

Bramber Parish Council
MEETING OF THE FULL PARISH COUNCIL
Beeding & Bramber Parish Hall
7.00pm Wednesday 12th June 2019

Present: Cllrs Roger Potter (Chair) Sarah Green (Vice-Chair), Ann Blakelock, Steve Blakelock, Mike Croker (HDC), Diana Goodall, Dave Kitston and Mick Tilley.

In attendance: Cllr Roger Noel (HDC)

Members of the public: 0

Minutes: Rebecca Luckin (Clerk)

MINUTES

1. Apologies for absence

a) Apologies were received and accepted from Cllr Bignell and Cllr Barling (WSSC).

2. Declarations of interest

None for this meeting

3. Minutes of the previous meeting – 15th May 2019

a) Subject to amendments, Cllr S Blakelock **proposed** that the minutes of the meeting of 15th May 2019 be approved as a correct record of the meeting. **Seconded** by Cllr Green **Agreed**.

4. Matters arising

- a) PCSO Baxter – advise to upload poster to Your Steyning and sign up to In The Know – actioned.
- b) Thank you letters to retired Councillors – actioned.
- c) WSSC contact for Beautiful Outdoors Project – Cllr Barling to report.
- d) Warden’s Steering Group meeting (24.05.19) attended by Clerk – the MOU and contract were discussed and re-drafted by Upper Beeding and Steyning Parish Council representatives. KPI’s will be added as an appendix to the main contract. Agenda item – 8 d)
- e) Cancel Standing Order as agreed – actioned 16.05.19
- f) Contact Upper Beeding Clerk re co-operation in Community Speedwatch Scheme – actioned.
A minimum of two Bramber volunteers will be required. Cllr Potter has details of four volunteers. PCSO Erica Baxter has offered to assist with the scheme.
- g) Traffic management solutions – Cllr Croker to progress discussions with WSSC – actioned.
- h) Walks for All benches – late response from HDC re S106 funding access. Clerk to continue progressing. Cllr Goodall advised 5 benches would be required.
- i) Adult and Social Care Vision and Strategy Launch – Cllr Bignell to attend on 19th June and report back.

5. Chairman’s Announcements

None for this meeting.

The Chairman adjourned the meeting

6. Open Forum

The Chairman reconvened the meeting

7. Reports

a) WSCC – On behalf of Cllr Barling, Cllr Noel reported that traffic management proposals regarding Clays Hill may be regarded as more obstructive, than helpful and may not be progressed.

The WSCC **Childrens' Services** has been put into special measures, which is of concern; Hampshire CC has been seconded to help address the matter.

b) HDC – Cllrs Croker and Noel reported that HDC is currently focussed on considering the proposed Mayfield Market Town, which is of concern to many District Councillors. Cllr Croker had circulated a link to a background document. HDC Councillors will attend a presentation regarding potential strategic sites in the district. The adoption of the revised HDC Planning Framework, including consideration of Mayfield, is scheduled for Autumn 2019.

Cllr Tilley referred to Cllr Coldwell's focus on recycling and asked if recycled plastics were leaving the area. Cllr Noel advised that HDC collect recycling material and that WSCC is responsible for recycling plastic waste. This question could be asked at the next CLC meeting on 3rd July, which will include a presentation on recycling.

c) Neighbourhood Wardens – May Report circulated 10.06.19

d) Joint Parishes Cemetery Committee – no meeting held. Clerk will contact Collette Harbour to know when next meeting is.

Action	Contact Collette Harbour / Celia Price for next meeting date	Clerk
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e) Joint Parishes Youth Committee – next meeting date to be set.

f) HALC – Tuesday 25 June 2019 at 7.30pm at the Steyning Centre - Councillors agreed not to consider nominations for a HALC HDC Standards Committee Parish Council representative.

g) Village Hall Committee – no meeting held.

8. Finance and General Purposes items:

a) Following recommendations by F&GP Committee, Councillors approved payments since the previous meeting. Cheque list for 12.06.19, for the value of £2,647.44, attached as an appendix to these minutes. **Agreed.**

b) Councillors noted bank reconciliations for 30th April 2019 (£21,596.33) and 30th May 2019 (21,187.33)

c) **Standing Orders** – Councillors to consider and agree Parish Council Standing Orders 2019
Cllr A Blakelock **proposed** that Standing Orders be approved and adopted. **Seconded** by Cllr Kitson. **Agreed.** The Clerk will add a paragraph to the top of every agenda advising Councillors and members of the public that recording of the meeting may take place. **Agreed.**

Action	PDF and circulate Standing Orders	Clerk
Action	Add para to every agenda	Clerk

d) Neighbourhood Wardens

i) A Steering Group meeting was held on 24.05.19 regarding the Contract, MOU and KPI's.

ii) Councillors to consider and agree re-drafted Memorandum of Understanding with Steyning and Upper Beeding Parish Councils regarding the procurement of Neighbourhood Warden Service, through HDC, for the forthcoming three years. Cllr Kitston **proposed** that the MOU be approved and signed. **Seconded** by Cllr Goodall. **Agreed.**

iii) Councillors to consider and agree re-drafted contract with HDC, Steyning and Upper Beeding Parish Councils regarding Wardens' Contract, for the forthcoming three years. Cllr A Blakelock **proposed** that the Contract be approved and signed. **Seconded** by Cllr Kitson. **Agreed.**

Following the meeting, the Steyning Parish Council Clerk advised that Steyning PC had not been able to agree the document at their meeting, due to further revisions by Cllr Campbell.

The Chairman emailed the Steyning PC Clerk to express his concern that if the Wardens' Steering Group were not involved jointly with HDC in monitoring the service (7.1 of the Agreement) it would leave Parish Councils liable for the re-training/redundancy costs etc. should they wish to terminate the contract due to under performance; they should not be held responsible for any of the further costs other than those associated with the agreed notice period. Cllr Potter stated that if the Steering Group continued to monitor the service and KPIs, and taking into account amendments and points raised, he would support Option 2 proposed changes to the MOU, regarding termination. Bramber PC will wait until Steyning and Upper Beeding Parish Councils have approved the documents, before adding the item to their next agenda.

Action	Circulate Wardens procedures manual to Councillors	Clerk
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e) Councillors noted the Internal Auditor's Interim Audit report and recommendations for December 2018. The Clerk advised that she had addressed the points highlighted.

f) Councillors noted the Internal Auditor's Annual Audit and recommendations for May 2019. The Clerk advised that she had addressed the points highlighted.

g) Cllr Croker **proposed** that Councillors approve the Annual Governance Statement for 18/19. **Seconded** by Cllr Kitson. **Agreed.**

h) Cllr Potter **proposed** that Councillors approve the Accounting Statements for 18/19. **Seconded** by Cllr Green. **Agreed**

Action	Clerk and Cllr Potter to sign AGAR	Clerk
Action	Post AGAR to External Auditor	Clerk

i) Councillors to consider and agree regarding a quote for drainage works at the public toilets:

Blockbusters - £68+VAT per hour (approx. two hours work)

Cllr Tilley **proposed** that the quote be accepted and that a camera inspection should be requested, if not excessively expensive. **Seconded** by Cllr A Blakelock. **Agreed.**

Action	Instruct contractor	Clerk
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9. Bramber Brookes Management Committee

a) Mindful of the Bramber Parish Council Internal Auditor recommendations, Councillors to consider and agree regarding a request from the Bramber Brookes Management Committee Members:

'That management responsibility be handed back to the Bramber Brookes Management Group, since the full grant fund had been spent on Bramber Brookes, which would allow for the landowner to liaise with HDC regarding Nature Reserve designation. The Committee believe that, with a Bramber Councillor included on the advisory group, this decision would be in the best interest of Bramber Brookes.' Cllr Tilley **proposed** that management of Bramber Brookes be handed over. **Seconded** by Cllr S Blakelock. **Agreed.**

b) If in agreement to the above, Councillors to consider and agree to transfer the remaining, unspent grant funding to the owner of Bramber Brookes, in respect of payment for information boards, as

agreed by Full Council at the meeting of 3rd April 2019 - £1,031.

Cllr Green **proposed** that remaining grant funds be transferred to the landowner, as recommended by the Internal Auditor. **Seconded** by Cllr Goodall. **Agreed.**

Action **Post final S137 grant to owner of Bramber Brooks** **Clerk**

c) Councillors to approve BBMC minutes of the meeting of 10th June 2019. Cllr Potter **proposed** that the minutes be approved. **Seconded** by Cllr Tilley. **Agreed.**

10. Planning

a) Applications:

DC/19/1110 - The Old Priory, The Street, Bramber - Erection of a single storey rear extension, removal of and part rebuild of lean-to structure, alterations and conversion of office building and hard landscaping works (Householder Application).

DC/19/1111- The Old Priory, The Street, Bramber - Erection of a single storey rear extension, removal of and part rebuild of lean-to structure, alterations and conversion of office building, internal alterations and hard landscaping works (Listed Building Consent Application).

Councillors agreed NO OBJECTION.

b) Decisions:

DC/19/0665 - 15 The Ridings Bramber - Erection of a single storey side/rear extension – **APPROVED.**

11. Highways and Public Rights of Way

a) Cllr Goodall reported that she had attended a meeting with Cllr Croker, Cllr Barling, Cllr Goldsmith and the WSCC Highways Officer regarding potential Clays Hill traffic management improvements, although WSCC had advised that no improvements were considered appropriate. Cllr Barling had offered to organise hedge / tree cutting adjacent to the street lights (which are currently well hidden). Village gates and 'Please Drive Carefully' signs remain an option.

b) The Speedwatch Scheme could cover all areas, including The Street and Clays Hill.

c) Dog fouling has been an issue on the riverside footpath. High grass is hiding signs advising that the footpath should not be used by cyclists. Cllr Goodall will obtain further signs.

Action **Obtain additional signage** **Cllr Goodall**

12. Youth Provision

Nothing to report for this meeting.

13. Neighbourhood Plan update

a) Following an HDC letter regarding the future of Neighbourhood Planning, Steering Group members had agreed that they would expect to meet the deadline (Regulation 15 by late Autumn) and wished to continue with the Neighbourhood Plan.

b) SG members had met with AECOM and Focus Group members prior to working on Design Codes.

c) SG members aim to meet Regulation 14 by Autumn and will hold public consultation events.

d) SEA will be undertaken.

e) DMH Stallards will provide additional information regarding Clays Field, as requested.

f) Norman Kwan had confirmed that no precedent will be set by assessing a proposal to release some land, in conjunction with a proposed development site.

g) An HDC Landscape Officer has visited the Parish and will provide a report.

h) AE will produce a first draft of the plan shortly.

i) Date of the next meeting 29th June 2019.

14. Environment

a) Hedges in Castle Lane – English Heritage will chase their contracts manager, mindful that it is nesting season, and plan for a major hedge trimming programme in the autumn.

15. Parish Council Training

a) HDC Planning training Thursday 6th June. Cllr Potter had attended the training, which provided an overview of the planning process. Slides will be circulated when provided by HDC.

b) Councillors to consider and agree SALC training options (budget allocated - £250). Cllr Green and A Blakelock expressed an interest in 'Roles & Responsibilities and 'Briefing & Awareness' training. The Clerk will investigate and add the item to the next agenda.

Action **Investigate training options**
Action **Item for the next agenda**

Clerk
Clerk

16. Correspondence

- a) 17.05.19 – SDNPA newsletter
- b) 17.05.19 – HDC advice to Councillors attending Mayfield Town presentation.
- c) 20.05.10 – PCSO Erica Baxter email re speeding traffic
- d) 20.05.10 – PCSO Erica Baxter email re general matters
- e) 20.05.19 – Sussex Police & Crime Commissioners Community Safety Fund
- f) 20.05.19 – SALC weekly e-bulletin
- g) 24.05.19 – WSCC info re Volunteers Week
- h) 28.05.19 - SALC weekly e-bulletin
- i) 30.05.19 – HDC Community Lottery launch
- j) 10.06.19 – Upper Beeding Neighbourhood Plan Regulation 16
- k) 10.06.19 – Southwater Neighbourhood Plan Regulation 16
- l) 11.06.19 – WSCC Highways Officer message re Ash dieback disease
- m) 11.06.19 – WSCC further information regarding Ash dieback disease
- n) 11.06.19 – SDNPA e-newsletter

17. Items for inclusion on the next Agenda

18. Date of the next meeting – Wednesday 24th July 2019

19. Confidential item – Staffing matters

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 19 above** would be prejudicial in the public interest. There were no members of the public present.

a) The Clerk requested permission to take four weeks consecutive annual leave in 2020, which was approved by Councillors. **Agreed.**

The Chairman closed the meeting at 8.45pm

Signed:
Chairman

Date: 24th July 2019

Appendix One

Payments for approval (circulated to Councillors)

Chq no	Supplier	Value	Notes
2247	B&B Village Hall	29.46	Broadband charges April – June
2248	B&B Village Hall	53.90	Hall hire May 2019
2249	Mark Mulberry	72.00	Interim audit invoice December 2018
	Mark Mulberry	395.64	Full audit May 2019
2250	Rebecca Luckin	357.46	Clerk net salary May 2019
	Rebecca Luckin	31.98	Admin expenses
2251	Ferring Nurseries	1509.12	Deliver and install floral display
2252	Steyning Parish Council	5.40	Photocopying
2253	Matt Foster	73.68	Cleaning public toilets
2254	D Flynn	118.80	Watering of planters