



CONTACT - Paul Richards, Parish Clerk

EMAIL - bramberparishclerk@gmail.com

The Minutes of the Annual Council Meeting of the Bramber Parish Council that took place at the Beeding and Bramber Village Hall on Wednesday 22nd May 2024 at 7:45pm.

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

In attendance: Paul Richards (Parish Clerk).

Members of the public – None.

65. Election of Chairman.

Cllr S. Blakelock proposed the Cllr A. Blakelock be nominated as Chair. This was seconded by Cllr Kitson. Members voted, unanimously, to appoint Cllr. A. Blakelock as Chair of BPC. She accepted the nomination and took the Chair.

66. Election of Vice-Chair.

Cllr Kitson proposed the Cllr M. Croker be nominated as Vice-Chair. This was seconded by Cllr Goodall. Members voted, unanimously, to appoint Cllr M. Croker as the Vice-Chair of BPC. He accepted the nomination.

67. Apologies for absence – Cllrs Green and Tilley.

68. Declarations of interest – none.

69. Minutes of the previous meetings held on 17th April 2024.

The minutes of the Ordinary Parish Meeting held on 17th April 2024, circulated previously, were **AGREED** by the Members, and were duly signed by the Chair.

70. Matters arising - none.

71. Public Session – none.

72. To discuss and agree Committee Membership – Members **AGREED** to continue the all-member appointments to the Planning and F&GP Committees.

73. To discuss and agree representatives on outside bodies.

- HALC – Cllrs A. Blakelock and Kitson;
- Joint Parishes Cemetery Committee – Cllrs S. Blakelock and Green;
- Joint Parishes Youth Committee – Cllr Bayford;
- Climate Change (Knowledge Hub etc.) – Cllrs A. Blakelock and M. Croker;
- Wardens – Cllr Goodall and the Clerk;
- Patient Participation Committee – Cllr Bayford;
- Village Hall Committee – Cllr Tilley;
- SDNPA parish council representative – Cllr D. Croker; and
- Bramber Castle/EH/NT representative – Cllr Green.

74. To discuss and agree policies and standards – Members **AGREED** to re-adopt all BPC Standing orders, financial regulations and all other policies and procedures. Members also **AGREED** to receive meeting Agendas and all other Council papers via email.

75. Reports.

a) HDC – HDC Cllr Noel reported that:

- HDC agreed to support the proposed 114 acre solar farm planning application;
- HDC agreed to provide £2.3m to purchase resettlement and temporary accommodation;

- The commercial food waste service was approved for commencement in January 2025. This is a Government requirement and £130,000 had been allocated by HDC to purchase the required waste collection vehicles. Although this would be a charged for service, the service is thought to lose £20,000 pa overall;
 - The Domestic food waste service is planned to commence in March 2026. In addition the Council will need to spend £709,000 to refurbish the existing refuse collection vehicle fleet;
 - An EV demonstration open day will be held in Horsham on 24th May 2024;
 - A “Weald to Waves” presentation will be available at the Greening Steyning event of 25th May 2024; and
 - HDC agreed to support the Climate and Nature Bill.
- b) Neighbourhood Wardens** - Members noted that no major issues had been reported in the parish.
- c) Joint Parishes Cemetery Committee** – meeting scheduled for July 2024.
- d) Joint Parishes Youth Committee** – Cllr Bayford reported that an offer had been made to employ the Youth Service Leader. HDC will agree the necessary training package free of charge.
- e) WSALC/HALC** – The Chair reported that she attended the annual HALC/HDC meeting. She was impressed by the new HDC Leader who appeared committed to work in partnership with local councils. In addition:
- 917 new homes would be required each year, and that water neutrality was still an issue for new housing developments;
 - Local Council NHPs would need to conform to the proposed HDC Local Plan. The completed Plan is expected to be available in Spring 2025;
 - HDC has undertaken a peer review process;
 - Food waste and future leisure services were discussed;
 - The Capitol Theatre refurbishment is due to be completed ahead of the very lucrative pantomime production at Christmas 2026. Small scale theatre productions and other cultural activities will be delivered to the parishes whilst The Capitol Theatre is closed; and
 - Cllr M. Croker added that HDC intend to hold more “town hall” meetings outside of Horsham.
- f) Village Hall** – Cllr S. Blakelock attended and reported:
- The accounts had been approved by the Charity Commission;
 - Bookings are up;
 - Grant opportunities have been pursued e.g. with Biffa in June for a new floor with the result expected in June;
 - Quotes for the refurbishment of the toilets and kitchens had been received with deadlines now set. Improved Wi-Fi connectivity is planned as part of the refurbishment. The curtains will also be replaced to ensure compliance with fire regulations. Window replacement will be the next project;
 - The Hall policies will be reviewed and updated; and
 - Consideration will be given to improving the appearance of the front of the building to make the Hall more attractive to prospective hirers.
- g) Website** – no update.
- h) The Steyning and District Community Partnership cycling/footpath project** – as discussed in the APM.

76. Finance and General Purposes.

- **New email addresses** – the Clerk advised that he has attended two training courses on this matter on and would be seeking three quotes to set up the relevant gov.uk web domain;
- **Ethical banking update** – the Clerk reported that the Unity Bank met BPC requirements and proposed that the Council change to this provider. This was **AGREED** and the Clerk was asked to make the necessary arrangements; and
- **Payments for May 2024** – the payments schedule, as circulated previously and attached at Appendix A, were **AGREED**.

77. Planning

a) Applications.

- **DC/24/0653 - 11 The Ridings, Bramber** - First floor extension to enclose balcony over garage on front elevation. Replacement of front windows to front elevation with the addition of a bay window to ground floor.

Five members voted to offer a NEUTRAL comment and two members AGREED the application.

b) Other Planning matters – none.

78. Highways and Public Rights of Way.

- The PRoW report submitted at the APM was reviewed. The Clerk was asked to request “Shared Path” signs for the Downslink footpaths; and
- The Chair advised that WSCC Cllr Linehan had suggested BPC use S106 monies to help fund the proposed TRO for the A283 Steyning/Bramber bypass. Members considered his proposal to use “sustainable transport” S106 funds to support the TRO. The councillors **AGREED** that the use of these monies should remain as allocated i.e. for sustainable transport and not for the TRO. The Clerk was asked to write to WSCC Cllr Linehan accordingly.

79. Consultations – A consultation request relating to HDC green open spaces was discussed. As there are no such open spaces in the parish, Members asked the Clerk to return a “No comment” response.

80. English Heritage/Bramber Castle – Cllr S. Blakelock attended a meeting with the National Trust (apologies from English Heritage) to discuss the development of an orchard on the western flank of Bramber Castle. Phase one activities had commenced (survey) and ground penetrating radar has been used and has identified 3 possible sites of archaeological interest. It is not, however, expected to locate any significant findings. NT will provide the necessary site for the trees, discrete signage & gates, a seating area, fences and a wooded meadow. EH will maintain the grounds once established. Planting by Steyning Community Orchard is expected to commence in March 2025.

81. Environment and Parish Actions. The Chair referred to the Clerk report that he had responded to the SDNPA request for a Parish Priority Statement as part of their Local Plan update process. He had advised the Authority to refer to the BPC NHP. A request from HDC to review any new and proposed dog waste sites was considered. Members asked the Clerk to advise HDC that a litter bin should be located at the bottom of Castle Lane to capture both litter and dog waste bags.

82. Climate Action Plan - As discussed at the APM. The Chair thanked Cllr M. Croker for his comprehensive report on the planning issues related to installing solar panels in a conservation area.

83. Association of Parish Councils Aviation Group – Cllr M. Croker referred to the work undertaken by APCAG. Members **AGREED** to join the association as “CC Members” and asked the Clerk to make the necessary application.

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

85. Items for inclusion on the next Agenda – Toilet sponsorship, emails (.gov.uk) and the Annual Return.

86. Date of the next meetings.

- The next **Ordinary Parish Council meeting** will be on Wednesday 26th June 2024 at the Beeding and Bramber Village Hall at 7pm; and
- **Planning Meeting** – TBA subject to receipt of planning applications.

The meeting closed at 21:07

Signed..... Chairman

Date.....

APPENDIX A – Payments

Payments 22nd May 2024				
Income since last meeting	Amount			
Precept	£ 18,782.32			
Brighton & Hove buses	£ 425.00			
TOTAL INCOME	£ 19,207.32			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 31,760.95	30/04/2024		
EARMARKED RESERVES				
NHP reserve	£ 1,380.00			
Emergency reserve	£ 1,000.00			
Elections	£ 1,500.00			
AVAILABLE RESERVES	£ 3,880.00			
TO APPROVE	Invoiced Services	Voucher	Payment	Value
Julie Bakter	Toilet Cleaning - April	15	BACS	£ 151.20
Paul Richards	Clerk's salary - March	16	BACS	£ 429.11
NEST	Clerk's pension - March	17	DD	£ 91.95
Chichester Payroll Services	Payroll costs	18	BACS	£ 15.00
HMRC	PAYE - March	19	BACS	£ 307.53
NEW PAYMENTS TO APPROVE			TOTAL	£ 994.79
Mulberry	Internal audit	20	BACS	£ 175.50
Beeding and Bramber Village Hall	Hall hire - 17/04/24	21	BACS	£ 20.00
Barawood publishing	May 2024 newsletter advert	22	BACS	£ 89.10
Thomas Locksmiths	Lock repair and adjust timer	23	BACS	£ 128.93
EDF	Toilet electricity - May 2024	24	DD	£ 73.00
PAYMENTS TO APPROVE			TOTAL	£ 486.53
Position at bank on 30/04/24	£ 31,760.95			
New payments to approve	£ 1,481.32			
CASHFLOW POSITION AS AT 30/04/24	£ 30,279.63			
Earmarked reserves	-£ 3,880.00			
RESERVE/BUDGET POSITION AS AT 30/04/24	£ 26,399.63			