

Bramber Parish Council
Meeting of Full Parish Council
Beeding & Bramber Parish Hall
Wednesday 9th January 2019 at 7.00pm

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

Members of the public:

Minutes: Rebecca Luckin (Parish Clerk)

At 6.00pm, the meeting was preceded by GDPR training for all Councillors, provided by the designated Data Protection Officer, Mr Richard Newell. Attended by Cllrs Potter, Tilley, Goodall, Croker, Stubbs and Bowell (Steypning).

MINUTES

1. Apologies for absence

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

2. Declarations of interest

There were no declarations of interest.

3. Minutes of the previous meeting – 28th November 2018

a) Cllr Kitson **proposed** that the minutes of the meeting of 28th November be approved as a correct record of the meeting. **Seconded** by Cllr Croker. **Agreed.** The minutes were duly signed by the Chairman.

4. Matters arising

- a) Contact HDC re dog waste issue – actioned.
- b) Inform HDC re street cleaning at Maudlin Lane / Clays Hill junction – actioned.
- c) Inform Steypning PC of commitment to youth provision 19/20 – actioned.
- d) Circulated Bramber Brooks Management Committee Terms of Reference – actioned.
- e) Added village gates project to IDP – actioned.
- f) Letter of thanks to Maharajah Restaurant – actioned.
- g) Discussion of draft SHELAA document – Confidential Agenda Item.
- h) Date of Annual Parish Meeting – may have to be changed, so as not to coincide with CLC meeting.

5. Chairman's Announcements

a) Beeding & Bramber Village Hall Showcase event – Saturday 6th April 2019. Bramber Parish Council will have a large table at the event and will showcase the Neighbourhood Plan and promote the work of Parish Councils.

Action **Item for the next agenda – preparation for the event**

Clerk

The Chairman adjourned the meeting

6. Open Forum

The Chairman reconvened the meeting

7. Reports

- a) WSCC – Date of the next CLC Meeting 13.03.18 at the Steyning Centre.
- b) HDC – Cllrs Coldwell provided a report by email – *‘The budget is moving forward in balanced fashion and contains no real surprises, but it is early days in the treasury and the DCLG Calendars so at this time we cannot be sure if there will be new funding cuts. There will be some relatively small increases in green waste charges, we are still the lowest in Sussex, and the Council Tax for HDC is likely to be about 2.2%’*
- c) Neighbourhood Wardens – Steering Group notes, Warden’s Report, Wardens’ Guidance Manual, shift pattern and Survey for Councillors to complete regarding data to be provided by Wardens were all circulated prior to the meeting. HDC had advised that interviews for a new Warden Supervisor will take place in January. A new initiative is to be launched, a Warden Welfare Visit Scheme to the elderly and vulnerable and in particular those suffering from dementia in our Communities.
- d) Joint Parishes Cemetery Committee – no meeting held.
- e) Joint Parishes Youth Committee – minutes circulated.
- f) HALC – date of next meeting – 23.01.19 – Agenda circulated.
- g) Village Hall Committee – no meeting held.

8. Committee Recommendations

Finance and General Purposes

- a) Following recommendation by F&GP Committee, Cllr Potter proposed that the list of payments since the previous meeting be approved – cheque list for 9th January 2019 for the value of £6,073.47 (attached as an appendix to the minutes). **Seconded** by Cllr Tilley. **Agreed.**
- b) Councillors noted the bank reconciliation for 30th November 2018 (£30,044.75).

Items for consideration and agreement by Full Council:

- c) Councillors to consider and approve draft budget for 19/20 (circulated prior to the meeting). Cllr Goodall **proposed** that the draft budget be approved. **Seconded** by Cllr Tilley. **Agreed.**

Action Pdf budget, circulate budget to Councillors and post on website **Clerk**

- d) Councillors to consider and agree precept request to HDC.

To arrive at a balanced budget, the F&GP Committee recommend that a Precept of £21,930 be requested. This represents a 2% increase in income overall, although due to the decrease in the tax base, it represents an increase of 3.9% to a Band D householder (a rise of just over 4 pence per week, leading to a payment of £53.56 per annum in 19/20).

Cllr Croker **proposed** that the precept be requested from HDC. **Seconded** by Cllr Stubbs. **Agreed.**

Action Request Precept from HDC **Clerk**

Bramber Brookes Management Committee – next meeting 23.01.19

9. Planning

a) **Applications** – none for this meeting.

b) **Decisions:**

DC/18/2389 – Surgery x G1 – Multiple, mixed specimens (Work to Trees in a Conservation Area), Bramber Castle, The Street, Bramber – **PERMITTED**

DC/18/2407 – Fell 3 x Ash, 2 x Cherry (Work to Trees in a Conservation Area) – Bramber Castle, The Street, Bramber – **PERMITTED**

SDNP/17/02771/FUL – Replacement of the large detached house from implemented planning application DC/11/2322 with 3x detached smaller dwelling houses (1x 3bed, 1x 4bed & 1x5bed) together with part conversion of the stable block from DC/11/2322 into holiday let/overnight accommodation. Former Annington Mere Cottages, Annington Road, Bramber. **PERMITTED**

c) **Appeals lodged** – none at the time of the meeting.

10. Highways and Public Rights of Way

a) MVAS data and Warden Presence Impact Report circulated by Cllr Croker. Councillors agreed to request the opinion of the WSCC Highways Officer, regarding traffic calming measures.

Action Send data to Chris Stark and request traffic calming measures **Cllr Croker**

b) WSCC request for Bramber Parish Council to support bid for funding to improve Downs Link from Rudgwick to Henfield (circulated to Councillors 11.12.18). Councillors agreed to support the WSCC bid for funding, but would wish WSCC to note the following statement – *‘Bramber Parish Council broadly support the improvements suggested for the Downs Link but acknowledge concerns expressed by the West Sussex Cycle Forum regarding the durability and quality of the proposed surface.’* **Agreed.**

Action Send letter of support, with comments, by 18th January **Clerk**

c) PROW Report circulated to Councillors.

d) Clerk to place an article in Your Steyning re overhanging branches and the responsibilities of landowners.

Action Draft article for Your Steyning **Clerk**

11. Youth Provision

a) JYPC draft minutes circulated to Councillors (08.01.19).

12. Neighbourhood Plan update

a) Cllr Bignell **proposed** that Councillors should agree that they are supportive of the way that the Neighbourhood Plan has been conducted during the last year, and that they are in agreement that it should proceed similarly for future activity. **Seconded** by Cllr Stubbs. **Agreed.**

b) HDC Future of Neighbourhood Planning Event – 1st February 2019 – Cllr Potter and Clerk to attend.

c) Focus Group meetings had taken place, with the next Steering Group meeting scheduled for 31st January 2019.

d) Councillors expressed concern regarding Steering Group Member interests and will ask the NDP Consultant what regard should be given to declared interests, should those with a personal, prejudicial or pecuniary interest be asked to leave the Focus or Steering Group meeting prior to a decision being made.

Action Request advice from AL

Clerk

13. Environment

- a) Update – Cllr Potter reported that the stream behind the Castle Inn had been stagnant for a while, and that he had contacted the Environment Agency to ensure that local watercourses were being managed correctly. Councillors were mindful that landowners had riparian responsibilities.
- b) New signposts had been installed at the Walks for All.
- c) Seats will be installed when landowner permission has been provided in writing.

14. Website improvements

- a) Cllr Tilley confirmed that the new website was live and working correctly. An updated Plan Programme will be requested from the NDP Consultant. Clerk and Councillor Tilley will liaise, to ensure that Clerk has access to the website if necessary.

Action Request updated Plan Programme from AL

Clerk

Action Meet with Cllr Tilley re website.

Clerk / Cllr Tilley

15. Correspondence

- a) 03.12.18 – Gatwick Draft Masterplan Consultation to 9th January
- b) 03.12.18 – SDNPA Workshop slides
- c) 11.12.18 – HDC Parish Council Election advice
- d) 11.12.18 – CLC Meeting dates 2019
- e) 12.12.18 – HDC Warden Christmas working schedule
- f) 17.12.18 – HDC re litter associated with use of drugs (Forwarded to Wardens also).
- g) 18.12.18 – SDNPA re Rampion cable route, amendment to planting schedule – responses by 31.12.18.
- h) 18.12.18 – WSCC PROW Inspection Schedule and Maintenance Plan
- i) 21.12.18 – WSCC survey re budget challenges – completion date – 13.01.19
- J) 22.12.18 – Thank you from a member of the public re provision of a safe footpath by the Steyning Bostal
- k) 02.01.19 – WSCC advice re planned roadworks on 9th January 2019.
- l) 02.01.19 – HDC invite to join Year of Culture launch.
- m) 03.01.19 – WSCC Highways advice re closure of The Street, Bramber 9.30 – 3.30pm, 21 – 23 January, for tree works. Notices posted on boards.
- n) 07.01.19 – SALC update
- o) 08.01.19 – South Downs Local Access Forum

16. Items for inclusion on the next Agenda

- a) Confidential staffing items – salary increases to be discussed. (Clerk and Cleaner)
- b) S106 Funds / IDP projects.
- c) Apologies from Cllr Bignell.

17. Date of the next meeting – Full Parish Council 20th February 2019

Annual Parish Meeting – 20th March 2019

18. CONFIDENTIAL SESSION to discuss the HDC draft SHELAA document (circulated to Councillors prior to the meeting).

As requested by HDC, 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 18 above** would be prejudicial in the public interest. There were no members of the public present.

a) Councillors noted that HDC had advised that the Neighbourhood Plan Steering Group should continue to consider and assess the identified site, as part of the Neighbourhood Plan process, since information may come to light that could justify the site being considered for development by HDC. If the site was not thoroughly considered and assessed, a potential developer could challenge the plan process.

Councillors agreed to make the following response to HDC - 'Councillors noted that the site has been classified as not currently developable, however you should be aware that Bramber PC is considering it as part of the NP process, since the landowner has put the site forward. In the document provided by HDC the boundaries differ from those identified by the landowner. '

Cllr Stubbs left the meeting at 9.15pm

The Chairman closed the meeting at 9.25pm

Signed:
Chairman

Date: 20th February 2019

Appendix One

Payments for approval (circulated to Councillors)

Chq no	Supplier	Value	Notes
2199	Cllr Tilley	£61.20	Website improvement expenses
2200	D Flynn	£144.00	Supply and installation of Xmas tree
2201	B&B Village Hall	£94.60	Hall hire November
2202	B&B Village Hall	£27.01	Broadband charge Oct – Dec 2018
2203	Steyning Parish Council	£53.46	Newsletter photocopying
2204	D Flynn	£1,560.00	Fencing at Bramber Brooks
2205	B&B Village Hall	£49.00	Hall hire December
2206	B&B Village Hall	£8.00	Showcase event
2207	WSCC	£776.57	Replacement for cheque no 2167 paid on 25.07.18, but not presented at the bank
2208	Horsham Matters	£1,096.58	Youth Services 01.01.19 – 31.03.19
2209	Alison Eardley	£1,620.84	Neighbourhood Plan Consultant
2210	P Kirchel	£175.00	December invoice toilet cleaning
SO	R Luckin	£407.21	December salary
	Total	£6,073.47	