



Petworth Town Council

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THE ANNUAL MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 21ST MAY 2020 AT 7PM VIA VIDEO CONFERENCING

MINUTES

PRESENT

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

Also present was Laura Smith (Town Clerk), Chichester District Councillors Alan Sutton and Elieen Lintill and West Sussex County Councillor Janet Duncton.

There were no members of the public present.

61/20 ELECTION OF CHAIRMAN

Upon the proposal of Cllr Kemp, seconded by Cllr Burden, Cllr E Singleton was elected Chairwoman of the Council and made her Declaration of Acceptance of Office.

62/20 ELECTION OF VICE-CHAIRMAN

Upon the proposal of Cllr Desai, seconded by Cllr Sproson, Cllr A Copus was elected Vice Chairman of the Council and made his Declaration of Acceptance of Office.

63/20 DECLARATIONS OF ACCEPTANCE OF OFFICE

It was noted that Declarations of Acceptance of Office had been made by all Members previously however all Members were required to update their register of interests form. Cllr Copus asked the Clerk to circulate current register of interests forms to Councillors so they can provide any updates before 31 May 2019.

64/20 CHAIRMAN'S ANNOUNCEMENTS

The Chairwoman expressed her appreciation for Cllr Kemp's service as Chairman and acknowledged his dedication and hard work on behalf of the Town Council. She requested that mobile phones should be turned off.

65/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr R. Booth.

66/20 DECLARATIONS OF INTEREST

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

67/20 MINUTES OF LAST MEETING

Upon the proposal of Cllr Smith, seconded by Cllr Peet, the minutes of the Meeting of the Town Council held on 16th April 2020 were approved as an accurate record and signed as such by the Chairman.

68/20 MATTERS ARISING

There were no matters arising from the minutes of 16th April 2020 that were not covered elsewhere in the agenda.

69/20 APPOINTMENT OF AN RFO

Under the proposal of Cllr Kemp, seconded by Cllr Copus, Miss L Smith was appointed Responsible Finance Officer.

70/20 APPOINTMENT TO COMMITTEES - 2020/21

Members were appointed to the following three committees as indicated below:

Finance & General Purposes Committee

Cllr N. Fox
Cllr J. Fynes
Cllr C. Kemp
Cllr M. Peet
Cllr E. Singleton
Cllr A. Copus
Cllr C. Sproson

Traffic & Planning Committee

Cllr S. Atkins
Cllr D. Burden
Cllr P. Hewlett
Cllr C. Kemp
Cllr E. Singleton
Cllr C. Smith
Cllr C. Sproson

Open Spaces

Cllr S. Atkins
Cllr H. Desai
Cllr P. Hewlett
Cllr J. Fynes
Cllr C. Kemp
Cllr M. Peet
Cllr J. Scallon
Cllr A. Copus
Cllr C. Sproson

71/20 APPOINTMENT TO WORKING PARTIES – 2020/21

Members were appointed to the following working parties as indicated below:

Staffing Group

Chair of Finance & General Purposes Committee
Chair of Traffic & Planning Committee
Chair of Open Spaces Committee
Cllr E. Singleton
Cllr J. Thorpe

Farmers Market

Cllr C. Kemp
Cllr M. Peet
Cllr J. Scallon
Cllr C. Smith
Leesa Barrett
Alistair Baldwin

Visitors Group

Cllr R. Booth
Cllr J. Fynes
Cllr C. Kemp
Cllr C. Sproson
Cllr J. Thorpe
Cllr E. Singleton

Wheeled Sports

Cllr S. Atkins
Cllr C. Kemp
Cllr M. Peet

Christmas Event

Cllr R. Booth
Cllr A. Copus
Cllr J. Scallon
Cllr C. Smith
Cllr H. Desai
Cllr E. Singleton

New Premises

Cllr D. Burden
Cllr A. Copus
Cllr N. Fox
Cllr C. Kemp
Cllr C. Sproson

Traffic

Cllr J. Scallon
Cllr A. Copus
Cllr J. Fynes
Cllr P. Hewlett
Cllr M. Peet
Cllr E. Singleton
Cllr C. Smith

Community Hub

Cllr J. Thorpe
Cllr C. Kemp
Cllr R. Booth
Cllr E. Singleton
Cllr C. Sproson
Cllr E. Lintill

Planting & Horticulture

Cllr P. Hewlett
Cllr H. Desai
Cllr J. Scallon
Maggie South

Business Infrastructure Plan

Cllr S. Atkins
Cllr M. Peet
Cllr E. Singleton
Cllr A. Copus
Cllr D. Burden

72/20 APPOINTMENT TO OUTSIDE BODIES & LIAISON GROUPS – 2020/21

Representatives (or nominated trustees, as appropriate) were appointed, as indicated, to the following outside bodies:

- Petworth Business Association – Cllr H. Desai & Cllr J. Scallon
- Petworth Park Sports Association – Cllr M. Peet & Cllr J. Thorpe
- Leconfield Hall – Cllr J. Fynes & Cllr M. Peet

73/20 PUBLIC PARTICIPATION SESSION

There was no adjournment of the meeting for public questions.

74/20 REPORT FROM DISTRICT & COUNTY COUNCILLORS

Chichester District Cllr A. Sutton reported that the recent concerns regarding motorbike noise and anti social riding have been taken forward with the first meeting of a new task force taking place on the 28th May 2020. He urged that a united approach would be beneficial and advised that enforcement is the most appropriate way to reduce issues with motorbikes.

Chichester District Council Leader Eileen Lintill provided an update on the work of Chichester District Council during the Coronavirus pandemic. She reported that CDC had ranked number 1 in the Country for distributing business grants with Officers working around the clock to ensure these were available as quickly as possible. Cllr Lintill advised that the services within CDC are being reviewed to ensure they are best placed to support communities and businesses through and after the pandemic. She reported that CDC meetings are now taking place via Zoom, that they are supporting the West Sussex County Council hub project, that they are likely to lose in the region of £8 million this year with a grant of £1.25 million having been received from the Government.

West Sussex County Council Leader Janet Dunton congratulated the Town Council for the support they have provided Petworth residents through the Helpdesk advising that WSCC have also been focused on supporting the shielded and vulnerable through their hub project. She reported that it is estimated the County Council will lose approximately £85 million this year, that County meetings are now taking place via video conferencing with their Full Council meeting taking place on 17th July and that many staff are working at home. Cllr Dunton advised that no WSCC staff have been furloughed

however some staff have been redeployed to different roles. She reported that recycling centres are open again for garden waste and general waste however staff are not allowed to help people unload their waste.

75/20 FINANCE AND GENERAL PURPOSES COMMITTEE

Cllr Copus reported that the 2019/20 accounts resulted in a surplus of approximately £7,093 and advised that the accounts are currently being audited. He reported that the spend for April 2020 was below the run rate and that at the meeting on 19th May 2020, the spend for the summer planting was approved. Cllr Peet reported that with the National Trust crediting the Town Council for £300 as the Sports Ground has been closed due to the pandemic, the Finance & General Purposes committee had resolved to waive the 6 months lease fee to Petworth Park Sports Association. Cllr Peet asked the Clerk to confirm this in writing to Petworth Park Sports Association.

76/20 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE

Cllr Atkins reported that the Planning Committee met via video conferencing on the 13th May 2020 in order to consult on current planning applications. He advised that there hadn't been many applications received for consultation and that he has completed the pre application documents for the Trumps Alley project which he will circulate to Councillors for comment.

77/20 OPEN SPACES COMMITTEE

Cllr Peet reported that there are no vacant allotments across all 4 sites with over a dozen new allotment holders taking on plots for the 2020/21 year. He advised that works are taking place on the Town Council's allotment with HJS Land Services contracted to assist with clearing it up. Cllr Peet advised that the railings around the play area in Rosemary Gardens will soon be painted with the railing piers around the seats in Rosemary Gardens due to be removed to make it easier to plant the beds in the Gardens. He reported that the dog fouling signs will soon be erected in the Sports Ground and the repairs to the swings at Hampers Common will be fixed before the play area is opened again. Cllr Desai suggested we take videos of some of the new allotment holders to evidence the impact of having an allotment and Cllr Peet asked the Clerk to include this on the "code of conduct" letter which will soon be sent to all allotment holders.

78/20 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – Cllr Desai advised that the PBA have requested the Town Council pay for a banner to support businesses once shops are able to reopen. Under the proposal of Cllr Copus, seconded by Cllr Peet, it was unanimously resolved to donate £1,000 to the PBA to support the recovery of businesses in the Town through the pandemic. Cllr Desai reported that requests including extending free parking in the car park until 2021 and suspending parking bays in Market Square have been submitted to Mr Steve Hill at Chichester District Council.
- b) **Traffic Calming working group** – Cllr Scallon reported that the speed signs can be put up in North Street and asked for assistance with their installation. He advised that numerous people have been in contact regarding the noise caused by motor bikes and echoed Cllr Sutton's comments that reports should be sent to the Police. Cllr Scallon reported that he has shared the Town Council's 20mph application with Chris Start, the new Area Highways Manager at West Sussex County Council, who had been positive regarding the application. Cllr Scallon advised that he would produce an update including a process plan and timeline which he would circulate to Councillors.
- c) **Petworth Sports** – Cllr Peet reported that work on the Sports Ground management plan is ongoing and advised that the Sports Association had received a £10,000 grant to help the Clubs get through the Coronavirus pandemic. He reported that the Sports Association is working towards providing a more recreational sports offering at the Sports Ground and advised that the Town Council's role within this will be explored at an upcoming Open Spaces committee meeting.
- d) **Petworth Visitors** – No update.
- e) **New Premises** – No update.

- f) **Community Hub** – Cllr Singleton advised that Council could look to transition the current Helpdesk into a Community Hub and suggested retaining the volunteers who have come forward to assist during the pandemic for future Council projects and events. Cllr Desai advised that she will draft a survey which can be sent to residents and volunteers to gauge interest and seek feedback.
- g) **Planting & Horticulture** – Cllr Hewlett reported that the planting in Rosemary Gardens would take place when current restrictions are lifted. She advised that the trough and hanging basket plants have been ordered and will be planted in the coming days. Cllr Peet reported that she and Cllr Peet are exploring options for watering and discussing how to replace the damaged troughs around the Town.

79/20 FINANCIAL PROCEDURES POLICY

Under the proposal of Cllr Copus, seconded by Cllr Kemp and with all in favour, the Financial Procedures Policy was adopted by the Council.

80/20 PLAY AREA RISK MANAGEMENT POLICY

Under the proposal of Cllr Copus, seconded by Cllr Peet and with all in favour, the Play Area Risk Management Policy was adopted by the Council.

81/20 RISK REGISTER

Under the proposal of Cllr Copus, seconded by Cllr Kemp and with all in favour, the Risk Register was adopted by the Council.

82/20 STANDING ORDERS

Under the proposal of Cllr Singleton, seconded by Cllr Sproson and with all in favour, the Standing Orders were adopted by the Council.

83/20 FINANCIAL REGULATIONS

Under the proposal of Cllr Copus, seconded by Cllr Kemp and with all in favour, the Financial Regulations were adopted by the Council.

84/20 NEXT FULL COUNCIL MEETING (Information Only)

The next Full Council meeting will be held on Thursday 18th June 2020.

Meeting closed 9.18pm.

Signed
Chairman

Date.....