

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL
HELD ON THURSDAY 21 APRIL 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

29/16 Representations by the public
None

30/16 Apologies for absence

An apology was received from Cllr Spriggs due to illness. **NOTED** that Cllrs Peet and Pawsey would arrive late.

31/16 Declarations of interest

There was a Declaration of Pecuniary Interest from Cllr Rogers concerning Wisteria Cottage, Bartons Lane, Petworth and all members of Council declared a Personal Interest. Due to this, the Chairman decided to vary the agenda and discuss this planning application at the end of the meeting in order for Cllr Rogers to leave the room. There were no further 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**.

32/16 District and County Councillors

District Cllr Lintill:

District Cllr Lintill informed members of the recent CDC parking forum which looked at more effective ways for members of the public to pay for parking. Suggestions of paying by card or having touch payments were discussed, as well as an introduction of payments by phone.

NOTED that the All Parishes Meeting (APM) is to be held on the 19th of May which clashes with PTC's Annual Council Meeting. Cllr Lintill sent her apologies for the Annual Council Meeting and it was **NOTED** that there would be no PTC representative at the APM.

CDC are undertaking a purge on recycling rates.

Various local issues, including housing. In addition, with her 'Governor's Hat' on, she confirmed that the Nursery have interviewed and appointed a new company to take over its running. There is no set timescale yet as it depends on registration. Hopefully everything should be in place by September 2016.

In the absence of County Cllr Duncton, the Clerk read out her report as follows:

County Cllr Duncton:

I read through minutes and just one or two points to consider. I think it was the special meeting that Chris Kemp said something to the effect that he was not in favour of devolution Unitary authorities.

For clarity these are 2 separate things. We are certainly not looking at any form of Unitary authority. Only the UKIP party are trying to press for that.

Our bid for 3SC is Surrey Sussex (East and West) Counties putting a devolution bid together with the purpose of trying to get a lot more funds for infrastructure across the 3 Counties.

It has nothing to do with Unitary authorities we are not joining together and the project is being undertaken with not only the 3 Counties but all the Borough and District Councils in those Counties. Definitely not Unitary.

The Chairman revisited the previous minutes in order to clarify what County Cllr Duncton had said in her report.

It was **NOTED** that Cllr Duncton had confused the statement made by Nick Herbert MP in the meeting regarding Localsm with what she had said.

AGREED that no amendment to the minutes would be undertaken.

You may remember that we got another 12 million in round figures for a 2 year period. This is 6 million per year for 2 years.

We have passed an interim budget and one of the things included is another 2 million in year one and 3 million in year 2 for the pavements in the County. It's a lot of money but there is a lot of pavements and I will be pushing for Petworth's pavements to get their share of attention.

The other good news is an extra 500K for a renewed Operation Watershed.

The grants can be applied for as of the 1st April so if you have any requests I would get them in early as covering the whole of West Sussex 500K does not last that long.

There is also some highways money included for road markings.

33/16 Chairman's Report and other Announcements on matters requested

The Annual Town Meeting – Cllr South reported that the programme for the meeting has been put together. A list of the organisations was handed out along with a 'who's doing what' paper.

NOTED that organisations will be arriving from 6pm and there will be tables set up for displays. Cllr Peet is organising data.

ACTION: The Clerk to respond to the letter from Mrs Dibben which had been forwarded to PTC by the Petworth Society. The letter had sent heartfelt congratulations to those responsible for the maintenance of Horsham Road Cemetery.

Skills Register – Deferred

NP update – Cllr Pawsey was running late so the Chairman reported. The NP is gathering pace. **NOTED** that there will be WP meetings held on the 28th and 29th of the month. **NOTED** that the Group are closing in on proposals of plots of land.

Cllr Pawsey arrived at 7.52pm.

AGREED to ask the Traffic Consultant to investigate. A further brief to be given. The NP is a growing and organic thing which is moving in different directions. The NP have asked if PTC would fund a little extra work from the Traffic Consultant now there is a clearer view of site options as to the effect on town traffic once the new houses had been built

Skate Park: to include appointment of Contractor – Cllr Hanauer reported that the meeting with CDC Cabinet Member, Gillian Keegan was due to take place this coming Monday, the 25th of April. **NOTED** that by the Annual Meeting on Wednesday the 27th, an update will be able to be given.

Cllr Hanauer mentioned that one of the main objectors, the Sylvia Beaufoy YC, was purely in relation to liability concerns should there be an accident. **NOTED** that PTC had offered to close the Skate Park when the YC was open.

3 Contractors have now quoted and their quotes had been circulated to Members. The criteria in which to make a selection was value for money, suitability, optional extras and ultimately their co-operation to work in partnership with PTC to provide the best possible facility.

Cllr Petersens asked whether the youth had been consulted and it was confirmed that they have been consulted every step of the way. **AGREED** that further consultation will be undertaken and that whoever is appointed, they will work closely with the youth of the town.

ACTION: PTC will invite the youth to pass further comments and organise a liaising system to be undertaken with the contractors.

Cllr Fox requested the names of all 3 contractors. It was **AGREED** that until a decision can be made, the names of the contractors shall not be in the public domain.

Cllr Peet arrived at 8.10pm.

Cllr Hanauer voiced his thoughts on the 3 contractors and proposed that PTC should consider option 3 as the provider.

Cllr Fox proposed that PTC should follow the two stage tender process. The first stage would be to score the quotes on a matrix which would mean that all contractors would be on a level playing field. The second stage would be a negotiated tender.

It was **AGREED** that a panel of 4 or 5 Members should meet to score the quotes.

Proposed by Cllr South and seconded by Cllr Copus that a tender scoring group be set up, consisting of Cllrs Peet, South, Fox and Petersens with Cllr Hanauer heading up the group.

ACTION: The 5 Members of the tender scoring group to arrange an evening in the next few days to get together and score the tenders.

AGREED that when a decision is made, the Council will formally adopt the contractor at its next meeting.

Hampers Common Play Area – **NOTED** that the fencing had been taken down by the contractors.

ACTION: The Clerk to put up exclusion of liability notices relating to the flooring until remedial work can be completed.

Cllr Fox was nominated by Cllr Kemp and seconded by Cllr Hanauer to respond formally to the contractors.

ACTION: The Clerk to supply Cllr Fox with all documents and correspondence.

Car Parks – Cllr Kemp reported that the line repainting was due to take place over night on the 28th and 29th of April.

WSCC Highways – Cllr Kemp reported that the footpath outside NatWest and East Street generally was in a terrible state. Other highways areas in the town were also in poor condition.

ACTION: PTC to write to Joel Sykes at WSCC to say that the town are not impressed at the lack of maintenance. The Clerk to enquire into when they are planning to undertake their next site visit/survey.

ACTION: The Clerk to take a number of photos as evidence.

Winter Maintenance – Cllr Petersens reported that the WG have an initial draft plan. **AGREED** that this will be taken back to Open Spaces at the end of May.

Farmers Market – Cllrs Kemp, Peet, Smith and Evans have championed the revitalising of the Farmers Market. **NOTED** that Cllr Smith will be on ‘cone duty’. Cllr Peet has organised the signs. There had been 17 pitches allocated but a total of 19 stallholders have now confirmed. Careful rejigging of the pitches will take place. A team will be on hand from 6.30am.

NOTED that there will inevitably be some teething problems with this first Market but it will give the WG an opportunity to ‘iron out the creases’.

Street Lighting – Cllr Fox was congratulated for all his hard work in negotiating with WSCC to pay for the historic lighting.

ACTION: The Clerk to write to WSCC to accept their offer.

Electronic Payments Policy – the need to adopt an electronic payments policy was now an urgent compliance issue. The Clerk had circulated the policy to Members and it was **AGREED** that the document would be adopted in its current form with a review to take place in one month’s time.

Proposed by Cllr Peet and seconded by Cllr Petersens.

RESOLVED

Wisteria Cottage – Deferred to the end of the meeting.

Queen’s 90th Birthday – The quote for the commemorative disabled access gate had been received at a cost of £269 + VAT. The gate will measure 1.5m x 1.1m x 1.2m.

Proposed by Cllr Smith and seconded by Cllr Hanauer.

RESOLVED

Policing – Cllr Kemp reported that he had attended the recent North **East and West** Forum meeting where a presentation had been given by Chief Inspector Justin Burtenshaw. He had offered to come to Petworth and give a presentation at a public meeting.

Proposed by Cllr Singleton and seconded by Cllr Evans that PTC will arrange a meeting.

ACTION: The Clerk to organise.

34/16 To confirm the minutes of the previous Council meetings

The following minutes of the previous meetings to be adopted due to the PTC Cloud being unavailable:

JANUARY 14 2016

The minutes of the meeting were proposed by Cllr South and seconded by Cllr Hanauer as a true record.

RESOLVED

JANUARY 28 2016 (extraordinary meeting)

The minutes of the meeting were proposed by Cllr Evans and seconded by Cllr Rogers as a true record.

RESOLVED

FEBRUARY 18 2016

Bar an amendment to the listed date of the NP Consultation, the minutes of the meeting were proposed by Cllr Smith and seconded by Cllr Rogers as a true record. **RESOLVED**

MARCH 17 2016

The minutes of the meeting were proposed by Cllr Smith and seconded by Cllr Peet as a true record. **RESOLVED**

35/16 Matters Arising from previous minutes not already on this agenda

None

36/16 To receive Reports

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

End of Year Accounts –2015/16

The end of year accounts were presented by Cllr Copus as follows:

INCOME

	Annual Budget	Actual cash to date	Accruals b/f	Accruals c/f	Full year Outturn
Precept	81,800	81,800	0	0	81,800
Support Grant	4,051	4,051	0	0	4,051
Hampers Common Hire	200	100	0		100
Interest	20	20	0	0	20
Xmas Event	2,500	1,793	0	0	1,793
Petworth Pages to PBA		620	620	0	0
Petworth History		5		0	5
Allotment Rents	2,600	2,540	-793	143	1,889
Totals	91,171	89,689	-173	143	89,658

EXPENDITURE

	Annual Budget	Actual to date	% Spent	Accruals b/f	Accruals c/f	Full year outturn	Budget variance
Open Spaces							
Rosemary Gdns/Hampers Com Contract	6,000	6,468	108%	-498	913	6,883	-883
Rosemary Gardens Maintenance	1,500	716	48%	0	171	887	613
Hampers Common Maintenance	1,200	870	73%	0	171	1,041	159
Hampers Common Lease	300	346	115%	231	-242	335	-35
Xmas Event - General	1,300	1,968	151%	361	50	2,378	-1,078
Xmax Event - Lighting	1,000	17	2%	0	0	17	983
Hanging Baskets - Maintenance	800	1,003	125%	0	0	1,003	-203
Hanging Baskets - Watering	1,500	1,433	96%	0	0	1,433	67
Planters	100	398	398%	0	0	398	-298
General Maintenance	2,000	1,446	72%	0	1,138	2,584	-584
	15,700	14,663	93%	94	2,200	16,957	-1,257

Admin

Office Rent & Service Charges	6,700	7,514	112%	537	-635	7,416	-716
Clerk's Salary	20,000	20,785	104%	0	0	20,785	-785
Additional Clerk's hours	3,000	0	0%	0	0	0	3,000
Insurance	3,300	2,531	77%	327	-422	2,436	864
SALC/SLCC Subscriptions/Contracts	1,100	1,001	91%	0	0	1,001	99
Audit Fee	1,000	974	97%	0	0	974	26
Office Expenditure	1,000	1,779	178%	-40	60	1,799	-799
Expenses/Postage	400	197	49%	0	0	197	203
Comms/IT	500	978	196%	35	37	1,049	-549
Office Water	150	104	69%	-52	101	152	-2
	37,150	35,862	97%	807	-859	35,809	1,341

Misc

Grants Awarded	3,000	2,900	97%	0	0	2,900	100
CCTV	5,000	5,000	100%	3,750	-3,750	5,000	0
Street Lighting	2,400	1,637	68%	-975	980	1,641	759
Neighbourhood Planning	1,765	0	0%	0	0	0	1,765
Web Site	300	120	40%	0	0	120	180
Church clock	200	118	59%	-166	118	71	129
Local Election	2,000	1,837	92%	0	0	1,837	163
Repayment of £50k loan for playgrounds	6,000	0	0%	0	0	0	6,000
Repayment of £10k loan for skatepark	1,000	0	0%	0	0	0	1,000
Traffic & roads consultant	7,500	7,500	100%	0	0	7,500	0
War Memorial	2,000	0	0%	0	4,900	4,900	-2,900
Dog Bins	500	591	118%	0	600	1,191	-691
Training	2,000	1,331	67%	0	65	1,396	604
Contingency	2,000	-585	-29%	-75	1,460	801	1,199
	35,665	20,449	57%	2,534	4,374	27,357	8,308
Allotments Lease and Water	2,000	1,998	100%	604	122	2,723	-723
Allotments Maintenance	500	474	95%	0	0	474	26
	2,500	2,472	99%	604	122	3,198	-698
	91,015	73,446	81%	4,039	5,836	83,321	7,694

Neighbourhood Plan

	Approved	Actual spend		Financing		
	spend	2014/15	2015/16	Total		
NEXUS	34,667	7,619	9,784	17,403	Reserves 1/4/14	23,000
Clerking	4,800		8,771	8,771	Grants received	14,000
Traffic consultant	2,500			0	Future grant	7,000
Postage/envelopes	1,940			0	Budget 2014/15	2,000
Printing	1,600	148	861	1,009	Budget 2015/16	1,765
Hall hire	1,518		405	405		
stationery & website	740		349	349		
total	47,765	7,767	20,169	27,936		47,765

Invoices for approval

275.00	Rosemary Gardens Maintenance	Repair of benches and fencing
250.00	General Maintenance	Repair of steel bench on Jubilee Walk
40.00	Xmax Event - Lighting	Fabricate Christmas Light Bracket
25.99	Chairman's Allowance	Reimbursement for presentation
497.50	Rosemary Gdns/Hampers Com Contract	
45.88	Office Water	Water Bill
138.00	Clerking	Neighbourhood Plan - Backdated underpayment
11.23	Allotments Lease and Water	Water Bill
371.50	General Maintenance	Defib Cabinet
50.00	Contingency	Hire of Hall for Localism Meeting
120.00	Web Site	Annual Back-up
565.00	Rosemary Gdns/Hampers Com Contract	
30.00	General Maintenance	Bus Shelter Cleaning
142.00	Contingency	Farmers Market Flyers
282.35	Office Rent & Service Charges	Office Electricity
114.00	Rosemary Gardens Maintenance	ROSPA
114.00	Hampers Common Maintenance	ROSPA

Additional discussions took place as follows:

- **AGREED:** Reimbursement approval for Cllr Peet's expenditure for the Defib.
- **AGREED:** Cllr will be dealing with SSE and WSCC regarding the recent invoice for the unmetered supply as it should be lower than stated due to the new energy efficient lighting;
- **AGREED:** Payroll. Letters to inform NatWest of the changes to the Standing Orders to be sent to NatWest.
- HMRC RTI system, these were signed by the Finance Committee under delegated authority. A **RESOLUTION** was agreed to be passed by Council as these will be the fixed sums for 2016/17.

Proposed by Cllr Smith and seconded by Cllr Peet en mass.

RESOLVED

Receipts

Total receipts for April were **NOTED** as: **£586**

Bank reconciliation

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	89,689
Less: Expenditure to date	-73,446
Less: Recoverable VAT	-25,992
Less: Neighbourhood Plan	-20,169
Plus: Neighbourhood Plan Grant	4,700
S106 receipt	1,049
S106 spend	-1,049

PWLB loans		79,950
Playpark donations		3,300
New Homes Bonus		9,257
Playpark spend		-94,108
Balance at	31/03/2016	9,863.89

Playpark balance -1,601

	Balances at	31/03/2016
Nat West Current Account		9,593.93
Nat West Deposit Account		269.96
		9,863.89

Balances	31/03/2016
at	
Nat West Current Account	9,593.93
Nat West Deposit Account	269.96
<u>Total</u>	9,863.89

Bank Reconciliation - Proposed by Cllr Copus and seconded by Cllr Smith.

RESOLVED

(a2) Minutes of the previous meeting

The minutes of the meeting were proposed by Cllr Smith and seconded by Cllr South as a true record.

RESOLVED

(b) Highways, Traffic and Planning Committee

The minutes were adopted en mass and were proposed by Cllr Singleton and seconded by Cllr Hanauer as a true record.

RESOLVED

(c) Open Spaces

The minutes of the meeting were proposed by Cllr Smith and seconded by Cllr Peet as a true record.

RESOLVED

(d) Petworth Business Association – Nothing to report except in relation to the Petworth Pages.

(e) Petworth Pages – **NOTED** that since the PBA and PTC jointly run the Petworth Pages, there has been an unprecedented amount of positive feedback. Cllr Peet reported that at least 5 members have signed up to the Farmers Market purely from the advertising in the PP.

AGREED that PTC will take on the distribution cost and be reimbursed from the advertising, subject to confirmation that the total costs of the Petworth Pages is below the £5k VAT. Proposed by Cllr Rogers and seconded by Cllr Petersens.

RESOLVED

Cllr Rogers left the meeting.

Wisteria Cottage – the planning application was discussed and it was **AGREED** that PTC will recommend approval as long as the renovations remain in keeping and sympathy is given to the existing building. Proposed by Cllr Fox and seconded by Cllr Singleton.

RESOLVED

37/16 To consider other items at the Chairman's discretion

Cllr Burden requested that PTC continues to remain in contact with SSALC.

Meeting closed – 9.37pm

Signed.....
Chairman