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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 6<sup>th</sup> September 2023 at 7:00pm.**

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

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

**Members of the public** – none.

**124. Apologies for absence** – Cllr Green.

**125. Declarations of interest** – Cllr Tilley referred to planning application DC/23/1614. He advised that he was a neighbour to the applicant and would, therefore, not vote on this application.

**126. Minutes of the previous meetings held on 12<sup>th</sup> July 2023.**

The minutes of the Ordinary Parish Meeting held on 12<sup>th</sup> July 2023, circulated previously, were **AGREED** by the Members, and were duly signed by the Chair.

**127. Matters arising** - none.

**128. Public Session** – none.

**129. Reports.**

- a) **HDC** – to be reviewed later in the meeting when the HDC Councillors arrive.
- b) **Neighbourhood Wardens** –The Chair thanked the Wardens for their revised report format. Cllr Goodall would attend the next meeting to be held on 12<sup>th</sup> September 2023.
- c) **Joint Parishes Cemetery Committee** – no meeting.
- d) **Joint Parishes Youth Committee** – Cllr Bayford advised that there had been no formal meeting however, discussions in relation to the future of the service are ongoing between all three parishes.
- e) **HALC.**
  - The Chair reported that the draft minutes from the last meeting had been circulated;
  - HALC had met HDC at their annual meeting. The new Leader, Martin Buffey, expressed his desire to work with local councils in an open and sharing way;
  - New biodiversity funding had been made available to help landowners with their eco plans;
  - HDC will improve their policy in relation to development on green gaps to preserve biodiversity;
  - Training on the issue of water neutrality is to be planned; and
  - Both Cllr A Blakelock and Cllr S. Blakelock will attend the next HDC Local Plan strategy meeting.
- f) **Village Hall** – Cllr Tilley advised that CCTV is to be installed and that the repainting of the main hall is scheduled. Quotes to replace the toilets had proved too expensive and that other alternatives were being reviewed. The quiz sessions are planned to restart.
- g) **Website** – Cllr Tilley advised that there were no changes to the previous month.
- h) **The Steyning and District Community Partnership cycling/footpath project** – Cllr A. Blakelock referred to an emergency meeting called to review the closure of the White Bridge. There was concern raised that the closure of the bridge was, in some way, linked to the Partnership footpath project. This was misleading as WSCC had decided to close the bridge and that the project had nothing to do with their decision. She referred to the overgrown paths on the approach to the

bridge and advised that Cllr M. Croker had investigated why these paths were not being maintained. It appeared that WSCC had taken these paths off their maintenance schedule. This omission has now been rectified by WSCC and that the paths (including the Walks for All paths) would be cut in October. Members thanked Cllr M. Croker for his efforts to resolve this issue.

Cllr Tilley reported that a traffic warning sign should be placed on the road by the Bramber Bridge to warn motorists of pedestrians crossing the road by the bridge. Members **AGREED** and asked the Clerk to write to WSCC Highways accordingly.

Cllr Goodall reported that the Walks for All signs had faded and were now illegible. Members **AGREED** that she buy and affix new signs to ensure no dog fouling - and the cyclists should not use these footpaths.

### **130. Finance and General Purposes.**

- Members **AGREED** that the September payments be made. Details are attached at Appendix A; and
- The Clerk's report on the proposed changes to the financial regulations were reviewed. Members **AGREED** the actions as recommended in the report. The report is attached at Appendix B.

### **131. Planning.**

#### **a) Applications.**

- **SDNP-23-02977/NMA - Highcroft, The Street, Bramber** - Non Material Amendment to previously approved application SDNP/22/00742/HOUS (Alterations to the existing porch and replacement of existing bay window to the front of the dwelling. Installation of 2no. dormers to the front elevation. Erection of a second storey rear extension and the construction of a rear orangery) Construction of an additional floor to the current bathroom. Replace an existing rooflight. Members voted to **SUPPORT** the application 6 votes for with 2 abstentions.
- **DC-23-1614 - 2 Millfield, The Street, Bramber** - Fell 1x Common Medlar, 1x Witch Hazel and Surgery to 1x Beech (Works to Trees in a Conservation Area). Members voted to **SUPPORT** the application 7 votes for with 1 abstention.
- **DC-23-1621 - Lime Trees, The Street, Bramber - Surgery to 1x Acacia (Works to Trees in a Conservation Area).** Members voted to defer a comment until a report from the tree officer had been received.

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

*1929 – Cllr M. Croker and HDC Cllr Noel joined the meeting.*

### **132. Highways and Public Rights of Way.**

Members noted that the Walks for All paths would be cut-back in October 2023.

### **133. Consultations – none.**

**134. English Heritage/Bramber Castle** – Cllr Green had sent an update, circulated previously. She advised that the event to celebrate the 950<sup>th</sup> anniversary of Bramber Castle and St Nicholas Church was very successful and well attended.

### **135. Environment and Parish Actions**

- Cllr M. Croker advised that he is evaluating a multi-sectional recycling bin as used by Steyning PC. MC will report back on whether this bin could be used in Bramber parish; also whether the emptying cost could be offset by removing a less well used general waste bin.
- Then Chair advised that:
  - All the reported potholes have now been filled in Clays Hill;
  - £7,000 had been awarded to install education boards relating to the former railway line; and
  - The Queen's tree (as planted on the Bramber roundabout) had received damage during recent strimming by WSCC's contractor, Cllr Croker had attended to it but it might need to be replaced. HDC Cllr Noel agreed to look into this matter.

**136. Climate Emergency and Steyning Greening 2030.**

- a) **Greening Steyning** – Cllr A. Blakelock reported that a Green Drinks event would be held at the Athletics Club. The event will promote the use of solar panels.
- b) **20 mph zone project** –Cllr M. Croker attended a recent working group meeting and his report had been circulated previously. WSCC Cllr Linehan attended but only observed the meeting. Referring to the WSCC conclusions and proposals, Cllr M. Croker reported that (a) only a small part of the resident area of Steyning was included (b) 9 entry/exit points were included (initial, more extensive, proposals only had 5) and (c) Bramber was not considered in the proposals.  
Cllr M. Croker reported that he had met with the WSCC Highways Cabinet Member who had advised him to meet with the relevant WSCC officers. Steyning PC’s position on this matter is awaited. The Chair proposed that the Clerk write to WSCC Cllr Linehan to express BPC’s disappointment with the WSCC proposals and that he support the community proposal. Members **AGREED**.
- c) **Emergency Plan** – the Clerk advised that a full inventory of the emergency equipment had now been completed and the relevant items would be added to the BPC asset register.

**137. HDC Update** – HDC Cllr Noel provided an update that included:

- He had asked WSCC Cllr Linehan to attend the BPC meeting but noted that he had not attended;
- During the August break, the new HDC Councillors were settling into their new roles;
- The proposed purchase by HDC of Bramber Brooks is ongoing and negotiations continue;
- He suggested that WSCC may not have sufficient resources to repair the White Bridge, but he will speak with WSCC. HDC officers have offered to work with WSCC to assist. He and Cllr M. Croker would continue to pursue this matter;
- The response from the recent draft Climate Action Strategy survey is being reviewed. 754 responses from the public had been received and HDC will now seek views from local businesses via a Business Climate Action survey. Once reviewed, the responses will be published;
- A mandatory net biodiversity gain of 10% would be imposed on new strategic development sites as from November 2023;
- The revised draft Local Plan will incorporate elements from the previous Plan but will now include views from local parishes. The Chair, Cllr S Blakelock and Cllr Croker plan to attend a HDC session on The Local Plan at The Steyning Centre;
- A new area is being considered by HDC as part of its Nature Recovery programme; and
- Cllr M. Croker added that the White Bridge issue was mentioned at a recent HDC meeting. HDC wish to support the repairs to ensure the sustainable transport link.

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

**139. Items for inclusion on the next Agenda** – none.

**140. Date of the next meetings.**

- The next **Ordinary Parish Council meeting** will be on Wednesday 11<sup>th</sup> October 2023 at the Beeding and Bramber Village Hall commencing 7pm.
- **Planning Meeting** – TBA subject to receipt of planning applications.

The meeting closed at 20:25.

Signed..... Chairman

Date.....

## Appendix A – Payments

Payments 6th September 2023				
<b>Income since last meeting</b>	<b>Amount</b>			
None	£ -			
<b>TOTAL INCOME</b>	<b>£ -</b>			
<b>BALANCES ON ACCOUNT</b>				
Current Account (Treasurers)	£ 9,317.69	<b>01/09/2023</b>		
<b>EARMARKED RESERVES</b>				
NHP reserve	£ 380.00			
Elections	£ 500.00			
<b>AVAILABLE RESERVES</b>	<b>£ 880.00</b>			
<b>Paid since last meeting</b>	<b>Invoiced Services</b>	<b>Voucher</b>	<b>Chq Nos</b>	<b>Amount</b>
Julie Bakter	Toilet Cleaning - July	51	BACS	£ 378.00
Paul Richards	Clerk's salary - July	52	BACS	£ 549.28
NEST	Clerk's pension - July	53	DD	£ 86.75
Chichester Payroll Services	Payroll costs	54	BACS	£ 15.00
HMRC	PAYE - July	55	BACS	£ 144.60
Danny Flynn	Watering of flowers - June x 7	56	BACS	£ 192.50
EDF	Electricity to public toilet - August 2023	57	DD	£ 35.00
Dellwood Buidling Services	Bollard repair	58	BACS	£ 455.00
<b>PAID SINCE LAST MEETING</b>	<b>Invoiced Services</b>			
EDF	Electricity to public toilet - September 2023	59	DD	£ 35.00
Julie Bakter	Toilet Cleaning - July	60	BACS	£ 378.00
Paul Richards	Clerk's salary - July	61	BACS	£ 549.28
NEST	Clerk's pension - July	62	DD	£ 86.75
Chichester Payroll Services	Payroll costs	63	BACS	£ 15.00
HMRC	PAYE - July	64	BACS	£ 144.60
Danny Flynn	9 x watering flowers	65	BACS	£ 247.50
Mulberry & Co	Training x 2 - Cllr Bayford	66	BACS	£ 108.00
HALC	2023-24 subscription	67	BACS	£ 20.00
Danny Flynn	Flower watering August x 9	68	BACS	£ 247.50
<b>PAYMENTS TO APPROVE</b>			<b>TOTAL</b>	<b>£ 1,831.63</b>
	Position at bank on 01/09/2023	£ 9,317.69		
	New payments to approve	-£ 1,831.63		
	<b>CASHFLOW POSITION AS AT 01/09/2023</b>	<b>£ 7,486.06</b>		
	Earmarked reserves	-£ 880.00		
	<b>RESERVE/BUDGET POSITION AS AT 01/09/2022</b>	<b>£ 6,606.06</b>		

## Appendix B – Financial Regulations

Report to:	Bramber Parish Council
Report on:	Audit finding – 2022/23
Report by:	Clerk

1. BACKGROUND

1.1. During the internal audit review of the 2022/2023 accounts, the BPC internal auditor made several suggestions to improve the financial governance of the parish council. These are listed below.

2. RECOMMENDATION

2.1. That Members approve both the actions listed below and the updated Financial Regulations.

SUBJECT	RECOMMENDATION	ACTION	DONE
Email	I recommend the council follows the JPAG guidance on emails for councillors and that all councillors use their official email accounts for all council business.	<ul style="list-style-type: none"> <li>Switch off Gmail account - MT can get .org.uk names</li> <li><b>ACTION</b> work with MT to achieve</li> </ul>	TBA
Agenda	I remind council it is required to also post any supporting documentation with the agendas as outlined by the Information Commissioner's Office	Clerk to post reports with agendas onto BPC website	YES
Threshold FR 4.5	Based on the level of financial activity of the council, these authorisation thresholds appear appropriate although as the council has no delegated committees, the middle authorisation tier is irrelevant and should be removed and the other tiers aligned to ensure there is no gap in the authorisation levels. The council is also encouraged to revisit the Financial Regulations and remove the square brackets to clearly show decisions have been made as to appropriate figures for the council.	<ul style="list-style-type: none"> <li>Update FR 4.5 and</li> <li>To be put before BPC on 6/9/2023</li> </ul>	TBA
Reserves	At the end of the financial year, the council held £380 in earmarked reserves (EMR) for the Neighbourhood Plan, although an amount included within the general reserve includes £500 for elections which should also be earmarked.	Update earmarked reserves	YES

Paul Richards, Parish Clerk