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The Minutes of the Annual Council Meeting of the Bramber Parish Council that took place at the Beeding and Bramber Village Hall on Wednesday 11th May 2022 at 7:15pm.

Present: Cllr Burstow (Chair), Cllr Croker (Vice-Chair), Cllr A. Blakelock, Cllr S. Blakelock, Cllr Goodall, Cllr Kitson and Cllr Tilley.

In attendance: WSCC Linehan, HDC Cllr Noel and Paul Richards (Parish Clerk).

Members of the public – 4.

78. Election of Chair – Cllr A. Blakelock proposed that Cllr Burstow be elected as Chair. This was seconded by Cllr Goodall. As there were no other nominations, Members **AGREED** this proposal and Cllr Burstow was duly elected as Chair. She thanked her colleagues and accepted the position by signing the Declaration of Office.

79. Election of Vice-Chair - Cllr A. Blakelock proposed that Cllr Croker be elected as Vice-Chair. This was seconded by Cllr Goodall. As there were no other nominations, Members **AGREED** this proposal and Cllr Croker was duly elected as Vice-Chair. He thanked his colleagues and accepted the position by signing the Declaration of Office.

80. Apologies for absence – Cllr Day and Cllr Green.

81. Declarations of interest – none.

82. Minutes of the previous meeting – 13th April 2022.

The Minutes were **AGREED** by Members and were duly signed by the Chair.

83. Matters arising - The action list, circulated previously, was noted.

84. Public Session - A resident presented a request, on behalf of the Steyning & District Community Partnership, for Bramber PC to adopt the four 'Walks for All' interpretation boards as assets. Cllr Tilley requested maintenance details for these assets. The resident reported that they were in good condition and required little maintenance.

The Chair brought forward item 91(c) in order that Members could consider the request. No further public questions were asked.

85. Highways item 91(c) – Members were requested to approve the application to adopt the four 'Walks for All' interpretation boards as assets. The assets were valued by the Partnership at £3,400. After review and consideration, Members **AGREED**, unanimously, to adopt the assets and asked the Clerk to add them to the Asset Register

86. **To discuss and agree Committee Membership** – members **AGREED** that committee membership of the Complaints Committee, Planning Committee and F&GP Committee be all Council members.

87. **To discuss and agree representatives on outside bodies** - Members **AGREED** the following representation.

- HALC (2 x reps) – Cllrs A. Blakelock and Kitson;
- Joint Parishes Cemetery Committee - Cllrs Green and S. Blakelock;
- Joint Parishes Youth Committee – Cllr Burstow;
- Wardens - Cllrs Goodall and Day with support from the Clerk
- CLC – removed and replaced by the Steyning & District Partnership to be represented by Cllr A. Blakelock; and
- Village Hall Committee Cllr Tilley.

88. **To discuss and agree policies and standards** – no changes to the Standing orders, financial regulations and all other policies and procedures were proposed. Members **AGREED** to adopt all the policies, regulations and procedures.

89. **Reports.**

a) **WSCC** – WSCC Cllr Linehan provided an update that included: -

- **Proposed Maudlin Lane TTRO** – having reviewed all possible alternatives, WSCC Highways had issued a TTRO that diverts traffic through Annington Road/Botolphs. He was aware that residents requested “Stop/Go” boards but the cost for this was estimated at £6,000 per week which was considered uneconomic. “Road Ahead Closed” signs will be placed at the A283 junction with Maudlin Lane (adjacent to Bramber roundabout) and at the junction of Clays Hill and Maudlin Lane to try to dissuade vehicles from using the narrow part of Maudlin Lane. The road closures will commence as from 9th June 2022 and an emergency phone number will be provided to residents who require emergency access;

A resident asked if he could question WSCC Cllr Linehan. The Chair advised that any questions from the public should have been asked at agenda item 84 when the public were permitted to speak. As per BPC Standing Orders (3f), after this public session, the public are not permitted to speak at the meeting.

- **Roadworks** – he advised of the roadworks that will occur on 18/19 May in The Street and 16/17 May in Castle Lane (Virgin Media);
- **Potholes** – a new velocity machine had been acquired to provide rapid repairs to potholes. Over 1,100 repairs have been made by the device in four weeks;
- **Children and Young People Services** – he was pleased to announce that, following a third inspection, the service would no longer be placed into trust status. This demonstrates the improvement in the service and is a vote of confidence in the WSCC management;
- **Noise cameras** – the local MP had requested a trial device be deployed in the County;
- **Bus partnership grant** – a £90m grant to help fund bus services had not been forthcoming. A reduced grant of £17m had been offered though;
- **Signs** – the fallen large road sign on the A283 (approaching the Upper Beeding roundabout) had been reported for repair. The sign should be repaired by the end of May; and
- **A283 Community Highway Scheme** – the evidence base continues to be developed and speed loops will be fitted in June. The new CHS policy on speed limits may assist the case. Cllr Blakelock reported that the broken bollard at the Castle Lane road crossing had been reported for repair over three months ago. Cllr Linehan asked her to send him the details and he would progress.

Cllr S. Blakelock suggested that WSCC contact the farmer at the top of Maudlin Lane as road users may use his hard standing as a pull-in during the proposed works. WSCC Cllr Linehan advised that he is happy to discuss this with the farm owner but he would need his details.

Cllr Croker advised that the Maudlin residents would be most unhappy with the proposed TTRO solution. He suggested that £6,000 per week for operatives to operate boards seemed inordinately expensive. He asked if the justification for the TTRO decision could be made public. WSCC Cllr Linehan advised that a full analysis had been undertaken by the WSCC Highways team and Engineers and that the TTRO reflected their professional findings. He advised that Cllr Croker apply for the requested documents via a Freedom of Information request. Cllr Croker advised that he was disappointed with this response.

Cllr Croker asked if the WSCC Task and Finish Group looking at A283 speed issues would be disbanded after 2 years as suggested previously and when would the proposed consultation process commence. WSCC Cllr Linehan advised that he would find out and report back.

b) HDC – HDC Cllr Noel provided an update that included: -

- **Political parties** – there were now two opposition parties following the recent elections;
- **Planning** – the Water Neutrality issue continues to delay any planning developments in the District. HDC awaits Natural England’s resolution to this matter. In a new report, Natural England had drawn attention to the Nutrient Neutrality issue. Concerns raised about the decrease in nutrients could lead to planning development restrictions across many parts of the UK. The issue of nitrate pollution is a key concern;
- **Town Hall Events** - the “Big Conversation” events have commenced where the HDC Leader takes part, with other HDC Councillors and officers, in a Town Hall type question and answer session. The next events are in Pulborough on 17th May and Ashington on 19th May 2022;
- **Jubilee** – On 2nd June 2022, the Jubilee beacons will be lit at 9:10pm but the coloured strobe lights that were to be illuminated on top of the Capitol will be replaced with a flaming beacon. He advised that applications for a Jubilee £200 community event grant had closed but noted that the Bramber Society had requested the grant be put towards bunting. He had asked the relevant HDC officer to accept any late application from BPC. The Clerk reported that he had been in touch with the Chair of the Bramber Society but thought the grant would only be available to parish councils. Members **AGREED** that the Chair apply to HDC to request the grant and then donate the money to the Upper Beeding Village Hall Jubilee party.
- **Warmer Home Scheme** - £10-25,000 is available to those with EPC rated Band 'E' or worse properties (some Band D may qualify) and household income of less than £30k pa to help with domestic energy improvements;
- **Mental Health Awareness Week** – HDC is supporting the national mental health campaign via their Community Services team. One objective is to help with loneliness in the community;
- **Finance** – HDC predict a surplus in 2022-23: much of the unspent sums will be added to reserves to offset the predicated higher costs in future years. The council will additionally fund organisations that help young people and offer housing support, as well as providing additional resources for the CAB and young people’s mentoring scheme.

c) Neighbourhood Wardens – the report, circulated previously, was noted.

d) Joint Parishes Cemetery Committee – the next meeting is in July.

e) Joint Parishes Youth Committee – no meeting held.

f) HALC – no meeting held.

g) Village Hall – Cllr Tilley reported that the Hall will host a Jubilee cream tea event on 4th June 2022.

h) Website – no issues were reported.

90. Finance and General Purposes - Members **AGREED** that the payments for May 2022 be paid (see appendix A for the payments schedule).

91. Planning.

a) **Applications.**

- **SDNP-22-1976/HOUS - Annington Mere Farmhouse, Annington Road, Bramber** - Demolition of single storey side extension and demolition of front porch. Erection of part single/part two-storey rear extension with increased roof height making habitable accommodation incorporating rear dormer window. Erection of single storey rear extension with balcony above
After review and consideration, and given the comments made at the parish council meeting, Members agreed to offer a **NEUTRAL** comment on the application. Votes: 5 Neutral with 1 abstention.

Members asked that the Authority consider the following comments:

- The application seems to conflict with the SDNPA policy in relation to increasing the size of dwellings (Local Plan Policy SD31). The applicant's statement (5.5) suggests that the existing bedroom had four dwellings. This statement is not supported by the drawings submitted with the application which suggest three existing bedrooms. The suggested overall floor area increase is 41% when it is understood that SDNPA policy restrict this to just 30%;
- The proposed large increase in bedrooms from 3 to 6 may impact on the current restrictions imposed by Natural England's water neutrality directive;
- The proposed ridge height increase appears significant. The height difference cannot be calculated as no existing ridge measurements are provided;
- The proposed large windows (south elevation) are described as being tinted to reduce light pollution. Can assurance be sought that the light coming from these windows meets the required SDNPA policy on light pollution; and
- The applicant's statement refers to visibility from certain footpaths (actually bridleways) but omits footpath 2293. The proposed increased roof height might mean it could now be more visible from footpath 2293.

b) **Decisions** – none.

c) **Other Planning matters** – Members noted the planned appeal to planning application SDNP/21/02892/OUT (Land at Kingsmead Close).

92. Highways and Public Rights of Way.

(a) **Speeding in the Street** – deferred as Cllr Day was not in attendance.

(b) **Traffic management - A283 speeding** – referred to at item 89(a)

93. Neighbourhood Plan Projects – no update.

94. Consultations – WSCC Local bus service – The Chair referred to the BPC NHP where this item is listed as a local concern for residents. She agreed to write to WSCC and refer to the relevant NHP objectives (Para 8.17 et seq and Aim B2).

95. English Heritage/Bramber Castle – no update.

96. Jubilee – referred to at item 89(b). The Chair added that St Botolph's were holding a Jubilee tea event.

97. Environment - The Chair provided the following update:

- She had yet to arrange a meeting with the WSCC Youth Offending team;
- The Men’s Shed community project had circulated details of a Tool Sale. She asked the Clerk to arrange for the details to be put onto the website;
- She had received complaints about the increase in dog waste on the path from Castle Lane to the field to the river (by the Castle moat); and
- She volunteered to assist St Mary’s House including a session for the Easter Egg hunt.

98. Climate Emergency and Steyning Greening 2030.

- Greening Steyning** – Cllr A. Blakelock reported that a Climate Café will commence on 21st May 2022 between 10:30 and 12:00 at the Castle Inn, Bramber. It will meet thereafter on the 3rd Saturday of each month. The “Green Day” is arranged for 28th May 2022 to include e-bikes, e-vehicles, a Children’s parade and displays. It will focus on ‘...all things green’.
- 20 mph zone project** – the recent Virgin Media related roadworks had delayed the deployment of the data collection speed survey units.

99. Correspondence – as from 1st April 2022.

| DATE | FROM | SUBJECT |
|------|--------------------|-----------------------------------------------|
| 4/4 | Wardens | Monthly report – March 2022 |
| 7/4 | HDC leader | “Town Hall” meetings – the “Big Conversation” |
| 13/4 | SDNPA | Newsletter |
| 13/4 | WSCC Highways | Maudlin Lane road closure |
| 14/4 | HDC Planning | Website closure |
| 19/4 | HDC | Climate update |
| 19/4 | Steyning for Trees | Planting at Clays Hill |
| 19/4 | WSALC | Promoting for new councillors |
| 19/4 | WSCC | Pegasus crossing A282 Rudgwick |

100. Items for inclusion on the next Agenda.

- Newsletter.

101. Date of the next meetings.

- Ordinary Parish Council meeting – 22nd June 2022 at the Beeding and Bramber Village Hall commencing 7pm
- Planning Meeting – TBA subject to receipt of planning applications.

The meeting closed at 20:34.

Signed..... Chairman

Date.....

Appendix A – Payments

| Payments 11th May 2022 | | | | |
|--------------------------------------|-------------------------------------------------|--------------------|--------------|-------------------|
| Approved at last meeting | Invoiced Services | Voucher | Chq Nos | Amount |
| Direct365Online Limited | Toilet supplies | 1 | BACS | £ 113.77 |
| Julie Bakter | Toilet cleaner - March 2022 | 2 | BACS | £ 144.00 |
| Upper Beeding & Bramber Village Hall | 16 March 2022 meeting | 3 | BACS | £ 22.80 |
| West Sussex ALC limited | WSALC and NALC subscriptions | 4 | BACS | £ 285.98 |
| Starboard Systems (Scribe) | Scribe accounts software 2022/23 | 5 | BACS | £ 345.60 |
| HDC | Wardens 2022/23 | 6 | BACS | £ 7,366.00 |
| Sussex Clubs for Young People | Youth services 1/4/22 to 30/6/2022 | 7 | BACS | £ 1,071.48 |
| EDF | Electricity to public toilet - APRIL 2022 | 8 | DD | £ 30.00 |
| | | | | £ 9,379.63 |
| | | | | |
| Income since last meeting | Amount | | | |
| HDC - precept - first payment | £ 14,070.71 | | | |
| | | | | |
| TOTAL INCOME | £ 14,070.71 | | | |
| | | | | |
| BALANCES ON ACCOUNT | | | | |
| Current Account (Treasurers) | £ 16,448.07 | As at 30/04/2022 | | |
| EARMARKED RESERVES | | | | |
| NHP reserve | £ 380.00 | | | |
| | | | | |
| AVAILABLE RESERVES | £ 16,068.07 | | | |
| | | | | |
| PAID SINCE LAST MEETING (To approve) | Invoiced Services | Voucher | Chq Nos | Amount |
| | | | | |
| TO APPROVE | Invoiced Services | | | |
| Julie Bakter | Toilet cleaner - March 2022 | 9 | BACS | £ 168.00 |
| Paul Richards | Clerk's salary - April 2022 | 10 | BACS | £ 516.48 |
| HMRC | PAYE/NIC - April 2022 | 11 | BACS | £ 135.80 |
| NEST | Clerk's pension - April 2022 | 12 | DD | £ 81.54 |
| Chichester Payroll Services | Payroll costs - April 2022 | 13 | BACS | £ 15.00 |
| Beeding and Bramber Village Hall | Hall hire - 13/4/2022 | 15 | BACS | £ 22.50 |
| REGULAR PAYMENTS | | | | £ 939.32 |
| EDF | Electricity to public toilet - MAY 2022 | 14 | DD | £ 30.00 |
| | | | TOTAL | £ 30.00 |
| | | | | |
| | Position at bank on 30/04/2022 | £ 16,448.07 | | |
| | Uncleared | £ - | | |
| | New payments to approve | -£ 969.32 | | |
| | CASHFLOW POSITION AS AT 30/04/2022 | £ 15,478.75 | | |
| | Earmarked reserves | -£ 380.00 | | |
| | RESERVE/BUDGET POSITION AS AT 30/04/2022 | £ 15,098.75 | | |