

BRAMBER PARISH COUNCIL
Minutes of Annual General Meeting
18 May 2016

Prior to the start of the meeting the clerk distributed register of Interest Update forms to all councillors for completion. These will be then uploaded on to the website.

1. Apologies for Absence:

Councillors Mrs M Goddard, Mrs D Goodall and M. Tilley.

2. Present:

Councillors R. Potter (Chair), N. Mills, M. Croker, J. Goddard, N. Stubbs and the clerk.

3. In attendance:

District Councillors D. Coldwell and B. Staines and 4 residents.

The Chairman announced that the planning meeting would be held first to enable the residents to express their views. Their concerns related to the Neighbourhood Plan and in particular the site at Maudlyn Field. These residents lived close to the site and had not received any information about the proposals. (The clerk noted the addresses to ensure that they received any further updates). Councillor Mills explained the process of site assessment and assured them that there would be a formal consultation period when their views would be taken into account. He also explained the lengthy process which would involve both Horsham District Council and the South Downs National Park before a referendum takes place.

The council then considered planning application: DC/16/0974

28, Coombe Drove-Proposed increase of the width of the cross over into the property.

Councillors felt that this was primarily a highways issue and would wish this department to also consider these plans. They unanimously wished to object to the application on the grounds of:

- a) Altering the street scene
- b) The loss of grass verge which will also affect the surface water which runs down the hill
- c) It would set an undesirable precedent

The Chairman then reported that a steering group had been set up to look into the proposal for the retrieval of soft sand at Hammes Farm, Steyning. Both Steyning Parish Council and the Neighbourhood Plan were represented on this. Councillors agreed to defer their response to the consultation until the next planning meeting. The closing date for this is 17 June.

District Council

Councillor Coldwell said that there will be a cleaning grant this year but that councils will need to claim the amount spent last year and have invoices for this year's spending. The clerk said she had already had confirmation of the amount of the grant without making a claim but had been informed that records must be kept of this year's spending. He also advised that Bramber's CIL list be updated.

4. Minutes of last year's AGM:

The minutes of the meeting held on 20 May 2015 were read and signed.

5. Election of Chairman:

The Vice-Chairman took the chair for this item. Councillor Potter had agreed to continue as chairman and was proposed by Councillor Mills, seconded by Councillor Goddard and elected unanimously. He then re-took the chair.

6. Election of Vice-Chairman:

Councillor Mills proposed by R. Potter and seconded by J. Goddard and unanimously elected.

7. Election of Representatives to outside bodies:

a) Joint Parishes Burial Board

Councillor R. Potter and the clerk proposed by J. Goddard and seconded by N. Stubbs.

b) Horsham Association of Local Councils

Councillors Goddard and Stubbs proposed by N. Mills and seconded by M. Croker.

c) Village Hall

Councillor M. Tilley proposed by R. Potter and seconded by N. Mills.

d) SAYS

Councillors Mrs Goddard and R. Potter proposed by N. Mills and N. Stubbs.

8. Appoint Representatives for:

a) Planning Matters Councillor N. Mills.

b) Highways Councillor M. Croker.

- c) Website Councillor M. Tilley.
- d) Police Matters Councillor M. Tilley (to be confirmed).

9. Annual Governance Statement:

- a) The Council then reviewed the effectiveness of the internal control systems and concluded those in place were sufficient.
- b) Councillor Goddard then proposed approval of the Annual Governance Statement and this was seconded by Councillor Mills and approved unanimously. It was then signed by the Chairman.

10. Adoption of Chairman's Allowance:

Councillor Mills proposed that the present allowance of £250 be continued this year and this was seconded by Councillor Croker and agreed unanimously.

11. Adoption of Annual Accounts:

Councillors had previously received the lists of receipts and payments for the year and then considered the accounting statement for the external verifier. Several questions were put to the clerk for explanation and then adoption of the accounts were proposed by the Chairman and seconded by Councillor Mills and agreed unanimously.

12. Adoption of any amendments to Standing orders:

None were required.

13. Adoption of any amendments to Risk Assessment Policy:

Councillors agreed to the proposal by Councillor Stubbs to update the risk associated with the lighting brackets.

The meeting closed at 8.45 p.m.