



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 22nd June 2022 at 7:00pm.

Present: Cllr Burstow (Chair), Cllr A. Blakelock, Cllr S. Blakelock, Cllr Goodall, Cllr Green, Cllr Kitson and Cllr Tilley.

In attendance: Paul Richards (Parish Clerk).

Members of the public – none.

102. Apologies for absence – Cllr Croker, Cllr Day, WSCC Cllr Linehan and HDC Cllr Noel.

103. Declarations of interest – none.

104. Minutes of the previous meeting – 11th May 2022.

Following a proposed amendment that was **AGREED** by the Members, the Minutes were **AGREED** and were duly signed by the Chair.

105. Matters arising - The action list, circulated previously, was noted.

- **Item 89** – bollards – the repairs were made the next day; and
- **Item 94** – Bus consultation – the Chair to progress.

106. Public Session – No public were in attendance.

107. Reports.

- WSCC** – No update as WSCC Cllr Linehan had given his apologies.
- HDC** – No update as HDC Cllrs Noel and Croker had given their apologies.
- Neighbourhood Wardens** – the report, circulated previously, was noted. Cllr A. Blakelock attended the last meeting.
- Joint Parishes Cemetery Committee** – the next meeting is in July.
- Joint Parishes Youth Committee** – the Chair had circulated details of the meeting she attended and the resultant reports.
- HALC** – no meeting held. The next meeting is in July.
- Village Hall** – Cllr Tilley reported that the Jubilee cream tea event at the Hall on 4th June 2022 was well received with over 100 attendees.
- Website** – no issues were reported.
- Steining and District Community Partnership** – Cllr A. Blakelock provided an update that included:
 - **A283 Traffic Management** – the project is looking to reduce speed on the bypass. Speed loops are expected to be put in place in the next few weeks; and
 - **Path at Kings Barn Lane** – The Sustainable Travel Committee is looking to improve connectivity between Steining, Bramber and Upper Beeding. Working Party 9 is looking into the possibility

of changing the footpath that runs from the end of Kings Barn Lane to The Saltings in Upper Beeding into a shared path. This would involve upgrading the path to an all-weather surface, replacing stiles with wider ones that could accommodate buggies, wheelchairs, and bicycles. Contact is being made with landowners, the owner of Whites Bridge and The Environment Agency.

108. Finance and General Purposes –

- a) **Review the internal audit report** – members noted the report.
- b) **Approve the Annual Governance Statement 2021/22** – Members reviewed the Statement and approved it. They **AGREED** that the Chair and Clerk could sign it.
- c) **Approve the Accounting Statements 2021/2022** - Members reviewed the Statement and approved it. They **AGREED** that the Chair and Clerk could sign it.
- d) **Payments for June 2022** - Members **AGREED** that the payments for June 2022 be paid (see appendix A for the payments schedule).

109. Planning.

- a) **Applications.**
 - **DC-22-0817 - The New Bramber Dragon, 5 The Street, Bramber** - Change of use and conversion from restaurant and accommodation above to a single dwellinghouse and associated works.
Members voted to OBJECT to the application. Votes: Against 6, Abstain 1.
Members agreed with the HDC's Economic Development comments in that the demise of a commercial establishment should be resisted without sufficient reason for its closure. The application also conflicts with Bramber PC's Neighbourhood Plan.
 - POLICY B15: Commercial Premises and Land
 - LOCAL ECONOMY - section 10.1
 - VISION FOR PARISH - section 3.2
 - **DC-22-0860 - Coltsfoot, Clays Hill, Bramber** - Loft conversion to provide additional habitable living space, incorporating raising of ridge height, creation of 2no dormers and installation of 3no rooflights. Erection of a front porch and associated works.
 - **Members voted to SUPPORT, unanimously, the application.**
- b) **Decisions** – none.
- c) **Other Planning matters** – none.

110. Highways and Public Rights of Way.

- (a) **Speeding in the Street** – deferred as Cllr Day was not in attendance.
- (b) **Traffic management - A283 speeding** – referred to at item 107(i).
- (c) **Speedwatch** – the Clerk advised that a new speedwatch location had been approved by Sussex Police on Clays Hill.

111. Neighbourhood Plan Projects – referred to at item 107(i).

112. Consultations – none

113. English Heritage/Bramber Castle – Cllr Green will continue to liaise with English Heritage. Cllr Tilley advised that he had received complaints that the bottom step up to the Castle (by the gatehouse) were too high. Cllr Green agreed to contact English Heritage about this matter.

114. Newsletter – Cllr A. Blakelock suggested that the Chair’s annual report be the basis for an annual newsletter. Members **AGREED** that this report be placed on the notice boards and website.

115. Environment.

- The Chair advised that she had received multiple complaints regarding the traffic management issues related to the UKPN roadworks in and around Mauldin Lane. She had responded to each complaint;
- Cllr S. Blakelock reported a fallen tree on the path beside the A283 bypass. He also reported that the tree by the new bin and bench at the Bramber roundabout were low hanging and dangerous. Members were reminded to use the Love West Sussex on-line reporting tool and to advise any residents to do the same. In this case, the Clerk was asked to report the issues.

116. Climate Emergency and Steyning Greening 2030.

- **Greening Steyning** – The Green Day was deemed a great success and helped to raise public awareness. The next Greening events are -
 - 3rd July Give Your Stuff Away Day, when unwanted items can be left outside your property for others to take and use.
 - 9th July The Repair Cafe, held in Bramber and Upper Beeding Hall, for repairs plus a Help Desk providing information on Home Energy.

a) 20 mph zone project – no update as the WSCC case officer had been reassigned.

117. Correspondence – correspondence as from 25th April 2022 is listed in the table below. In addition, the Chair referred to the Mauldin Lane complaints (as at item 115) and that complaints about dog waste in Castle Lane/Roman Road had also been received.

DATE	FROM	SUBJECT
25/4	Complaint to Chair	Dog waste issue - Castle Lane and Roman Road
27/4	HDC	Increased parking charges
28/4	HDC Planning	Planning appeal - Kingsmead
28/4	SDNPA	April Newsletter
10/5	Knepp	Parish council safari invite
11/5	HDC	Climate update
11/5	HDC	Travellers
11/5	Wardens	April 2022 report
12/5	Laura Gossett	Verges cut by mistake
12/5	Men’s Shed	Tool Sale and information
12/5	SDNPA	Land at Kingsmead - appeal date
16/5	Sussex Police	Noise cameras
16/5	SDNPA	May newsletter
20/5	Sussex Green Living	Invitation to a training event
30/5	Andrew Griffiths MP	Letter
30/5	HDC	1 x planning compliance case
30/5	HDC	Travellers at Hop Oast
30/5	HDC planning	Bramber Dragon application
6/6	Sussex Police	Workshop invitation

118. Items for inclusion on the next Agenda.

- Include the “Steining and District Community Partnership” report in future agendas; and
- Remove the “Traffic Management – A283 speeding” agenda item.

119. Date of the next meetings.

- Ordinary Parish Council meeting – 20th July 2022 at the Beeding and Bramber Village Hall commencing 7pm; and
- Planning Meeting – TBA subject to receipt of planning applications.

The meeting closed at 19:55.

Signed..... Chairman

Date.....

Appendix A – Payments

Payments 22nd June 2022				
Approved at last meeting	Invoiced Services	Voucher	Chq Nos	Amount
Julie Bakter	Toilet cleaner - March 2022	9	BACS	£ 168.00
Paul Richards	Clerk's salary - April 2022	10	BACS	£ 516.48
HMRC	PAYE/NIC - April 2022	11	BACS	£ 135.80
NEST	Clerk's pension - April 2022	12	DD	£ 81.54
Chichester Payroll Services	Payroll costs - April 2022	13	BACS	£ 15.00
EDF	Electricity to public toilet - MAY 2022	14	DD	£ 30.00
Beeding and Bramber Village Hall	Hall hire - 13/4/2022	15	BACS	£ 22.50
				£ 969.32
Income since last meeting	Amount			
HDC cleansing grant - first payment	£ 390.64			
TOTAL INCOME	£ 390.64			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 15,870.19	31/05/2022		
EARMARKED RESERVES				
NHP reserve	£ 380.00			
AVAILABLE RESERVES	£ 15,490.19			
PAID SINCE LAST MEETING (To approve)	Invoiced Services	Voucher	Chq Nos	Amount
Julie Bakter	Toilet cleaning May 2022	16	BACS	£ 372.00
Paul Richards	Clerk's salary - May 2022	17	BACS	£ 516.48
TO APPROVE	Invoiced Services			£ 888.48
HMRC	PAYE/NIC - May 2022	18	BACS	£ 135.80
NEST	Clerk's pension - May 2022	19	DD	£ 81.54
Chichester Payroll Services	Payroll costs - May 2022	20	BACS	£ 15.00
Gallagher Insurance	Insurance 24/4/22 to 23/4/23	21	BACS	£ 342.94
Mulberry & Co	Internal audit - 2021/22	22	BACS	£ 180.00
D. Kitson	New keys for public toilet	23	BACS	£ 30.48
Ferring Nurseries	Flower baskets	24	BACS	£ 1,686.38
D.J. Flynn	Watering flowers x 3	25	BACS	£ 90.00
Geosphere Ltd	Parish On Line subscription	26	BACS	£ 45.00
Upper Beeding & Bramber Hall	Hall hire - 11/5/2022	27	BACS	£ 22.50
Sussex Clubs for Young People	Youth Services - 1st quarter	28	BACS	£ 1,071.48
REGULAR PAYMENTS				£ 3,701.12
EDF	Electricity to public toilet - JUNE 2022	29	DD	£ 30.00
			TOTAL	£ 4,619.60
	Position at bank on 31/05/2022	£ 15,870.19		
	Uncleared	£ -		
	New payments to approve	-£ 4,619.60		
	CASHFLOW POSITION AS AT 31/05/2022	£ 11,250.59		
	Earmarked reserves	-£ 380.00		
	RESERVE/BUDGET POSITION AS AT 31/05/2022	£ 10,870.59		