



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 11th November 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: Seven

146. Apologies for absence.

None. As not all the co-option candidates were present, the Chairman postponed the co-option agenda item until later in the meeting.

147. Declarations of interest.

Cllrs Tilley and Potter declared a personal interest in planning application DC/20/2013 and would not vote on this item.

148. Minutes of the previous meeting – 21st October 2020.

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

149. Matters arising.

- **135 - Finance - Toilets** - Cleaner advised 22/10/2020;
- **136 - Planning - SDNPA parking** - Cllr Croker's draft response was approved for submission to SDNPA;
- **139 – Newsletter** – decision made to print and circulate the newsletter to residents; and
- **141 - Greening Steyning** - Cllr Goodall asked the Clerk to ascertain the results of the enforcement sessions in Clays Hill. Sussex Police responded and asked for a FOI request to obtain these details. The Chairman and Cllr Croker to take up this matter with the Police and Crime Commissioner on 19th November 2020.

150. Open Forum.

None.

151. Covid 19 update

No update but Members noted that, since the second lockdown was in force, the amount of road traffic had not appeared to have reduced.

152. Reports

a) **WSSC** – WSSC Cllr Barling advised that: -

- He is engaged in two traffic management projects (a) at Woodmancote to reduce speeding on the A281 and (b) Steyning where a major project aims to create a 20mph zone; and
- The scheduled road closure at Clays Hill will now occur overnight and the diversion route will be via the by-pass;

b) **HDC** – Cllrs Croker reported that: -

- A further financial loss of £500,00 is forecast to deal with the impact of the second lockdown adding to an anticipated £1.3m loss in the financial year. This may be covered by reserves however, the Council is undertaking cost control measures in their future budget;
- Despite anticipated service reductions, the small-scale carbon reduction programme including the Wilder Horsham project will go ahead;
- The anticipated housing allocation outcome is that HDC will be required to build 920 new house per year plus 5% plus an allocation for the duty to cooperate obligation (Crawley and Brighton);

1915 – HDC Cllr Noel joins the meeting

- The draft Local Plan submission will be delayed by one month with the Regulation 19 stage anticipated to commence before the end of March 2021. An informal ‘health check’ review of the draft Plan will take place in the next couple of months;

Cllr Noel advised that: -

- New electric waste generators will be installed in Horsham to reduce the Council’s carbon footprint;
- The Covid-19 community hubs continue to run well. 148 Covid cases have been reported in the past week with 17 patients hospitalised; and
- The HDC re-wilding project aims to provide recovery network corridors and he has been liaising with the Bramber Brooks team. HDC aims to put the network in place within the next 5 years. This may have an impact on the Local Plan.

The Chairman advised that he would amend the agenda running order to hear the co-option item next.

153. Co-option of a new Councillor.

The Chairman asked that the two candidates make their presentations to the Parish Council. Mrs Burstow and Mr Day presented their applications. The Chairman then adjourned the meeting in order that Members could discuss the applications. Following the adjournment, Mrs Burstow withdrew her application. Members then voted on the remaining applicant and Mr Day was duly elected to the position of Parish Councillor and signed his Acceptance of Office.

The Chairman asked if Mrs Burstow would consider being seconded onto the Parish Council, in a non-voting capacity. The Clerk agreed to provide further details to Mrs Burstow after the meeting.

The Chairman advised that he would amend the agenda running order to hear the Highways and Public Footpaths item next

154. Highways and Public Footpaths.

The Chairman invited Mr Leigh-Pollitt to make a presentation. As the Chair of the Steyning & District Community Partnership, he has been asked to contact BPC to seek their views on community assets namely (a) 3 oak Information Panels along the Walk for All river walk (b) 1 oak Walk for All route map to the rear of the WC block in the car park and (c) 1 metal Information Panel close to the car park entrance. The Partnership wanted to ensure that these community assets had an assurance that they would be maintained in the future and suggested, informally, that the assets be transferred to BPC. After review and discussion, Members **AGREED** to the informal proposal and asked Mr Leigh-Pollitt to make a formal request.

The Chairman announced that he would recommence item 152.

- c) **Neighbourhood Wardens** – The Chairman advised that the Wardens Steering Group had met and their report had been circulated. Whereas Members were content with current service levels, they noted that HDC would be increasing the future service fee for Wardens. The Chairman also reminded Members that the HDC contribution towards Warden costs would be reducing over the next few years.
Cllr Croker referred to the Warden's report and a complaint from an elderly resident relating to schoolchildren riding on pavements when coming home from school. Members requested that the Clerk write to the Wardens and ask that they use a 'light touch' when dealing with school children as, often, riding on the road can be too dangerous for them.
- d) **Joint Parishes Cemetery Committee** – Cllr Green reported that she has been appointed Chair of the JPCC. She advised that the accounting for the management of the JPCC general reserves is under review as a recent audit found that each parish should show their proportion of the reserve in their own accounts. The Clerk is managing this. The proportion allocated to BPC is 10% with Steyning and Upper Beeding Parish Council each with 45%. Cllr Green reported that the Committee is looking at various options to extend the burial ground.
- e) **Joint Parishes Youth Committee** – whereas no meeting had occurred during the second lockdown, Cllr Green reported that 1:2:1 mentoring continues albeit remotely.
- f) **HALC** – Cllr A. Blakelock presented her report, circulated previously.
- g) **Village Hall** – no update.
- h) **Website** – Cllr Tilley reported that seven requests had been received via the web site from residents keen to sign up to the Gigabit Broadband proposal. He reported that website visits had increased by 30% and that the newsletter has been posted onto the website.

155. 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
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	
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	
				£ 8,649.00	£ -
Income since last meeting	Amount				
None	£ -				
TOTAL INCOME	£ -				
BALANCES ON ACCOUNT					
Current Account (Treasurers)	£ 15,376.49	As at 9 Nov 2020			
 earmarked RESERVES					
NHP reserve	£ 2,500.00				
AVAILABLE RESERVES	£ 12,876.49				
PAID SINCE LAST MEETING (To approve)	Invoiced Services	Voucher	Chq Nos	Amount	
Ferring Nurseries	Winter baskets	81		£ 252.88	
TO APPROVE				£ 252.88	
Paul Richards	Clerk's salary - November 2020 Inc pay rise (NJC award - 2.74%) and backpay to 1/4/2020	82		£ 602.05	
Paul Richards	Postage	83		£ 2.60	
Paul Richards	"Danger - road ahead" sign Bramber bridge	84		£ 44.70	
Paul Richards	Mileage	85		£ 14.40	
EDF	Electricity for public toilet - Sept 2020	86		£ 22.00	
REGULAR PAYMENTS				£ 663.75	
P Kirchel	SO suspended during Covid-19 epidemic		SO	£ -	
NEST	Pension - Nov 2020		DD	£ 95.06	
EDF	Electricity to public toilet - DEC 2020		DD	£ 22.00	
				£ 117.06	
	Position at bank on 21 October 2020	£ 15,376.49			
	Previous payments (yet to be cleared)	£ -			
	New payments to approve	-£ 1,033.69			
	CASHFLOW POSITION AS AT 9 Nov 2020	£ 14,342.80			
	Earmarked reserves	-£ 2,500.00			
	RESERVE/BUDGET POSITION AS AT 9 Nov 2020	£ 11,842.80			

- b) Draft budget** – the Clerk presented the first draft of the 2021/22 budget, circulated previously. The Clerk reported that the 2020/21 current year forecast will show an overspend in the year due mainly to unexpected costs related to Covid-19. The impact on the forecast £5,300 overspend will need to be met from the general reserve although £2,000 could be released from the earmarked reserves to help this position. He then explained the impact on the precept of any increased expenditure and the process the Council need to follow to apply to HDC for the precept amount.

Mrs Burstow queried the amount of donations totalling £1,540. The Clerk explained the donation process. Having reviewed the budget, Members requested that the Clerk prepare a version of the

budget that included (a) no increase in precept (b) a breakeven budget and (c) a budget that ensured best practice levels of general reserve are maintained.

156. Planning.

a) Applications

- **DC/20/2013 - Meadow Edge, The Street, Bramber** - Fell 1 x Leylandii and Surgery to 4 x Ash Trees (Works to Trees in a Conservation Area);
After consideration, Members voted to support the application.
Votes: Support x 6, abstain x 2
- **DC/20/1916 - Lavender Cottage, The Street, Bramber** - Demolition of existing extension and erection of a single storey rear extension; and
After consideration, Members voted to support the application.
Votes: Support x 5, against x 3
- **DC/20/2066 - High Beech, Little Drove. Bramber** - Fell 2 x Ash.
After consideration, Members voted to support the application.
Votes: Support x 6, abstain x 2

b) Decisions

- **PERMITTED** - **DC/20/1605 - Hills View, 31 Coombe Drove, Bramber** - Fell 4 x Beech Trees, Surgery to 1 x Beech and 1 x Sycamore
- **PERMITTED** - **DC/20/1785 - The Coots, The Street, Bramber** - Surgery to 1 x Sycamore and 1 x Laurel (Works to Trees in a Conservation Area)

157. Youth Provision.

Update provided earlier in the meeting.

158. Neighbourhood Plan update.

The Chairman suggested that the projects identified in the BPC NHP be included in the draft budget and that Members consider schemes to be included.

159. HALC meeting.

Update provided earlier in the meeting.

160. WSALC AGM.

- AGM** - The Chairman referred to the WSALC AGM agenda and asked Members to consider the special resolutions. After discussion and review Members **AGREED** that BPC vote for items (a), (b) and (c) and to abstain for item (d).
- Survey** – Members **AGREED** with the draft responses for questions 1 to 56. For question 7, Members **AGREED** to respond as 'Very Good'. Members felt that question 57 could not be answered.

161. Newsletter.

The newsletter had been printed and circulated to residents. Members were surprised by the low level of response received relating to the Gigabit proposal. Cllr Tilley suggested that the scheme looks very complicated.

162. Standards in Public Life.

Members **AGREED** to support the HALC response to this matter.

163. Toilet refurbishment.

Cllr S. Blakelock and Kitson had met to discuss the one refurbishment quote received to date. Two more quotes were expected. Early indications are that the estimated costs may be in line with the \$106 monies that might be available.

164. Environment.

The Chairman advised that: -

- He had spoken to the EA regarding their plans to clear St Mary's ditch. He asked the Clerk to contact the EA and remind them of the need to contact WSCC re clearing the pipe that goes under the by-pass;
- Following the addition of some new volunteers, the Emergency Committee now had 14 members. A new co-ordinator had been appointed to look at the Plan, but more Members from the Maudlin area are needed. Cllr Croker indicated that he was happy to be the point of contact for this area.

Cllr A. Blakelock reported that careless dog owners were throwing their dog waste bags into the moat by the Castle and enquired if a dog waste bin could be installed there. Cllr Goodall also reported that the dog bin on the walks for all path, just east of St Mary's (FP3516) was full and overflowing. Cllr Croker agreed to contact HDC to see if a dog waste bin could be installed at the Castle and would report the overflowing dog waste bin. The Clerk was asked to write to HDC about the possibility of installing a litter bin by the seat adjacent to the A283 roundabout on The Street, Bramber. Cllr Green agreed to talk to English Heritage about the issue of dog waste.

165. Climate Emergency and Steyning Greening 2030.

Cllr A. Blakelock reported that all the Working Parties were in place and that a newsletter would be issued detailing activities to date and future plans.

166. Correspondence.

DATE	FROM	SUBJECT
13/10/2020	SDNPA	Newsletter
14/10/2020	HDC	Rookwood
14/10/2020	Healthwatch West Sussex	Covid-19 – volunteer hubs feedback.
14/10/2020	Sussex Police	Update – Neighbourhood Policing Team
14/10/2020	Wardens	Definition of office hours
14/10/2020	SDNPA	Dog walkers survey
14/10/2020	Sussex Police	Neighbourhood team
15/10/2020	WSCC	Arundel by-pass
15/10/2020	MP Andrew Griffiths	Arundel by-pass
23/10/2020	SALC	Standards in Public Life consultation
23/10/2020	WSCC Cllr Barling	PROW info
23/10/2020	WSALC	Survey request
26/10/2020	Cllr Croker	SDNPA parking consultation – draft response
28/10/2020	Mid Sussex ALC	Comments on WSALC AGM resolution
28/10/2020	Clerk	Briefing note on WSALC review
28/10/2020	Clerk	Video re Steyning PC
29/10/2020	Clerk	Co-option
1/11/2020	Clerk	HALC minutes

167. Items for inclusion on the next Agenda

- Bramber Castle waste issues; and
- Feedback from the Police and Crime Commissioner consultation meeting.

168. Date of the next meetings

- Ordinary Meeting – 2nd December 2020.
- Planning Meeting – TBA subject to receipt of planning applications.

The meeting closed at 21:38.

Signed..... Chairman

Date.....