

# UPPER BEEDING PARISH COUNCIL

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Clerk: Steve Coberman

## MINUTES OF A MEETING OF THE PARISH COUNCIL

**Date:** Tuesday 3<sup>rd</sup> July 2018 **Time:** 7.30pm

**Place:** Beeding & Bramber Village Hall

<b>Present:</b>	Cllrs S Birnstingl (Chairman), A Chilver, R Harber (from 8.10pm), I Ivatt, T Kardos, P Kentell, J Rowland, J Shaw, C Verney, and C Warren; District Cllr D Coldwell.
<b>C:0618:01</b> <i>Apologies</i>	Apologies were received from Cllr V Cook (personal commitments), County Cllr D Barling; District Cllr B Staines, and neighbourhood warden P Conroy.
<b>C:0618:02</b> <i>Questions from the public</i>	There were no questions from the public.
<b>C:0618:03</b> <i>Declarations of interest</i>	There were no declarations of personal or prejudicial interest by Councillors on any of the agenda items below.
<b>C:0618:04</b> <i>Minutes of previous meeting</i>	The minutes of the meeting dated 5 <sup>th</sup> June 2018 were approved by all present and signed by the Chairman. <i>Proposed by C Warren; Seconded by I Ivatt.</i>
<b>C:0618:05</b> <i>Matters arising</i>	Answering an enquiry, the Clerk noted that the grass contractor had indicated that the path south of the Rising Sun would be cut back in the near future.
<b>C:0618:06</b> <i>Neighbourhood Warden's report</i>	<p>P Conroy reported in writing as follows:</p> <p><u>Criminal damage &amp; antisocial behaviour</u></p> <p>There is no relevant CCTV footage of the damage to the playground equipment. Bolt cutters were used to gain access to the school playground area, though the school itself was not broken into. The Incident was reported to police by Caretaker. There has been further damage to the MUGA netting. As a result of these incidents, there will be increased monitoring of the Memorial Playing Field. No identification was able to be made of a male riding an off-road bike in the garage area. A report was received from Councillor Kentell regarding a drunken and abusive male asked to leave a public House; he was located in Clays Hill., given words of advice, and guided home safely.</p> <p><u>Parking</u></p> <p>Fortnightly attendance continues at the primary school to deter antisocial parking in front of the school premises.</p>

<p><b>C:0618:06</b> <i>Neighbourhood Warden's report (cont)</i></p>	<p><u>Cold callers</u></p> <p>Two calls were received from residents regarding an aggressive door to door salesman.</p> <p><u>Other</u></p> <p>A first trip for older people is planned for late July. A male suffered a cardiac arrest at a Public house in Upper Beeding. Assistance was offered by police and the wardens.</p> <p>Cllr P Kentell reported on initiatives undertaken by Mr Bowell of Steyning PC and Mr Potter of Bramber PC in respect of the wardens; the Clerk added that he had reminded these gentlemen that a contract and steering group were already in place, and no independent initiatives could be undertaken at this time. The Clerk also reported on progress in repairs to the playground.</p>																																										
<p><b>C:0618:07</b> <i>County Councillor's Report</i></p>	<p>The Clerk tabled an email from County Cllr Barling requesting funding support for a kissing gate at the Downs Link entry to the A283 opposite Dacre Gardens. The meeting expressed several reservations about this, and Cllr S Birnstingl agreed to respond to Cllr Barling.</p>																																										
<p><b>C:0618:08</b> <i>District Councillor's Report</i></p>	<p>District Cllr D Coldwell reported orally that little had happened recently at HDC to impact this parish. He noted that fly-tipping is on the increase nationally, and that owners are responsible if their contractors choose to fly-tip rubbish. The council agreed to include an HDC notice on this in their September newsletter. He also noted that there was nothing new to report on the site behind Small Dole post office. Cllr S Birnstingl raised the issue of s106 funding for the Small Dole playground, and District Cllr Coldwell replied that HDC had no flexibility on this. The Clerk was therefore instructed to obtain two further quotations.</p>																																										
<p><b>C:0618:09</b> <i>Chairman's announcements</i></p>	<p>Cllr S Birnstingl had no announcements to make.</p>																																										
<p><b>C:0618:10</b> <i>Authorisation of payments</i></p>	<p>A resolution to authorise the following payments was approved unanimously:</p> <table border="0" data-bbox="523 1274 1437 1733"> <tr> <td>George Rose</td> <td>Stationery</td> <td>£92.92</td> </tr> <tr> <td>Ferring Nurseries</td> <td>per Beeding in Bloom</td> <td>£173.53</td> </tr> <tr> <td>Letterbox Logistics</td> <td>Newsletter and NP distribution</td> <td>£541.80</td> </tr> <tr> <td>AiRS</td> <td>Neighbourhood Plan consultancy</td> <td>£2,100.00</td> </tr> <tr> <td>Juliet Hindson</td> <td>Stall at school fete</td> <td>£15.00</td> </tr> <tr> <td>Playsafety</td> <td>Playground inspection</td> <td>£369.60</td> </tr> <tr> <td>Business Stream</td> <td>Allotment &amp; changing room water</td> <td>£179.83</td> </tr> <tr> <td>Satswana</td> <td>Fee for GDPR service</td> <td>£180.00</td> </tr> <tr> <td>Clarity Copiers</td> <td>Copying, printing, &amp; NP flyer</td> <td>£409.39</td> </tr> <tr> <td>Will Bourne</td> <td>Handyman</td> <td>£1,913.14</td> </tr> <tr> <td>B &amp; B Village Hall</td> <td>Room hire</td> <td>£47.25</td> </tr> <tr> <td>EDF</td> <td>Sports hall electricity</td> <td>£1,015.99</td> </tr> <tr> <td>Grasstex</td> <td>Grass and verge cutting</td> <td>£4,550.04</td> </tr> <tr> <td>Sean Teatum</td> <td>NP consultancy</td> <td>£500.00</td> </tr> </table> <p><i>Proposed by C Warren; Seconded by T Kardos.</i></p> <p>The Clerk noted that Mr Teatum had only claimed his maximum permitted £300, but that he had put in a great deal of extra effort this past month in finalising the draft plan and commencing public consultation; the meeting therefore agreed to award him £500 this month.</p>	George Rose	Stationery	£92.92	Ferring Nurseries	per Beeding in Bloom	£173.53	Letterbox Logistics	Newsletter and NP distribution	£541.80	AiRS	Neighbourhood Plan consultancy	£2,100.00	Juliet Hindson	Stall at school fete	£15.00	Playsafety	Playground inspection	£369.60	Business Stream	Allotment & changing room water	£179.83	Satswana	Fee for GDPR service	£180.00	Clarity Copiers	Copying, printing, & NP flyer	£409.39	Will Bourne	Handyman	£1,913.14	B & B Village Hall	Room hire	£47.25	EDF	Sports hall electricity	£1,015.99	Grasstex	Grass and verge cutting	£4,550.04	Sean Teatum	NP consultancy	£500.00
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<b>C:0618:11</b> <i>Review of outstanding actions</i>	The Clerk noted that due to last-minute car breakdown that afternoon, he had been unable to produce an updated schedule of outstanding actions. Cllr C Warren noted that he had looked at the stream in Small Dole mentioned in the schedule; it was still in poor condition, and in addition Himalayan Balsam was growing there. The Clerk was therefore asked to write to the landowners, copy to WSCC and the Environment Agency. Cllr J Shaw noted the condition of the stream behind the Kings Head, and Cllr S Birnstingl agreed to look at it.
<b>C:0618:12</b> <i>Neighbourhood planning</i>	A report on progress, prepared by Mr S Teatum, was circulated and noted. Cllr J Shaw reported on progress in publicising the draft plan.
<b>C:0618:13</b> <i>Youth provision</i>	Cllr A Chilver noted that no meeting of the steering group had been held since last month's report.
<b>C:0618:14</b> <i>Joint Parishes Cemetery Committee</i>	Cllr C Warren noted that no meeting of the committee had been held since last month's report.
<b>C:0618:15</b> <i>Pensions discretion policy</i>	The Clerk tabled a discretion policy for the WSCC pension scheme, as required by the scheme administrator. He noted that he had requested comments from WSCC, but that none had been received. It was resolved to adopt the policy as drafted. <i>Proposed by C Warren; Seconded by T Kardos.</i>
<b>C:0618:16</b> <i>GDPR impact assessment</i>	The Clerk tabled an impact assessment for the introduction of GDPR, as required by the Data Controller. He noted that he had requested comments from Satswana, but that none had been received. It was resolved to adopt the policy as drafted. <i>Proposed by C Warren; Seconded by P Kentell.</i> The meeting asked the Clerk to ensure that the CCTV is registered with the ICO.
<b>C:0618:17</b> <i>Clerk recruitment</i>	The Clerk tabled a proposal from SSALC for them to manage the recruitment process for a replacement Clerk, at a cost in the order of £600. It was resolved to accept their proposal. <i>Proposed by A Chilver; Seconded by J Shaw.</i>
<b>C:0618:18</b> <i>Grant award</i>	The Clerk tabled a request from the West Sussex Mediation Service for a grant of £75. In view of the good work the service performs, the council resolved to award them £100 from s137, but to request they provide local statistics are provided with next year's request. <i>Proposed by C Warren; Seconded by J Shaw.</i>
<b>C:0618:19</b> <i>Footpaths</i>	Cllr C Warren raised the issue of a footpath from Smugglers Lane to Small Dole; it was noted that this was mentioned in the Neighbourhood Plan. Cllr R Harber noted that there was a great deal of vegetation needing cutting back at the bus stop opposite the Bostal; the Clerk was asked to request the handyman to look it at (provided he has the correct licence and insurance to work on the highway), and cut it back if feasible. The Clerk suggested that all councillors report it on the Love West Sussex website. It was also suggested that the handyman be asked to clean the bus stops on both sides of the road at Dacre Gardens, and cut back the vegetation at the Upper Beeding sign there.
<b>C:0618:20</b> <i>WW1 commemoration</i>	Cllr I Ivatt agreed to draft a notice on this for the September edition of the newsletter.
<b>C:0618:21</b> <i>Asset replacement planning</i>	Cllr S Birnstingl suggested that a policy for providing for the replacement of depreciated assets should be developed. The Clerk agreed to draft a proposal based on current asset values, but excluding the sports hall.
<b>C:0618:22</b> <i>Accounts: Jun-18</i>	These were presented and noted.

<p><b>C:0618:23</b> <i>Bank statements: May-18</i></p>	<p>These were presented and noted.</p>
<p><b>C:0618:24</b> <i>Payroll: Jun-18</i></p>	<p>The report and Client's Account statement were presented and noted.</p>
<p><b>C:0618:25</b> <i>Correspondence</i></p>	<p>A press release on a Full Fibre ISP network in the county was noted. It was agreed to seek more information on this from County Cllr D Barling.</p>
<p><b>C:0618:26</b> <i>Items for information or next agenda</i></p>	<p>The Clerk noted that he had now received approx £18,100 from the SDNPA in s106 grants to cover the new path in the playing field and the new bus stop at Small Dole. Cllr C Warren requested a path from the scout camp at Small Dole to the village, and he has asked PHB to provide a quotation. The Clerk tabled proposals from JS Engineering to patch-repair the sports hall fire escape for £600, or wholly replace it for £2,350. The meeting resolved to accept the latter; <i>Proposed by J Shaw; Seconded by T Kardos</i>. Cllr P Kentell noted on the planned meeting in June with the PCSO, and the Clerk reported that he and Cllr A Chilver had attended the meeting, which had explained the current roles and responsibilities of the PCSO team; he also noted that he had accepted publicity on it for the newsletter and website. Cllr J Shaw noted that last year we had promised to hold an annual summer event at the skatepark, and the Clerk was asked to email the original committee members to follow up on this. Cllr R Harber noted that the village hall committee were unhappy at being asked to pay commercial rates; apparently HDC informed them that they had not applied for exemption, though they insist they did. Cllr Harber will take this up with HDC. He also noted that a survey indicated that approx 900 walkers and cyclists used the crossing at the Sussex Pad over a weekend, which would be hugely disrupted by the Ikea proposals; he will circulate a paper for responding to the SDNPA. Cllr A Chilver noted that two interpretation boards had already been erected, and the other two will go up shortly. The Clerk noted that, following his grant application, the Rampion Community Fund had advised him that they do not grant awards to parish councils; he was therefore asked to add the riverside path to a future agenda.</p>

The meeting closed at 9.25pm. The next meeting of the council will be held at Small Dole Village Hall on Tuesday 4<sup>th</sup> September 2018 at 7.30pm.

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