**Minutes of the Parish Council meeting held on Tuesday 4th February 2020**

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

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

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

Members of the public: 2

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:0220:01** | **Apologies for absence**  Apologies were received and accepted from Cllr Allen, Cllr Chilver, Cllr Cook and Cllr Garrod. |
| **C:0220:02** | **Declaration of Councillors 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:0220:03** | **Public Adjournment**  There has been a request for hanging baskets in Truleigh Road, with a resident offering to sponsor a basket. Beeding in Bloom asked if the Parish Council will consider paying for the purchase and erection of the pole. This led to a discussion about the open space available and the possibility of enhancing this amenity further with a bench.  It was resolved to investigate further and add to a future agenda once costings and more information is available. Cllr Warren offered to research a local supplier for the hanging basket pole. |
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| **C:0220:04** | [**Minutes of the last meeting**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EbqJhZnSlFlHlgsIqUT4ThQB34_p1XA9DlrRmBDDGh4S4A?e=63Oasp)  The minutes of the Council Meeting held on the 7th January 2020 were approved as a true and accurate record.  Proposed Cllr Harber, seconded Cllr Ivatt and agreed by all  *A member of the public left the meeting.* |
| **C:0220:05** | [**Actions from previous minutes**](https://upperbeedingpc.sharepoint.com/:x:/s/UBPC/EWNepQc2NhJFiUkRWxE1fY0BSYyc_TFRvHPAUtmTWMU9vg?e=OxTJvl)  The action list was circulated prior to the meeting and the Clerk invited questions.  The WSCC scheme ‘Improving Local Places and Spaces’ was discussed and it was resolved that the Parish Council will approach WSCC with a view to taking on some of the following tasks as part of the scheme: footpaths, street signs, verges, some grass cutting and the removal of vegetation from highways and footpaths. |
| **C:0220:06** | **Neighbourhood Wardens** |
|  | The monthly report was circulated prior to the meeting. With no questions or comments Councillors resolved to note the contents of the report.  The Clerk reported attendance at the warden steering group meeting. |
| **C:0220:07** | **Report from County Councillor** |
|  | Cllr Barling reported that WSCC are working on their budget with extra funding for highways. He advised that there will be an increase in Council Tax, predominantly to facilitate an improvement plan for Children’s Services and increasing demands for Social Care Services.  West Sussex Fire Brigade have undergone a recent inspection and Cllr Barling reported that there are no areas for concern.  The residents of the caravans at the High Trees carpark have both been served with notices and one has already left. The remaining caravan will be subject to legal proceedings if the notice is not complied with. The Clerk asked if it would be possible to have a ‘no overnight parking’ sign as this may deter future campers and was advised to follow this up with Chris Stark, WSCC Highways Manager.  Finally, Cllr Barling gave an update regarding Steyning Grammar School (SGS), advising that the new classrooms are ready for handover to the school on 24th February and perimeter fencing is being erected. This led to a discussion concerning proposals for SGS potentially becoming an academy school, sale of the Church Street buildings and the possible use of The Towers as a 6th Form College. Various concerns were raised and Cllr Barling suggested that the SGS Chair of Governors Sue Gearing would be happy to attend a future meeting and it was resolved that the Clerk arrange this.  Questions and comments were invited from Councillors.  Cllr Warren reported that as predicted the repairs to potholes outside Mackleys Industrial Estate and the Rising Sun failed within a few days of repair. It was clear that the initial repair was of a very poor standard. Cllr Ivatt echoed Cllr Warrens concerns and agreed to email Cllr Barling with photographs, and he will follow this up with WSCC Highways. Cllr Barling also advised that new possible contractors are being investigated.  Cllr Shaw reported that the road condition on the entrance to School Road and the Dawn Crescent junction ae both in very poor repair. Cllr Barling will look into this, he also reminded all present about the Love West Sussex App and encouraged everyone to report problems direct as they arise. |
| **aiC:0220:08** | **Report from District Councillor**  Cllr Croker reported that the Horsham District Council Local Plan is starting the publication consultation phase and asked that everyone is encouraged to respond. Any comments regarding housing numbers should also be sent to the local MP as these are being dictated by central government.  A new website; Discover Horsham has now been launched; this does need some work but is encouraging.  Finally, Cllr Croker reported that the District Council budget with an increase of 2% has been approved by Cabinet.  Cllr Noel reiterated Cllr Croker’s comments regarding the Local Plan and housing numbers, urging everyone to respond. In addition, he reminded Councillors that those Parish Councils which do not have a made Neighbourhood Plan would be subject to the District Plan.  The enforcement issues opposite Tottington Drive in Small Dole remain and Cllr Noel continues to liaise with the enforcement officer. The HDC action plan is that they have notified the landowner that the work being carried out is engineering work and as such needs planning permission. The landowner has 28 days to submit a planning application, failure to do so will result in an enforcement notice being issued which will require the landowner to clear and restore the site.  Cllr Noel also noted barbed wire across a footpath and concerns regarding the welfare of the horses on site.  Caravans and mobile homes have been observed in New Hall Lane which no one appears to know anything about, and Cllr Noel intends to discuss this with the HDC Enforcement team.  *Cllr Barling left the meeting* |
| **C:0220:09** | **Joint Youth Committee Update**  Cllr Verney reported that the solicitor appointed by Steyning Parish Council has only raised a couple of minor points and it is therefore hoped that the contract will be agreed this week. |
| **C:0220:10** | **Joint Cemetery Committee Update**  Cllr Harber attended a meeting of the committee last night and reported that the strategy to self-fund continues as does the need to find a new site to extend the cemetery. |
| **C:0220:11** | [**Annual Meeting**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EbqJhZnSlFlHlgsIqUT4ThQB34_p1XA9DlrRmBDDGh4S4A?e=63Oasp)  The format of the meeting was discussed and all agreed with a focus on community engagement. It was resolved to delegate the organisation of the Annual Meeting to the Community Engagement Working party led by Cllr Verney. |
| **C:0220:12** | [**Grant Application**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EbqJhZnSlFlHlgsIqUT4ThQB34_p1XA9DlrRmBDDGh4S4A?e=63Oasp)  The grant application from [Beeding and Bramber Pre-school Playgroup](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EcibYnN64uFHinMoRvKR1ecBGjLBApkkY0KgGUnO2qDKMA?e=zJ8YOF) was discussed and it was resolved to purchase the equipment required and donate it to the playgroup rather than allocate a cash sum.  Proposed Cllr Ivatt, seconded Cllr Cutts and agreed by all. |
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| **C:0220:13** | [**Newsletter**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/Ebx_6iEh8eRArC7uIIQb_fYByZErPfPyhvn5yBfWe4ZHGg?e=KriRqJ)  The supporting paper supplied by the Clerk was reviewed and it was resolved to offer ¼ page adverts only at a cost of £25 per issue. Discount for placing adverts in multiple additions could be awarded in due course.  Proposed Cllr Kardos, seconded Cllr Birnstingl and agreed by all. |
| **C:0220:14** | [**Tree Surgery**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ET9mJJN30zlNkBbx223dXRwBaCwtXU_D94UJcyBe7EpjUA?e=lxwfPG)  Councillors reviewed the quotes provided and it was resolved to appoint Will Tarbet Tree Care (quote A) as the one offering the most suitable work.  Proposed Cllr Verney, seconded Cllr Kardos and agreed by all. |
| **C:0220:15** | [**The Great British Spring Clean**](https://upperbeedingpc.sharepoint.com/:u:/s/UBPC/EUOfaRpQw49Cqmp4fd2JV1kBME_3gM9oaQVYA5hTsyTf2Q?e=38dBad)  It was resolved to join this scheme with a view to organising a spring clean day. It was suggested Youth Club are involved and the Clerk will investigate this. |
| **C:0220:16** | [**Correspondence**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EVvI-AsUQ69Jm-bAcEjahr4BGwOS5vOfquQFQbS2HxEY5w?e=e6pNqW)  It was resolved to note the correspondence as circulated. |
| **C:0220:17** | **Finance Reports** |
|  | Cllr Harber reported that we will be within budget at the year end and are hoping for a surplus of £10-15k  It was resolved to note the income and expenditure reports ([detailed](446054) and [summary](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/ETcHhqXs615Nsz4JH9l9XQwBibm4nt-DeSk6xthw-A5IjQ?e=bWm1hO)) |
| **C:0220:18** | [**Schedule of payments**](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/ES7bSzlq1pZKmHHa4owKBtYBn8U9oOpeqMwVLzgS0k7oCg?e=shjHjz)  It was resolved that the schedule of invoices for payments from 9th January to 4th February 2020 as circulated totalling £15392.42 be approved.  Proposed Cllr Ivatt seconded Cllr Kardos and agreed by all. |
| **C:0220:19** | **Bank Reconciliation**  It was resolved to defer this item to the Finance Committee |
| **C:0220:20** | **Chairman’s Announcements**  None |
| **C:0220:21** | **Matters raised by Councillors**  Cllr Ivatt reported attendance at the Councillor Conduct Training facilitated by Horsham District Council advising that it has been very useful and informative. Cllr Shaw and Cllr Harber agreed. The Clerk will distribute the slides to all Councillors.  Cllr Shaw requested that an item to discuss the advertising banners on the railings at Sele Gardens be added to a future agenda for discussion.  Cllr Verney reported that the Community Engagement Strategy Group will be meeting next week and will aim to finalise a strategy for review at the next full council meeting.  There being no other business the meeting concluded at 9:20 pm  **The next meeting of the Parish Council will be on Tuesday 3rd March 2020 at 7:30pm in Small Dole Village Hall.**  Minutes signed by: Date: |