

Bramber Parish Council
MEETING OF THE FULL PARISH COUNCIL
Beeding & Bramber Parish Hall
7.00pm Wednesday 27th November 2019

Present: Cllrs Roger Potter (Chairman), Steve Blakelock, Mick Tilley, Trevor Bignell and Mike Croker

Members of the public: 1

Minutes: Rebecca Luckin (Clerk)

MINUTES

1. Apologies for absence

- a) Apologies were received and accepted from Cllrs A Blakelock, Goodall, Kitson, Green, Barling (WSSC) and Noel (HDC)

2. Declarations of interest

- a) Cllr Croker declared an interest in planning application DC/19/2360 as a neighbour of the applicant.

3. Minutes of the previous meeting – 16th October 2019

- a) Cllr S Blakelock **proposed** that the minutes of the meeting of 16th October 2019 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) Apply for S106, Walks for All funding – HDC had approved the grant funding.
Councillors thanked HDC Councillors for their support regarding the application.

ACTION	Purchase benches	Clerk
ACTION	Instruct contractor	Clerk
ACTION	Attach map of bench locations as appendix	Clerk

- b) Contact HDC regarding extra dog bin – expenditure included on budget for 20/21
c) WSSC Electric Vehicle Charging Policy – Cllr Croker noted that Parish Councils will not be consulted regarding the policy.

5. Chairman's Announcements

- a) The Chairman reported that an action group had requested the endorsement of Bramber Parish Council regarding a letter of concern being sent to HDC regarding the potential development of Mayfield Market Town. Although the Chairman declined to endorse the letter, he had assured the sender that he would be expressing concern directly to HDC regarding any large-scale development in the Adur Valley catchment area that could increase the risk of flooding downstream. Subsequently Cllr Potter had sent a letter to Barbara Childs, HDC. **Note** – During discussions regarding the letter, Cllr Michael Croker (HDC) had declared an interest as a member of the planning authority and did not express an opinion.

The Chairman adjourned the meeting

6. Open Forum

The Chairman reconvened the meeting

7. Reports

- a) WSCC – none for this meeting.
- b) HDC – Cllrs Croker reported that the Novartis site in Horsham had received planning approval for 300 houses plus business premises. A forthcoming HDC Cabinet meeting would include a draft carbon footprint report, the Wilder Horsham Trust initiative and the medium-term budget for HDC. A rise in Council Tax charges and the cost of rural car parks was possible. The HDC Electoral Services Team is working hard to process new registrations in time for the election on 12th December. The revised draft Local Plan will go to cabinet in January 2020, with a subsequent consultation period. Cllrs Croker and Noel had shown Mr Glenn Chipp (CEO HDC) around the ward and updated him on local issues.
- c) Neighbourhood Wardens – HDC reported that the Wardens' Supervisor had resigned from her post. They will work to find a replacement however, HDC will not be able to manage quarterly Steering Group meetings going forward and will ask Clerks to provide agendas and take minutes. Notes from meeting of 24th October were circulated to Councillors.
- d) Joint Parishes Cemetery Committee – Meeting Monday 28th October – postponed.
- e) Joint Parishes Youth Committee – At the meeting of 24th November, Committee members had agreed to continue using the current service provider, although subsequently Steyning Parish Council had asked for a solicitor to review the draft contract.
- f) HALC – AGM 7pm 14th November. Cllr A Blakelock attended the meeting and circulated notes.
- g) Village Hall Committee – report for next meeting. Volunteers are required for the committee and a maintenance manager.

Cllr S Blakelock left the meeting at 7.45pm

8. Finance and General Purposes items:

- a) Following recommendations by F&GP Committee, Councillors approved payments since the previous meeting - cheque list for 27th November 2019 for the value of £3,406.12. **Agreed.** (List of payments attached as an appendix to these minutes).
- b) Councillors noted the bank reconciliation for 30th October 2019 (£19,448.49).
- c) Councillors to review and agree Parish Council Risk Assessment. Cllr Croker **proposed** that the document be approved. **Seconded** by Cllr Potter. **Agreed.**

ACTION PDF document, circulate and upload to website

Clerk

- d) Cllr Potter **proposed** that the Finance & General Purposes Terms of Reference be approved. **Seconded** by Cllr Croker. **Agreed.**

ACTION PDF document, circulate and upload to website

Clerk

9. Planning

a) Applications:

DC/19/2360 – Serendipity, 4 Maudlyn Park, Bramber – Surgery to two beech trees.
Councillors agreed **no objection** (one abstention – Cllr Croker)

ACTION Respond to HDC

Clerk

b) Decisions:

SDNP/18/04755/LDE - The Barton, Maudlin Lane, Bramber - Application to confirm the continuous use of dwelling for C3 purposes for a period in excess of ten years. (Certificate of Lawful Development - Existing) – **PERMITTED.**

SDNP/19/01869/LIS - St Botolphs Church - Conservation of small sanctuary window on the north elevation of the chancel wall. Proposed works includes removal of deteriorated window and frame to conservators workshop – **PERMITTED**.

DC/19/1909 - Yew Cottage The Street Bramber - Erection of a single storey front extension and sub-division of existing house to create 1.No two bedroom house and a 1.No one bedroom apartment – **PERMITTED**.

c) Minutes of the meeting of 18th November 2019 – Cllr Tilley **proposed** that the minutes be approved as a correct record of the meeting. **Seconded** by Cllr Bignell. **Agreed**.

ACTION PDF minutes, circulate and upload to website

Clerk

10. Highways and Public Rights of Way

a) WSCC had reported that grit bins were due to be topped up at the end of October.

b) WSCC had confirmed a reduced Winter Maintenance Plan (fewer roads to be gritted).

c) Public Rights of Way Charter Councillors agreed to adopt the charter.

ACTION PDF document, circulate and upload to website

Clerk

d) Footpath defects had been reported to WSCC by Cllr Potter: Footpath #3204 (riverside path – revetment boards have broken behind property known as Millfield – WSCC Access Ranger to inspect, when she is in the area) and the junction of Footpaths #2296 and #2093 (fallen signposts – will be replaced/repared with Rangers are in the area in March 2020). Cllr Potter had also met with the Environment Agency who had noted Councillors' concerns.

e) A WSCC revised map of winter gritting routes had been circulated to Councillors.

11. Youth Provision / Joint Parishes Youth Committee (JPYC)

a) Draft Minutes of meeting of 3rd and 24th October circulated to Councillors.

b) Meeting 11th November – Meeting attended by Cllr Sarah Green.

c) Following queries raised by Steyning Parish Council, Bramber Councillors to comment and respond by 2nd December. Councillors agreed that they would wait for Steyning Parish Council to raise and resolve their concerns with their solicitor, before considering the document.

12. Neighbourhood Plan update

a) Councillors noted that the Henfield draft Neighbourhood Plan had reached Regulation 16.

b) Following Regulation 14 completion, the next meeting of the Bramber Steering Group was scheduled for 5th December, at which the revised plan will be considered and agreed.

13. Environment

a) Environment Agency Flood Action Week – 11 – 17 November 2019 – information posted on Parish Council website and noticeboard.

b) Cllr Potter had met with the Environment Agency, and Chairman of Upper Beeding Parish Council, regarding recent high-water levels and the threat to Beeding Bridge. Representatives of the Environment Agency will investigate up to date predictions regarding potential rises in sea level, to understand if any measures need be undertaken to prevent flooding. They also agreed that local residents should be reminded of how to avert flooding. Grants may be available for flood barriers to local properties.

c) The owner of Bramber Brooks had confirmed that Information boards would be placed at Bramber Brooks.

14. Correspondence

- a) 18.10.19 – HDC Brexit preparations information
- b) 18.10.19 – HDC Planning Portal downtime
- c) 18.10.19 – WSCC Consultation regarding proposed library budget savings
- d) 18.10.19 – PCSO update circulated – new PCSO Laura Webber
- e) 21.10.19 – Gatwick Airspace public meeting invitation
- f) 23.10.19 – HDC website advice for community groups
- g) 28.10.19 – SDNPA – Partnership Management Plan Review
- h) 29.10.19 – Joint Action Group meeting 12th November
- i) 30.10.19 – HDC / Greenways Academy pre-loved clothing initiative.
- j) 05.11.19 – NALC guidance regarding the purdah period
- k) 05.11.19 – HDC Anti-social Behaviour Conference 3rd December
- l) 06.11.19 – SDNPA Workshop slides circulated.
- m) 12.11.19 – SDNPA November newsletter
- o) 15.11.19 – HDC invite to take part in review of Planning Advisory Service.
- p) 21.11.19 – HALC EOM regarding HDC revised plan – 4th December.

15. Items for inclusion on the next Agenda

16. Date of the next meeting – 7.00pm Thursday 12th December (subject to room availability) and 7.30pm Wednesday 8th January 2020

17. Staff Matters

CONFIDENTIAL SESSION - the Chairman proposed, 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 17 below would be prejudicial in the public interest. **Agreed.**

- a) Councillors noted that the Clerk had reluctantly tendered her resignation (effective from 31st January, due to work commitments.
- b) Councillors agreed to delegate to the Clerk and the Chair to recruit a replacement Clerk.

The Chairman closed the meeting at 9.00pm

Signed:
Chairman

Date: 12th December 2019

Appendix One

Payments for approval (circulated to Councillors)

Chq no	Supplier	Value	Notes
2298	Ferring Nurseries	189.00	Removal of floral displays
	Ferring Nurseries	245.51	Provide autumn display
2299	Beeding & Bramber VH	72.00	Hall hire
2300	R Luckin	357.46	Clerk net salary (October)
	R Luckin	3.50	Admin expenses
2301	Alison Eardley	1,544.00	NDP Consultancy
2302	R Luckin	357.66	Clerk net salary (November)

2303	D Flynn	144.00	Supply and install xmas tree
2304	Cllr A Blakelock	28.99	Travel expenses to HALC meetings
2305	HMRC	268.00	NIC / PAYE Q3
SO	P Kerchel	185.00	Cleaning of public toilets
DD	EDF	11.00	Electricity supply to toilets
	Total	£3,406.12	

DRAFT