

**The Minutes of the virtual Ordinary Council Meeting of the Bramber Parish Council via a Zoom video conference on Wednesday 10<sup>th</sup> June 2020 at 7pm.**

**Present:** Cllrs Potter (Chair), Cllr Bignell, Cllr A. Blakelock, Cllr S. Blakelock, Cllr Croker, Cllr Goodall, Cllr Kitston and Cllr Tilley.

**In attendance:** WSCC Cllr Barling, HDC Cllr Noel and Paul Richards (Parish Clerk).

**Members of the public:** None

**68. Apologies for absence**

Cllr Green

**69. Declarations of interest**

None.

**70. Minutes of the previous meeting – 6<sup>th</sup> May 2020**

Cllr A. Blakelock **proposed** that the minutes of the meeting of 6<sup>th</sup> May 2020 be approved as a correct record of the meeting. This was **seconded** by Cllr Tilley. The minutes were **AGREED** by Members and were duly signed by the Chairman.

**71. Matters arising**

- Item 59 – Provision of Youth services – report received from SCYP;
- Item 61 – Retention policy – Clerk has circulated a draft policy;
- Item 61 – Minutes actions – Clerk confirmed SALC opinion;

*19:12 – Cllrs Bignell and Barling enter the meeting*

- Item 61 – contact details – Clerk has reported on where Councillor contact details are published in other parishes. Members advised to keep the web page contact details as is; and
- Item 62 – Toilet refurbishment – Cllrs Kitson and S. Blakelock to present at item 81.

**72. Open Forum**

None

**73. COVID-19**

The Chair reported that The Hub is receiving fewer calls and requests for assistance. Regular updates from HDC and WSCC have been circulated and added to the parish website as appropriate.

*19:08 - Cllrs Goodall and Kitson enter the meeting*

**74. Reports**

a) **WSCC** – WSCC Cllr Barling advised that :-

- The County Council has seen a significant increase in roles and responsibilities to address the Covid-19 epidemic especially in the areas in adult and children's social care. Primary schools have re-opened for all pupils;
- The household waste recycling sites are open for restricted waste types;

- The cost to WSCC to provide additional services to address the Covid-19 epidemic is forecast to be £80-85 million. Grants from Government totalling £40m have been received leaving a considerable shortfall for the County to address;
  - An additional grant of £15m has been received from Government to address road repairs and potholes; and
  - Locally, Cllr Barling continues to support residents with their queries and concerns.
- b) HDC – Cllrs Croker and Noel reported that:-
- The Covid-19 crisis has seen a financial shortfall for HDC forecast to be between £3-£8m;
  - The second round of small business grants, dispersed by HDC on behalf of Government, is now limited to £10,000 per application;
  - Rural car park charges are to be re-implemented as from 15<sup>th</sup> June 2020;
  - The interim report of the Draft Local Plan consultation process has been published. Of the circa 6,400 comments received, around 1,700 refer to the issue of housing provision (most of which object to the proposed strategic housing site to the north of Henfield). HDC has been advised that the published housing targets and the overall Local Plan timetable remain unchanged;
  - The household waste recycling sites are open however, the side-waste collection service has now ceased;
  - A consultation on Open Spaces has commenced; and
  - The Chair asked if the 5 year land supply target had been achieved. Cllr Noel advised that there is sufficient land supply and HDC will keep to the required timetable. Cllr Barling advised that the leaders of the 5 District Councils in West Sussex and WSCC have written jointly to the Communities Minister on this matter.
- c) Neighbourhood Wardens – The Chair referred to the report, circulated previously, from the Wardens. He advised that they continue to support The Hub with Covid-19 assistance and that there were no outstanding issues. Cllr Croker reported that despite traffic numbers having reduced across the parish, the overall speed of the remaining traffic had increased. Cllrs Noel and Barling advised that the local MP has written to Government highlighting this issue. The Clerk advised that the Community Speedwatch campaigns had re-started. He agreed to re-commence the local Speedwatch activities for Bramber and Upper Beeding
- d) Joint Parishes Cemetery Committee – no update.
- e) Joint Parishes Youth Committee – The Chairman advised that the service is gradually returning to open meetings.
- f) HALC – no update.
- g) Village Hall - no update.

## 75. Highways and Public Rights of Way

- The Chairman reported that cyclists continue to cycle on the Walks for All path in contravention of the well signed notices. Cllr Barling advised that he has reported this to the Police. Overall, Members noted a significant increase in visitors to the parish with the car park often at full capacity;
- Cllr Goodall enquired when the overgrown vegetation adjacent to the river footpaths would be attended to. The Clerk was asked to check this with the EA. Cllr Barling advised that a public right of way maintenance programme had been announced to commence in July and August;
- The Clerk summarised the issue for the reported graffiti under the A2983 road bridge. The report from the Wardens, circulate previously, was reviewed. Cllr Barling requested that the Clerk send the

report to him. The Clerk was also asked to obtain a quote from HDC to undertake the removal of the graffiti.

- Cllr Croker advised that the local Facebook page had reported issues of anti-social parking in Castle Lane causing congestion and restrictions;
- Cllr A. Blakelock referred to the correspondence, circulated previously, related to the Steyning for Trees initiative. Bramber could be incorporated into the project with trees to be planted along suitable road verges. The verge alongside the A283 was identified as a suitable location. However, the verge is owned by WSCC and there could be underground cables under the verge. Sapling trees (at a cost of £150) could be provided or whips (young trees) provided free of charge. The project might donate two or three saplings to BPC. The Chairman advised that the owner of Bramber Brooks might also be interested in this project. Cllr A. Blakelock agreed to contact the project to see if the A283 might be a suitable location for them; and
- The Chairman advised that the public toilets in Steyning have opened to support the re-opening of the High Street. The Covid-19 guidelines suggest that public toilets should only be open at Alert Level 2 and would require that a more stringent cleaning regime is implemented. Members discussed the possibility of re-opening the Bramber public toilet and reviewed both the additional costs and who could clean the facility. The Clerk was asked to prepare the necessary risk assessment in preparation to re-open the toilet together.

#### *19:56 - Cllrs Barling leaves the meeting*

- The Chairman reported that visitor numbers had increased and that the Castle pub had commenced a takeaway drink service. Most of the customers appear to be drinking beer in The Street and complaints had been received about the lack of social distancing. The Chairman has referred this to the Wardens and the Clerk has reported the matter to the local PCSOs. Cllrs Croker and Noel advised that the HDC Licensing officers could offer the necessary advice relating to off-sales. Cllr Noel agreed to contact the licensing officer to check the licence details.

#### **76. Finance and General Purposes**

- a) Members **AGREED** that the payments for June 2020 be paid. Members also noted that payments for the current toilet cleaning contractor were due to be reviewed. Members **AGREED** to cease future payments. The Chairman agreed to contact the contractor and advise him accordingly. The Clerk also advised that the current payment arrangements to this contractor might breach the IR35 HMRC regulations and agreed to review any potential liability to BPC. Members reviewed the Reserves position and the cash in bank figures. The Clerk explained that the general reserve should be between 30 and 50% of the precept amount and would act as an operating cost buffer in the case of an emergency.

Payments 10 June 2020				
Approved at last meeting	Invoiced Services	Voucher	Chq Nos	Amount
Paul Richards	Clerk's salary and expenses - April 2020	13/14/15	2341	£ 580.34
Beeding and Bramber Village Hall	Hall hire - 02/03/2020	16	2342	£ 24.50
Blockbusters	Drain clearance 02/03/2020 - Bramber car park	17	2343	£ 163.20
Mike Croker	Payment to Will Bourne re moving MVAS 21/4	18	2344	£ 57.90
Business Stream	Balance of Water Supply 20017-2020	19	2345	£ 346.37
P Kirchel	Cleaning of public toilets paid 30th March	21	SO	£ 185.00
EDF	Electricity supply to toilets paid 15th April	22	DD	£ 11.00
				£ 1,368.31
Income since last meeting	Amount			
HDC Cleansing Grant	£ 374.40			
<b>TOTAL INCOME</b>	<b>£ 374.40</b>			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 15,264.97	As at 29 April 2020		
EARMARKED RESERVES				
NHP reserve	£ 2,500.00			
<b>RESERVES</b>	<b>£ 12,764.97</b>			
PAID SINCE LAST MEETING	Invoiced Services	Voucher	Chq Nos	Amount
Citizens Advice	Donation	20	2346	£ 150.00
P Kirchel	Cleaning of public toilets paid 31st April	23	DD	£ 185.00
Mulberry & Co	Internal Audit Fee	24	2347	£ 126.00
Paul Richards	Clerk's salary and expenses - May 2020	25	2348	£ 494.00
NEST	Pension April 2020	26	DD	£ 78.00
EDF	Electricity for toilets - May 2020	27	DD	£ 11.00
NEST	Pension May 2020	28	DD	£ 78.00
TO APPROVE				
None				
REGULAR PAYMENTS				
P Kirchel	Cleaning of public toilets - May 2020		SO	£ 185.00
NEST	Pension June 2020		DD	£ 78.00
				£ 1,385.00

- b) Internal Audit arrangements – the Clerk referred to the report, circulated previously, from internal auditor. After discussion and review Members **AGREED** to accept the report. The Clerk will present the annual return for approval at the next meeting. Cllr Croker referred to governance arrangements and the suggestion of a three year business plan. Members agreed to review these matters at a future meeting.
- c) Donation request – the Chairman referred to a donation request from Marie Curie. Members discussed whether donations should be reserved, at this time, for Covid-19 matters. The Chairman will contact The Hub to see if they require additional funding.
- d) GDPR future arrangements – the Clerk referred to the proposed fee and if BPC should renew the GDPR Data Protection Officer (DPO) services. He advised that (a) local councils were exempt from the requirements to maintain a DPO position and (b) very few GDPR requests were being received by local councils across West Sussex. In light of this, the Clerk recommended that BPC do not procure the services of a DPO and that he could manage any subsequent issues. Members **AGREED** to cease the GDPR DPO services.

## 77. Planning

### a) Applications

- **SDNP/01947 - Annington Commercial Centre, Annington Road, Bramber** - Installation of 48 x 310W solar photovoltaic modules.  
**Members voted to SUPPORT the application** (8 x support). Given the parish council has declared a climate emergency, this application supports the ambition to reduce carbon emissions.
- **DC/20/1002 - Lavender Cottage, The Street, Bramber** - Fell 1 x Cherry Tree and Surgery to 1 x Yew.  
**Members voted to SUPPORT the application** (8 x support).
- **DC/20/1013 - Oakleigh House, Little Drove, Bramber** - Fell 1 x Beech and Surgery to 2 x Ash and 1 x Beech  
**Members voted to SUPPORT the application** (8 x support).
- **SDNPA/20/01986 - Former Annington Mere Cottages, Annington Road, Bramber** - Rationalisation of previous planning permissions reference SDNP/17/02771/FUL and DC/11/2322 and revisions to the elevational treatment of buildings, garden alignment and landscaping to provide for the phased development of four self-build residential dwellings, holiday let and stable on Land at Annington Mere, Annington Road, Bramber, West Sussex  
**Members voted to OBJECT to the application** (8 object). Members voted to object to the application on the following grounds.
  - **Parking** - It appears the revised plans have not taken into consideration the previous comments from WSCC Highways with regard to garage widths i.e. recommended 6m x 6m for 2 motor vehicles. The parish council considers that insufficient parking spaces have been proposed for the 3 homes and one holiday home. Parking on the street would be dangerous given the narrow road and the development needs to make more room for visitor and occupant parking.
  - **Bicycles** - insufficient provision has been made to store bicycles, mobility scooters and other forms of transport.
  - **Access** - the visibility splay proposals appear too narrow given the high speed of vehicles approaching the proposed development site from the south.
  - **CIL** - Members were not convinced that the phasing of the development would meet the criteria for the self-build exemption claimed by the applicant.
  - **Affordable housing** - one house has been offered as 'affordable housing' with a proposed discount to 80% of market value. Houses of the type described in the development could not be deemed 'affordable' even with the proposed discount.

### b) Decisions – None

- c) Local Plan Preparation information request – Infrastructure and Settlement Sustainability - Members reviewed the existing plan and **AGREED** to respond using the criteria determined as part of the neighbourhood plan. The Clerk was asked to circulate a draft for approval.

## 78. Youth Provision

The Chairman referred to the response, circulated previously, from SCYP.

## 79. Neighbourhood Plan update

The Chairman advised that an Inspector, to review the final draft plan, has been appointed and we await feedback from the Regulation 16 consultation. He also referred to a request from HDC to support their position on the delay to referendums in relation to almost 'made' neighbourhood plans. The Clerk was asked to circulate a suitable draft.

20:50 - Cllr Noel leaves the meeting

**80. Toilet refurbishment**

Cllr S. Blakelock updated Members that, post Covid-19, the future for public toilet design may be significantly different. He advised that BPC await future guidelines to allow for these new design proposals to be incorporated. Cllr Kitson agreed to update Members with any developments.

**81. Environment**

- The Chairman advised that English Heritage had introduced car park charges at Bramber Castle at a charge of £2 per visit. Payment is by mobile phone/text. Residents will receive an exemption for charges. English Heritage has agreed to write to the parish council relating to these charges; and
- Cllr Tilley referred to the caravan parked at the High Trees car park at Upper Beeding.

21:04 - Cllr Potter leaves the meeting. Cllr Croker takes the Chair.

**82. Climate Emergency**

Cllr A. Blakelock that the 2030 Vision project was on hold. However, the project would like to send a survey to all Members relating to online Vision for 2030. Cllr Tilley agreed to put the link on the BPC website.

**83. Correspondence**

**CORRESPONDENCE LIST AS FROM 28<sup>th</sup> April 2020**

DATE	FROM	SUBJECT
28/4	SALC	VE day advice from HMG
1/5	SALC	Letter from Local Govt Minister
5/5	SALC	Weekly update
4/5	Clerk	Travellers on the move
6/5	Clerk	Updated minutes
6/5	Clerk	WSCC update re amenity site opening
8/5	SDNPA	Newsletter
8/5	SALC	Update
12/5	SYCP	Update
13/5	WSCC/HDC	Travellers
13/5	HDC	Planning update
13/5	HDC	Large traveller group update
18/5	WSCC	Covid-19 update
18/5	HDC	Travellers
21/5	WSCC	Covid survey
21/5	HDC	Covid-19 update
22/5	Clerk	ROI update
27/5	HDC	Local plan comments
27/5	WSCC	Schools consultation
27/5	SALC	Weekly update
28/5	WSCC	Amenity site update
28/5	WSCC	Travellers
29/5	HDC	IDR and SSR consultation
29/5	Clerk	Trees – map showing highway boundary
1/6	Wardens	Wardens report

1/6	SALC	Weekly update
1/6	NALC	Chair's letter
1/6	HDC	Covid-19 update
1/6	WSCC	Maudlin Lane road closure notice

Cllr Tilley referred to the recent guidance on the 2020 Website Accessibility Regulations and advised that the new regulations might require some small changes to the website.

**84. Items for inclusion on the next Agenda**

- a) Website – add a standing item to include the BPC website; and
- b) Minutes – Cllr A. Blakelock requested that the draft minutes be circulated sooner.

**85. Date of the next meetings**

- **Annual Parish Meeting** – Postponed until further notice
- **Ordinary Parish Council Meeting** – 7pm on Wednesday 22<sup>nd</sup> July 2020 via a Zoom video/audio conference.

The meeting closed at 21:15

Signed..... Chairman

Date.....