



Petworth Town Council

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A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 18TH FEBRUARY 2021 AT 7PM VIA VIDEO CONFERENCING

MINUTES

PRESENT

Cllr E. Singleton (Chairman)	Cllr P. Hewlett
Cllr A. Copus (Vice Chairman)	Cllr H. Desai
Cllr J. Thorpe	Cllr C. Sproson
Cllr D. Burden	Cllr M. Peet
Cllr S. Atkins	Cllr C. Kemp
Cllr N. Fox	Cllr J. Fynes

Also present was Laura Smith (Town Clerk), Cllr E. Lintill (Chichester District Council Leader), Cllr J. Duncton (West Sussex County Council Chairman) and Cllr A. Sutton (Chichester District Councillor) for agenda item 7, and four additional members of the public.

19/21 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested mobile phones are turned off, she asked those present to ensure their microphones are muted when they are not speaking, and she requested they use the hands up feature should they wish to speak.

20/21 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Scallon.

21/21 DECLARATIONS OF INTEREST

Cllr Atkins advised that his employer may have worked with the employer of one of the candidates to be considered for co-option to the Council during agenda item 8.

22/21 MINUTES OF LAST MEETING

Upon the proposal of Cllr Peet, seconded by Cllr Atkins, the minutes of the Full Council meeting held on 21st January 2021 were approved as an accurate record and signed as such by the Chairman.

23/21 MATTERS ARISING

There were no matters arising from the minutes of 21st January 2021 that were not covered elsewhere in the agenda.

24/21 PUBLIC PARTICIPATION SESSION

Mr A Carrington, Chairman of Petworth Park Sports, advised the Council that he had prepared a resolution for the Council to consider which was based on 3 separate conversations he has had with individual Councillors. He advised that the proposal, which he asked the Clerk to circulate, would result in him stepping aside from the position of Chairman of Petworth Park Sports. The Chairman thanked Mr Carrington for his statement and advised that his submission would be considered by Councillors at the Open Spaces committee meeting on Wednesday 3rd March 2021.

25/21 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Cllr J Duncton reported that she had submitted a written report which the Clerk had circulated to Councillors via email. Cllr Atkins asked Cllr Duncton what the County Council's plan was for the land adjacent to Petworth Primary School, advising that the Town Council had recently enquired about procuring the land to site projects detailed in the town's Infrastructure Business Plan. Cllr Duncton reported that she had spoken to the County Council's property department about the land and that they advised it could not be used for sports, leisure or recreational facilities at present. Cllr Duncton advised that she would send the written response received from the property department to the Clerk for circulation to the Town Council.

Cllr E Lintill reported that the District Council would consider the 2021/2022 budget at their Full Council meeting at the beginning of March 2021. She advised that the District Council's proportion of council tax on an average band D property will increase by £5 per year. She reported that the District Council is undertaking a lot of work on the review of the Local Plan, they are supporting the NHS with their communications regarding the roll out of the COVID-19 vaccinations across the District and she was pleased to report that the new vaccination centre at the Westgate Centre in Chichester had opened. Cllr Lintill advised that the census is taking place on 21st March 2021, that the District is working closely with Hyde who are undertaking an asset review and that the District Council is one of five local authorities that have been selected to take part in a pilot tree planting project. She reported that she has encouraged the Sylvia Beaufoy Centre to contact the Officer responsible for the tree planting project given their recent interest in planting trees in Petworth. Cllr Lintill advised that the elections are scheduled to take place in May and that at present, the law does not allow remote meetings to continue past May 2021. Cllr Kemp asked the Clerk to enquire about booking the Leconfield Hall for the Town Council's meetings from May 2021 onwards.

26/21 TO CONSIDER, AND IF SO RESOLVED, TO APPROVE THE APPOINTMENT OF COUNCILLORS BY CO-OPTION

The three candidates were introduced by the Chairman. She advised that all members had received a copy of each candidate's application form prior to the meeting. She requested each candidate introduce themselves and inform the Council what they would bring to the role of Councillor. Each candidate gave a short speech following which there was a private ballot. James Law and Suzanne Frossard were co-opted on to the Council. The Chairman congratulated James & Suzanne and thanked the unsuccessful candidate for his interest in becoming a Councillor. She advised James & Suzanne that the Clerk would be in touch to complete the necessary paperwork.

27/21 FINANCE AND GENERAL PURPOSES COMMITTEE

Upon the proposal of Cllr Copus, seconded by Cllr Kemp, the minutes of the F&GP Committee meetings held on 19th January 2021 were accepted.

Cllr Copus reported that with expenditure reducing in recent months, the run rate was in line with the calendarized budget even allowing for Coronavirus costs. He advised that the Council is likely to have a surplus of around £15,000 at the end of the financial year with the increase since last month's forecast due to the receipt of Section 106 funds to deliver numerous projects across the Town. Cllr Copus reported that at the February 2021 Finance & General Purposes Committee meeting, the committee considered a grant application received from Petworth Football Club to cover 50% of the costs of a set of goals for a junior team and they also considered a grant application received from the Leconfield Hall to go towards the costs of the upstairs lighting scheme. He advised that should both grant applications be awarded, the Council would be £13 over budget for grants at the end of the financial year however he reminded Councillors that the Council is forecasting a surplus overall.

Under the proposal of Cllr Copus, seconded by Cllr Fox, it was unanimously resolved to grant £650 to Petworth Football Club and £2,000 to the Leconfield Hall. Cllr Copus reported that at recent Open Spaces committee meetings, it was resolved to recommend Full Council approve the installation of a water supply and standpipe at Rosemary Gardens and the purchase of 17 troughs and planters. Under the proposal of Cllr Copus, seconded by Cllr Peet it was unanimously resolved to install the water supply and standpipe at Rosemary Gardens at a cost of £2,800 and to purchase 17 troughs and planters at a cost of £1,200.76. Cllr Hewlett thanked Cllr Sproson for the many hours of hard work she had

put in to the water supply & standpipe project, advising Council that it is thanks to Cllr Sproson's thorough research and determination that this project has been achieved.

28/21 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE

Upon the proposal of Cllr Atkins, seconded by Cllr Sproson, the minutes of the Highways, Traffic & Planning Committee meeting held on 13th January 2021 were accepted.

Cllr Atkins reported that there were no major applications to update on and advised that the number of applications in the system remains low in comparison to previous years.

29/21 OPEN SPACES COMMITTEE

Upon the proposal of Cllr Peet, seconded by Cllr Kemp, the minutes of the Open Spaces Committee meeting held on 6th January 2021 were accepted.

Cllr Peet reported that there is little to report due to the time of year. He advised that the committee reviews whether to retain the fencing around the towers at Hampers Common play area at each month's meeting. He reported that additional signage has been erected at the play areas to encourage social distancing. Cllr Desai reported a potential issue with the taps at Station Road allotment and Cllr Peet advised that he would investigate further,

30/21 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – Cllr Desai reported that many businesses in the Town are closed due to the lockdown and that the next PBA networking meeting is on Wednesday 24th February.
- b) **Traffic Calming working group** – In the absence of Cllr Scallon, there was no update.
- c) **Petworth Visitors** – Cllr Singleton reported that she is building partnerships with the Petworth Society, the National Trust and the Leconfield Estate so we should be in a good position to encourage visitors to Petworth when government guidelines allow.
- d) **New Premises** – There was no update.
- e) **Community Hub** – There was no update.
- f) **Planting & Horticulture** – Cllr Hewlett reported that the planting and horticulture team await the upcoming announcement from the Prime Minister before future plans for planting can be confirmed. She advised that the plants and bulbs around the town have survived the weather and that daffodils will begin to flower soon. She reported that the planter located outside Austens, which had been damaged by a driver, had been removed. Cllr Hewlett asked the Chairman to send the driver's details to the Clerk so an invoice covering the replacement costs can be issued. She reported that the paperwork for the Town's In Bloom submission was being developed and that she will liaise with the Sylvia Beaufoy Centre regarding the planting and watering of Rosemary Gardens. She advised that the South Downs National Park Authority are inviting applications from parishes to participate in a "cut and collect" road verge cutting trial and she encouraged Councillors to let her know of any areas that could be considered. Cllr Hewlett reported that the flower bed in Rosemary Gardens continues to be damaged by people walking across it and advised that she would seek a quote to fence off the flower bed. Cllr Hewlett thanked Cllr Sproson for her significant efforts in developing the water supply and standpipe project and advised that it will be a great help to the summer watering programme.
- g) **Infrastructure Business Plan** – Cllr Atkins reported that the Infrastructure Business Plan had been submitted to the South Downs National Park Authority and that 12 replies to the online survey had been received. He advised that 50% of the survey respondents prioritised traffic issues the highest. Cllr Atkins reported that a review of the Infrastructure Business Plan would take place in May / June with an update to Council given in July.

- h) **Farmers Market** – Cllr Peet reported that the banners promoting the Farmers Market had been put up around the town however they should not have been put up until the following week. The Clerk advised that she would liaise with the Farmers Market Manager to ensure they are taken down and put up again during the week commencing 22nd February 2021.

31/21 NEXT FULL COUNCIL MEETING (Information Only)

The next Full Council meeting will be held on Thursday 18th March 2021.

Meeting closed 7.57pm.

Signed (Chairman) Date.....