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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 5<sup>th</sup> January 2022 commencing 7.00pm.**

**Present:** Cllr Burstow (Chair), Cllr Croker (Vice-Chair), Cllr Green and Cllr Tilley.

**In attendance:** Paul Richards (Parish Clerk).

**Members of the public** – none.

1. **Apologies for absence** – Cllr A. Blakelock, Cllr S. Blakelock, Cllr Day, Cllr Goodall, and Cllr Kitson.

2. **Declarations of interest** – none.

3. **Minutes of the previous meeting – 17<sup>th</sup> November 2021.**

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

4. **Matters arising** - the action list, circulated previously, was noted.

- **196** – Cllr Green reported that she had been in contact with English Heritage with regard to the Ice Cream van's constant engine running – unfortunately this is required to maintain refrigeration. They will also speak to the Ice Cream van owner and request that he place a litter bin by his van. She also advised that she would share with English Heritage extracts from the Warden's report that relate to the Castle. English Heritage would also like to work with BPC to issue a joint message on littering.

5. **Public Session** – none.

6. **Reports.**

- WSCC** – no update.
- HDC** – the reports, circulated previously, from HDC Cllrs Noel and Croker were noted. Cllr Croker also reported that the 2022/23 HDC Council Tax element rise would be circa 2.9%
- Neighbourhood Wardens** – report noted. Cllr Tilley advised that members of the public had expressed concerns regarding the lack of attendance by the Wardens following a recent serious road traffic accident in The Street. The Clerk was asked to write to the Warden Coordinator to ask if they were on duty on the day in question and what protocols were in place for these types of incidents.
- Joint Parishes Cemetery Committee** – Cllr Green reported that the meeting due to be held on 10<sup>th</sup> January had been postponed. This was due to the implication of a recent EA consultation that had not been received by the Committee. These implications may have a future impact on the cemetery capacity.
- Joint Parishes Youth Committee** – the Chair advised that the Cuthman Centre was now available for the service providing a proper base for the youth clubs. A request to sign the Memorandum of Understanding had been received. After discussion and review, Members **AGREED** that the Clerk signs the document however they suggested that the calculation on cost-sharing (based on Band D Council Tax properties) be revisited before signing next year. This is due to the small number of youths in the parish taking up the service.
- HALC** – no update.
- Village Hall** – no meeting held.

h) **Website** – visitor numbers increased in the month.

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

- Cllr Croker presented proposals for vehicular passing places in Maudlin Lane between Maudlin Farm and the A283, circulated previously. He suggested that, for the proposed scheme to be accepted for consideration by WSCC, a resident's consultation would be needed; and
- The Chair referred to the recent clearance of foliage in Maudlin Lane and asked the Clerk to contact WSCC regarding feedback on the works.

**8. Finance and General Purposes.**

- a) **Payments for December 2021** - Members **AGREED** that the payments for December 2021 be paid (see appendix A for the payments schedule).
- b) **2022/23 draft budget** – after discussion and review the Members **AGREED** the 2022/23 budget.
- c) **2022/23 Precept** - after discussion and review the Members **AGREED** the 2022/23 Precept of £28,141.41. The budget and Precept schedules are attached at Appendix B.

**9. Planning.**

a) **Applications.**

- **SDNP/21/05645/LDE - Annington Farm, The Granary, Botolphs Road, Bramber** - Application to confirm the continuous use of building for a dwelling house for a period in excess of ten years (Lawful Development Certificate Existing).  
After review and consideration, Members agreed, unanimously, to **NOT COMMENT** on the application.
- **SDNP/21/06042/APNB - Staples Barn, Annington Road, Bramber - Prior notification for the creation of a new cattle shed to both house live-stock and to facilitate and support calving.**  
After review and consideration, Members agreed, unanimously, to **NOT COMMENT** on the application based on the decision by SDNPA on 17/12/2022.

b) **Decisions**

- **WITHDRAWN DC/21/2433 - Field View, Clays Hill, Bramber** - Erection of a replacement boundary wall and railings to front the property.
- **PERMITTED - DC/21/2547** - The Old Priory, The Street, Bramber – Fell 1 x laurel, Surgery to x1 Conifer Screen, x1 Bay (works to trees in conservation area) workshop facilities and ancillary accommodation to existing outdoor swimming pool (Listed Building Consent).

**10. Neighbourhood Plan** – no update.

**11. Consultations** – Members noted the request for consultation from the Fire & Rescue service.

**12. Message from the Chair** – deferred until the next meeting.

**13. Public Toilet** - The Clerk advised that a locksmith had replaced the electronic lock.

**14. Environment.**

- The Chair reported that she had met, informally, with the Chair of Steyning PC to discuss options for Clays Field. Members **AGREED** that a joint Working Group be established. She would liaise with the Steyning PC Chair to arrange;
- The Chair reported that the Christmas Carol Service was well attended, and that the Tollgate had provided refreshments;
- Cllr Tilley advised that WSCC may be attending to the broken bollard in The Street as it had been marked with white paint - an indicator that works may commence;

- Cllr Tilley advised that another bollard (outside the Indian restaurant) had been damaged. Vehicles were now cutting the corner and encroaching dangerously onto the pedestrian area. He had reported this to WSCC as had Cllr Croker;
- Cllr Tilley had received reports that the benches outside the Indian restaurant need repainting. He understood that BPC had the responsibility to paint them. The Clerk was asked to arrange the necessary works;
- Cllr Tilley had received requests for the parish to organise defibrillator training. The Clerk was asked to arrange and check on maintenance arrangements for the devices; and
- The Chair asked if the notice boards could be repaired or refurbished. The Clerk advised that budget sums were available. He was asked to commission the works.

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

- a) **Steyning Greening** – no update.
- b) **20 mph zone project** – no update 2021.

**16. Correspondence – as from 1<sup>st</sup> December 2021**

DATE	FROM	SUBJECT
1/12	HDC	5-year land supply
3/12	HDC	Response to Gatwick's second runway
9/12	Sussex Police	Break-in, The Street, Bramber
9/12	HDC	Covid advice
10/12	WSCC Highways	Emergency TRO - Clays Hill/Maudlin Lane
13/12	HDC	Climate update
13/12	Bramber Society	Flower basket costs
13/12	HALC	Minutes and presentation from last meeting
15/12	WSALC	Guidance on virtual meetings – write to MP!
16/12	Wardens	November 2021 report
23/12	HDC Warden Supervisor	Change of mobile number

In regard to guidance on virtual meeting, the Chair agreed to draft a letter for BPC to send to the local MP.

**17. Items for inclusion on the next Agenda.**

- Chair's leaflet;
- English Heritage and Castle updates; and
- Lost Railway Virtual Museum Project.

**18. Date of the next meetings.**

- Ordinary Meeting – 16<sup>th</sup> February 2022 at the Beeding and Bramber Village Hall; and
- Planning Meeting – TBA subject to receipt of planning applications.

The meeting closed at 20:05.

Signed..... Chairman

Date.....

## Appendix A – Payments Schedule

Payments 5th January 2022				
Approved at last meeting	Invoiced Services	Voucher	Chq Nos	Amount
EDF	Electricity to public toilet - NOV 2021	82	DD	£ 22.00
Julie Bakter	Toilet cleaning (6 weeks)	81	BACS	£ 216.00
Paul Richards	Mileage - Sept to Dec (160 miles)	83	BACS	£ 72.00
Paul Richards	Toilet opening hours sign	84	BACS	£ 49.56
Paul Richards	Toilet soap - Wallgate	85	BACS	£ 79.78
Paul Richards	November salary	86	BACS	£ 507.65
HMRC	PAYE and NI - Nov 2021	87	BACS	£ 133.60
NEST	Clerk's pension - Nov 2021	88	BACS	£ 80.15
Perry Electrics	Fit light and re-programme timer	89	BACS	£ 187.20
Beeding & Bramber Village Hall	June/July/Sept meetings - not processed	66	BACS	£ 49.59
Sussex Clubs for Young People	Oct to Dec 2021 services	90	BACS	£ 1,040.27
Sussex Clubs for Young People	Jan 2021 to March 2022 services	91	BACS	£ 1,040.27
EDF	Electricity to public toilet - DEC 2021	92	DD	£ 22.00
PCC of Beeding & Bramber with Boltolphs	Contribution to Castle floodlights 2021	93	BACS	£ 50.00
Chichester Payroll Services	Payroll fees Nov 2021	94	BACS	£ 15.00
				<b>£ 3,255.07</b>
Income since last meeting	Amount			
None	£ -			
<b>TOTAL INCOME</b>	<b>£ -</b>			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 16,218.05	As at 04/01/2022		
EARMARKED RESERVES				
NHP reserve	£ 380.00			
<b>AVAILABLE RESERVES</b>	<b>£ 15,838.05</b>			
PAID SINCE LAST MEETING (To approve)	Invoiced Services	Voucher	Chq Nos	Amount
None				£ -
TO APPROVE	Invoiced Services			
Paul Richards	December salary	95	BACS	£ 507.65
NEST	Clerk's pension - Dec 2021	96	BACS	£ 80.15
HMRC	PAYE and NI - Dec 2021	97	BACS	£ 133.60
Chichester Payroll Services	Payroll fees Dec 2021	98	BACS	£ 15.00
Beeding & Bramber Village Hall	Nov 2021 meeting	99	BACS	£ 16.53
Thomas Locksmiths	Repair electronic lock	100	BACS	£ 102.00
Julie Baxter	Toilet cleaning December 2021	101	BACS	£ 144.00
EDF	Electricity to public toilet - JAN 2021	102	DD	£ 22.00
<b>REGULAR PAYMENTS</b>				<b>£ 1,020.93</b>
EDF	Electricity to public toilet - FEB 2022		DD	£ 22.00
			<b>TOTAL</b>	<b>£ 22.00</b>
	Position at bank on 04/01/2022	£	16,218.05	
	Uncleared	£	-	
	New payments to approve	-£	1,042.93	
	<b>CASHFLOW POSITION AS AT 04/01/2022</b>	<b>£</b>	<b>15,175.12</b>	
	Earmarked reserves	-£	380.00	
	<b>RESERVE/BUDGET POSITION AS AT 04/01/2022</b>	<b>£</b>	<b>14,795.12</b>	

**Appendix B – 2022/23 budget and Precept.**

**Bramber Parish Council budget 2022/23**

**Approved 5th January 2022**

<b>INCOME</b>	<b>AGREED 2021/22</b>	<b>DRAFT 2022/23</b>	<b>Variance</b>	<b>Notes</b>
HDC Env. Cl. Grant	£ 750.00	£ 757.80	£ 7.80	No change but based on actual costs
VAT Refund	£ 2,500.00	£ 1,000.00	-£ 1,500.00	Lower cost forecast as no toilet refurb
Maudlyn Res Assn	£ 140.00	£ 140.00	£ -	No change
Bramber Society	£ 2,015.00	£ 2,650.00	£ 635.00	Bramber Society to meet and agree expenditure level
Precept	£ 27,142.02	£ 28,141.41	£ 999.39	
BBMC donations	£ -		£ -	None expected
NDP Grant	£ -			None required
<b>Total Income</b>	<b>£ 32,547.02</b>	<b>£ 32,689.21</b>	<b>£ 142.19</b>	

<b>EXPENDITURE</b>	<b>Draft 2021/22</b>	<b>DRAFT 2022/23</b>	<b>Variance</b>	<b>Notes</b>
Clerk Employment Costs	£ 8,213.53	£ 8,418.87	£ 205.34	Inc HMRC payments plus 2.5% inflation
Pensions	£ 985.69	£ -	-£ 985.69	Included in above line
Village Hall	£ 200.00	£ 220.00	£ 20.00	Assume 11 meets x £20
Phone / admin	£ -	£ 200.00	£ 200.00	Web costs, Parish on line fees, other admin
Chairman's Allowance / expenses	£ 150.00	£ 150.00	£ -	No change
Travel Expenses	£ 150.00	£ 150.00	£ -	No change
Postage	£ 50.00	£ 50.00	£ -	No change
Training	£ 250.00	£ 200.00	-£ 50.00	REDUCED BY £50 TO RESTRICT THE RISE INCREASE IN PRECEPT
Other Costs e.g. Env Maintenance	£ 100.00	£ 100.00	£ -	No change
Insurance	£ 350.00	£ 400.00	£ 50.00	Higher costs expected (market conditions)
Subscriptions	£ 930.00	£ 948.60	£ 18.60	SALC HALC = £290, Scribe licence £260, Village Hall AiRS subs £30, GDPR £350
Audit Fees	£ 610.00	£ 400.00	-£ 210.00	Mark Mulberry X1, External Audit X 1 plus 2% inflation
Street Lighting	£ 700.00	£ 850.00	£ 150.00	Based on 2021 but offset by income (£140)
Toilets-Cleaning Salary	£ 2,840.00	£ 2,535.00	-£ 305.00	£12 per hr - new opening hours
Toilets - water supply and loo roll	£ 350.00	£ 350.00	£ -	No change
Toilets electricity supply	£ 135.30	£ 135.30	£ -	No change
Neighbourhood Wardens	£ 7,052.00	£ 7,157.78	£ 105.78	HDC advise 1.5% increase
Youth Costs	£ 4,336.50	£ 4,285.92	-£ 50.58	From MOU 22/23
Floodlights Contribution	£ 50.00	£ 50.00	£ -	No change
Christmas Tree	£ 175.00	£ 175.00	£ -	No change
General Maintenance	£ 900.00	£ 700.00	-£ 200.00	REDUCED BY £200 TO RESTRICT THE RISE INCREASE IN PRECEPT
Donations	£ 1,100.00	£ 600.00	-£ 500.00	REDUCED BY £500 TO TO RESTRICT THE RISE INCREASE IN PRECEPT
Flowers contribution	£ 2,132.00	£ 2,650.00	£ 518.00	2021 costs - OFFESET BY INCOME (as above)
Litter Bin	£ 287.00	£ 462.74	£ 175.74	As last year plus 2.5% inflation plus NEW BIN
Neighbourhood Plan project costs	£ -	£ 1,000.00	£ 1,000.00	New allocation
Emergency reserve	£ -	£ -	£ -	REMOVED TO RESTRICT THE RISE INCREASE IN PRECEPT
Election costs	£ 500.00	£ 500.00	£ -	Build up reserve to cover potential costs
<b>Total Expenditure</b>	<b>£ 32,547.02</b>	<b>£ 32,689.21</b>	<b>£ 142.19</b>	
<b>Expected Income</b>	<b>£ 32,547.02</b>	<b>£ 32,689.21</b>	<b>£ 142.19</b>	
<b>Shortfall</b>	<b>£ 0.00</b>	<b>£ 0.00</b>	<b>-£ 0.00</b>	

Precept	£ 27,142.02	£ 28,141.41	999.39
Tax base (HDC provide figures)	£ 410.80	£ 416.80	New figure from HDC for 2022/23
Band D pays per year	£ 66.07	£ 67.52	£ 1.45 2.19%
Band D pays per week	£ 1.27	£ 1.30	