

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE TOWN COUNCIL HELD ON THURSDAY 21ST NOVEMBER 2013 IN THE TOWN COUNCIL OFFICE AT 7.30 PM

PRESENT: Cllr K Lintill (Chairman) Cllr D Burden, Cllr R Chandler,
Cllr A Copus, Cllr N Fox, Cllr J Fynes, Cllr E Hodgkins,
Cllr C Kemp, Cllr R Pawsey, Cllr A Sneller, Cllr B Walsh.

Cllr E Lintill (District Councillor)
Cllr J Duncton (County and District Councillor).

CLERK: Mrs J Huggett.

IN ATTENDANCE: Mrs H Cruikshank (Assistant Clerk)

The Chairman opened the meeting by introducing and welcoming Mrs Helen Cruikshank on her appointment as Assistant Clerk.

1. Apologies were received from Cllr C Goldthorp, Cllr J Robbins, Cllr J Shepherd and Cllr A Simmons.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. CHAIRMAN'S ANNOUNCEMENTS

Meeting Dates for 2014: The Chairman referred to the list that had been previously circulated. The Clerk had highlighted two dates she would like clarified, 17th April - Maundy Thursday, and 20th November - Fair Day. It was agreed to keep to 17th April but to move the November meeting to 27th.

4. MINUTES OF THE PREVIOUS MEETINGS

(a) The minutes of the Vision Petworth meeting held on Thursday 17th October, having been circulated, it was proposed by Cllr Walsh, seconded by Cllr Kemp, that they be passed and signed, subject to the following amendment.

Heading. Delete 'CLOSED MEETING OF' and insert 'PRESENTATION TO'.

(b) The minutes of the Council meeting held on Thursday 17th October, having been circulated, it was proposed by Cllr Walsh, seconded by Cllr Kemp, that they be passed and signed, subject to the following amendment.

10. To consider items at the Chairman's discretion. Paragraph 3. Horsham Road Chapel. Line 3. Delete 'Mr Riddell' and insert 'Mr Bird'.

- (c) The minutes of the Extraordinary Council meeting held on Wednesday 30th October, having been circulated, it was proposed by Cllr Walsh, seconded by Cllr Kemp that they be passed and signed.

5. POLICE/PCSO REPORTS

In PCSO Luxford's absence there was no report.

6. MATTERS ARISING

- (a) Vision Petworth 17th October
There were no matters arising.

- (b) Council meeting 17th October

- (i) Website: Cllr Pawsey said she did not have a great deal to say about the website, she thanked Councillors who had sent in their details, she hadn't yet received all Council meeting minutes from the Clerk. Several Councillors said they couldn't open the web page, Cllr Sneller said it could be sent by another web link. Cllr Pawsey said she now needs policy documents, links to planning applications and possibly bus timetables. The Clerk will need a new e-mail address, she has details of this. She also requires a list of Planning meetings. Cllr Fox said this is not possible, the committee only meet as and when necessary. Cllr Pawsey concluded by saying she is still hoping to get the website up and running by 1st January 2014.

- (ii) Horsham Road Chapel: The Chairman said he had spoken with Mr Robbie and the holding of money had been sorted out. Mr Sneller said he was deeply disappointed at the attitude of the Town Council to his request to hold the funds offered towards restoring the chapel. He has spent a lot of time and effort trying to reassure the Save the Chapel group, and others, that the Town Council do not wish to see the chapel demolished - but this decision has undermined his efforts. The actions have shown the council in a very poor light. A cover is being put on the roof to keep the water out.

- (iii) Rosemary Lane Development: Cllr Fox asked if the Clerk had received a response from the developers to the Council's suggestion that the name of the road be Courthouse Close. The Clerk said she hadn't. Cllr Fox asked her to follow this up.

(Clerk's Note: I've received confirmation that Courthouse Close has been accepted.)

- (c) Extraordinary meeting 30th October
There were no matters arising.

7. COUNTY AND DISTRICT COUNCILLORS

(a) **District Council**

Cllr E Lintill reported on the following.

Management Change: The new management structure has been agreed and she listed the names and their areas of responsibility. (See attached chart) Although they officially come into being in April 2014 they are working with the current management teams.

Grants: There is £40,000 jointly available from the District and County Councils to help local businesses recruit apprentices, build or develop existing websites, and for e-commerce to become more web friendly.

Vision Petworth: The business results have gone to the PBA but more work is needed on them. When this has been done there will be a public meeting.

Scrap Metal Dealers: To make theft more difficult greater powers have been granted to the District Council to refuse a trader or revoke his license.

Sussex Border Agency: The District Council, Police and other organisations have been carrying out spot checks on taxis at Gatwick Airport, checking on maintenance, etc.

Local Plan: The final draft of the Local Plan is out for consultation, after which the final plan will be agreed.

(b) **County Council**

Cllr Duncton reported on the following.

Planning: She has been at a planning meeting to-day from 9.00 am - 5.00 pm.

Oil Exploration: As County Councillor for Wisborough Green and Kirdford she is very much involved. The plans are out for consultation with the District Council and will go to County in the new year.

Children in Care: In her capacity as Safeguarding Champion for Children she has been visiting children's homes.

8. PUBLIC QUESTIONS

The Chairman said he and Mr Walsh had met with Mrs Baker and her Assistant Highways Manager, they have come up with some ideas □ PAGE *Arabic □3□ as to what can be done and will get back to the Council. He then invited Mr Morgan to speak.

Angel Street: Mr Morgan said it is now 7 years since he started campaigning for safety measures in Angel Street, 2 years ago he was told to 'watch this space', but still nothing has happened. The Chairman said he is confident that progress will now be made, the information should be with the Council in a fortnight. Mr Morgan asked to be kept in the loop, the Chairman said he will be. Mr Morgan said with the addition

of the double yellow lines in front of Angel Court and the success of the Angel Hotel the traffic situation has got worse, he has spoken with the SDNPA but they aren't interested. Cllr Sneller said the cars parked in front of Angel Court were causing an obstruction, and it was difficult to see round them. Mr Morgan said he has noticed that white dots have been put on broken paving stones, it is about time they are replaced. When he had complained to Highways about them they said they couldn't find anything similar, but he had told them where they could be obtained. Cllr Hodgkins asked if they were only looking at Angel Street, the Chairman said this included North Street. Cllr Sneller asked that he be involved when it came to looking at North Street. The Chairman said any decision will be taken by the full Council.

9. AMENDMENT TO STANDING ORDER 39

The Chairman read out Standing Order 39. 'Orders for the payment of money shall be authorised by resolution of the Council and signed by two members and the Clerk.'

Cllr Walsh said when applying for a bank account at Nat West they have picked up through Standing Order 39 that the Clerk should be a signatory and have asked her to fill in the necessary forms. As it is illegal for any Clerk to be a signatory he is proposing that the words 'and the Clerk' be deleted. Cllr Copus said he had produced alternative wording which he considers clearer, currently it appears that before any cheque is paid there has to be a resolution of the Council. Mr Walsh read out the proposal. Cllr Kemp said he thought the whole method of payment should be looked at, there is a possibility that with the current system funds could be misappropriated. Cllr Walsh considered this remark impugned the integrity of those councillors who signed the cheques. It was agreed that the Standing Orders would be looked at, Mrs Cruikshank will send Cllr Walsh a copy of the Financial Regulations, and these will be discussed by the Finance Committee. It was agreed that the amendment put forward by Cllr Copus be considered when the Standing Orders are discussed. Cllr Walsh said that as he had already asked for an amendment to Standing Order 39 he would like to propose that, to get the new bank account moving, the words 'and the Clerk' be deleted. This was seconded by the Chairman and, on a vote, unanimously agreed.

10. REPORTS

(a) **Finance and General Purposes**

Cllr Walsh said a meeting had been held on Tuesday 5th November, the minutes have been circulated, and he updated Councillors.

Current Financial Situation: This is on target, but with the work to be carried out on the wetpour surface in the play area, and Cllr Kemp's second Chairman's course, the Contingency Fund will be slightly over budget.

Grants: £200 has been given to the Purple Bus. Cllr Sneller's confirmation of grant funding for a container for the Community Association had been received by the Clerk after the meeting. However, on the agreement of the committee he had been granted £400.

Accounts: On the suggestion of Cllr Copus it is proposed to change the accounts format, he is only concerned at the way in which the accounts are presented each

month. There is no criticism of the way the Clerk has kept them. Cllr Walsh circulated sample copies and took Councillors through the changes.

Funding: Cllr Kemp has asked that a further £1,200 be added to the Christmas Events budget to buy the remainder of the LED lights needed. This has been agreed but next year the budget will be reduced by a similar amount. He asked Cllr Kemp if he will stay within the current budget, plus the additional £1,200. Cllr Kemp said he doesn't know the current expenditure. The Clerk said he has spent about £2,800 on new LED lights, she has paid Paul Bromley, the magician £180, and a small amount has been spent by Rod Tyler. Cllr Walsh said Cllr Kemp has also asked for a further £87.50, plus VAT, to go on a Chairman's course on 23rd November, he had already been on one in July and he asked him why it was necessary for him to go on a second one. Cllr Kemp said the July course was a seminar, this one is a training session.

Cllr Kemp proposed and Cllr Copus seconded that the minutes be passed. This was carried unanimously

(b) **Open Spaces**

Cllr Chandler said a meeting had been held on 31st October, the minutes have been circulated and he took Councillors through them, updating on the following.

Bus Shelter: The Clerk has spoken to the insurance company and the council is covered. She will be looking into a replacement. Cllr Fox asked if it has to be replaced like for like, there is some Section 106 money left and it might be worthwhile looking into this.

Hanging Baskets: Cllr Kemp suggested that when the Community Garden is asked about providing the hanging baskets they be asked to look at the brackets. The Chairman said the brackets are the council's responsibility. He will ask Cllr Robbins to find out if they are still interested in providing the hanging baskets and, if so, to obtain a quotation and time scale.

Cllr Walsh proposed and Cllr Hodgkins seconded that the minutes be passed. This was carried unanimously.

(c) **Traffic and Planning Committee**

Cllr Fox said a meeting had been held just prior to this meeting. There had been no controversial planning applications.

The minutes of the previous meeting on 15th October had been discussed at the last meeting, since circulated and agreed by the committee.

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

(d) **Petworth Pages**

Cllr Fynes said she would like copy for the January edition by the end of this month.

(e) **Petworth Business Association**

Cllr Kemp said there wasn't much to report, the new committee have met, Alex Rees from Rugs is the new Chairman. The Clerk has been asked to confirm that he will continue to represent the Town Council on the committee. The Chairman confirmed his appointment lasts until May 2014.

(f) **Neighbourhood Planning**

Cllr Fox said he has relinquished the Chairmanship to Mr Cooper, who will hold office on an interim basis until next February when Mrs Hodgkins will take over. The group approached three consultants for estimates, the Thame consultants didn't submit one, but presentations were given by AirS and Adams Integra. They all liked AirS, the presentation was very comprehensive and the service offered very positive with plenty of doing. The Adams Integra presentation was strong in direction, but short in doing. To get the ball rolling AirS will be preparing a grant application for £7,000 Locality funding Mrs Hodgkins said that on the 5th December representatives from the Leconfield Estate, Community Association, Business Association and PACT have been invited to attend.

(g) **Christmas Events**

Cllr Kemp said a meeting had been held on Tuesday to which Cllr Sneller had been invited to advise on the Event Management Plan. The day is well organised, the lights are all up, the trees will be delivered on 30th and will be dressed on 1st December. Cllr Sneller said stewards are required from 8.00 am - 9.00 pm, he circulated a list and asked for volunteers. Cllr Kemp said there will be choirs singing in Market Square all day, As well as Petworth Primary School, Plaistow Junior School will be taking part, and Graffham First School and Duncton Junior School are interested in singing next year. At 5.00 pm there will be a Lantern Procession from St Mary's church to Market Square.

(h) **Clerk**

Chichester District Council: As mentioned by Cllr E Lintill the Local Plan 2014 - 2029 Key Policies Pre-submission, is out for out for consultation. There is a copy in the office.

Southern Water: The draft Water Management Plan 2015 - 2040 is also out for consultation. There is a copy in the office.

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

Work: Cllr Kemp said he wished to inform Councillors that his current work contract has finished and he is now back in Petworth, so watch out.

War Memorial Refurbishment: Cllr Fynes asked if there is any progress on cleaning the War Memorial. Cllr Walsh said he is waiting to hear from the District Council's Conservation Officer.

Fireworks: Cllr Sneller thanked the Council for allowing the Community Association the use of Hampers Common for the fireworks display. It had been a good evening and they had made a profit.

Council Website: Cllr Sneller said when the council website is up and running there will be a clear link to it from the Petworth Community website, and postings can also be put on the Community Facebook page.

Lights: The Chairman said now the Fair is over the lights should be switched off. Cllr Kemp said it had been agreed at Tuesday's Christmas Events meeting that they should stay on.

There being no further business the meeting closed at 9.05 pm.