**Minutes of the Parish Council meeting held on Tuesday 7th January 2020**

**at 7:30pm in Beeding and Bramber Village Hall**

**Present:** **Councillors:** S. Birnstingl (Chairman), I. Allen, A. Chilver, V. Cook, D. Cutts, S. Garrod, B. Harber, I. Ivatt, J Shaw, C. Verney, C. Warren.

**Also, present:** Clerk: Celia Price, District Councillors: Mike Croker and Roger Noel, County Councillor: David Barling, Neighbourhood Warden: Paul Conroy

Members of the public: 7

The Chairman reminded members of the public of the requirement that they limit their participation to the Public Adjournment section of the meeting.

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| **C:0120:01** | **Apologies for absence**  Apologies were received and accepted from Cllr Kardos. |
| **C:0120:02** | **Declaration of Councillor’s personal or prejudicial interest**  The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011). |
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| **C:0120:03** | **Public Adjournment**  Members of the public raised concerns and asked questions regarding the accounts and proposed budget. The Chairman of the Finance Committee responded giving detailed explanations on reserves, depreciation, income and the process for producing Local Government accounts.  The Clerk was accused of misinforming the public regarding the amount of money in the reserves; the Chairman reiterated the reserves position and procedures.  It was proposed and agreed that the information available to members of the public has resulted in a lack of understanding and it was agreed clearer documents may be able to be made available. Ways to facilitate this will be discussed by the Finance Committee and agreed by full Council at a future meeting. |
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| **C:0120:04** | [**Minutes of the last meeting**](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EX4pBz6sZ25Ir-Xdq9iLnh0B20NLReKnYjBEGy2V1Ypd3w?e=WDbY9J)  The minutes of the Council Meeting held on the 3rd December 2019 were approved as a true and accurate record.  Proposed Cllr Chilver, seconded Cllr Warren and agreed by all. |
| **C:0120:05** | [**Actions from previous minutes**](https://upperbeedingpc.sharepoint.com/:x:/s/UBPC/EfY7tPpe_h1LnWtsIwWQhe4B7uhzV7ImJTqX8_n67pRaVg?e=wL5eP9)  The action list was circulated prior to the meeting and the Clerk invited questions. With no questions raised it was resolved to note the content of the report. |
| **C:0120:06** | **Joint Youth Committee Update**  Cllr Verney reported that feedback had been shared with Steyning PC and we are awaiting a response. |
| **C:0120:07** | [**Neighbourhood Wardens**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EbUZPEsP7AVPkJeIh7Q745IBUlJDMPkaUJVNcfaBu4i7iQ?e=lOAHbw)  Paul Conroy gave an overview of the report. He also explained the new PCSO structure. Tracy Bignall and Alice Moore will be covering Upper Beeding, Steyning and Bramber as well as West Grinstead, Henfield, Partridge Green and surrounding areas. He advised that joint patrols have already taken place.  It was also reported that a new Warden Supervisor has been appointed and the new Rural Services PSCO Erica Baxter has started her role.  Questions were invited from Councillors. Cllr Ivatt asked if there were any trouble spots at the moment. Paul responded that Steyning are experiencing most problems. Cllr Garrod asked if there had been a spike in burglaries and Paul advised not to his knowledge, however this data is available on-line, and the link will be forwarded to all Councillors.  It was noted that some Councillors have not received the Warden report and the Clerk will re-send it as well as attaching it to the minutes. |
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| **C:0120:08** | **Report from County Councillor**  Cllr David Barling advised that due to the Christmas break there isn’t much to report. However, he has been contacted by several individual residents, in particular regarding fly-tipping at the Bostal (this has now been passed to HDC for resolution).  Parking continues to be a problem everywhere with car owners parking dangerously on corners and near junctions.  Questions were invited from Councillors. Cllr Warren noted that potholes near the Mackleys Industrial Estate and outside the Rising Sun have been filled, but these have not been done very well and don’t look like they will last. Cllr Barling responded that the contractors, Balfour Beatty, are obliged to rectify any repairs that fail within 12 months of work being carried out.  Cllr Ivatt asked if WSCC have a view regarding moving on the caravans at High Trees carpark. This was discussed and needs further investigation considering the residents welfare in addition to potential issues.  Cllr Garrod noted that she welcomes the new regulations regarding residents only using WSCC waste sites and asks if WSCC have concerns regarding potential increased fly-tipping. Cllr Barling advised that this is monitored and suggested the Clerk contact Steve Read, the WSCC Officer for these statistics.  Cllr Allen thanked Cllr Barling for the contact and information regarding the Climate Action Plan and looks forward to hearing about details of a proposed meeting. |
| **C:0120:09** | **Report from District Councillor**  Cllr Mike Croker advised that the ‘Our District’ magazine has been distributed with an informative article on page 12 regarding the Horsham Local Plan.  Cllr Roger Noel reported that he continues to work with the HDC compliance team regarding the issues in Small Dole. He reported that the Officer has advised that the landowner has been given a deadline of 31st January to clear the site, after which there is potential for a S215 notice to be issued. Cllr Noel assured councillors he will continue to monitor and report at the next meeting. Cllr Ivatt requested he be notified of future site visits as he would like to be present.  Cllr Allen asked what communication is being planned by WSCC and HDC regarding budgets and precepts with particular reference to the reduction in services requiring Parish Councils to accommodate tasks. In response, as the budgets have not been finalised there are no details regarding a communication strategy at present. |
| **C:0120:10** | [**Councillor Maternity Policy**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EcOs0tLKpVdIrdSKWD_HaWQBXAhXJsQtN3ZPDWBxCSfrTQ?e=9aRgAC)  The proposed policy was reviewed and discussed. It was agreed that this policy should cover all extended leave and with this minor amendment it was proposed by Cllr Warren, seconded by Cllr Verney and agreed by all that the policy be adopted. |
| **C:0120:11** | [**Trees**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EcO9zzI93TxOoiUtHeGTVeIBdfFmx9aYcyH3HEnDUadVOA?e=lkEs0Y)  The proposal was reviewed. Discussion took place regarding the use of volunteers to plant the trees and it was agreed to pursue this. It was also agreed to purchase the trees as they are within budget as previously authorised.  The Clerk advised a potential new tree warden for Small Dole has come forward and will meet with the Parish Tree Warden, Chair of the Amenities Committee and the Clerk next week. |
| **C:0120:12** | **2020/21 Budget**  Cllr Harber presented the proposed budget as recommended by the Finance Committee. ([appendix A supporting paper](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EXfs1MM2zn9HtS-kgLQ1tAYBytXYpnHt6ySrcEE0SlodvQ?e=1VPaIw)). He gave an overview of the budget and highlighted the key points.  Cllr Garrod re-iterated her concerns.  All Councillors agreed that it is key to explain reasons behind the decisions to residents as well as to promote the work undertaken by the Parish Council. It was proposed that a working party be established to facilitate this, and Cllr Verney agreed to lead the group. All agreed.  Cllr Harber proposed acceptance of the budget and was seconded by Cllr Warren. All agreed except for Cllr Garrod who voted against and requested her vote be recorded. |
| **C:0120:13** | **2020/21 Precept**  Cllr Harber reiterated the reasons for the suggested precept and proposed the sum of £199,125 (One hundred and ninety-nine thousand, one hundred and twenty-five pounds) as the precept for the financial year 2020/21.  The proposal was seconded by Cllr Warren and all agreed except for Cllr Garrod who voted against and requested her vote be recorded.  *Members of the public left the meeting.* |
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| **C:0120:14** | **Councillor and Volunteer Recruitment**  It was disappointing to note that all members of the public left immediately prior to this discussion and ways of engaging residents was discussed.  There are currently 3 vacancies for Parish Councillors and further volunteers are needed to support the work of the Council.  The importance of engaging with residents was discussed and it was resolved to form a working party to investigate and produce a strategy. Cllr Verney will lead the group supported by Cllr Allen and Cllr Shaw. Any other member wishing to be part of this group should contact Cllr Verney or the Clerk. |
| **C:0120:15** | [**Correspondence**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ERK5hby1T7xDqtFz1eHh8OEB5mYp_0MlGyqUzTveBBwjBA?e=9oogSR)  It was resolved to note the correspondence as circulated. |
| **C:0120:16** | **Finance Reports**  It was resolved to note the income and expenditure reports. ([Summary](https://upperbeedingpc-my.sharepoint.com/personal/clerk_upperbeeding-pc_gov_uk/Documents/Documents/Meetings/2020/Summary%20Income%20and%20Expenditure%200120.PDF) and [Detailed](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EfXFfpnRUuZFo8SjTCmcbxIBmw6hHUoaxq3f9tec90232w?e=W5nxIb)).  The reports produced were discussed and it was resolved that the Finance Committee review the reports available at the next committee meeting and confirm which would be helpful to the full council. |
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| **C:0120:17** | [**Schedule of payments**](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/Ebsc1PC8kdtAnHup3A0nhEoBGBuablxRT0Rs46SBip_EtA?e=jUssQS)  It was resolved that the schedule of invoices for payments from 1st January to 8th January 2020 as circulated totalling £4457.00 be approved.  It was noted that the Finance Committee had approved interim payments totalling £2370.97 for payments between 4th December and 17th December 2019.    Proposed Cllr Is Allen seconded Cllr Ian Ivatt and agreed by all. |
| **C:1219:18** | **Chairman’s Announcements**  The Chairman reported that he met, by chance, the new rural PCSO Erica Baxter and suggested inviting her to the Annual Parish meeting. All agreed. |
| **C:1219:19** | **Matters raised by Councillors**  Cllr Allen tendered apologies for the February meeting.  Cllr Chilver tendered apologies for February and March meetings. He also gave an update about short Dementia Friendly courses being run by Debbie Wood at The Hub. It was agreed to invite Debbie to the Annual Parish Meeting.  Cllr Shaw advised that Beeding in Bloom would be approaching the Council for a grant in respect of a new hanging basket pole in Truleigh Road.  There being no other business the meeting concluded at 9:30pm.  The next Parish Council meeting will be on **Tuesday 4th February 2020 at 7:30pm** in Beeding and Bramber Village Hall.  Minutes Signed by: Date: |