



Petworth Town Council

The Old Bakery, Golden Square,
Petworth,
West Sussex, GU28 0AP
Tel: 01798 344883

clerk@petworth-tc.gov.uk

A MEETING OF PETWORTH TOWN COUNCIL TOOK PLACE ON THURSDAY 20TH OCTOBER 2022 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH COMMENCING AT 7PM

MINUTES

PRESENT

Cllr E Singleton	Cllr J Scallon
Cllr A Copus	Cllr S Frossard
Cllr D Burden	Cllr J Fynes
Cllr N Fox	Cllr E Boyes
Cllr S Atkins (from 7.04pm)	Cllr J Truscott
L Smith (Town Clerk)	

One member of the public joined the meeting from 7.10pm.

144/22 CHAIRMAN'S ANNOUNCEMENTS

Cllr Singleton welcomed those present to the meeting, requested mobile phones were turned off and pointed out the fire exit.

145/22 APOLOGIES FOR ABSENCE

The Clerk reported that Cllr M Peet, Cllr H Desai, Cllr P Hewlett, Cllr C Kemp, Cllr J Thorpe, CDC Cllr E Lintill & WSCC Cllr J Duncton had given their apologies.

146/22 DECLARATIONS OF INTEREST

There were none offered.

147/22 MINUTES OF LAST MEETING

Upon the proposal of Cllr Singleton, seconded by Cllr Copus, the minutes of the Council Meeting held on 29th September 2022 were approved as an accurate record and signed as such by the Chairman.

148/22 MATTERS ARISING

There were no matters arising from the minutes of 29th September 2022 that were not covered elsewhere in the agenda.

149/22 PUBLIC PARTICIPATION SESSION

There were no members of the public present who wished to address the Council.

150/22 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

The Chairman advised that the Clerk had emailed Members a written report received from WSCC Cllr Janet Duncton.

151/22 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 27th September 2022 were received by the Council.
- ii) Cllr Copus reported that the run rate on expenditure was at 52.2% however he advised that excluding the transfer of ear marked reserves, the run rate was at 49%, which was just under the assumed run rate of 50% for the time of year.
 - iii) Cllr Copus advised that the full year forecast displayed a surplus of £5,535 at the end of the financial year.
 - iv) Under the proposal of Cllr Copus, seconded by Cllr Frossard, it was unanimously resolved to set up a £10,000 1-year bond with Cambridge & Counties Bank.
 - v) Cllr Copus reported that the Council had an ear marked reserve for £8,000 to fund repairs to the wall at Rosemary Gardens. He advised that the Open Spaces committee had sought quotes for a specification produced by Cllr Kemp from numerous contractors however only one quote had been received. Cllr Copus reported that the contractor who had submitted a quote, Mr J Harper, was a specialist in the area and undertakes works for the Leconfield Estate and the National Trust. Under the proposal of Cllr Copus, seconded by Cllr Burden, it was unanimously resolved to instruct Mr J Harper to undertake repairs to the wall at Rosemary Gardens at a cost of £7,850.
 - vi) Under the proposal of Cllr Copus, seconded by Cllr Singleton, it was unanimously resolved to pay invoices received from the Leconfield Hall to the value of £216 for Hall hire during the Platinum Jubilee events and from Eyelevel for the 2021 Christmas Event programme at a cost of £755. Cllr Copus advised that the invoice to be paid to Eyelevel would impact upon the 2022/23 accounts regarding the Christmas Event as the funds had not been accrued at the end of the 2021/22 financial year.
 - vii) Under the proposal of Cllr Copus, seconded by Cllr Scallon, it was unanimously resolved to award a grant of £419.80 to the Petworth & District Community Association to enable the purchase of 10 twin tripod lights.

152/22 PLANNING COMMITTEE

- i) Upon the proposal of Cllr Atkins, seconded by Cllr Frossard, the minutes of the Planning Committee meeting held on 28th September 2022 were received by the Council.
- ii) Cllr Atkins reported that the committee had one application to consider at their meeting on 12th October 2022.

153/22 OPEN SPACES COMMITTEE

- i) The Chairman asked the Clerk to record her and the Council's congratulations to Cllr Hewlett and the Petworth in Bloom volunteers for being awarded a silver gilt in the RHS Britain in Bloom 2022 competition. She advised that the Clerk had circulated the judges' wonderful comments to Members via email.
- ii) Upon the proposal of Cllr Copus, seconded by Cllr Scallon, the minutes of the Open Spaces Committee meeting held on 7th September 2022 were received by the Council.
- iii) Cllr Copus reported that the committee had considered the quote from Mr J Harper for the works on the wall at Rosemary Gardens at their meeting on 5th October 2022.
- iv) Cllr Boyes reported that there had been some vandalism in Rosemary Gardens. Cllr Copus asked the Clerk to include Rosemary Gardens on the agenda for the next Open Spaces committee meeting.
- v) Cllr Fox advised that there had been objection to the concept of siting a Skatepark in the grounds of the BT Telephone Exchange during previous public consultations regarding the proposed project.
- vi) Cllr Boyes asked whether the Leconfield Estate had replied to the committee's request to meet in order to discuss whether the Council could purchase or lease Estate land to site a skatepark. The Clerk advised that she had followed up the committee's initial letter on 2 different occasions however a response from the Estate had not been received.

154/22 TO RECEIVE THE REPORT FROM THE EXTERNAL AUDITOR

The Clerk presented the report from the External Auditor and the feedback provided was noted by the Council.

155/22 WINTER SUPPORT & RESILIENCE PLANNING

- i) The Chairman reported that the working group had met and discussed how the council could support residents over the winter period, particularly given the cost of living crisis.
- ii) She advised that they had discussed whether the Council's helpdesk should be reinstated, whether a buddy system should be set up, so residents could support one another, and that the working group was liaising with local facilities to establish what their opening times would be over the winter months.
- iii) The Chairman reported that the Clerk had asked CDC & WSCC if any grants would be available to the Town Council to assist with this work, to which she had been advised no additional funding would be provided.
- iv) She advised that the working group would meet on the 25th October 2022 to finalise the recommendations to be put to the Council at the next meeting.
- v) The Chairman informed Members that the Council's winter plan could be developed to provide additional support to residents over the winter months. She advised that WSALC had recommended a Consultant, Ms D Thornton, to assist with the writing of a Resilience Plan. The Clerk reported that she was in communication with Ms Thornton to establish what she could provide to the Council and at what cost.
- vi) Cllr Singleton invited Members to join the working group should they wish to do so.

156/22 CHRISTMAS 2022

- i) Cllr Copus reported that the working group had met on three occasions and advised that the event would be called Petworth's Christmas Cracker.
- ii) He advised that Cllr Truscott was organising the entertainment, that the tree lights would be switched on during the St Edmund's Fair on Saturday 19th November 2022 and that he was liaising with Mr J Riddell and other volunteers to put the lights up around the town from 30th October 2022.
- iii) Cllr Copus reported that the tree would be delivered on Friday 18th November and asked Cllrs to assist with decorating the tree that day so it would be ready for the lights to be switched on, on Saturday 19th November 2022.
- iv) The Chairman advised that the focus of the working group was to provide an event for the community, involving local groups. She suggested the Petworth Business Association could organise a Christmas Cracker trail or competition, to encourage residents' engagement.
- v) Cllr Scallon reported that he would be working with Ms S Lines to organise the marshals for the event. He asked Members to spread the word regarding the need for volunteers to help get the 70 one-hour slots covered.
- vi) Cllr Truscott reported that the Scouts were providing a Christmas Grotto outside Austens in Market Square and that Cllr Peet had confirmed Christmas music could be played from the Leconfield Hall throughout the event.
- vii) The Clerk advised Members that the organisers of the St Edmund's Fair had requested Members' help in volunteering at the Fair on Saturday 19th November 2022. She asked Members to contact Ms C Wiggs if they could provide any assistance during the event.

157/22 THE CIVILITY & RESPECT PLEDGE

Under the proposal of Cllr Singleton, seconded by Cllr Copus, it was unanimously resolved to sign up to the Civility & Respect Pledge. The Clerk confirmed that upon signing up to the pledge, the Council had committed to:

- i) Treat other councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles
- ii) Commit to training councillors and staff
- iii) Sign up to the code of conduct for councillors
- iv) Have good governance arrangements in place
- v) Commit to seeking professional help at early stages should civility and respect issues arise
- vi) Call out bullying and harassment if and when it happens
- vii) Continue to learn from best practice in the sector and aspire to being a role model/champion council
- viii) Support the continued lobbying for the change in legislation to support the civility and respect pledge including sanctions for elected members where appropriate

158/22 KING CHARLES III CORONATION

- i) The Chairman advised that CDC Cllr E Lintill had informed her Lord Egremont had expressed an interest in Chairing a working group to mark the Coronation in Petworth.
- ii) Cllr Boyes, Cllr Fox & Cllr Singleton agreed to join the working group.
- iii) The Chairman asked the Clerk to invite Members not present at the meeting to join the working group should they wish to do so.

159/22 CLIMATE CHANGE

- i) Cllr Frossard reported that she had attended seminars & webinars organised by the South Downs National Parks Authority focused on climate change & nature recovery.
- ii) She informed Members that she had circulated a written report which summarised the information gathered at the events and research she had carried out.
- iii) Members considered whether to set up new working groups to develop a plan for the Council.
- iv) It was agreed that initially, Climate Change would be included as a standing item on the Council's Planning Committee agenda and Nature Recovery would be included as a standing item on the Council's Open Spaces Committee agenda.

160/22 TO RECEIVE UPDATES FROM WORKING PARTIES AND OUTSIDE GROUPS

- a) **Petworth Business Association (PBA)** – The Clerk reported that the PBA Annual General Meeting took place on 19th October and advised that the committee had remained the same as was elected in the previous year.
- b) **Petworth Visitors** – Cllr Fynes advised that the information point at the Old Bakery phone box was being well used, with leaflets being utilised by visitors.
- c) **New Premises & Community Hub** – The Chairman reported that a meeting at a potential new premises would take place on Tuesday 1st November 2022. She advised that members of the working group were welcome to attend the meeting.
- d) **Planting & Horticulture** – There was no update.
- e) **Leconfield Hall** – Cllr Fynes reported that the Trustees had not met for some time however she advised that the Chairman of the Trustees was in better health. She informed Members that their AGM would take place in November 2022 and advised that the cinema continued to be well attended.
- f) **Staffing** – The Chairman reported that Cllr Copus would organise a meeting of the working group to review the Clerk's contract in advance of the upcoming budget process for the 2023/24 financial year.
- g) **Traffic** – Cllr Scallon advised that the outcome of the council's Community Highway Scheme application for a 20mph zone in Petworth should be known later in the year.
- h) **Petworth Park Sports (PPS)** – Cllr Copus reported that Cllr Thorpe was reviewing PPS' compliance documents. He advised that Cllr Thorpe was working hard to ensure PPS is well placed to maximise the opportunities presented by the recent refurbishment of the pavilion. Cllr Copus reported that the food & beverage operation was going well, in part thanks to the recent installation of Sky Sports. He advised that the new flower beds in front of the pavilion had been highlighted by the Britain in Bloom judges and he informed Members that PPS had recently paid PTC for the 2nd half of the financial year's license of the sports ground.

161/22 NEXT FULL COUNCIL MEETING (Information Only)

The Chairman advised that the next Full Council meeting would be held on Thursday 17th November 2022.

Meeting closed 8.13pm.

Signed (Chairman) Date.....