

Bramber Parish Council
Meeting of Full Parish Council
Beeding & Bramber Parish Hall
Wednesday 20th June 2018 at 7.00pm

Present: Cllrs Roger Potter (Chairman), Mick Tilley, Mike Croker, Nick Stubbs, and Trevor Bignell.

Members of the public: Mr Michael Pearce (Neighbourhood Warden)

Minutes: Rebecca Luckin (Locum Parish Clerk)

MINUTES

1. Apologies for absence

a) Apologies were received and accepted from Cllrs Goodall, Kitson, Green and Coldwell.

2. Declarations of interest

Cllr Stubbs declared a Pecuniary Interest in item 7 i) as an employee of the company Blockbusters.

3. Minutes of the previous meeting – 16th May 2018

a) Cllr Stubbs **proposed** that the minutes of the meeting of 16th May 2018 be approved as a correct record of the meeting. **Seconded** by Cllr Bignell. **Agreed** and duly signed by the Chairman.

4. Matters arising

a) Check VAT advice with the auditor – The Internal Auditor had confirmed the Clerk's advice, that goods or services should not be procured on behalf of third parties.

b) Scribe Financial software – installed and working.

c) Car park drainage – agenda item.

d) Overgrown vegetation, Castle Lane – WSCC has undertaken second stage enforcement action.

e) Books of condolence – the Clerk has requested information from Cllrs Coldwell and Staines.

The Chairman adjourned the meeting

5. Open Forum

The Chairman reconvened the meeting

6. Reports

a) WSCC – No report for this meeting

b) HDC – No report for this meeting.

c) Neighbourhood Wardens (*circulated to Councillors 20.06.18 and uploaded to the website*)

With regard to anti-social behaviour, the newly introduced Public Space Protection Order has provided Wardens with additional powers when dealing with anti-social behaviour related to alcohol, anti-social driving, dog fouling etc. Wardens have investigated groups gathering, and occasional drug dealing, in the Bramber Castle car park late in the evening, which is owned by English Heritage. A vulnerable person, rough sleeping in the bus shelter, had been reported to the relevant support agencies. Wardens had assisted with Youth Club and Dingeman's visits. A four-

week rota pattern is worked, including a late cover on Thursday and Friday evening and every other Saturday evening. Print outs of Warden contact details will be provided to be placed on noticeboards.

Action Provide print out of contact details

Wardens

Michael Pearce left the meeting at 7.30pm

d) Joint Parishes Cemetery Committee – no meeting held.

e) Joint Parishes Youth Committee – no meeting held.

f) HALC – no meeting held.

g) Village Hall – Cllr Tilley will ask for an update on the installation of cycle racks and report back at the next meeting.

Action Report to Full Council regarding cycle racks

Cllr Tilley

h) HDC Planning Training for Parish Councils – 06.06.18 – The Clerk noted that the HDC housing number would be likely to increase, following a review in autumn 2018.

i) SDNPA Parish Training session – 06.06.18 – The Clerk noted that an IDP should be registered with SDNPA and HDC. The Dark Night Skies Policy may impact Bramber Parish.

7. Finance

a) Approval of payments since the previous meeting - Cllr Croker **proposed** that the payments list for 20.06.18, for the value of £4,241.80, be approved. (List of payments attached as an appendix to these minutes). **Seconded** by Cllr Stubbs. **Agreed.**

b) Bank Reconciliations for April and May were approved and signed by Councillors (24th April 2018 - £24,227.98, 31st May 2018 £30,832.23).

c) Cllr Croker **proposed** that the end of year accounts for 17/18 be approved (closing balance £13,551.63). **Seconded** by Cllr Stubbs. **Agreed.**

d) Councillors received the Internal Auditor's Interim Report dated 11th January 2018 and noted recommendations, which had been addressed by the Clerk.

e) Councillors received the Internal Auditor's Reports for May 2018 and noted recommendations, which had been addressed by the Clerk.

f) Cllr Stubbs **proposed** that Councillors approve the Annual Governance Statement for 17/18 **Seconded** by Cllr Tilley. **Agreed**

g) Cllr Stubbs **proposed** that Councillors approve the Accounting Statements for 17/18. **Seconded** by Cllr Tilley. **Agreed**

h) Councillors noted that there were no recommendations in the External Audit Report for 16/17.

i) Councillors considered three quotes for improved drainage works by the public conveniences

Options Waste Water Solutions - £5,040+VAT

SSE / HDC - £6,048 +VAT

Blockbusters - £2,890+VAT

Councillors noted that £10,750 was held in general reserve, and that S106 funds were for capital expenditure only, not maintenance or repair.

Councillors were mindful that HDC had invoiced Bramber PC for inspections works, and that Cllr Potter had contacted HDC, since he was of the opinion that Bramber Parish Council had been invoiced in error. If this is the case, the Clerk will instruct the contractor to proceed.

Action Confirm HDC invoice was sent in error Cllr Potter

Cllr Bignell **proposed** that Blockbusters be instructed to undertake works. **Seconded** by Cllr Tilley. **Agreed with one abstention** (Cllr Stubbs).

j) Councillors noted a S106 Report from HDC (unspent fund total - £31,441) – to be discussed when the new F&GP Committee is formed.

8. Formation of Sub-Committees

a) Cllr Potter **proposed** that a Finance & General Purposes Committee be formed, to meet quarterly and manage Parish Council finances, budget monitoring, governance, risk assessment, policies and General Data Protection Regulations (GDPR). Committee members to include those present - Cllrs Potter, Stubbs, Tilley, Croker and Bignell.

Seconded by Cllr Stubbs. **Agreed**

Committee meetings will take place at 6.00pm prior to Full Council meetings.

Action Confirm hall availability Clerk

Action Circulate dates to Committee Members Clerk

Action Draft an agenda for the first meeting – 25th July 2018 Clerk

b) Following confirmation of a grant from Rampion, Councillors considered the formation of a Bramber Brooks Management Committee, to include non-voting, associate members. Internal Auditor, Mark Mulberry had advised that all decisions must be made by Full Council, once funds are paid into the parish council account, they will be parish council funds, although with clear grant terms and conditions that must be met. Funds will need to go in an earmarked reserve, and the sub-committee can make recommendation, but all expenditure decisions must be approved by Full council and processed in line with Parish Council financial regulations.

Cllr Tilley **proposed** that Members should include Cllrs Potter, Tilley and Green, Ms Brianne Reeve, Ms Kate Cann, Ms Ann Jefferson and John McCarthy. **Seconded** by Cllr Bignell **Agreed.**

Action Draft an agenda for the first meeting – Date to be advised Clerk

9. General Data Protection Regulations - audit update

a) The had Clerk attended a GDPR audit session on 11.06.18, with Richard Newell, Bramber PC's Data Protection Officer. (Report circulated to Councillors on 14.06.18). To be discussed by the F and GP Committee. Following a review of the report provided by the Data Protection Officer, an action plan will be drafted and agreed and polices adopted by Bramber Parish Council.

Action Item for the next F and GP Agenda Clerk

10. Councillor responsibilities

a) Councillors agreed to take responsibility for the following topics of interest; Planning - Cllr Goddard, Highways - Cllr Croker, Website - Cllr Tilley.

11. Planning

a) **Applications:** None received.

b) **Decisions:**

DC/18/0654 - 5 The Ridings Bramber - Erection of two storey front extension – **PERMITTED**.

DC/18/0378 - Chantry Sopers Lane Bramber - Construction of a raised terrace to rear of dwelling - **PERMITTED**

DC/18/0956 - Hills View, 31 Coombe Drove - Surgery to 1 x Yew - **PERMITTED**

12. Highways

a) Cllr Croker reported that the pavement at the top of Clay's Hill / Maudlin Lane is unsafe.

Action **Clerk to check if pavement is in Bramber Parish and report to Cllr Barling, or to Steyning PC** **Clerk**

b) Councillors noted that bollards outside the Indian and Chinese restaurants had been damaged.

Action **Report damaged bollards to WSCC** **Clerk**

13. Youth Provision – nothing to report for this meeting.

14. Neighbourhood Plan update

a) £9,000 grant funding had been received.

b) Housing Need Assessment report received. Steering Group Members will provide comments to AECOM by 29th June.

c) At the time of the meeting there had been no responses received to the Call for Sites. A banner will be placed in the village.

15. Environment

a) Cllr Potter reported that a sluice gate at Riverside Cottage, has been replaced with an 'eel friendly' sluice.

16. Website improvements

a) Cllr Tilley reported that the current website was difficult to use, particularly when uploading new documents and creating links. No website support is available. Alternatives have been researched, including Wix and Weebly. The Clerk will contact SALC to ask if they recommend a website provider. Cllr Tilley will research further and report back to Full Council.

Action **Contact SALC re website designers** **Clerk**
Action **Research further website options** **Cllr Tilley**

17. Correspondence

a) 24.05.18 – invitation from HDC re Year of Culture 2019 networking event (attended by Cllr Bignell)

b) 24.05.18 – Email from HDC re Joint Action Group (Crime & Disorder) Meeting.

c) 24.05.18 – Email from WSCC Highways regarding planned roadworks on 29th and 31st May

d) 31.05.18 – Email from WSCC - School Effectiveness Survey – response date extended to 25th June.

e) 31.05.18 – Email from Catherine Howe, HDC, re NPPF Consultation response by HDC.

f) 31.05.18 – Email from WSCC Highways re planned roadworks in Maudlyn Lane on 11th June.

g) 31.05.18 – Email re Velo South Information Road Shows – posters on noticeboards.

h) 31.05.18 – Email from SDNPA re Parish Workshop 6th June 6.45 – 9.15pm

i) 04.06.18 – WSCC E-Newsletter

j) 04.06.18 – Email from WSCC regarding extending hours permitted for weed spraying.

K) 04.06.18 – Rural Services Network E-Newsletter

l) 06.06.18 – Email from Lynda Spain, HDC Economic Development Officer, requesting support for a Leader bid re grant funding to improve visitor noticeboards in rural car parks – letter to be sent before end of June. The Clerk will contact HDC to recommend that illuminated signs would not be appropriate in a rural setting.

Action **Email sent to Lynda Spain, HDC, 21.06.18** **Clerk**

m) 11.06.18 – Email from WSCC Highways re planned culvert inspection, Steyning By-pass 14th June.

n) 14.06.18 – Emailed letter from Ditchling Fly Group

o) 18.06.18 – Email SDNPA re Local Heritage List, with regard to planning applications, recommendations to be submitted by 30th July. The Neighbourhood Plan Steering Group will respond.

p) 20.06.18 – Rural Services Network E-newsletter.

q) 20.06.18 – WSCC Strategic Transport Investment Programme Stakeholder Engagement - respond by 20th July (copy sent to Neighbourhood Plan Steering Group to provide a response on behalf of Bramber Parish Council) Cllr Croker to discuss with the Travel & Transport Focus Group and respond regarding local issues.

18. Items for inclusion on the next Agenda

a) Election of a vice chairman

Action **Agenda item** **Clerk**

19. Date of the next meeting – 7.00pm, Wednesday 25th July 2018

20. Staff Matters

CONFIDENTIAL SESSION - the Chairman proposed, that under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3 (d) to exclude the press and public on the grounds that the confidential matters to be discussed under item 20 below would be prejudicial in the public interest. **Seconded** by Cllr Bignell. **Agreed.**

a) Update on Clerk recruitment process (closing date for applications – 25th June, interview date 28th June). Cllr Potter reported that one application had been received to date. Cllrs Potter and Stubbs will undertake interviews.

b) Councillors agreed that going forward, the new Clerk's salary will be paid by standing order monthly.

The Chairman closed the meeting at 9.10pm

Signed:
Chairman

Date: 25th July 2018

Appendix One

Payments for approval:

Chq no	Supplier	Value	Notes
2151	Matthew Foster	£54.00	Toilet cleaning
2152	Rebecca Luckin	£344.01	May salary
		£111.04	Expenses
2153	Mark Mulberry	£215.64	Internal audit June 2018
2154	Roger Potter	£87.36	Expenses
2156	Horsham Matters	£932.09	01.01.18 – 31.03.18 employment costs
		£26.98	01.01.18 – 31.03.18 operational costs
2155	Bramber & Beeding VH	£76.14	Hall hire
2157	Scribe	£308.40	Software licence
2158	Steyning Parish Council	£11.00	Printing flyers
2159	GDPR-info Ltd	£510.00	GDPR audit and report
2160	Ferring Nurseries	£1477.14	Delivery & installation of floral display (Bramber Society to be invoiced for £630.95)
2161	HMRC	£88.00	PAYE / NIC April – June 2018
	Total	£4,241.80	