



**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 13<sup>th</sup> November 2024 at 7:00pm.**

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

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

**Members of the public** – None.

**148. Apologies for absence** – Cllr Goodall.

**149. Declarations of interest** – none.

**150. Minutes of the previous meetings held on 16<sup>th</sup> October 2024.**

The draft minutes of the Ordinary Council Meeting held on 16<sup>th</sup> October 2024, circulated previously, were **AGREED** by the Members, and were duly signed by the Chair.

**151. Matters arising** The Chair advised that:

- **PROW adjacent to the A283** – Cllr M. Croker had corresponded with the WSCC Highways team regarding the overgrown vegetation. They had, initially, disagreed that the path was a “shared” one and would take no further action. Further discussions resulted in WSCC re-examining their position on this. The Highways Steward will investigate;
- **EA do not have a duty to cut the Walks For All path.** Riparian owners can, if they so wish; and
- **Your Steyning** – BPC successfully advertised an article relating to Dementia in the “Your Steyning” magazine.

**152. Public Session** – none.

**153. Youth Service team leader** - no update.

**154. Climate Action Plan** – The Chair has asked HDC to provide tailored One Planet training for a group of local parishes. Details to follow.

**155. Reports.**

a) **HDC** – HDC Cllr Noel provided an update that included:

- **By election** – the resignation of a Liberal Democrat councillor (upon his election to become an MP) will result in a Horsham Town Centre by-election;
- **Finance** – uncertainty remains regarding the level of funding to be provided from the Government to HDC. The increase in NI employer costs will also increase pressure on costs;
- **Car Parking** – the revised Horsham town centre parking charges will see a 300% uplift in some tariffs;
- **Food waste** – the collection service is planned to be introduced in 2025, but HDC has yet to receive any funding from Government for it;
- **Capitol Theatre** – the contractor had proposed a 50% increase on the tendered costs which was unacceptable to HDC. However, the Theatre will still close in



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April 2025 to allow for carbon reduction and essential repairs/small renovations to take place;

- **Horsham Park** – plans had been announced to engage with Fields in Trust to protect the park to protect it from any future development. Political issues may cause this to be delayed; and
- **Carbon reduction** – change in council practices and behaviour will be necessary to ensure HDC deliver on their commitment to reach carbon neutrality by 2030. Efforts continue to de-carbonise the HDC building estate.

- b) **Neighbourhood Wardens** – the October report was noted. No Bramber issues were reported in the month.
- c) **Joint Parishes Cemetery Committee** – a meeting is to be scheduled in December 2024. The Clerk was asked to check with the Steyning PC Clerk as emails sent from Cllr Green had been blocked.
- d) **Joint Parishes Youth Committee** – Cllr Bayford advised that the service had seen an uplift in users and had purchased a number of items (including a PlayStation, pool table and basketball hoop) to be used at the various facilities in Upper Beeding and Steyning. The summer tuck shop had proved to be a success, and it was hoped that a snack truck could also be trialled. Cost per student is £1.00 per member and £2.00 per drop in.
- e) **WSALC/HALC** – WSALC will continue to use Mulberry Local Authority services for training.
- f) **English Heritage/Bramber Castle** – Cllr Green advised that:
  - the next Orchard meeting would take place on 28<sup>th</sup> November 2024;
  - Cllr Green was asked to report a hole in the Castle wall to EH;
  - The volunteer litter pickers had asked they be included in future updates regarding the orchard; and
  - A medieval tournament is planned for the Castle in the Summer (dates to be provided).
- g) **Village Hall** – no update.
- h) **Website** – Cllr Tilley reported no change in user activity during October 2024.
- i) **The Steyning and District Community Partnership cycling/footpath project** – The Chair reported that negotiations between SGN and landowners were ongoing. She also advised that work had yet to commence on the Saltings Loop footpath.
- j) **Patient Participation Group (PPG)** – Cllr Bayford reported that she had met with the new Health Centre staff and that they were planning to introduce a new online booking appointment service. Two new doctors and other medical staff had been appointed but the Practice still seek a pharmacist.

#### **156. Finance and General Purposes.**

- a) **New email addresses** – the Clerk agreed to provide a training programme and rollout schedule in December.



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- b) **Toilet Sponsorship** – awaiting feedback from the Hotel. The Chair asked that a new toilet seat be fitted. Cllrs M. Croker and Tilley agreed to purchase and fit the seat.
- c) **Budget process** – the Clerk presented the budget timetable and process. Cllr M. Croker proposed that the parish fund an additional summer cut for the Walks for All path. The Chair was asked to obtain a quote from a local contractor who had undertaken similar work for the parish in the past.
- d) **Q2 variance report** – the Clerk presented the report, circulated previously, which was noted. It is attached as Appendix B.
- e) **Payments November 2024** – these were **AGREED** & the schedule is attached at Appendix A.

#### 157.Planning

##### a) Applications.

- **CA/24/0043 - Yew Cottage, The Street, Bramber** - Fell 1x Ash (Works to Trees in a Conservation Area).

**Members voted, unanimously, to SUPPORT the application.**

- **DC/24/1344 - 5 De Braose Way, Bramber** - Erection of a single storey rear extension, loft conversion with dormers (revised design).

**Members voted, unanimously, to OBJECT to the application.**

The proposed design fails Horsham District Planning Framework Nov.2015 Policy 33. subsections 2 & 3, as the road is characterised by single-storey chalet bungalows, the latter has dormers on just one side of the roof. Members suggested that even with the new plans, the large dormers constitute an overdevelopment of the site. The design is also at odds with the Bramber NHP Design codes.

##### b) Other Planning matters – none.

#### 158.Highways and Public Rights of Way.

- **Village Gateways** – the Chair reported that only one of the required three contractors had responded to a request to install the gateway. However, the Clerk advised that one quote would still comply with the BPC Financial Regulations given the value of the work. Cllr Kitson agreed to circulate the proposed gateway design and signage to the council for discussion;
- **Speedwatch** – the Chair referred to the need to recruit more volunteers to the Upper Beeding and Bramber Speedwatch Team. It was suggested that Bramber Social be approached to circulate the request with their members. The Clerk was asked to write to the Speedwatch Team member who had raised the issue; and
- **MVAS** – Cllr M. Croker was asked for the MVAS speed data.

159.**Consultations** – Members considered the remote working consultation request, circulated previously. They **AGREED** to compile individual responses to the consultation.



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**160. Environment and Parish Actions** - The Chair advised that:

- Work at Bramber Brooks had to be postponed. The EA were to move their equipment off site and recommence works in April 2026. HDC had arranged a drop-in session on 27<sup>th</sup> November 2024 to explain the scope of works and future plans for the site;
- The annual Christmas carols with the Salvation Army would be held on 7th December 2024. Members agreed to fund the purchase of the Christmas Tree. The Chair was asked to contact the usual supplier to supply and install the tree; and
- Church Flag – Cllr M. Croker advised that a resident was upset about the Union Jack flag on the Church being upside down. He had arranged for a small plastic replacement flag to be purchased and installed the right way round. He had asked that BPC pay for this flag. Cllr M. Croker also reported that the Church were arranging the installation of a more durable, larger, flag. Members **AGREED**, in a recorded vote, to fund 50% of the new more durable flag. Cllr D. Kitson objected but all other Members voted in favour. Members did not agree to fund the cost of the small replacement flag as this was purchased without the knowledge or prior agreement by BPC.

**161. Correspondence** – the report, circulated previously, was noted.

**162. Items for inclusion on the next Agenda** - 2025/26 budget and precept to be agreed.

**163. Date of the next meetings.**

- The next **Ordinary Parish Meeting** (a meeting of the residents) will be on Wednesday 18<sup>th</sup> December 2024 at the Beeding and Bramber Village Hall commencing 7:00pm; and
- **Planning Meeting** – TBA subject to receipt of planning applications.

The meeting closed at 20:31

Signed.....

Chairman

Date.....

# Bramber Parish Council

For the medieval parish of Bramber

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## APPENDIX A – Payments

|                                               |                             |                |                |                 |
|-----------------------------------------------|-----------------------------|----------------|----------------|-----------------|
| Payments 13th November 2024                   |                             |                |                |                 |
|                                               |                             |                |                |                 |
| <b>Income since last meeting</b>              | <b>Amount</b>               |                |                |                 |
| None                                          | £ -                         |                |                |                 |
|                                               |                             |                |                |                 |
| <b>TOTAL INCOME</b>                           | <b>£ -</b>                  |                |                |                 |
|                                               |                             |                |                |                 |
| <b>BALANCES ON ACCOUNT</b>                    |                             |                |                |                 |
| Current Account (Treasurers)                  | £ 2,189.45                  | 31/10/2024     | Unity Bank     |                 |
| Savings Account (Instant Access)              | £ 27,727.26                 | 31/10/2024     | Unity Bank     |                 |
| <b>CASH AT BANK</b>                           | <b>£ 29,916.71</b>          |                |                |                 |
|                                               |                             |                |                |                 |
| <b>EARMARKED RESERVES</b>                     |                             |                |                |                 |
| NHP reserve                                   | £ 1,380.00                  |                |                |                 |
| Emergency reserve                             | £ 1,000.00                  |                |                |                 |
| Elections                                     | £ 1,500.00                  |                |                |                 |
| <b>AVAILABLE RESERVES</b>                     | <b>£ 3,880.00</b>           |                |                |                 |
|                                               |                             |                |                |                 |
| <b>PAID IN MONTH FOR APPROVAL</b>             | <b>Invoiced Services</b>    | <b>Voucher</b> | <b>Payment</b> | <b>Value</b>    |
| Julie Bakter                                  | Toilet Cleaning - October   | 69             | BACS           | £ 390.60        |
| Paul Richards                                 | Clerk's salary - October    | 70             | BACS           | £ 460.79        |
| NEST                                          | Clerk's pension - October   | 71             | DD             | £ 98.81         |
| Chichester Payroll Services                   | Payroll costs               | 72             | BACS           | £ 15.00         |
| HMRC                                          | PAYE - October              | 73             | BACS           | £ 338.61        |
| Paul Richards                                 | Laptop                      | 74             | BACS           | £ 449.99        |
| Barawood Publishing                           | Newsletter advert           | 75             | BACS           | £ 99.00         |
| <b>TO APPROVE</b>                             | <b>Invoiced Services</b>    | <b>Voucher</b> | <b>Payment</b> | <b>Value</b>    |
| Unity Bank                                    | Service charge              | 76             | BACS           | £ 5.40          |
| EDF Energy                                    | October Electricity         | 77             | DD             | £ 73.00         |
| Paul Richards                                 | Mileage 12 months           | 78             | BACS           | £ 151.20        |
| Paul Richards                                 | Mobile phone 12 months      | 79             | BACS           | £ 120.00        |
| Paul Richards                                 | Postage (AGAR)              | 80             | BACS           | £ 3.20          |
| Microsoft                                     | 365 office software licence | 81             | BACS           | £ 59.99         |
| Beeding and Bramber Village Hall              | Meeting 16/10/24            | 82             | BACS           | £ 20.00         |
| Ferring Nurseries                             | Winter flowers              | 83             | BACS           | £ 351.03        |
| <b>TOTAL NEW PAYMENTS TO APPROVE</b>          |                             |                | <b>TOTAL</b>   | <b>£ 783.82</b> |
|                                               |                             |                |                |                 |
|                                               |                             |                |                |                 |
| Position at bank on 31/10/24                  | £ 29,916.71                 |                |                |                 |
| New payments to approve                       | -£ 783.82                   |                |                |                 |
| <b>CASHFLOW POSITION AS AT 31/10/24</b>       | <b>£ 29,132.89</b>          |                |                |                 |
| Earmarked reserves                            | -£ 3,880.00                 |                |                |                 |
| <b>RESERVE/BUDGET POSITION AS AT 31/10/24</b> | <b>£ 25,252.89</b>          |                |                |                 |



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## **APPENDIX B**

|                   |                                                          |
|-------------------|----------------------------------------------------------|
| <b>Report to:</b> | Bramber Parish Council                                   |
| <b>Report on:</b> | Quarter 2 – 2024/25 Budget Report and Material Variances |
| <b>Report by:</b> | Clerk                                                    |

### **Summary**

The Bramber Parish Council Financial Regulations require that the Clerk prepare a financial report to be presented to the Parish Council.

1. **Statement of receipts and payments** – the statement at Appendix A describes the first quarter position. Reserves are in line with previous reports and in accordance with good practice i.e., that General Reserves should be sufficient to cover 3-6 months running costs.

Material variances are highlighted. The Q2 expenditure is 4% overspent compared to budget. This is due mainly to the annual Warden's invoice being presented in this quarter. The budget had assumed quarterly payments. As this will be an annual recurring event, the budget will be adjusted accordingly next year.

### **2. Recommendations**

That BPC note the variances as listed in Appendix A.

Paul Richards

Clerk and Responsible Finance Officer to Bramber Parish Council

7<sup>th</sup> November 2024





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## APPENDIX A – MATERIAL VARIATIONS (OVER 15% + OR -) Quarter 1

| Expenditure                         | Budget             | Actual             | Variance         | %age          | Comment                         |
|-------------------------------------|--------------------|--------------------|------------------|---------------|---------------------------------|
| Insurance                           | £ 750.00           | £ 415.11           | £ 334.89         | 44.65%        | Lower than expected premium     |
| Village Hall hire                   | £ 110.02           | £ 100.00           | £ 10.02          | 9.11%         | Not material                    |
| Phone / admin                       | £ 350.02           | £ 89.10            | £ 260.92         | 74.54%        | Underspend                      |
| Clerk employment costs              | £ 5,601.96         | £ 5,319.65         | £ 282.31         | 5.04%         | Not material                    |
| Chairmans allowance                 | £ 75.00            | £ -                | £ 75.00          | 100.00%       | Payment due at half year        |
| Travel expenses                     | £ 150.00           | £ -                | £ 150.00         | 100.00%       | Underspend                      |
| Postage                             | £ 25.02            | £ -                | £ 25.02          | 100.00%       | Underspend                      |
| Street lighting                     | £ 525.00           | £ 1,081.92         | -£ 556.92        | -106.08%      | Invoice received early          |
| Toilet - cleaner salary             | £ 1,571.97         | £ 1,902.60         | -£ 330.63        | -21.03%       | Extended opening hours          |
| Toilet - water supply and loo rolls | £ 175.00           | £ 342.89           | -£ 167.89        | -95.94%       | Lock repair and annual supplies |
| Toilet - electricity supply         | £ 360.00           | £ 365.00           | -£ 5.00          | -1.39%        | Not material                    |
| Subs inc website                    | £ 525.00           | £ 778.18           | -£ 253.18        | -48.22%       | New email accounts              |
| Audit fees                          | £ 300.00           | £ 146.25           | £ 153.75         | 51.25%        | Bill expected Q3                |
| Neighbourhood Wardens               | £ 4,454.03         | £ 8,249.00         | -£ 3,794.97      | -85.20%       | Annual payment paid in Q1       |
| Youth Provision                     | £ 2,250.10         | £ -                | £ 2,250.10       | 100.00%       | No Spend                        |
| Training                            | £ 125.02           | £ -                | £ 125.02         | 100.00%       | No Spend                        |
| Floodlight contribution             | £ -                | £ -                | £ -              | 0.00%         | Not material                    |
| Christmas tree                      | £ -                | £ -                | £ -              | 0.00%         | Not material                    |
| General maintenance                 | £ 556.11           | £ -                | £ 556.11         | 100.00%       | No Spend                        |
| Environmental maintenance           | £ 300.00           | £ 425.00           | -£ 125.00        | -41.67%       | Bollard repairs                 |
| Donations and grants                | £ 549.98           | £ 650.00           | -£ 100.02        | -18.19%       | More spent in Q2                |
| Flowers & watering                  | £ 2,782.50         | £ 2,179.31         | £ 603.19         | 21.68%        | No Spend                        |
| Dog bin emptying                    | £ 310.17           | £ -                | £ 310.17         | 100.00%       | No Spend                        |
| Neighbourhood Plan                  | £ 500.00           | £ -                | £ 500.00         | 100.00%       | No Spend                        |
| Emergency Reserve                   | £ 249.98           | £ -                | £ 249.98         | 100.00%       | No Spend                        |
| BBMC                                | £ -                | £ -                | £ -              | 0.00%         | Not material                    |
| Election Costs                      | £ 375.00           | £ -                | £ 375.00         | 0.00%         | Not material                    |
| <b>TOTAL EXPENDITURE</b>            | <b>£ 22,971.88</b> | <b>£ 22,044.01</b> | <b>£ 927.87</b>  | <b>4.04%</b>  |                                 |
|                                     |                    |                    |                  |               |                                 |
|                                     |                    |                    |                  |               |                                 |
| Receipts                            | Budget             | Actual             | Variance         | %age          | Comment                         |
| HDC Precept                         | £ 37,564.64        | £ 37,564.64        | £ -              | 0.00%         | Not material                    |
| HDC Cleansing grant                 | £ 860.00           | £ 898.08           | £ 38.08          | 4.43%         | Not material                    |
| Maudlyn Residents Assoc             | £ 80.02            | £ 215.28           | £ 135.26         | 169.03%       | Higher initial cost from WSCC   |
| Refunds / VAT Reclaim               | £ 1,000.00         |                    | -£ 1,000.00      | 0.00%         | Not billed as yet               |
| Misc income                         |                    | £ 452.26           | £ 452.26         | 0.00%         | Bollard repair                  |
| NDP Grant                           |                    |                    | £ -              | 0.00%         |                                 |
| Bramber Society                     |                    | £ 261.12           | £ 261.12         | 0.00%         |                                 |
| <b>TOTAL RECEIPTS</b>               | <b>£ 39,504.66</b> | <b>£ 39,391.38</b> | <b>-£ 113.28</b> | <b>-0.29%</b> |                                 |