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**The Minutes of the virtual Ordinary Council Meeting of the Bramber Parish Council via a Zoom video conference on Wednesday 10<sup>th</sup> March 2021 at 7pm.**

**Present:** Cllrs Potter (Chair), Cllr A. Blakelock, Cllr S. Blakelock, Cllr Croker, Cllr Day, Cllr Goodall, Cllr Kitson, Cllr Tilley and seconded (non-voting) member Mrs Burstow.

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

**Members of the public:** One.

**43. Apologies for absence** - Cllr Green.

**44. Declarations of interest** – None.

**45. Minutes of the previous meeting – 10th February 2021.**

After a correction of a typographical error, Cllr A. Blakelock proposed that the Minutes be approved as a correct record of the meeting. This was seconded by Cllr Tilley. The Minutes were **AGREED** by Members and were duly signed by the Chairman.

**46. Matters arising.**

**28c – Dog waste bins** – Cllr Croker advised that he has contacted HDC to advise of a potential site. The Clerk confirmed weekly collection costs of circa £140 per year. The Chairman agreed to contact English Heritage and ask if they would pay for collection costs.

**47. Open Forum** – A prospective candidate for the next WSCC Councillor election introduced himself to the Members. Cllr Croker advised that other candidates were also standing for election.

**48. Covid 19 update** – no update.

**49. Reports.**

a) **WSCC** – WSCC Cllr Barling provided an update that included: -

- **Household Waste Recycling Sites (HWRS)** – due to previous traffic management issues, a booking system will be trialled at the Shoreham HWRS. One hour time slots will be available;
- **Steining and Bramber 20mph zone proposals** – leaflets will be distributed in the next week. WSCC Cllr Barling hoped this matter will conclude this before he leaves office in May 2021;
- **Clays Hill** – he referred to complaints of a recent severe vegetation cut-back at Clays Hill. The Highways Steward has arranged for it to be tidied up. Cllr Croker reported that not all residents were unhappy with the cut-back;

- **Roadworks** – following receipt of a letter of complaint regarding the recent roadworks, Cllr Croker reported that he had received a letter of thanks in relating to WSCC Cllr Barling’s response;
  - **Meetings** – the next WSCC meeting be on 19<sup>th</sup> March 2021 and will be the last before the elections in May 2021.
- b) **HDC** – Cllr Noel provide an update that included:-
- **Purdah** – Purdah (ahead of the May 2021 elections) could result in delays to HDC’s Local Plan Regulation 19 consultation. The Plan will be next discussed by HDC on 9<sup>th</sup> June 2021. He reminded Members that NHP referendums can now go ahead on 6<sup>th</sup> May 2021. Cllr Potter updated him on BPC’s NHP referendum details;
  - **Covid** – local cases have reduced with only 19 new cases reported;
  - **Income** – as reported previously, HDC continues to assess additional income schemes including asset realisation. However, £32,000 has been allocated to update HDC car parks; and
  - Cllr Croker referred to the HDC building improvement proposals as part of the climate change agenda. Funds allocated by HDC will be matched by Government.
- c) **Neighbourhood Wardens** – no update to the report circulated previously.
- d) **Joint Parishes Cemetery Committee** – The Chairman referred to Cllr Green’s report, circulated previously. The cemetery is approaching full capacity but still has 10 years availability based on current demand. The committee continues to seek additional capacity. Cllr Croker enquired as to how many pre-bought plots had been acquired, Cllr S. Blakelock understood that 4 plots have been acquired.
- e) **Joint Parishes Youth Committee** – no update.
- f) **HALC** – Cllr A. Blakelock advised that no meeting had been held but the AGM will be in April 2021.
- g) **Village Hall** – No update.
- h) **Website** – Cllr Tilley reported usage is up slightly.

## 50. Highways and Public Rights of Way.

- Cllr Croker thanked Cllr Day for taking over responsibility to relocate the MVAS equipment;
- Cllr Croker advised on the distribution of the proposed 20 mph zone leaflets to Bramber residents. He advised that not all residents impacted by the zone might receive a leaflet. After review and discussion, Cllr Croker agreed to deliver leaflets to an additional 25 residences in Annington Lane;
- The Chairman referred to a parishioner complaint, circulated previously, regarding HGV’s using Castle Lane and the resulting traffic management issues. WSCC Cllr Barling advised that he has raised this issue twice in recent years. WSCC will not impose an HGV restriction as delivery vehicles would be exempt from any such ban. The Clerk was asked to write to the resident in question;
- Cllr Blakelock referred to her report, circulated previously, of a meeting with the WSCC Highways manager held on 2nd March 2021. The meeting addressed safety concerns related to the pedestrian crossway at the junction with the A283 and Castle Lane. She reported that the WSCC officer would be able to cut-back trees and clean signs but would not be able to reduce the speed limit on this part of the A283. He suggested that BPC contact the Community Highways Scheme (CHS) programme regarding any proposed change in speed limits. He also advised that the Countryside Commission are looking to sign walkers through De Broase Way and up to the pedestrian bridge. This however would not help people with bicycles, pushchairs

or wheelchairs since staggered barriers make it difficult for them to get around. WSCC Cllr Barling agreed to meet Cllr A. Blakelock to see if he could assist;

- The Chairman referred to his draft report relating to the proposed Ikea roundabout on the A27 junction with Coombes Road. The Clerk was asked to submit the response to SDNPA; and
- Cllr Kitson referred to HDC grants that might be available to fund EV charging points. HDC Cllrs Croker and Noel were unaware of such grants but WSCC Cllr Barling advised that he would investigate. The Clerk was also to check the availability of such grants.

#### **51. WSALC.**

The Chairman referred to his report, circulated previously, relating to a meeting of the West Sussex local council Chairmen. He advised that several local district associations had nominated new WSALC Directors and that the WSALC Board will appoint a service company to provide member services. He also referred to the HALC AGM scheduled for April 2021. Members agreed that this date should be brought forward and asked the Clerk to send a note to the Henfield PC Chairman supporting his motion to bring forward the HALC AGM.

#### **52. Consultations.**

- a) Water Resources – regional plan – The Clerk was asked to sign-up to receive further updates.
- b) SDNPA – Camping and glamping – Mrs Burstow agreed to review and report back to Members.
- c) SDNPA – Parking – Cllr Croker to review.

#### **53. Finance and General Purposes.**

- a) **Payments** – Members **AGREED** that the payments for March 2021 be paid (see appendix A for the payments schedule).

#### **54. Planning.**

##### **a) Applications.**

**DC/20/2508 – Copthorne, Maudlyn Parkway, Bramber** - Erection of single storey rear extension - amended plans.

**Members vote to support the application. Votes - 8 to support.**

##### **b) Decisions.**

**APPROVED** - **DC/21/0013, Monks Gate, The Street, Bramber** - Surgery to 1 x Rowan, 2 x Ash and 1 x Judas tree (Works to Trees in a Conservation Area).

##### **c) Other matters**

The Chairman and Cllr Croker both advised that a local landowner had called them about a potential development in the parish. The landowner had wanted to share his new plans with the Members. The Clerk advised that any developer could address the parish council in an ordinary meeting providing that matter was posted onto the agenda. The Clerk was asked to write to the landowner and advise him accordingly.

#### **55. Youth Provision** – Provide at item 49.

#### **56. Neighbourhood Plan**

The Chairman referred plans to hold the NHP referendum on 6<sup>th</sup> May 2021. The Clerk was asked to:-

- check the relevant documents were on BPC website;
- check costs of a referendum banner;
- liaise with Upper Beeding PC regarding a joint banner.

The Chairman also advised that a future item at following meetings would be the review of NHP projects via a spreadsheet that monitored actions taken.

**57. Covid-19 vaccination programme – no update.**

**58. Newsletter – no update.**

**59. Public Toilet.**

- a) **Opening hours, cleaning and Covid-19 implications** – due to the increased lockdown requirements, the public toilets remain closed until further notice.
- b) **Refurbishment** – the Clerk advised that the grant application had approved by HDC and that the preferred contractor had requested staged payments. The Clerk advised that BPC have insufficient funds to pay such upfront amounts and that HDC had refused to release grant money for this. HDC Cllrs Noel and Croker agreed to contact HDC to ask them to review their decision.

*22:03 – Cllr Kitson leaves the meeting*

**60. Environment.**

- The Chairman advised that the custodians of the freehold land at Bramber Brooks are considering the resurfacing of a flooded path in the Brooks. More information will follow;

*21:05 – HDC Cllr Noel leaves the meeting.*

- Cllr Tilley advised that the field behind St Mary’s had been cut; and
- Cllr Tilley advised that he had been contacted by a parishioner to request additional flower baskets. The Chairman and Cllr Tilley agreed to progress this matter.

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

- The Clerk was asked to find out more details on the Community Climate Fund;
- No update from the Biodiversity Working Group;
- ‘20 is Plenty’ project referred to at item 46; and
- The Chairman reported that the Heating Working Group have produced several videos, the latest being the operation of air-sourced heat pumps. More videos are planned.

**62. Correspondence.**

| DATE | FROM          | SUBJECT                       |
|------|---------------|-------------------------------|
| 2/2  | WSCC          | Downslink work - Henfield     |
| 2/2  | WSCC          | Road works - Annington        |
| 3/2  | HDC           | Travellers                    |
| 3/2  | WSCC          | Maudlin Lane roadworks        |
| 5/2  | SDNPA         | Planning meeting notification |
| 8/2  | WSCC          | Covid update                  |
| 8/2  | Wardens       | Report                        |
| 9/2  | WSCC          | Covid update                  |
| 10/2 | SDNPA         | Newsletter                    |
| 15/2 | Census        | Census update                 |
| 16/2 | Sussex Police | ANPR survey                   |

| DATE | FROM          | SUBJECT                            |
|------|---------------|------------------------------------|
| 18/2 | WSALC         | Note from Chairman                 |
| 23/2 | WSCC Highways | Road closure notice                |
| 23/2 | HDC           | Planning application               |
| 23/2 | Clerk         | Draft minutes                      |
| 1/3  | WSCC          | Soft Sand Review                   |
| 1/3  | HDC           | Economic Development               |
| 1/3  | Resident      | Compliant re public toilet closure |
| 1/3  | Wardens       | Food parcel newslink               |

**63. Items for inclusion on the next Agenda – none.**

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

- Ordinary Meeting – 14<sup>th</sup> April 2021.
- Annual Parish meeting – 7<sup>th</sup> April 2021 - the clerk was asked to invite a representative of English Heritage to attend.
- Planning Meeting – TBA subject to receipt of planning applications.

The meeting closed at 21:18

Signed..... Chairman

Date.....

## Appendix A – Payments Schedule

| Approved at last meeting             | Invoiced Services                               | Voucher            | Chq Nos | Amount            |
|--------------------------------------|---|--------------------|---------|-------------------|
| ICO                                  | Data Protection subscription/fee                | 107                | DD      | £ 35.00           |
| D. Goodall                           | Dog poo signs                                   | 108                | BACS    | £ 41.84           |
| Paul Richards                        | Salary Feb 2021                                 | 109                | BACS    | £ 507.46          |
| SCYP                                 | Youth services Jan - March 2021                 | 111                | BACS    | £ 1,029.97        |
| EDF                                  | Electricity to public toilet - FEB 2021         | 110                | DD      | £ 22.00           |
|                                      |   |                    |         | <b>£ 1,636.27</b> |
| <br>                                 |   |                    |         |                   |
| Income since last meeting            | Amount  |                    |         |                   |
| VAT refund                           | £ 2,399.91                                      |                    |         |                   |
| <b>TOTAL INCOME</b>                  | <b>£ 2,399.91</b>                               |                    |         |                   |
| <br>                                 |   |                    |         |                   |
| BALANCES ON ACCOUNT                  |   |                    |         |                   |
| Current Account (Treasurers)         | £ 12,423.47                                     | As at 28/02/2021   |         |                   |
| EARMARKED RESERVES                   |   |                    |         |                   |
| NHP reserve                          | £ 500.00  |                    |         |                   |
| <b>AVAILABLE RESERVES</b>            | <b>£ 11,923.47</b>                              |                    |         |                   |
| <br>                                 |   |                    |         |                   |
| PAID SINCE LAST MEETING (To approve) | Invoiced Services                               | Voucher            | Chq Nos | Amount            |
| None                                 |   |                    |         |                   |
| <b>TO APPROVE</b>                    |   |                    |         | <b>£ -</b>        |
| HDC                                  | Emptying of dog bins - annual charge 2021/22    | 112                | BACS    | £ 137.80          |
| Mulberry & Co                        | Audit fees 2019/20                              | 113                | BACS    | £ 140.04          |
| HMRC                                 | PAYE  | 114                | 2372    | £ 534.00          |
| Paul Richards                        | Salary for March 2021                           | 115                | BACS    | £ 374.26          |
| NEST                                 | Pension - March 2021                            | 116                | DD      | £ 80.13           |
| SSALC                                | Effective councillor training                   | 117                | BACS    | £ 72.00           |
| <b>REGULAR PAYMENTS</b>              |   |                    |         | <b>£ 1,338.23</b> |
| P Kirchel                            | SO suspended during Covid-19 epidemic           |                    | SO      | £ -               |
| EDF                                  | Electricity to public toilet - MARCH 2021       | 110                | DD      | £ 22.00           |
|                                      |   |                    |         | <b>£ 22.00</b>    |
| <br>                                 |   |                    |         |                   |
|                                      | Position at bank on 28/02/2021                  | £ 12,423.47        |         |                   |
|                                      | Previous payments (yet to be cleared)           | £ -                |         |                   |
|                                      | New payments to approve                         | -£ 1,360.23        |         |                   |
|                                      | <b>CASHFLOW POSITION AS AT 28/02/2021</b>       | <b>£ 11,063.24</b> |         |                   |
|                                      | Earmarked reserves                              | -£ 500.00          |         |                   |
|                                      | <b>RESERVE/BUDGET POSITION AS AT 28/02/2021</b> | <b>£ 10,563.24</b> |         |                   |