



CONTACT - Paul Richards, Parish Clerk

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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 17th November 2021 commencing 7.15pm.

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

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

Members of the public – none.

182. Apologies for absence – Cllr Green.

183. Declarations of interest – none.

184. Minutes of the previous meeting – 6th October 2021.

Cllr A. Blakelock proposed that the Minutes be approved as a correct record of the meeting. This was seconded by Cllr Tilley. The Minutes were **AGREED** by Members and were duly signed by the Chair.

185. Matters arising - the action list, circulated previously, was noted.

186. Public Session – none.

187. Reports.

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

- Together with HDC Cllr Croker, he held a very successful joint Councillor surgery at The Hub. It is hoped to schedule similar events in the future;
- WSCC had published a Bus Improvement and Restructure plan. He advised that passenger numbers had fallen but that WSCC continue to subsidise the service;

1921 – Cllrs Goodall and Kitson join the meeting.

- He reported that he has a new role with responsibility for Performance and Finance;
- Consultation on the booking system for recycling had commenced;
- A consultation regarding possible of EV car charging point locations had commenced;
- A new Fire Training facility will be built at Horsham;
- WSCC could not submit views on the latest Gatwick Airport second runway proposal as it lacked sufficient detail. More information had been requested; and
- The local A283 speed reduction project continues to gather evidence for the Highway Scheme selection criteria.

- b) **HDC** – HDC Cllr Noel provided an update that included: -
- Due to changes related to water neutrality, all new build planning developments are on hold currently. This was expected to last for at least 6 months. Some Applications approved previously are also undergoing further review;
 - The HDC Leader had resigned creating a vacancy. A new Leader will be elected on 25th November 2021;
 - The Wilder Horsham project had commenced by requesting a ‘Call for Sites’;
 - Cllr Croker advised that a unique EV car charging contract is to be let which requires no investment/subsidy from HDC. The charging model will be overseen by a Strategy Board. The programme will start with a review and repair of existing EV charging facilities.;
 - Cllr Croker reported that the latest Government Spending Review was regarded as ‘not very helpful’. The final settlement was expected in December 2021 which should give more clarity. A rise of around 2% in Council Tax bills could be expected. In addition, the impact of recent inflation rises may increase costs;
 - Cllr Croker advised that the ‘123’ green waste trial had commenced and had been well received; and
 - The bookable waste clothing and small electricals collection service will be externally funded until 31st December 2021 but it will be extended with, perhaps, a reduced level of service.
- c) **Neighbourhood Wardens** – report noted.
- d) **Joint Parishes Cemetery Committee** – – report noted.
- e) **Joint Parishes Youth Committee** – the Chair advised that the Cuthman Centre was now available for the service providing a proper base for the youth clubs. A request for an increase in costs for the service was expected. Numbers of service users for Bramber remain small and numbers have reduced recently.
- f) **HALC** – meeting to be held on 30th November 2021.
- g) **Village Hall** – Cllr Tilley reported that finances remain healthy and that a £5,000 legacy donation had been received recently. A new fire alarm system had been installed and work continues on the energy assessment project. No Christmas Fayre is planned this year due to Covid.
- h) **Website** – visitor numbers increased in the month.

188. Highways and Public Rights of Way.

- a) **Clays Field**
- Cllr A. Blakelock reported that Steyning PC had not supported a motion to open discussions with the landowner to adopt a large part of Clays Field. The Chair thanked her for her comprehensive report on the meeting and reminded Members of the previous BPC decision to seek Local Green Space status for Clays Field once the HDC Local Plan had been approved;
 - HDC Cllr Noel suggested that Clays Field would a good site for the Wilder Horsham project;
 - Cllr Croker requested that the Clerk research how to apply for an Asset of Community Value. This may be relevant to Clays Field. He also advised that reliance on BPC’s made NHP should not be assumed for new developments as the HDC Local Plan might override the NHP.
 - Cllr Kitson asked that the Clerk also obtain a copy of the HDC Heritage Statement produced by Norman Kwan at HDC during the NP process; and
 - The Chair suggested that she would liaise with the Chair of Steyning PC regarding this matter.
- b) **Other** – none.

189. Finance and General Purposes.

- a) **Payments for November 2021** - Members **AGREED** that the payments for November 2021 be paid (see appendix A for the payments schedule).
- b) **Q2 Variance Report** – the Clerk referred to the report, circulated previously. The Chair advised that the Christmas Tree costs would be supported by a local business.
- c) **2022/23 draft budget** – the Clerk reminded Members that the budget and precept must be approved at the meeting on 6th December 2021. He referred to the draft budget, circulated previously, and asked Members to forward any suggested amendments before the next meeting. The Clerk was asked to write to the Bramber Society to assess the potential cost benefit from reducing the number of baskets. He was also asked to re-model the budget with an option to create a zero increase in precept.

190. Planning.

a) Applications.

- **SDNP/21/05319/TCA - The Old Tollgate, The Street, Bramber** - Fell x 1 Horse Chestnut (works to trees in conservation area);
After review and consideration, Members offered, unanimously, **NO OBJECTION** to the application;
- **DC/21/2433 - Field View, Clays Hill, Bramber** - Erection of a replacement boundary wall and railings to front the property.
After review and consideration, Members Voted to **OBJECT** to the application (4 x votes to object and 3 x abstentions). The visibility splays shown in drawing 2.10 'Proposed Plan and North elevation' are in error as they fail to account correctly for (a) the gradient of Clays Hill and (b) the location and width of the existing telegraph pole on the visibility splay to the east. Photos in support of these comments have been forwarded to the HDC case officer.

b) Decisions

- **PERMITTED** - **DC/21/0914 - 13 The Ridings, Bramber** - Fell 1 x Beech;
- **PERMITTED** - **DC/21/1720 – Loxwood, Maudlin Lane, Bramber** - Surgery to 3 x Scots Pine
- **PERMITTED** - **SDNP/21/02024/LIS - Maudlin Barn, Maudlin Lane, Bramber** - Alterations to existing outbuilding, including recladding and addition of doors (Listed Building Consent);
- **PERMITTED** - **SDNP/21/01294 - Tinpots Cottage, Botolphs Road, Bramber** - Creation of a rear dormer to existing garages and erection of detached single-storey outbuilding.
- **PERMITTED** **SDNP/21/03172-HOUS - Maudlin Farmhouse, Maudlin Lane, Bramber** - Erection of a single storey timber framed building to provide garden equipment storage, workshop facilities and ancillary accommodation to existing outdoor swimming pool
- **WITHDRAWN** - **SDNP/21/03173-LIS - Maudlin Farmhouse, Maudlin Lane, Bramber** - Erection of a single storey timber framed building to provide garden equipment storage, workshop facilities and ancillary accommodation to existing outdoor swimming pool (Listed Building Consent)

191. Neighbourhood Plan

Cllr A. Blakelock referred to the A283 speed reduction project. She will circulate a 12-point criteria assessment for Members to complete. This will assist in the evidence case required for the project.

The Chair asked that, by the next meeting, updates and initial costing proposals be drafted.

192. Queen's Green Canopy – awaiting Tree Warden report.

193. Consultations.

- **SDNPA Call for Nature Sites** – the Chair referred to the consultation, circulated previously. As BPC own no land, no response would be required.

194. Message from the Chair.

Members expressed their support for the leaflet that would be printed and circulated to residents. A revised draft would be presented at the next meeting for review.

195. Public Toilet.

The Clerk advised that an electrician would repair or replace the electronic lock on 2nd December 2021. Until then, the Chair will continue to open the toilets and the cleaner will lock up.

196. Environment - The Chair advised that: -

- she represented BPC at the Remembrance Sunday event at the local Church;
- the notice boards have been tidied and notices rearranged; and
- the generator and pump will need PAT testing. The Clerk was asked to arrange.

197. Climate Emergency and Steyning Greening 2030.

- a) **Steyning Greening** – Cllr A. Blakelock referred to the recent Climate March. It was very well attended and showed good community spirit. She also advised that the Transport Group will meet next in January 2022.
- b) **20 mph zone project** – Cllr Goodall advised that next meeting will be held in late November 2021.

198. Draft Model Code of Conduct – Members **AGREED**, unanimously, to adopt the Policy.

199. Correspondence – as from 27/09/2021.

DATE	FROM	SUBJECT
28/9	HDC	Compliance cases
1/10	HDC	Downslink closure - Shoreham
5/10	HDC	Water neutrality and planning decisions
5/10	HDC	Compliance team statistics (Sept 2021)
6/10	SDNPA	Invitation – nature recovery workshop
6/10	SDNPA	TAN consultation - renewable energy
6/10	Wardens	New supervisor
18/10	Wardens	Sept report
18/10	WSALC	Board minutes
18/10	WSCC	Highway verges
18/10	SDNPA	Help Nature to Re-Nature video

DATE	FROM	SUBJECT
18/10	Sussex Police	Rural crime update
18/10	SDNPA	Newsletter
21/10	HDC	Water neutrality update
28/10	HDC	Delay to Local Plan
28/10	WSCC/EA	Flood warning
28/10	WSCC Highways	Verges and biodiversity
29/10	WSALC	Letter re Wealdcross development
29/10	Clerk	Steyning PC and Clays Field
29/10	WSCC Highways	Maudlin Lane roadworks – 11/11/21
1/11	WSALC	Planning training dates
1/11	HDC	Climate change
1/11	WSALC	Budget update and implications
2/11	Greening Steyning	Climate March 6/11/21
3/11	WSCC	Climate commitments

200. Items for inclusion on the next Agenda.

- Budget and Precept;
- NHP project updates; and
- Chair’s leaflet.

201. Date of the next meetings.

- Ordinary Meeting – 15th December 2021 at the Beeding and Bramber Village Hall; and
- Planning Meeting – TBA subject to receipt of planning applications.

The meeting closed at 21:24

Signed..... Chairman

Date.....

Appendix A – Payments Schedule

Payments 17th November 2021				
Approved at last meeting	Invoiced Services	Voucher	Chq Nos	Amount
EDF	Electricity - September 2021	55	DD	£ 22.00
S. Blakelock	Toilet refurb - shelving	56	BACS	£ 75.99
Business Stream	Water supply - public toilet	57	BACS	£ 34.00
Paul Richards	Clerk's salary - Sept 2021	58	BACS	£ 507.45
HMRC	PAYE - Sept 2021	59	BACS	£ 133.60
NEST	Clerk's pension - Sept 2021	60	BACS	£ 80.15
Chichester Payroll Services	Payroll - Sept 2021	61	BACS	£ 15.00
HALC	Annual subscription	62	BACS	£ 15.00
D.J. Flynn Services	Watering Aug x 10, Sept x 4	63	BACS	£ 462.00
Bramber Society	Flowers donation	64	BACS	£ 650.00
EDF	Electricity to public toilet - OCT 2021	65	DD	£ 22.00
Upper Beeding & Bramber Village Hall	Hall hire 16/6, 12/7, 1/9	66	BACS	£ 49.59
				£ 2,066.78
Income since last meeting				
HDC Cleansing grant	£			378.90
HDC S106 3rd payment (toilet refurb)	£			5,917.34
TOTAL INCOME	£			6,296.24
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£			20,508.69
EARMARKED RESERVES				
NHP reserve	£			380.00
AVAILABLE RESERVES				
	£			20,128.69
PAID SINCE LAST MEETING (To approve)				
Vince Camilleri	3rd payment toilet refurbishment	67	BACS	£ 7,100.80
Will Bourne	MVAS movement	68	BACS	£ 57.90
TO APPROVE				
Moore	Audit fees	70	BACS	£ 240.00
Mulberry & Co	Training - Cllr Burstow	71	BACS	£ 48.00
Beeding and Bramber Village Hall	Hall hire 06/1-/2021	72	BACS	£ 16.53
WSALC	Parish online subscription	73	BACS	£ 60.00
Paul Richards	Clerk's salary - October 2021	74	BACS	£ 507.45
HMRC	PAYE - October 2021	75	BACS	£ 133.60
NEST	Clerk's pension - October 2021	76	BACS	£ 80.15
Chichester Payroll Services	Payroll - October 2021	77	BACS	£ 15.00
Mick Tilley	Wix.com website cost Oct 2021 to Oct 2023	78	BACS	£ 148.92
Ferring Nurseries	Winter baskets	79	BACS	£ 259.20
Ferring Nurseries	Take down old flower baskets	80	BACS	£ 204.41
REGULAR PAYMENTS				
P Kirchel	SO suspended during Covid-19 epidemic		SO	£ -
EDF	Electricity to public toilet - NOV 2021	65	DD	£ 22.00
			TOTAL	£ 22.00
Position at bank on 17/11/2021				
		£		20,508.69
Paid since last meeting				
		-£		7,158.70
New payments to approve				
		-£		1,735.26
CASHFLOW POSITION AS AT 17/11/2021				
		£		11,614.73
Earmarked reserves				
		-£		380.00
RESERVE/BUDGET POSITION AS AT 17/11/2021				
		£		11,234.73