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The Minutes of the virtual Ordinary Council Meeting of the Bramber Parish Council via a Zoom video conference on Wednesday 10th February 2021 at 7pm.

Present: Cllrs Potter (Chair), Cllr A. Blakelock, Cllr S. Blakelock, Cllr Croker, Cllr Day, Cllr Green, Cllr Goodall, Cllr Kitson, Cllr Tilley and seconded (non-voting) member Mrs Burstow.

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

Members of the public: One

22. Apologies for absence - HDC Cllr Noel.

23. Declarations of interest - None

24. Minutes of the previous meeting – 6th January 2021.

Cllr A. Blakelock proposed that the Minutes be approved as a correct record of the meeting. This was seconded by Cllr Kitson. The Minutes were **AGREED** by Members and were duly signed by the Chairman.

25. Matters arising.

- 7 – Vaccination - Letter from GP's surgery now uploaded onto the website;
- 8 – Speedwatch - Speedwatch training arranged for Cllrs Day, Potter and Mrs Burstow. Clerk has asked Sussex Police to approve a speedwatch site in Clays Hill by the cul-de-sac;
- 8 – PROW - Memorial bench – Clerk has written to the applicant regarding landownership and approvals needed;
- 8 - Flooding – The Chairman reported that he has consulted with a local builder who advised against building a wall due to the very soft and damp earth in that area adjacent to the river. He will check on the possibility to build a fence to provide a flood barrier and will report back; and

1907 – Cllr Kitson joins the meeting

- 8 – Footpath – The Chairman advised that the owner of the footpath adjacent to St. Mary's might apply to relocate the footpath to an area less prone to flooding. WSCC Cllr Barling reminded Members that any application for relocation would be a long process.

26. Open Forum – A member of the public addressed the issue of flooding at the bottom of Maudlin Lane adjacent to the Bypass junction. The Chairman updated him on recent volunteer efforts to alleviate the flood water and that he is chasing WSCC Highways to resolve the issue. WSCC Cllr Barling advised that this issue was an annual problem and that his Deputy Highways Engineer had written to the landowner to address the problem. If the landowner fails to comply then WSCC might consider enforcement action.

27. Covid 19 update

The Chairman advised that the next BPC newsletter would provide details on how residents can sign-up to the Steyning PPG email newsletter for local updates. WSCC Cllr Barling suggested that the BPC newsletter also include a link to the WSCC Covid web page.

28. Reports

- a) **WSCC** – WSCC Cllr Barling provided an update that included: -
- **Budget** – WSCC had agreed a balanced budget at their meeting on 12th February 2021. The council tax will increase by 4.99%; the maximum allowed before a referendum is required. Increased spending of Child services and Highways was also agreed;
 - **Children’s services** – following an unsatisfactory inspection in 2019, the service had been placed in special measures. The most recent inspection had recovered this situation with the Children’s Commissioner recommending the formation of a WSCC Child Trust. A letter received from the relevant Government Minister reported that they were impressed with efforts made by the County Council and that he had removed them from special measures;
 - **Fire and Rescue** – the service had been turned around since the receipt of an unfavourable report last year. A joint command and response centre had been established sharing resources with the Surrey Fire and Rescue service;
 - **Castle Lane crossing** – as face-to-face meetings were not possible at present, no on-site meeting had been arranged to date. Cllr A. Blakelock advised that she was in email correspondence with the WSCC Highways Engineer and would report back on progress;
 - **Road Sign at Maudlin Close** – as the road sign was not on the highway, WSCC were unable to replace it; and
 - **Elections** – scheduled to take place on 6th May 2021.

1931 – Cllr Croker joins the meeting

- b) **HDC** – Cllr Croker reported that the District Council had met and agreed a balanced 2021/22 budget. However, the New Homes Bonus payments will taper out over the next two years resulting in a drop in receipts. Therefore, HDC will be looking at options to generate more revenue including an increase in car parking charges and the redevelopment of council assets (Rookwood, Drill Hall and running track).
- c) **Neighbourhood Wardens** – The Chairman thanked the Wardens for their comprehensive report. Mrs Burstow reported on the increase instance of litter and dog waste at the Castle and asked if the Wardens were tasked to patrol that area. Cllr Green updated Members on the responsibilities that English Heritage have and advised that they might consider the placement of a dog waste bin at the Castle. However, BPC would be responsible for any collection costs. The Clerk reported that the annual charge for a once-a-week collection would be circa £250 pa. Cllr Croker and the Clerk were asked to provide an further update on this and circulate to Members. Mrs Burstow also reported that the floodlights that illuminate the Castle appeared to not be working. Cllr Green agreed to investigate.
- d) **Joint Parishes Cemetery Committee** – no update as the meeting planned for 25th January 2021 was postponed;
- e) **Joint Parishes Youth Committee** – Cllr Green referred to the last meeting held on 8th February 2021 which reviewed the actions of the service provider. Both virtual and face-to-face meetings were taking place successfully. The Chairman asked the Clerk to publish that latest report onto the website.

- f) **HALC** – no meeting held.
- g) **Village Hall** – The meeting scheduled for January 2021 was postponed. A new caretaker had been appointed however, the Hall remains closed save for nursery classes for the children of key workers.
- h) **Website** – Cllr Tilley reported that no additional requests had been received from residents to sign up to the Gigabit Broadband proposal.

29. Highways and Public Rights of Way

- The Chairman provided an update on a proposal to build a roundabout on the A27 junction with Lancing College and Annington Road. He reported on letters of concern from local residents that suggested the proposed Ikea development would lead to an increase in departing northbound traffic using Annington Road as a shortcut. Given this is a narrow road, any increase in traffic would not be welcomed. He asked that Members send him their views in order that he could compose a suitable response from BPC. Members asked that the Clerk forward this information to WSCC Cllr Barling and Steyning Parish Council;
- The flooding issue at Maudlin Lane had been discussed at item 26. Cllr Croker reported that timing of the new power cable installation has been delayed by UKPN due the non-availability of the specialist engineers that are required;
- The Chairman advised that a request from SDNPA/WSCC, circulated previously, had been received requesting locations for verge-side grass maintenance projects in selected pilot sites. Members asked the Clerk to write to the authorities and suggest that that the verges on the A283 approaches from and to the Bramber roundabout be considered;
- The Chairman reported that he had attended a SSALC Chairmen's briefing session where Sussex Police had advised on new road safety initiatives including new technologies for acoustic monitoring, roadside and jamming devices. The Police had observed that, due to reduced traffic movements during lockdown, speeds had increased and the Community Speedwatch teams were supported. The Police also advised that 20mph zones should be 'self-policing' due to traffic management measures (e.g. chicanes or speed bumps) but 20mph limits could still be policed.

30. WSALC

The Clerk updated Members on the latest developments and advised that the Chairman would attend the WSALC AGM on 25th February 2021 and represent BPC. Members were asked to advise on their support for the resolutions. Members **AGREED** to support all the ordinary and special resolutions.

31. Bramber War Memorial – Lych Gate

The Chairman reported that the Lych Gate needed significant repairs. The ownership of the Lych Gate, that was built in 1920, is unknown and the Church Warden continues to ascertain the origins and ownership of this community asset. Members **AGREED** to support the Warden in his endeavours and suggested that sources of grant funding be reviewed to resource any repairs. Cllr Green agreed to obtain an estimate from a local builder to ascertain the likely costs.

32. Finance and General Purposes

- a) **Payments** – Members **AGREED** that the payments for February 2021 be paid (see appendix A for the payments schedule).
- b) **Q3 variance report** – Members noted the report.

33. Planning.

- a) **Applications** - None

b) **Decisions – APPROVED** - DC/20/2339 - Oakleigh House, Little Drove, Bramber - Fell 2 x Ash Trees

34. **Youth Provision** – Provide at item 28.

35. **Neighbourhood Plan**

The Chairman referred to the letter, supported by BPC, from Henfield PC to the local MP requesting that NHP referenda be recommenced in May 2021. He advised that the Government has approved that local elections take place in May 2021 and remained hopeful that NHP referenda will also be allowed.

36. **Covid-19 vaccination programme** - discussed at item 28.

37. **Newsletter.**

Cllr Green referred to the draft newsletter, circulated previously. The newsletter would be emailed to those residents who had indicated their desire to receive it electronically however, a few hard copies would be made available for distribution locally. Cllr Goodall referred to the outdated information contained on the parish noticeboards. The Clerk advised that, due to Covid lockdown restrictions, he is unable to attend to the noticeboards. As agreed at previous BPC meetings, all notices are on the BPC website.

38. **Public Toilet.**

- a) **Opening hours, cleaning and Covid-19 implications** – due to the increased lockdown requirements, the public toilets remain closed until further notice.
- b) **Refurbishment** – the Clerk advised that the grant application had been received by HDC who had queried a potential drainage issue. Cllr Kitson had provided the necessary update for HDC and a decision on the grant application is awaited.

39. **Environment** – updated in item 40.

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

- Cllr A. Blakelock reported that that the Biodiversity Working Group had received their necessary training ahead of the exercise to map different habitats in Steyning, Bramber and Upper Beeding;
- Cllr Croker updated Members on the '20 is Plenty' project and reported that a questionnaire is being prepared for the residents in the proposed 20 mph zone area. Members **AGREED** to contribute to the BPC percentage share for the cost of producing the questionnaire; and
- The Chairman reported that the Heating Working Group are producing videos to show how homes can become more eco-friendly e.g., air-sourced heat pumps. They will present their information to a future Steyning Farmer's market.

41. **Correspondence.**

DATE	FROM	SUBJECT
4/1	WSCC	Climate emergency update
5/1	HDC	Public Spaces Order
6/1	Wardens	Monthly report
6/1	WSCC	Covid briefing
7/1	Dr Rainbow	Vaccination update
11/1	WSCC	Operation Watershed
12/1	WSCC Highways	Road works – Annington Road – 6/4/2021

DATE	FROM	SUBJECT
13/1	Rampion	Update
14/1	Cllr Noel	Annington Mere update
15/1	Cllr Noel	Annington Mere update
15/1	Sussex Police	Update
15/1	NHS	Covid update
15/1	HDC	Delay to Local Plan submission
15/1	SALC	Covid update including election update
19/1	Gatwick	Update
19/1	SDNPA	Response to Kingsmead objection by BPC
19/1	SSALC	Update and newsletter
22/1	HDC	Climate change
27/1	Aldingbourne PC	WSALC
27/1	WSCC	Armed Forces Covenant
27/1	Sussex Police	New enforcement unit
31/1	WSCC	Downslink update
31/1	WSCC	Maudlin Lane update

Cllr Tilley advised that Graham Ingram had sadly passed away. Members **AGREED** that a letter of condolence be sent expressing the community's thanks for his hard work and commitment to Bramber. The Clerk was asked to write a suitable letter.

42. Items for inclusion on the next Agenda – none.

43. Date of the next meetings.

- Ordinary Meeting – 10th March 2021.
- Annual Parish meeting – 7th April 2021
- Planning Meeting – TBA subject to receipt of planning applications.

The Chairman referred to his email notice of resignation as a Councillor for BPC and, by consequence, Chairman of BPC. He will resign at the Annual Council meeting on 19th May 2021. The Clerk reminded Members that the first agenda item at the Annual Council meeting would be the election of a new Chairman. The co-option process for a new Councillor will commence on 8th May 2021.

The meeting closed at 20:48

Signed..... Chairman

Date.....

Appendix A – Payments Schedule

Approved at last meeting	Invoiced Services	Voucher	Chq Nos	Amount
EDF	Electricity to public toilet - NOV 2020	95	DD	£ 22.00
Community Speedwatch	Radar speed gun and jackets	96	BACS	£ 527.66
D. Flynn	Christmas tree and delivery	97	BACS	£ 144.00
Moore	External audit fee	98	BACS	£ 240.00
P.W. Bourne	Move MVAS	99	BACS	£ 57.90
Julie Bakter	Toilet cleaning Dec 2020	100	BACS	£ 320.00
Parish of Beeding & Bramber with Boltolphs's	Floodlight contribution	101	2371	£ 50.00
Paul Richards	Salary Jan 2021	102	BACS	£ 507.46
NEST	Pension - Jan 2020	103	BACS	£ 160.26
EDF	Electricity to public toilet - JAN 2021	104	DD	£ 22.00
EDF	Electricity to public toilet - DEC 2020	105	DD	£ 22.00
				£ 2,073.28
Income since last meeting				
None	£			-
TOTAL INCOME	£			-
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£	11,659.84	As at 31/01/2021	
EARMARKED RESERVES				
NHP reserve	£	500.00		
AVAILABLE RESERVES	£	11,159.84		
PAID SINCE LAST MEETING (To approve)				
Business Stream	Water - 10/9/20 to 29/12/20	106	BACS	£ 30.37
TO APPROVE				£ 30.37
ICO	Data Protection subscription/fee	107	DD	£ 40.00
D. Goodall	Dog poo signs	108	BACS	£ 41.84
Paul Richards	Salary Feb 2021	109	BACS	£ 507.46
SCYP	Youth services Jan - March 2021	111	BACS	£ 1,029.97
REGULAR PAYMENTS				£ 1,619.27
P Kirchel	SO suspended during Covid-19 epidemic		SO	£ -
EDF	Electricity to public toilet - FEB 2021	110	DD	£ 22.00
				£ 22.00
	Position at bank on 31/01/2021	£	11,659.84	
	Previous payments (yet to be cleared)	-£	557.46	
	New payments to approve	-£	1,671.64	
	CASHFLOW POSITION AS AT 31/01/2021	£	9,430.74	
	Earmarked reserves	-£	500.00	
	RESERVE/BUDGET POSITION AS AT 31/01/2021	£	8,930.74	