

Bramber Parish Council
Meeting of Full Parish Council
Beeding & Bramber Parish Hall
7.00pm Wednesday 8th January 2020

Present: Cllrs Roger Potter (Chair), Sarah Green (Vice-Chair), Ann Blakelock, Steve Blakelock, Mike Croker (HDC), Dave Kitston, Diana Goodall, Trevor Bignell and Mick Tilley.

In attendance: Cllr Roger Noel (HDC).

Members of the public: 2

Minutes: Rebecca Luckin (Parish Clerk)

MINUTES

1. Apologies for absence

a) Apologies were received and accepted from Cllr David Barling (due to an urgent WSCC meeting).

2. Declarations of interest

None for this meeting.

3. Minutes of the previous meeting – 12th December 2019

a) Subject to an agreed amendment, Cllr Tilley **proposed** that the minutes of the meeting of 12th December 2019 be approved as a correct record of the meeting. **Seconded** by Cllr S Blakelock. **Agreed.** The minutes were duly signed by the Chairman.

4. Matters arising

- a) Send draft NDP to HDC – to be actioned by consultant Alison Eardley in January 2020, when agreed amendments have been made.
- b) Liaise with landowners regarding decisions made for both sites that were assessed – RP Actioned.
- c) Locality grant funding or Neighbourhood Plan - £3,500 received, with a further £3,500 available after April 2020.
- d) Benches – to be actioned.
- e) Appointment of new Clerk – confidential Agenda item 16.
- g) PROW maintenance issues – reported to WSCC 27.12.19

The Chairman adjourned the meeting

5. Open Forum

The Chairman reconvened the meeting

6. Reports

- a) WSCC – no report for this meeting.
- b) HDC – Cllr Croker reported that HDC information on Planning for the Future, regarding the draft revised HDC Local Plan, was being circulated. The Standards Committee had made recommendation that parishes should be brought in line with one generic Code of Conduct. The 'Discover Horsham' website had been launched to integrate and promote tourism and local economy issues on one website. A caravan parked at the High Trees Car Park will be left for time being, until WSCC take action.

- c) Neighbourhood Wardens – A Warden Supervisor had been appointed to start mid-January 2020. December Wardens' Report circulated to Councillors.
- d) Joint Parishes Cemetery Committee – no meeting held.
- e) Joint Parishes Youth Committee – Steyning Parish Council may have approved the contract.
- f) HALC – Cllr Roger Potter reported that strategic sites were being assessed and that a public consultation would take place. HALC minutes had been circulated to Councillors.
- g) Village Hall – Cllr Tilley reported that the hall will be redecorated, a floor and some windows will be replaced. The budget is on target. The Chairman and Treasurer roles may become vacant during 2020.

7. Finance and General Purposes

a) Approval of payments since the previous meeting – Cllr Goodall **proposed** that the cheque list for 8th January 2020, for the value of £2,479.90, be agreed. **Seconded** by Cllr Croker. **Agreed.**
(List of payments attached as an appendix to these minutes).

b) Councillors noted and signed bank reconciliations for 29th November 2019 (£17,683.02) and 30th December 2019 (£16,642.71)

c) Councillors noted the Q3 Budget Report, which the Clerk advised was on target.

d) Following discussion, Cllr Potter **proposed** that the budget for 20/21 be approved. **Seconded** by Cllr Kitson. **Agreed.**

e) Following agreement of the budget, Cllr Potter proposed that Bramber Parish Council request a parish precept of £24,304. **Seconded** by Cllr S Blakelock. **Agreed.**

ACTION	Request precept by 31st January 2020	Clerk
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f) Councillors considered and agreed a press release regarding the precept increase.

ACTION	Circulate press release V3 to Councillors	Clerk
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8. Planning

a) Applications:

SDNP/19/06178/FUL - Redgate Farm Annington Road Bramber - Agricultural workers dwelling, farm office and associated parking and access. Since there was only slight variation in the proposal since it was last discussed, Councillors agreed not to call a meeting.

b) Decisions:

Rampion/28/37 – amendment to approved reinstatement plans – information only.

DC/19/2157 - Rose Cottage, The Street, Bramber - Fell 1 x Ash and Surgery to 1 x Ash and 1 x Yew (Works to Trees in a Conservation Area) – **PERMITTED**

DC/19/2069 - The Old Priory The Street Bramber - Variation of Condition 1 to previously permitted Application Reference Number: DC/19/1111 (Erection of a single storey rear extension, removal of and part rebuild of lean-to structure, alterations and conversion of office building – **PERMITTED**

9. Highways and Public Rights of Way

a) Cllr A Blakelock introduced the Steyning Heritage Walk Week 2020 and reported that the Steyning Commerce & Business Group is working to encourage tourism and plans to lead walks in the area. Councillors agreed that Cllrs A Blakelock and Green should liaise to organise a Bramber Heritage Walk to encourage visitors to Bramber.

ACTION Organise a walk and report back to Full Council

Cllrs Blakelock & Green

b) Raised walkway between Maudlyn Park and Sopers Lane running parallel to Maudlin Lane – a poorly maintained path surface was reported to Cllr David Barling. Councillors noted that the rural path was well used by local residents and presented a hazard to elderly pedestrians.

ACTION Report via Love West Sussex website (cc Cllrs Noel and Croker)

Clerk

c) Mrs Christine Supiot had submitted a PROW Report to WSCC, and circulated a copy to Councillors, regarding maintenance requirements.

10. Youth Provision

a) The Clerk advised that the contact with the provider was yet to be agreed and signed.

ACTION Contact Steyning PC for copy of contract

Clerk

ACTION Item for the next agenda

Clerk

11. Neighbourhood Plan update

a) Cllr Potter reported that the agreed and updated draft Neighbourhood Plan would be sent to HDC by mid-January 2020.

12. Environment

a) Cllr A Blakelock reported that the Steyning Greening Group was working with Steyning Parish Council regarding green practices and that she would like Bramber PC to review their own practices and the practices of those supplying goods and services. **Agreed.**

ACTION Draft a proposal for the next meeting

Cllr A Blakelock

ACTION Item for the next agenda

Clerk

b) Bramber Brooks – Councillors noted that following damage to land at Bramber Brooks, when undertaking maintenance works, UK Power Networks had agreed to donate two benches, by way of compensation, and to reinstate the path when conditions were suitable. Information boards will be sited shortly. A planning decision is due on 10th January regarding proposed water bodies; if permitted, some enabling works may take place in the spring with major works due in August.

c) English Heritage had confirmed that they would be hedge cutting in Castle Lane - 13/14th January.

d) Following on from concerns outlined by Cllr Malcolm Eastwood (Chair Henfield Parish Council), Bramber Councillors considered whether to join a group of parishes working to highlight to HDC concerns regarding potential increased flood risk caused by large scale development in the River Adur catchment area. Councillors considered the request and expressed concern regarding the objectives of the group and the close ties with the action group known as LAMBS. They were of the opinion that Parish Councils and action groups served different purposes and roles. Councillors noted that HDC would set a consultation period to include all strategic sites within the district. Councillors agreed that Bramber PC should respond independently during the consultation process and would not join the Inter Parish Group for the time being. **Agreed.**

ACTION Inform Henfield Parish Council of decision

Clerk

13. Correspondence

a) 13.12.19 – WSCC Transport, Highways & Planning e-news bulletin.

b) 13.12.19 – WSCC introduction to Waste Prevention Team

- d) 18.12.19 – SDNPA Planning Newsletter
- e) 19.12.19 – NALC – Working together to build stronger communities
- f) 19.12.19 – Sussex Uncovered Report 3
- g) 19.12.19 – HDC invite to Councillor Conduct training 30th January – Cllr Potter to attend.
- h) 23.12.19 – WSCC Highways – Maudlin Lane closed 13.01.20 – 09.03.20 for works
- h) 30.12.19 – HDC Local plan progress – next stage public consultation Feb – March 2020.
- i) 06.02.20 – Invite to next Inter Parish Meeting – 7pm Thursday 6th Feb, Albourne Village Hall.
- j) 06.01.20 – WSCC Town & Parish News e-bulletin
- k) 07.01.20 – WSCC consultation invite re Soft Sand Review of WSCC Waste & Minerals Plan
- l) 07.01.20 – Rural Services Network e-newsletter

14. Items for inclusion on the next Agenda

- a) Following approval by Steyning Parish Council, Councillors to consider and agree contract with youth services provider going forward.
- b) Parish Council to consider and agree a response to the Soft Sand Review of the WSCC Joint Minerals Local Plan (*see email received on 7th January*). To be submitted by 2nd March.
- c) Greening proposal to include smart targets.
- d) Cllrs A Blakelock and Green to report back regarding a proposed heritage walk.

15. Date of the next meetings:

Wednesday 12th February 2020 and

Annual Parish Meeting 7.00pm Wednesday 11th March 2020 (HDC CEO Mr Glenn Chipp to attend)

16. Staff Matters

CONFIDENTIAL SESSION - the Chairman **proposed**, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3 (d) to exclude the press and public on the grounds that the confidential matters to be discussed under item 16 below would be prejudicial in the public interest. **Seconded** by Cllr A Blakelock. **Agreed.**

- a) Cllr Potter reported on the progress of recruitment for a replacement Clerk.
- b) Councillors considered and agreed the annual salary and pension contribution for the new Clerk. **Agreed.**
- c) Following interviews and a selection process, Cllr Potter **proposed** that Mr Paul Richards be appointed as the new Clerk for Bramber Parish Clerk with effect from 1st February 2020. **Seconded** by Cllr A Blakelock. **Agreed.**

The Chairman closed the meeting at 8.40PM

Signed:
Chairman

Date: 12th February 2020

Appendix One

Payments for approval (circulated to Councillors)

Chq no	Supplier	Value	Notes
2309	Cllr Potter	447.33	Replacement for cheque 2307
2310	B&B VH	29.46	Broadband Oct – Dec 2019
	B&B VH	71.05	Room hire for meetings (Nov 2019)
2311	B&B VH	37.70	Room hire (Dec 2019)
2312	SCYP	1,200	Youth Service term 3
2313	R Luckin	357.46	Clerk salary (net) December 2019
	R Luckin	30.00	Clerk's admin expenses (printer cartridges)
2314	Cllr Potter	58.00	Interview expenses, replacement handle and Christmas gift for toilet cleaner
2315	Will Bourne	52.90	Charging and moving MVAS
SO	P Kerchel	185.00	Cleaning of public toilets
DD	EDF	11.00	Electricity supply to toilets
	Total	£2,479.90	