

# UPPER BEEDING PARISH COUNCIL

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Clerk: Steve Coberman

## MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

**Date:** Tuesday 1<sup>st</sup> May 2018

**Time:** 7.30pm

**Place:** Beeding & Bramber Village Hall

<b>Present:</b>	Cllrs A Chilver, V Cook, R Harber, I Ivatt, P Kentell, J Rowland, J Shaw, C Verney, and C Warren; County Cllr D Barling (for C:0518:10); District Cllr D Coldwell.
	In the absence of Cllr S Birnstingl, Cllr C Warren took the chair for the preliminary items, and retained it for the remainder of the meeting.
<b>C:0518:01</b> <i>Election of Chairman</i>	Cllr S Birnstingl, having previously expressed a wish to continue in office, was nominated as Chairman, and was elected unanimously. <i>Proposed by C Warren; Seconded by P Kentell.</i>
<b>C:0518:02</b> <i>Election of Vice-Chairman</i>	Cllr C Warren was nominated as Vice-Chairman, agreed to accept office, and was elected unanimously. <i>Proposed by J Shaw; Seconded by P Kentell.</i>
<b>C:0518:03</b> <i>Declaration of Acceptance</i>	In his absence, the Chairman's signature to a form declaring acceptance of office was deferred until a convenient time.
<b>C:0518:04</b> <i>Apologies</i>	Apologies were received from Cllrs S Birnstingl and T Kardos (both personal commitments); County Cllr D Barling; District Cllr B Staines; and neighbourhood wardens P Conroy and M Pearce.
<b>C:0518:05</b> <i>Questions from the public</i>	There were no questions from the public.
<b>C:0518:06</b> <i>Declarations of interest</i>	Cllr R Harber declared an interest in item 21 as regards his wife's salary.
<b>C:0518:07</b> <i>Minutes of previous meeting</i>	The minutes of the meeting dated 3 <sup>rd</sup> April 2018 were approved by all present and signed by the Chairman. <i>Proposed by V Cook; Seconded by P Kentell.</i>
<b>C:0518:08</b> <i>Matters arising</i>	C:0418:14: Cllr R Harber indicated his understanding that the consultation period regarding the closing of the road crossing by the Sussex Pad was now closed.
<b>C:0518:09</b> <i>Neighbourhood wardens report</i>	No report was received.
<b>C:0518:10</b> <i>County Councillor's Report</i>	No report was received.

<p><b>C:0518:11</b> <i>District Councillors' Reports</i></p>	<p>District Cllr D Coldwell reported orally that as follows:</p> <ul style="list-style-type: none"> <li>- Following requests from the parish council, he has visited the construction site behind and beside the post office at Small Dole, and referred it to planning enforcements. The fencing at the public footpath at the side has been referred to WSCC.</li> <li>- Peter Burgess is the new Chairman of HDC.</li> <li>- There are many “year of culture” events being planned for 2019.</li> </ul>																																							
<p><b>C:0518:12</b> <i>Chairman's announcements</i></p>	<p>In the chairman's absence, this item was deferred.</p>																																							
<p><b>C:0518:13</b> <i>Authorisation of payments</i></p>	<p>A resolution to authorise the following payments was approved unanimously:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">George Rose</td> <td style="width: 30%;">Stationery</td> <td style="width: 20%; text-align: right;">£28.54</td> </tr> <tr> <td>Beeding &amp; Bramber Village Hall</td> <td>Donation &amp; room hire</td> <td style="text-align: right;">£242.10</td> </tr> <tr> <td>AiRS</td> <td>Annual subs</td> <td style="text-align: right;">£50.00</td> </tr> <tr> <td>SALC</td> <td>Annual subs &amp; LCR subs</td> <td style="text-align: right;">£1,179.75</td> </tr> <tr> <td>Steyning Roofing</td> <td>Brick store roof repair</td> <td style="text-align: right;">£6,828.00</td> </tr> <tr> <td>HALC</td> <td>Annual subs</td> <td style="text-align: right;">£15.00</td> </tr> <tr> <td>Southern Counties Janitorial Supp's</td> <td>Cleaning materials</td> <td style="text-align: right;">£355.88</td> </tr> <tr> <td>Clarity Copiers</td> <td>Photocopying &amp; printing</td> <td style="text-align: right;">£20.70</td> </tr> <tr> <td>Horsham Matters</td> <td>Youth work costs</td> <td style="text-align: right;">£3,946.27</td> </tr> <tr> <td>Sean Teatum</td> <td>NP consultancy</td> <td style="text-align: right;">£195.00</td> </tr> <tr> <td>Will Bourne</td> <td>Handyman</td> <td style="text-align: right;">£1,219.65</td> </tr> <tr> <td>S R Coberman</td> <td>Sundries</td> <td style="text-align: right;">£605.35</td> </tr> <tr> <td>Steyning Roofing</td> <td>Brick store roof repair</td> <td style="text-align: right;">£6,828.00</td> </tr> </table> <p><i>Proposed by P Kentell; Seconded by A Chilver.</i></p>	George Rose	Stationery	£28.54	Beeding & Bramber Village Hall	Donation & room hire	£242.10	AiRS	Annual subs	£50.00	SALC	Annual subs & LCR subs	£1,179.75	Steyning Roofing	Brick store roof repair	£6,828.00	HALC	Annual subs	£15.00	Southern Counties Janitorial Supp's	Cleaning materials	£355.88	Clarity Copiers	Photocopying & printing	£20.70	Horsham Matters	Youth work costs	£3,946.27	Sean Teatum	NP consultancy	£195.00	Will Bourne	Handyman	£1,219.65	S R Coberman	Sundries	£605.35	Steyning Roofing	Brick store roof repair	£6,828.00
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<p><b>C:0518:14</b> <i>Youth provision</i></p>	<p>Cllr A Chilver noted that there had been no developments since the report was given last week at the APM. The next committee meeting will be on 14<sup>th</sup> May. It has now been agreed that Maria Colenso will continue attending the Monday “Hub Fun”.</p>																																							
<p><b>C:0518:15</b> <i>Neighbourhood planning</i></p>	<p>A report on the current position on the neighbourhood plan was circulated. It was suggested that the Clerk obtain a surveyor's report on the existence of services under the Hyde Lane verge.</p>																																							
<p><b>C:0518:16</b> <i>Joint Parishes Cemetery Committee</i></p>	<p>Cllrs R Harber and C Warren reported that a meeting had been held the previous evening, 30<sup>th</sup> April, following a site inspection on Saturday 28<sup>th</sup>. This proved to be a productive pair of meetings: strategic thinking was properly underway now regarding the extension of the cemetery site, and longterm funding to maintain the site once the income stream has terminated. The Clerk was asked to email meeting dates to councillors.</p>																																							
<p><b>C:0518:17</b> <i>Committee structures</i></p>	<p>The Clerk noted that he had circulated a discussion paper on committee structures, and that several councillors had requested more time to consider it. Given this, and the absence of the Chairman, discussion was deferred to the June meeting.</p>																																							

<p><b>C:0518:18</b> <i>Appointments to committees</i></p>	<p>Pending the discussion in June (see previous minute), members were appointed to Council Committees as follows:</p> <p><u>Planning Committee</u> Members: All members of the council.</p> <p><u>Amenities Committee</u> Members: All members of the council.</p> <p><u>Sports &amp; Leisure Committee</u> Members: All members of the council.</p> <p><u>Emergency Committee</u> Members: All members of the council.</p> <p><u>Policy &amp; Resources Committee</u> Members: All members of the council.</p> <p><u>Joint Parishes Cemetery Committee</u> Nominated members: R Harber; C Warren <i>(Proposed by J Rowland; Seconded by A Chilver)</i></p> <p>Cllrs I Ivatt and J Shaw expressed an interest in the Cemetery Committee; Cllrs R Harber and C Warren indicated that they felt the accumulated expertise they had acquired on the subject made it desirable that they remain as the two nominated members, and Cllrs Ivatt and Shaw therefore agreed to attend the meetings, but without voting rights.</p> <p>The Clerk was asked to circulate all JPCC agendas and minutes to all councillors.</p>																				
<p><b>C:0518:19</b> <i>Representatives to outside bodies</i></p>	<p>Council representatives to outside bodies were appointed as follows:</p> <table border="0"> <tr> <td>Horsham Association of Local Councils</td> <td>J Shaw</td> </tr> <tr> <td>West Sussex Association of Local Councils</td> <td>S Birnstingl; R Harber</td> </tr> <tr> <td>Saltings Field Conservation Group</td> <td>C Verney</td> </tr> <tr> <td>UB Village Hall Management Committee</td> <td>R Harber</td> </tr> <tr> <td>SD Village Hall Management Committee</td> <td>I Ivatt</td> </tr> <tr> <td>Parish Floral Display (Beeding in Bloom)</td> <td>P Kentell</td> </tr> <tr> <td>Neighbourhood Watch</td> <td>P Kentell</td> </tr> <tr> <td>Viridor Liaison Committee</td> <td>C Warren</td> </tr> <tr> <td>SDCP Visitor &amp; Tourism Group</td> <td>No council representative; former Cllr F Jones will represent the council's interests</td> </tr> <tr> <td>Steyping Area Youth Services mgt group</td> <td>A Chilver; C Verney</td> </tr> </table>	Horsham Association of Local Councils	J Shaw	West Sussex Association of Local Councils	S Birnstingl; R Harber	Saltings Field Conservation Group	C Verney	UB Village Hall Management Committee	R Harber	SD Village Hall Management Committee	I Ivatt	Parish Floral Display (Beeding in Bloom)	P Kentell	Neighbourhood Watch	P Kentell	Viridor Liaison Committee	C Warren	SDCP Visitor & Tourism Group	No council representative; former Cllr F Jones will represent the council's interests	Steyping Area Youth Services mgt group	A Chilver; C Verney
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<p><b>C:0518:20</b> <i>Councillors allowances</i></p>	<p>It was formally resolved to readopt the councillor's allowances scheme. <i>Proposed by C Warren; Seconded by R Harber.</i> The clerk asked councillors to email him confidentially indicating whether or not they wished to claim the allowance.</p>																				

<p><b>C:0518:21</b> <i>Employees Salaries</i></p>	<p>The Clerk tabled a report on employee salaries, noting various rates of inflation, data on the government’s living wage, and the living wage recommended by the Living Wage Foundation.</p> <p>It was agreed to maintain the policy agreed in June 2016 as regards the litter wardens, ie to increase the hourly rate for the litter wardens to the level suggested by the Living Wage Foundation over three years. This is the final year of the catch-up, and the full recommended rate is now £8.75 per hour. It was also agreed to increase the caretaker’s hourly rate by published RPI rate of 3.3%, thus rising from £9.40/hr to £9.70/hr.</p> <p>It was agreed that the Clerk should receive the usual annual increment stipulated in his contract of employment, his annual performance review having been carried out in the summer as usual.</p> <p>The Cemetery Clerk’s salary is determined by the Joint Parishes Cemetery Committee, and is due to be discussed at its next meeting.</p>												
<p><b>C:0518:22</b> <i>Grants and donations</i></p>	<p>The following grants and donations were approved under S137, following receipt of written requests:</p> <table data-bbox="523 779 1216 913"> <tr> <td>Age UK</td> <td>£300</td> </tr> <tr> <td>Beeding in Bloom</td> <td>£2,500</td> </tr> <tr> <td>Saltings Field Conservation Group</td> <td>£1,250</td> </tr> <tr> <td>Victim Support</td> <td>£50</td> </tr> </table> <p>The following donations were approved under S137 as ongoing commitments:</p> <table data-bbox="523 969 1216 1070"> <tr> <td>Henfield Community Bus</td> <td>£300</td> </tr> <tr> <td>West Sussex Minibus (formerly Steyning Area Minibus)</td> <td>£300</td> </tr> </table> <p>It was agreed that other donations, including those made in previous years for which written requests have not been received, would be considered by the council only on receipt of a written application.</p> <p><i>Proposed by P Kentell; Seconded by J Shaw</i></p>	Age UK	£300	Beeding in Bloom	£2,500	Saltings Field Conservation Group	£1,250	Victim Support	£50	Henfield Community Bus	£300	West Sussex Minibus (formerly Steyning Area Minibus)	£300
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<p><b>C:0518:23</b> <i>Annual Parish Meeting</i></p>	<p>The meeting felt that the APM was a success, though the Rampion presentation was again unsatisfactory, and failed to provide concrete answers to questions raised.</p>												
<p><b>C:0518:24</b> <i>Narrowing of Downs Link</i></p>	<p>The Clerk tabled email correspondence from various parties, including WSCC, regarding the narrowing of the path by the cement works. A discussion was held, but no actions determined.</p>												
<p><b>C:0518:25</b> <i>Direct debits &amp; standing orders</i></p>	<p>The Clerk tabled a schedule of current direct debits and standing orders, which was approved.</p> <p><i>Proposed by A Chilver; Seconded by P Kentell.</i></p>												
<p><b>C:0518:26</b> <i>Bank statements: Mar-18</i></p>	<p>These were presented and noted.</p>												
<p><b>C:0518:27</b> <i>Payroll: Apr-18</i></p>	<p>These were presented and noted.</p>												
<p><b>C:0518:28</b> <i>Correspondence</i></p>	<p>The Clerk tabled the following items of correspondence not dealt with in the agenda:</p> <ul style="list-style-type: none"> <li>- CPRE “Countryside Voice” magazine.</li> <li>- LCR magazine (3 copies)</li> </ul>												

<p><b>C:0518:29</b> <i>Items for information or next agenda</i></p>	<p>The Clerk noted progress on implementing GDPR, and indicated that he would shortly be recommending adopting a Data Protection Officer. He also noted the advice he had received from Railtas, the supplier of our accounts software, that we can only pay for items for third parties and reclaim the VAT when we retain ownership of the purchased property. This does not apply to services, such as the hanging basket service obtained for Beeding in Bloom.</p> <p>The Clerk was asked to arrange for the path from Monks Walk to Pound Lane to be sprayed.</p>
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The meeting closed at 9.15. The next meeting will be held at Beeding & Bramber village hall on Tuesday 5<sup>th</sup> June 2018 at 7.30pm.

**Minutes signed by:** ..... **Date:** .....