

PETWORTH TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL HELD ON THURSDAY 16TH MAY 2013 IN THE HAMPERS GREEN COMMUNITY CENTRE AT 8.30 PM

PRESENT: Cllr K Lintill (Chairman), Cllr R Chandler,
Cllr N Fox, Cllr C Goldthorp, Cllr C Kemp,
Cllr R Pawsey, Cllr L Pearce, Cllr J Robbins,
Cllr A Sneller and Cllr B Walsh.

CLERK: Mrs J Huggett.

The Clerk took the chair for the election of the Chairman.

1. Apologies were received from Cllr D Burden, Cllr A Simmons and Cllr J Fynes.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. RESIGNATION OF CLLR G ALLAN AND CLLR C DUNCTON

The Chairman recorded the resignations of Cllr Allan and Cllr Duncton and reminded Councillors that there two vacancies to be filled.

4. ELECTION OF CHAIRMAN

Cllr Fox said he would like to propose Cllr Lintill as Chairman, his nomination was seconded by Cllr Pearce. There being no other nominations, and as Cllr Lintill was willing to stand again, on a vote he was unanimously elected.

Cllr Lintill took the chair, thanked Councillors for re-electing him and said he was looking forward to working with them again during the year.

5. ELECTION OF VICE-CHAIRMAN

The Chairman said he would like to propose Cllr Walsh as Vice-Chairman, his nomination was seconded by Cllr Goldthorp. Cllr Sneller said he would like to propose Cllr Kemp, his nomination was seconded by Cllr Robbins. Both were willing to stand. A secret ballot took place, Cllr Kemp was elected 6 votes to 4.

6. COMMITTEES AND REPRESENTATIVES

The Chairman referred to the current list of committees and representatives.

Finance and General Purposes

Cllr J Fynes, Cllr R Pawsey, Cllr A Simmons and Cllr B Walsh. The Chairman ex-officio.

Open Spaces Committee

Cllr R Chandler, Cllr L Pearce, Cllr J Robbins, Cllr A Simmons and Cllr A Sneller. The Chairman ex-officio.

Traffic and Planning

Cllr D Burden, Cllr N Fox, Cllr J Fynes, Cllr C Goldthorp, Cllr C Kemp and Cllr B Walsh. The Chairman ex-officio.

Leconfield Hall Representative

Cllr A Simmons.

North-East Forum Representatives

The Chairman and Cllr A Sneller. (Cllr Sneller to attend when possible)

County Local Committee

The Chairman.

Police Neighbourhood Forum

Cllr R Pawsey.

Petworth Business Association

Cllr C Kemp.

Neighbourhood Planning

Cllr D Burden, Mr D Cooper, Cllr N Fox, Cllr C Goldthorp, Mrs E Hodgkins, Cllr C Kemp, Cllr K Lintill, Cllr R Pawsey and Cllr B Walsh.

The Clerk said Cllr Fynes will continue on Finance and General Purposes and Traffic and Planning, and Cllr Simmons will continue on Finance and General Purposes, Open Spaces and as the representative for the Leconfield Hall.

All others agreed to continue, Cllr Kemp will join the Finance and General Purposes committee.

7. CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements to make.

8. MINUTES OF THE PREVIOUS MEETING

(a) The minutes of the meeting held on Thursday 21st March, having been circulated the previous month, it was proposed by Cllr Robbins, seconded by Cllr Sneller that they be passed and signed subject to the following amendment.

10. Website: Penultimate line, delete 'is only' and 'after prepared to' insert 'get the website set up'. Last line, delete 'manage the website'.

- (b) The minutes of the meeting held on Thursday 18th April, having been circulated, it was proposed by Cllr Chandler, seconded by Cllr Goldthorp that they be passed and signed.

9. MATTERS ARISING

- (a) Pedestrian Crossing in Church Street: The Clerk said she has been in contact with Mrs Baker and has asked for a meeting to discuss the crossing and the poor signage.
- (b) Phone Box in Grove Lane: The Clerk asked if she can purchase the Grove Lane phone box from BT. This was agreed.
- (c) Website: Cllr Pawsey said she had looked at various parish councils' websites and had obtained quotes from three companies. She had put these quotes to the F&GP committee at its meeting earlier this month, and Councillors had agreed to go ahead with 'parishcouncil.' which, at £250 for setting up and the design happens to be the cheapest. The company is based in Godalming and only contracts with Town and Parish Councils. The set up takes about a month, but the time is dependent on the council supplying the materials. The contract would not be signed by the council until the site is satisfactory to the council and is published. Equally the invoice would not be issued by parishcouncil.net until the site is published. She asked Councillors to e-mail her material to go on the website.

10. REPORTS

(a) **Finance and General Purposes Committee**

Minutes: Cllr Pawsey said a meeting had been held on Tuesday 7th May and she updated Councillors as follows.

Budget 2013/2014: It is proposed to update the budget at the next meeting. There are no Business Rates to pay this year, it is yet not known if a bye-election will be called and funding for an Assistant to the Clerk and the Jubilee Board are unaccounted for. There is still the possibility that the Council will be billed for the new signs at the Welldiggers. The Clerk said she has just heard this will be the case, but it is to the agreed budget.

Grants: Grants to the value of £2,292 had been given. Cllr Sneller said as he is a Trustee he must declare an interest in the £200 donation to the Citizens Advice Bureau.

Website: Covered under Item 9 (c).

Cllr Chandler proposed and Cllr Pearce seconded that the minutes be passed. This was carried unanimously.

End of Year Accounts 2013: Cllr Pawsey said the accounts had been previously circulated to all Councillors. It could be seen from the minutes of the meeting that she has been asked to bring them to this meeting for Councillors approval, together with the Annual Governance statement, which had also been circulated.

The carry forward figure is £25,585.21, better than Cllr Allan had predicted. She took Councillors through the various papers and asked that the accounts be duly approved, together with the contents of the Annual Governance Statement. This was proposed by Cllr Pearce, seconded by Cllr Robbins and unanimously agreed.

Internal Auditor: The Clerk said that many Councillors will have heard of the sudden sad death on Sunday of Mrs Judi Penfold, the Council's Internal Auditor. As well as being the Internal Auditor she had been her close friend for over 40 years. She audits the accounts quarterly and had carried out the audit on the first 9 months accounts. This left her with little time to find someone else and she had approached Mr Richard Smith, the Treasurer of the Community Association who, until last month, had also been the Treasurer for St Mary's church. He has said he will carry out the audit, she will let him see the other 9 months accounts, and she asked Councillors for their agreement to his appointment. This was unanimously given.

(b) **Open Spaces**

Cllr Chandler said that as the April meeting was brought forward the minutes were agreed at the last council meeting.

Hanging Baskets: Mr Dann and Mr Bridle have offered to put them up (the Council will have to pay him) on 24th/25th May. Some new fixings and brackets will be needed. It was agreed to go ahead, but the Clerk was asked to get an estimate of the cost. The brackets can be bought from Austens.

(c) **Traffic and Planning Committee**

Cllr Fox said the minutes of the previous meeting held on Thursday 28th March had now been amended, approved by the committee and circulated. He asked that they be adopted.

Cllr Chandler proposed and Cllr Sneller seconded that the minutes be passed. This was carried unanimously.

The last meeting had only been held on Tuesday so the minutes have not yet been circulated. It was mainly an inforamatory meeting, there was very little in the way of planning applications and he had nothing further to say.

(d) **Petworth Pages**

The Clerk read out a report from Cllr Fynes. She said all is in hand as far as possible for the next edition. Any submissions (including the Chairman's report) should reach her by the beginning of June.

(e) **Petworth Business Association**

As Cllr Kemp had left there was no report.

(f) **Neighbourhood Planning**

Cllr Fox said the group is making progress, surely but slowly. Last week a very constructive meeting had been held with Mr Triggs, the Planning Policy Manager for the SDNPA, and Mr Richings the Neighbourhood Planner. They

gave them some good pointers and are both very supportive. A meeting has now been arranged on 19th June with Mr Warder and Mr Homer from AirS. A Briefing Document has been set up and agreed as a working document, the next step will be to go public by arranging meetings with the Leconfield Estate, Business Association, Community Association, etc. Although managed by the Town Council, at present there are only two members of the public involved, others would be more than welcome. The whole process is likely to take 18 months to two years.

(g) **Clerk**

The Clerk reported on the following.

Jubilee Board: In her absence Cllr Fynes had asked her to say that the board is in the Leconfield Estate office and she has the artwork ready to insert. Her husband has spent days drawing a map and many buildings and he and her son, Nathan, took a day to design the layout. They are pleased with the result and hope the council will be too. Lord Egremont is unveiling it at 3.00 pm on Sunday 2nd June. The Clerk said has posters for anyone who can display one, she has arranged for the District Council to refurbish the finger post this week and asked if any one could speak to the Manager at the Nat West Bank and ask him to tidy up the garden. The Chairman said he will do so.

11. TO CONSIDER OTHER ITEMS AT THE CHAIRMAN'S DISCRETION

Retiring Councillors: Cllr Sneller asked that thanks be minuted to Cllr Allan and Cllr Dunton for all they had done during their time as Town Councillors, and also to Cllr Dunton for his work as County Councillor. This was unanimously agreed.

Horsham Road Chapel: Cllr Chandler said he is concerned about the safety aspect of the chapel. The tape surrounding it is broken and the Council could be liable if anyone is injured by falling masonry, etc. He will take a look at it.

There being no further business the meeting closed at 9.15 pm.