



CONTACT - Paul Richards, Parish Clerk

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**The Minutes of the virtual Ordinary Council Meeting of the Bramber Parish Council via a Zoom video conference on Wednesday 21<sup>st</sup> October 2020 at 7pm.**

**Present:** Cllrs Potter (Chair), Cllr A. Blakelock, Cllr S. Blakelock, Cllr Kitson, Cllr Croker, Cllr Goodall, Cllr Kitston and Cllr Tilley.

**In attendance:** WSCC Cllr Barling, HDC Cllr Noel and Paul Richards (Parish Clerk).

**Members of the public:** Two.

**127. Apologies for absence.**

Cllr A. Blakelock advised that she would be late as she was attending a HALC meeting.

**128. Declarations of interest.**

None.

**129. Minutes of the previous meeting – 2<sup>nd</sup> September 2020 and 22<sup>nd</sup> July 2020.**

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

**130. Matters arising.**

- **92 – WSCC** - Clerk to contact local Ranger re Road ahead' sign to be erected on the footpaths approaching the river road bridge on The Street. **The Clerk advised that the sign had been purchased.**
- **99 - Bunny Field** - Members **AGREED** that the Chairman approach the owner to seek permissive use of the new route for the footpath. **This subject to be discussed at agenda 134.**
- **114 - Parking at Castle Lane** - Chairman to write to English Heritage advising them of the increase in litter at the Castle. **Done and response received.**
- **114 - Wardens report** - Cllr A. Blakelock asked why the Wardens reported so many 'admin' hours. Cllr Potter will ask the Wardens for an explanation. **Explanation now provided.**
- **117(c) - Planning White Paper** - The Chairman **AGREED** to write a draft to be circulated to Members for comment and approval. **This subject to be discussed at agenda 136.**
- **122 – Environment** - Cllr Goodall reported that the sign on the Walks for All path by Riverside Cottage had fallen over. The Clerk was asked to report this to WSCC. **Completed**
- **122 – Environment** - HDC's Street Clean initiative. **Litter collection completed**
- **124 - Correspondence from the Village Hall** – Cllr Tilley to draft a photo and words to support a calendar they hope to produce. **On Hold until 2021**

### 131. Open Forum.

The landowner of the field adjacent to Maudlin Lane (known locally as the 'bunny field') referred to the conversations he has held with BPC regarding the possible re-direction of the permissive path across the field and establishing it as a Public Right of Way (PROW). He and his sister are opposed to this course of action and reminded the meeting that there are existing PROWS across the field as well as the permissive path. The creation of the proposed PROW would cause disruption to his tenant farmer and could lead to walkers creating a playing field which they had done so in other areas. He was keen to avoid legal action and confirmed that he and his sister had no intention of removing the permissive path permission that had been in existence for over 20 years.

A resident confirmed that the permissive path had been in existence for over 20 years and is used regularly by ramblers and dog walkers. She acknowledged that some walkers did use the incorrect path and that she had advised them accordingly. Most walkers believe that the permissive path is a PROW and that it might be useful if the permissive path sign had a finger post pointing out the correct direction to be followed.

The landowner was glad to know that local residents enjoyed the use of the field and reiterated that he had no plans to remove the permissive path.

The Chairman announced that he would bring forward agenda item 134.

### 134. Highways and Public Rights of Way.

- a) Definitive Map Modification Order – no update.
- b) Parking – Castle Lane and The Street – The Chairman advised that he has written to English Heritage about this issue. WSCC Cllr Barling advised that WSCC have looked at the location and that double yellow lines could be installed as a solution. He suggested that this might be seen as urban intrusion into a rural area. Members **AGREED** to not pursue this course of action as the parking problems were related to Covid-19 restrictions being lifted in the summer and were seen to be an exceptional case.
- c) Maudlin Lane Footpaths – WSCC Cllr Barling agreed that the use of a path for over 20 years could qualify as a request for a Definitive Map Modification Order (DMMO). Cllr Croker gave the background to the request to change the permissive path to a PROW. He explained the legislation change for PROWs which have a cut-off date of 2026 for new applications. WSCC Cllr Barling advised that this might not be the case and would circulate a paper to Members with this advice. Cllr Croker then suggested that this matter be put on hold and proposed that BPC do not apply for a DMMO at this time. Members **AGREED** with this course of action and thanked the owner for not planning to close the permissive path in the future.

### 132. COVID-19.

The Chairman advised that he has spoken to Peter Butcher at The Hub regarding the current position and future arrangements. Whereas demand has reduced over recent weeks, they are prepared for another outbreak.

### 133. Reports

- a) **WSCC** – WSCC Cllr Barling advised that:-
  - Finances – despite an estimated shortfall of £44m (due to loss of revenue and increase costs associated with Covid-19), the Council hopes to balance the books by the end of the financial year. This is dependent upon the receipt of Government grants and proposed cost savings;

- A27 Arundel by-pass – The decision made by Government to support the ‘grey’ route could be of benefit to Bramber residents as it might help alleviate local congestion by re-routing coastal traffic out of the area;
  - Highways – Cllr Barling accompanied the WSCC Highways Engineer on a visit to the Parish and looked at the signs and safety issues in Annington Lane. He also looked at the silt issue in Maudlin Lane where localised flooding is causing problems. These issues have been reported to WSCC;
  - Cllr Potter asked if WSCC had reviewed options to clear St Mary’s ditch. Cllr Barling advised that he had spoken to the EA engineers who are planning to commence work imminently; and
  - Cllr Croker referred to the recent road closure announcement for Clays Lane on 23<sup>rd</sup> November 2020 and queried the planned diversion routes. Cllr Barling advised that this a work in progress and the dates and routes may change.
- b) **HDC** – Cllrs Croker reported that: -
- Planning – a response on the Planning for the Future White Paper proposals has been submitted;
  - NHP and CIL – a letter has been received from the Secretary of State regarding advice on the ‘topping up’ of CIL contributions (to Parishes with ‘made’ NHPs) by the local planning authority;
  - Local Plan – HDC expect to complete the Regulation 19 stage by early 2021. It will propose a housing development target of circa 900 homes per year however there is some debate about the final apportionment;
  - Finances – the expected shortfall due to Covid-19 is putting pressure on the Council to dispose of assets such as Rookwood golf course, the Drill Hall and the running track. A proposed officer restructure may save £1.3m per year; and
  - Cllr Noel explained that the financial shortfall is due to the loss of Council Tax/business rates income. Cost saving measures include around 30 proposed staff redundancies. The Capitol Theatre had received a £182,000 grant from Government. He also mentioned that the proposed development at Annington Mere had stopped work as construction was not in line with the approved planning permission.
- c) **Neighbourhood Wardens** – Cllr Green advised that the next Wardens meeting is scheduled for 4<sup>th</sup> November 2020. No current issues have been reported.
- d) **Joint Parishes Cemetery Committee** – next meeting scheduled for 26<sup>th</sup> October 2020.
- e) **Joint Parishes Youth Committee** – no update.
- f) **HALC** – Cllr A. Blakelock is attending the meeting.
- g) **Village Hall** – Cllr Tilley reported that the quarterly meeting of the Village Hall committee was held on 19<sup>th</sup> October 2020. A significant loss of revenue was reported offset partly by the £10,000 grant from Government. Reserves remain healthy at £49,000 in the bank. During the lockdown, some rooms were redecorated with other works which including replacement flooring and repairs to the loft and roof. No other major works are planned. The Hall plan to introduce more effective greening measures with plans to improve insulation and replace double glazed windows.
- h) **Website** – Cllr Tilley reported that the requirement to comply with the Accessibility Regulations has been implemented. In the last 30 days, the web site saw 138 visitors.

### 135. Finance and General Purposes

a) **Payments** – Members **AGREED** that the payments for October 2020 be paid.

| Approved at last meeting                    | Invoiced Services                                | Voucher                  | Chq Nos        | Amount            | Uncleared |
|---|--|--------------------------|----------------|-------------------|-----------|
| Paul Richards                               | Basic Pay - August 2020                          | 46                       | 2359           | £ 494.00          |           |
| Paul Richards                               | Mileage - 138 miles x £0.45                      | 47                       | 2359           | £ 62.10           |           |
| Paul Richards                               | Toilet Supplies                                  | 48                       | 2359           | £ 13.65           |           |
| Paul Richards                               | Signs  | 49                       | 2359           | £ 5.22            |           |
| Paul Richards                               | Signs  | 50                       | 2359           | £ 7.79            |           |
| Paul Richards                               | Bin and liners                                   | 51                       | 2359           | £ 19.30           |           |
| Paul Richards                               | Postage DMMO                                     | 52                       | 2359           | £ 9.68            |           |
| Paul Richards                               | Keys for toilet (Paul)                           | 53                       | 2359           | £ 9.97            |           |
| Paul Richards                               | Keys for toilet (cleaner)                        | 54                       | 2359           | £ 9.97            |           |
| Paul Richards                               | Postage  | 55                       | 2359           | £ 1.35            |           |
| Paul Richards                               | MVAS move - Will Bourne                          | 56                       | 2359           | £ 57.90           | Yes       |
| D J Flynn Services                          | 9 x flower watering in July                      | 57                       | 2360           | £ 270.00          |           |
| Ladywell Accountancy Services               | Payroll costs                                    | 58                       | 2361           | £ 60.00           |           |
| WSCC  | Street Lighting 2019/20                          | 59                       | 2362           | £ 835.97          |           |
| Roger Potter                                | Lock   | 60                       | 2363           | £ 36.00           |           |
| Viking                                      | Cleaning products                                | 61                       | 2364           | £ 174.41          |           |
| Viking                                      | Cleaning products                                | 62                       | 2365           | £ 15.59           |           |
| EDF   | Electricity - August                             | 63                       | DD             | £ 11.00           |           |
| Julie Bakter                                | Toilet Cleaning - August 2020                    | 64                       | 2366           | £ 520.00          |           |
|   |  |                          |                | £ 2,613.90        | £ -       |
| <b>Income since last meeting</b>            |  |                          |                |                   |           |
|   | <b>Amount</b>                                    |                          |                |                   |           |
| Maudlin Residents (street lights)           | £ 138.62   |                          |                |                   |           |
| HDC (2nd precept payment)                   | £ 12,152.00                                      |                          |                |                   |           |
| HDC (2nd cleansing grant)                   | £ 374.40   |                          |                |                   |           |
| <b>TOTAL INCOME</b>                         | <b>£ 12,665.02</b>                               |                          |                |                   |           |
| <b>BALANCES ON ACCOUNT</b>                  |  |                          |                |                   |           |
| Current Account (Treasurers)                | £ 16,800.49                                      | <b>As at 21 Oct 2020</b> |                |                   |           |
| <b>EARMARKED RESERVES</b>                   |  |                          |                |                   |           |
| NHP reserve                                 | £ 2,500.00                                       |                          |                |                   |           |
| <b>AVAILABLE RESERVES</b>                   | <b>£ 14,300.49</b>                               |                          |                |                   |           |
| <b>PAID SINCE LAST MEETING (To approve)</b> |  |                          |                |                   |           |
|   | <b>Invoiced Services</b>                         | <b>Voucher</b>           | <b>Chq Nos</b> | <b>Amount</b>     |           |
| HMRC  | PAYE   | 66                       | 2368           | £ 390.00          |           |
| D J Flynn Services                          | Watering plants - August 2020                    | 67                       | 2369           | £ 330.00          |           |
| Roger Potter                                | Oil and grease for strimmer                      | 68                       | 2370           | £ 17.39           |           |
| NEST  | Pensions payment July and August 2020            | 69                       | DD             | £ 156.00          |           |
| Business Stream                             | Water - 24 June to 10 Sept 2020                  | 70                       | BACS           | £ 54.24           |           |
| Julie Baxter                                | Cleaner salary Sept 202                          | 71                       | BACS           | £ 480.00          |           |
| Paul Richards                               | Clerk's salary Sept 2020                         | 72                       | BACS           | £ 494.00          |           |
| Alison Eardley                              | NHP consultancy services                         | 73                       | BACS           | £ 4,184.40        |           |
| SCYP  | Youth services Oct to Dec 2020                   | 74                       | BACS           | £ 1,029.97        |           |
| EDF   | Electrify for public toilet - Sept 2020          | 75                       | BACS           | £ 11.00           |           |
| NEST  | Pensions payment Sept 2020                       | 76                       | BACS           | £ 78.00           |           |
| <b>TO APPROVE</b>                           |  |                          |                | <b>£ 7,225.00</b> |           |
| D J Flynn Services                          | Watering plants - Sept 2020                      | 77                       | BACS           | £ 240.00          |           |
| D J Flynn Services                          | Weed treatment                                   | 78                       | BACS           | £ 90.00           |           |
| Julie Baxter                                | Toilet cleaning - Oct 2020                       | 79                       | BACS           | £ 600.00          |           |
| Paul Richards                               | Clerk's salary Oct 2020                          | 80                       | BACS           | £ 494.00          |           |
| <b>REGULAR PAYMENTS</b>                     |  |                          |                | <b>£ 1,424.00</b> |           |
| P Kirchel                                   | SO suspended during Covid-19 epidemic            |                          | SO             | £ -               |           |
| NEST  | Pension - Nov 2020                               |                          | DD             | £ 78.00           |           |
| EDF   | Electricity to public toilet - Oct 2020          |                          | DD             | £ 11.00           |           |
|   |  |                          |                | <b>£ 89.00</b>    |           |
|   | Position at bank on 21 October 2020              | £ 16,800.49              |                |                   |           |
|   | Previous payments (yet to be cleared)            | -£ 57.90                 |                |                   |           |
|   | New payments to approve                          | -£ 1,513.00              |                |                   |           |
|   | <b>CASHFLOW POSITION AS AT 21 Oct 2020</b>       | <b>£ 15,229.59</b>       |                |                   |           |
|   | Earmarked reserves                               | -£ 2,500.00              |                |                   |           |
|   | <b>RESERVE/BUDGET POSITION AS AT 21 Oct 2020</b> | <b>£ 12,729.59</b>       |                |                   |           |

- b) **Q2 variance report** – the Clerk presented the report, circulated previously. After review, Members approved the report and recommendations

*2014 – Cllr Kitson leaves the meeting*

- c) **Budget planning 2021/22** – the Clerk advised on the budget planning process and asked Members to review any proposed projects/expenditure before the next meeting. Members **AGREED** a timetable that presented the draft budget to be reviewed at the November meeting and the precept settlement being agreed at the December meeting. The Clerk reiterated the need to build earmarked reserves in line with proposed projects, asset renewal and for emergencies e.g. flooding. Members discussed the cleaning regime of the public toilets. Given visitor numbers had reduced since the summer, Members **AGREED** to reduce the opening days of the toilet to the weekends only. The Clerk was asked to contact the cleaner and notify her of these changes.
- d) **Scheme of Delegation** – the Clerk reminded Members that the BPC Scheme of Delegation limits 'emergency' payments to £500 for the Clerk/Chairman. Members had previously agreed to increase this limit, temporarily, to £1,000. Members **AGREED** to re-set the limit of £1,000 until the 31<sup>st</sup> March 2021.

### **136. Planning.**

#### **a) Applications.**

- **DC/20/1928 - Jasmine Cottage, The Street, Bramber** - Surgery to 1 x Tree of Unknown Species (Works to Trees in a Conservation Area).

**After consideration, Members voted to object to the application.**

**Votes to support - 7**

#### **b) Decisions**

- **PERMITTED** - DC/20/1392 – Bartons, Little Drove, Bramber - Surgery to 1 x Poplar

- c) **Consultation - 'Planning for the Future'** - The Chairman referred to the draft response and Members **AGREED** that he submit it.

- d) **Consultation – SDNPA** – Cllr Croker **AGREED** to circulate a draft response.

### **137. Youth Provision.**

No update.

### **138. Neighbourhood Plan update.**

The Chairman suggested that the projects identified in the BPC NHP be extracted and added as an agenda item to future BPC meetings.

*20:35 - Cllr Kitson rejoins the meeting.*

### **139. Newsletter**

Cllr Green presented the draft of the October newsletter. After review, Members asked the Clerk to check hand delivery rules with Public Health England.

*20:47 – Cllr A. Blakelock joins the meeting.*

The Chairman asked the Clerk to check with Your Steyning to include the Bramber newsletter with their publication. Cllr Green agreed to provide an A4 version for the website and to circulate the final draft to Members for comment.

#### 140. Toilet refurbishment.

- Opening hours, cleaning and Covid-19 implications – discussed at item 135(c).
- Refurbishment – Cllr S. Blakelock advised that a quote had been received and that 2 more quotes would be requested.

#### 141. Environment

(a) The Chairman advised that:-

- He was introduced to the Adur and Ouse Rives Trust by a resident and reported that the Trust are interested in flood containment measures in the Parish. This is at an initial feasibility stage;
- There were drainage issues reported at the lowest point of The Street caused by a build up silt swept down during heavy rain. He organised several helpful volunteers to rod through the drain and clear the problem. WSCC will visit the site to develop a more permanent solution;
- The flower displays have now been removed and winter flowers will be installed adjacent to the public toilets;

(b) Greening Steyning - the Chairman reported that the Greening Steyning Housing sub-group had met and will be seeking opinions from residents at the Farmer's Market. Cllr Croker advised that the Transport sub-group would be contacting WSCC Cllr Barling who, in turn, said he would be happy to help. Cllr Goodall reported that the Sussex Police traffic enforcement team had visited Clays Lane on several occasions in the last few weeks. She asked the Clerk to ascertain the results of the enforcement sessions. Cllr A. Blakelock reported that the Biodiversity sub-group will commence a back garden survey to look at wildlife corridors in the area.

21:09 WSCC Cllr Barling left the meeting.

#### 142. Climate Emergency

Reported at item 141.

#### 143. Correspondence

| DATE       | FROM               | SUBJECT                          |
|------------|--------------------|----------------------------------|
| 26/8/2020  | Gatwick            | Re-org                           |
| 1/9/2020   | WSCC               | Covid update                     |
| 1/9/2020   | SALC               | Training                         |
| 21/9/2020  | HDC/WSCC           | CLC meetings cancelled.          |
| 21/9/2020  | Clerk              | WSALC review                     |
| 21/9/2020  | SDNPA              | Newsletter                       |
| 21/9/2020  | Steyning for Trees | Update                           |
| 21/9/2020  | SALC               | WSALC Board update               |
| 22/9/2020  | HALC               | WSALC Board update               |
| 22/9/2020  | NALC               | Website login details            |
| 22/9/2020  | Steyning for Trees | Update with photos               |
| 24/9/2020  | SDNPA              | Parking consultation             |
| 24/9/2020  | Clerk              | Street clean                     |
| 24/9/2020  | Clerk              | Cheque approval                  |
| 28/9/2020  | SSALC              | Planning seminar invite          |
| 5/10/2020  | WSCC               | Covid update                     |
| 5/10/2020  | SDNPA              | Response to Planning White Paper |
| 6/10/2020  | Gatwick Airport    | Kiss and Fly charges             |
| 7/10/2020  | HDC                | NHP update                       |
| 7/10/2020  | SDNPA              | Grants                           |
| 11/10/2020 | HDC                | Covid-19 update                  |
| 11/10/2020 | HDC                | MHCLG Response                   |
| 11/10/2020 | Wardens            | September's report               |
| 13/10/2020 | Chairman           | Resignation of Cllr Bicknell     |

**144. Items for inclusion on the next Agenda**

- HALC meeting – Cllr A. Blakelock;
- NHP projects – Chairman; and
- Combine Climate Emergency and Greening Steyning as one item.

**145. Date of the next meetings**

- Ordinary Meeting – 11th November 2020.
- Planning Meeting – TBA subject to receipt of planning applications.

The meeting closed at 21:16

Signed..... Chairman

Date.....