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The Minutes of the virtual Ordinary Council Meeting of the Bramber Parish Council that took place at the Beeding and Bramber Village Hall on Wednesday 16th June 2021 commencing 7pm.

Present: Cllr A. Blakelock, Cllr S. Blakelock, Cllr Burstow, Cllr Croker, Cllr Goodall, Cllr Kitson and Cllr Tilley.

In attendance: WSCC Cllr Linehan and Paul Richards (Parish Clerk).

Members of the public: One.

Before the meeting commenced, Members **AGREED** that Cllr Croker open the meeting as Chairman. He advised all attending of the Covid-19 protocols in force for the meeting.

109. Co-option of a new Councillor.

Cllr Croker advised that only one nomination had been received (from Mrs Burstow). Members voted, unanimously, to co-opt Mrs Burstow to role of Parish Councillor for BPC. Upon signing her Acceptance of Office form, Cllr Burstow joined the Parish Council.

110. Election of Chairman.

Cllr Croker requested nominations for the role of Chairman. Cllr Burstow put forward her nomination and, after review and discussion, this was seconded by Cllr Croker. Members voted, unanimously, to elect Mrs Burstow to role of Chair. Cllr Burstow then took the Chair.

111. Election of Vice Chairman.

The Chair requested nominations for the role of Vice-Chairman. Cllr Croker put forward his nomination and this was seconded by Cllr Goodall. Members voted, unanimously, to elect Cllr Croker to role of Vice-Chair. Cllr Croker duly signed his Acceptance of Office form.

112. Apologies for absence – Cllrs Day and Green.

113. Declarations of interest – Cllr Croker advised that he knew the owner of the property related to planning application DC/21/1076 and would not vote on this matter.

114. Minutes of the previous meeting – 5th May 2021.

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

115. Matters arising.

MIN	ITEM	ACTION	UPDATE	DONE
91	Matters arising	Traffic signs	<ul style="list-style-type: none"> Clerk to ensure footpath sign by the bridge is installed. Sign to be moved Clerk to check with WSCC re 'Pedestrian ahead' sign on approaches to the bridge 	<ul style="list-style-type: none"> Done Clerk to advise PL

95	Polices	Amend 'he' to 'he/she' and other policies as advised.	<ul style="list-style-type: none"> Clerk to update policies 	<ul style="list-style-type: none"> In hand
97	Newsletter	Ask Cllr Green to draft	<ul style="list-style-type: none"> Clerk to remind Cllr Green at the beginning of June 	<ul style="list-style-type: none"> Done
98	Footpaths	Great British Spring Clean	<ul style="list-style-type: none"> Clerk to collect waste bags and arrange collection. AB to arrange date and contact Members 	<ul style="list-style-type: none"> Collected Done
104	Environment	Bramber Castle	<ul style="list-style-type: none"> SG to report slippery steps by the moat to EH SG to check on progress with the installation of a dog waste bin 	<ul style="list-style-type: none"> TBA TBA
105	Steyning Greening	Verge cutting	<ul style="list-style-type: none"> The Clerk to write to AB regarding extent of insurance cover The Clerk to write to SPC and UBPC regarding their insurance cover 	<ul style="list-style-type: none"> Done Done
107	Next Agenda	Co-option	The clerk to write to HDC to request formal notice of a vacancy	Done
108	Date of next meeting	Use of village hall	The clerk to write the village hall to check room availability that would be Covid-19 compliant	Done

116. Open Forum.

A member of the public presented details of his planning application (SDNP/21/02892/OUT). Members were invited to comment on the application and, after review and discussion, Cllr Croker reminded all present that the South Downs National Park will determine the application and will take into consideration the BPC NHP.

117. Covid 19 update – no update.

118. Reports.

a) **WSCC** – WSCC Cllr Linehan introduced himself as the WSCC Councillor elected in place of former Cllr Barling. He provided an update that included: -

- **A283** – he is investigating an extension to the 30mph zone approaching the roundabout at Bramber. He is awaiting speed data but will need evidence and support from the local community when drafting a Traffic Regulation Order. Cllr Croker reported that he had held previous discussions with WSCC regarding the incorrectly placed 30mph signs. Cllr Croker agreed to share these details;
- **The Towers** – he advised on the plans from Steyning Grammar School and reported that he is working with them regarding cycle and other access to the facility;
- In closing he advised that he saw his role as a facilitator between the County Council and the residents of Bramber.
- Cllr Tilley advised that the crossing adjacent to Dacre Gardens on the A283 is extremely dangerous. WSCC Cllr Linehan asked him to send him more details.

b) **HDC** – Cllr Croker provide an update that included: -

- **Leadership** – Following recent resignations, a new Leader and Cabinet are now in place at HDC. HDC Cllr Noel had been appointed to the Cabinet with the Leisure and Culture portfolio;
- **Local Plan** – the meeting scheduled for 9th June 2021 had been postponed;
- **Waste Collection** – the new recycling schemes are working well. 55kg of batteries were collected in the first week and over 570 requests for small electrical items/textile collection had been registered;
- **The Towers** – he is representing HDC as their representative on the Towers Travel & Transport Committee. Cllr S. Blakelock expressed his concern regarding the shared cycle and pedestrian footpath.

c) Neighbourhood Wardens.

Cllr A. Blakelock referred to the report, circulated previously, and asked what nitrous oxide canisters were. The Chair advised her of their recreational use and advised that residents are encouraged to report drug use directly to the Police and the Wardens.

d) Joint Parishes Cemetery Committee – no meeting.

e) Joint Parishes Youth Committee - see item 123.

f) HALC – Cllr A. Blakelock advised that a new Chair, Vice-Chair, and representatives to the WSALC Board had been nominated and ratified at the HALC AGM. HALC had expressed their concerns regarding the draft Local Plan to HDC and were also engaging with them regarding the green agenda.

g) Village Hall – No meeting.

h) Website – Cllr Tilley reported usage is up slightly.

119. Highways and Public Rights of Way.

a) Great British Spring Clean – Cllr A. Blakelock advised on a good turn-out with 8 parishioners taking part in the litter pick. She advised of difficulties in picking litter at a time of maximum vegetation growth and suggested that the litter pick be conducted in the winter.

b) South Coast Challenge – no comments.

c) MVAS – no update as Cllr Day was not present.

d) Community Speedwatch (CSW) – Cllr Burstow advised on the latest speedwatch sessions. In the last session, a large number of vehicles were recorded exceeding the speed limit. The Clerk advised that he had chased the CSW team to survey the proposed site on Clays Hill.

e) Towers Travel & Transport Committee – Cllr A. Blakelock agreed to be the BPC representative. The Clerk was asked to confirm her appointment.

120. Police and Crime Commissioner (PCC) – Talk Sussex

Cllr Croker provided an update on the meeting held with the PCC's representative. He reported that: -

- **Speeding –** Operation Downsway will look at both speeding and noise;
- **PCSOs –** a new local engagement plan had been launched;
- **CSAGs –** Community Safety Action Groups had been trialled in Wealden District, with stakeholders including local authorities/councils, Sussex Police and community groups;
- **101 response times –** improving; and
- **Talk Sussex –** he will review and report back.

121. Finance and General Purposes.

a) Review the internal audit report – the Clerk presented the report from the internal auditor that returned no observations or issues.

b) Approve the Annual Governance Statement 2020/21 – the Clerk advised that, as the internal auditor had approved BPC's process and controls, the Annual Governance Statement could be signed. Members **AGREED** that BPC had a sound system of internal control and asked the Chair and Clerk to sign the Annual Governance Statement.

c) Approve the Accounting Statements 2020/21 - the Clerk advised that, as the internal auditor had approved BPC's accounts, the Accounting Statement could be signed. Members **AGREED** that the Chair and Clerk could sign the Accounting Statement.

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

122. Planning.

a) Applications

- **DC/21/1076 – Loxwood, Maudlin Lane, Bramber** - Erection of a two-storey rear extension and single storey front extension.

Members considered approving the application on the proviso that the new first-floor window on the south side elevation be replaced by a high-level window to ensure the neighbouring property is not overlooked.

Members voted to SUPPORT the application (6 votes for, 1 abstention).

- **SDNP/21/02892/OUT** - Land South of Kingsmead Close, Bramber - Outline application for the erection of 8 dwellings together with associated access, car parking and landscaping. Members noted that the site had been excluded for development in the Bramber PC Neighbourhood Plan (NHP) as unsuitable for development. The NHP had been approved by the external inspector/local referendum and awaits final 'made' approval by Horsham DC on 23rd June 2021.

The site is still unsuitable as it is within the national park. The land is outside of the local settlement plan and part of the local green area in the SDNP.

Members voted to OBJECT to the application (7 votes to object).

b) Decisions

- **APPROVED** - **SDNP/20/03957/FUL - Plot 3 Annington Farm Bramber BN44 3WU** - Part retrospective application for the retention of fencing and a proposed mobile field shelter for agricultural use. BPC had objected to this application.

123. Youth Provision – The Chair advised of a meeting held on 28th May 2021 and her notes have been circulated previously. The organisation is to appoint a new leader.

124. Public Toilet – Refurbishment.

Cllr S. Blakelock advised the contractor had reported a 4-week lead time for the delivery of the Wallgate sink/dryer unit. This will impact on the completion of the works. He advised that the former toilet area could be used as storage. He agreed to obtain quotes for standalone shelving.

125. Environment.

Cllrs Goodall and Kitson suggested that Clays Field be proposed as a Local Green Space (LGS). Members advised that an LGS proposal for this location was removed from the NHP on advice from the examining Inspector. The Clerk was asked to write to BPC's NHP Consultant to seek her opinion on this matter.

126. Bramber Parish Council Facebook page.

The Chair sought Member's thoughts on developing a local community Facebook page for Bramber. After discussion and review, Members suggested that other local Facebook pages combined with BPC's own newsletter would suffice.

127. Climate Emergency and Steyning Greening 2030.

- **Biodiversity Working Group** – Cllr A. Blakelock reported on the field mapping exercise conducted in Bramber and Steyning. The Group is also looking at footpaths, considering the creation of circular routes and changing stiles into gates to assist access for all; and
- **'20 is Plenty' project** – Cllr Goodall advised that speed monitoring devices are to be installed and that Steyning PC are applying, formally, to WSCC regarding the process. She reported that Steyning

PC is seeking assurance from BPC that they will continue to support the project and that the estimated £15,000 costs would be sought from S106 funds.

128. 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

129. Items for inclusion on the next Agenda.

- Local Green Space;
- Bramber Castle dog waste bin; and
- NHP project list.

130. Date of the next meetings.

- Annual Council Meeting – 21st July 2021; and
- Planning Meeting – TBA subject to receipt of planning applications.

The meeting closed at 21:14

Signed..... Chairman

Date.....

Appendix A – Payments Schedule

Payments 14th June 2021				
Approved at last meeting	Invoiced Services	Voucher	Chq Nos	Amount
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
EDF	Electricity to public toilet - APRIL 2021	15	DD	£ 22.00
				£ 8,454.47
Income since last meeting	Amount			
HDC - toilet refurbishment payment #2	£ 5,281.66			
Bramber Society	£ 685.73			
TOTAL INCOME	£ 5,967.39			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 13,264.32	As at 15/06/2021		
EARMARKED RESERVES				
NHP reserve	£ 380.00			
AVAILABLE RESERVES	£ 12,884.32			
PAID SINCE LAST MEETING (To approve)	Invoiced Services	Voucher	Chq Nos	Amount
Will Bourne	Move MVAS	16	BACS	£ 57.90
CamBro	Toilet Refurb payment #2	27	BACS	£ 6,338.00
EDF	Electricity to public toilet - MAY 2021	28	BACS	£ 22.00
TO APPROVE				£ 6,417.90
Paul Richards	Salary May 2021	17	BACS	£ 640.85
Paul Richards	Zoom fee	18	BACS	£ 71.94
Paul Richards	Newsletter paper	19	BACS	£ 11.44
Paul Richards	Mileage - May and June = 122 miles	20	BACS	£ 50.40
HMRC	PAYE - May 2021	21	BACS	£ 0.20
NEST	Pension - May 2021	22	BACS	£ 80.15
Chichester Payroll Services	Payroll - May 2021	23	BACS	£ 15.00
WSCC	Street lights (to be part-recharged to residents)	24	BACS	£ 850.04
Mulberry and Co	Audit fees 2020-21	25	BACS	£ 180.00
Ferring Nurseries	Floral displays	26	BACS	£ 1,546.84
REGULAR PAYMENTS				£ 3,446.86
P Kirchel	SO suspended during Covid-19 epidemic		SO	£ -
EDF	Electricity to public toilet - JUNE 2021	29	DD	£ 22.00
				£ 22.00
	Position at bank on 04/05/2021	£ 13,264.32		
	Previous payments (yet to be cleared)	£ -		
	New payments to approve	-£ 3,468.86		
	CASHFLOW POSITION AS AT 04/05/2021	£ 9,795.46		
	Earmarked reserves	-£ 380.00		
	RESERVE/BUDGET POSITION AS AT 04/05/2021	£ 9,415.46		