



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 1st September 2021 commencing 7.30pm.

Present: Cllr Burstow (Chair), Cllr Croker (Vice-Chair), Cllr A. Blakelock, Cllr S. Blakelock, Cllr Day, Cllr Goodall, Cllr Kitson and Cllr Tilley.

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

Members of the public: Three members of the public.

148. Apologies for absence – Cllr Green and WSCC Cllr Linehan.

149. Declarations of interest – Cllr Tilley advised that, as he was a neighbour, he would not vote on planning application DC/21/1866.

150. Minutes of the previous meeting – 21st July 2021.

Following an amendment, 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 Chair.

151. Matters arising.

- **137a - Dog waste bin** - Chair to check Castle location with SG;
- **137a - Dog waste bin for Castle Lane** – now on HDC's waiting list;

152. Tree Warden

The Chair introduced the new Tree Warden who gave a short introduction regarding her role and experience.

153. Open Forum.

2012 – Cllr Croker joined the meeting.

A member of the public provided a comprehensive report on the condition of footpaths, PROWS and bridleways across the Parish. The Chair thanked her and noted her recommendations.

2020 – HDC Cllr Noel joined the meeting.

154. Reports.

- a) **WSCC** – no update.
- b) **HDC** – HDC Cllr Noel provide an update that included: -

- **Local Plan** –Full Council will meet now on 17th November 2021 to approve the Plan following delays caused by the updated NPPF regulations. Cllr Croker advised that, providing the draft Plan is submitted for Regulation 19 consultation this year, the impact of the proposed new Planning Zoning requirements need not apply to the Plan;
 - **5-year land supply** – the disappointing recent decisions by Planning Inspectors that HDC's land supply was of the order of 4.3 years has seen an increase in speculative planning applications from developers as HDC has reduced protection from such applications. This situation will change once the new Local Plan is submitted for Regulation 19 consultation;
 - **Waste Collection** –a trial food and hygiene waste collection system will commence in September 2021;
 - **Museums** – all have re-opened and HDC plan to upgrade several in order to preserve their local heritage;
 - **Gatwick Airport** – consultations have commenced relating to (a) the second runway and (b) re-commencement of night-time flights;
 - **Leisure Centres** – since reopening, the Centres are no longer reliant on grant funding from HDC; and
 - **Nature Recovery Corridors** – HDC has worked with the Sussex Wildlife Trust and others to create a Network Plan. The Plan has now been issued with an ambition to link up and create wildlife corridors.
- c) **Neighbourhood Wardens** –
- No report received; and
 - Following concerns from a local resident, Members discussed the Warden service. They **AGREED** that they were satisfied with the current levels of service and resourcing.
- d) **Joint Parishes Cemetery Committee** – no meeting.
- e) **Joint Parishes Youth Committee** - no meeting.
- f) **HALC** – Cllr A. Blakelock provided an update that included: -
- Parish Council subscriptions to remain at £15 per year;
 - A meeting with HDC is scheduled for 17th November 2021 following recent poor communication with the Authority;
 - The Climate Emergency Group remain concerned that requirements for new buildings do not mandate green energy solutions;
 - A draft revised Constitution has been circulated for review; and
 - Gatwick airport - HALC are considering the issues of noise & the proposed second runway.
- g) **Village Hall** – no meeting.
- h) **Website** – no activity to report on.

155. Highways and Public Rights of Way.

- a) **Bramber Castle dog waste bin** – the Chair advised that at English Heritage would not now consider siting a litter bin at the Castle. The Chair agreed to check with Cllr Green regarding a suitable location for the bin.
- b) **Other matters** - Cllr Croker asked when the MVAS would be moved. Cllr Day agreed to check on the relocation date.

156. Finance and General Purposes.

- a) **Payments for September 2021** - Members **AGREED** that the payments for September 2021 be paid (see appendix A for the payments schedule). Cllr Croker requested that the Clerk check consumption, obtain new meter reading and change supplier to provide a Green Energy tariff.

b) **Q1 Variance report** – noted.

c) **Bramber Society Donation** – Members **AGREED** to donate £600 to the Society as per budget.

157. Planning.

a) **Applications.**

- DC/21/1720 – Loxwood, Maudlin Lane, Bramber - Surgery to 3 x Scots Pine.

Members voted to SUPPORT the application (8 votes for).

- DC/21/1866 - 3 Millfield, The Street, Bramber - Replacement of all existing windows and doors.
Members voted to SUPPORT the application (7 votes for, 1 abstention).

- SDNP/21/03172-HOUS - Maudlin Farmhouse, Maudlin Lane, Bramber - Erection of a single storey timber framed building to provide garden equipment storage, workshop facilities and ancillary accommodation to existing outdoor swimming pool.

Members noted that there were no floor plans submitted with the application and were concerned about the '...ancillary accommodation' description. Members were minded to support the application on the proviso that the new building must not be used as habitable accommodation. On this proviso, Members therefore voted to SUPPORT the application (8 votes for).

- SDNP/21/03173-LIS - Maudlin Farmhouse, Maudlin Lane, Bramber - Erection of a single storey timber framed building to provide garden equipment storage, workshop facilities and ancillary accommodation to existing outdoor swimming pool (Listed building consent).

Members noted that there were no floor plans submitted with the application and were concerned about the '...ancillary accommodation' description. Members were minded to support the application on the proviso that the new building must not be used as habitable accommodation. On this proviso, Members therefore voted to SUPPORT the application (8 votes for).

b) **Decisions** – none.

c) **Recent changes to the National Planning Policy Framework** – The Chair referred to Cllr Croker's update on the revised NPPF in relation to flooding. Members noted the update.

158. Neighbourhood Plan

a) **Projects** – The Chair referred to the NHP projects schedule, circulated previously, describing it as a plan for action. Members discussed the priorities from the 15 action points and agreed that any actions must be realistic and achievable. The Chair suggested the use of technology, e.g. QR codes, could be a useful resource for signposting relevant information. The Chair requested project plan be included on the next agenda.

159. Consultations – no action.

160. Public Toilet – Refurbishment.

Cllr Kitson advised that a few outstanding items remain to be completed and the builder has advised that works should be finalised by the end of September 2021. The Clerk advised on a draft budget for the re-opening of the toilet and was asked to circulate the resourcing implications. The Chair agreed to contact local establishments to see if they could provide suitable cleaning resources.

161. Environment.

- The Chair advised that she had met with the former BPC Chair to discuss volunteer working groups. She reported that the emergency flood group was well established however other volunteer groups have an ad hoc arrangement and are demand led;

- The Chair advised of a scarecrow festival initiative;
- Cllr Tilley referred to the weeds growing in the verges and gutters in The Street. Cllr Day advised that a local group of volunteers had agreed to manage the weeds in their area. They would remove any arisings. The Chair agreed to post an invitation requesting that more volunteers assist.

162. Climate Emergency and Steyning Greening 2030.

- Cllr A. Blakelock reported that the Steyning Greening Biodiversity sub-group had completed their field study exercise and were awaiting the results;
- Cllr Goodall advised that the 20 mph zone project is awaiting a speed survey.

148. Correspondence – as from as from 13/07/2021.

| DATE | FROM | SUBJECT |
|------|----------|-----------------------------------|
| 15/7 | HDC | Climate change newsletter |
| 19/7 | HDC | Compliance cases |
| 19/7 | WSCC | Transport plans – webinar details |
| 21/7 | WSALC | Draft minutes |
| 22/7 | Wardens | Personnel and structure changes |
| 27/7 | HALC | Chairman update – HDC Local Plan |
| 27/7 | HDC | Local Plan meet postponed |
| 28/7 | HDC/WSCC | CLC consultation |
| 28/7 | Wardens | Summer programme |
| 29/7 | HALC | Further update on HDC Local Plan |
| 2/8 | Gatwick | Community update |
| 4/8 | Wardens | Summer schedule |
| 5/8 | WSCC | Road closure - Steyning |
| 6/8 | SDNPA | Newsletter and summer programme |
| 11/8 | HDC | Climate update |
| 12/8 | HDC | Great Big Green Week |
| 16/8 | SDNPA | Webinar – nature recovery |
| 18/8 | SDNPA | Newsletter |

163. Items for inclusion on the next Agenda.

- NHP projects – plan update;
- A283 crossing; and
- Railings on the bridge.

164. Date of the next meetings.

- Ordinary Meeting – 13th October 2021 at the Beeding and Bramber Village Hall; and
- Planning Meeting – TBA subject to receipt of planning applications.

The meeting closed at 21:43

Signed..... Chairman

Date.....

Appendix A – Payments Schedule

| Approved at last meeting | Invoiced Services | Voucher | Chq Nos | Amount | |
|---|---|-------------------|----------------|-------------------|----------------|
| Mulberry & Co | Training Cllr Burstow | 32 | BACS | £ 240.00 | |
| Business Stream | Water charges 10th March to 9th July 2021 | 33 | BACS | £ 66.35 | |
| NEST | Clerks pension & NI - June 2021 | 34 | BACS | £ 80.15 | |
| HMRC | PAYE - June 2021 | 35 | BACS | £ 133.60 | |
| Paul Richards | Clerks salary - June 2021 | 36 | BACS | £ 507.45 | |
| Chichester Payroll Services | Payroll costs - June 2021 | 37 | BACS | £ 15.00 | |
| | | | | £ 1,042.55 | |
| Income since last meeting | | | | | |
| | Amount | | | | |
| Bramber Society | £ 1,509.03 | | | | |
| Maudlin Resident - street lights | £ 140.95 | | | | |
| TOTAL INCOME | £ 1,649.98 | | | | |
| BALANCES ON ACCOUNT | | | | | |
| Current Account (Treasurers) | £ 8,340.52 | As at 31/8/2021 | | | |
| EARMARKED RESERVES | | | | | |
| NHP reserve | £ 380.00 | | | | |
| AVAILABLE RESERVES | £ 7,960.52 | | | | |
| PAID SINCE LAST MEETING (To approve) | | | | | |
| | Invoiced Services | Voucher | Chq Nos | Amount | |
| EDF | Electricity - July 2021 | 38 | DD | £ 22.00 | |
| Paul Richards | Clerk's salary - July 2021 | 39 | BACS | £ 507.45 | |
| HMRC | PAYE - July 2021 | 40 | BACS | £ 133.60 | |
| NEST | Clerk's pension - July 2021 | 41 | BACS | £ 80.15 | |
| Chichester Payroll Services | Payroll - July 2021 | 42 | BACS | £ 15.00 | |
| Sussex Clubs for Young People | Youth service July-Sept | 43 | BACS | £ 1,040.27 | |
| Danny Flynn | Flower watering June x 8 | 44 | BACS | £ 264.00 | |
| EDF | Electricity - August 2021 | 45 | DD | £ 22.00 | |
| TO APPROVE | | | | | |
| | Invoiced Services | | | | |
| Danny Flynn | Flower watering July x 10 | 46 | BACS | £ 275.00 | |
| Chichester Payroll Services | Payroll costs - August 2021 | 47 | BACS | £ 15.00 | |
| Paul Richards | Clerk's salary - August 2021 | 48 | BACS | £ 507.65 | |
| HMRC | PAYE - August 2021 | 49 | BACS | £ 133.40 | |
| NEST | Clerk's pension - August 2021 | 50 | DD | £ 80.15 | |
| Paul Richards | Toilet keys (April 2021) | 51 | BACS | £ 17.95 | |
| Paul Richards | Microsoft 365 licence | 52 | BACS | £ 59.99 | |
| Paul Richards | Signomatic - bridge sign | 53 | BACS | £ 41.63 | |
| Paul Richards | May and June Mileage = 192 x £0.45 | 54 | BACS | £ 86.40 | |
| REGULAR PAYMENTS | | | | | |
| P Kirchel | SO suspended during Covid-19 epidemic | | SO | £ - | |
| EDF | Electricity to public toilet - SEPT 2021 | 55 | DD | £ 22.00 | |
| | | | | TOTAL | £ 22.00 |
| | Position at bank on 31/08/2021 | £ 8,340.52 | | | |
| | Previous payments | £ - | | | |
| | New payments to approve | -£ 1,239.17 | | | |
| CASHFLOW POSITION AS AT 31/08/2021 | | £ 7,101.35 | | | |
| | Earmarked reserves | -£ 380.00 | | | |
| RESERVE/BUDGET POSITION AS AT 31/08/2021 | | £ 6,721.35 | | | |