

UPPER BEEDING PARISH COUNCIL

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Clerk: Steve Coberman

MINUTES OF A MEETING OF THE PARISH COUNCIL

Date: Tuesday 7th November 2017 **Time:** 7.30pm

Place: Beeding & Bramber Village Hall

Present:	Cllrs S Birnstingl (Chairman), V Cook, R Harber, J Rowland, and C Warren; County Cllr D Barling; District Cllr B Staines; neighbourhood warden P Conroy; 2 members of the public.
C:1117:01 <i>Apologies</i>	Apologies were received from Cllrs A Chilver and T Kardos (both personal commitments), P Kentell (illness), and District Cllr D Colwell.
C:1117:02 <i>Questions from the public</i>	There were no questions from the public.
C:1117:03 <i>Declarations of interest</i>	There were no declarations of personal or prejudicial interest by Councillors on any of the agenda items below.
C:1117:04 <i>Co-options</i>	Cllr S Birnstingl asked Mrs J Shaw and Mr C Verney if they still wished to join the council, and they concurred. Both then made short presentations, signed a declaration of acceptance of office, and were co-opted as members of the Council. <i>Proposed by R Harber; Seconded by V Cook.</i>
C:1117:05 <i>Minutes of previous meeting</i>	The minutes of the meeting dated 3 rd October 2017 were approved by all present and signed by the Chairman. <i>Proposed by C Warren; Seconded by J Rowland.</i> The Clerk then explained that Mr Batt, the consultant dealing with workplace pensions on behalf of the council, had requested formal adoption of the minute which authorised him to progress the scheme with WSCC. The minutes of the Policy and Resources Committee meeting dated 17 th October 2017 were therefore approved by all present and signed by the Chairman. <i>Proposed by J Rowland; Seconded by C Warren.</i>
C:1117:06 <i>Matters arising</i>	C:0917:16 Cllr C Warren suggested that we continue to look into the possibility of a path by the scout camp, and suggested that the Clerk contact Edburton Contractors to ask if they have any spare hardcore we could use for surfacing.

<p>C:1117:07 <i>Neighbourhood Warden's report</i></p>	<p>P Conroy reported orally and in writing as follows:</p> <p><u>Antisocial behaviour</u></p> <p>A child had to be given hospital treatment for cuts received whilst playing on the recreation ground as the result of broken glass. [Subsequent discussions in the meeting failed to come up with any conclusion as to a way of preventing the strewing of glass]. Regular foot patrols and inspections of the area are now carried out. Overall October has been another quiet month, there were no confiscations of alcohol, and both Halloween and fireworks night passed off without incident. A call was received from the caretaker regarding an incident of dog fouling directly outside the entrance to the Sports Hall; this area is covered by CCTV, and it was ascertained that an elderly couple was passing by the entrance unaware of their dog behind them, who then fouls outside the entrance. The couple have not been seen on subsequent patrols. After-school patrols took place outside the school, who have been having issues with anti-social parking for some time; generally offenders cooperated when approached and moved their vehicles off the yellow line areas. There were a few drivers who did not cooperate and refused to move claiming they were only there momentarily to pick up their children. Their vehicle registrations have been taken and reported on the Operation Crackdown Website; however, the wardens strongly recommend that every effort be made to request a visits from officers at Parking Services who can issue parking fines. [The meeting asked District Cllr Staines to follow this up].</p> <p><u>Community</u></p> <p>Assistance has been given to Debbie Wood from The Hub to run a drop-in social afternoon at The Baptist Church similar to the one at Dingemans in Steyning.</p> <p><u>Training</u></p> <p>The Wardens attended a training session run by WSCC on cyber crime and internet security, with an emphasis on the vulnerability of older people.</p>
<p>C:1117:08 <i>County Councillor's Report</i></p>	<p>County Cllr D Barling reported orally as follows:</p> <ul style="list-style-type: none"> - He has been attending jury service recently, and has therefore had limited opportunity to progress issues. - Chanctonbury CLC will be meeting later in November, and will decide on TRO prioritization. [Cllr S Birnstingl confirmed that he would attend the meeting]. - There has been regular contact between himself and Mr Dudman concerning the future of the cement works site. Cllr S Birnstingl suggested that Mr Teatum be alerted to these discussions in the context of the Neighbourhood Plan. - A plan has been developed to put a perimeter fence around Steyning Grammar School.

<p>C:1117:09 <i>District Councillor's Report</i></p>	<p>District Cllrs D Coldwell and B Staines reported orally and in writing as follows:</p> <p><u>Visitors and tourism</u></p> <p>Soon to finalised is a document setting out a strategy for attracting more visitors to the district; it seems that there are actually fewer visitors than other districts so strategies are to be put in place to address this. There has been a longstanding shortage of visitor accommodation, and in part a new hotel in Horsham will help. It is noticeable that there is an increase in camping/glamming planning applications in the area.</p> <p><u>HALC/HDC annual meeting</u></p> <p>This will be held next Monday. District Cllr Coldwell will attend. Rubbish collection and car parking are on the agenda as is the Year Of Culture initiative; the parish council might wish consider if any local arts groups including music and acting groups should be encouraged to take part.</p> <p><u>School parking</u></p> <p>The project concerning traffic around schools continues and expects to report in January.</p>																																										
<p>C:1117:10 <i>Chairman's announcements</i></p>	<p>Cllr S Birnstingl noted that a retaining wall is collapsing at Manor Road; he is attempting to get it remedied by the site owner. He and Cllr R Harber attended a very useful SALC conference, which covered matters including changes in the Freedom of Information regime, and the ability of parishes to use of Balfour Beatty for works at WSCC contract rates. He also met Ian Davidson, SALC solicitor, at the event, who advised that the Cemetery Committee was not a finance committee - notwithstanding that it processes significant sums of money - as it doesn't have "finance" in its name.</p>																																										
<p>C:1117:11 <i>Authorisation of Payments</i></p>	<p>A resolution to authorise the following payments was approved unanimously:</p> <table border="0" data-bbox="523 1137 1437 1599"> <tr> <td>Small Dole Village Hall</td> <td>Room hire</td> <td>£36.00</td> </tr> <tr> <td>Pear Technology</td> <td>Mapping software</td> <td>£168.00</td> </tr> <tr> <td>Rabbit</td> <td>Skip hire</td> <td>£384.00</td> </tr> <tr> <td>Horsham Matters</td> <td>Youth worker</td> <td>£3,354.46</td> </tr> <tr> <td>Mike Brown</td> <td>Newsletter editor gratuity</td> <td>£250.00</td> </tr> <tr> <td>B & B Village Hall</td> <td>Room hire</td> <td>£63.60</td> </tr> <tr> <td>Ferring Nurseries</td> <td>per Beeding in Bloom</td> <td>£42.98</td> </tr> <tr> <td>Rialtas</td> <td>Accounts software fee</td> <td>£139.20</td> </tr> <tr> <td>Clarity</td> <td>Copying & printing</td> <td>£36.74</td> </tr> <tr> <td>Sean Teatum</td> <td>NP consultancy</td> <td>£270.00</td> </tr> <tr> <td>Will Bourne</td> <td>Handyman</td> <td>£999.55</td> </tr> <tr> <td>Alex Chalcraft</td> <td>Cemetery work</td> <td>£60.00</td> </tr> <tr> <td>Horsham matters</td> <td>Operational costs</td> <td>£299.66</td> </tr> <tr> <td>Brighton Fire Alarms</td> <td>Alarm test</td> <td>£253.20</td> </tr> </table> <p><i>Proposed by C Warren; Seconded by R Harber.</i></p>	Small Dole Village Hall	Room hire	£36.00	Pear Technology	Mapping software	£168.00	Rabbit	Skip hire	£384.00	Horsham Matters	Youth worker	£3,354.46	Mike Brown	Newsletter editor gratuity	£250.00	B & B Village Hall	Room hire	£63.60	Ferring Nurseries	per Beeding in Bloom	£42.98	Rialtas	Accounts software fee	£139.20	Clarity	Copying & printing	£36.74	Sean Teatum	NP consultancy	£270.00	Will Bourne	Handyman	£999.55	Alex Chalcraft	Cemetery work	£60.00	Horsham matters	Operational costs	£299.66	Brighton Fire Alarms	Alarm test	£253.20
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<p>C:1117:12 <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:1117:13 <i>Neighbourhood planning</i></p>	<p>A report on progress, prepared by Mr S Teatum, was circulated and noted.</p>																																										
<p>C:1117:14 <i>Joint Parishes Cemetery Committee</i></p>	<p>Cllr R Harber noted that there had been little activity since the previous meeting.</p>																																										

C:1117:15 <i>Accounts: Oct-17</i>	These were presented and noted. The Clerk was asked to produce a report on projected year-end financial outturn for the next meeting.
C:1117:16 <i>Bank statements: Sep-17</i>	These were presented and noted.
C:1117:17 <i>Payroll: Oct-17</i>	The report and Client's Account statement were presented and noted. The Clerk noted the forthcoming departure of Mrs Hewlett, one of the litter wardens, and the arrangements made with the other warden, Mrs Elliott, to take over Mrs Hewlett's round on a trial basis.
C:1117:18 <i>Correspondence</i>	The Clerk tabled the following items of correspondence not dealt with in the agenda: <ul style="list-style-type: none"> - An email from Cllr A Chilver noting that he would be out of the country for the meeting of the joint parishes youth council, and in view of the extent of recent and forthcoming changes in the service provided by Horsham Matters he felt that an alternative representative should attend the meeting on our behalf. [Cllr J Rowland agreed to deputise for Cllr Chilver]. - A long email exchange regarding signage notifying that the use of cycles and horsed was not permitted on footpaths. [The meeting felt that the proposal was unreasonable, and the clerk was asked to reply in those terms]. - Compass bus timetables (4 copies). - AiRS invitation to the launch of the Sussex Community Housing Hub.
C:1117:19 <i>Items for information or next agenda</i>	Cllr R Harber asked what the position was regarding membership of committees by newly co-opted councillors. The Clerk suggested that they be members of all committees for the remainder of the council year, but that committee structures and membership should be reviewed at the annual meeting in May. Cllr C Warren suggested that the Clerk be asked to request the Local History Society to provide a blanket permission to use the Millenium Map.

The meeting closed at 8.55pm. The next meeting of the council will be held at Beeding & Bramber Village Hall on Tuesday 5th December 2017 at 7.30pm.

Minutes signed by: **Date:**