

UPPER BEEDING PARISH COUNCIL

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Clerk: Steve Coberman

MINUTES OF A MEETING OF THE PARISH COUNCIL

Date: Tuesday 4th September 2018

Time: 7.30pm

Place: Small Dole Village Hall

Present:	Cllrs C Warren (Chairman), V Cook, I Ivatt, T Kardos, P Kentell, J Rowland, and J Shaw; County Cllr D Barling; District Cllr D Coldwell; Mrs L Humber (Steyning PPG); Mrs S Brooker (skatepark users group).
	Before the commencement of formal business, the meeting asked the Clerk to purchase and send a greetings card to Cllr Birnstingl on behalf of all the councillors, to offer commiserations on the recent loss of his mother.
C:0918:01 <i>Apologies</i>	Apologies were received from Cllrs S Birnstingl, A Chilver, R Harber, and C Verney (all personal commitments).
C:0918:02 <i>Questions from the public</i>	Mrs Sandra Brooker reported that the skatepark fundraising event the previous weekend had been successful, with good attendance. She noted that more dog bins were required in Small Dole, and Cllr C Warren replied that he already had an outstanding action to pursue this matter. It was also suggested that a go bin be provided at the lay-by on Shoreham Road, Upper Beeding, by the Downs Link. The Clerk was asked to ensure that annual maintenance of the skatepark takes place as previously agreed..
C:0918:03 <i>Declarations of interest</i>	Cllr C Warren declared a pecuniary interest in item C:0918:11 as regards the cheque made out to himself.
C:0918:04 <i>Minutes of previous meeting</i>	The minutes of the meeting dated 3 rd July 2018 were approved by all present and signed by the Chairman. <i>Proposed by P Kentell; Seconded by I Ivatt.</i>
C:0918:05 <i>Presentation by PPG</i>	Mrs Lesley Humber, Chairman of the Steyning & District Medical Practice Patients Participation Group, gave a presentation lasting approx. 15 minutes. She reported on the brainstorming event held earlier in the year to consider responses to severe funding difficulties for the public sector, and in particular the NHS, and noted that the local commissioning group ran a £27 million deficit in the last financial year. The proposed response involves ensuring that more care is provided in the community, reducing the need for hospital admissions, and reducing the demand for primary care by means of “social prescribing”. She also requested that the parish council encouraged the local take-up of dementia friends training.

<p>C:0918:06 <i>Matters arising</i></p>	<p>C:0718:17: The Clerk reported that the closing date for applications for his replacement had now passed, and that only one application had been received. The applicant was a trained and CiLCA-qualified clerk, currently working in the Horsham area, who would be available to commence work on 1st October. The Clerk reported that he had informally met the applicant, and that he was satisfied that she would be a suitable successor. An informal interview is to be held at the parish council office on Monday 10th September, led by the chairman Cllr S Birnstingl; given the absence of vice-chairman Cllr C Warren on that date, the Clerk asked if any other councillors would volunteer to attend the interview, and Cllrs P Kentell and J Shaw agreed to attend. The Clerk was asked to forward the candidate's application form to all councillors.</p>
<p>C:0918:07 <i>Neighbourhood Warden's report</i></p>	<p>P Conroy reported in writing as follows:</p> <p><u>Criminal damage & antisocial behaviour</u></p> <p>Damage has been reported to the Silent Soldier sign in Small Dole, car windscreens near Riverside Caravan Site, and the no cycling signs on the river footpath. All signs were cleaned with graffiti remover.</p> <p>There have been three reports of off road motorbikes without registration plates using, Manor Road and Hyde Lane, and a report from a resident concerning a motorcycle on the river footpath towards Beeding Bridge.</p> <p>A resident reported a very unpleasant encounter with a couple on bikes, who were riding on the no cycle path to the right of the river. Patrols have been stepped up, and warnings given to one male and one female rider.</p> <p>There have been numerous postings on "Spotted" social media, regarding possible use of air guns etc. in the Memorial Playing Field, Upper Beeding, by youths/youngsters. Patrols will be stepped up. No relevant footage was found on CCTV.</p> <p>A horse box was parked obstructing the entrance to Small Dole Recreation Ground prior to the villages Annual Summer Fete .The vehicle was removed before the event.</p> <p>New parking advice leaflets to target anti-social parking have been received for distribution, and advice given to residents complaining of a noisy dog.</p> <p><u>Other</u></p> <p>A minibus trip is scheduled for the 14th September for older residents of Upper Beeding.</p>
<p>C:0918:08 <i>County Councillor's Report</i></p>	<p>County Cllr Barling reported orally that the county council did not meet in August. The sign knocked down at the High Trees roundabout has been reported, and will be repaired/replaced asap.</p> <p>He raised the matter of funding assistance for a gate at Downs Link, near the Shoreham Road, to prevent dogs running out. It was resolved that the council would provide £400 for this, provided it was a kissing-gate (thus ensuring that the proposed purpose would be effectively met). The Clerk was asked to write to County Cllr Barling formally noting this. <i>Proposed by T Kardos; Seconded by I Ivatt.</i></p> <p>In reply to a question from Cllr P Kentell, County Cllr Barling noted that progress was being made on lowering the speed limit on Henfield Road on the approach to the village, but there was little or no chance of the speed limit on Shoreham Road being lowered.</p>

<p>C:0918:09 <i>District Councillor's Report</i></p>	<p>District Cllr D Coldwell reported orally that residents are requested to put out their bins for collection with handles facing towards the roadside. Current indications are that rates of recycling are decidedly improved.</p>																																																																																				
<p>C:0918:10 <i>Chairman's announcements</i></p>	<p>Cllr C Warren had no announcements to make, and neither has Cllr S Birnstingl had forwarded any announcements..</p>																																																																																				
<p>C:0918:11 <i>Authorisation of payments</i></p>	<p>The Clerk tabled a request from the Horsham District Junior Neighbourhood Watch for a donation for the purposes of providing JNW training at the primary school. It was resolved in principle to donate £153.72, subject to the school's agreement. <i>Proposed by C Warren; Seconded by P Kentell.</i></p> <p>A resolution to authorise the following payments was approved unanimously:</p> <table border="0" data-bbox="523 645 1437 1563"> <tr> <td>Small Dole Village Hall</td> <td>Room hire</td> <td>£36.00</td> </tr> <tr> <td>P Hoare</td> <td>Cemetery website domain</td> <td>£47.92</td> </tr> <tr> <td>Acorn Workshop</td> <td>Interpretation board frame</td> <td>£380.00</td> </tr> <tr> <td>B & B Village Hall</td> <td>UBFC Room hire</td> <td>£14.70</td> </tr> <tr> <td>PHB Contractors</td> <td>Culvert maintenance</td> <td>£444.00</td> </tr> <tr> <td>West Sussex Mediation Service</td> <td>Donation</td> <td>£100.00</td> </tr> <tr> <td>Horsham Matters</td> <td>Youth work service</td> <td>£3,946.27</td> </tr> <tr> <td>SLCC</td> <td>Annual subs</td> <td>£208.00</td> </tr> <tr> <td>Small Dole Village Hall</td> <td>Room hire</td> <td>£36.00</td> </tr> <tr> <td>B & B Village Hall</td> <td>Room hire</td> <td>£103.75</td> </tr> <tr> <td>Upper Beeding Football Club</td> <td>Pitch posts</td> <td>£144.39</td> </tr> <tr> <td>Crucial Environmental</td> <td>Asbestos testing</td> <td>£108.00</td> </tr> <tr> <td>Chalcraft</td> <td>Cemetery plot digging</td> <td>£240.00</td> </tr> <tr> <td>Colette Harber</td> <td>Stamps</td> <td>£133.52</td> </tr> <tr> <td>Clarity Copiers</td> <td>Printing & copying</td> <td>£28.54</td> </tr> <tr> <td>Sean Teatum</td> <td>NP consultancy</td> <td>£240.00</td> </tr> <tr> <td>WSCC</td> <td>Street light maintenance</td> <td>£3,961.10</td> </tr> <tr> <td>Will Bourne</td> <td>Handyman</td> <td>£1,798.02</td> </tr> <tr> <td>St Peter's Church</td> <td>Donation</td> <td>£150.00</td> </tr> <tr> <td>C Warren</td> <td>Refund of incidental expenses</td> <td>£59.76</td> </tr> <tr> <td>Johnston Publishing</td> <td>Advertisement for clerk</td> <td>£716.74</td> </tr> <tr> <td>Crucial Environmental</td> <td>Asbestos removal</td> <td>£1,044.00</td> </tr> <tr> <td>JS Engineering</td> <td>Fire escape steps at sports hall</td> <td>£2,820.00</td> </tr> <tr> <td>Will Bourne</td> <td>Handyman</td> <td>£3,602.13</td> </tr> <tr> <td>Clarity Copiers</td> <td>Copying & printing</td> <td>£22.92</td> </tr> <tr> <td>Sean Teatum</td> <td>NP consultancy</td> <td>£270.00</td> </tr> <tr> <td>Ferring Nurseries</td> <td>per Beeding in Bloom</td> <td>£4,464.00</td> </tr> <tr> <td>B & B Village Hall</td> <td>Broadband</td> <td>£84.07</td> </tr> </table> <p><i>Proposed by P Kentell; Seconded by I Ivatt.</i></p>	Small Dole Village Hall	Room hire	£36.00	P Hoare	Cemetery website domain	£47.92	Acorn Workshop	Interpretation board frame	£380.00	B & B Village Hall	UBFC Room hire	£14.70	PHB Contractors	Culvert maintenance	£444.00	West Sussex Mediation Service	Donation	£100.00	Horsham Matters	Youth work service	£3,946.27	SLCC	Annual subs	£208.00	Small Dole Village Hall	Room hire	£36.00	B & B Village Hall	Room hire	£103.75	Upper Beeding Football Club	Pitch posts	£144.39	Crucial Environmental	Asbestos testing	£108.00	Chalcraft	Cemetery plot digging	£240.00	Colette Harber	Stamps	£133.52	Clarity Copiers	Printing & copying	£28.54	Sean Teatum	NP consultancy	£240.00	WSCC	Street light maintenance	£3,961.10	Will Bourne	Handyman	£1,798.02	St Peter's Church	Donation	£150.00	C Warren	Refund of incidental expenses	£59.76	Johnston Publishing	Advertisement for clerk	£716.74	Crucial Environmental	Asbestos removal	£1,044.00	JS Engineering	Fire escape steps at sports hall	£2,820.00	Will Bourne	Handyman	£3,602.13	Clarity Copiers	Copying & printing	£22.92	Sean Teatum	NP consultancy	£270.00	Ferring Nurseries	per Beeding in Bloom	£4,464.00	B & B Village Hall	Broadband	£84.07
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<p>C:0918:12 <i>Review of outstanding actions</i></p>	<p>The Clerk tabled and talked through an updated schedule of outstanding actions, which was noted..</p>																																																																																				
<p>C:0918:13 <i>Neighbourhood planning</i></p>	<p>A report on progress, prepared by Mr S Teatum, was circulated and noted.</p>																																																																																				

<p>C:0918:14 <i>Youth provision</i></p>	<p>The Clerk tabled email correspondence between Cllrs C Verney and S Birnstingl concerning the renewal of the youth service contract in March 2019, and whether Horsham Matters should be reappointed or if a tendering process will be required. The meeting agreed with Cllr Birnstingl that it was quite possible that Horsham Matters would be the only feasible provider anyway, and that value for money and continuity of service will be important considerations.</p>
<p>C:0918:15 <i>Joint Parishes Cemetery Committee</i></p>	<p>The Clerk noted that no meeting of the committee had been held since last month's report.</p>
<p>C:0918:16 <i>Pensions discretion policy</i></p>	<p>The Clerk tabled an amended discretion policy for the WSCC pension scheme, as required by the scheme administrator. He noted that following unhelpful comments from the administrator, pointing only to voluminous and opaque guidance notes, he had trawled the internet for sample policies, and lightly amended a fairly straightforward policy adopted by another parish council in the HDC area.. It was resolved to adopt the policy as drafted. <i>Proposed by P Kentell; Seconded by I Ivatt.</i></p>
<p>C:0918:17 <i>GDPR</i></p>	<p>The Clerk reported that he had now received comments from Satswana on the draft impact assessment, and since some were open to debate he had arranged to meet them on 11th September to discuss them further.</p>
<p>C:0918:18 <i>Bank mandate</i></p>	<p>The Clerk noted that the bank mandate would need to be changed to include his successor and to remove himself. He also noted that the number of approved signatories was low, and that more would be helpful (noting that there were not enough signatories present at the current meeting to enable cheques to be signed in the usual manner). Cllr V Cook agreed to be a signatory, and the meeting suggested that the clerk approach Cllr A Chilver to request that he also be added to the mandate.</p>
<p>C:0918:19 <i>Riverside park</i></p>	<p>The Clerk noted that the Sussex Community Foundation had rejected his grant request for funding the feasibility assessment, on the grounds that they do not fund parish councils. He suggested that it was a perfectly reasonable thing for the council to fund itself, and that it should be considered at October's budget meeting. He asked for suggestions as to who could carry out the assessment, and AECOM were mentioned as a possibility.</p>
<p>C:0918:20 <i>Accounts: Jul/Aug-18</i></p>	<p>These were presented and noted.</p>
<p>C:0918:21 <i>Bank statements: Jul-18</i></p>	<p>These were presented and noted.</p>
<p>C:0918:22 <i>Payroll: Jul/Aug-18</i></p>	<p>The report and Client's Account statement were presented and noted.</p>
<p>C:0918:23 <i>Correspondence</i></p>	<p>The Clerk tabled email correspondence from Cllr S Birnstingl regarding speeding; discussion on which was postponed to the next meeting pending Cllr Birnstingl's attendance. He also tabled a letter from Viridor to all householders concerning the preservation of the Horton SSSI.</p>

<p>C:0918:24 <i>Items for information or next agenda</i></p>	<p>Cllr I Ivatt asked if there could be hanging baskets provided in Small Dole. The meeting noted that Beeding in Bloom was already overstretched, and that an analogous volunteer organisation would need to be created in Small Dole if this were to be feasible. Cllr V Cook noted the volume of complaints that the infant swings we still out of commission, and the Clerk explained that he was totally dependent on Wicksteed attending to carry out the agreed repairs.</p>
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The meeting closed at 9.25pm. The next meeting of the council will be held at Beeding & Bramber Village Hall on Tuesday 2nd October 2018 at 7.30pm.

Minutes signed by: **Date:**