



CONTACT - Paul Richards, Parish Clerk

EMAIL - bramberparishclerk@gmail.com

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 21st July 2021 commencing 7.20pm.

Present: Cllr Burstow (Chair), Cllr Croker (Vice-Chair), Cllr A. Blakelock, Cllr S. Blakelock, Cllr Day, Cllr Goodall, Cllr Kitson and Cllr Tilley.

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

Members of the public: None.

131. Apologies for absence – Cllr Green.

132. Declarations of interest – none.

133. Minutes of the previous meeting – 16th June 2021.

Cllr Croker 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.

134. Matters arising.

- **Item 91 – Bridge Sign** – Cllr Tilley reported that the recently installed pedestrian warning sign had been removed. He asked the Clerk to ensure the new sign is placed approaching the road from the north on the west side of the river side of the river;
- **Item 97 – Newsletter** – no items for inclusion had been received from members;
- **Item 118 - Speed Sign** – Cllr Croker had emailed WSCC Cllr Linehan who will action;
- **Item 120 - Sussex Police** – Cllr Croker to send Cllr Tilley the Police Talk Sussex survey and post on local Facebook group; and
- **Item 129 - Website** - Clerk to send Councillor roles and responsibilities to Cllr Tilley;

135. Open Forum – none.

136. Reports.

a) **WSCC** – no update.

19:26 – *Cllrs A. Blakelock and S. Blakelock joined the meeting*

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

- **Local Plan** – the Cabinet had approved the draft Local Plan that included support for the strategic site at Buck Barn (Wealdcross). Full Council will meet on 28th July 2021 to discuss the Plan. This is a very contentious issue both within the Council and local communities;
- **Waste Collection** – the new recycling schemes are working well with an additional 3.5 tonnes of waste collected. Proposals to introduce a food and hygiene waste collection system and to vary the frequency of other collected waste will be consulted upon. Cllr Croker added that a

complex decision-based modelling solution had been used to look at 8 various options for waste collection. The desire to collect food waste is driven by Government initiatives; and

- **Nature Recovery Corridors** – HDC had worked with the Sussex Wildlife Trust and others to create a network plan. This was presented to the HDC Cabinet at their last meeting.
- c) **Neighbourhood Wardens** – the report, circulated previously, was noted.
- d) **Joint Parishes Cemetery Committee** – no meeting.
- e) **Joint Parishes Youth Committee** - no meeting.
- f) **HALC** – Cllr A. Blakelock advised that the HDC Standards Committee had received over 20 Code of Conduct complaints costing around £120,000 each year in total. The Committee is suggesting a new Code.
- g) **Village Hall** – Cllr Tilley advised that the Management Committee met on 19th July 2021. His update included :-
- Defibrillator now installed;
 - New Treasurer appointed;
 - Staycation Fair to be held on 7th August 2021; and
 - Solar Panels may be fitted to the Hall roof. The Committee is in discussion with Greening Steyning to review this and other green initiatives. Grant funding would be required.
- h) **Website** – Cllr Tilley reported that a limited search facility is now available on the site. He also reported additional on-line applications for the Virgin Media Gigabit superfast broadband scheme. Cllr Croker provided an update on the scheme.

137. Highways and Public Rights of Way.

- a) **Bramber Castle dog waste bin** – the Chair referred to the recent email from English Heritage (EH). Members confirmed their decision to pay for the collections costs if EH pay for the bin and installation. The Clerk was asked to check with Cllr Green regarding a suitable location for the bin. Cllr Goodall asked the Clerk to contact HDC to see if the proposed bin at Castle Lane could be added to the Waste Collection waiting list.
- b) **Public Rights of Way (PROW) inspection** – the Chair referred a letter received from the WSCC PROW team. Members were requested to advise the Clerk of any specific issues. Members expressed their thanks to a local resident who reviews and then reports on any issues with the footpath network in the parish. Cllr Goodall requested that the overgrown vegetation on the Walks for All paths be cut back. The Clerk was asked to circulate the previous correspondence with the Environment Agency on this matter to Councillors. The Chair advised that she is meeting with the former Chair and Members asked that she obtain details of the volunteer teams he had established previously.

138. Finance and General Purposes.

- a) **Payments for July 2021 - Payments** – Members **AGREED** that the payments for June 2021 be paid (see appendix A for the payments schedule). The cost of flowers and the contribution to the Bramber Society was reviewed. Members **AGREED** that the £600 donation to the Bramber Society be made as per the budget and that they be invoiced for the cost of flowers and watering. Cllr Kitson advised that the donation amount had remained the same for several years and should be reviewed. The Clerk reminded Members that the budget and precept setting for 2022/23 will commence in November 2021.

139. Planning.

a) Applications

- **DC/21/1016 – Ashcroft, Maudlyn Parkway, Bramber** - Erection of a single storey rear extension and extensions to existing garage to create a double garage;
Members voted to SUPPORT the application (7 votes for, 1 abstention).
- **SDNP/21/02024/LIS - Maudlin Barn, Maudlin Lane, Bramber** - Alterations to existing outbuilding, including recladding and addition of doors (Listed Building Consent)
Members voted to SUPPORT the application (8 votes to support).

b) Decisions – none.

c) Tree Officer – Cllr A. Blakelock advised that she had met the Tree Warden for Upper Beeding and Small Dole PCs. Cllr A. Blakelock had asked her if she would like to help BPC and was advised that she would consider the position. The Clerk was asked to check with UBPC.

140. Neighbourhood Plan

a) Local Green Space – The Chair referred to advice received from BPC’s NHP consultant that advised BPC should wait until the Regulation 19 consultation for the new HDC Local Plan had commenced. Cllr Croker advised that the Plan is due to be debated at the HDC Full Council meeting on 28th July 2021. HDC Cllr Noel advised that, as far as he was aware, the site in question did not feature in the draft Plan. The Clerk was asked to write to the NHP Consultant once the Regulation 19 process commenced.

b) Projects – The Chair referred to the NHP projects, circulated previously, describing it as a plan for action. She would like to see the Plan’s objective to be linked to where the projects should be at by the end of the process and how BPC would achieve/cost the actions within the Plan. Cllr A. Blakelock suggested that the projects be prioritised, and the Chair requested that Members review the Plan and report back at the next meeting with their ideas.

141. Consultations

- a) **SDNPA – design guide** – Members **AGREED** that the Clerk should send BPC’s NHP Design Guide as the response.
- b) **Southern Water - drought plan** – The Chair agreed to publish the consultation details onto the local social media site.

142. Public Toilet – Refurbishment.

Cllr S. Blakelock advised that a new lock had been fitted but the contractor is still awaiting delivery of the Wallgate unit. Sanitary wear is scheduled to be installed and grouting to be finished in the coming days. The toilets are expected to be open in September. Members discussed opening hours and cleaning arrangements. The Clerk was asked to contact the cleaner to discuss with her pay rates and attendance. Members also considered contacting local establishments to assist.

143. Environment – no update.

144. Climate Emergency and Steyning Greening 2030.

- Cllr A. Blakelock reported that the Steyning Greening project had developed many long-term initiatives but needed to prioritise the projects. Few can be done quickly, which is a matter of some frustration, however the process and permissions behind each initiative has resulted in a long-term delivery date for many of the projects. The Biodiversity sub-group had continued their work in mapping plant life across the area. The Transport sub-group is reviewing PROWs.

- Cllr Croker advised that a Repair Café is to be established in the Beeding and Bramber Hall at the end of August 2021 and that more volunteers would be needed. Cllr Day advise that he might assist where possible. Cllr Croker also reported that Steyning PC had voted to accept the '20 mph zone' project at their meeting on 19th July 2021

145. Correspondence – as from 11th June 2021.

DATE	FROM	SUBJECT
11/6	WSCC	Update newsletter
11/6	SDNPA	Newsletter
11/6	Agent for Kingsmead	Notice of planning application
11/6	Wardens	Monthly report
14/6	Steyning & District Community Partnership	Transport – Towers campus
14/6	Gatwick Airport	Community update
14/6	Virgin Media	1Gbit supplier information
14/6	HDC – SDNPA	Made NHP
15/6	SDNPA	Link to Parish workshop meeting
15/6	HDC Planning	Delays in Pas and registrations
17/6	WSCC	PROW contact details
18/6	WSCC	Update re Steyning Grammar
23/6	Southern Water	Drought Plan consultation
28/6	WSCC	Highways update
28/6	SDNPA	Planning consultation – design guide
29/6	Virgin Media	Broadband roll-out
5/7	HDC	Compliance cases
5/7	HDC	Planning website maintenance
10/7	Wardens	Report for June 2021
10/7	HDC	Shooting Fields, Steyning
10/7	Sussex Police	Rural crime update
10/7	WSCC	Transport Plan consultation webinar

146. Items for inclusion on the next Agenda.

- NHP projects; and
- Speed reduction – Steyning Bypass (invite WSCC Cllr Linehan to present).

147. Date of the next meetings.

- No Ordinary Meeting in August;
- Ordinary Meeting – 1st September 2021 at the Beeding and Bramber Village Hall at **7:15pm** (NOTE new time); and
- Planning Meeting – TBA subject to receipt of planning applications.

The meeting closed at 21:16

Signed..... Chairman

Date.....

Appendix A – Payments Schedule

Approved at last meeting	Invoiced Services	Voucher	Chq Nos	Amount
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
WSSC	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
				£ 3,446.86
Income since last meeting	Amount			
None	£ -			
TOTAL INCOME	£ -			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 9,817.56	As at 30/06/2021		
EARMARKED RESERVES				
NHP reserve	£ 380.00			
AVAILABLE RESERVES	£ 9,437.56			
PAID SINCE LAST MEETING (To approve)	Invoiced Services	Voucher	Chq Nos	Amount
TO APPROVE	Invoiced Services			£ -
Mulberry & Co	Training Cllr Burstow	32	BACS	£ 240.00
Business Stream	Water charges 10th March to 9th July 2021	33	BACS	£ 66.35
NEST	Clerks pension & NI - June 2021	34	BACS	£ 80.15
HMRC	PAYE - June 2021	35	BACS	£ 133.60
Paul Richards	Clerks salary - June 2021	36	BACS	£ 507.45
Chichester Payroll Services	Payroll costs - June 2021	37	BACS	£ 15.00
REGULAR PAYMENTS				£ 1,042.55
P Kirchel	SO suspended during Covid-19 epidemic		SO	£ -
EDF	Electricity to public toilet - JULY 2021	38	DD	£ 22.00
				£ 22.00
	Position at bank on 04/05/2021	£	9,817.56	
	Previous payments (yet to be cleared)	£	-	
	New payments to approve	-£	1,064.55	
	CASHFLOW POSITION AS AT 04/05/2021	£	8,753.01	
	Earmarked reserves	-£	380.00	
	RESERVE/BUDGET POSITION AS AT 04/05/2021	£	8,373.01	