



CONTACT - Paul Richards, Parish Clerk

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The Minutes of the virtual Ordinary Council Meeting of the Bramber Parish Council via a Zoom video conference on Wednesday 5th May 2021 at 7pm.

Present: Cllrs Potter (Chair), Cllr Green (Vice-Chair), Cllr A. Blakelock, Cllr S. Blakelock, Cllr Croker, Cllr Day, Cllr Goodall, Cllr Kitson, Cllr Tilley and seconded (non-voting) member Mrs Burstow.

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

Members of the public: None.

86. Election of Chairman.

The current Chairman, Cllr Roger Potter, announced his retirement as both Chair and Member of BPC. Nominations were requested for a Chairman. As no nominations were forthcoming, Members **AGREED** to elect Cllr Croker to chair the meeting. The Clerk reminded Members that they have a duty to elect a Chairman, and this must be done at the next meeting.

On behalf of the parishioners and BPC, Cllr Green paid tribute to Cllr Potter's outstanding service to the residents of Bramber and his commitment to chair BPC over the last 14 years. She referred to the many projects that Cllr Potter had led and, in particular, the Bramber Neighbourhood Plan which required a huge amount of effort from him to ensure its successful completion.

87. Election of Vice-Chairman.

The current Vice-Chairman, Cllr Green, announced that she was not standing as Vice-Chairman due to work commitments. Nominations were requested for a Vice-Chairman. As none were received, the Clerk reminded Members that they have a duty to elect a Vice-Chairman, and this must be done at the next meeting.

88. Apologies for absence – Cllr Tilley advised that he was unable to join the virtual meeting due to an internet problem. He hoped to join the meeting later.

89. Declarations of interest – None.

90. Minutes of the previous meeting – 14th April 2021.

Cllr Green proposed that the Minutes be approved as a correct record of the meeting. This was seconded by Cllr Kitson. The Minutes were **AGREED** by Members and were duly signed by the Chairman.

91. Matters arising.

- **68 – waste bins at Bramber castle** – Cllr Green will look at the barrels left in the car park;
- **82 – CIL funds** – the Clerk advised that S106/CIL funds related to transport projects were the purview of WSCC and that BPC had no 'claim' on these funds; and

- Cllr A. Blakelock asked that the warning signs on Bramber Bridge be affixed. The Clerk agreed to install the footpath sign but former WSCC Cllr Barling had an action treating to the roadside sign. Cllr A. Blakelock asked that this matter be raised at the next meeting as a matter arising.

92. Open Forum – None.

93. To discuss and agree Committee Membership.

Cllr Croker proposed that the Planning and F&GP committees would remain as all council Committees. This was seconded by Cllr Goodall and **AGREED** by the Members.

94. To discuss and agree representatives on outside bodies.

- HALC (2 x reps) – Cllr A. Blakelock agreed to continue to be BPC’s representative;
- Joint Parishes Cemetery Committee – Cllrs Green and S. Blakelock agreed to continue to be BPC’s representatives;
- Joint Parishes Youth Committee - Cllr A. Blakelock agreed to continue to be BPC’s representative and Mrs Burstow agreed to join her;
- Wardens – Cllrs Day and Goodall agreed to be the BPC representatives;
- CLC – Members **AGREED** to review this appointment at a later date; and
- Village Hall Committee – Cllr Tilley was nominated to continue his role as BPC’s representative.

95. To discuss and agree policies and standards.

- Standing orders and financial regulations – Mrs Burstow requested that all references to ‘he’ be amended to ‘he/she’. This was **AGREED** by Members who then approved the Standing Orders and Financial regulations;
- Press and Media - Cllr Croker requested that, at item 8, the reference to Internet Forum be updated. Also at item 9.2, the reference to DCLG be changed to MHCLG; and
- Staff Policy - Cllr Croker requested that, at item 3.6, all references to Wales be removed.

96. Covid 19 update – no update.

97. Reports.

- a) **WSCC** – no update.
- b) **HDC** – Cllr Noel provided an update that included: -
 - **Funding** – HDC’s first net zero carbon project has seen grants awarded to the RAFA building and St. Peter’s Hall;
 - **Waste Collection** – additional recycling materials are due to be collected in the coming months. These will include batteries and textiles. Residents will be advised of any changes; and
 - **Local Plan** – the final draft will be presented to full council on 9th June 2021 (meeting since cancelled).
- c) **Neighbourhood Wardens** – no report received.
- d) **Joint Parishes Cemetery Committee** – Cllr Green advised that new land is still required and that no reservations for new plots will be approved at this time. She suggested that this update be provided in the next newsletter. The Clerk will remind Cllr Green to draft the next newsletter once the NHP has been approved via referendum.

1940 – Cllr Tilley joins the meeting

- e) **Joint Parishes Youth Committee** – no update.
- f) **HALC** – Cllr A. Blakelock advised that a new HALC chairman (Cllr Eastwood from Henfield) had been appointed.
- g) **Village Hall** – No update.
- h) **Website** – Cllr Tilley advised that additional content would be welcomed and that he would review a search facility.

98. Highways and Public Rights of Way.

The Clerk advised that Keep Britain Tidy had announced the Great British Spring Clean will take place from 28 May to 13 June 2021. Cllr A. Blakelock agreed to contact Members with a suitable date for BPC to participate and asked that the Clerk arrange for rubbish bags and collection of the waste.

99. Finance and General Purposes.

- a) **Payments** – Members **AGREED** that the payments for April 2021 be paid (see appendix A for the payments schedule).

100. Planning – none.

101. Youth Provision – No update.

102. **Neighbourhood Plan** - The Chairman reminded Members of the NHP referendum due on 6th May 2021.

103. Public Toilet.

- a) **Opening hours, cleaning and Covid-19 implications** – due to the ongoing refurbishment, the public toilets remain closed until further notice.
- b) **Refurbishment** – Cllrs Kitson and S. Blakelock advised that they were unaware that the building contractor had received a first payment. They agreed to continue to manage the refurbishment and asked that any comments regarding the drinking fountain and other items be forwarded to them.

104. Environment.

- Mr Potter advised that the local PCSO had looked at the complaint regarding the cutting of the grass and hedges on the floodplain adjacent to the Steyning bypass. She advised that the landowner had made the necessary checks on any nesting birds prior to the works and that she had reported her findings to the complainants;
- Mrs Burstow advised that she has weeded the planters in the car park and would seed wildflowers in them;
- Cllr Tilley reported that the steps by the moat at Bramber Castle were slippery and extremely dangerous. Cllr Green advised that the English Heritage Health and Safety officer had completed a recent inspection, but she would report this matter to them.
- Cllr A. Blakelock requested an update on the provision of a waste bin at Bramber Castle. Cllr Green reminded Members that EH had committed to provide a dog waste bin at the Castle by the end of July but she will ask for an update.

105. Climate Emergency and Steyning Greening 2030.

- **Biodiversity Working Group** – Cllr A. Blakelock advised that a second training day for the working group on managing habitats had been scheduled;

- **'20 is Plenty' project** – Cllr Goodall advised that preliminary results from the recent survey had shown 62% in favour, 32% against and 6% as do not know. The turnout was good with over 1,500 responses;
- **Heating Working Group** – the Chairman advised that the Group plan to have another stall at a future Steyning Farmer's Market to raise awareness of CO₂ emissions and the operation, for example, of air-sourced heat pumps. They plan to provide details on EPC ratings for each street; and
- **Village Hall** – Cllr Tilley advised that the Village Hall committee had agreed, in principle, to install solar panels to the Hall roof and will investigate grant sources to assist with funding.

106. Correspondence.

DATE	FROM	SUBJECT
9/4	HDC	Traveller update
12/4	HALC	Minutes
12/4	NALC	CEO bulletin
13/4	HDC	Traveller update
13/4	Cllr A Blakelock	Biodiversity WG update
14/4	PCC	Panel vacancy – Police & Crime Commissioner
15/4	Clerk	Amended plans – DC/20/0428
15/4	Wardens	March report (late submission)
19/4	HDC	Traveller update
19/4	Clerk	Toilet refurb quote
19/4	HDC	Government Funding
19/4	HDC	Planning compliance case
20/4	SDNPA	Newsletter
21/4	Sussex Police	Rural crime team update
26/4	Clerk	ROI updates
26/4	SDNPA	Parish Workshop
27/4	HALC	HDC climate change rep sought
27/4	SDNPA	Parking consultation finalised
27/4	HDC	Downslink update

107. Items for inclusion on the next Agenda.

- Election of Chairman and Vice-Chairman;
- MVAS update – Cllr Day; and
- Pedestrian warning signs on Bramber Bridge.

108. Date of the next meetings.

- Ordinary Council Meeting – 16th June 2021 and the Beeding and Bramber Village Hall; and
- Planning Meeting – TBA subject to receipt of planning applications.

The meeting closed at 20:36

Signed..... Chairman

Date.....

Appendix A – Payments Schedule

Approved at last meeting	Invoiced Services	Voucher	Chq Nos	Amount
Starboard Systems (Scribe)	Scribe accounting package - annual fee	1	BACS	£ 345.60
Business Stream	Water - 29/12/2020 to 10/03/2021	2	BACS	£ 52.53
WSALC	WSALC (£209.07) and NALC (£50.68) subscription	3	BACS	£ 259.75
				£ 657.88
Income since last meeting	Amount			
S106 grant	£ 5,281.66			
Precept payment	£ 13,571.01			
HDC cleansing grant	£ 378.90			
TOTAL INCOME	£ 19,231.57			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 22,169.40	As at 04/05/2021		
EARMARKED RESERVES				
NHP reserve	£ 380.00	deduct banner		
AVAILABLE RESERVES	£ 21,789.40			
PAID SINCE LAST MEETING (To approve)	Invoiced Services	Voucher	Chq Nos	Amount
Vincent Camilleri Building	Toilet refurb - initial payment	4	BACS	£ 6,338.00
EPS	NHP banner	5	BACS	£ 120.00
Came and Company	Insurance 24/-4/2021 to 23/04/2021	6	BACS	£ 349.94
NEST	Pension - March 2021	7	DD	£ 80.13
EDF	Electricity to public toilet - APRIL 2021	8	DD	£ 22.00
TO APPROVE				£ 6,910.07
HMRC	PAYE - April 2021	9	BACS	£ 266.80
NEST	Pension - April 2021	10	DD	£ 80.15
Paul Richards	Salary - April 2021	11	BACS	£ 374.25
Chichester Payroll Services	Payroll - April 2021	12	BACS	£ 15.00
HDC	Wardens service fee	13	BACS	£ 6,656.00
SCYP	Youth services - 01/04/2021 to 30/06/2021	14	BACS	£ 1,040.27
REGULAR PAYMENTS				£ 8,432.47
P Kirchel	SO suspended during Covid-19 epidemic		SO	£ -
EDF	Electricity to public toilet - MAY 2021	15	DD	£ 22.00
				£ 22.00
	Position at bank on 04/05/2021	£	22,169.40	
	Previous payments (yet to be cleared)	£	-	
	New payments to approve	-£	15,364.54	
	CASHFLOW POSITION AS AT 04/05/2021	£	6,804.86	
	Earmarked reserves	-£	380.00	
	RESERVE/BUDGET POSITION AS AT 04/05/2021	£	6,424.86	