



CONTACT - Paul Richards, Parish Clerk

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The Minutes of the virtual Ordinary Council Meeting of the Bramber Parish Council via a Zoom video conference on Wednesday 6th May 2020 at 7pm.

Present: Cllrs Potter (Chair), Cllr Green (Vice Chair), Cllr Bignell, Cllr A. Blakelock, Cllr S. Blakelock, Cllr Croker, Cllr Goodall, Cllr Kitston and Cllr Tilley.

In attendance: WSCC Cllr Barling, HDC Cllr Noel, Paul Conroy (Neighbourhood Wardens) and Paul Richards (Parish Clerk).

Members of the public: 2

49. Apologies for absence

None.

50. Declarations of interest

None.

51. Minutes of the previous meeting – 2nd March 2020

Cllr Tilley **proposed** that the minutes of the meeting of 2nd March 2020 be approved as a correct record of the meeting. This was **seconded** by Cllr Croker. The minutes were **AGREED** by Members and were duly signed by the Chairman.

52. Matters arising

- Item 39 – Benches – to be discussed at item 56;
- Item 44 (b) – Riverside - Chair to set up action group - deferred until after Lockdown; and
- Item 44 (c) – Drain – all cleared with no reports of repeat flooding during recent rain. Cllr Potter also reported additional flooding adjacent to a cottage in The Street. He has liaised with the resident who has contacted WSCC. WSCC Cllr Barling agreed to chase up the officer responsible for this task.

1912 – Cllr S Blakelock enters the meeting

53. Open Forum

A resident asked if the pools in Bramber Brooks had been excavated. The Chair advised that this matter is with the EA who hope to have the work completed in the summer.

54. COVID-19

The Chair provided an update that included strategy, local co-ordination and the role of the Hub & HDC. He advised that the Hub at Upper Beeding was working effectively and manages around 90 calls per day (mainly addressing prescription collections). The Neighbourhood Wardens were assisting the more vulnerable residents and the Chair reported that he was aware that many community residents had

rallied round and were holding socially-distant events including in the street Bingo sessions. Paul Conroy advised that the Wardens were assisting where they could in liaison with the Hub for deliveries.

55. Reports

a) **WSCC** – WSCC Cllr Barling advised that :-

- The County Council was functioning effectively during the Covid-19 crisis. Most council employees were either working from home or in the field supporting local communities;
- The Highways Department has been reorganised and a new area Highways Engineer appointed. Cllr Barling has the relevant contact names and numbers;
- A new area Ranger (Nigel Bird) has been appointed; and
- The majority of WSCC amenity recycling centres will reopen on 11th May 2020 for a reduced amount of waste types. Social distancing will be in place but queues are expected when the centres reopen.

19:25 - Cllrs Goodall and Kitson leave the meeting

b) **HDC** – Cllrs Croker and Noel reported that:-

- HDC is functioning well during the Covid-19 crisis. Meetings continue via Zoom video conferences with over 300 staff are working from home;
- Over 6,000 comments have been received regarding the HDLP however HDC is in urgent discussion with Government regarding concerns demonstrating the five year land supply figures;
- 27 volunteer hubs have been established to address the Covid-19 crisis;
- Horsham Markets remain open;
- Applications for green waste collection have increased as has the quantity and quality of recycling waste. Waste collection services are unaffected;
- Leisure Centres remain closed as do public car parks. Parks are open; and
- Over 2,000 small business grant applications have been processed and £21m paid out to date. Some small businesses and organisations that might qualify for the grant have yet to apply. The overall budget figure for HDC shows a deficit due to the loss of revenue and increased costs associated with the Covid-19 crisis. Government has provided £1.4m additional income but HDC may have a significant budget shortfall in a few weeks.

c) **Neighbourhood Wardens** – Paul Conroy advised that high visibility patrols continue to ensure residents comply with Covid-19 restrictions. His report, circulated previously, was reviewed. Cllr Tilley asked if the Wardens could help with the graffiti problem under the A283 road bridge. WSCC Cllr Barling and HDC Cllr Noel debated which local authority should resolve this issue. WSCC Cllr Barling agreed to talk to the new Ranger about this. Paul Conroy also advised that he would also take a look at the site.

d) **Joint Parishes Cemetery Committee** – no update.

e) **Joint Parishes Youth Committee** – no update.

f) **HALC** – no update.

g) **Village Hall** - the Executive Committee has delegated authority to manage the Hall during the Covid-19 crisis.

56. Highways and Public Rights of Way

Benches – the Chair advised that no action had been taken due to the lockdown restrictions. He also stated that in his view the benches seemed more stable than when first installed and this was confirmed by Cllr A. Blakelock.

57. Finance and General Purposes

- a) Members **AGREED** that the payments for May 2020 be paid. Members also **AGREED** that the standing order to continue to pay for toilet cleaning should remain in place.
- b) The Clerk advised that the Internal Audit arrangements will be reviewed on 7th May 2020 with Mulberry and Co. The Annual Return will be postponed until September 2020.
- c) The donation request from the CAB was approved. Members **AGREED** to donate £150.

58. Planning

a) Applications

- **SDNP/20/01495 - Annington House, Annington Road, Bramber** - Demolition of existing detached garage and pool house outbuilding and erection of a replacement detached garage and pool house outbuilding.
- **Members voted to SUPPORT the application** (7 x support, 2 x abstain). Members did comment that it was disappointing that the solar panels on the existing structure were not being replaced. In this time of a climate emergency, BPC and SDNPA should be encouraging development that safeguards the environment. Members asked that the applicant reinstates the solar panels during development.
- **SDNP/20/01496/LIS - Annington House, Annington Road, Bramber** - Demolition of existing detached garage and pool house outbuilding and erection of a replacement detached garage and pool house outbuilding (Listed Building Consent).
- **Members voted to SUPPORT the application** (7 x support, 2 x abstain). Members did comment that it was disappointing that the solar panels on the existing structure were not being replaced. In this time of a climate emergency, BPC and SDNPA should be encouraging development that safeguards the environment. Members asked that the applicant reinstates the solar panels during development.

b) Decisions

- **DC/20/0344** - 32 Coombe Drove, Bramber - Surgery to 2 x Beech Trees – permitted by HDC
- **DC/20/0464** - High Beech, Little Drove, Bramber - Fell 1 x Ash – permitted by HDC

59. Youth Provision

No update. The Chair asked the Clerk to ask what services have been provided given BPC has paid upfront for 3 months service and also if the provider was furloughing staff during Covid-19.:

60. Neighbourhood Plan update

The Chair advised that he has sent an email to those registered to receive updates. His update included (a) extension to the Regulation 16 consultation period to 16th May 2020 (b) the SDNPA consultant is sourcing an Inspector to review the final draft plan and (c) any referendum will be postponed until 2021 with review points during 2020.

61. SALC Training outputs

Cllr A. Blakelock presented her report, circulated previously, updated with comments from the Clerk. Members **AGREED** that BPC appears compliant with SALC recommendations. The Chair asked the Clerk to review BPC retention policies in regard to the duration that emails should be kept. Cllr Kitson also suggested that Member's contact email details be included on the website. The Chair asked the Clerk to present a report at the next meeting to confirm if BPC should publish Member contact details. The

Clerk was also asked to check with SALC on whether actions, when minuted, could not be implemented until those minutes were signed at the next meeting.

62. Toilet refurbishment

Members **AGREED** that Cllr Kitson and Cllr S. Blakelock measure up the toilet and present details at the next meeting.

63. Environment

- Cllr Tilley asked when the flower baskets would be in position. The Chair advised that there was no update at this time.
- Cllr Tilley asked if WSCC Cllr Barling could contact the new Ranger and see if WSCC could put up a sign by the footpath at Millfield as it exits onto the road. The recent increased footfall on this path has seen instances when walkers were 'surprised' by the sudden exit onto the road. Members **AGREED** that a 'Beware; road ahead' sign should be put in place much like those on the Downlink and asked that the Clerk email WSCC Cllr Barling with this request.

64. Climate Emergency

No update.

65. Correspondence

DATE	FROM	SUBJECT
17/03/2020	Clerk	Scheme of delegation
17/03/2020	Sussex Clubs for Young People	Update – closures re COVID-19
17/03/2020	WSCC Cllr Barling	Update – meetings and COVID-19
18/03/2020	WSCC	COVID-19 – resilience plans
19/03/2020	Clerk	COVID-19 – HDC set up a volunteer hub
19/03/2020	Clerk	All face-to-face meetings now cancelled
19/03/2020	HDC	COVID-19 update
25/03/2020	SALC	COVID-19 update
25/03/2020	HDC	COVID-19 update
26/03/2020	Sussex Clubs for Young People	COVID-19 update
26/03/2020	Clerk	Planning applications for comment
27/03/2020	Roger Noel	HDC local plan update
27/03/2020	FSWIG	LRF
30/03/2020	IPG	Response to local plan
30/03/2020	Mike Croker	Latest on HDC plan – delay request
30/03/2020	SALC	Update
31/03/2020	WSCC	Leader note re COVID-19
02/04/2020	SDNPA	Planning update
03/04/2020	Clerk	Payments for approval
03/04/2020	Clerk	Payments update
03/04/2020	HDC	COVID-19 update
06/04/2020	Clerk	PCC invite
06/04/2020	Clerk	Virtual meeting a governance update
06/04/2020	SALC	Update
08/04/2020	Clerk	Donation request (CAB) further info
09/04/2020	HDC	Wardens update
09/04/2020	SDNPA	Newsletter

14/04/2020	NALC	Chief Exec briefing
15/04/2020	WSCC	COVID-19 update
16/04/2020	SDNPA	Planning update
17/04/2020	Clerk	Extension to NHP reg 16 consultation
17/04/2020	SALC	Update
20/04/2019	WSCC	Rail subsidy consultation
21/04/2020	SDNPA	Update

66. Items for inclusion on the next Agenda

- a) Retention Policy – Clerk to provide update and a report regarding Member’s contact details; and
- b) Toilet refurbishment – Members to discuss specification, timetable and resources.

67. Date of the next meetings

- **Annual Parish Meeting** – Postponed until further notice
- **Ordinary Parish Council Meeting** – 7pm on Wednesday 17th June 2020 via a Zoom video/audio conference.

The meeting closed at 20:40

Signed..... Chairman

Date.....