



# Petworth Town Council

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**A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 19<sup>TH</sup>  
MARCH 2020 AT 7.30PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD  
BAKERY, GOLDEN SQUARE, PETWORTH**

## MINUTES

### PRESENT

Cllr C. Kemp  
Cllr A. Copus  
Cllr J. Thorpe

Cllr E. Singleton  
Cllr H. Desai

Also present was Laura Smith (Town Clerk) & CDC Cllr E. Lintill (for agenda item 7).

There were no members of the public present.

### 33/20 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones should be turned off and pointed out the fire escape route. He also asked those present to keep at least 2 metres apart, following Government guidelines.

### 34/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr S. Atkins, Cllr D. Burden, Cllr N. Fox, Cllr J. Fynes, Cllr C. Sproson, Cllr R. Booth, Cllr M. Peet, Cllr J. Scallon, Cllr C. Smith, Cllr P. Hewlett & WSCC Cllr J. Dunton. Apologies were also received from John Galvin, Head Teacher of Petworth Primary School, who decided against presenting to Council in light of the Coronavirus pandemic.

### 35/20 DECLARATIONS OF INTEREST

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

### 36/20 MINUTES OF LAST MEETING

Upon the proposal of Cllr Kemp, seconded by Cllr Copus, the minutes of the Meeting of the Town Council held on 20<sup>th</sup> February 2020 were approved as an accurate record and signed as such by the Chairman.

### 37/20 MATTERS ARISING

There were no matters arising from the minutes of 20<sup>th</sup> February that were not covered elsewhere in the agenda.

### 38/20 PUBLIC PARTICIPATION SESSION

There was no adjournment of the meeting for public questions.

### **39/20 REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

Chichester District Councillor Eileen Lintill provided the following report for the meeting:

Given the current pandemic, CDC is currently reviewing their essential and non essential services in order to direct resources to the services which will most benefit communities and individuals across the District. Upcoming elections have been cancelled and numerous facilities have been closed with staff being redeployed to other areas. It is anticipated that there will be a major financial impact on CDC due to the pandemic. Some staff are being redeployed to assist Stonepillow; a Charity which provides support for vulnerable and homeless people across the County. WSCC are in the process of setting up hubs to ensure those in most need are supported through the pandemic. Cllr Lintill suggested PTC collaborate with the hub to ensure local services are delivered in a co-ordinated way. She reported that Hyde Housing have donated £2,000 to the Sylvia Beaufoy Centre to supply food to residents in Hyde accommodation. She advised businesses to visit CDC website's in order to be signposted to the various support provided by Government.

### **40/20 NOMINATED REPRESENTATIVE TO THE NORTHCHAPEL, PETWORTH & TILLINGTON ALMSHOUSE CHARITY**

It was unanimously agreed that the Clerk would write to Charles Granland, Associate Director at Savills, to advise that as no other nominations have been forthcoming for consideration, the Town Council agrees to nominate Janet Duncton as their representative to the Charity.

### **41/20 DELEGATION OF COUNCIL DECISIONS**

It was agreed that the Clerk update the Council's Scheme of Delegation to enable the ongoing operation of the Town Council during emergency periods when Council and committee meetings are cancelled. Cllr Kemp requested the Clerk update the Scheme of Delegation to ensure that all financial and operation matters of the Council are able to continue subject to consultation with relevant Councillors. Under the proposal of Cllr Kemp, seconded by Cllr Thorpe, it was unanimously agreed that all Council and committee meetings be suspended with immediate effect to ensure the Council adheres to Government guidelines in response to the current Coronavirus pandemic. It was unanimously agreed that meetings will reconvene at an appropriate time in the future or upon legislation being passes which will enable the Council to meet through video conferencing.

### **42/20 FINANCE AND GENERAL PURPOSES COMMITTEE**

Upon the proposal of Cllr Copus, seconded by Cllr Kemp, the minutes of the F&GP Committee meeting held on 18<sup>th</sup> February 2020 were accepted.

Cllr Copus reported that we are now operating at slightly below the run rate for this time of year and that there is likely to be a surplus of approximately £12,000 at the end of the 2019/20 financial year.

Cllr Copus reported that at the F&GP Committee meeting on the 17<sup>th</sup> March, the committee considered proposed expenditure of circa £7,000 to produce an app which it was suggested would benefit Petworth's residents and business community. Cllr Desai provided Council with further details of the app and it was agreed that given the challenges currently faced within the community, the purchase of the app should be put on hold and reviewed at a later date.

Cllr Copus reported that the F&GP committee recommend Council adopt necessary financial procedure in light of the immediate suspension of Council meetings. Under the proposal of Cllr Copus, seconded by Cllr Singleton, Council unanimously approved that during the current emergency period, if we are prevented from holding meetings or if a meeting is not quorate, the F&GP Chair will decide which payments to make and make them using the Council's Internet Banking facility. If any cheque payments are required then they will have to await until normality returns. Payments made during the Emergency will be reported to F&GP at the earliest opportunity. Any non-budgeted or Grant payments will need to be informally approved by Councillors via email.

Cllr Copus advised that the new financial software which will enable the Clerk to raise invoices will be installed before the end of March 2020. He asked the Clerk to explore potential card payment facilities to enable the upcoming allotment payments to be made without the requirement of handling

cash and cheques. Cllr Thorpe suggested the Clerk look into an app called Izettle for this purpose.

#### **43/20 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE**

Upon the proposal of Cllr Copus, seconded by Cllr Thorpe, the minutes of the meeting of the Highways, Traffic and Planning Committee held on the 12<sup>th</sup> February 2020 were accepted.

Cllr Kemp reported that he and the Clerk had recently attended a CIL workshop delivered by colleagues at Chichester District Council where they provided an update on the new internet based platform which will enable Town & Parish Councils to better track the payments they can expect to receive. Cllr Kemp advised that he was made aware that the South Downs National Park Authority have a similar online platform which will help Council track future payments.

#### **44/20 OPEN SPACES COMMITTEE**

Upon the proposal of Cllr Copus, seconded by Cllr Kemp, the minutes of the Open Spaces Committee meeting held on 5<sup>th</sup> February 2020 were accepted.

Cllr Kemp reported that a working party has been clearing up the allotments at Station Road following which the Open Spaces committee will work towards dividing some of the empty plots into more manageable sizes. He advised that the Open Spaces committee is also looking to have a similar clear up at Grove Street allotments following a report of rats at the site. He reported that new chains are to be fitted to the swings at Hampers Common play area, that the Planting & Horticulture working group is now in place and that due to other priorities, no further progress has been made with regards to the proposed youth shelter at Hampers Common.

#### **45/20 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS**

- a) **Petworth Business Association (PBA)** – Cllr Kemp advised that work has begun to produce the new Town Map.
- b) **Traffic Calming working group** – Cllr Kemp reported that the new speed signs have been installed and that the Midhurst & Petworth Observer will be including an article about the signs in their next edition.
- c) **Petworth Sports** – Cllr Kemp advised that the National Trust have agreed to provide a 10-year lease which will enable the Cricket Club to install the required nets. He advised that the pressure for a 25-year lease will be maintained in order to access funding to improve the facilities at the Sports Ground. Cllr Thorpe reported that all football has been cancelled due to the Coronavirus pandemic and that it is unsure when the cricket season will begin.
- d) **Petworth Visitors** – Cllr Kemp sought Cllrs views on whether the Farmers Market scheduled for Saturday 28<sup>th</sup> March should go ahead. After discussion, it was agreed that the outdoor market would take place but that the indoor market, in the Leconfield Hall, would be cancelled. The Clerk advised that the road closures for the Markets taking place in March, April, May and June have been revoked by West Sussex County Council. Cllr Copus reported that at a recent meeting of the Farmers Market working group, it was recommended that Leesa Barrett (Farmers Market Co-ordinator) be paid £70 per month. Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously agreed that Leesa Barrett be paid £70 per month backdated to January 2020.
- e) **New Premises** – Cllr Copus advised that consultation with Chichester District Council regarding the new lease are ongoing.
- f) **Community Hub** – No report.
- g) **Planting & Horticulture** – No report.

#### **46/20 INVESTMENT STRATEGY**

Cllr Copus reported that following a recommendation from the Auditor, the Finance & General

Purposes committee have produced an Investment Strategy for the Council to adopt. Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously agreed to adopt the Investment Strategy.

**47/20 NEXT FULL COUNCIL MEETING (Information Only)**

The next meeting of the Town Council is scheduled to be held on Thursday 16<sup>th</sup> April 2020 however if the legislation enabling video conferencing has not been passed by then, the meeting will be cancelled.

Meeting closed 9.13pm.

Signed .....  
Chairman

Date.....