



# Petworth Town Council

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**A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 16<sup>TH</sup> JUNE 2022 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7PM**

## MINUTES

### PRESENT

Cllr E. Singleton	Cllr A Copus
Cllr S Atkins	Cllr J Fynes
Cllr P Hewlett	Cllr J Thorpe
Cllr M Peet	Cllr N Fox
Cllr C Kemp	Cllr H Desai
Cllr D Burden	L Smith (Town Clerk)

Also present was Cllr E Lintill (Chichester District Council Leader) and two members of the public.

### 84/22 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed those present to the meeting. She requested mobile phones were turned off and pointed out the fire exit.

### 85/22 APOLOGIES FOR ABSENCE

The Clerk reported that Cllr S Frossard, Cllr J Scallon & Cllr J Dunton (West Sussex County Councillor) had given their apologies.

### 86/22 DECLARATIONS OF INTEREST

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

### 87/22 MINUTES OF LAST MEETING

Upon the proposal of Cllr Singleton, seconded by Cllr Copus, the minutes of the Annual Council Meeting held on 19<sup>th</sup> May 2022 were approved as an accurate record and signed as such by the Chairman.

### 88/22 MATTERS ARISING

There were no matters arising from the minutes of 19<sup>th</sup> May 2022 that were not covered elsewhere in the agenda.

### 89/22 PUBLIC PARTICIPATION SESSION

There were no members of the public present who wished to make a representation to the Council.

### 90/22 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Lintill reported that the Levelling up Bill had received its second reading. She advised that there was still some way to go before it becomes an Act and the devil would be in the detail.

Cllr Lintill reported that Chichester District Council had produced a 'Supporting You' leaflet and were

working on a campaign with the Observer Series to try and reach those in need.

Cllr Lintill advised that she had attended the Culture Spark Lantern procession in Chichester on Friday 10<sup>th</sup> June 2022 and reported that it was good to see children from Petworth Primary School and the Sylvia Beaufoy Youth Centre there.

Cllr Lintill reported that as at 13<sup>th</sup> June 2022, Chichester District Council had paid out over £3.8m to over 25,604 residents for the £150 energy bill rebate. She advised that letters were being sent to those that pay their council tax bills in other ways than direct debits to request their payment details.

Cllr Lintill reported that there was a discretionary scheme that went live on 1<sup>st</sup> May 2022. She informed the council that take up had been slow so asked Councillors who may know anyone that fits the criteria (see CDC website £150 energy bills rebate 2022: Chichester District Council), to encourage them to apply.

Cllr Lintill advised that Chichester District Council's Cabinet was recommending to their Council that £30,000 be allocated to a graffiti project for the next 12 months. She reported that graffiti had increased across the district and was likely to increase further if it was not dealt with. Cllr Lintill advised that data would be collected on the numbers of incidents etc. to help them target it going forward. She also advised that education would be explored to encourage those who do it to stop.

Cllr Lintill left the meeting at 7.08pm.

#### **91/22 TO CONSIDER, AND IF SO RESOLVED, TO APPROVE THE APPOINTMENT OF COUNCILLORS BY CO-OPTION**

The two candidates present at the meeting were introduced by the Chairman. She advised that members had received a copy of all four candidate's application form prior to the meeting. She requested each candidate present at the meeting introduce themselves and inform the Council what they would bring to the role of Councillor. The two candidates present gave a short speech following which there was a private ballot. Joanna Truscott & Edward Boyes were co-opted on to the Council.

#### **92/22 SQUARE FIELDS PRESENTATION**

- i) The developers of the Square Fields site joined the meeting at 7.30pm and provided an update on their work.
- ii) They reported that following discussion with the South Downs National Park Authority, the layout of the site had been reviewed.
- iii) The developers advised that the number of properties planned for the site had reduced from 45 to 36 with the percentage of affordable housing increasing from 40 to 50%.
- iv) The developers reported that the revised plans & technical work would be submitted for planning permission in July 2022 and they advised that they hoped it would go to committee at the end of 2022.
- v) The Chairman asked the developers to send the latest plans to the Clerk for circulation to the Council.

The developers left the meeting at 7.46pm.

#### **93/22 FINANCE AND GENERAL PURPOSES COMMITTEE**

- i) Upon the proposal of Cllr Copus, seconded by Cllr Fox, the minutes of the Finance & General Purposes Committee meeting held on 17<sup>th</sup> May 2022 were approved.
- ii) Cllr Copus reported that the run rate on expenditure for the first two months of the 2022/23 financial year was 19.9% however he advised that excluding the transfer of ear marked reserves, the run rate was 18.2%, which was just above the assumed run rate of 16.7% for the time of year.
- iii) Cllr Copus advised that the Internal Auditor's end of 2021/22 year report had been received. He reported that the Auditor had made 5 recommendations which had been considered by the Finance & General Purposes Committee, 3 of which had already been implemented.

- iv) Cllr Copus advised that the Auditor had recommended the Council change their accounting process with regards to salary, PAYE and pension payments with only the value of the payments made to the payee recorded in the Rialtas cashbook. Cllr Copus reported that the Finance & General Purposes Committee had considered the Auditor's recommendation but resolved to continue posting these payments to show the cost to the Council rather than the payments made as per the bank statements.
- v) Cllr Copus reported that the Committee had considered a proposal from the Friends of St Mary's whereby they had offered to fund up to 50% of the cost to rectify the long-standing issues with the Church Clock. He advised that the Clerk had sent the Friends of St Mary's the Church Contractor's report and was awaiting their response with regards to a donation towards the cost of the works.
- vi) Cllr Copus advised that the Committee had considered a grant application from the Petworth Community Garden to assist with the costs of the Secret Gardens event. He reported that the Committee had requested additional financial information which he presented to the meeting. Following consideration and given that the event was forecast to make a surplus, it was unanimously resolved not to award a grant to the Community Garden.

#### **94/22 ANNUAL GOVERNANCE STATEMENT 2021/22**

Members considered the Annual Governance Statement 2021/22 and agreed that the answers to the questions posed by the statement were all affirmative. The Annual Government Statement 2021/22 was unanimously agreed by the Council.

#### **95/22 ACCOUNTING STATEMENTS 2021/22**

Cllr Copus presented the Statement of Accounts 2021/22. Under the proposal of Cllr Copus, seconded by Cllr Singleton, Council unanimously received and agreed the accounting statements.

#### **96/22 HIGHWAYS, TRAFFIC AND PLANNING COMMITTEE**

- i) Upon the proposal of Cllr Atkins, seconded by Cllr Hewlett, the minutes of the Highways, Traffic & Planning Committee meeting held on 11<sup>th</sup> May 2022 were approved.
- ii) Cllr Atkins reported that there were no significant planning applications in the system and advised that there was approximately 50% of the number of applications for the time of year, compared to before the COVID-19 pandemic.

#### **97/22 OPEN SPACES COMMITTEE**

- i) Upon the proposal of Cllr Peet, seconded by Cllr Atkins, the minutes of the Open Spaces Committee meeting held on 11<sup>th</sup> May 2022 were approved.
- ii) Cllr Peet reported that there had been a report of dogs not being kept on leads & dog fouling at the allotments which the Committee was dealing with.
- iii) Cllr Peet advised that the Committee resolved to liaise with the Trustees of Hampers Green Community Centre to explore whether toilet facilities for the general public could be sited at their facility. He asked Cllr Fynes to send the Clerk the contact details of the Chairman of Trustees at the Community Centre.

#### **98/22 PLATINUM JUBILEE EVENTS**

- i) Cllr Desai provided her thoughts on the Platinum Jubilee events which took place on Thursday 2<sup>nd</sup>, Saturday 4<sup>th</sup> & Sunday 5<sup>th</sup> June 2022.
- ii) She advised of the challenges, what went well and her recommendations for future events.
- iii) Cllr Desai thanked those Councillors who were involved in organising and delivering the events.
- iv) Cllr Copus asked Cllr Desai to put forward her recommendations for a power source in Rosemary Gardens, a 3-phase plug in Market Square, the purchase of PTC branded gazebos, table decorations, repairs to barriers, high viz jackets & recycling bins to the Open Spaces Committee.
- v) Cllr Desai reported that the Manager of The Star Public House had behaved aggressively to her and to one of the stalls in situ on Saturday 4<sup>th</sup> June 2022 whilst complaining that alcohol was being served from one of the concession stalls organised for the event. She also informed the Council that patrons were consuming alcohol purchased from The Star in the Market

- vi) Square, which Cllr Desai advised may not adhere to their licensing conditions. Under the proposal of Cllr Desai, seconded by Cllr Singleton, it was unanimously resolved to write a letter of complaint to the Manager of The Star and to Fuller's Brewery.
- vii) Cllr Desai reported that residents had been disappointed that the Petworth Town Band did not play at any of the Council's Platinum Jubilee events. Cllr Fynes advised that the Band had been unable to confirm their availability to perform when the working group was developing plans for the events in Petworth. Cllr Singleton asked the Clerk to arrange a meeting between representatives of the Council and Petworth Town Band to discuss their involvement in future Council led events. It was agreed that due to a conflict of interest, Cllr Fynes would not be involved in the meeting.
- viii) Cllr Desai advised that concession stalls organised for future events should be fully contained & self sufficient.

#### **99/22 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS**

- a) **Petworth Business Association (PBA)** – Cllr Desai reported that businesses had helped deliver the Platinum Jubilee events and advised that a networking event had taken place on Wednesday 15<sup>th</sup> June 2022.
- b) **Petworth Visitors** – There was no update.
- c) **New Premises & Community Hub** – The Clerk reported that she had not heard from West Sussex County Council. Cllr Singleton asked the Clerk to request an update on the potential new premises.
- d) **Planting & Horticulture** – Cllr Hewlett submitted the below written report:

“Following the Jubilee events I am pleased to announce that there was no vandalism to the planting round town and Chris and Laura Woodham did a marvellous job cleaning up litter from Rosemary Gardens and continue to do so on a daily basis. Sadly, since then, some plants still get pulled out and have to be replaced or replanted.

Preparations are going full steam ahead for the In Bloom judging days, on the 12<sup>th</sup> and 27<sup>th</sup> July. We had a mentor judge visit us last week making some suggestions but he was generally impressed. We are in the process of confirming our judging tour of the town. Nicola Jones has very kindly given us the use of the upstairs at the East Street Bar and Grill for the 5 days needed for our presentations to the judges before the walking and bus tours. As part of our presentation, we have to present a portfolio of the work we have done in the last 5 years and it has been suggested that it includes a letter from the town council and chairman. Perhaps we can draft something next week? For those who haven't remembered, Petworth is only 1 of 6 in the small town category in the national finals... the odds are quite high and Petworth in Bloom needs all your help in trying to win 'the best small town in Britain' award!

As well as the planters in the town centre, additional tubs are being placed around the town and in Rosemary Gardens, containing scarlet Canna lilies which I saved from the last two years and have bought on in my greenhouse and donated shrubs and tubs.

The water bowser is now in use and Alex Kramp is watering at 5am in the mornings.

Our new signs have arrived and Steve Casebow from Finline Joinery has very kindly made and fitted their stakes, free of charge.

We had a scaremonger reporting that we have box caterpillar... we had all the box cones inspected and there is currently none.

The hanging baskets are all up and looking good and not yet tangled with the bunting. Alex, our waterer, has asked that we put a fluorescent sticker by the watering holes to the reservoirs, so he can see them more easily from below. If the bunting comes down before judging, perhaps these could be added and perhaps one of our volunteers dead head the baskets at the same time.

We are having 20 students from Seaford College on the 30<sup>th</sup> June for the day. I am going to deploy them cutting turf and digging out the new flower beds at the Sports pavilion if anyone is on hand to come and help supervise their work.

Finally, I would like to remind you that the whole town is being judged, from street cleanliness, clean windows and paint work, graffiti, cigarette butts etc. We are organising town clean up days and running stalls in Rosemary Gardens in aid of In Bloom and the Community Garden.

Dates:

This coming Saturday, clean up day, 9am or whenever you can do your bit!  
This coming Sunday 12 noon – 6pm. Plant stall and gardening items in Rosemary Gardens  
Sunday 10<sup>th</sup> July clean up, just before Judging  
Monday 11<sup>th</sup> July, last preparation before judging  
Tuesday 12<sup>th</sup> July .... Rush round town in the morning, before judging starts at 2pm

Sunday 24<sup>th</sup> July, just before judging  
Tuesday 26<sup>th</sup> July last preparation before judging  
Wednesday 27<sup>th</sup> July .... Dawn rush round town before judging begins at 10am!

This includes weeds, litter, cigarette ends, fly posting and ties and cleaning road signs and planters.”

- e) **Leconfield Hall** – Cllr Peet reported that Top Gun: Maverick was being shown in the cinema at the Hall.
- f) **Petworth Heritage Partnership** – Cllr Fynes reported that the partnership would meet during the week commencing 20<sup>th</sup> June 2022.
- g) **Traffic** – There was no update.
- h) **Petworth Park Sports** – Cllr Thorpe reported that the governance review of Petworth Park Sports was almost complete. She advised that since the completion of the pavilion makeover, sales in the club room had increased with good foot fall through the facility. Cllr Thorpe reported that Petworth Park Sports would be making a proposal to the council’s Finance & General Purposes committee, to purchase equipment that would increase participation in sport & physical activity at the sports ground.

**100/22 NEXT FULL COUNCIL MEETING (Information Only)**

The Chairman advised that the next Full Council meeting would be held on Thursday 21<sup>st</sup> July 2022.

Meeting closed 8.52pm.

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