

# UPPER BEEDING PARISH COUNCIL

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Clerk: Steve Coberman

## MINUTES OF A MEETING OF THE PARISH COUNCIL

**Date:** Tuesday 6<sup>th</sup> February 2018 **Time:** 7.30pm **Place:** Beeding & Bramber Village Hall

<b>Present:</b>	Cllrs S Birnstingl (Chairman), A Chilver, V Cook, R Harber, T Kardos, P Kentell, J Rowland, J Shaw, and C Warren; County Cllr D Barling; District Cllr B Staines; and Neighbourhood Plan group leader J Teatum.
<b>C:0218:01</b> <i>Apologies</i>	Apologies were received from Cllrs I Ivatt and C Verney (both personal commitments), District Cllr D Coldwell, and neighbourhood warden P Conroy.
<b>C:0218:02</b> <i>Questions from the public</i>	There were no questions from the public.
<b>C:0218:03</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:0218:04</b> <i>Minutes of previous meeting</i>	The minutes of the meeting dated 9th January 2018 were approved by all present and signed by the Chairman. <i>Proposed by C Warren; Seconded by V Cook.</i>
<b>C:0218:05</b> <i>Matters arising</i>	S:1117:08 The Clerk tabled a quotation from Steyning Roofing for £4,400 for re-roofing the brick shed. The meeting agreed to proceed. A:0118:09: In the absence of a reference site, the meeting agreed that Sovereign Playgrounds were in any event a suitable supplier. It was agreed to purchase the less expensive of the two items quoted, but the Clerk was asked to first attempt to lower the price.
<b>C:0218:06</b> <i>Neighbourhood Warden's report</i>	P Conroy reported orally and in writing as follows: A call was received from a resident in Small Dole reporting suspicious behaviour of four males in the skatepark; on attending, no trace was found. An attempt was made in the early hours of 26 January to steal a cash machine from the garage in the High Street; police officers found signs of a break-in at the rear of the premises and the incident is now under investigation. For forensic reasons it has not yet been possible to determine if any cash was stolen. The intruders are thought to have fled moments before police arrived.  The Clerk reported that he and Cllr P Kentell had attended the quarterly wardens steering group meeting the previous week, and circulated the wardens report (including police statistics) and the HDC meeting minutes.

<p><b>C:0218:07</b> <i>County Councillor's Report</i></p>	<p>County Cllr D Barling reported orally as follows:</p> <ul style="list-style-type: none"> <li>- There has been much activity in the last month dealing with issues raised by constituents.</li> <li>- The CLC will meet on 7<sup>th</sup> March at Steyning. The CLC may be able to assist in crowd funding larger capital projects. The CLC will still have its usual £24,000pa to award in grants.</li> <li>- The budget meeting on 16<sup>th</sup> February is expected to approve an increase of 4.95% in the budget.</li> </ul> <p>Cllr C Warren again expressed his disgust at the amount of rubbish littering the highway verges.</p>																					
<p><b>C:0218:08</b> <i>District Councillor's Report</i></p>	<p>District Cllr B Staines reported orally as follows:</p> <ul style="list-style-type: none"> <li>- The new rubbish vans are now in operation.</li> <li>- A £5 increase in Band E council tax is expected to be confirmed on 21<sup>st</sup> February.</li> </ul>																					
<p><b>C:0218:09</b> <i>Chairman's announcements</i></p>	<p>Cllr S Birnstingl had no announcements to make</p>																					
<p><b>C:0218:10</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%;">PHB Contractors</td> <td style="width: 30%;">Culvert clearing</td> <td style="width: 20%; text-align: right;">£784.80</td> </tr> <tr> <td>Will Bourne</td> <td>Handyman</td> <td style="text-align: right;">£795.33</td> </tr> <tr> <td>Clarity Copiers</td> <td>Photocopying &amp; printing</td> <td style="text-align: right;">£69.49</td> </tr> <tr> <td>Beeding &amp; Bramber Village Hall</td> <td>Room hire</td> <td style="text-align: right;">£62.70</td> </tr> <tr> <td>Beeding &amp; Bramber Village Hall</td> <td>Room hire</td> <td style="text-align: right;">£22.80</td> </tr> <tr> <td>Sean Teatum</td> <td>NP consultancy</td> <td style="text-align: right;">£285.00</td> </tr> <tr> <td>G J Stanbridge</td> <td>Cemetery maintenance</td> <td style="text-align: right;">£2,120.00</td> </tr> </table> <p><i>Proposed by R Harber; Seconded by T Kardos.</i></p>	PHB Contractors	Culvert clearing	£784.80	Will Bourne	Handyman	£795.33	Clarity Copiers	Photocopying & printing	£69.49	Beeding & Bramber Village Hall	Room hire	£62.70	Beeding & Bramber Village Hall	Room hire	£22.80	Sean Teatum	NP consultancy	£285.00	G J Stanbridge	Cemetery maintenance	£2,120.00
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<p><b>C:0218:11</b> <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><b>C:0218:12</b> <i>Neighbourhood planning</i></p>	<p>A report on progress, prepared by Mr S Teatum, was circulated and noted. The report included recommendations on potential development sites.</p>																					
<p><b>C:0218:13</b> <i>Joint Parishes Cemetery Committee</i></p>	<p>Cllrs R Harber and C Warren reported that a meeting of the committee had been held the previous week. Minutes will be circulated.</p>																					
<p><b>C:0218:14</b> <i>Pensions discretions policy</i></p>	<p>The Clerk noted that a discretions policy was required in connection with the pension scheme. He had hoped to be able to impute the WSCC policy, but had been advised that this was not possible. Discussions were therefore deferred until such time as a scheme can be drafted.</p>																					
<p><b>C:0218:15</b> <i>School governor</i></p>	<p>The Clerk tabled an email from the school governing body to Cllr S Birnstingl requesting parish council representation on the board of governors, along with supporting WSCC documentation. Cllr J Rowland explained the nature of the role, and noted that it was a non-trivial role taking up significant time and effort. There were no volunteers to take up the invitation, but it was decided to raise the matter at the Annual Parish Meeting.</p>																					

<b>C:0218:16</b> <i>Youth service MOA</i>	The Clerk noted that still had not received a readable or printable version of the document; discussion was therefore deferred.
<b>C:0218:17</b> <i>Rampion Community Fund</i>	Following discussion, it was agreed to put in two applications to the fund: one for £5,000 to carry out a scoping study for the proposed riverside park, and one for £5,000 to carry out a scoping study for a crossing of the A283 at Dacre Gardens. The Clerk was asked to put this in hand. The Clerk noted that the fund might also be used in future to fund playground schemes, now that the former Viridor fund is unavailable.
<b>C:0218:18</b> <i>QR codes and inclusivity</i>	In the absence of Cllr C Verney, discussion of this matter was deferred to the next meeting.
<b>C:0218:19</b> <i>Annual Parish Meeting</i>	Possible discussion items for the APM were discussed, and it was agreed to table the following, subject to the agreement of invitees: <ul style="list-style-type: none"> <li>- E-oN to report on progress on the Rampion project.</li> <li>- The South Downs National Park Authority to make a presentation.</li> <li>- The Environment Agency to report on flooding issues.</li> <li>- Neil Bird to report on activities at Southern Transit.</li> <li>- The Neighbourhood Plan team to report.</li> </ul>
<b>C:0218:20</b> <i>Interpretation boards</i>	The meeting discussed progress on the design of the boards, thanked Cllr A Chilver and others involved, for their efforts, and requested that he continue developing the project. It was agreed to spend £50 from the budget on obtaining photographs.
<b>C:0218:21</b> <i>Royal British Legion campaign</i>	The Clerk tabled an email from the Legion requesting a sponsorship of £250 for a “silent soldier” statue. It was agreed to order one statue
<b>C:0218:22</b> <i>Accounts: Jan-18</i>	These were presented and noted.
<b>C:0218:23</b> <i>Bank statements: Dec-17</i>	These were presented and noted.
<b>C:0218:24</b> <i>Payroll: Jan-18</i>	The report and Client’s Account statement were presented and noted.
<b>C:0218:25</b> <i>Correspondence</i>	The Clerk had no items of correspondence to table, other than those dealt with in the agenda.  Cllr J Shaw tabled, for information, an advertisement relating to refunds available for persons overcharged for obtaining powers of attorney.
<b>C:0218:26</b> <i>Items for information or next agenda</i>	Cllr V Cook noted the large numbers of heavy lorries travelling along the High Street, and the Clerk was asked to request WSCC to put up weight limit signage at Bramber Castle and the Rising Sun roundabout.  Cllr J Shaw noted that Mrs Armour-Milne was retiring as secretary to the village hall in April, after 30 years service; she asked for donations from councillors, and the meeting agreed to grant £50 to Mrs Armour-Milne. <i>Proposed by R Harber; Secoded by J Rowland.</i>  Cllr P Kentell noted that a PPG meeting would be held on 8 <sup>th</sup> February

The meeting closed at 9.20pm. The next meeting of the council will be held at Small Dole Village Hall on Tuesday 6<sup>th</sup> March 2018 at 7.30pm.

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