

Bramber Parish Council
Meeting of Full Parish Council
Beeding & Bramber Parish Hall
Wednesday 31st October 2018 at 7.15pm

Present: Cllrs Roger Potter (Chairman), Mick Tilley, Mike Croker, Nick Stubbs, Sarah Green, Dave Kitson, Jim Goddard.

In attendance: Cllr David Barling (WSCC) and Cllr Coldwell (HDC).

Members of the public: Neighbourhood Warden – Mr Michael Pearce.

Minutes: Rebecca Luckin (Parish Clerk)

MINUTES

1. Apologies for absence

a) Apologies were received and accepted from Cllr Diana Goodall, Sarah Green and Trevor Bignell.

2. Declarations of interest

There were no declarations of interest.

3. Minutes of the previous meeting

a) Subject to an amendment, the minutes of the meeting of 5th September 2018 were approved as a correct record of the meeting and duly signed by the Chairman. **Agreed.**

b) The minutes of the Planning Committee Meeting of 19th September 2018 were approved as a correct record of the meeting and duly signed by the Chairman. **Agreed**

4. Matters arising

a) Maudlin Lane / Clays Hill – Cllr Barling had recommended that Cllr Croker's proposals should be put forward to WSCC Highways Officer, Mr Chris Stark, as part of a Community Highways Scheme. Cllr Croker will draft a scheme for Full Parish Council to approve and submit to Mr Chris Stark. Cllr Barling offered his support and will show officers the area, when they visit Steyning.

Action	Draft Highways Scheme	Cllr Croker
Action	Item for the next agenda	Clerk

b) Drainage works at public toilets – HDC had confirmed that they would not be invoicing Bramber Parish Council for investigation works that had taken place, therefore the contractor was instructed to proceed with drainage works, as agreed. Works have been completed and an invoice received, with further advice and a quote for preventative measures.

HDC had advised that S106 funds could not be used for repairs or maintenance and have asked for further information on the project to improve the public toilets, prior to allocating funds.

c) Clerk and Mr Leigh-Pollitt to liaise re support of Steyning Community Partnership – actioned. HDC have had their request for Leader funding approved, however the Steyning Community Partnership have yet to receive confirmation.

d) Send copy of Bramber Parish Council Infrastructure Delivery Plan to HDC - actioned.

e) BBMC Terms of Reference – were to have been agreed by committee 29th October 2018, but due to unavoidable absences, that meeting had been deferred. Date of next meeting to be advised.

f) Rampion Tour of Windfarm – Had been attended by Clerk and Councillors.

The Chairman adjourned the meeting

5. Open Forum

The Chairman reconvened the meeting

6. Reports

a) WSCC – Cllr David Barling reported that WSCC were drafting their budget, which will be tight due to increasing pressures regarding adult and children’s care; there is likely to be an increase in the WSCC precept. A recycling target of 50% by 2020 has already been reached this year; he next target is 65%. The Southern Transit Bus Company has struggled with nearby pinch points and inconsiderate parking in Upper Beeding. Councillors noted that parking along The Street had increased, although double yellow lines would create another problem. Hall users could be encouraged to use the car park opposite the hall. Cllr Barling has changed address but will remain as County Councillor.

b) HDC – Cllrs Coldwell reported that the Year of Culture is being organised; members of the public can join as friends and obtain reduced price tickets for events. The HDC budget is being drafted in the face of uncertainty regarding support by central government. Housing numbers for the district are currently being reviewed. In the event that at a parish has a shortage of land available for development, there is a duty to co-operate between Parish Councils regarding housing provision.

c) Neighbourhood Wardens – Mr Michael Pearce provided a report – to be attached as an appendix to these minutes. Regarding cyclists using the riverside footpath, an information sign could be posted to explain that the landowner has provided the land for use by walkers only. Wardens will monitor speeding on Clay’s Hill. The dog bin at the start of the ‘walks for all’ needs emptying it.

Action Check regularity of emptying and cost of additional emptying Clerk

Mr Michael Pearce left the meeting at 7.53pm

Cllrs Barling and Coldwell left the meeting at 8.02pm

d) Joint Parishes Cemetery Committee – Meeting 29th October – agenda circulated. Cllr Stubbs reported a concern regarding an increase in the number of burials. Research continues regarding the proposed extension to the cemetery. The Parish Clerk for Upper Beeding, Mr Steve Coberman, has retired.

e) Joint Parishes Youth Committee – minutes of the meeting of 20th August 2018 circulated.

f) HALC – minutes of the meeting of 17th September 2018 circulated to Councillors. HDC / HALC meeting notes circulated 22.10.18.

g) Village Hall – Cllr Tilley advised that a meeting would take place in November.

7. Committee Recommendations

Finance and General Purposes

a) Approval of payments since the previous meeting - cheque list for 31st October 2018 for the value of £6,089.35 (List of payments to be attached as an appendix to the minutes). Cllr Stubbs **proposed** that the list of payments be approved. **Seconded** by Cllr Croker. **Agreed**

b) Councillors noted bank reconciliations for 30th August (£35,856.31) and 30th September (£36,074.88).

c) Following recommendation by F&GP, Councillors to review the External Auditor’s Report and accept recommendations (original document tabled at meeting) - Councillors noted F&GP Committee Members recommendation that the External Auditor’s Report should be accepted. Moore Stephens had queried the increase in the value of assets between March 2017 and March 2018. The Clerk had explained that previously the value of assets had been understated and had provided an updated Asset Register. The explanation was accepted and the External Auditor’s had agreed that the Asset Register should have been updated previously. There were no recommendations going forward. Cllr Stubbs **proposed** that the report be accepted. **Seconded** by Cllr Croker. **Agreed.**

d) Councillors to consider and agree two additional, full power signatories to Parish Council bank account (Cllr Bignell and Clerk – Mrs Rebecca Luckin). Cllr Stubbs **proposed** that the Clerk and Cllr Bignell be added as full power signatories. **Seconded** by Cllr Goddard. **Agreed.**

e) Councillors to consider and agree giving all bank account signatories ‘full powers’. Cllr Kitson **proposed** that all signatories have full powers, since two signatures are required to make any transaction or change to the account. **Seconded** by Cllr Green. **Agreed.**

Action **Progress changes to bank mandate** **Clerk**

Bramber Brookes Management Committee – the meeting of 29th October had been deferred. Recommendations will be considered at the next meeting of Full Council.

8. Planning

a) Applications:

DC/18/2101 - High Beech, Little Drove, Bramber - Surgery to two ash trees. Following advice from the Bramber Tree Warden, Councillors agreed no objection. **Agreed**

DC/18/2040 - Edward House, Sopers Lane, Bramber - Erection of enclosed front porch and change of one window to rear elevation.

Councillors expressed concern that no dimensions for the proposal had been provided, but otherwise agreed no objection. **Agreed.**

SDNP/18/04755/LDE - The Barton, Maudlin Lane, Bramber - Lawful Development Cert (Existing) – Councillors agreed not to call a planning meeting for this application.

b) Decisions:

DC/18/1776 - Hycoombe 29 Coombe Drove Bramber - Surgery 1 x Cedar – **PERMITTED.**

SDNP/18/03930/HOUS and **SDNP/18/03931/LIS** - 1 Maudlin Farm Cottage, Maudlin Lane, Bramber - Conversion of attached hovel to create habitable accommodation. Internal alterations to include

reinstatement of attic rooms to form additional bedrooms and the reinstatement of former staircase. Installation of conservation roof windows to east elevation of hovel and attic (Householder) – **APPROVED**.

9. Highways

a) Revised Winter Maintenance / Contingency Plan – Councillors to consider and agree revised plan. (Documents circulated prior to meeting) The Clerk will provide a copy to WSSC after redaction of some personal phone numbers. Cllr Goddard **proposed** that the document be approved. **Seconded** by Cllr Stubbs. **Agreed**.

Action	Remind contractor to provide PLI Certificate	Clerk
Action	Provide redacted document to WSSC	Clerk
Action	Schedule the revision of the document	Clerk

10. Youth Provision

Nothing to report for this meeting.

11. Neighbourhood Plan update

- a) Cllr Potter reported that a Public Information event will take place on 24th November 2018. Cllr Green to agree venue, in order that the event can be publicised. A feedback form will be drafted. Refreshments will be available. Date of the next Steering Group meeting to be set.
- b) The Housing Focus Group has requested further information from site owners / agents.
- c) Site assessment will not take place until after the public presentation event.
- d) Focus Groups will continue with their policies and will produce display boards for the public event.
- e) Cllr Green will advise regarding any printing for the event.
- f) The business survey has been circulated and responses are encouraged.

12. Environment

- a) Cllr Potter reported that flower containers will be removed shortly and replaced by 14 poppy displays.
- b) An Environment Agency dredger had recently cleared silt in the River Adur.

13. Correspondence

- a) 10.09.18 – HALC Agenda – 7.30pm, 17th September Rudgwick Village Hall.
- b) 10.09.18 – Letter from Katy Bourne, Police and Crime Commissioner for Sussex.
- c) 10.09.18 – Sussex Police information regarding the reporting of intelligence.
- d) 12.09.18 – SALC invite to AGM and Conference 4th October 2018
- e) 12.09.18 – SALC email re opportunity to send questions to Police and Crime Commissioner.
- f) 17.09.18 – WSSC invitation to a Community Resilience Conference 4th October, Horsham
- g) 17.09.18 – SDNPA Planning Workshops. Cllr Potter to attend at Lewes, 21st November.
- h) 17.09.18 – WSSC PROW Maintenance, Councillors to advise.
- i) 17.09.18 – HDC Community Safety Team, Exploitation Prevention Conference – 8th October.
- j) 24.09.18 – HALC Agenda 6.30pm 16th October 2018 – the Capitol, Horsham.
- k) 27.09.18 – HDC re permit scheme for household waste recycling sites (poster requested).
- l) 27.09.18 – WSSC re planned roadworks on 9th October.
- m) 02.10.18 – WSSC temporary closure of The Street, Bramber 22.10.18 – 23.10.18.
- n) 02.10.18 – SALC link to training programme.
- o) 05.10.18 – SDNPA Planning Committee Meeting 11.10.18 – Agenda link.

- p) 05.10.18 – WSCC planned road works – 9th October.
- q) 22.10.18 – SDNPA - consultation exercise on the review of the SDNPA Local List.
- r) 25.10.18 – WSCC planned road works Titch Hill 07.11.18
- s) 29.10.18 – SALC re promotion of Armed Forces Covenant.

14. Items for inclusion on the next Agenda

- a) Consideration of a Communities Highways Scheme (Cllr Croker to draft).
- b) S106 funds, gateways at the bottom of Clays Hill, project to be added to IDP (Cllr Kitson to draft).
- c) Website improvements.
- d) Set date for Annual Parish Meeting
- d) Progress update regarding riverside path.

Action **Above items for the next agenda**

Clerk

15. Date of the next meeting – 7.15pm 28th November 2018

The Chairman closed the meeting at 9.15pm

Signed:
Chairman

Date: 28th November 2018

Appendix One

Payments for approval (circulated to Councillors)

Chq no	Supplier	Value	Notes
2179	Steyning Parish Council	£200.00	Swimming pool contribution agreed 05.09.18
2180	Matt Foster	£79.47	Cleaning of public toilets
2181	Business Stream	£74.39	Water supply to toilets 04.06.18 – 03.09.18
2182	B&B Village Hall	£85.50	Hall hire Sept 2018
2183	Steyning PC	£80.50	NP Newsletter printing
2184	Blockbusters	£3,468.00	Drain repairs agreed 20.06.18
2185	Rebecca Luckin	£46.00	Expenses
SO	Rebecca Luckin	£407.01	October salary
2187	Moore Stephens	£240.00	External auditor fee
2188	Viking Supplies	£47.95	Loo rolls
2189	Cllr R Potter	£125.00	Expenses
2190	B&B Village Hall	£88.95	Hall hire Oct 2018
2191	Beeding & Botolphs	£50.00	Flood light contribution
	Total	£6,089.35	

Appendix Two

Wardens' Report to be attached when provided.