



CONTACT - Paul Richards, Parish Clerk

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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 26th June 2024 at 7:00pm.

Present: Cllr A. Blakelock (Chair), Cllr S. Blakelock, Cllr H. Bayford, Cllr Green, and Cllr Tilley.

In attendance: Paul Richards (Parish Clerk).

Members of the public – None.

87. Apologies for absence – Cllr D. Croker, Cllr M. Croker, Cllr Goodall, Cllr Kitson and HDC Cllr Noel.

88. Declarations of interest – none.

89. Minutes of the previous meetings held on 22nd May 2024.

The draft minutes of the Annual Parish Meeting and Annual Council Meeting held on 22nd May 2024, circulated previously, were **AGREED** by the Members, and were duly signed by the Chair.

90. Matters arising – none.

91. Public Session – none.

92. Climate Action Plan - on hold for the time being.

93. Reports.

a) **HDC** – no update.

b) **Neighbourhood Wardens** - Members noted that no major issues had been reported in the parish save for reports of fly tipping on Titch Hill.

c) **Joint Parishes Cemetery Committee** – the next meeting is scheduled for July 2024.

d) **Joint Parishes Youth Committee** – the Clerk advised that he had met the new Youth Leader. Cllr Bayford to meet Vicky next week.

e) **WSALC/HALC** – no meeting.

f) **English Heritage/Bramber Castle** – Cllr Green advised:

- **Orchard** – a £1,000 grant from Rampion had been awarded to the project. This will fund the planting of trees. The next meeting will be held on 1st July 2024;
- **Archaeological survey** – no findings of significance had been reported;
- **Castle** – new on site personnel had been appointed but the main point of contact for BPC remains unchanged;
- **Castle Lights** – a resident had asked why the Castle is not illuminated at night. Cllr Green advised that the floodlight is in the Churchyard. The light may have expired, or vegetation grown over it. The Clerk was asked to contact the Church to check the light also to enquire whether a solar light could generate enough light for the church; and
- Cllr Tilley reported that the wooden support by the steps that lead up to the Castle from the Church had rotted away. Cllr Green was asked to contact EH and report the issue along with the damage to the steps.

g) **Village Hall** – No meeting .

h) **Website** – Cllr Tilley reported on a slight increase in activity for the period. He also reported that a number of technical issues had changed the formatting of the web pages. He will investigate and attempt to resolve.

i) **The Steyning and District Community Partnership cycling/footpath project** – The Chair reported that the Working Party will next meet in July/August.

- j) **Patient Participation Group (PPG)** – Cllr Bayford reported that she had met with the PPG at the Steyning Health Centre and with the Dementia Friendly Village group. She asked that Members consider signing up to undertake the Dementia Friendly Village training and the Clerk was asked to circulate details.

94. Finance and General Purposes.

- a) **Audit report 2023/24** – the Clerk referred to the report, circulated previously. The report and suggested actions were noted.
- b) **Annual Governance Statements 2023/24** - the Clerk referred to the report, circulated previously. After review and discussion, Members **AGREED** that the Statement be approved and signed by the Clerk and Chair.
- c) **Annual Return 2023/24** - the Clerk referred to the report, circulated previously. After review and discussion, Members **AGREED** that the Statement be approved and signed by the Clerk and Chair.
- d) **New email addresses (Clerk/MT)** – the Clerk advised that he had attended his second training session and will now seek three quotes to provide the “.gov.uk” service from Cabinet Office approved suppliers.
- e) **Toilet Sponsorship** – The Clerk advised that he had met with the Landlord of the Castle Inn Hotel to discuss sponsorship proposals. After review and discussion it was **AGREED** that:
- BPC enter into a sponsorship agreement that allows the Hotel to manage the operation, supplies and cleaning of the public toilet. BPC would remain responsible for the maintenance of the building, toilet facilities and drains (though not the drain that goes under the neighbouring house). The Clerk was asked to draw up a draft Memorandum of Understanding to that effect;
 - The opening hours would be 8am to 11pm all year round;
 - The hotel can display two external signs. One at the front of the building under the left hand side hanging basket. The sign should be similar to the adjacent "In Bloom" sign i.e. gold on black lettering and sign colour. Same for the rear sign. The size can be up to 15% larger than the “In Bloom” sign; and
 - The Hotel would contact the existing cleaner to continue to clean the toilets. The Castle Inn Hotel would pay the cleaner.
- f) **Ethical banking update (Clerk)** – the Clerk advised that, as agreed previously, he had applied to the Unity Trust Bank to open new business and savings accounts. Once the accounts had been opened, the current funds will be transferred to the new Bank.
- g) **Payments for June 2024 (Clerk)** – the payments were agreed. The payments schedule is attached at Appendix A.

95. Planning

- a) **Applications.**
- **SDNP/24/01033/TCA - Tinpots Cottage, Botolphs Road, Bramber - Fell 14x Ash (Works to Trees in a Conservation Area)**
Members voted, unanimously, to SUPPORT the application.
- b) **Other Planning matters** – none.

96. Highways and Public Rights of Way.

- Cllr M. Croker had reported that HDC had refused a BPC application to install a litter bin in Castle Lane (north side adjacent to the A283) stating there was no room. The Chair asked that Cllr M. Croker request HDC attend a site visit as there was ample room to install and service a bin; and
- Cllr M. Croker had advised that the MVAS sign was showing signs of age and issues with the display had been reported. He had suggested that Upper Beeding PC now acquire their own

device leaving the existing MVAS to be maintained by BPC. Members also pointed out that vegetation had overgrown at the MVAS location site and needed cutting back. Cllr Croker was asked to resolve these issues.

97. Consultations – none.

98. Environment and Parish Actions.

- The Chair advised that:
 - the planned EA works at Bramber Brooks had been postponed and would commence in the last week of July 2024;
 - Land adjacent to St Mary’s field was up for sale; and
 - The “Share and Beware” signs had now been installed on the Downslink footpath.
- Cllr Tilley reported that HDC had mowed a footpath through the Community Orchard at Bramber Brooks and plan to mow the other footpaths ahead of the planned EA works;
- A parishioner had complained of residents cutting back trees and vegetation on unregistered land adjacent to the Brooks. Cllr Tilley agreed to raise this issue with HDC Cllr Noel;
- Cllr Tilley questioned who was responsible for maintaining the defibrillator in the car park in The Street. The Clerk advised that it was not a parish-owned asset. Cllr Tilley agreed to check with the 1st Responders and ask for their advice; and
- Cllr Tilley reported that he had inspected the Queen’s Jubilee tree and that it appeared to be in good health.

99. Correspondence – the report, circulated previously, was noted.

100. Items for inclusion on the next Agenda – email training.

101. Date of the next meetings.

- The next **Ordinary Parish Meeting** (a meeting of the residents) will be on Wednesday 17th July 2024 at the Beeding and Bramber Village Hall commencing 7:00pm; and
- **Planning Meeting** – TBA subject to receipt of planning applications.

The meeting closed at 20:01

Signed..... Chairman

Date.....

APPENDIX A – Payments

Payments 26th June 2024				
Income since last meeting	Amount			
Bramber Society - final watering repayment	£ 261.12			
HDC Cleansing Grant	£ 449.04			
TOTAL INCOME	£ 710.16			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 22,600.29	31/05/2024		
EARMARKED RESERVES				
NHP reserve	£ 1,380.00			
Emergency reserve	£ 1,000.00			
Elections	£ 1,500.00			
AVAILABLE RESERVES	£ 3,880.00			
TO APPROVE	Invoiced Services	Voucher	Payment	Value
Julie Bakter	Toilet Cleaning - May	26	BACS	£ 163.80
Paul Richards	Clerk's salary - May	27	BACS	£ 493.28
NEST	Clerk's pension - May	28	DD	£ 105.66
Chichester Payroll Services	Payroll costs	29	BACS	£ 15.00
HMRC	PAYE - May	30	BACS	£ 368.90
NEW PAYMENTS TO APPROVE			TOTAL	£ 1,146.64
EDF	Electricity supply - June	31	DD	£ 73.00
Business Stream	Toilet water - 7/3 to 6/6	32	BACS	£ 78.69
WSCC	Street lights 2023/24	33	BACS	£ 1,298.30
Beeding and Bramber Village Hall	Hall hire - 2/5	34	BACS	£ 20.00
PAYMENTS TO APPROVE			TOTAL	£ 1,469.99
Position at bank on 30/05/24	£ 22,600.29			
New payments to approve	£ 2,616.63			
CASHFLOW POSITION AS AT 30/05/24	£ 19,983.66			
Earmarked reserves	-£ 3,880.00			
RESERVE/BUDGET POSITION AS AT 30/05/24	£ 16,103.66			