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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 13th April 2022 at 7:00pm.

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

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

Members of the public – 1.

59. Apologies for absence – Cllr Day and Cllr Green.

60. Declarations of interest – none.

61. Minutes of the previous meeting – 16th March 2022.

The Minutes were **AGREED** by Members and were duly signed by the Chair.

62. Matters arising.

The action list, circulated previously, was noted.

63. Public Session – none.

64. Reports.

a) **WSCC –** No update.

b) **HDC –** HDC Cllr Noel provided an update that included: -

- **Recycling** - The textile and small electrical collection service is proving to be a success. 12 tonnes of electrical items, 21 tonnes of textiles and 5 tonnes of batteries had been collected and recycled. However, the Hop Oast furniture recycling service will close due to lack of demand for the donated furniture;
- **Climate** - HDC is holding a clean-up day in support of "Support Earth Day" on 22nd April 2022. The HDC carbon reduction initiatives are on track and more staff are being recruited to ensure the Council meets their carbon neutral deadline in 2025;
- **Horsham Rewilding** – The success of the scheme will see HDC recruit more staff to liaise with landowners who have requested to take part;
- **EV Charging** – the planned rollout of EV charging points has commenced with one of the first installations in Storrington. Members asked the Clerk to contact HDC to request EV charging points to be installed in Bramber car park;
- **Food waste** – the trial has been successful but rollout across the District is delayed as WSCC await delivery of a specialist anaerobic digester;
- **Planning** – the Water Neutrality issue continues to delay any development in the District. Government agencies seem slow to respond and Southern Water has done little to assist;

- **Town Hall Events** - the new HDC Leader is planning “Big Conversation” events. They will be conducted in the style of the American model of local debate regarding HDC policies and plans. The nearest event will be held at Ashington on 19th May 2021; and
- **Jubilee** – All parish councils have been advised of a £200 grant available from HDC to support local jubilee community events. On 2nd June, the beacons will be lit at 9:10pm and coloured strobe lights will be illuminated on top of the Capitol. On 3rd June, street closures have been organised to allow for a street party. The event will take place in Horsham town centre with bars, food and stalls in situ.

c) **Neighbourhood Wardens** – the report, circulated previously, was noted.

d) **Joint Parishes Cemetery Committee** – the next meeting is in July.

e) **Joint Parishes Youth Committee** – no meeting held.

f) **HALC** – Cllr A. Blakelock reported that (i) a website site had been set up by WSALC to assist requests to house Ukrainian refugees (ii) the “Big Conversation ” town hall events are planned (iii) the Leader of HDC is happy to come to talk to parish councils if they have issues that need to be addressed and (iv) the Water Neutrality issue is holding up new building developments.

g) **Village Hall** – Cllr Tilley reported that a meeting was held on 11th April 2022. Finances continue to look healthy and 18 solar panels were to be fitted to the Hall roof in July (thanks to a 50% contribution from HDC). LED lights will also be fitted to the meeting rooms.

h) **Website** – no issues were reported. It was suggested that the website highlight the responsibilities and achievements of the parish council.

65. **Finance and General Purposes** - Members **AGREED** that the payments for April 2022 be paid (see appendix A for the payments schedule).

66. **Planning.**

a) **Applications.**

- **DC-22- 0135 - Field View, Clays Hill, Bramber** - AMENDED PLANS - Erection of a replacement boundary wall and railings to front of the property.

After review and consideration, Members noted the WSCC Highways response and agreed to offer a **NEUTRAL** comment to the application. Votes: 2 Against, 3 Neutral with 2 abstentions.

b) **Decisions** – none.

c) **Other Planning matters** – none.

67. **Highways and Public Rights of Way.**

(a) **Speeding in the Street** – deferred as Cllr Day was not in attendance.

(b) **A283 speed loops** – Cllr A Blakelock referred to the Steyning & District Community Partnership briefing paper, circulated previously, relating to the installation of speed loops on the A283. Members **AGREED**, unanimously, that BPC would support the scheme.

68. **Neighbourhood Plan Projects.**

- **A283 traffic management** – discussed at item 48;
- **20 is plenty** – awaiting results of speed survey;
- **Water activities** – meeting postponed; and
- **Tourism** – BPC had agreed to adopt the Lost Railway Project noticeboard assets.

69. **Consultations** – none.

70. English Heritage/Bramber Castle.

Fly tipping, a broken bench and an increase in discarded dog waste bags at the Castle had been reported to English Heritage. Cllr S. Blakelock had noticed that more vehicles were parking in The Street adjacent to the Castle causing access issues. Members were reminded that previous attempts to seek yellow lines at this location had not met with the approval of WSCC Highways.

71. Public Toilet - The Chair advised that the toilet will be open 7 days a week as from 1st May 2022.

72. Jubilee.

- Members noted the request from Steyning for Trees to plant two field maple trees at Clays Hill. After review and discussion, Members noted that a field maple tree would grow tall and wide and insufficient room exists for both trees. Therefore, Members supported the planting of only one tree. The Clerk was asked to write to Steyning for Trees accordingly;
- HDC Cllr Noel advised that WSCC Highways would need to give permission to plant a jubilee tree on the Bramber A283 roundabout. The Clerk was asked to seek the necessary permission from WSCC Highways;
- Cllr Tilley advised that the Beeding and Bramber Hall intend to hold a Cream Tea event at the Hall on 4th June 2022;
- Cllr Tilley listed the events that The Tollgate were hosting over the Jubilee holiday. Access to these events would be chargeable. The events were:-
 - 2nd June 2022 – Garden party and BBQ;
 - 3rd June 2022 – Quiz and hog roast;
 - 4th June 2022 – Lunch and cream teas; and
 - 5th June 2022 – Carvery roast.

The Chair advised that the Bramber Society could work with The Tollgate on 2nd June 2022 to provide music for any beacon lighting event.

73. Environment.

The Chair advised that she was due to meet a representative from WSCC Youth Offending service to discuss possible repair/refurbishment activities in the parish. The meeting was postponed due to Covid. She also reported that she had met with the Bramber Society to discuss floral displays. She reminded the Society of the donations made by BPC and was advised that the Society had sufficient funds to resource the purchase of the floral displays in 2022. Future funding might be in question and donation requests could be made to Bramber residents.

74. Climate Emergency and Steyning Greening 2030.

- a) **Greening Steyning** – Cllr A. Blakelock reported that a “Green Day” is to be arranged to include e-bikes, e-vehicles and displays.
- b) **20 mph zone project** – no update as the Group await the result of the speed surveys.

75. Correspondence – as from 17th March 2022.

DATE	FROM	SUBJECT
17/3	HDC	Travellers on the move.
23/3	Clerk	Voting on SDNP/22/00742/HOUS
29/3	HDC	Amendment(s) to application - DC/22/0135
31/3	Clerk	APM and ACM arrangements

76. Items for inclusion on the next Agenda.

- A283 bypass;
- Remove Toilet item; and
- Speeding in The Street (Cllr Day).

77. Date of the next meetings.

The Annual Parish Meeting (APM) will be held on Wednesday 11th May 2022 commencing 6.30pm. This is not a parish council meeting but an annual meeting of the parishioners. It is chaired by the current Chair of BPC.

The APM will be followed by the Annual Council Meeting (ACM) commencing no later than 7:30pm. The Clerk suggested that both meetings take place in the main hall but, unlike previous years, refreshments would not be offered. This was due to the time available given the ACM would commence straight after the APM. He also suggested that any reports are produced ahead of the meeting and posted onto the website. Authors will be invited to attend to answer questions on their reports. Members **AGREED** with the proposals.

The meeting closed at 20:31.

Signed..... Chairman

Date.....

Appendix A – Payments

Payments 13th April 2022				
Approved at last meeting	Invoiced Services	Voucher	Chq Nos	Amount
Business Stream	Toilet - water supply 10/9/21 to 11/1/22	111	BACS	£ 74.50
NEST	Clerk's pension - Feb 2022	112	BACS	£ 80.15
Paul Richards	February salary	113	BACS	£ 507.45
HMRC	PAYE and NI - Feb 2022	114	BACS	£ 133.60
Chichester Payroll Services	Payroll fees Feb 2022	115	BACS	£ 15.00
Upper Beeding and Bramber Village	5 Jan 2022 meeting	116	BACS	£ 22.80
Upper Beeding and Bramber Village	16 Feb 2022 meeting	117	BACS	£ 22.80
HDC	Dog bins - annual fee	118	BACS	£ 137.80
Blockbusters	Blocked toilet and drain	119	BACS	£ 189.60
Julie Baxter	Toilet cleaning Feb 2022	120	BACS	£ 108.00
Paul Richards	Community Speedwatch hi-vis jackets	121	BACS	£ 53.10
Paul Richards	March salary plus back pay (2021 pay award)	122	BACS	£ 612.79
HMRC	PAYE and NI - March 2022	123	BACS	£ 172.73
NEST	Clerk's pension - March 2022	124	BACS	£ 80.15
Chichester Payroll Services	Payroll fees March 2022	125	BACS	£ 15.00
Rachel Burstow	Chair's allowance	127	BACS	£ 125.00
				£ 2,350.47
Income since last meeting	Amount			
EDF energy refund	£ 91.32			
TOTAL INCOME	£ 91.32			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 11,757.79	As at 31/03/2022		
EARMARKED RESERVES				
NHP reserve	£ 380.00			
AVAILABLE RESERVES	£ 11,377.79			
PAID SINCE LAST MEETING (To approve)	Invoiced Services	Voucher	Chq Nos	Amount
Direct365Online Limited	Toilet supplies	1	BACS	£ 113.77
TO APPROVE		Invoiced Services		
Julie Bakter	Toilet cleaner - March 2022	2	BACS	£ 144.00
Upper Beeding and Bramber Village	16 March 2022 meeting	3	BACS	£ 22.80
West Sussex ALC limited	WSALC and NALC subscriptions	4	BACS	£ 285.98
Starboard Systems (Scribe)	Scribe accounts software 2022/23	5	BACS	£ 345.60
HDC	Wardens 2022/23	6	BACS	£ 7,366.00
Sussex Clubs for Young People	Youth services 1/4/22 to 30/6/2022	7	BACS	£ 1,071.48
				£ 9,235.86
REGULAR PAYMENTS				
EDF	Electricity to public toilet - APRIL 2022	8	DD	£ 22.00
				£ 22.00
	Position at bank on 31/03/2022	£ 11,757.79		
	Uncleared	£ -		
	New payments to approve	-£ 9,257.86		
	CASHFLOW POSITION AS AT 13/04/2022	£ 2,499.93		
	Earmarked reserves	-£ 380.00		
	RESERVE/BUDGET POSITION AS AT 13/04/2022	£ 2,119.93		