flights;
- To advocate a ban on all unmodified Airbus 318, 319 and 320 aircraft;
- To support the findings of the Gatwick Airport Independent Arrivals Review and closely monitor implementation of its recommendations;
- To advocate the establishment of a Gatwick Airport Independent Departures Review;

The APCAG will communicate concerns and matters of relevant interest to Members of Parliament, County, District and Town/Parish Councils in order to achieve a ‘common voice’.

Current Parish members include Pulborough, Wisborough Green, Kirdford, Loxwood, Alfold, Plaistow and Ifold and Storrington.

It was proposed by Cllr Evans and seconded by Cllr Rogers that Petworth Town Council will join as a non-paying member.

RESOLVED

ACM/4/16 Declarations of interest

There were no declarations of Pecuniary or non-Pecuniary interests in relation to any items included on this agenda in accordance with **THE LOCALISM ACT 2011** and the **Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**.

ACM/5/16 To confirm the minutes of the previous meeting

The minutes of the meeting held on 21 April 2016 were **AGREED** as being a true record.

Proposed by Cllr Peet and seconded by Cllr Copus.

RESOLVED

ACM/6/16 Matters Arising from previous minutes not already on this agenda

None

ACM/7/16 Bank Signatories

The list of Bank Signatories were **AGREED** to remain the same with the addition of Cllr Copus and the removal of Tony Sneller.

Proposed by Cllr Peet and seconded by Cllr Petersens.

RESOLVED that the following members will be on the bank signatory list:

Cllr Kemp, Cllr Evans, Cllr Fynes, Cllr Pawsey, Cllr Peet, Cllr Spriggs, Cllr Petersens, Cllr Copus and the Clerk, Mrs Rebecca Knifton.

7.50pm - The Clerk then became very unwell and had to leave the meeting temporarily. The meeting was suspended. The Clerk then rejoined the meeting.

ACM/8/16 Committee Membership and Representatives

The following Members and Representatives were **AGREED** as proposed by Cllr Hanauer and seconded by Cllr Smith.

RESOLVED

Finance and General Purposes Committee

Alan Copus, Hugo Petersons, Michael Peet, Rob Evans, Rosa Pawsey, Neville Fox, Chris Kemp, Samantha Spriggs

Highways, Traffic and Planning Committee

David Burden, Rob Evans, Neville Fox, Carry Smith,
Liz Singleton, Tony Rogers, Roger Hanauer, Michael Peet and Chair as ex-officio

Open Spaces Committee

David Burden, Maggie South, Roger Hanauer, Alan Copus, Michael Peet, Chris Kemp

Staffing Group

Chris Kemp, Roger Hanauer, Rosa Pawsey, Maggie South, Alan Copus (and the Clerk when dealing with other staff)

Farmers Market Working Party

Chris Kemp, Michael Peet, Rob Evans, Liz Singleton, Leesa Barrett and the Clerk

Skate Park Action Group

Chris Kemp, Michael Peet, Roger Hanauer, Rob Evans and the Clerk

North East Forum

Chris Kemp, Roger Hanauer

County Local Committee

David Burden

South Downs National Park

David Burden

West Sussex ALC

David Burden and Chris Kemp

Leconfield Hall

Juliet Fynes/Michael Peet

Petworth Primary School

Maggie South

Services and facilities for young people

Roger Hanauer

PBA

Chris Kemp and Michael Peet

Petworth Society Representative

Roger Hanauer

Christmas Event

Chris Kemp

Policing Action Group

Rosa Pawsey

Petworth Vision

Rob Evans and Juliet Fynes

Services for the Elderly

Juliet Fynes

ACM/9/16 Annual Return

The Annual Return Figures were **AGREED**.

Proposed by Cllr Smith and Seconded by Cllr Copus.

RESOLVED

The Annual Governance Statement in s2 was read out by the Chairman. Petworth Town Council **AGREED** all sections.

Proposed By Cllr Burden and Seconded by Cllr Pawsey.

RESOLVED.

The Annual Return was duly signed by the Chairman and the Clerk in front of the Council.

ACM/10/16 District and County Councillors

No report was received from County Cllr Duncton.

District Cllr Eileen Lintill was unable to attend but had sent in the following update to the Clerk:

Janet and I had a good meeting with Douglas and Alex from the Neighbourhood Plan Steering Group and I have put Alex in touch with Paul Over at the Council to discuss things further. I would urge everyone that has an interest to respond to WSCC proposals to stop the mobile waste facility and reduce hours of operation at other permanent sites.

Hope meeting goes well.

It was **AGREED** that PTC will object to WSCC's proposals.

8.10pm – The Clerk was becoming increasingly unwell. Cllr Burden addressed the Chairman and highlighted that the Clerk was beginning to become covered in a rash and requested on behalf of the Council that the Chairman allowed the Clerk to go home.

AGREED

The Clerk left the meeting

NB: Notes of the remainder of the meeting were taken by the Chairman and Vice Chairman.

ACM/11/16 Chairman's Report and other Announcements on matters requested

* Skills Register – Cllr South – Deferred

* NP update – Cllr Pawsey read the following report from Douglas Cooper. **NOTED** that he will send through a report for the monthly Council meetings:

* Vision Update – Cllr Fynes presented the following report:

The date had passed for expressions of interest in the competition to design a "Gateway" from the car park. Thirty four were received and they have been sent a brief. They have until 3rd June to send their submissions, after which a shortlist will be drawn up for interview.

The fundraising dinner was very successful, generating some income and a number of ideas which are being collated for consideration.

As Leconfield Hall representative, Cllr Fynes also reported that the Charity Commissioners have agreed to a change in the constitution, that the Leconfield Hall should become a CIO (Charitable Incorporated Organisation). This will have no effect on the normal running of the Hall but gives more financial protection to individual trustees.

Additionally, Cllr Fynes wished it **NOTED** that although the Church clock is the responsibility of PTC, the steeplekeeper, John Bojanowski, has been attending to day-to-day problems with the timing. A further update will be given in due course.

* Queen’s Birthday – Deferred to agenda item 11 (a3) – Finance and Administration Committee.

* Hampers Common Play area – Cllr Fox gave the following update:

* Car parks – Cllr Kemp reported that he will get the Clerk to chase Car Parks regarding the repair of the benches at the top of Pound Street Car Park and the clearing of the brambles on the footpath that links Station Road to the Sylvia Beaufoy Car Park.

* WSCC highways – Deferred

* Skatepark – Cllrs Hanauer reported. It was **AGREED** to formally recognise the conclusion reached by the Petworth Skatepark Tender Committee and approve the appointment of the chosen contractor.

Option 3, ‘Freestyle’ was proposed by Cllr Peet and seconded by Cllr Hanauer.

RESOLVED that Freestyle will be instructed.

ACTION: Cllr Hanauer to deal.

* Five year plan – Deferred

* Training – Deferred

* Watershed – Deferred until the quotes for the mole draining have been received.

* Winter Maintenance – Cllr Petersens reported that the updated Emergency Plan was almost complete. To be an agenda item for the next meeting.

* Farmers Market – Cllr Kemp reported that the PTC run Market had been a huge success and that there had been record numbers of applications from stallholders received. The next Market will be held on the 28th of May.

ACM/12/16 To receive Reports

(a1) Finance and General Purposes Committee, to include approval of payments and signing of cheques. The following payments were tabled:

Post Office Ltd	824.9	Tax & NI	May Payroll
Mrs R Knifton	51.84	Expenses/Postage	Travel for training & Stationary
Nexus	3,975	Nexus	Consultancy fees
Public Clocks Ltd	146.4	Church clock	
Leconfield Hall Management Committee	25	Bus shelter	Annual fee
Leconfield Hall Management Committee	97.5	Hanging Baskets - Maintenance	50% cost of planning application for brackets
HJS Land Services	745	Rosemary Gdns/Hampers Com Contract	
The Leconfield Hall	491	hall hire	NP Meeting
Parkfield Retail	21.98	Farmers Market	Farmers Market
One Stop Promotions	91.14	Unallocated budget/contingency	St George's Day Flag
Des Bone Ltd	91.2	Hampers Common Maintenance	ROSPA
Des Bone Ltd	91.2	Rosemary Gardens	ROSPA

		Maintenance	
Viking	72.48	Office Expenditure	
Link Hire & Sales	78	Farmers Market	Farmers Market
CDC	50	Farmers Market	Farmers Market Suspension Signs
The Leconfield Estate	750	Allotments Lease	
C Kemp	54.5	Allotments Maintenance	Fixing Tap Leak
Hennings	148.23	Annual meetings	Annual meeting

Additional payments due were discussed and it was **AGREED** that these will be brought to the proposed Extraordinary meeting scheduled for early June.

NOTED that the payment to the Leconfield Hall for the NP consultation will be deferred until the consultation has taken place.

NB: The Clerk had contacted Austins regarding the anomaly invoice. Unfortunately, as the Clerk was absent, the payment was deferred.

Payments were proposed by Cllr Hanauer and seconded by Cllr Copus.

RESOLVED

Bank Reconciliation:

BALANCE SHEET

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: Recoverable VAT 2015/16	-25,992
Less: Recoverable VAT 2016/17	-1,184
Plus: income	56,028
Less: expenditure	-15,447
Less: N Plan expenditure	-598
Balance at	<u><u>48,664.03</u></u>

	Balances	at	30/04/2016
Nat West Current Account			13,550.91
Nat West Deposit Account			<u>35,113.12</u>
			<u><u>48,664.03</u></u>

The Bank Reconciliation was proposed by Cllr Kemp and seconded by Cllr Petersens.

RESOLVED

(a2) Minutes of the previous meeting - Deferred

(a3) Grant approval - The following Grants were proposed by Cllr Kemp and seconded by Cllr Petersens. The Grant applications for the Petworth and District Community Association and the Petworth Community Gardens were discussed.

AGREED that PTC will Grant £250 towards the Queen's Tea Party to the P&DCA and that £475 will be granted to the Petworth Community Gardens.

RESOLVED

NOTED that Cllr Pawsey had amended the capping amount in the Grant Policy back in February.

(a4) Insurance – Members considered all three quotes, Hiscox, Aon and Zurich. It was **NOTED** that Hiscox were the only Company that had fully considered PTC’s asset register and had also included KeyMan Insurance.

AGREED that the Clerk will clarify whether PTC would be better off with a one year or three year Policy. Proposed by Cllr Copus and seconded by Cllr Petersens.

RESOLVED that the Clerk is authorised to instruct Hiscox on whichever term agreement benefits the Council.

(b) Highways, Traffic and Planning Committee – The adoption of the minutes were deferred.

NOTED that there had been a meeting with the Traffic Consultant on the 12th of May to go through the Transport Advice Report. Amendments had been made at this meeting and Alan Baxter will be revising the document.

AGREED that an extraordinary meeting will be called to discuss the document prior to the next meeting of Council.

(c1) Open Spaces – The adoption of the minutes were deferred.

(c2) To adopt the Grounds Maintenance Contract - Several amendments had been made to the contract by the F&GP Committee on Tuesday 17th of May. The amended contract was tabled.

Proposed by Cllr Copus and seconded by Cllr Peet.

RESOLVED that the contract is adopted.

(d) Petworth Business Association – Nothing to report.

(e) Petworth Pages – **AGREED** that a Memorandum of Understanding will be drafted.

ACTION: The Clerk to prepare a draft.

A discussion regarding PTC paying for the delivery of the Petworth Pages took place.

ACM/13/16 **To consider other items at the Chairman's discretion**

None

Meeting closed – ??

Signed.....

Chairman