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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 8<sup>th</sup> February 2023 at 7:00pm.**

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

**In attendance:** HDC Cllr Noel and Paul Richards (Parish Clerk).

**Members of the public** – Two.

**18. Apologies for absence** – Cllr Day and WSCC Cllr Linehan.

**19. Declarations of interest** – Cllr Green advised that she had a personal interest in application DC/23/0139 and would not vote on this item.

**20. Minutes of the previous meeting – 11<sup>th</sup> January 2023** – The minutes, circulated previously, were **AGREED** by the Members, and were duly signed by the Chair.

**21. Matters arising.**

- **Item 6** – Cemetery – HDC Cllr Noel reported that planned developments would ensure that the District would have sufficient cemetery space in the future;
- **Item 11** – Castle – Cllr Green reported that she would be reviewing the signage; and
- **Item 15** – Tree felling – HDC Cllr Noel reported that it was in order for the felled ash trees to be left on the roadside.

**22. Public Session.**

The Chair welcomed the newly appointed HDC CEO, Jane Eaton, to the meeting. Ms Easton confirmed HDC's commitment to work with local communities and the parish council and was available, personally, if Members had any issues they wished to raise. She invited questions from the Members.

- Cllr Croker referred to the Bramber PC made NHP and the desire of Members to re-establish a Local Green Space application for Clays Field. He asked if a review of the NHP would be triggered by HDC's revised Local Plan. Ms Easton confirmed that NHPs must be reviewed every five years but the review would depend on the status of a new HDC Local Plan. She noted that the Bramber NHP had made no provision for housing which, she suggested, made the parish vulnerable to speculative development in the future. She further advised that the expected date for a HDC decision on the final Local Plan would be in November/December 2023.

The Chair also welcomed the HDC Warden Coordinator, Carol Boniface, to the meeting who answered several questions from the Members.

- Cllr A. Blakelock queried the high number of administration hours recorded by the Wardens each month and asked if this pattern was seen by the other Warden schemes across the District. Ms Boniface confirmed that the number of administrative hours recorded was consistent across all such Warden schemes and that it equated to less than one hour per day for the two Wardens;
- Cllr S. Blakelock referred to BPC's Youth Services provision and asked if the local Wardens linked into this scheme. Ms Boniface confirmed that the Wardens work closely with Youth Services and that the Wardens regularly refer youths to the scheme; and

- Cllr A. Blakelock asked if the hours worked by the Wardens and the Youth Service were the same. Ms Boniface confirmed that they were and that some shifts would overlap providing greater coverage.

The Chair thanked Ms Easton and Ms Boniface for attending.

### 23. Reports.

- a) **WSCC** – apologies had been received from WSCC Cllr Linehan.
- b) **HDC** – HDC Cllr Noel provided an update that included:
  - **Local Plan** – He suggested that the BPC made NHP did offer some protection from speculative development proposals. He hoped that the HDC Local Plan could be finalised as soon as possible;
  - **Leader** – a new Council Leader had been appointed and, subsequently, Cabinet changes had occurred;
  - **Climate** – HDC had now surpassed a 60% reduction in direct carbon emissions since 2019-20 FY (mainly from HDC owned buildings and vehicles). However, the remaining 40% may be more difficult to achieve;
  - **Recycling** – the proposed food waste recycling collection initiative is on hold as HDC awaits future Government guidance on this subject;
  - **EV charging** – no update had been received on the installation of an EV charging point at the car park in The Street. He will chase the relevant HDC department for the latest information;
  - **Wilder Horsham** - he advised that the next promotional event will be held in Ashington on 9<sup>th</sup> February 2023 where BPC Cllrs A. Blakelock and Croker will be in attendance. Cllr Tilley asked if the Southern Water proposed reservoir at Blackstone would affect the HDC Local Plan. HDC Cllr Noel understood that it would have little impact as no formal proposals had been put forward and that works were suggested to commence in 2045; and
  - **Water Neutrality** – he reported that HDC had lost a recent planning appeal as the applicant successfully proved that the harvesting of rainwater from cattle shed roofs proved sufficient water offset. This had implications for other planning applications.
- c) **Neighbourhood Wardens** – the report, circulated previously, was presented by HDC Warden Coordinator Carol Boniface. She reported that the Warden teams were part of a Community Support function within HDC. The Wardens arrange meetings with local Police officers who report that the Wardens provide a valued local intelligence service in supporting the Police. Questions on the report included:
  - **How did the Vulnerable People Referral service work?** She advised that the Wardens have an informal network of identified individuals who they check on a regular basis. They also check if additional support services might be required for them;
  - **Where and when to the Wardens get involved with crimes?** She advised that all crimes should be reported to the Police and that the Wardens were not a response service. Warden services only operate across 7 parishes in the District;
  - **Is administration necessary?** – She reported that some admin was required as a statutory function (such as safeguarding referrals). The duplication of data was acknowledged but had seen a great reduction in ‘double keying’ in recent times. However, the service must be seen to be accountable and record keeping was therefore necessary.
- d) **Joint Parishes Cemetery Committee** – Cllr Green advised that the January 2023 meeting had been postponed.

- e) **Joint Parishes Youth Committee** – The Chair advised that the Committee meets next week and will review the new contract proposals from the service provider.
- f) **HALC** – Cllr A. Blakelock advised that the next meeting would be held on 22<sup>nd</sup> February 2023.
- g) **Village Hall** – Cllr Tilley reported on the meeting held at the end of January. Updates included:
  - The notice boards may be replaced to accommodate more information on the Greening Steyning, Bramber and Upper Beeding project, including performance information from the solar PV + battery installation at the village hall;
  - CCTV cameras are to be fitted;
  - The roof had been repaired and a new front door is to be installed. The main Hall will be repainted in August 2023; and
  - The rooms in the Hall will be renamed.

The Village Hall committee had asked if BPC will be holding any Coronation events. The Chair suggested that the Bramber Society will be making arrangements for residents. HDC Cllr Noel advised that, much like the Jubilee, HDC will grant £200 to each parish to support the 'Big Lunch' event. He also mentioned that the long-awaited Jubilee tree was available for collection. Several BPC Members volunteered to assist with the tree planting and the Chair agreed to source a vehicle and trailer to collect the tree from the HDC depot. HDC Cllr Noel would also check if The Street could be closed for any proposed street parties during the Coronation.

- h) **Website** – Cllr Tilley advised that user sessions had risen to 104 in the month with 223 page views.
- i) **Steyning and District Community Partnership** – Cllr A. Blakelock reported on:
  - **New footpath** – quotes for the footpath surface and gates had been received but one final quote is awaited. The footpath will be named as 'The White Bridge link';
  - **Funding** – to support future funding requests, a risk assessment will be completed to accompany any applications; and
  - **Presentation** - BPC Cllrs A. Blakelock and Croker will prepare a presentation pack to support the funding activities.

**24. Finance and General Purposes** - Members **AGREED** that the payments for February 2023 be paid (see appendix A for the payments schedule).

**25. Planning.**

- a) **Applications.**
  - **DC-23-0139 - 1 Downland Park, The Street, Bramber** - Surgery to 1x Group, 7x Sycamore, 5x Lime, 3x Horse Chestnut, and Fell 1x Horse Chestnut, 1x Lime, 1x Corkscrew Willow, 1x Sycamore, and 4x Ash

**Members voted to OBJECT to the application for the following reasons:**

  - Removal of a tree protected by a TPO that was not in a critical condition;
  - Three trees proposed for work were not on the applicant's property;
  - The removal of trees on a known floodplain would increase the risk of flooding. No mitigation had been put forward; and
  - No replacement of trees (as required by the TPO) had been proposed.
- b) **Other Planning matters** – none.

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

- Cllr Croker advised that a HDC refuse collection vehicle had knocked over a bollard in The Street. HDC had agreed to replace it. He suggested that BPC could pay for the other previously damaged bollard in same location for a cost of £146. Members **AGREED** to fund the additional bollard;

- Cllr A. Blakelock advised that the debris reported at the bottom of Castle Lane had now been removed;
- Cllr Croker referred to the Definitive Map Modification Order in relation to a disputed right of way at Coombe Drove. The WSCC Footpath Committee had now approved the Order however, their decision could be appealed by any party which could then involve a process that might take two or more years. He advised that local feeling is that the path should be wide enough to accept two child buggies and that the visibility should not be obstructed from the start to finish of the path. He asked that the parish send a note of thanks to the resident who prepared a substantial bundle of evidence and who attended, in person, the WSCC Committee to voice his, and other resident objections. Members **AGREED** and asked that the Clerk send a note of thanks to the resident;
- Cllr Croker referred to his previous proposal in relation to the 20mph project with Steyning PC. His proposal was to expand the 30mph speed limit zone but no response had been received from either WSCC Cllr Linehan or the project officer;
- Cllr S. Blakelock reported that some of the potholes in The Street remained unrepaired whilst others had been restored; and
- Cllr Tilley reported a water leak from the vicinity of the farm at the top of Maudlin Lane. Cllr Croker agreed to report this.

**27. Consultations** – None.

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

**29. Environment** – no update.

**30. Emergency/Resilience Plan** – the Clerk reported that he had contacted the WSALC consultant and will submit a response to her in due course.

**31. Climate Emergency and Steyning Greening 2030.**

a) **Greening Steyning** – Cllr A. Blakelock advised of forthcoming events namely:

- **11<sup>th</sup> February 2023** – Repair Café at UB Village Hall; and
- **18<sup>th</sup> February 2023** – Climate Café at the Castle Inn.

b) **20 mph zone project** – as discussed at item 26.

**32. Correspondence** – the report was noted.

**33. Items for inclusion on the next Agenda** – May elections. Parish Council membership.

**34. Date of the next meetings.**

- **Ordinary Parish Council meeting** – 1<sup>st</sup> March 2023 at the Beeding and Bramber Village Hall commencing 7pm.
- **Planning Meeting** – TBA subject to receipt of planning applications.

The meeting closed at 20:48.

Signed..... Chairman

Date.....

## Appendix A – Payments

Payments February 2023				
Approved at last meeting	Invoiced Services	Voucher	Chq Nos	Amount
Chichester Payroll Services	Payroll services - Dec 2022	89	BACS	£ 15.00
HMRC	PAYE - Dec 2022	90	BACS	£ 144.60
NEST	Clerk's pension - Dec 2022	91	DD	£ 86.75
Paul Richards	Clerk's salary - Dec 2022	92	BACS	£ 549.28
Julie Bakter	Toilet cleaner - Dec 2022	93	BACS	£ 168.00
Beeding and Bramber Village Hall	Meetings 14/12	95	BACS	£ 20.00
EDF	Electricity to public toilet - Jan 2023	94	DD	£ 35.00
				<b>£ 983.63</b>
Income since last meeting	Amount			
None	£ -			
<b>TOTAL INCOME</b>	<b>£ -</b>			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 13,221.58	30/01/2023		
EARMARKED RESERVES				
NHP reserve	£ 380.00			
<b>AVAILABLE RESERVES</b>	<b>£ 12,841.58</b>			
PAID SINCE LAST MEETING (To approve)	Invoiced Services	Voucher	Chq Nos	Amount
None				£ -
				£ -
TO APPROVE	Invoiced Services			£ -
Chichester Payroll Services	Payroll services - Jan 2023	96	BACS	£ 15.00
HMRC	PAYE - Jan 2023	97	BACS	£ 144.60
NEST	Clerk's pension - Jan 2023	98	DD	£ 86.75
Paul Richards	Clerk's salary - Jan 2023	99	BACS	£ 549.28
Julie Bakter	Toilet cleaner - Jan 2023	100	BACS	£ 156.00
ICO	Data protection fee	101	DD	£ 35.00
REGULAR PAYMENTS				£ 986.63
EDF	Electricity to public toilet - Feb 2023	102	DD	£ 35.00
			<b>TOTAL</b>	<b>£ 1,021.63</b>