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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 18<sup>th</sup> December 2024 at 7:00pm.**

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

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

**Members of the public** – None.

**164. Apologies for absence** - HDC Cllr Noel.

**165. Declarations of interest** – None.

**166. Minutes of the previous meetings held on 13<sup>th</sup> November 2024.**

The draft minutes of the Ordinary Council Meeting held on 13<sup>th</sup> November 2024, circulated previously, were **AGREED** by the Members, and were duly signed by the Chair.

**167. Matters arising** The Chair advised that:

- **Youth Leader** – the Clerk was asked to invite her to the February 2025 meeting;
- **Toilet** – the Chair thanked Cllrs M. Croker & Tilley for sourcing and fitting the new toilet seat;
- **Walk for All path** – The Chair will arrange a quote for an extra grass cut in 2025; and
- **Walk for All path** – the Chair noted that the path had been cut.

**168. Public Session** – none.

**169. Climate Action Plan** – The Chair advised that:

- a revised and updated Climate Action Plan had been circulated to all Councillors;
- The Saltings Loop project was to be completed by Christmas however, work appears to be ongoing; and
- She had undertaken the OnePlanet training. She will upload the BPC Climate Action Plan onto OnePlanet which will then link to all the other parishes and HDC systems.

**170. Reports.**

- Joint Parishes Climate Action Group** – the Chair reported that the Group will meet next on 13<sup>th</sup> January 2025 where the design of the new Group logo will be reviewed. The three parishes plan to meet every 3 to 4 months to share ideas.
- SDCP - The White Bridge Link** – The Chair advised that recent WSCC Minutes noted that funds to replace the bridge had been agreed however, final approval would still be required to add it to the 2025/26 capital programme. The replacement cost is estimated to be £1 million.
- SDCP - Local Walking Cycling Project** – Cllr S. Blakelock reported that the recent survey results are being collated with the results due to be published by the end of January 2025.,
- HDC report** – to follow later in the meeting.
- Neighbourhood Wardens** – the November report was noted. The next Joint Parish meeting will be held in January 2025. The Clerk was asked to check if the recently circulated Warden contact details could be posted up onto the website.
- Joint Parishes Cemetery Committee** – Cllr Green reported on the Committee meeting held recently. The fees had been reviewed, having been compared to other local cemeteries, and

will rise in cost in April 2025. Applications for non-resident plots are not being approved currently due to a lack of space. The Committee will next meet on-site in 2025.

- g) **Joint Parishes Youth Committee** – no update.
- h) **WSALC/HALC** – the next HALC meeting will be held on 16<sup>th</sup> January 2025.
- i) **English Heritage/Bramber Castle** – Cllr Green advised that:
  - A damaged fence by the Gatehouse had been reported;
  - Some work to the damaged path leading to the Church had been undertaken however concern had been raised about the condition of the bottom step; and
  - The Orchard working group will meet next on 17<sup>th</sup> January 2025. Planting is hoped to commence in February 2025. A request for volunteers to help plant the orchard will be made.
- j) **Village Hall** – no update.
- k) **Website** – Cllr Tilley reported that, surprisingly, visitor numbers had doubled in November. The lack of a contact phone number on the website was discussed and it was **AGREED** to not fund a parish mobile as only one request for a phone number had been received in 5 years. Urgent matters can be reported to the Clerk via email or via the Wardens. Cllr Tilley agreed to check if the local Flood Team’s phone number could be added to the website.
- l) **Patient Participation Group (PPG)** – Cllr Bayford reported the Group’s AGM was held in November 2024 and the next formal meeting is scheduled for January 2025.

#### **171. Finance and General Purposes.**

- a) **New email addresses** – the Chair advised that she and Cllr S. Blakelock had upgraded their emails to the new system successfully. They were both pleased with the new service. The Clerk was asked to make home visits to switch email providers for all Councillors.
- b) **Toilet Sponsorship** – The Chair advised that new owners had taken over the Hotel. She suggested approaching them in the new year to suggest sponsorship.
- c) **Budget process** – the Clerk presented the final budget options.
  - The training costs were questioned. The Clerk reminded councillors of the Civility and Respect Pledge commitment to undergo training;
  - Options to open the toilets 364 days of the year were considered but it was **AGREED**, unanimously, to only open the toilets from May to September; and
  - The final budget was approved and is attached at Appendix A. The Precept was **AGREED**, unanimously, to be £39,249.99.

*19:50 – Cllr Croker joins the meeting*

- d) **Payments December 2024** – The Clerk was asked to review the cost of the flag. The payments were **AGREED** & the schedule is attached at Appendix A.

#### **172. Planning**

- a) **Applications.**
  - **DC/24/1883 - 6 Kingsmead Close, Bramber** - Erection of a front and rear single storey extension, installation of rear balcony and alteration to roof at front elevation  
**Members voted, unanimously, to OBJECT to the application.**  
On reviewing the application, Members noted the very large balcony would overlook neighbouring properties impacting their privacy. They considered the design of the balcony to be too large.
- b) **Other Planning matters** – Cllr M. Croker explained the “call in process” by which parishes (within the statutory 21 day consultation period) and District Councillors (within 35 days of

application validation) can ask for a planning application to be reviewed by the relevant HDC Planning Committee.

### **173. Highways and Public Rights of Way.**

- **Village Gateways** – Cllr Goodall explained that there was not a large range of gateway suppliers. Cllr Goodall was asked to review the prices and report back to the January 2025 meeting;
- **Speedwatch** – the Clerk was reminded to ask Sussex Police for a replacement radar device;
- **Walks for All path** – Cllr Goodall reported that, following the recent grass cuts, the width of the path had been restricted by encroaching vegetation. This makes access by buggies and wheelchairs very difficult;
- **Overnight parking** – Cllr M. Croker had asked for advice from HDC regarding motorhomes camping overnight in The Street Car Park. HDC advised that there was no law preventing such parking. A by-law would be required to enact such a restriction;
- **MVAS** – Cllr M. Croker confirmed that, in the current location, parked cars may be causing the device not to display oncoming speeds. He added that, due to the age of the device, it may need to be replaced; and
- **By-Pass** – the Chair reported that WSCC Cllr Linehan had advised that the TRO process had been successful in changing the speed Limit from 60mph to 50mph along the by-pass. WSCC will now commence a consultation process however, Members noted the “graded” speed reduction proposal had not been agreed.

### **174. Environment and Parish Actions** - The Chair advised that:

- Annual maintenance on the Downlink will take place during January and February 2025;
- The Clerk was asked to progress the issue of the path by the A283 with WSCC Highways; and
- Cllr Tilley reported that a resident had complained about posters being placed on telegraph poles. BPC do not have the powers to restrict this practice.

### **175. HDC Update** – Cllr M. Croker provided an update that included:

- **Climate** – the carbon reduction plan has been approved by HDC cabinet;
- **Full Council 11/12/24** – three motions were moved at the meeting in regard to
  - Rural Inheritance Tax – a modified motion approved;
  - Ending Violence Against Women – motion approved; and
  - Support for Ukrainian refugees in HDC – motion approved.
- **Local Plan** – an update had been circulated. The public hearings to review the draft local plan had been suspended as the Inspector was not happy to continue. No formal letter had been received by HDC to explain his reasons. HDC had responded to the Inspector to request further information.
- **NPPF** – concern had been raised regarding a suggested 50% increase in housing allocation numbers implicit in the latest NPPF revision. There appeared to be a stronger presumption in the NPPF for HDC to accept the unmet burden from neighbouring councils i.e. Crawley and Brighton. If the draft Local Plan fails inspection, then a revised or new plan would have to accommodate these significantly higher housing targets;
- **Novatis Site** (central Horsham) – the land is owned by WSCC who had previously obtained planning permission for a development mix of 350 dwellings plus office and light industrial operations. However, WSCC’s preferred developer cannot find customers for the office and industrial activities which could lead to a new application for just housing on the whole site;
- **Planning Committees** – a review of the current planning committee structure has commenced as part of an overall review of HDC’s constitution. A recent peer review

encouraged HDC to act now to commence the review rather than wait for formal Government instructions; and

- **WSCC** – recent Government announcements to review the structure of Local Government may influence WSCC elections planned for May 2025.

**176. Correspondence** – the report, circulated previously, was noted.

**177. Items for inclusion on the next Agenda** – radar device and gateways .

**178. Date of the next meetings.**

- The next **Ordinary Parish Meeting** (a meeting of the residents) will be on Wednesday 5<sup>th</sup> January 2025 at the Beeding and Bramber Village Hall (in the smaller Bramber Room) commencing 7:00pm; and
- **Planning Meeting** – TBA subject to receipt of planning applications.

The meeting closed at 20:42

Signed..... Chairman

Date.....

### APPENDIX A – Budget 2025/26

**Bramber Parish Council budget 2025/26 - FINAL - approved 18 December 2024**

INCOME	2024-25	APPROVED	Variance	Notes
HDC Env. Cl. Grant	£ 860.00	£ 898.00	£ 38.00	Based on 2024/25 actuals
VAT Refund	£ 1,000.00	£ 1,000.00	£ -	No change
Maudlyn Res Assn	£ 160.00	£ 215.00	£ 55.00	Based on 2024/25 actuals
Bramber Society	£ 2,782.50	£ 2,501.00	£ -281.50	Based on 2024/25 actuals plus 2.5% inflation
Precept	£ 37,564.64	£ 39,249.99	£ 1,685.35	To achieve a balanced budget
BBMC donations	£ -	£ -	£ -	
NDP Grant	£ -	£ -	£ -	
<b>Total Income</b>	<b>£ 42,367.14</b>	<b>£ 43,863.99</b>	<b>£ 1,496.85</b>	

  

EXPENDITURE	DRAFT 2024-25	Draft	Variance	Notes
Clerk Employment Costs	£ 10,374.00	£ 10,633.35	£ 259.35	£19 per hour plus 2.5% pay award
Pensions and NI	£ 829.92	£ 850.67	£ 20.75	Employer contribution
Village Hall	£ 220.00	£ 275.00	£ 55.00	Assume 11 meets x £25 (was £20 in 2024)
Phone / admin	£ 700.00	£ 950.00	£ 250.00	Web costs, Parish on line fees, other admin plus £250 pa gov.uk
Chairman's Allowance / expenses	£ 150.00	£ 150.00	£ -	No change
Travel Expenses	£ 300.00	£ 300.00	£ -	Assume £25 x 12 months
Postage	£ 50.00	£ 50.00	£ -	No change
Training	£ 250.00	£ 250.00	£ -	No change
Other Costs e.g. Env Maintenance	£ 600.00	£ 600.00	£ -	£500 added for emergency store supplies
Insurance	£ 750.00	£ 600.00	£ -150.00	Based on 2024/25
Subscriptions	£ 1,050.00	£ 1,076.25	£ 26.25	SALC HALC, Scribe, AiRS, GDPR, Web site - as last year plus 2.5%
Audit Fees	£ 441.00	£ 452.03	£ 11.03	Mark Mulberry x 1, External Audit x 1 plus 2.5% inflation
St Lighting	£ 1,050.00	£ 1,100.00	£ 50.00	Based on 2024 but offset by income (£215)
Toilets-Cleaning Salary	£ 3,143.91	£ 3,159.00	£ 15.09	6 mths x 7 days a week and 6 mths x 3 days per week plus payrise 2nd half year
Toilets - water supply and loo roll	£ 350.00	£ 358.75	£ 8.75	As last year plus 2.5% inflation
Toilets electricity supply	£ 720.00	£ 766.50	£ 46.50	Based on 2024 actuals plus 5% utility price rise
Neighbourhood Wardens	£ 8,908.17	£ 9,262.07	£ 353.90	New figure from HDC (25/10)
Youth Costs	£ 4,500.22	£ 5,037.39	£ 537.18	New service fee increased by 5.65%
Floodlights Contribution	£ 50.00	£ 50.00	£ -	No change
Christmas Tree	£ 175.00	£ 175.00	£ -	No change
General Maintenance	£ 1,112.25	£ 1,640.06	£ 527.81	Assume 2.5% inflation plus £500 WLA grass cut
Donations	£ 1,100.00	£ 1,100.00	£ -	No change Bramber Society = £600 but may seek more
Flowers contribution	£ 2,782.50	£ 2,255.00	£ -527.50	Based on 2024 actuals plus 2.5% inflation (no cost of watering)
Litter Bin	£ 510.17	£ 522.93	£ 12.75	As last year plus 2.5% inflation
Neighbourhood Plan project costs	£ 1,000.00	£ 1,000.00	£ -	To fund projects
Emergency reserve	£ 500.00	£ 500.00	£ -	Reduced amount as reserves are growing
Election costs	£ 750.00	£ 750.00	£ -	Build up reserve to cover future costs in May.
<b>Total Expenditure</b>	<b>£ 42,367.14</b>	<b>£ 43,863.99</b>	<b>£ 1,496.85</b>	
<b>Expected Income</b>	<b>£ 42,367.14</b>	<b>£ 43,863.99</b>	<b>£ 1,496.85</b>	
<b>Shortfall</b>	<b>£ 0.00</b>	<b>£ 0.00</b>	<b>£ 0.00</b>	

## APPENDIX B – Payments

Payments 18th December 2024				
<b>Income since last meeting</b>		<b>Amount</b>		
Bramber Social - flowers reimbursement	£	2,179.31		
<b>TOTAL INCOME</b>	<b>£</b>	<b>2,179.31</b>		
<b>BALANCES ON ACCOUNT</b>				
Current Account (Treasurers)	£	2,189.45	30/11/2024	Unity Bank
Savings Account (Instant Access)	£	27,727.26	30/11/2024	Unity Bank
<b>CASH AT BANK</b>	<b>£</b>	<b>29,916.71</b>		
<b>EARMARKED RESERVES</b>				
NHP reserve	£	1,380.00		
Emergency reserve	£	1,000.00		
Elections	£	1,500.00		
<b>AVAILABLE RESERVES</b>	<b>£</b>	<b>3,880.00</b>		
<b>PAID IN MONTH FOR APPROVAL</b>		<b>Invoiced Services</b>	<b>Voucher</b>	<b>Payment</b>
Julie Bakter		Toilet Cleaning - November	84	BACS £ 378.00
Paul Richards		Clerk's salary - November	85	BACS £ 461.19
NEST		Clerk's pension - November	86	DD £ 98.81
Chichester Payroll Services		Payroll costs	87	BACS £ 15.00
HMRC		PAYE - November	88	BACS £ 338.21
Mike Croker		Toilet seat	89	BACS £ 28.10
EDF		Toilet electricity - Nov 2024	90	DD £ 73.00
Unity Trust Bank		Service Fee - Nov 2024	91	BACS £ 6.00
<b>TO APPROVE</b>		<b>Invoiced Services</b>	<b>Voucher</b>	<b>Payment</b>
EDF		Toilet electricity - Dec 2024	92	DD £ 73.00
D J Flynn Services		Christmas Tree	93	BACS £ 175.00
Business Stream		Water supply Aug-Nov 2024	94	BACS £ 53.89
PCC Beeding & Bramber with Botolph's		Flag x 50%	95	BACS £ 51.82
<b>TOTAL NEW PAYMENTS TO APPROVE</b>				<b>TOTAL £ 353.71</b>
Position at bank on 30/11/24	£	29,916.71		
New payments to approve	-£	353.71		
<b>CASHFLOW POSITION AS AT 30/11/24</b>	<b>£</b>	<b>29,563.00</b>		
Earmarked reserves	-£	3,880.00		
<b>RESERVE/BUDGET POSITION AS AT 30/11/24</b>	<b>£</b>	<b>25,683.00</b>		