



Petworth Town Council

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THE ANNUAL MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 18TH JUNE 2020 AT 7PM VIA VIDEO CONFERENCING

MINUTES

PRESENT

Cllr E. Singleton (Chairwoman)	Cllr D. Burden (until 8pm)
Cllr A. Copus (Vice Chairman)	Cllr H. Desai
Cllr J. Thorpe	Cllr C. Sproson
Cllr J. Scallon	Cllr M. Peet
Cllr S. Atkins	Cllr C. Kemp
Cllr J. Fynes	Cllr C. Smith

Also present was Laura Smith (Town Clerk), Cllr J. Duncton (West Sussex County Council Leader), Cllr E. Lintill (Chichester District Council Leader) and Cllr A. Sutton (Chichester District Council Fittleworth Ward Representative).

Mr & Mrs Koster and Ms S Matson of Petworth Business Association were present during agenda item 6 (public participation).

85/20 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones should be turned off. She advised that Cllr Booth had resigned from the Council and that a Co-option policy would be presented to the next meeting.

86/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr N. Fox & Cllr P. Hewlett.

87/20 DECLARATIONS OF INTEREST

Councillors declared no disclosable pecuniary and non-pecuniary interests in any item of business on the agenda.

88/20 MINUTES OF LAST MEETING

Upon the proposal of Cllr Smith, seconded by Cllr Sproson, the minutes of the Annual Meeting of the Town Council held on 21st May 2020 were approved as an accurate record and signed as such by the Chairwoman.

89/20 MATTERS ARISING

There were no matters arising from the minutes of 21st May that were not covered elsewhere in the agenda.

90/20 PUBLIC PARTICIPATION SESSION

Mr & Mrs Koster of Ebenezer Chapel presented their concerns regarding the damage that has been caused to their property on a number of occasions by heavy goods vehicles that are attempting to travel along Park Road instead of using the lorry route. It was agreed that Cllr Scallon would involve Cllr Duncton and Mr & Mrs Koster at the upcoming meeting with Mr Chris Stark of West Sussex County Council, to discuss ways in which the potential for future incidents could be minimised.

Ms Matson of the Petworth Business Association presented her concerns regarding the temporary parking bay suspensions active in Market Square. It was unanimously agreed to request the lifting of the parking suspensions and the Chairwoman asked the Clerk to contact Chichester District Council to this effect.

91/20 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Cllr E Lintill reported that the District Council has continued to focus on supporting communities and businesses through the Coronavirus. She advised that although more shops are now open, High Streets across the District remain quiet. Cllr Lintill reported that given the financial challenges facing the District as a result of the pandemic, they will be forced to make some big decisions with regards to future services and priorities. Cllr Desai asked Cllr Lintill to follow up an email sent by the Clerk to Sarah J. Parker of Chichester District Council regarding the lack of tagging of Petworth Town Council and of Discover Petworth, in social media posts made by Chichester District Council. Cllr Lintill asked the Clerk to send further details to Cllr Sutton to follow up.

Cllr J Duncton reported that the County Council will be investing £15 million to remove pot holes and to improve road surfaces. She advised that they are developing pop up cycle routes across the County and informed the Council that the Queens Award for Voluntary Services have been awarded to residents in West Sussex. Cllr Duncton thanked Councillors for their support with the small event held in Market Square to recognise Sussex Day on the 16th June.

92/20 ANNUAL INTERNAL AUDIT REPORT

Council received and noted the annual internal audit report. Cllr Copus reported that no recommendations had been made by the Auditor and thanked the Clerk for her efforts in preparing the audit.

93/20 ANNUAL GOVERNANCE STATEMENT 2019/20

Members considered the Annual Governance Statement 2019/20 and agreed that the answers to the questions posed by the statement were all affirmative. The Annual Government Statement 2019/20 was agreed by the Council.

94/20 ACCOUNTING STATEMENTS 2019/20

Cllr Copus presented the Statement of Accounts 2019/20 which was received and agreed by the Council.

95/20 FINANCE AND GENERAL PURPOSES COMMITTEE

Cllr Copus reported that due to the clean end of year internal audit report, there was little that required discussion at the Finance & General Purposes committee meeting held on 16th June 2020. He advised that the Council is currently spending more than the budgeted run rate due to the Coronavirus hence continual monitoring of the accounts will be required.

96/20 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE

Cllr Atkins reported that there is still a good volume of planning applications coming to the committee for consultation, despite the Coronavirus pandemic. He advised that there are no major applications in the system and that the South Downs National Park Authority now has a protocol for consulting Parishes with Neighbourhood Development Plans on pre application advice requests. Cllr Atkins reported that the outcome of the Town Council's planning application for the installation of cricket nets in the Sports Ground is expected within 2 weeks and that the application to improve the surface in Trumps Alley has been supported by the Historic Buildings Officer.

97/20 OPEN SPACES COMMITTEE

Cllr Peet reported that it has been business as usual for the Open Spaces committee over recent months. He advised that a member of the public has made some suggestions for the pricing structure of the Council's allotments, that the mole draining of Hampers Common has been deferred until September due to ground conditions and that there is much work planting & horticulture taking place at present. Cllr Peet reported that a skip has recently been hired to help with a clear up at Station Road allotments and that HJS Ground Services have assisted with improving the condition of the Town Council's allotment. He advised that the BT Phone Box project is ongoing and that discussions regarding further recreational sports opportunities at the Sports Ground continue. Cllr Peet reported that the June Farmers Market will take place in the Car Park to better enable social distancing and he asked Cllr Desai to organise 2 banners to signpost visitors to the car park.

98/20 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – Cllr Desai advised that the PBA has been supporting shops with their re-opening and that they were appreciative of the £1,000 donated by the Town Council at the last meeting.
- b) **Traffic Calming working group** – Cllr Scallon reported that the speed indicator device is currently installed at Hampers Green having been at North Street and Angel Street in recent weeks. He requested Cllrs assistance in moving the device from Hampers to the next location, over the coming days. Cllr Scallon advised that he is due to have a video meeting with Chris Stark of WSCC Highways in the near future and that he has recently attended meetings focused on noise and anti social behaviour caused by motor bikes, co-ordinated by Cllr Alan Sutton and by the Police. Cllr Scallon advised that the outcomes from these meetings have previously been circulated to all Cllrs via email. Cllr Kemp asked Cllr Scallon to request an update from WSCC with regards to the planned pelican crossing adjacent to the Sylvia Beaufoy Centre.
- c) **Petworth Sports** – Cllr Thorpe reported that feedback has been received from the various Heads of Department at the Sports Ground with comments received as expected. Cllr Peet advised that the opportunities for providing more recreational sports at the Sports Ground will be presented to the Open Spaces committee in due course.
- d) **Petworth Visitors** – Cllr Singleton reported that she is setting up meetings with key partners across the Town which will focus on ensuring the regeneration of the Town post Coronavirus. The Clerk advised that the Town Council has been asked to have a representative of a High Street Recovery Working Group which is being co-ordinated by Chichester District Council. Cllr Singleton asked the Clerk to circulate further details to Cllrs and asked Cllrs to advise the Clerk if they would like to be the Council's representative on the group.
- e) **New Premises** – The Clerk advised that Chichester District Council have made the Council aware that there may be a ground floor unit at the Old Bakery available in the near future however they are unable to confirm which unit at this stage, given that negotiations are ongoing.
- f) **Community Hub** – The Clerk advised that a meeting involving Cllrs Singleton & Desai, Ms Samantha Moore of Petworth Vision, Jo Truscott (Volunteer), Ms Hafiza Bhabha (Petworth Surgery) and Mr Anthony Curl (Lloyds Chemist) to review the Helpdesk project, took place earlier in the day. She reported that there is a desire from all parties to continue the Helpdesk for the long term and that it is likely the Helpdesk will organically transition in to a Community Hub should there be support from the Council to continue. Cllr Singleton asked the Clerk to co-ordinate a meeting of the Community Hub to explore this further.
- g) **Planting & Horticulture** – The Clerk advised that hanging baskets and troughs will be planted and sited across the Town from early July. She reported that Cllr Hewlett would like to organise Town "clear up" days on 4th & 5th July and she advised that once start & finish times have been received from Cllr Hewlett, she and Cllr Desai will be able to request volunteers' support through our database, website and social media. The Clerk advised that she has asked Cllr Hewlett to have a walk round with Mr John Bridle to ensure he is clear of watering requirements over the

summer and that once this has taken place, the Clerk will confirm the requirements in writing with Mr Bridle.

- h) **Infrastructure Business Plan** – Cllr Atkins reported that he has circulated a draft agenda to Cllrs and that he will organise a first meeting of the working group in the near future.

99/20 PLANTING & HORTICULTURE WORKING GROUP MEMBERSHIP

Cllr Singleton advised that following Cllr Scallon’s resignation from the Planting & Horticulture Working Group, another Cllr was required to join the group. Cllr Thorpe agreed to join the working group.

100/20 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

The agenda item was deferred to the next Full Council meeting.

101/20 NEXT FULL COUNCIL MEETING (Information Only)

The next Full Council meeting will be held on Thursday 16th July.

Meeting closed 8.52pm.

Signed
Chairman

Date.....