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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 14th February 2024 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.

17. Apologies for absence – Cllr Green.

18. Declarations of interest – none.

19. Minutes of the previous meetings held on 17th January 2024.

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

20. Matters arising.

The Chair advised that the landowner (and not WSCC) had cut back the vegetation adjacent to the Walks for All path. She also advised that she will meet the Bramber Society at their March meeting.

21. Public Session – none.

22. Climate Action Plan - The Chair advised that:

- Advertising an update on the Action Plan in “Your Steyning” would cost £89.10. This expenditure was **AGREED** and it was hoped that the update would be publicised before the APM in May;
- A further meeting regarding the proposed Community Orchard is planned with the relevant parties;
- The Greening Steyning environmental group will be invited to the March 2024 meeting to discuss how they can assist BPC. This will include details of the proposed Local Cycling and Walking Infrastructure Plan (LCWIP) to be reviewed by SPC, UBPC and BPC. The Clerk was asked to issue a formal invitation;
- The HDC Officer managing Bramber Brooks has agreed to present details of their future plans to the APM in May 2024. The Clerk was asked to issue a formal invitation;
- Cllr Bayford reported that the local Dementia Group had not yet been in contact with her.
- The Neighbourhood Wardens to be asked if they could attend our April BPC mtg. The clerk was asked to issue a formal invitation.
- Cllr Goodall asked if the ‘Weald to Waves’ project could be added to the Action Plan.

23. Reports.

a) HDC – Cllr R. Noel reported that:

- The Planning Portal had experienced online access issues which will be addressed in the coming days;
- A Planning Process Peer Review organised by the Local Government Association took place. It involved HDC Councillors and reviewed the HDC planning process. Some criticism was received in regard to policy development and advisory groups. Feedback concluded that the provision of information was seen to reflect decisions made rather than to consult. A structural review is planned by HDC to consider the Review outcome and feedback provided;

- Full Council will meet to discuss the budget and Council Plan next week where it is expected that that Council Tax levied on second/empty homes will increase; and
 - The draft Local Plan had received wide criticism from many parish councils as their Neighbourhood Plan housing allocations had been either ignored or increased. The Regulation 19 consultation period will end on 1st March 2024. Cllr M. Croker advised that a map describing a local green space in the Bramber NHP may be in error. He will discuss this matter with the HDC NHP officer.
- b) Neighbourhood Wardens** - Members noted the report and commented that no incidents had been reported in Bramber for the previous month.
- c) Joint Parishes Cemetery Committee** – no update.
- d) Joint Parishes Youth Committee** – Cllr Bayford advised that at the last joint parish meeting, plans to recruit staff, agree the budget, and review the timescale for service commencement were reviewed. The committee will meet again next week where she will request that the MOU be signed ahead of a possible service commencement date of 1st April 2024. She will circulate the draft budget and provisional timescale plans.
- e) HALC** – The Chair advised that the next HALC meeting is scheduled for 21st February 2024.
- f) Village Hall** – Cllr Tilley advised that:
- the last meeting reported on the financial position for the Hall which was positive. The management committee are considering moving banking providers to a green account;
 - The kitchen refurbishment contract had been awarded to a local contractor, however plans to update the small kitchen will be delayed to later in the year;
 - New room signage had been installed;
 - Quotes for a new roof will be sought; and
 - The AGM will be held on 20th May 2024.
- g) Website** – Cllr Tilley reported on an increased level of activity for the period particularly from mobile devices.
- h) The Steyning and District Community Partnership cycling/footpath project** – The Chair reported that:
- She and Cllr M. Croker attended the last Working Group meeting where the Saltings Loop was discussed;
 - A grant application via HDC to the Rural England Prosperity Fund had been returned as a public questionnaire is now required to add to the evidence pack. The questionnaire will be available at the local newsagents and other retail outlets in Bramber, Upper Beeding and Steyning with a return deadline of March 2024. Cllr Tilley agreed to add this to the BPC website;
 - The Working Party had not received regular communication from the WSCC Structures Team. Clarification regarding the White Bridge walk and cycle route had been requested;
 - Preliminary work regarding the replacement of the White Bridge will be scheduled by WSCC for mid-2024 with the capital works planned for the summer of 2025;
 - Communication to the public relating to the Saltings Loop will take place in March 2024.

24. Finance and General Purposes.

- **Ethical banking** – the Clerk reported slow progress in applying to the Cooperative Bank due to their eligibility criteria;
- **Payments for February 2024** – approved.

25. Planning

a) Applications.

- **DC/24/0113 - Crofters Wood, Meadow House, The Street** - Fell x9 Leyland Cypresses. Surgery x1 Monolith, x1 Leyland Cypress. Replace and replant with 2 no. Holly, Ilex aquifolium, 2

no. Bay, Prunus nobilis, 2 no. Yew, Taxus baccata, 2no. Beech, Fagus sylvatica, 2 no. Holmoak, Quercus ilex, 2 no. Hornbeam, Carpinus betulus to create mixed hedge.

Members voted, unanimously, to SUPPORT the application.

- **DC/23/1886 - Aquarius, The Street, Bramber – NEW PLANS FOR** - Demolition of garage. Demolition of single storey side extension. Erection of a two storey side extensions to North and South elevations. North Elevation to incorporate integrated double garage with accommodation above. Raising of roof to form two storeys across whole dwelling.

Members noted that no update from the HDC Conservation Officer had been received.

Members AGREED to defer their comments until this advice was received.

b) **Other Planning matters –**

- Cllr Kitson advised that he would attend a forthcoming parish council peer review of HDC's Planning process. He asked that Members advise him of any known issues; and

26. Highways and Public Rights of Way.

- Cllr Goodall asked if planning permission was required to install the gateway. Cllr M. Croker suggested that permission from WSCC Highways would be required. The location in Clays Hill was agreed and the Clerk was asked to seek the relevant permission;
- Cllr M. Croker advised on the possible options to replace the damaged bollards. After review and discussion it was AGREED that he approach WSCC Highways to discuss a revised traffic management plan for the area in question;
- The Chair advised that the proposed speed reduction proposals on the A283 had been rejected by WSCC. She was in contact with WSCC Cllr Linehan who had reported that he was surprised by the decision and had agreed to progress this and check the reasons for the decision;
- The alleged fly tipping of cherry tree cuttings on the west bank of the river is to be reported by the Clerk to HDC;
- The Chair advised that the EV installation in the car park in The Street is due for completion in April/May 2024; and
- The Chair reported that quotes for a new post on the Walks for Path by the flyover had been requested. Cllr Goodall reported that the wooden steps leading from the Downslink up to the river by the A283 flyover had degraded and needed repair. The Clerk was requested to report this to WSCC.

27. Consultations – none.

28. English Heritage/Bramber Castle – no update.

29. Environment and Parish Actions - The Chair advised that the overgrown vegetation in Castle Lane adjacent to the Castle would be cut back in March 2024. This followed both BPC and resident complaints.

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

31. Items for inclusion on the next Agenda.

- New email addresses; and
- Greening Steyning presentation.

32. Date of the next meetings.

- The next **Ordinary Parish Council meeting** will be on Wednesday 20th March 2024 at the Beeding and Bramber Village Hall commencing 7pm; and
- **Planning Meeting** – TBA subject to receipt of planning applications.

The meeting closed at 21:01

Signed..... Chairman

Date.....

Appendix A – Payments

Payments 14th February 2024				
Income since last meeting		Amount		
None	£	-		
TOTAL INCOME		£	-	
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£	18,083.81	31/01/2024	
EARMARKED RESERVES				
NHP reserve	£	1,380.00		
Emergency reserve	£	1,000.00		
Elections	£	1,500.00		
AVAILABLE RESERVES	£	3,880.00		
PAID SINCE LAST MEETING - TO APPROVE				
	Invoiced Services	Voucher	Payment	Value
Julie Bakter	Toilet Cleaning - January	125	BACS	£ 151.20
Paul Richards	Clerk's salary - January	126	BACS	£ 186.85
NEST	Clerk's pension - January	127	DD	£ 29.52
Chichester Payroll Services	Payroll costs	128	BACS	£ 15.00
HMRC	PAYE - January	129	BACS	£ 49.20
NEW PAYMENTS TO APPROVE			TOTAL	£ 431.77
Diana Goodall	Signs	130	BACS	£ 22.73
EDF	Toilet electricity - Feb 2024	131	DD	£ 44.00
Beeding and Bramber Hall	Hall hire - 23rd Jan 2024	132	BACS	£ 20.00
Mick Tilley	Donation	133	BACS	£ 20.00
Your Steyning	Newsletter	134	BACS	£ 89.10
PAYMENTS TO APPROVE			TOTAL	£ 195.83
Position at bank on 31/01/24		£	18,083.81	
New payments to approve		£	627.60	
CASHFLOW POSITION AS AT 31/01/24		£	18,711.41	
Earmarked reserves		-£	3,880.00	
RESERVE/BUDGET POSITION AS AT 31/01/24		£	14,831.41	