

PETWORTH TOWN COUNCIL
MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL
HELD ON THURSDAY 17 July 2014
IN THE TOWN COUNCILOFFICE AT 7.30 PM

Cllrs Present: Mr Chris Kemp (Chairman) Mr John Robbins Absent: CDC Cllr Eileen Lintill
 Mr Alan Copus Mr Neville Fox Mrs Carol Goldthorp
 Mrs Elizabeth Hodgkins Mr David Burden Mr Richard Chandler
 Mrs Juliet Fynes Mr Tony Sneller
 Mr Rawden Rogerson Dr Rosa Pawsey

In Attendance: County Cllr Janet Duncton 1 members of public
 Town Clerk, Mrs Rebecca Knifton 1 member of the press

14/14 Apologies

Apologies received from Cllrs Chandler and Goldthorp and District Cllr Eileen Lintill.

15/14 Representations by the Public

A representation was heard from Mr Martin Eldridge, the local Fire Station Watch Manager. He firstly apologised for the delay in confirming the Fire and Rescue representative due to Industrial Action. He spoke of the Fire Service consultation whereby the County are looking to remove 1 appliance from the Petworth and Midhurst area which currently services a ¼ of the County's incidents from as far afield as Fernhurst and Rogate to Billingshurst and Plaistow.

Mr Eldridge explained that there are currently 2 retained Stations in the Petworth and Midhurst area which set a response time of 4 minutes to man the appliance upon receiving a call and 14 to 15 minutes to be in attendance. It was noted that 24% of all call outs are road traffic collisions (RTC). It was further noted that one of the most dangerous roads in the country for RTC's is the Easebourne to Petworth Road.

Cllr Fynes spoke of a presentation she attended at Lurgashall hosted by Lee Neil. It had been discussed that a 4x4 is in operation in place of an appliance which requires 6 to 7 men to 'man'. Each Station should have around 18 retained Fire Fighters and a second engine is crucial. On average there are around 28 call out's a year (around 2 a month) and although the number of fires have decreased due to fire prevention, the amount of RTC's have increased dramatically. With only the appliances fitted with cutting equipment, a 4x4 would not provide sufficient protection.

The Council noted that Petworth is an historic town and if a fire took hold, due to the layout of the town centre, much of Petworth would be at risk of destruction.

NOTED that the consultation runs from 22 June to 31 August.

NOTED that the Council gives full support to retaining the appliances and also to recruitment. Cllrs will write individually with their support.

16/14 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**.

The Chairman wished to vary the order of the agenda and brought forward the following agenda item:

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17/14 Co-option of Councillor

The Council had received an application for 1 of the 3 vacancies from Mrs Maggie South who gave a brief representation.

She has lived in Petworth for 25 years and was a Governor at the School as well as being linked with the local toddler and playgroup. She stated that she believes Petworth has great potential and would love the opportunity to make a difference in the town. She declared that she works for WSCC and is the lead on the West Sussex Healthy Schools programme.

Cllr Sneller proposed her co-option and Cllr Rogerson seconded with a unanimous show of hands in favour. **RESOLVED** that Maggie South is co-opted.

18/14 Chairman's Announcements

- SDNPA Meeting in September – **ACTION:** The Clerk to organise and confirm a date and inform members. The current date supplied by SDNPA is the evening of 30 September, to be held at the Town Council Offices.
- Relocation of the food outlet at Hampers Green – **UPDATE:** The kebab van wishes to re-site to the opposite side of the road. The Clerk informed members that the Licence to do this must be obtained through CDC's Licensing Department. The matter is not governed by PTC.
- Lodsworth Meeting – **NOTED** that the Chairman and Vice-Chairman had attended a SSALC open evening.
- Legal and finance day - **NOTED** that the Chairman and Vice-Chairman had attended a SSALC training session and the Chairman supplied members with training documents on legal, finance and planning. It was further **NOTED** that PTC does not currently have a standalone Financial Regulation document and although basic financial information is held within the newly adopted Standing Orders, the Clerk explained that this is not sufficient. She further explained that the Standing Orders, Financial Regulations and the Code of Conduct should be 3 separate documents that work in partnership with each other.
ACTION: The Clerk to prepare a set of Financial Regulations in accordance with the new model supplied by the National Association of Local Councils. The Clerk to also draft terms of reference for PTC's committees. The drafts to be examined by the Finance and General Purposes Committee before approval by Council.
- Chairman's meeting with Lord Egremont – The meeting had gone well and his Lordship is very keen on being kept fully informed of matters undertaken by PTC and within the town generally. A positive meeting whereby it was noted that his Lordship wishes to improve and help Petworth. A further update will be given when the Clerk and Chairman meet with the Estate in October.

19/14 To confirm the minutes of the Council meeting held on Thursday 19 June 2014

Proposed by Cllr Copus and seconded by Cllr Sneller.

RESOLVED that the minutes of the last meeting are signed as a true record.

20/14 Police/PCSO Reports

None received.

21/14 Matters Arising from previous minutes

(a) Flag in Rosemary Gardens – The first quote had been received and this agenda item will form part of the agenda for the next meeting when the further two quotes are received.

(b) 20's Plenty Campaign – Council agreed that a formal application to WSCC is fully supported. **RESOLVED** that the Clerk will contact WSCC Highways. Proposed by Cllr Pawsey and seconded by Cllr Sneller.

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(c) Tour of Britain Race – **NOTED** that the Chairman, Vice Chairman and Cllr Rogerson had met with Ben Polhill at CDC. The final route is not yet confirmed but it is thought that it will pass through Petworth in the reverse direction to the one way system with a rolling road block. SDNPA are preparing booklets on cycle routes and local businesses are getting involved along with Petworth Primary School.

NOTED that the Tours mascot has been visiting the route in the run-up to the event.

(d) Defibrillator – The dimensions have been emailed to Cllr Hodgkins. Confirmed that the cost of the equipment is £850 and that £1k is available for its purchase through a local charity.

NOTED that Cllr Hodgkins is dealing with listed building consent. Classes to train users are being sought. Advertising its location when in situ will be discussed at the next meeting.

(e) Councillor’s opportunity to raise matter from the previous minutes not already on this agenda: The Fire Consultation – Cllr Sneller wished to confirm that all members must make representation individually as Cllrs.

22/14 District and County Councillors

District Cllr Lintill sent apologies for absence but had sent through a leaflet regarding elections which was circulated to members.

County Cllr Dunton reported on her meeting with the Director of Planning at CDC regarding heritage issues for the tap at the Leconfield Hall. It was **NOTED** that listed building consent would be needed for both the tap and the de-fib which could take a minimum of 8weeks. She suggested that PTC take pre-application advice from the planning authority.

She spoke of her role as Children’s Safeguarding champion and the Children in Care Council and of the meeting she attended the previous Saturday, helping to get children in care into employment.

23/14 Clerk

(a) Appointment of Clerk – there had been an unsuccessful response to the advert. The locum Clerk applied for the role.

The Chairman had met with the Staffing Working Group and it was agreed between the Chairman and Cllrs Fox, Copus and Chandler that the role is to be offered to Mrs Rebecca Knifton.

Proposed by Cllr Sneller and seconded by Cllr Rogerson.

RESOLVED that Mrs Knifton is offered the role. Mrs Knifton duly accepted.

References are being supplied by SSALC and Mrs Knifton’s other Council Chairman.

(b) Office hours – **AGREED** that for the timebeing, the office will open to the public on Thursday’s and Friday’s between 9am and 1pm.

24/14 To receive Reports

NOTED that Cllr Burden requested a leave of absence to collect his wife from the Church. Cllr Burden left the meeting.

(a) Finance and General Purposes Committee, to include approval of payments and signing of cheques; to receive recommendations – Noted that there was one amendment to the minutes: “Leconfield Estate”

The spreadsheet was presented by Cllr Copus.

The list of payments for approval were as follows:

R Knifton	465.00	465.00	Clerk’s Salary	Locum Clerk - June
Hampers Green Community Centre	15.00	15.00	Contingency	Late cancellation Fee 5/7/14

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R Knifton	699.06	699.06	Clerk's Salary	July
KCS	41.78	34.82	Photocopier Petworth Pages	Rent 2 June to 1 Sept usage 2 March to 1 June
Juliet Fynes	120.00	120.00	Distribution	

Proposed by Cllr Kemp and seconded by Cllr Robbins.

RESOLVED that the list of payments be made.

AGREED that the mandate must be amended.

Mrs Jean Huggett, Mr Ken Lintill, Mr Barry Walsh and Mrs Helen Cruikshank to be removed. Mrs Rebecca Knifton and Mr Chris Kemp to be added.

Proposed by Cllr Fox and seconded by Cllr Robbins.

RESOLVED that the following amendments be made to the bank mandate.

It was **AGREED** that due to the missing asset register, members will meet on the following Tuesday at 7pm to undertake an asset walk around the Parish.

(b) Traffic and Planning Committee – Noted that the minutes of 7 and 17 July had no contentious applications. Proposed by Cllr Fox and seconded by Cllr Kemp.

RESOLVED that the minutes are agreed as a true record.

(c) Neighbourhood Plan – Cllr Hodgkins reported on the meeting held with Nexus. Noted that the mapping through Ordnance Survey is being organised. The next event is the Baseline Report due to be completed by the end of July. Nexus are also dealing with branding.

The Chairman was concerned with Nexus' press statement and stated to Cllr Hodgkins that nothing can go out to the NPWG or the public without Council approval. Terms of Reference were again discussed and the need to get these finalised is paramount.

Cllr Hodgkins wished to inform Council that a meeting on 6 August with Andrew Triggs, Lucy Howard and Tracy Flitcroft is due to take place and a meeting with PTC, Nexus, NPWG and Leconfield Estate is due to take place on 26 September.

The notes of the previous meeting were **AGREED**.

(d) Open Spaces Committee - **NOTED** that the bus shelter is in situ. **NOTED** that Cllr Sneller is yet to speak with the fair. **NOTED** that Lord Egremont is very keen on renovating Hampers Green. This matter is ongoing. **NOTED** that quotes are being received for works at Rosemary Gardens.

(e) Petworth Business Association – Still moving with the marketing plan. An update to be received at the next meeting.

(f) Petworth Pages – Nothing to report.

25/14 To consider other items at the Chairman's discretion

Flyers for the Farmers Market. A request for PTC to assist in distribution.

Meeting closed – 9.25pm

Chairman

Signed.....

Dated.....