

**Bramber Parish Council**  
**Meeting of Full Parish Council**  
**Beeding & Bramber Parish Hall**  
**Wednesday 3<sup>rd</sup> April 2019 at 7.00pm**

**Present:** Cllrs Roger Potter (Chairman), Mike Croker, Trevor Bignell, Dave Kitson and Diana Goodall.

**In attendance:** Cllr David Barling (WSCC) and Cllr Coldwell (HDC)

**Members of the public:** 0

**Minutes:** Rebecca Luckin (Parish Clerk)

**MINUTES**

**1. Apologies for absence**

a) Apologies for absence were received and accepted from Cllr Jim Goddard, Cllr Sarah Green and Cllr Mick Tilley.

**2. Declarations of interest**

a) Cllr Bignell declared a Personal Interest as a neighbour of applicant **DC/19/0665**.

**3. Minutes of the previous meeting – 20<sup>th</sup> February 2019**

a) Cllr Croker **proposed** that the minutes of the meeting of 20<sup>th</sup> February 2019 be approved as a correct record of the meeting and duly signed by the Chairman. **Seconded** by Cllr Potter. **Agreed.**

**4. Matters arising**

- a) Inform HDC of tourism noticeboard decision – actioned.
- b) S106/Infrastructure Delivery Plan – actioned.
- c) MVAS – amend Asset Register and include on annual insurance – actioned.
- d) Make donation to Steyning Community Minibus as agreed – actioned.
- e) Sign Wardens' contract and return to HDC – actioned.
- f) General Power of Competence - added to May agenda.
- g) Community engagement / Annual Parish Meeting – actioned.
- h) WSCC Soft sand review – actioned.
- i) Walks for all benches – F&GP agenda.
- j) Report dog bin to HDC – actioned.
- k) Set up standing orders – one actioned.

**5. Chairman's Announcements**

a) The Chair and Clerk will meet with PCSO Erica Baxter (Cllr Barling to attend meeting)

**Action**      **Rearrange meeting, to include Cllr Barling**

**Clerk**

**The Chairman adjourned the meeting**

**6. Open Forum**

**The Chairman reconvened the meeting**

## 7. Reports

a) WSCC – Cllr Barling reported that the WSCC Annual Meeting will take place on 5<sup>th</sup> April, including a debate on climate change, working towards making WSCC carbon neutral by 2030. Cllr Croker recommended that a carbon audit be undertaken prior to any actions, to be sure of the effectiveness of any changes.

b) HDC – Cllrs Coldwell reported that HDC was also taking climate change action in future. HDC Cabinet had met with an affordable housing company regarding HDC owned sites. Potentially 40 – 50 affordable rental houses will be built, funded through S106. There will be no ‘right to buy’ the new homes. Extra funds will be used to secure the nomination rights on 84 properties, with a focus on key workers. A Food Waste Pilot Collection Scheme will commence in September 2019. Recycling is expected to increase by an additional 8%.

### **Cllrs Coldwell and Barling left the meeting at 7.40pm**

c) Neighbourhood Wardens – nothing for this meeting.

d) Joint Parishes Cemetery Committee – next meeting 08.04.19.

e) Joint Parishes Youth Committee – Agenda and minutes for 11.03.19 circulated.

f) HALC – Meeting 25<sup>th</sup> March 2019, agenda and minutes circulated. Councillors discussed HDC changes to the Planning Process; it is proposed that 15 objections should be submitted before an application is sent to Committee. Two Committees will be merged into one. Parish Councils will have enhanced powers to ask for an application to be considered by Committee. Going forward Parish Council Planning Committee Members should commit to training provided by HDC. Contact details were provided for the Sussex Safer Roads Partnership. PCSO Erica Baxter was in attendance and expressed an interest in addressing traffic issues.

g) Village Hall Committee – cycle stands have been installed.

## 8. Finance and General Purposes items:

a) Councillors approved payments since the previous meeting - cheque list for 03.04.19 for the value of £4,484.42. (List of payments to be attached as an appendix to these minutes).

## 9. Bramber Brookes Management Committee – Minutes of the meeting 14<sup>th</sup> March circulated.

a) Councillors to consider and agree regarding the purchase of two noticeboards and information panels:

Acorn Workshop 2 X noticeboards - £970 (no VAT)

D Flynn safety repairs to bridge – £150

Supply and design 2 X information panels – quote not received in time for the meeting

Cllr Potter **proposed** that expenditure be approved to a maximum value of £1,331. **Seconded** by Cllr Kitson. **Agreed.**

**Action** Finalise costs and instruct suppliers / contractor

**Clerk**

## 10. Planning

### a) Applications:

**DC/19/0573** – 11 The Ridings, Bramber - Fell 1 x Sycamore – Following the recommendation of the Bramber Tree Warden, Councillors **agreed no objection.**

**DC/19/0665** – 15 The Ridings, Bramber – Erection of single storey side/rear extension. Councillors **Agreed no objection** (one abstention) and noted that obscured glass is being replaced by clear glass on the north west side of the property, which may impact the neighbour.

**Action** Respond to HDC

**Clerk**

## b) Decisions:

**SDNP/17/06510/HOUS** - Maudlin Farmhouse, Maudlin Lane, Bramber - Erection of single storey conservatory and new front porch covering to existing barn. **APPROVED.**

## 12. Highways and Public Rights of Way

a) A member of the public had raised concern regarding overgrown trees opposite 'Sidings', Castle Lane. The HDC Arboricultural Officer advised that the owner had a responsibility to the public. A neighbour requested that it be reported to WSCC. The Clerk will report to WSCC and advise neighbour.

**Action**      **Report to WSCC**

**Clerk**

**Action**      **Respond to neighbour**

**Clerk**

b) Cllr Croker provided data regarding east bound traffic on Clays Hill.

c) Regarding a potential Pegasus crossing on the A283, Councillors will gather evidence through the Neighbourhood Plan and present a case to the CLC, as part of a community highways scheme. Traffic calming measures on Clays Hill, will be considered by Cllr Barling and the WSCC Highways Officer.

## 13. Youth Provision

Minutes of the meeting of 11<sup>th</sup> March 2019 and final HM Quarterly Report circulated to Councillors

a) Councillors to consider and agree regarding service provider, reduced costs and amended MOU with other Parish Councils, for remainder of term. Sussex Clubs for Young People Ltd.

Cllr Bignell **proposed** that a change in service provider be approved. **Seconded** by Cllr Croker.

**Agreed.**

Cllr Potter **proposed** that the MOU be signed and returned. **Seconded** by Cllr Goodall. **Agreed.**

b) Cllr Croker **proposed** Full Council sign the new service contract, subject to amendments.

**Seconded** by Cllr Bignell. **Agreed.**

**Action**      **Amend documents as agreed, sign and return to Steyning PC**

**Clerk**

**Action**      **Advise Steyning Clerk that Your Steyning Youth article refers to HM**

**Clerk**

c) Councillors noted correspondence from Horsham Matters regarding transfer of charity assets.

## 14. Neighbourhood Plan update

a) Councillors to consider and agree regarding the proposition from the Neighbourhood Plan Steering Group, to continue with the plan work, with a commitment to review in 2021, in response to HDC's recent options letter.

Cllr Croker **proposed** that if the plan reached Regulation 14 ahead of the HDC deadline, the Steering Group would continue to complete their plan, with a commitment to review in 2021, following revision of the HDC plan. **Seconded** by Cllr Kitson. **Agreed (one abstention).**

**Action**      Clerk to contact HDC re deadline.

**Clerk**

## 15. Environment

a) Nothing to report for this meeting.

## 16. Website

a) Item to be removed from agenda going forward.

## 17. Correspondence

- a) 25.02.19 – HDC Great British Spring Clean info
- b) 08.03.19 – HDC JAG Meeting 26<sup>th</sup> March 2019 - CANCELLED
- c) 08.03.19 – SALC Meeting with Chief Constable of Sussex Police – 24<sup>th</sup> May
- d) 08.03.19 – SALC Respect and remember
- e) 15.03.19 – SDNPA Newsletter link
- f) 15.03.19 – HDC letter re Neighbourhood Plans – Steering Group to respond by 31.05.19.
- g) 15.03.19 – Comments from Steyning PC re response to WSCC Soft Sand Review.
- h) 15.03.19 – JAG link circulated for reporting issues.
- i) 19.03.19 – WSCC Highways re night time closure of Steyning bypass on 8<sup>th</sup> April.

## 18. Items for inclusion on the next Agenda

None for this meeting.

## 19. Date of the next meeting – Wednesday 15<sup>th</sup> May 2019

The Chairman closed the meeting at 9.04pm

Signed:  
Chairman

Date: 15<sup>th</sup> May 2019

## Appendix One

### Payments for approval (circulated to Councillors)

Chq no	Supplier	Value	Notes
2220	Community Minibus	£50.00	Donation agreed 20.02.19
2221	P Kirchel	£175.00	February salary
2222	B&B Village Hall	£28.86	Jan, Feb, March phone and broadband
	B&B Village Hall	£58.80	Hall hire February 2019
2223	HMRC	£68.60	Q4 PAYE & NIC
2224	Steyning PC	£18.90	NDP Photocopying
2225	Business Stream	£49.71	Water supply 09.01.19 – 11.03.19
2226	R Luckin	£66.05	Expenses 20.03.19
2227	P Kirchel	£175.00	March salary
2228	PW Bourne	£200.00	Public Convenience repairs
2229	Alison Eardley	£1222.48	NDP Consultant
2230	B&B VH	£19.60	Hall hire March 2019
SO	R Luckin	£407.21	Clerk salary (net)
<b>19/20:</b>			
2231	Jenny Flake	£200.00	Bridleway #3189 (previously agreed)
22332	SALC	£264.21	Subs 19/20
22333	Came & Co	£280.00	Insurance 19/20
22334	Sussex Clubs for Young People	£1,200.00	Youth service provider
	<b>Total</b>	<b>£4,484.42</b>	