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The Minutes of the Ordinary Council Meeting of the Bramber Parish Council that took place at the Beeding and Bramber Village Hall on Wednesday 15th November 2023 at 7:00pm.

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

In attendance: Paul Richards (Parish Clerk).

Members of the public – none.

157. Apologies for absence – Cllr Green, Cllr Kitson and HDC Cllr Noel.

The Chair suggested that Members offer a dispensation for one extra month to Cllr Green given her circumstances. This was **AGREED** unanimously.

158. Declarations of interest – There were no declarations of interest.

159. Minutes of the previous meetings held on 18th October 2023.

The minutes of the Ordinary Parish Meeting held on 18th October 2023, circulated previously, were **AGREED** by the Members, and were duly signed by the Chair.

160. Matters arising - none.

161. Public Session – none.

162. Reports.

a) **HDC** – Cllr M. Croker reported that:

- The Regulation 19 version of the draft Local Plan would go before HDC's Cabinet on 11th December 2023 followed by a full council meeting to approve the draft;
- The HDC financial reserves remain healthy but future cost pressures (including food waste collection, inflation, business rates and government elections) make the outlook for 2024/25 uncertain; and
- No update on the Bramber Brooks acquisition by HDC. The legal documents need to be completed.

b) **Neighbourhood Wardens** – The next meeting is scheduled for the end of November and a drop-in event has been advertised for 18th November 2023.

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

d) **Joint Parishes Youth Committee** – Cllr Bayford advised that the committee next meet on 22nd November 2023. HDC is supporting the new initiative. The Clerk confirmed that the disputed invoice from the previous service provider had yet to be settled.

e) **HALC** - no meeting.

f) **Village Hall** – no meeting.

g) **Website** – Cllr Tilley reported on a normal level of activity for the period. The website will soon achieve 10,000 visits since it first opened in 2018.

h) **The Steyning and District Community Partnership cycling/footpath project** – the next meeting is scheduled for 29th November 2023.

163. Finance and General Purposes.

- Cllr Bayford advised that she accompanied the Chair to visit the emergency store where they undertook a stock take. On checking the inventory, the bowser and brush cutter were missing. Several items require repair and/or replacement and many of the battery powered devices need new batteries. In particular, the medical kits are out of date and need replacement and the gas heaters should be checked. Cllr Bayford agreed to send a list of battery requirements to the Clerk and that her husband would check the status of the pumps. Cllr Tilley advised that the large gritter had been taken to the Repair Café for repair;
- Members **AGREED** for BPC to purchase the Christmas Tree as per the budgeted amount.
- Cllr Goodall advised that the new Walks for All no cycling signs had arrived and that she would erect them onto the existing posts;
- The Clerk presented the first draft of the 2024/25 budget. It was **AGREED** that the Clerk would circulate the revised draft for Members to then agree the final budget and precept at their December 2023 meeting. Cllr Croker asked the Clerk to advise on the cost implication of opening the toilets every day compared to the existing arrangements; and
- Members **AGREED** the November 2023 payments schedule.

164. Planning.

a) Applications.

- **DC/23/1971 - Pippins, Maudlyn Close, Bramber** - Demolition of rear conservatory. Conversion of attached garage to form habitable space, alterations to fenestrations including new bay window. New external cladding to front elevation and erection of front porch.
Members voted, unanimously, to SUPPORT the application.
- **DC/23/1886 - Aquarius, The Street, Bramber** - Demolition of garage. Demolition of single storey side extension. Erection of a two storey side extensions to North and South elevations. North Elevation to incorporate integrated double garage with accommodation above. Raising of roof to form two storeys across whole dwelling.
Members voted, unanimously, to OBJECT to the application. They concurred with the HDC's conservation officer's objections. In addition, Members objected to:
 1. The design not conforming to the Bramber PC Neighbourhood Plan Design Statement.
 2. A significant rise in ridge height.Members also suggested that a water neutrality statement should have been submitted with the application given the proposed increase in development appears to be more than 100m².
- **DC/23/1985 - Bramber Castle, The Street, Bramber** - Fell 6x European Ash (Works to Trees in a Conservation Area).
Members voted, unanimously, to SUPPORT the application.
- **DC/23/2030 - The Old Priory and St Mary's Lodge, The Street, Bramber** - Fell 1x Conifer Hedge (The Old Priory) and Surgery to 1x Ash (St Mary's Lodge) (Works to Trees in a Conservation Area).
Members voted to SUPPORT the application (4 x votes for, 2 x abstentions and 1 x neutral).
- **SDNP-23/03425/FUL - Annington Mere Farmhouse, Annington Road, Bramber** - Demolition of existing dwellinghouse and erection and repositioning of a replacement dwellinghouse.
Members voted, unanimously, to OBJECT to the application. Members objected to:
 1. Lack of environmental/climate measures e.g., the introduction of solar panels.
 2. The design not conforming to the Bramber PC Neighbourhood Plan Design Statement.
 3. The increase in glazing would increase light pollution and therefore not conform to the SDNPA's Dark Skies policy

b) Other Planning matters – none.

165. Highways and Public Rights of Way.

- Cllr M. Croker advised that the EA had cut-back the overgrown river embankment;
- Cllr M. Croker reported that the Bollard adjacent to the Indian Restaurant had been knocked over again. He had stored the damaged bollard in the emergency store to await repair; and
- The Chair reported a dip in the road in Castle Lane. The damage may have been caused by HGVs. She was hopeful that the repair works would be undertaken quickly.

166. Consultations – none.

167. English Heritage/Bramber Castle – no update

168. Environment and Parish Actions.

- Emergency Store – discussed previously;
- Toilet opening hours – discussed previously; and
- No further update from the Chair.

169. Climate Emergency and Steyning Greening 2030.

- a) **Greening Steyning** – The Chair reported she and Cllr M. Croker had attended a HDC Climate action plan event. She agreed to circulate the action plan which should be completed by BPC. Members **AGREED** that Climate matters be a regular Agenda item in the future.
- b) **20 mph zone project** – Cllr M. Croker advised that WSCC Cllr Linehan had completed his own local resident poll which showed less than 50% support for the scheme. The numbers responding to the poll were significantly lower than the previous poll. Cllr M. Croker suggested that without the support of the local WSCC Councillor, the scheme might not progress. In addition, Cllr M. Croker reported that he was considering a Community Highways Scheme application to extend the 30mph speed limits along Annington Lane to the parish boundary at Botolphs.
- c) **Emergency Plan** – the Clerk advised that the Winter Plan and request for grit bin re-supply had been submitted to WSCC.

170. Correspondence – the report, circulated previously, was noted.

171. Items for inclusion on the next Agenda.

- Climate Action Plan;
- 2024/25 budget; and
- Toilet – proposal to increase opening hours.

172. Date of the next meetings.

- The next **Ordinary Parish Council meeting** will be on Wednesday 20th December 2023 at the Beeding and Bramber Village Hall commencing 7pm.
- **Planning Meeting** – TBA subject to receipt of planning applications.

The meeting closed at 20:51.

Signed..... Chairman

Date.....

Appendix A – Payments

Payments 15th November 2023				
Income since last meeting	Amount			
MaudyIn Close residents - streetlights	£ 206.64			
TOTAL INCOME	£ 206.64			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 21,591.12	31/10/2023		
EARMARKED RESERVES				
NHP reserve	£ 1,380.00			
Emergency reserve	£ 1,000.00			
Elections	£ 1,500.00			
AVAILABLE RESERVES	£ 3,880.00			
TO APPROVE (Paid previously)				
	Invoiced Services			
Julie Bakter	Toilet Cleaning - October	88	BACS	£ 163.80
Paul Richards	Clerk's salary - October	89	BACS	£ 549.28
NEST	Clerk's pension - October	90	DD	£ 86.75
Chichester Payroll Services	Payroll costs	91	BACS	£ 15.00
HMRC	PAYE - October	92	BACS	£ 144.60
PAYMENTS TO APPROVE			TOTAL	£ 959.43
Paul Richards	Floofsax x 20	93	BACS	£ 259.73
Ferring Nurseries	Flower displays	94	BACS	£ 313.35
Beeding and Bramber Village Hall	Meeting 18 Oct 2023	95	BACS	£ 20.00
Mick Tilley (Wix)	Internet provision (Oct 23 to Oct 24)	96	BACS	£ 158.40
EDF	Toilet electricity	97	DD	£ 44.00
PAYMENTS TO APPROVE			TOTAL	£ 795.48
	Position at bank on 31/10/2023	£ 21,591.12		
	New payments to approve	£ 1,754.91		
	CASHFLOW POSITION AS AT 31/10/2023	£ 23,346.03		
	Earmarked reserves	-£ 3,880.00		
	RESERVE/BUDGET POSITION AS AT 31/10/2023	£ 19,466.03		