



**CONTACT** - Paul Richards, Parish Clerk

**EMAIL** - bramberparishclerk@gmail.com

**The Minutes of the Ordinary Council Meeting of the Bramber Parish Council that took place at the Beeding and Bramber Village Hall on Wednesday 6<sup>th</sup> October 2021 commencing 7.30pm.**

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

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

**Members of the public:** None.

**165. Apologies for absence** – WSCC Cllr Linehan.

**166. Declarations of interest** – none.

**167. Minutes of the previous meeting – 1<sup>st</sup> September 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 Day. The Minutes were **AGREED** by Members and were duly signed by the Chair.

**168. Matters arising.**

- **155 Castle dog bin** – on agenda;
- **155 PROW – Benches** – on the agenda;
- **155 PROW - Overhanging branch** - Cllr Tilley advised that the branch had been removed;
- **155 MVAS – Relocation** - Cllr Day advised that the MVAS has moved to the eastern end of The Street;
- **156 Payments - Electrical supply to the public toilets** - Clerk to check consumption, obtain new meter reading and change supplier to Green Energy;
- **160 Toilet Cleaning** – on the agenda; and
- **161 Environment - Weeds in The Street** – A local resident had arranged the weeds to be collected by HDC.

**169. Open Forum** – none.

**170. Reports.**

- a) **WSCC** – no update.
- b) **HDC** – HDC Cllr Noel provided an update that included: -
  - **Local Plan** – Full Council will meet now 17<sup>th</sup> November 2021 to approve the Plan. He drew attention to the recent Natural England requirement for water neutrality. This has halted the latest planning applications for new developments as HDC assess the impact of the proposed regulations;
  - **Museums** – the Horsham Museum is now open;

- **Gatwick Airport** – HDC will oppose the development of second runway; and
  - **Warnham Nature Reserve** – the Reserve will open at the end of October following a refurbishment.
- c) **Neighbourhood Wardens** – no report received.
- d) **Joint Parishes Cemetery Committee** – Cllr Green advised that the Committee had recommended meeting just twice a year. Members **AGREED** with the proposal
- e) **Joint Parishes Youth Committee** – the Chair advised that a rearranged meeting is scheduled for 1<sup>st</sup> November 2021.
- f) **HALC** – no meeting.
- g) **Village Hall** – no meeting. The next meeting will be held on 18<sup>th</sup> October 2021
- h) **Website** – 91 unique users in the last four weeks. Cllr Tilley recommended that BPC consider a two-year offer from the website provider that would provide for an annual discount. Members **AGREED** to the two-year offer.

#### 171. Highways and Public Rights of Way.

- a) **Bramber Castle dog waste bin** – Cllr Croker advised that a location had been agreed with HDC between the benches and entrance to the Castle on The Street. A general waste bin would be provided that would accept dog waste.
- b) **A283 crossing** – Cllr A. Blakelock advised that she had met with WSCC Cllr Linehan, a representative from Steyning PC and the Chair of Sustainable Transport. Cllr Linehan has suggested that the project concentrates on the A283 from Bramber roundabout to the staggered junction with Steyning and Ashurst and that the priorities focus upon safety and speed. 7 suggestions were discussed
- The A283 Steyning Bypass cuts through a residential area;
  - 5 footpaths, 3 exits/entrances and 1 staggered junction impinge upon the Steyning Bypass and compromise the safety of those in vehicles as well as those who are trying to cross the Bypass. (There may also be a bridle way!);
  - Walkers, dog walkers with their dogs, school children, cyclists, horses, parents with buggies and young children, wheelchair users have been seen trying to cross the Steyning Bypass;
  - The Castle Lane crossing is not seen from the Bramber roundabout so vehicles leaving the Bramber roundabout accelerate onto the Bypass not realising that as they come round the bend the crossing is immediately upon them;
  - Signage for the Castle Lane crossing is obscured by overgrown branches and bushes.
  - The speed of the vehicles using the Bypass needs to be monitored at different times of the day and on different days of the week especially where there are footpath crossings, exits/entrances and at the staggered junction to Ashurst; and
  - The 20 is Plenty 2020 Survey found 55% of those surveyed would like to reduce the speed of vehicles along the Bypass. 90% rated safety as important or very important. 83% rated air quality as important or very important. 76% rated noise as important or very important.
- Cllr A. Blakelock commended WSCC Cllr Linehan for his efforts with this project.
- c) **Bridge railings** – Cllr Day reported that a resident had requested that BPC paint the bridge railings white. Having reviewed the request, Members **AGREED** that the existing colour scheme was satisfactory and need not change.

#### 172. Finance and General Purposes.

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

- b) **2022/23 budget arrangements** – the Clerk described the timetable to agree the 2022/23 budget and set the precept. He requested that Members forward any projects or ideas to him to include in the draft budget. Cllr Kitson reminded the Chair to review what services BPC is responsible for and should be financing.

### 173. Planning.

- a) **Applications** – none
- b) **Decisions** – **REFUSED** - **SDNP/21/01026/FUL – Riverside, The Street, Bramber** - Erection of detached two-storey dwelling house on land west of Riverside. The Chair advised that she was approached by the applicant's agent to request a meeting to discuss why BPC had objected to the application. She reported that she advised the agent that she would only discuss this matter at a BPC meeting and refused the meeting.

**174. Neighbourhood Plan** - The Chair referred to the allocation of NHP projects at the last meeting. Members **AGREED** to take responsibility for various projects.

- **A283 traffic management** – Cllr A. Blakelock;
- **20 is Plenty scheme** – Cllr Goodall with Cllr Croker;
- **Water activities** – Cllr Day; and
- **Tourism** – Cllr Green with Cllr Burstow. The chair suggested that local businesses be approached for sponsorship.

The Chair asked that, by the next meeting, Members plan each stage and agree a list of achievable actions. The Clerk advised that a local BPC Facebook page would be created to assist with publicity.

**175. Consultations** – none.

### 176. Public Toilet.

- a) **Refurbishment** - Cllr S. Blakelock reported that he and Cllr Kitson had met with the contractor who advised that a few outstanding actions should be completed in the coming days. Cllr Kitson suggested that all Members meet at the toilets at 1pm on Friday 8<sup>th</sup> October 2021 to review and then sign off the works.
- b) **Opening hours and cleaning** - The Clerk presented various cost options for approval. Members **AGREED** to open the toilets during the summer for 7 days a week (May to the end of August) with the remaining months being open 3 days per week (Fri, Sat, Sun). The Clerk was asked to provide a suitable sign displaying the agreed opening hours. The Clerk was also asked to provide an updated risk assessment.
- c) Cllr Goodall advised that the wall mounted flower baskets might interfere with the newly installed water fountain. Members suggested that they review this when they meet on 8<sup>th</sup> October 2021.

### 177. Environment.

- The Chair advised that a fence had been erected around the sunken culvert reported previously;
- The Chair advised that an expression of interest request for strimming the Walks for All benches had been posted on social media;
- The Chair reported that she had met with the former Chairman to discuss the Christmas Tree. He had agreed to source a tree with a cost to BPC of circa £150. Members **AGREED** that the Chair approach local businesses to sponsor the tree;

- The Chair referred to the Queen’s Platinum Jubilee to be held in June 2022. Members suggested that residents might organise their own activities and the Chair agreed to discuss this with the Bramber Society.

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

- a) **Steyning Greening** – no update.
- b) **20 mph zone project** – Cllr Goodall advised that the project is awaiting a speed survey. They next meet in November 2021.

**179. Correspondence – as from as from 19th August 2021.**

| DATE | FROM            | SUBJECT                               |
|------|-----------------|---------------------------------------|
| 20/8 | HDC Planning    | Backlog and delays with applications  |
| 20/8 | Resident        | Ash die back works                    |
| 25/8 | HDC             | Local plan workshop                   |
| 26/8 | Gatwick         | Second runway                         |
| 2/9  | SDNPA           | Planning meeting 9 <sup>th</sup> Sept |
| 6/9  | HDC             | Delays in processing planning apps    |
| 7/9  | Steyning Museum | Bramber exhibits                      |
| 15/9 | SDNPA           | Newsletter                            |
| 15/9 | Wardens         | August report                         |
| 15/9 | Wardens         | July report                           |
| 17/9 | HDC             | Food waste trial                      |
| 17/9 | Wardens         | July report – correct version         |
| 20/9 | HDC             | Planning workshop notes               |
| 27/9 | HDC             | Food waste trial update               |

**180. Items for inclusion on the next Agenda.**

- Draft budget;
- NHP project updates; and
- Railings on the bridge.

**181. Date of the next meetings.**

- Ordinary Meeting – 17th November 2021 at the Beeding and Bramber Village Hall; and
- Planning Meeting – TBA subject to receipt of planning applications.

The meeting closed at 20:47

Signed..... Chairman

Date.....

## Appendix A – Payments Schedule

| Payments 1st September 2021                 |   |                    |                |                   |
|---|---|--------------------|----------------|-------------------|
| Approved at last meeting                    | 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           |
| 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           |
|   |   |                    |                | <b>£ 3,301.64</b> |
|   |   |                    |                |                   |
| <b>Income since last meeting</b>            | <b>Amount</b>                                   |                    |                |                   |
| HMRC - VAT return                           | £ 2,715.98                                      |                    |                |                   |
| HDC - 2nd precept payment                   | £ 13,571.01                                     |                    |                |                   |
| <b>TOTAL INCOME</b>                         | <b>£ 16,286.99</b>                              |                    |                |                   |
|   |   |                    |                |                   |
| <b>BALANCES ON ACCOUNT</b>                  |   |                    |                |                   |
| Current Account (Treasurers)                | £ 23,232.20                                     |                    |                | As at 30/09/2021  |
| <b>EARMARKED RESERVES</b>                   |   |                    |                |                   |
| NHP reserve                                 | £ 380.00  |                    |                |                   |
|   |   |                    |                |                   |
| <b>AVAILABLE RESERVES</b>                   | <b>£ 22,852.20</b>                              |                    |                |                   |
|   |   |                    |                |                   |
| <b>PAID SINCE LAST MEETING (To approve)</b> | <b>Invoiced Services</b>                        | <b>Voucher</b>     | <b>Chq Nos</b> | <b>Amount</b>     |
| EDF   | Electricity - September 2021                    | 55                 | DD             | £ 22.00           |
| S. Blakelock                                | Toilet refurb - shelving                        | 56                 | BACS           | £ 75.99           |
|   |   |                    |                |                   |
| <b>TO APPROVE</b>                           | <b>Invoiced Services</b>                        |                    |                |                   |
| Business Stream                             | Water supply - public toilet                    | 57                 | BACS           | £ 34.00           |
| Paul Richards                               | Clerk's salary - Sept 2021                      | 58                 | BACS           | £ 507.45          |
| HMRC  | PAYE - Sept 2021                                | 59                 | BACS           | £ 133.60          |
| NEST  | Clerk's pension - Sept 2021                     | 60                 | BACS           | £ 80.15           |
| Chichester Payroll Services                 | Payroll - Sept 2021                             | 61                 | BACS           | £ 15.00           |
| HALC  | Annual subscription                             | 62                 | BACS           | £ 15.00           |
| D.J. Flynn Services                         | Watering Aug x 10, Sept x 4                     | 63                 | BACS           | £ 462.00          |
| Bramber Society                             | Flowers donation                                | 64                 | BACS           | £ 600.00          |
| Upper Beeding & Bramber Village Hall        | Hall hire 16/6, 12/7, 1/9                       | 66                 | BACS           | £ 49.59           |
| <b>REGULAR PAYMENTS</b>                     |   |                    |                | <b>£ 1,896.79</b> |
| P Kirchel                                   | SO suspended during Covid-19 epidemic           |                    | SO             | £ -               |
| EDF   | Electricity to public toilet - SEPT 2021        | 65                 | DD             | £ 22.00           |
|   |   |                    | <b>TOTAL</b>   | <b>£ 22.00</b>    |
|   |   |                    |                |                   |
|   | Position at bank on 30/09/2021                  | £ 23,232.20        |                |                   |
|   | Paid since last meeting                         | -£ 97.99           |                |                   |
|   | New payments to approve                         | -£ 1,918.79        |                |                   |
|   | <b>CASHFLOW POSITION AS AT 30/09/2021</b>       | <b>£ 21,215.42</b> |                |                   |
|   | Earmarked reserves                              | -£ 380.00          |                |                   |
|   | <b>RESERVE/BUDGET POSITION AS AT 30/09/2021</b> | <b>£ 20,835.42</b> |                |                   |