



CONTACT - Paul Richards, Parish Clerk

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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 December 2022 at 7:00pm.

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

In attendance: Paul Richards (Parish Clerk).

Members of the public – None.

174. Apologies for absence – Cllr Croker, Cllr Green, WSCC Cllr Linehan and HDC Cllr Noel.

175. Declarations of interest – none.

176. Minutes of the previous meeting – 9th November 2022 – After the correction of one typographical error, the minutes, circulated previously, were **AGREED** by the Members, and were duly signed by the Chair.

Cllr A Blakelock asked that details of any reports submitted by Members be included in the minutes and that the names of the representatives for the reports be included. This was **AGREED**.

177. Matters arising.

- Item 165 – the Chair agreed to write to The Towers regarding traffic in The Street; and
- Item 166 – Cllr Day agreed to set-up a new Speedwatch session.

178. Public Session – No public were present.

179. Reports.

- a) **WSCC** – apologies had been received from WSCC Cllr Linehan.
- b) **HDC** – Members noted the HDC update which included:
 - **Water Neutrality** – a revised strategy highlighted several mitigations namely;
 - Southern Water to reduce leakage;
 - New builds to have lower water demands;
 - Any remaining increased demand is to be offset via a Local Authority run scheme. Offsets could be sold to developers to finance the scheme; and
 - Monitoring to ensure all measures are achieving the calculated reduction.
 - **Local Plan** – the planned Cabinet meeting to discuss the final draft of the local plan was postponed due to impending announcement by the Secretary of State for Levelling Up. The changes suggested may be beneficial to HDC in terms of reducing greenfield housebuilding numbers and the removal of a 5-year land supply requirement. Full Council will meet on 14th December 2022 to discuss.
- c) **Neighbourhood Wardens** – the Clerk attended the meeting held on 14th December 2022 and represented the parish. Members expressed their disappointment that the requested review of the Wardens Service (or “offer”) was not forthcoming. The Clerk was asked to remind HDC that they expected officers to present details of the offer at a future BPC meeting.
- d) **Joint Parishes Cemetery Committee** – the committee had not met since the last meeting but plan to meet in January 2023.

- e) **Joint Parishes Youth Committee** – The Chair advised that
 - she attended the October 2022 meeting. A new junior youth service event was held at the Steyning Cricket pitch and pavilion. However, local complaints have caused this activity to become poorly attended and cease;
 - “Purple Bus” youth events are planned in the car park at the Steyning Community Centre; and
 - Numbers utilising the service remain relatively low apart from the Upper Beeding group, with no obvious Bramber youths attending.
- f) **HALC** – Cllr A. Blakelock referred to the poorly attended WSALC AGM event. She suggested that the event take place in the summer or spring to ensure better attendance.
- g) **Village Hall** – no update.
- h) **Website** – Cllr Tilley advised that he had installed two new web pages including one on climate and the environment.
- i) **Steyning and District Community Partnership** – Cllr A. Blakelock advised that the footpath working group were reviewing their communications strategy and had drafted a poster to show the proposed routes etc. Local landowners had agreed to the routes and the footpath surface had also been agreed upon. Additional funding is still required. Cllr Day asked that she send details of any funding requirements to him.

180. Finance and General Purposes.

- Members **AGREED** that the payments for December 2022 be paid (see appendix A for the payments schedule);
- Members **AGREED**, in principle, that the £1,000 budget fund for NHP projects be vired to allow for a donation to the Steyning and District Community Partnership footpath project; and
- The draft budget, circulated previously, was reviewed and the **AGREED** unanimously. The Clerk was asked to set the 2023/24 precept at £33,334.55 (see Appendix B).

181. Planning.

- a) **Applications.**
 - **DC/22/2151 - Greylands, Maudlyn Park, Bramber** - Fell 1 x Leylandii and Surgery to 1 x Beech; Members voted, unanimously, to offer to **SUPPORT** the application; and
 - **SDNP/22/04494/LIS - Maudlin Farmhouse, Maudlin Lane, Bramber** - Addition of dormer windows and clock to existing outbuildings - revised. Members voted, unanimously, to offer a **NEUTRAL** comment on the application.
- b) **Decisions.**
 - **PERMITTED** – **DC/22/0860 - Coltsfoot, Clays Hill, Bramber** - Loft conversion etc.
- c) **Other Planning matters** – none.

182. Highways and Public Rights of Way.

- The Clerk advised that Maudlin residents had complained that the grit bins required refilling in their area. Upon checking, the bins were at 15% capacity. WSCC will not be refilling grit bins having topped them up in the summer. Members **AGREED** to spend parish funds, if needed, to resupply parish grit bins where necessary; and
- Cllr A. Blakelock reported that a new technical TRO would be submitted by the end of the month to request a speed reduction. Traffic speed surveys showed that the average speed, on the part of the A283 in question, was 49mph. Therefore, under WSCC process rules, only a 50mph speed limit zone could be considered;

183. Consultations – None.

184. English Heritage/Bramber Castle – nothing to report.

185. Environment

- The Chair reported that a resident had shared details of a grant request for a flood protection pump. It was required to pump the water from several connected ditches back into the river. In addition to the pump,

groundworks would be required to pipe the water into the river. Cllr Day advised that an application to the WSCC Operation Watershed fund would be made to resource an appropriate solution;

- The Chair reported that the water tap outside the public toilets had frozen and was leaking. Her family had attended, located the necessary stop cock, and turned off the water supply to the tap. Cllr Croker had recommended, previously, that the push/start operation of the tap may have frozen in the “on” position hence causing the tap to remain running. It was **AGREED** that the Clerk should appoint a plumber to fix the issue once the tap had thawed;
- The Chair reported that her family had deployed the parish salt spreader on the pavements in The Street. She noted that there was now only one volunteer known to be available to use the device and suggested the parish request more volunteers. It was **AGREED** that the parish council contact local businesses and that the Clerk place a suitable notice on the notice boards;
- Cllr Tilley reminded Members that HDC Cllr Noel had contacted, successfully, the HDC Cleansing team to clear the leaves from the footpaths in The Street. He asked that the Clerk contact Cllr Noel to request a similar service for gritting; and
- The Clerk was asked to investigate updating the Emergency and Winter Plan and to ascertain the cost of using an external consultant to improve the current version.

186. Climate Emergency and Steyning Greening 2030.

- a) **Greening Steyning** – Cllr A. Blakelock reported on the Sustainable Transport public meeting. A “Bus Back Better” campaign was highlighted as an initiative to link local bus services to the main coastline service. The objective is to link up bus services that are operated by two different bus companies.
- b) **20 mph zone project** – Cllr Goodall reported that a plan to install the speed loops had been agreed but await installation.

187. Correspondence – the report was noted.

188. Items for inclusion on the next Agenda.

- Operation Watershed and flooding; and
- Emergency and Winter Plan.

189. Date of the next meetings.

- **Ordinary Parish Council meeting** – 11th January 2023 at the Beeding and Bramber Village Hall commencing 7pm.
- **Planning Meeting** – TBA subject to receipt of planning applications.

The meeting closed at 20:29.

Signed..... Chairman

Date.....

Appendix A – Payments

Payments December 2022				
Approved at last meeting	Invoiced Services	Voucher	Chq Nos	Amount
Parish of Beeding & Bramber	Floodlighting - Bramber Castle	67	BACS	£ 50.00
Chichester Payroll Services	Payroll services - Oct 2022	68	BACS	£ 15.00
HMRC	PAYE - Oct 2022	69	BACS	£ 135.80
NEST	Clerk's pension - Oct 2022	70	BACS	£ 81.54
Paul Richards	Clerk's salary - Oct 2022	71	BACS	£ 516.48
Bramber Society	Annual donation	72	BACS	£ 600.00
Ferring Nurseries	Flowers and planters	73	BACS	£ 277.35
Ferring Nurseries	Removal of summer displays	74	BACS	£ 218.71
EDF	Electricity - toilet (Oct 2022)	75	DD	£ 30.00
Julie Bakter	Toilet cleaner - Oct 2022	77	BACS	£ 168.00
				£ 2,092.88
Income since last meeting	Amount			
2nd precept payment	£ 14,461.35			
TOTAL INCOME	£ 14,461.35			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 16,870.18	30/11/2022		
EARMARKED RESERVES				
NHP reserve	£ 380.00			
AVAILABLE RESERVES	£ 16,490.18			
PAID SINCE LAST MEETING (To approve)	Invoiced Services	Voucher	Chq Nos	Amount
The Hub	Donation - warm hub	78	BACS	£ 500.00
TO APPROVE	Invoiced Services			£ 500.00
Sussex Clubs for Young People	Youth services	79	BACS	£ 1,071.48
D J Flynn Services	Christmas Tree	80	BACS	£ 192.00
Beeding and Bramber Village Hall	Meetings 5/10 and 9/11	81	BACS	£ 45.00
Paul Richards	Clerk's salary - Nov 2022 plus back pay	82	BACS	£ 769.72
Chichester Payroll Services	Payroll services - Nov 2022	83	BACS	£ 15.00
HMRC	PAYE - Nov 2022	84	BACS	£ 237.77
NEST	Clerk's pension - Nov 2022	85	DD	£ 121.55
Julie Bakter	Toilet cleaner - Oct 2022	87	BACS	£ 144.00
D J Flynn Services	Watering - September x 4	88	BACS	£ 120.00
REGULAR PAYMENTS				£ 2,716.52
EDF	Electricity to public toilet - Dec 2022	86	DD	£ 30.00
			TOTAL	£ 3,246.52

APPENDIX B – Approved 2023/24 budget and precept

Bramber Parish Council approved budget 2022/23 - 14th December 2022

INCOME	FINAL 2022/23	FINAL 2023-24	Variance	Notes
HDC Env. Cl. Grant	£ 757.80	£ 781.28	£ 23.48	Based on 2022/23 actuals
VAT Refund	£ 1,000.00	£ 1,000.00	£ -	No change
Maudlyn Res Assn	£ 140.00	£ 140.00	£ -	No change
Bramber Society	£ 2,650.00	£ 2,650.00	£ -	No change
Precept	£ 30,041.41	£ 33,334.55	£ 3,293.14	
BBMC donations	£ -	£ -	£ -	
NDP Grant				
Total Income	£ 34,589.21	£ 37,905.83	£ 3,316.62	

EXPENDITURE	DRAFT 2022/23	DRAFT 2022/23	Variance	Notes
Clerk Employment Costs	£ 8,418.87	£ 9,107.28	£ 688.41	NEW PAY AWARD - Inc HMRC payments plus 5% inflation
Pensions	£ -	£ -	£ -	Included in above line
Village Hall	£ 220.00	£ 220.00	£ -	Assume 11 meets x £20
Phone / admin	£ 200.00	£ 200.00	£ -	Web costs, Parish on line fees, other admin
Chairman's Allowance / expenses	£ 150.00	£ 150.00	£ -	No change
Travel Expenses	£ 300.00	£ 300.00	£ -	Assume £25 x 12 months
Postage	£ 50.00	£ 50.00	£ -	No change
Training	£ 250.00	£ 250.00	£ -	No change
Other Costs e.g. Env Maintenance	£ 100.00	£ 100.00	£ -	No change
Insurance	£ 400.00	£ 550.00	£ 150.00	Higher costs expected (market conditions)
Subscriptions	£ 948.60	£ 1,000.00	£ 51.40	SALC HALC, Scribe, AiRS, GDPR, Web site
Audit Fees	£ 400.00	£ 420.00	£ 20.00	Mark Mulberry x 1, External Audit x 1 plus 5% inflation
St Lighting	£ 850.00	£ 850.00	£ -	Based on 2022 but offset by income (£140)
Toilets-Cleaning Salary	£ 2,535.00	£ 2,661.75	£ 126.75	£12 per hr - new opening hours - no change ASSUME 5% PAY RISE
Toilets - water supply and loo roll	£ 350.00	£ 350.00	£ -	No change
Toilets electricity supply	£ 135.30	£ 720.00	£ 584.70	Based on 2022 actuals
Neighbourhood Wardens	£ 7,157.78	£ 8,285.00	£ 1,127.22	NEW COST from HDC - 15.7% increase
Youth Costs	£ 4,285.92	£ 4,285.92	£ -	From MOU 22/23
Floodlights Contribution	£ 50.00	£ 50.00	£ -	No change
Christmas Tree	£ 175.00	£ 175.00	£ -	No change
General Maintenance	£ 900.00	£ 945.00	£ 45.00	ASSUME 5% INFLATION
Donations	£ 1,100.00	£ 1,100.00	£ -	Bramber Society = £600
Flowers contribution	£ 2,650.00	£ 2,650.00	£ -	As per 2022 costs
Litter Bin	£ 462.74	£ 485.88	£ 23.14	As last year plus 5% inflation
Neighbourhood Plan project costs	£ 1,000.00	£ 1,000.00	£ -	To fund projects
Emergency reserve	£ 1,000.00	£ 1,000.00	£ -	Need to build up reserves
Election costs	£ 500.00	£ 1,000.00	£ 500.00	Build up reserve to cover potential costs in May 2023
Total Expenditure	£ 34,589.21	£ 37,905.83	£ 3,316.62	
Expected Income	£ 34,589.21	£ 37,905.83	£ 3,316.62	
Shortfall	£ 0.00	£ 0.00	£ 0.00	

Precept	£ 30,041.41	£ 33,334.55		3293.14
Tax base (HDC provide figures)	£ 416.80	£ 415.10		Confirmed by HDC
Band D pays per year	£ 72.08	£ 80.30	£ 8.23	11.42%
Band D pays per week	£ 1.39	£ 1.54		
Increase per week Band D tax payer	£ 0.03	£ 0.03		