

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL
HELD ON THURSDAY 15 OCTOBER 2015
at 7.30pm in The Council Offices, Golden Square, Petworth

**** This meeting was recorded****

Cllrs Present: Mr Chris Kemp (Chairman)
Mr Roger Hanauer (Vice Chairman)
Mrs Juliet Fynes
Mr Tony Sneller
Mrs Carry Smith
Mr Michael Peet
Dr Rosa Pawsey
Mr Rob Evans
Mr Tony Rogers
Mrs Maggie South
Mr David Burden

In Attendance: Town Clerk Mrs Rebecca Knifton
District Cllr Eileen Lintill
PCSO Paul Isaac

Apologies: Miss Sam Spriggs
Mr Hugo Petersens
Mrs Liz Singleton
Mr Neville Fox

85/15 Representations
None

86/15 Apologies for absence

Apologies were received from Cllrs Singleton, Spriggs and Petersens due to annual leave. Cllr Fox sent an apology that he was running late but as he had to prepare for another meeting the following day, he would not be able to attend.

87/15 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**.

88/15 District and County Councillors

NOTED that County Councillor Duncton had not sent an apology.

District Councillor Lintill was thanked and congratulated by PTC for all her hard work in keeping the Sylvia Beaufoy car park free of charge. She explained that she had lobbied hard and that she has also managed to freeze the charges in the main car park for 2 years.

SDNP Local Plan – It was **NOTED** that Officers at CDC have responded to the consultation.

NHB was a success and she noted that PTC had been successful in their application.

NOTED that District Cllr Lintill will continue fighting for Petworth. She asked if members had any questions for her.

The Chairman said that he didn't have any questions but he wanted to inform everyone that the PWLB Loan had been accepted and that both Parks should be completed by Christmas. The NHB money will be put towards the Park at Hampers Common.

Cllr Hanauer wished it stated that Car Parks had not given PTC enough time to respond properly to the consultation. **NOTED** that Stephen Morely had alerted PTC regarding the matter in the first instance.

PSCO Paul Isaac was present at the meeting and was invited by the Chairman to give a report.

He announced that due to Local Government cuts, Midhurst and Petworth are now down to only 2 PCSO's instead of 2 PCSO's and 1 PC. All PC's will now be based in Chichester so there won't be a constant presence and the days of the 'local bobby on the beat' are long gone. It could possibly get to a level where there won't be any Police presence in Petworth at all.

Cllr Burden spoke of resilience within communities and the need for a cohesive and supportive approach to dealing with crime issues that arise within a rural community.

PCSO Paul Isaac reported on the most recent crime figures which had risen from 470 crimes to 500 this year. Burglary is down by 15% but violence against a person is up, along with fraud and forgery which last year saw no reports within the district whereas this year, there had been 17 cases. Driving offenses were also up.

89/15 Chairman's Report and other Announcements on matters requested

- Phone box Leconfield Hall – **NOTED** that the Clerk had discovered that the phone box had electricity but no dial tone. It was **NOTED** that PTC could adopt the box but could not retian it in working order. **ACTION:** The Clerk to contact BT and request to get it repaired.
- Winter maintenance – **ACTION:** The Clerk had circulated a draft Plan document and it was **NOTED** that a full proof process in the event of an emergency must be sought, along with a list of volunteers, to include RGN Nurses, those with chainsaw licenses, those with tractors or 4 x 4's etc. Further **NOTED** that Richard Chandler is still storing the salt bags.

Cllr Hanauer offered to push a gritter around key areas within the town.

Cllr Burden highlighted that a key area was the Health Centre car park.

ACTION: The Plan form part of the next agenda.

- Cluster – **NOTED** that the Clerk has received a number of positive responses from neighbouring Clerks with only one neighbouring Clerk getting her Chairman to respond stating that they did not see any need in clustering at this time.
- Road Signs – **NOTED** that Joel Sykes from Highways had sent through a number of photos. Further **NOTED** that PTC had agreed to adopt them at the last meeting and stated had that their retention was part of the heritage of the town.

ACTION: Cllr Hanauer to look at costings.

Cllr Hanauer made reference to a report from Norman Baker at the Dept of Transport on the 21st of December 2011. He also informed members that whilst undertaking his audit, he observed that on all the approaches into Petworth, the road signs are a shambles.

ACTION: Cllr Burden to make some enquiries through SDNP.

ACTION: PTC will add the upkeep of the finger posts to the budget for 2016/17.

- Farmers Market – Cllrs Peet and Kemp had met with Steve Oates from Economic Development at CDC who has said that he will help to resolve any issues that have been going on between PTC and CDC.

Cllr Sneller asked why he had not been invited into the working group. Cllr Kemp explained that no-one had been invited on the group as volunteers had been asked to stand forward at the last meeting.

Cllr Sneller went on to state that he believed that not enough consultation had taken place and that PTC were not communicating the views of the Parish. Cllr Kemp explained that this was not the case and that PTC had been acting as a liaison purely to improve the market. Cllr Peet stated that this was because the market was failing.

Cllr Pawsey proposed that PTC gets rid of any CDC involvement and runs the market itself. Cllr Peet explained that this could be an option and that he had already contacted companies who organise the Haslemere, Godalming and Petersfield markets to see how this could be done.

Cllr Kemp had met with CDC in an attempt to 'widen the criteria' of the market so as not to limit the stalls that could trade.

Cllr Kemp asked PTC for support in writing to Steve Oates to see if Economic Development would be able to assist in funding the market if PTC were to take it over.

Cllr Fynes suggested a Sunday market instead of a Saturday.

Cllr Burden proposed and Cllr Hanauer seconded the motion for the chairman, Cllr Kemp to contact Steve Oates. **RESOLVED**

- Road Consultant – **NOTED** that Cllr Evans had worked hard on the rewording of the contract between Allan Baxter and PTC.
It had been proposed by Cllr Kemp and seconded by Cllr Smith that upon satisfactory rewording of the agreement, PTC had agreed to instruct Allan Baxter as Petworth's Traffic Consultant. The agreement had been sent round to all members prior to the meeting.
NOTED that the Clerk had emailed the instruction and it had been accepted.
ACTION: PTC to call a meeting with Allan Baxter for as soon as possible.
AGREED that Julie Aguilar will draft a press release.
- Next year's Budget – **ACTION:** All members to email the Clerk with proposed Budget items for 2016/17 for the next meeting in November.
- Email addresses for Cllrs – **ACTION:** Cllr Peet will make a presentation at the next meeting.
- Skatepark – Cllr Peet reported that there had been an excellent response to the e-petition. Cllr Hanauer reported that Sarah Peyman from CDC was currently on annual leave but will return on the 2nd of November.

NOTED that the Cabinet will sit in December to make their final decision on the money reserved from the Leisure Fund.

Cllr Hanauer explained that a meeting was due to be held at the Sylvia Beaufoy on the 26th of October after which, a further update can be given.

- Playgrounds – the PWLB loans are complete and Eibe have confirmed a start date of the 7th of December. Greenspan have given a rough start date of the end of November.

As per Finance minute: F/97/15; Grants

AGREED that the signing off of the New Homes Bonus paperwork be **RECOMMENDED** to Council. Proposed by Cllr Evans and seconded by Cllr Sneller.

The NHB contract paperwork had been received and the contents of the Agreement were **NOTED**.

Due authority was given to the Clerk to sign the paperwork on behalf of PTC and return to Shona Turner at CDC.

Proposed by Cllr Burden and seconded by Cllr Evans. **RESOLVED**

ACTION: Cllr Kemp to deal with the clearance of the equipment at Hampers Green.

- Pathways, Bins & Roads – Deferred
- Grass Cutting – A working group consisting of Cllrs Kemp and South, Cllr South’s husband, Mike and ex-Cllr and allotment/grounds maintenance lead Mr John Robbins are due to meet next week to discuss the contract and proposed schedule of works. **NOTED** that Cllr South had walked with an Officer from the Rights of Way Team at WSCC around the Shimmings to look at safer and more accessible routes as well as better ways of maintaining the area.
- Flagpole – **ACTION:** The Clerk will deal.
- Cllrs opportunity to raise matters not already on this agenda – **NOTED** that Cllr Fox is yet to receive a positive response from County Councillor Duncton in asking for her assistance in gaining a grant for a new bus shelter. The matter is ongoing.

90/15 To confirm the minutes of the previous Council meetings

Minutes of the meeting held on 17 September 2015 were agreed as a true record

Proposed by Cllr Smith and seconded by Cllr Rogers.

RESOLVED

91/15 Matters Arising from previous minutes not already on this agenda

To include:

(a) Defibrillators & (b) Tap on the Leconfield – **NOTED** that these works will be completed on the 28th of October. Cllr Sneller is still waiting for the de-fib pads and will continue to chase.

ACTION: Cllr Hanauer to speak to the Petworth Society in order to raise the donation cheque for the works.

ACTION: Cllrs Kemp and Sneller to look into costings for a brass plaque to place on the box at the Leconfield Hall which will acknowledge the Martin Dallyn Fund, the Petworth Society, the Leconfield Estate and Petworth Town Council.

(c) Councillor’s opportunity to raise matters from the previous minutes not already on this agenda
None.

92/15 To receive Reports

(a1) Finance and General Purposes Committee:

Approval of payments & signing of cheques:

Naldrett	497.50	Rosemary Gdns/Hampers Com Contract
Leconfield Estate	97.54	Allotments Lease and Water
SSALC	144.00	Training
CDC	1,560.00	Office Rent & Service Charges
Khameleon	30.00	General Maintenance
SSE	260.05	Street Lighting
K.Bridle	636.00	Hanging Baskets - Watering
PKF Littlejohn	360.00	Audit Fee
Peter J Consultants	673.58	Audit Fee
Leconfield Estate	750.00	Allotments Lease and Water

CDC	390.00	Contingency	Lamp Post Signs
SSALC	315.00	Training	
Chris Kemp	29.34	Training	Expenses
Post Office Ltd	526.41	Clerk's Salary	Tax & NI
Julie Aguilar	138.00	Clerking shortfall in wages	NP

List of payments proposed by Cllr Pawsey and seconded by Cllr South.

RESOLVED

NOTED that under the Financial Regulations, a 'power to spend' on emergency repairs had been highlighted without the need to gain 3 quotes.

The lights in office were beyond repair leaving very few working.

It was proposed by Cllr Sneller and seconded by Cllr South that a quote for complete replacement at a cost of £722 be actioned as a matter of urgency. All in favour.

RESOLVED

**BALANCE SHEET AND
BANK RECONCILIATION**

Reserve at 1 April 2015 - not allocated		4,742
Reserve at 1 April 2015 - N'hood Plan		30,533
Reserve at 1 April 2015 - Allotments		1,408
Income to date		88,016
Less: Expenditure to date		-26,985
Less: Recoverable VAT		-8,902
Less: Neighbourhood Plan		-11,767
Plus: Neighbourhood Plan Grant		700
S106 receipt		1,049
S106 spend		-1,049
Balance at 30/09/2015		<u><u>77,745.90</u></u>
Nat West Current Account	17,743.91	
Nat West Deposit Account	60,001.99	
	<u><u>77,745.90</u></u>	

Bank Reconciliation proposed by Cllr Evans and seconded by Cllr Smith.

RESOLVED

Receipts **NOTED**

13/08/2015	60.00	Allotment Rents	
21/08/2015	360.50	Allotment Rents	
28/08/2015	1.02	Interest	
31/08/2015	70.22	Allotment Rents	Excess postage reimbursed
15/09/2015	20.00	Allotment Rents	

15/09/2015	134.40	Planters	Reimbursement
15/09/2015	42,925.00	Precept	
15/09/2015	2,000.00	Rosemary Gardens Maintenance	Donation

(a2) Minutes of the meeting held on 15 September 2015 were proposed to be adopted by Cllr Smith and seconded by Cllr Evans.

RESOLVED

(b) Traffic and Planning Committee Minutes of the meetings held on 4 and 20 August 2015 were proposed to be adopted en mass by Cllr Evans and seconded by Cllr Burden.

RESOLVED

Cllr Evans wished it **NOTED** that PTC had heard nothing further regarding the proposed development scheduled for the land at Rotherlea. He also spoke of the representation by South Downs Construction at the meeting held on 6 October which he thought had been very interesting. There is not currently an application in for this proposed development but when received, he will report back to Council.

(c) Neighbourhood Plan – Cllr Pawsey reported that the NPSG had set up various working groups to deal with specific areas of the Plan.

NOTED that the next meeting is scheduled for 22 October.

(d) Open Spaces Committee Minutes of the meeting held on 19 August 2015 were proposed to be adopted by Cllr Evans and seconded by Cllr Burden.

RESOLVED

Cllr Hanauer wished it **NOTED** that he will be chasing Bob Riley at CDC regarding the clearance schedule. He also wished to reiterate that Cllr Fox's communications with gaining support from WSCC through Petworth's County Cllr for a new bus shelter, had been unsuccessful.

Cllr South will be emptying the tubs on 31 October and asked members if they had any spare time, whether they would like to assist.

(e) Petworth Business Association – The next AGM will be held on 31 October.

(f) Petworth Pages – The PBA are having a few financial problems with regards to getting the advertising to cover the overheads of the Petworth Pages.

Cllr Sneller asked whether the Memorandum of Understanding had been completed. **NOTED** that the document will soon be finalised.

93/15 To consider other items at the Chairman's discretion

Cllr Sneller reported that the phone box questionnaire had been successful.

Cllr South wanted to hear the progress on the lampposts through SSE.

Cllr Fynes wanted an update on the War Memorial.

These items shall all be on the agenda for the next meeting.

94/15 EXCLUSION of THE PUBLIC

Cllr Smith proposed and Cllr Peet seconded that in accordance with the provisions of section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public has been excluded from the meeting by reason of the confidential nature of the business to be transacted. Information relating to the financial and/or business affairs of any particular person (including the authority holding that information).

The Clerk left the meeting

Employment and Office Structure

Meeting closed – 9.35pm

Signed.....
Chairman