

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL
HELD ON THURSDAY 16 APRIL 2015
IN THE TOWN COUNCIL OFFICE AT 7.30PM

Cllrs Present: Mr Chris Kemp (Chairman)

Mr David Burden

Dr Rosa Pawsey

Mr Roger Hanauer

Mr Tony Sneller

Mr Rawden Rogerson

Mr Alan Copus

Mr Neville Fox

Mr Richard Chandler

Mrs Juliet Fynes

Mrs Maggie South

In Attendance: Town Clerk, Mrs Rebecca Knifton

Members of the public x 2

West Sussex County Cllr Mrs Duncton

West Sussex Police: PCSO Paul Isaac & PC Paul Quinell

Apologies: Mr John Robbins

District Councillor Eileen Lintill

** This meeting was recorded by PTC

The Chairman opened the meeting and wished to vary the agenda to start with item 9.

26/15 Standing Orders and other compliance documents

The up-to-date Standing Orders had been circulated and were recommended for adoption by the Finance & General Purposes Committee at their meeting held on the 14th of April 2015.

It was **AGREED** that they will be reviewed every 6 months

Cllr Sneller wished to raise some further comments. Cllrs Copus proposed their adoption in their present form as it was imperative that compliant documents were in place for the internal audit.

The motion was Proposed by Cllr Hanauer and Seconded by Cllr South.

RESOLVED that the Standing Orders are adopted.

It was **NOTED** that the F&GP Committee had **AGREED** to put in a staffing committee but that this would be addressed at the Annual Meeting of Council.

It was **AGREED** that the adoption of the Terms of Reference for Open Spaces and Planning would fall under Chairman's Report.

27/15 Representations by the public

A representation was made by Mr Tom Moore. He stated that he was pleased that PTC were now recording Council meetings as he believed that errors and omissions had been made in previous minutes.

He raised the following comments:

Minutes: Mr Moore stated that the Council minutes from December and January had been passed in February and that the February minutes had been passed in March. He informed members that he had visited the Clerk at her place of work with Mr Allan and had demanded to see the signed copies there and then but they had not been available at that time. He wanted to confirm as to whether all minutes should be available for electors to see.

He further spoke of the minutes of the January and February Open Spaces Committee which had not been agreed in March. The Chairman spoke of Mr Allan and Mr Moore's continuing harassment at meetings which had resulted in some redrafting of this Committee's minutes. Mr Moore went on to complain that the next meeting of the Committee was scheduled for June and he wanted assurance that the minutes would be adopted by the existing Committee members before the election. The Chairman explained that the meeting in June was

the earliest date to adopt the minutes.

Allotments: Mr Moore stated that PTC's half yearly budget for allotment rents was £1250 and he wanted to know what the total value of invoices sent out to allotment holders in the 6 month period between 1.10.2014 and 31.3.2015 was and what the total actual rent received in the same period was.

Cllr Kemp explained that the remaining contracts would be sent out in the next couple of weeks. Mr Moore wanted to know who was responsible for the delay.

Cllr Kemp thanked Mr Moore for his representation and informed him that he had overrun his 3 minutes.

Mr Moore then threatened the Council and informed them that he would keep attending PTC's meetings until he felt happy that the inaccuracies had been dispelled. He further threatened the Council that he would only stop when he believed that things were being conducted properly.

28/15 Apologies for absence

Apology received from Cllrs Robbins

29/15 Declarations of interest

None.

30/15 District and County Councillors

District Cllr Eileen Lintill:

Apology received due to purdah

County Cllr Janet Duncton:

Cllr Duncton explained that she now has a new role as the Deputy to the Cabinet Member for Residents Services responsible for West Sussex Fire and Rescue. She had attending meetings at East Grinstead, Crawley and Heywood's Heath Fire Stations to see whether the new streamlining system was working well. It was noted that the Fire Service will now be focusing on prevention rather than reaction.

WSCC have passed a new resolution and have signed a covenant to help Service Personnel to help them get interviews and secure employment outside of the Armed Forces.

Fostering and Adoption: Cllr Duncton is continuing in her role with Children in Care.

Cllr Kemp asked again about the BT works in East Street and stated, as per the meeting in March, that there have been concerns about the reinstatement of the Highway as there are a number of trip hazards. BT have put in a new manhole cover but requested that they should reinstate to the previous standard.

County Cllr Duncton stated that there had not been any progress on this issue as yet.

NOTED that a representative for Highways would be attending the Petworth Vision meeting on Tuesday.

31/15 Chairman's Report and other Announcements on matters requested

- Phone line and Broadband – **NOTED**: On hold until after the election
- Elections – **NOTED** that PTC was due to have its first contested election since 1995 on the 7th of May.
The following nominations had been received:

Hugo af Petersens, David Burden, Alan Copus, Rob Evans, Neville Fox, Juliet Fynes, Roger Hanauer, Chris Kemp, Rosa Pawsey, Michael John Peet, Tony Rogers, Elizabeth Singleton, Carry Smith, Tony Sneller, Maggie South, Samantha Spriggs

The Chairman confirmed that the Observer had released an article and that the new Neighbourhood Planning Clerk was writing a press release. Cllr Sneller confirmed that he would put something on the Petworth Community website.

- Skatepark update – **Nothing to report**
- The Annual Town Meeting and the Annual Town Council Meeting – **NOTED** that these two meetings should be separated as they have very different functions. **AGREED** that for 2015, they will both be held on the same evening. The Annual Meeting of Electors or Annual Town Meeting will commence at 6pm and the Annual Meeting of the Town Council will follow at 7.30pm on the 21st of May. **NOTED** that this will give the Clerk time to send out the agenda compliantly.

ACTION: The Clerk to send out the invitations within the next few days.

ACTION: The Clerk to forward a copy of the advert to Cllr Sneller to upload on to the community website.

ACTION: Organisation of the event will be undertaken by a working party consisting of the following members – Cllr Kemp, Cllr South, Cllr Copus, the Clerk and catering will be organised by Fiona Kemp.

- HMRC: **NOTED** – Moved to agenda item 8
- Internal Audit and End of Year close down – **NOTED** that The Town Council's first ever Independent Internal Audit is scheduled for tomorrow, the 17th of April 2015.
- Allotments – **NOTED** that there had been a further 3 complaints regarding Plot 30a & b at Grove Lane. Cllr Kemp proposed that a letter should be written to the plothead giving them 14 days to bring the plot back into a decent state of cultivation. Seconded by Cllr South.
RESOLVED
- Leconfield Lease – **NOTED** that there had been no paperwork relating to the increase in PTC's lease. The Clerk had contacted the Estate to ask for a copy and it was **NOTED** that the previous Clerk had agreed the increase without it going through the Council. PTC are now bound by the increase and will have to honour the agreement.
- Terms of Reference for both Traffic and Planning and Open Spaces were proposed to be adopted by Cllr Kemp and seconded by Cllr Fox.
RESOLVED that both terms of reference are **ADOPTED**.
- Chairman's update on issues not included on this agenda – **NOTED** that the Chairman had circulated the 'Dog Poo' signs created by the two winners of the competition from Petworth Primary School. **AGREED** that PTC will purchase 5 of each design.
Proposed by Cllr South and Seconded by Cllr Hanauer.
RESOLVED

32/15 To confirm the minutes of the previous Council meeting

Cllr Sneller wished there to be clarity on the wording of the previous minutes of the 19th of March 2015 as it stated on the first page that the meeting had been recorded by PTC. Cllr Sneller believed that he had not been informed that this was the case. Cllr Kemp stated that although permission to record a meeting was no longer a requirement by law, members had been told at the start of the meeting that it would be recorded. Cllr Sneller agreed that he may have not heard.

Cllr Sneller wished to confirm that the Chairman's Statement did not convey the views of all members. Cllr Hanauer stated that he and many members of PTC had fully agreed with Cllr Kemp's Statement.

Proposed by Cllr Sneller and Seconded by Cllr Copus.

RECORDED MINUTE - It was **AGREED** that it should be stated that the Chairman's Statement made at the March meeting of Council had not represented all members of PTC.

Cllr Sneller also wished to raise a further comment regarding his decline to put his name to the TENS for the Christmas Event. He wished it **NOTED** that this was purely due to the event outgrowing the TENS process and that a special licence may have to be sought.

Cllr Fynes wished to complain over the wording of the minutes relating to the Petworth Pages.

Proposed by Cllr Copus and seconded by Cllr South that the minutes of the meeting held on the 19th of March 2015 were **AGREED** as a true record. **RESOLVED**

33/15 Matters Arising from previous minutes not already on this agenda

(a) Defibrillators – **NOTED** that Hampers Green Community Centre now has a defib. Further **NOTED** that PTC are still waiting for listed building consent for the Leconfield Hall.

Cllr South suggested that Cllr Sneller gives a report at the Annual Meeting.

ACTION: Cllr Sneller to organise further notices to go up around the town.

Training was discussed and Cllr Sneller to contact Malcolm Lake but he wished it noted that training was not needed.

Cllr Hanauer wished it **NOTED** that the Petworth Society were donating £500.

ACTION: Cllr Kemp to write to the Leconfield Hall.

(b) Tap on the Leconfield – Ongoing.

(c) Councillor's opportunity to raise matters from the previous minutes not already on this agenda - Cllr Fynes wished to complain again about the wording in the previous minutes with regard to there being a shortfall from the receipts for Petworth Pages in early 2014. Cllr Copus confirmed that the fact remains that there had been missing payments and that Cllr Fynes could not locate them.

Cllr Fynes further wished it **NOTED** that the email regarding the press release to the PBA had been proved to be sent. Cllr Kemp confirmed that at the time of the meeting there had been no evidence and therefore the minute stands.

Cllr Fynes wanted to know who had said that PTC were trustees of the Leconfield Hall. She is a trustee herself and was not aware that PTC were trustees as a public body.

Cllr Sneller requested a copy of the agreement between PTC and the PBA regarding Petworth Pages.

ACTION: Cllr Kemp to forward to Cllr Sneller.

34/15 To receive Reports

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

Invoices for approval

Leconfield	22.72	Hampers Green
Leconfield	750.00	Allotment Rental
Southern Water	48.48	Office Water
R Knifton	34.83	Expenses
Post Office Ltd (HMRC)	522.32	Clerk's Salary

R Knifton	1114.58	Clerk's Salary
J Aguilar	581.12	Neighbourhood Plan Clerk's Salary

Proposed by Cllr Copus and seconded by Cllr Sneller.
RESOLVED that the payments be made.

Grant Requests

The following grants were **AGREED**.

Proposed by Cllr Kemp and seconded by Cllr Fox.

RESOLVED

CAB	£200	
Samaritans	£100	
Victim Support	£100	
Petworth Festival	£750	
Community Garden	£400	<u>Total: £1,550</u>

HMRC – **AGREED** that the previous Clerk's underpaid and miscalculated tax would not be paid until HMRC have investigated the figures.

ACTION: The Clerk to chase the letter.

(a2) Minutes of the previous meeting

The minutes of the Finance & General Purposes Committee dated the 17th of March 2015 were **AGREED** as a true record.

Proposed by Cllr Copus and seconded by Cllr Pawsey.

RESOLVED

(b) Traffic and Planning Committee Minutes

Cllr Fox wished it **NOTED** that Planning Meetings should be held on Tuesdays.

Cllr Fox wished it **MINUTED** that he did not agree with Cllr Kemp not accepting his apology.

The minutes of the Planning Meeting dated the 12th of March were **AGREED** as a true record.

Proposed by Cllr Burden and seconded by Cllr Kemp.

RESOLVED

(c) Neighbourhood Plan – **NOTED** that the public consultations commence on the 13th/14th/ 15th of May at 3 locations, Hampers Common, the Leconfield Hall and Herbert Shiner.

NOTED that Royal Mail had messed up the door 2 door contract and therefore the consultation questionnaires will be hand delivered this weekend.

NP Clerk, Julie Aguilar is dealing with all press releases and is excelling in the role.

(d) Petworth Business Association – **NOTED** that the PBA have been heavily involved in Petworth Vision's 'Sense of Place'.

Cllr Fynes stated that she had not been informed.

(e) Petworth Pages – Cllr Kemp wished to thank Cllr Fynes for all her help and effort as editor for so many years. Cllr Fynes explained that she is making a clean break and retiring from Petworth Pages. The PBA wish for Petworth Pages to remain a community newsletter.

Cllr Fynes wished to reiterate that the email sent to the PBA had been sent out.

Cllr South suggested that PTC should have a new representative for the Petworth Pages.

35/15 To consider other items at the Chairman's discretion

Cllr Sneller asked if there could be more traffic issues at the planning meetings.

Cllr Sneller asked whether the OS Committee could have a budget.

Bollard Caps – matter ongoing.

Meeting closed – 9.26pm

Signed.....
Chairman