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The Minutes of the virtual Ordinary Council Meeting of the Bramber Parish Council via a Zoom video conference on Wednesday 14th April 2021 at 7pm.

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

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

Members of the public: None.

Before the meeting commenced, the Chairman, on behalf of the Parish Council, expressed his condolences for the sad passing of the HRH Duke of Edinburgh. The meeting commenced after a one-minute silence.

65. Apologies for absence - None.

66. Declarations of interest – None.

67. Minutes of the previous meeting – 10th March 2021.

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

68. Matters arising.

- **45 – waste bins at Bramber castle** – Mrs Burstow advised that English Heritage (EH) committed to resolve this matter by July 2021. Cllr Green confirmed that EH could meet any future collection costs however Cllr Croker reminded her that HDC would require payment of an installation cost of £440 and an ongoing charge of £2.40 per collection. **The Clerk was asked to contact EH and advise them of any potential costs.** Cllr Croker reported that he had contacted HDC to advise of two new potential waste bin sites. HDC suggested that they have insufficient capacity to collect waste from both bins but would survey each site. He also advised that HDC would be able to collect waste from the Castle car park if required. **Cllr Green agreed to look at the barrels in the Castle car park that seemed surplus to requirements;** and
- **68 – EV Charging points** – the Clerk reported that, due to the different type of charging formats, progress was slow in establishing if any grants were available.

69. Open Forum – None.

70. Covid 19 update – no update.

71. Reports.

- a) **WSCC** – WSCC Cllr Barling provided an update that included: -
 - **Covid** – very few cases had been reported;
 - **Meetings** – due to the forthcoming elections, no formal WSCC meetings were taking place;

- **Coombe Drove** – with reference to the recent resident enquiry concerning dangerous trees on the bank in Coombe Drove, WSCC Cllr Barling advised that there was no definitive owner of the land on which these trees were growing. This was because the development company had ceased trading hence the land could be classed as Bona Vacantia. He had spoken to the resident with suitable advice; and
- As this was his last report before retiring, WSCC Cllr Barling thanked the Members for a very enjoyable and productive relationship over the past few years. On behalf of BPC and the residents of Bramber, the Chairman thanked him for his valuable contribution and wished him well for the future.

b) **HDC** – Cllr Noel provide an update that included: -

- **Covid** – local cases have reduced however, small increases in reported infections had been reported in Mid Sussex and Lewes Districts;
- **Meetings** – due to the forthcoming elections, no formal HDC meetings were taking place. Services continue to perform well, and new recycling services are due to be introduced by HDC in the coming months (textiles, batteries and small electrical appliances). Re-use shops have opened at some WSCC Household Waste Recycling Sites including Hopoast;
- **Fly tipping** – cameras have been installed at local litter hotspots with immediate success resulting in fixed penalty tickets being issued to offenders. The cameras have also captured drug-related activity that had been reported to Sussex Police;
- **Local Plan** – work continues to present the Plan to the meeting scheduled for 9th June 2021. HDC Councillors have been deluged by objection emails relating to Plan’s proposed strategic sites; and

Cllr Croker advised that: -

- The environmental work undertaken at St Peter’s Hall, reported previously, had been completed;
- The Council Tax hardship scheme will continue in 2021/22; and
- He and HDC Cllr Noel had joined the newly formed HDC Carbon Reduction Advisory Group.

c) **Neighbourhood Wardens** – no report received.

d) **Joint Parishes Cemetery Committee** – no update.

e) **Joint Parishes Youth Committee** – no update.

f) **HALC** – Cllr A. Blakelock advised that new Chair, Vice-Chair, and representatives to the WSALC Board had been nominated at a special meeting called by HALC. This is to be ratified at the AGM scheduled for 29th April 2021.

g) **Village Hall** – No update.

h) **Website** – Cllr Tilley reported usage is up slightly.

72. Highways and Public Rights of Way.

- a) **Parking in the Street** – referring to a resident complaint, circulate previously, Cllr Croker advised that the siting of yellow lines in The Street adjacent to the caravan park junction would be difficult to achieve. Cllr Tilley suggested that the placement of a convex mirror opposite the junction could assist. **The Clerk was asked to write to the caravan park residents association accordingly;**
- b) **Bramber Brooks** – The Chairman referred to a note from Bramber Brooks requesting support for plans to upgrade a footpath. As the path is in Steyning parish, Cllr Blakelock suggested that BPC support the initiative but with no financial commitment. **The Clerk was asked to write to Bramber Brooks accordingly.**

- c) **Verge Cutting** – Cllr A Blakelock referred to her Biodiversity Group report, circulated previously, and advised that four verge cutting project sites had been identified; one of which was in Bramber (Clays Hill junction with the A283). Members **AGREED** that this site would be suitable for the project.

Mrs Burstow referred to the flower planters in the car park. She advised that she would like to re-wild these planters with wildflower seeds. Members **AGREED** with her proposal and the Chairman volunteered some additional bulbs for planting.

Cllr Croker referred to the tree issue in Coombe Drove previously mentioned at item 71 (a). He suggested that this issue might reoccur as the land in Maudlin Lane has no obvious owner

73. WSALC – update provide at item 71 (f).

74. Finance and General Purposes.

- a) **Payments** – Members **AGREED** that the payments for March 2021 be paid (see appendix A for the payments schedule).

75. Planning.

a) **Applications**

- **DC/21/0347 - High Beech, Little Drove, Bramber** - Installation of 10 photovoltaic solar panels on single storey flat roof with associated mounting stands and cabling.
Members voted to support the application (9 votes for).

b) **Decisions**

- **APPROVED** - **DC/21/0328 – Brookside, The Street, Bramber** - Surgery to 1 x Sycamore (Works to Trees in a Conservation Area); and
- **APPROVED** - **DC/20/2508 – Cophthorne, Maudlyn Parkway, Bramber** - Erection of single storey rear extension - amended plans.

76. Youth Provision – No update. **The Clerk was asked to contact the service provider and request an update.**

77. Neighbourhood Plan

The Chairman referred plans to hold the NHP referendum on 6th May 2021. **The Clerk was asked to provide costs in installing a suitable banner.**

78. Covid-19 vaccination programme – no update.

79. Newsletter – the next newsletter would be published after the NHP referendum results were known.

80. Public Toilet.

- a) **Opening hours, cleaning and Covid-19 implications** – due to the ongoing refurbishment, the public toilets remain closed until further notice.
- b) **Refurbishment** – Cllr S. Blakelock advised that works had commenced. The existing sanitary ware had been removed. Members **AGREED** that white gloss metro tiles be installed, and the paint colour be changed to conservation green.

81. Environment.

- **Nature Recovery Award** – Members noted the report, circulate previously. **The Chairman asked that the Clerk forward the information to Bramber Brooks;**
- **Climate Change Fund** – the Chairman advised that the Steyning Greening 2030 has utilised this fund; and
- **Royal British Legion** – the Chairman referred to the information related to the installation of ‘Tommie’ signs. After review and discussion Members **AGREED** to continue with the RBL Poppy displays only.

82. Climate Emergency and Steyning Greening 2030.

- **Biodiversity Working Group** – update provided at item 72 (b);
- **‘20 is Plenty’ project** – Cllr Goodall reminded the meeting that the closing date for the completion of the survey was 30th April 2021. **She asked the Clerk to review what S106/CIL funds could be made available to the project;** and
- **Heating Working Group** – the Chairman advised that the Group plan to have a stall at the May Farmer’s Market to raise awareness of CO₂ emissions and the operation, for example, of air-sourced heat pumps.

83. Correspondence.

DATE	FROM	SUBJECT
2/3	Wardens	Report for Feb 2021
3/3	HDC	Climate change
4/3	WSCC	Road closure – The Street
5/3	20s Plenty	Draft questionnaire
5/3	Clerk	Re the appointment of Chairman
9/3	HDC	Compliance cases
9/3	HDC Planning	Functions and officers
11/3	Sussex Police	Road network activity
11/3	Cllr S. Blakelock	Cemetery report
15/3	WSALC	Newsletter
15/3	SDNPA	Newsletter
16/3	WSCC Highways	Annington Road closure notice
17/3	Older People’s Forum	Rookwood – virtual meeting
18/3	Clerk	Compliant re grass cutting in the flood plain
22/3	WSCC	Covid update
22/3	WSCC	A24 feasibility study
22/3	Clerk	Revised ACM date
24/3	WSCC	Message from the Leader
24/3	WSCC	Armed forces covenant
26/3	HDC	Funding for toilet refurbishment
26/3	HDC	UBPC NHP referendum
29/3	WSCC	Highways consultation report
1/4	SDNPA	Dark Night Skies - Agenda
1/4	HDC	Travellers
1/4	SDNPA/WSCC	Soft sand review
6/4	WSCC Highways	Road Closure – School Road, Upper Beeding
6/4	WSCC	Soft sand review

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

85. Date of the next meetings.

- Annual Council Meeting – 5th May 2021; and
- Planning Meeting – TBA subject to receipt of planning applications.

The meeting closed at 20:37

Signed..... Chairman

Date.....

Appendix A – Payments Schedule

Approved at last meeting	Invoiced Services	Voucher	Chq Nos	Amount
HDC	Emptying of dog bins - annual charge 2021/22	112	BACS	£ 137.80
Mulberry & Co	Audit fees 2019/20	113	BACS	£ 140.04
HMRC	PAYE	114	2372	£ 534.00
Paul Richards	Salary for March 2021	115	BACS	£ 374.26
NEST	Pension - March 2021	116	DD	£ 80.13
SSALC	Effective councillor training	117	BACS	£ 72.00
EDF	Electricity to public toilet - MARCH 2021	110	DD	£ 22.00
				£ 1,360.23
Income since last meeting	Amount			
None	£ -			
TOTAL INCOME	£ -			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 11,089.78	As at 01/04/2021		
EARMARKED RESERVES				
NHP reserve	£ 500.00			
AVAILABLE RESERVES	£ 10,589.78			
PAID SINCE LAST MEETING (To approve)	Invoiced Services	Voucher	Chq Nos	Amount
None				
TO APPROVE				£ -
Starboard Systems (Scribe)	Scribe accounting package - annual fee	1	BACS	£ 345.60
Business Stream	Water - 29/12/2020 to 10/03/2021	2	BACS	£ 52.53
WSALC	WSALC (£209.07) and NALC (£50.68) subscriptions	3	BACS	£ 259.75
REGULAR PAYMENTS				£ 657.88
P Kirchel	SO suspended during Covid-19 epidemic		SO	£ -
EDF	Electricity to public toilet - APRIL 2021	110	DD	£ 22.00
				£ 22.00
	Position at bank on 01/04/2021	£ 11,089.78		
	Previous payments (yet to be cleared)	-£ 534.00		
	New payments to approve	-£ 679.88		
	CASHFLOW POSITION AS AT 01/04/2021	£ 9,875.90		
	Earmarked reserves	-£ 500.00		
	RESERVE/BUDGET POSITION AS AT 01/04/2021	£ 9,375.90		