



# Petworth Town Council

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**THE ANNUAL MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 20<sup>TH</sup> MAY 2021 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH & VIA VIDEO CONFERENCING, COMMENCING AT 7PM**

## MINUTES

### PRESENT

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

Also present was Laura Smith (Town Clerk), Cllr J. Duncton (West Sussex County Council Chairman) & Cllr A. Sutton (Chichester District Councillor) for agenda item 13 and two members of the public.

### 68/21 ELECTION OF CHAIRMAN

Upon the proposal of Cllr Copus, seconded by Cllr Desai, Cllr E Singleton was elected Chairman of the Council and made her Declaration of Acceptance of Office.

### 69/21 ELECTION OF VICE-CHAIRMAN

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

### 70/21 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked the Council for their efforts during a challenging year. She requested mobile phones are turned off and she asked those present via video to ensure their microphones are muted when they are not speaking. The Chairman noted that Declarations of Acceptance of Office had been made by all Members previously however she asked all Members to update their register of interests form by 31<sup>st</sup> May 2021.

### 71/21 APOLOGIES FOR ABSENCE

Cllr E. Lintill (Chichester District Council Leader).

### 72/21 DECLARATIONS OF INTEREST

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

**73/21 MINUTES OF LAST MEETING**

Upon the proposal of Cllr Copus, seconded by Cllr Fox, the minutes of the Full Council meeting held on 22<sup>nd</sup> April 2021 were approved as an accurate record and signed as such by the Chairman.

**74/21 MATTERS ARISING**

There were no matters arising from the minutes of 22<sup>nd</sup> April 2021 that were not covered elsewhere in the agenda.

**75/21 APPOINTMENT OF AN RFO**

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

**76/21 APPOINTMENT TO COMMITTEES - 2021/22**

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 S. Frossard  
Cllr J. Law

**Traffic & Planning Committee**

Cllr S. Atkins  
Cllr D. Burden  
Cllr P. Hewlett  
Cllr C. Kemp  
Cllr E. Singleton  
Cllr C. Sproson  
Cllr J. Fynes  
Cllr J. Law  
Cllr S. Frossard

**Open Spaces**

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

**77/21 APPOINTMENT TO WORKING PARTIES – 2021/22**

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 S. Frossard  
Hayley Marriott  
Alistair Baldwin  
Tim Sharp

**Visitors Group**

Cllr E. Singleton  
Cllr J. Fynes  
Cllr C. Kemp  
Cllr J. Thorpe

**Christmas Event**

Cllr E. Singleton  
Cllr H. Desai  
Cllr J. Scallon  
Cllr A. Copus  
Cllr S. Atkins  
Cllr J. Law  
Cllr J. Thorpe  
Cllr S. Frossard

**New Premises**

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

**Sport & Physical Activity**

Cllr M. Peet  
Cllr J. Thorpe  
Cllr C. Kemp  
Cllr A. Copus  
Cllr J. Scallon  
Robert Muir  
Alex Rees

**Traffic**

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

**Community Hub**

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

**Planting & Horticulture**

Cllr P. Hewlett  
Cllr H. Desai  
Cllr J. Thorpe  
Maggie South  
Charlotte Hamilton  
Jean Orrow

**Infrastructure Business Plan**

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

Under the proposal of Cllr Thorpe, seconded by Cllr Peet, it was agreed to disband the wheeled sports working group and include wheeled sports within the remit of the sports & physical activity working group.

**78/21 APPOINTMENT TO OUTSIDE BODIES & LIAISON GROUPS – 2021/22**

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 – Cllr M. Peet & Cllr J. Thorpe
- Leconfield Hall – Cllr J. Fynes & Cllr M. Peet
- Petworth Heritage Partnership – Cllr N. Fox

**79/21 PUBLIC PARTICIPATION SESSION**

A member of the public made a representation concerning the signage displayed around the town due to the closure of Park Road. She requested West Sussex County Council urgently review the signage, particularly by the Old Bank and by Garden House Antiques. She asked that when a significant road closure is required in the town centre in the future, the plan for the signage is discussed with the Town Council and the Business Association before it is confirmed. Councillor J Duncton advised that she would discuss the complaint with West Sussex County Council Officers at the earliest opportunity.

**80/21 REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

Cllr J Duncton reported that the first Full Council meeting since the recent elections would take place on 21<sup>st</sup> May 2021. She advised that the County Council Chairman and Leader would be appointed at the meeting, with no other business taking place. Cllr Duncton reported that the County Council has refurbished three Children's Homes in Worthing and that the committee established to improve the Fire Service has been disbanded due to all recommendations from the improvement report having been implemented. She advised that she had been at a meeting where the Firle Whole Estate Plan had been presented.

Cllr A Sutton reported that the Clerk had circulated his written report via email. Cllr Scallon asked Cllr Sutton if Petworth could access an acoustic camera to detect vehicles breaching legal noise limits. Cllr Sutton advised that an acoustic camera is being trialled in Wisborough Green and he encouraged

Cllr Scallon to speak with Cllr Tom Richardson for further information regarding traffic matters.

**81/21 ANNUAL INTERNAL AUDIT REPORT**

Under the proposal of Cllr Copus, seconded by Cllr Burden, Council received and noted the annual internal audit report. Cllr Copus reported that four recommendations had been made by the Auditor and advised that three of the recommendations had already been implemented. He thanked the Clerk for her efforts in preparing the audit.

**82/21 ANNUAL GOVERNANCE STATEMENT 2020/21**

Members considered the Annual Governance Statement 2020/21 and agreed that the answers to the questions posed by the statement were all affirmative. The Annual Government Statement 2020/21 was unanimously agreed by the Council.

**83/21 ACCOUNTING STATEMENTS 2020/21**

Cllr Copus presented the Statement of Accounts 2020/21. Under the proposal of Cllr Copus, seconded by Cllr Burden, Council unanimously received and agreed the accounting statements.

**84/21 FINANCE AND GENERAL PURPOSES COMMITTEE**

Upon the proposal of Cllr Copus, seconded by Cllr Singleton, the minutes of the F&GP Committee meetings held on 20<sup>th</sup> April 2021 were approved.

Cllr Copus presented the accounts for the first month of the 2021/22 financial year and reported that excluding the Ear Marked Reserves, the run rate is 8.5% which is in line with the forecasted spend in April. He advised that the first invoice for the cost of the cricket nets at the Sports Ground had been received. Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved to purchase two picnic tables from Four Square Furniture at a cost of £1,331.42. Cllr Copus reported that at the recent Finance & General Purposes committee meeting, it was resolved to recommend Full Council award two grants to local organisations. Under the proposal of Cllr Copus, seconded by Cllr Fynes, it was unanimously resolved to award a £200 grant to Victim Support West Sussex to support their work for Petworth residents. Under the proposal of Cllr Copus, seconded by Cllr Fox, it was unanimously resolved to award £200 to Arun & Chichester Citizens Advice to help with their plans to provide support and advice remotely over the coming year.

**85/21 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE**

Upon the proposal of Cllr Atkins, seconded by Cllr Peet, the minutes of the Highways, Traffic & Planning Committee meeting held on 14<sup>th</sup> April 2021 were approved.

Cllr Atkins reported that the developers of the Square Fields site would be presenting an update to the committee meeting on Wednesday 9<sup>th</sup> June 2021. He encouraged Councillors to attend the meeting advising that the planning application for the site is expected to be submitted in July 2021.

**86/21 OPEN SPACES COMMITTEE**

Upon the proposal of Cllr Peet, seconded by Cllr Atkins, the minutes of the Open Spaces Committee meeting held on 7<sup>th</sup> April 2021 were approved.

Cllr Peet reported that the safety surface beneath the swings at Hampers Common had recently been replaced. He advised that a working party of the committee had installed a new football goal at Hampers Common. Cllr Peet reported that the fencing between the benches at Rosemary Gardens had been removed, with one railing repositioned to minimise the damage to a flower bed. He advised that turf has been installed at the Town Council's allotment with plants landscaped beneath the tree, providing a space for residents to enjoy.

**87/21 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS**

- a) **Petworth Business Association (PBA)** – Cllr Desai reported that indoor hospitality had reopened in the town within the last week. She advised that the road closure signage had been a frustration to the businesses. Cllr Desai reported that the PBA would welcome the picnic benches to be purchased by the council and had requested they are sited in Rosemary Gardens.
- b) **Traffic Calming working group** – Cllr Scallon reported that he was meeting Mr Chris Stark (West Sussex County Council Highways Manager) to discuss the proposed Traffic Regulation Order

application, on Monday 24<sup>th</sup> May 2021. He encouraged Councillors to join him at the meeting which he hoped would help to move the application forward. Cllr Hewlett confirmed that she would attend the meeting.

- c) **Infrastructure Business Plan** – Cllr Atkins reported that an article had been included in the summer edition of Petworth Pages, inviting residents to submit projects they would like included in the Infrastructure Business Plan. He advised that the working group would meet to review the priority list in July 2021.
- d) **Petworth Visitors** – Cllr Singleton reported that she would organise a meeting of the working group to take place in June 2021.
- e) **New Premises** – There was no update.
- f) **Community Hub** – There was no update.
- g) **Planting & Horticulture** – Cllr Hewlett reported that a lot of work had gone in to Rosemary Gardens. She advised that young people undertaking for the Duke of Edinburgh award at the Sylvia Beaufoy Centre had been volunteering with the planting and horticulture team. Cllr Hewlett reported that the planters for the War Memorial would arrive imminently with the plants ordered thereafter. She advised that the hanging baskets would be ready to be put up around the town within the next 2 weeks and requested assistance from Councillors. Cllr Hewlett reported that despite adverts for a waterer being put on the council’s website and social media feed, no one has come forward. She advised that she would put some notices about the vacancy up at the allotments in the hope this would encourage some interest. Cllr Hewlett reported that she would receive details about the In Bloom judging process during the week commencing 24<sup>th</sup> May 2021.
- h) **Infrastructure Business Plan** – Cllr Atkins reported that he will include an article in the summer edition of Petworth Pages to invite residents and community groups to put forward projects for consideration by the Infrastructure Business Plan at a working group meeting in June 2021.
- i) **Farmers Market** – The council discussed the location of the Farmers Market and under the proposal of Cllr Fox, seconded by Cllr Kemp, resolved to site the Market in the Market Square from July 2021 onwards.

**88/21 NEXT FULL COUNCIL MEETING (Information Only)**

The next Full Council meeting will be held on Thursday 17<sup>th</sup> June 2021.

Meeting closed 8.31pm.

Signed ..... (Chairman) Date.....