

## ***Bramber Parish Council***

### ***Meeting Minutes*** ***Wednesday 22 June 2016*** at Bramber & Beeding Village Hall

#### **PRESENT:**

Councillors R.Potter (Chair), N.Mills, M.Tilley, M.Crocker, N.Stubbs, Mrs D.Goodall and the clerk.

#### **IN ATTENDANCE:**

County Councillor David Barling and 1 member of the public.

#### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors J. and M. Goddard and the Neighbourhood Wardens.

#### **2. MINUTES**

The minutes of the previous meeting held on 23 March 2016 were proposed by Councillor Mills and seconded by Councillor Tilley and agreed and signed.

Update on Action Points:

2.c The Chairman reported that the dog bin at the beginning of the Walks for All has been installed and is in full use.

3.a Councillor Tilley reported that he had contacted Councillor Barling, regarding the resident's complaint about the state of the pavement in The Street, who had asked for photographs. Unfortunately these have not yet been received from the resident.

3.a The Chairman said that WSCC had confirmed that it would become responsible for the maintenance of the ditches parallel to the A283 where there is confused ownership of the land.

2.d The clerk will report road signage in need of cleaning on the Highways website.

**Action: Clerk**

#### **3. OPEN FORUM**

A resident said that the footpath at the beginning of the Walks for All was now very overgrown and needed clearing. The Chairman had already consulted Mark Streeter about the possibility of him doing the work and the council agreed he should be authorised to do it. **Action: Chair**

#### **4. REPORT**

##### **County Council**

Councillor Barling confirmed that the transitional grant of 2.5m each year for the next 2 years would be used to repair the 4,000km of footpaths in

the county. The priorities to be followed were that those in shopping centres would be first followed by those along major roads and then less major roads. However, he advised councils to put forward any major works straight away.

He reported that the consultation regarding waste sites had received the largest response ever. He also said responses were very reasonable and in response the original new opening hours may now be revised to open and close an hour later. There will always be a site open when others are closed and they will always be open at weekends.

### **District Council**

The following report had been received from Councillor Coldwell:

We are having a close look at the question of rural car parking with a view towards having the car parks make a contribution towards their upkeep and will be exploring options with the parishes. The council has already received a letter from the parking services officer about this. There is no suggestion that there will be charges for shopping visits but there is a wide disparity on the season ticket charges levied for long term day parking. These permits vary from about £20 to about £120 per year for all day parking – clearly inconsistent and also very cheap even at the highest levels.

We are into a new council year with new chair (Christian Mitchell) and a new and simplified advisory group structure. Planning is unchanged and presently there are a few vacancies (all councils are short of planners so some work is done by consultants).

### **Neighbourhood Wardens**

Paul Conroy sent in the following report:

A very quiet month with no reported crime or anti-social behaviour. We continue to monitor local hotspots and following complaints about cyclists using the new riverside footpath will carry out a series of patrols throughout June and report back in July on our findings. At the recent Steering group meeting we suggested that two new CYCLISTS DISMOUNT signs be sourced from Horsham District Council.

A 42-year old woman, Tracey Simmonds, reported missing from her home in Upper Beeding since Thursday evening (9 June) was found near Steyning Cricket Club on Friday afternoon (10 June). Police would like to thank the media and members of the public for their help and concern in locating her.

We would like to alert residents and in particular local businesses of the following Fraud Scam.

Businesses are being contacted for the sale of goods or services by fraudsters, who request to pay by cheque. The fraudster sends a cheque with a higher value than the amount expected, and then sends the business a request for the difference with instructions on how it should be

paid back. This is usually by bank transfer or through a money transfer service, such as Western Union or PaySafe. Once the 'refund' has been provided, it is realised that the cheque provided was fraudulent and no funds are credited to the business's account.

We would like to advise residents also that they can find the latest scams that are operating in the county by clicking on the link below to access the West Sussex Police fraud newsletter.

[http://www.sussex.police.uk/media/3473/fraud-newsletter\\_june-2016.pdf](http://www.sussex.police.uk/media/3473/fraud-newsletter_june-2016.pdf)

## **5. FINANCE**

a) The financial statement, showing a balance of £22,935.65 with a carry forward figure of £21,228.83 for Bramber PC and £1706.82 for SWAB was presented. Approval was proposed by Cllr Mills, seconded by Cllr Croker and unanimously agreed.

b) Following a suggestion from Cllr Mills the council agreed that Mr Kirchel would be asked to provide his UTR number on his invoices.

**Action: Clerk**

c) The clerk also asked, for the purpose of maximum transparency, that the council considers appointing a SALC recommended internal auditor for next year's accounts. Following discussion, this was proposed by Cllr Mills and seconded by Cllr Stubbs and agreed unanimously.

## **6. PLANNING**

a) Update

### **New Applications**

4 applications considered at planning meeting on 06 June (see minutes)

**DC/16/0974 28 Coombe Drove**

Considered at AGM

### **Decisions**

**DC/16/0484 The Old Priory The Street**

Surgery to 1 x Bay tree and 1 x Leylandii

**Permitted**

**SDNP/16/01296/ADV Walks for All route**

To erect 3 lectern style interpretation boards

**Permitted**

**DC/16/0652 The Elms Castle Lane**

Demolition of existing extensions and erection of a single storey rear extension and single storey side extension

**Permitted**

**DC/16/0969 High Beech Maudlyn Park**

Surgery to 1 x Beech tree

**Permit**

b) Cllr Croker said that he thought that the balcony at the rear of Crimond was as on the original plan and Cllr Mills said he would look and confirm that the council needs to take no action. **Action: N.M.**

c) The Chairman reported that he and Cllr Mills had spoken with the owner of Annington Mere Farm at the owner's request. The site has current approval for 2 large houses but he now wishes to change this and has a pre application meeting with SDNP. He asked if the council would be prepared to provide support for this pre application. The council was unanimous in its view that this should be fully considered once the application had been presented.

## **7. NEIGHBOURHOOD PLAN**

Cllr Mills reported that there was to be a steering group meeting the next day. He said that the Pre-Submission document was making slow progress although the timeline has been slipping. This is due to several reasons including the time that has had to be spent dealing with the Information Commissioner's Office.

It is now expected that Regulation 14-the public consultation will now take place in July/August.

## **8. JOINT PARISHES BURIAL BOARD**

The Chairman presented a statement from the Joint Parishes Burial Board which asks the three councils to discuss its desire to change the status of the board to that of a council committee. This would allow the purchase of additional land by the three councils with the funds already in place within the reserves of the board.

Following discussion about some of the terms of reference which will be necessary, Cllr Mills proposed that Cllrs Potter and Stubbs be appointed to represent the views of the council on the new Cemetery Committee. This was approved unanimously.

## **9. HIGHWAYS**

The council discussed the previously circulated paper prepared by Cllr Croker about the Vehicle Activated Speed sign which the council wishes to purchase with Upper Beeding PC. He described the sites on Clays Hill and The Street which are considered to be most suitable and will now ask Highways to approve these sites. **Action: M.C.**

The cost of the installation will be in the region of £4300 if a professional is used and £3600 if the council decides to install. The cost of the actual sign will be shared with Upper Beeding. The clerk was asked to inform the clerk there that Bramber is moving forward with the project.

**Action: Clerk**

The clerk will also speak to Horsham DC about S106 funding.

## **10. TOILETS**

Following several late night break-ins into the toilet the Chairman asked the locksmith for advice about a strengthened lock and to provide a quotation. This showed a cost of £477.13 plus VAT which the council considered expensive. The Chairman said he would speak again with the locksmith and also the clerk will seek other quotations. **Action: R.P./P.R.**

## **11. PARISH PLAN**

### F-Community Safety/Youth

- SAYS Steering Committee met and confirmed that next years' contract with Horsham Matters will be between SAYS and HM in order to run down the Reserves. Payments from the Parishes have been agreed as follows:-

### **AMENDED PARISH CONTRIBUTIONS FOR 2016/17, PRO-RATED TO STEYNING'S £10,250**

	<b>Band D numbers</b>		<b>Adjusted pro rata to SPC amount</b>
<b>Ashurst</b>	<b>147</b>	<b>3.23%</b>	<b>£589</b>
<b>Bramber</b>	<b>411.1</b>	<b>9.04%</b>	<b>£1,647</b>
<b>Upper Beeding</b>	<b>1428.2</b>	<b>31.42%</b>	<b>£5,720</b>
<b>Steyning</b>	<b>2559.2</b>	<b>56.30%</b>	<b>£10,250</b>
<b>TOTAL</b>	<b>4545.5</b>	<b>100.00%</b>	<b>£18,205</b>

- The Reserve will stand at approx. £33k at the start of the financial year so with the Parishes contributions there will be approx. £51k . The projected costs are £55k. So it is likely that The Parishes will be asked to pay a further contribution to make up the shortfall towards the end of the year.
- The Council has to consider the most appropriate and cost effective way forward regarding Youth Provision.

## **12. ENVIRONMENT**

A resident had complained about all the advertisements by the Castle roundabout and the South Downs Way and considered them to be dangerous to both horse riders and others and asked if there is a way for these to be banned. Council asked the clerk to speak to W.S.C.C. **Action**  
 b) Cllr Stubbs raised the question of overgrown greenery on The Street by the Castle and asked if this was the responsibility of English Heritage. The clerk had also received a complaint from a resident about the state of Castle Lane. The clerk will contact English Heritage. **Action: Clerk**

### **13. CORRESPONDENCE**

- a) A letter had been received from the Steyning Co-Op informing the council of a local Community Fund they are launching later in the year. It also confirmed that the council was eligible to apply.
- b) An e-mail suggesting councils make a joint to complaint to WSCC about the state of the green spaces and verges cut by WSCC had been received from another clerk.
- c) The Chairman had received a letter of thanks from St Mary's thanking the council for organizing the sponsored walk. This raised £410. They had also asked if there could be an informal discussion with them about the house's future. The clerk will find more information about community assets.

**Action: Clerk**

### **14. DATE OF NEXT MEETING**

The next meeting will take place on **Wednesday 03 August 2016** at **7.00 p.m.** in Beeding & Bramber Village Hall.