



CONTACT - Paul Richards, Parish Clerk

EMAIL - bramberparishclerk@gmail.com

The Minutes of the Ordinary Council Meeting of the Bramber Parish Council that took place at the Beeding and Bramber Village Hall on Wednesday 17th April 2024 at 7:00pm.

Present: Cllr A. Blakelock (Chair), Cllr S. Blakelock, Cllr H. Bayford, Cllr D. Croker, Cllr M. Croker, Cllr Goodall, Cllr Kitson and Cllr Tilley.

In attendance: Paul Richards (Parish Clerk).

Members of the public – None.

49. Apologies for absence – Cllr Green and HDC Cllr Noel.

50. Declarations of interest – none.

51. Minutes of the previous meetings held on 20th March 2024.

After correcting an error, the minutes of the Ordinary Parish Meeting held on 20th March 2024, circulated previously, were **AGREED** by the Members, and were duly signed by the Chair.

52. Matters arising - HDC's NHP officer had updated errors on HDC's draft Local Plan regarding BPC's NHP map. The text has not been altered. The Chair thanked Cllr M. Croker for liaising with HDC to ensure the correct information is displayed on the map.

53. Public Session – none.

54. Climate Action Plan - The Chair referred to the BPC Climate Action plan and reported that:

- An article for the "Your Steyning" newsletter will be submitted inviting residents to hear more about the Plan at the Annual Parish Meeting (to be held on 22nd May 2024);
- Cllrs Bayford, Tilley, and M. Croker met with Bramber Social (formally the Bramber Society) and noted the grant application to install a composting toilet at the Church. Details of how solar panels could be installed in the conservation area was also discussed and Cllr M. Croker had agreed to provide a useful planning summary paper in this regard; and
- Details of the River Adur Recovery meeting would be circulated.

55. Reports.

a) HDC – Cllr M. Croker reported that:

- HDC is no longer considering an option to acquire the long leasehold of Swan Walk;
- HDC had confirmed that the Saltings Loop project was awarded funding via the Rural Prosperity Fund; and
- The next HDC full council meeting will be held at the Storrington Leisure Centre on 24th April 2024.

b) Neighbourhood Wardens - Members noted that no major issues had been reported in the parish.

c) Joint Parishes Cemetery Committee – no meeting.

d) Joint Parishes Youth Committee – Cllr Bayford reported on a busy period of recruitment for the new youth staff. The preferred candidate had declined the appointment offer, but an offer to an alternative candidate will be made subject to HDC agreeing a suitable training package. Recruitment for an assistant was also ongoing.

e) WSALC/HALC – The Chair reported that no HALC meeting had taken place, but the next WSALC meeting will be held on 23rd April 2024. Cllr Kitson was invited to join this meeting.

f) Village Hall – no meeting.

g) **Website** – Cllr Tilley reported on a normal level of activity for the period. He also reported that he and Cllr M. Croker had attended a Climate Action Group meeting on communications and the use of social media.

h) **The Steyning and District Community Partnership cycling/footpath project** – The Chair reported that:

- As reported previously, the Saltings Loop project had been awarded £58,634 from the HDC REPF Fund. Work can now commence in 2024. The Partnership had received additional quotes for the works; and
- The White Bridge replacement project remains at the design stage, but initial estimates suggest the replacement may cost £1 million. Cllr M. Croker added that the bridge footings may need to be raised to address concerns related to climate change.

56. Finance and General Purposes.

- **Civility and Respect Pledge** – the Chair advised that WSALC had recommended all local councils sign up to the Pledge to endorse expected behaviour and standards in public life. After review and discussion it was **AGREED**, unanimously, to sign up to the Pledge. The Clerk was asked to complete the registration;
- **New email addresses** – the Clerk advised that the use of .gov.uk email addresses is encouraged by central Government and he would be attending a training course on this matter on 19th April 2024. Cllr Tilley reminded the Clerk to check that the BPC domain name would be compatible with the new email addresses;
- **Ethical banking update** – the Clerk reported that the Unity Bank might be a suitable banking alternative. He will investigate and report back; and
- **Payments for April 2024** – the payments schedule, as circulated previously and attached at Appendix A, were **AGREED**.

57. Planning

a) **Applications.**

- **DC/24/0334 - Burletts, Clays Hill, Bramber** - Surgery x3 Ash, x2 Holm Oak, x6 Sycamore, x3 Holly, x1 Lime, x1 Beech, x1 Fir, x1 Yew.

Members voted, unanimously, to SUPPORT the application.

b) **Other Planning matters** – none.

58. Highways and Public Rights of Way.

- The Chair reported that
 - the PROW ranger's team will repair the Walks for All steps in June 2024;
 - WSCC Cllr Linehan is meeting the WSCC Highways team on 22nd April 2024 to discuss reducing the speed limits on the A283;
 - Road closures in The Street are scheduled for 22nd April and 4th June 2024; and
 - Cllr Goodall had reported damage to the Walks for All footpath from under the A283 to Botolphs. The Clerk was asked to report the problem to the WSCC PROW team and WSCC Cllr Linehan.
- Cllr M. Croker referred to an allegation of fly tipping of Cherry Tree prunings onto the west bank footpath, north of the bridge. As the prunings were not on the path, WSCC had advised it was not a matter from them to deal with. HDC had also advised that their fly-tipping Team could not access the footpath and would not remove the waste. The HDC enforcement team had written to the householder who is suspected of dumping the waste but had not received a response. Cllr Tilley reported that, subsequently, more prunings had been dumped.

59. **Consultations** – Cllr Croker was asked to liaise with Greening Steyning in regard to the SDNPA request to submit renewable energy ideas.

60. **English Heritage/Bramber Castle** – no update.

61. **Environment and Parish Actions.**

- The Chair referred to the Sussex Police Cyber Crime training offer and it was agreed that she write to Bramber Social to suggest a meeting for the residents be requested;
- Cllr Bayford had received an offer of sponsorship of the toilets. After review and discussion it was **AGREED**, in principle, to proceed with the proposed sponsorship negotiations. The Clerk was asked to make the necessary arrangements;
- The Clerk reported that he had responded to the SDNPA request for a Parish Priority Statement as part of their Local Plan update process. He had advised the Authority to refer to the BPC NHP.

62. **Correspondence** – the report, circulated previously, was noted. Cllr Tilley suggested that BPC write a letter of condolence regarding former Cllr Coldwell's recent passing. The Clerk was asked to make the necessary arrangements.

63. **Items for inclusion on the next Agenda** – Toilet sponsorship.

64. **Date of the next meetings.**

- The next **Annual Parish Meeting** (a meeting of the residents) will be on Wednesday 22nd May 2024 at the Beeding and Bramber Village Hall commencing 6:30pm.;
- The next **Annual Parish Council meeting** will be on Wednesday 22nd May 2024 at the Beeding and Bramber Village Hall following the Annual Parish Meeting.; and
- **Planning Meeting** – TBA subject to receipt of planning applications.

The meeting closed at 20:29

Signed..... Chairman

Date.....

APPENDIX A – Payments

Payments 17th April 2024				
Income since last meeting	Amount			
VAT refund	£ 1,004.23			
TOTAL INCOME	£ 1,004.23			
BALANCES ON ACCOUNT				
Current Account (Treasurers)		28/03/2024		
EARMARKED RESERVES				
NHP reserve	£ 1,380.00			
Emergency reserve	£ 1,000.00			
Elections	£ 1,500.00			
AVAILABLE RESERVES	£ 3,880.00			
TO APPROVE	Invoiced Services	Voucher	Payment	Value
Julie Bakter	Toilet Cleaning - March	1	BACS	£ 189.00
Paul Richards	Clerk's salary - March	2	BACS	£ 582.31
NEST	Clerk's pension - March	3	DD	£ 91.95
Chichester Payroll Services	Payroll costs	4	BACS	£ 15.00
HMRC	PAYE - March	5	BACS	£ 154.33
NEW PAYMENTS TO APPROVE			TOTAL	£ 1,032.59
CAB	Donation	6	BACS	£ 50.00
EDF	April 2024 electricity	7	DD	£ 73.00
Beeding and Bramber	Hall hire 20/3/24	8	BACS	£ 20.00
Delwood	Repair bollard (bus co to refund)	9	BACS	£ 425.00
Gallagher	BPC Insurance 2024/25 - £7.00 increase	10	BACS	£ 415.11
Scribe	Accounts software - no change	11	BACS	£ 414.72
WSALC	WSALC and NALC subscriptions - £7 up	12	BACS	£ 294.12
Business Steam	Toilet - water 7/12/23 to 6/3/24	13	BACS	£ 39.68
HDC	Wardens -£265 increase	14	BACS	£ 8,249.00
PAYMENTS TO APPROVE			TOTAL	£ 9,980.63
Position at bank on 28/03/2024	£ 15,317.85			
New payments to approve	£ 11,013.22			
CASHFLOW POSITION AS AT 28/03/24	£ 4,304.63			
Earmarked reserves	-£ 3,880.00			
RESERVE/BUDGET POSITION AS AT 28/03/24	£ 424.63			
NOTE - HDC payment to be made only when precept received				