



CONTACT - Paul Richards, Parish Clerk

EMAIL - bramberparishclerk@gmail.com

The Minutes of the Ordinary Council Meeting of the Bramber Parish Council that took place at the Beeding and Bramber Village Hall on Wednesday 12th July 2023 at 7:00pm.

Present: Cllr A. Blakelock (Chair), Cllr S. Blakelock, Cllr H. Bayford, Cllr D. Croker, Cllr M. Croker, Cllr Kitson, and Cllr Tilley.

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

Members of the public – none.

107. Apologies for absence – Cllr Green and Cllr Goodall.

108. Declarations of interest – none.

109. Minutes of the previous meetings held on 21st June 2023

The minutes of the Ordinary Parish Meeting held on 21st June 2023, circulated previously, were **AGREED** by the Members, and were duly signed by the Chair.

110. Matters arising - none.

111. Public Session – none.

112. Reports.

a) **HDC** – HDC Cllr Noel reported that:

- The new councillors were undergoing training and induction sessions;
- At the recent full Council meeting, Members agreed to declare a Climate and Ecological Emergency. An action plan had been formulated previously and is on the HDC website for comment; and
- HDC was looking to acquire (a) an industrial estate in Horsham and (b) Bramber Brooks. Negotiations for both were in progress and approval of these purchases will be sought from cabinet, then full Council on 20th July 2023.

b) **Neighbourhood Wardens** –The Chair repeated her previous request for subheading BRAMBER be reinstated in the report so that Members could learn of events specifically related to BPC. The Clerk was asked to contact the Warden Supervisor accordingly.

c) **Joint Parishes Cemetery Committee** – no meeting.

d) **Joint Parishes Youth Committee** – Cllr Bayford explained that the current service provider had gone into administration. The Committee is looking at replacement service delivery partners and she would report back on progress. She also asked if a second Bramber Councillor could be nominated to the JPYC. Members agreed that Cllr Bayford inform them if she could not attend a meeting and that other councillors would make themselves available as necessary.

e) **HALC** – the next meeting is on 26th July 2023.

f) **Village Hall** – the next meeting is on 18th July 2023.

g) **Website** – Cllr Tilley advised that user sessions had risen slightly in the month.

113. Steyning and District Community Partnership – Cllr A. Blakelock reported that the Partnership had secured provisional grants (approximately 50%) for the White Bridge project but await firm commitments from other possible donors to match this funding.

114. Finance and General Purposes – Members **AGREED** that the July payments be made. Details are attached at Appendix A.

115. Planning.

a) **Applications.**

- **SDNP-23-01860/HOUS - Rivendell, The Street, Bramber** - Erection of a two storey side extension with Dormer window; and
Members voted, unanimously, to **SUPPORT** the application.
- **DC-23-1279 - Woodstock House, The Street, Bramber - Surgery to 1x Crab Apple (Works to Trees in a Conservation Area).**
- Members voted to **SUPPORT** the application (6 x votes FOR with one abstention)

b) **Other Planning matters.**

The Chair advised that a new planning application had arrived too late for this meeting. She recommended that Members comment on the application by email but let the Clerk know if they would like to hold a separate Planning sub-Committee.

116. Highways and Public Rights of Way.

- Cllr S. Blakelock reported that HDC had re-commenced collection by HDC vehicles from the households in Castle Lane. However, WSCC had yet to cut back the overhanging vegetation;
- Members reported a series of potholes on Clays Hill. Cllr M. Croker advised that the top surface was sub-standard and was cracking up. The Clerk was asked to report this to WSCC;
- Cllr M. Croker advised that no notice had been received of the forthcoming closure of the A283. The impact of the proposed diversion could have significant implications for the parish, and he had written to WSCC Cllr Linehan to complain about the lack of consultation;
- Cllr M. Croker reported that the MVAS would be located to the west end of The Street in the next few days; and
- Members reported complaints of overgrown vegetation on the Walks for All paths. Cllr M. Croker advised that he had reported this matter to both the EA and WSCC. The EA will only cut back once a year though – Cllr M. Croker had asked WSCC Public Rights of way to consider planning for two cuts a year.

117. Consultations.

The consultation request regarding the SDNPA Local List was reviewed. Members **AGREED** to submit a nil return for the parish and asked the Clerk to write to SDNPA accordingly.

118. English Heritage/Bramber Castle – Cllr Green had sent an update, circulated previously. She advised that a 950th anniversary of Bramber Castle and St Nicholas Church would be held on 29th July 2023. Details will be posted on the parish notice boards by Cllr Croker and the Clerk. Cllr Tilley agreed to post details up onto the website.

119. Environment and Parish Actions

- The Chair asked for clarification regarding the ownership and access to the emergency equipment stored in the old part of the public toilet. Cllr Tilley suggested that the flood control equipment had been donated to BPC from WSCC previously. The Chair asked him to check with the Bramber Society to ascertain what they believe the ownership position is. The Clerk shared details of the BPC Asset Register that accounted for some of the equipment in question. The Chair asked the Clerk to provide additional keys so that Members might access the store in an emergency and that the draft BPC Emergency Plan was updated;
- Then Chair referred to a resident's complaint regarding the field behind St Marys House. The complainant suggested that there was a risk of fire on the field given the recent hot weather. The Chair advised that she had spoken to several of the parties involved with the field including the managing agent. She wanted to put together an action plan however it appeared to be a grey area regarding which parties owned certain parts of the land in question. Cllr Tilley recalled that, in previous years, BPC paid for a local contractor to cut a fire break on the land, however this was a unilateral action in case an emergency arose. The Chair asked the Clerk to obtain a quote from the

contractor for a similar job. In the meantime, the Chair awaits a formal response from the managing agent;

- Cllr M. Croker advised that he is contact with HDC to propose the installation of solar panels on the toilet roof; and
- Cllr M. Croker reported that he is investigating the cost of siting a combined refuse/recycling bin in the car park in The Street.

120. Climate Emergency and Steyning Greening 2030.

- a) **Greening Steyning** – Cllr A. Blakelock advised that details of forthcoming events were on the Greening website. The Climate Action Group had arranged for a Zoom call on 19th July 2023 to review funding options. She will report back on progress. Cllr M. Croker advised that he would be attending as an HDC Councillor and Cllr Tilley advised that he would also attend.
- b) **20 mph zone project** – A meeting of the project working party was called to review WSCC’s suggestions and proposals. Cllr M. Croker attended together with three Steyning PC councillors. WSCC Cllr Linehan was in attendance as an observer. It was noted that no speed data had been received and that WSCC had not responded to their requests for more detail. The working party had agreed that this was inadequate and disappointing. The notes from the meeting will be circulated.

121. Correspondence – the report was noted.

122. Items for inclusion on the next Agenda – none.

123. Date of the next meetings.

- The next **Ordinary Parish Council meeting** will be on Wednesday 6th September 2023 at the Beeding and Bramber Village Hall commencing 7pm.
- **Planning Meeting** – TBA subject to receipt of planning applications.

The meeting closed at 20:10.

Signed..... Chairman

Date.....

Appendix A – Payments

Payments 12th July 2023				
Income since last meeting	Amount			
	£	-		
TOTAL INCOME	£	-		
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£	12,437.66	30/06/2023	
EARMARKED RESERVES				
NHP reserve	£	380.00		
AVAILABLE RESERVES	£	12,057.66		
Paid since last meeting (to approve)	Invoiced Services	Voucher	Chq Nos	Amount
Julie Bakter	Toilet Cleaning - June	40	BACS	£ 378.00
Paul Richards	Clerk's salary - June	41	BACS	£ 549.28
NEST	Clerk's pension - June	42	DD	£ 86.75
Chichester Payroll Services	Payroll costs	43	BACS	£ 15.00
HMRC	PAYE - June	44	BACS	£ 144.60
TO APPROVE	Invoiced Services			£ 1,173.63
Beeding and Bramber Village Hall	Meeting 21/6/23	45	BACS	£ 20.00
Business Stream	Water - toilet - March to June 2023 (£1.13/day)	46	BACS	£ 86.07
Mulberry & Co	Internal audit fee	47	BACS	£ 205.20
Paul Richards	Mileage - Feb 2023 to 12th July	49	BACS	£ 93.60
Paul Richards	Noticeboard fixings	50	BACS	£ 5.99
REGULAR PAYMENTS				£ 410.86
EDF	Electricity to public toilet - July 2023	48	DD	£ 35.00
			TOTAL	£ 35.00
	Position at bank on 30/06/2023	£ 12,437.66		
	Uncleared	£ -		
	New payments to approve	-£ 1,619.49		
	CASHFLOW POSITION AS AT 12/07/2022	£ 10,818.17		
	Earmarked reserves	-£ 380.00		
	RESERVE/BUDGET POSITION AS AT 12/07/2022	£ 10,438.17		