

**Bramber Parish Council**  
**MEETING OF THE FULL PARISH COUNCIL**  
**Beeding & Bramber Parish Hall**  
**7.00pm Wednesday 16<sup>th</sup> October 2019**

**Present:** Cllrs Roger Potter (Chair), Mick Tilley, Trevor Bignell, Ann Blakelock and Steve Blakelock.

**In attendance:** Cllr David Barling (WSCC)

**Members of the public:** 2

**Minutes:** Rebecca Luckin (Clerk)

**MINUTES**

**1. Apologies for absence**

a) Apologies were received and accepted from Cllrs Croker (HDC meeting), Green, Kitson and Goodall and Noel (HDC meeting).

**2. Declarations of interest**

None for this meeting

**3. Minutes of the previous meeting – 4<sup>th</sup> September 2019**

a) Cllr A Blakelock **proposed** that the minutes of the meeting of 4<sup>th</sup> September should be accepted as a true record of the meeting. **Seconded** by Cllr Tilly. **Agreed.** The minutes were duly signed by the Chairman.

**4. Matters arising**

a) Neighbourhood Plan banners – ordered, received and sited.

b) Financial Regulations – circulated to Councillors and posted to website.

c) Planning responses – actioned.

d) Footpath final strimming date – Cllr Goodall has met with the contractor and obtained a quote in preparation for the request to HDC for S106 funds. £1,050 for installing and fixing benches (without concrete), plus 5 X 1.2m benches special offer 5 for £650. Councillors noted that is HDC holding £1,678 S106 for walks for all benches. Councillors agreed that the Clerk should be delegated to organise the works within the S106 budget available.

**Action**

**Apply for S106 walks for all funds**

**Clerk**

**5. Chairman's Announcements**

None for this meeting.

The Chairman adjourned the meeting

**6. Open Forum**

The Chairman reconvened the meeting

## 7. Reports

- a) WSCC – Cllr Barling reported on the change of leadership at WSCC. An election has led to Cllr Paul Marshall being elected as Leader of WSCC. He is currently forming a cabinet. At a forthcoming WSCC meeting, children's services, climate change, the Shoreham Harbour plan and soft sand extraction at Hammes Farm will be discussed. Cllr Marshall intends to focus on the WSCC highways budget, to improve maintenance standards. Cllr Barling noted that CLC grant funding is still available. The next meeting will be at 7.00pm 17<sup>th</sup> November at Ashurst Village Hall.
- b) HDC – No report for this meeting.
- c) Neighbourhood Wardens – HDC email regarding Warden cover for Christmas period circulated to Councillors. September report circulated to Councillors.
- d) Joint Parishes Cemetery Committee – Meeting Monday 28 October.
- e) Joint Parishes Youth Committee – Meeting held 3<sup>rd</sup> October 2019. Cllr Potter advised that young people had reported on activities. A new committee member is organising a youth survey to understand what activities and services are important to young people. Cllr Potter reported that the SCYP Youth Workers were providing an excellent service.
- f) HALC – Minutes of 12<sup>th</sup> September meeting circulated to Councillors. Cllr Blakelock reported on a helpful meeting and referred to the Pulborough Parish Council Footpath Charter regarding landowner and footpath user obligations. Councillors agreed that they would like to consider a similar charter, which could be circulated via newsletter and uploaded to the website - item for the next agenda. Next HALC/HDC meeting 14<sup>th</sup> November.
- g) Village Hall Committee – next meeting 21<sup>st</sup> October.

## 8. Finance and General Purposes items:

- a) Following recommendations by F&GP Committee, Councillors agreed the list of payments since the previous meeting – for the value of £2,022.61. (List of payments to be attached as an appendix to these minutes).
- b) Councillors noted bank reconciliations for 30<sup>th</sup> August 2019 (£17,670.83) and 30<sup>th</sup> September 2019 (£20,732.10)
- c) Following agreement by Steyning Parish Council, Cllr Potter **proposed** that Councillors approve the MOU regarding Neighbourhood Wardens. **Seconded** by Cllr Bignell. **Agreed.**
- d) Councillors noted the External Auditor's sign off of the Annual Governance & Accounting Report for 18/19, with accompanying letter. There were no comments or matters to be addressed.

## 9. Planning

### a) Applications:

**DC/19/1909** - Yew Cottage The Street Bramber - Erection of a single storey front extension and sub-division of existing house to create 1.No two bedroom house and a 1.No one bedroom apartment (extension on response time requested). The property owner reported that there had been no further drainage problems, since Bramber Parish Council had paid for improvements. Councillors agreed **no objection** on condition that the property retains some parking facilities.

**Cllr Barling left the meeting at 7.20pm**

**DC/19/1875** - Land North West of 34 Coombe Drove Bramber - Surgery to 1 x Group of Leylandii Cypress. **Councillors noted that the applicant may not be the owner of the land, but otherwise agreed no objection.**

**DC/19/1967** - 27 Coombe Drove Bramber - Fell 1 x Ash and Surgery to 1 x Beech  
**Councillors agreed no objection.**

**DC/19/2047** - 33 Coombe Drove, Bramber - Fell 2 x Beech, 1 x Ash and Surgery to 3 x Beech  
**Councillors agreed no objection.**

**b) Decisions:**

**DC/19/0288** - Bramber Fox, The Street, Bramber - Removal of condition 10 to previously approved application DC/08/2549 relating to code level 3 for sustainable homes – **PERMITTED**

**DC/19/1651** - 25 Coombe Drove, Bramber - Surgery 1 x Poplar – **PERMITTED**

**DC/19/1674** - White Horses, Maudlyn Park, Bramber - Surgery to 1 x Sycamore – **PERMITTED**

**DC/19/1697** - 10 The Ridings, Bramber - Surgery 8 x Sycamore 1 x Ash - **PERMITTED**

**c) Appeal decision:**

**APP/Z3825/Y/18/3216524** - Burletts, Clays Hill, Bramber – **PERMITTED**

**d) Enforcement** – alleged non-compliance of planning regarding storage of building materials on an area of land within the SDNP, reported to HDC.

**10. Highways and Public Rights of Way**

a) Councillors received notice from WSCC of the dedication of Bridleway #3773.

**11. Youth Provision / Joint Parishes Youth Committee (JPYC)**

a) Councillors to consider and agree regarding whether the JPYC should be delegated to negotiate continuation of youth services contract with Sussex Youth. Cllr A Blakelock **proposed** that the decision be delegated to the JPYC Committee. **Seconded** by Cllr Tilley. **Agreed.**

b) Councillors to consider and agree regarding the disposal of the SAYS Charity Bongo van and that any funds received should be ringfenced for youth activities. **Agreed.**

**12. Neighbourhood Plan update**

a) Councillors to note the Steyning Neighbourhood Plan Regulation 14 consultation and to consider and agree a response. Cllr Potter **proposed** a response to Steyning Parish Council (circulated to Councillors prior to meeting). **Seconded** by Cllr A Blakelock. **Agreed.**

b) Councillors noted a report regarding potential flooding impact of proposed development in the River Adur catchment area (circulated to Councillors). Cllr Potter had also provided recent photos of high river levels to the author of the report.

**13. Environment**

a) Councillors noted a new bench had been placed by Botolphs, although it was not known by whom.

b) Cllr A Blakelock reported on a recent HDC / Steyning Greening walk to collect plastics from beside the river, the A283 and Botolphs car park. Councillors agreed that they would like to ask HDC for an additional bin at the car park.

**Action**

**Contact HDC regarding extra bin**

**Clerk**

#### **14. Correspondence**

- a) 06.09.19 – SDNPA Planning Committee Agenda for 12<sup>th</sup> September.
- b) 11.09.19 – JAG link reminder
- c) 13.09.19 – HDC Draft Corporate Plan
- d) 30.09.19 – WSCC Adult Social Care e-newsletter
- e) 30.09.19 – SDNPA e-newsletter
- f) 30.09.19 – SDNPA Parish Workshops agenda
- g) 30.09.19 – Invitation to discover Gatwick
- h) 30.09.19 – Invitation to SALC AGM 3<sup>rd</sup> October
- i) 30.09.19 – HDC Review of polling districts, places and stations.
- j) 30.09.19 – HDC Paperless Planning from 1<sup>st</sup> November
- k) 04.10.19 – WSCC Highways TRO Titch Hill, Bramber 17.10.19
- l) 09.10.19 – SDNPA e-newsletter.
- m) 09.10.19 – Introduction from Managing Director of Mayfield Market Towns Ltd.
- n) 15.10.19 – Sussex Police – named PCSO for every community starting November 2019.

#### **15. Items for inclusion on the next Agenda**

- a) Full Parish Council to review and agree Risk Assessment.
- b) Footpaths Charter (following Pulborough PC model).

#### **16. Date of the next meeting – 7.30pm Wednesday 27<sup>th</sup> November 2019**

The Chairman closed the meeting at 8.05pm

Signed:  
Chairman

Date: 27<sup>th</sup> November 2019

## Appendix One

### Payments for approval (circulated to Councillors)

Chq no	Supplier	Value	Notes
2286	D Flynn	318.00	Watering of planters and strimming path
2286	Printhouse	228.00	Neighbourhood Plan event banners
2287	Business Stream	51.44	Water supply public conveniences
2288	Shermanbury PC	63.00	NDP expenditure for Adur flooding report
2289	Beeding & Bramber VH	87.70	Hall hire September 2019
2290	Beeding and Bramber Church	50.00	Contribution to floodlighting at Bramber Castle
2291	ICCM	204.00	Cemetery Management and compliance course – Cllr Green
2292	D Flynn	259.20	Watering of planters
2293	Moore Stephens	240.00	External Auditors report
2294	R Luckin	357.46	Clerk salary September (net)
	R Luckin	15.72	Expenses (postage)
2295	Steyning Parish Council	84.09	Neighbourhood Planning printing
2296	Cllr Roger Potter	30.00	Remembrance Day expenses
	Cllr Roger Potter	34.00	Neighbourhood Plan event expenses