

UPPER BEEDING PARISH COUNCIL

Minutes of the Parish Council Annual General Meeting held on Tuesday 4th June 2019 at 7:30pm in the Beeding & Bramber Village Hall.

Present: Councillors: S. Birnstingl (Chairman), A. Chilver, V. Cook, D. Cutts, R. Harber, S. Garrod, T. Kardos, P. Kentell, J Shaw, C. Verney, C. Warren.

Also present: Clerk: Celia Price, County Councillor: David Barling, District Councillors: Mike Crocker and Roger Noel, Neighbourhood Warden: Paul Conroy

No members of the Public

C:0619:01 Apologies for absence

Apologies were received and accepted from Cllr Allen and Cllr Ivatt.

C:0619:02 Election of Vice-Chairman

Cllr Harber was elected as Vice-Chairman of the Parish Council for the 2019/20 municipal year, proposed by Cllr Warren seconded Cllr Chilver and agreed by all.

C:0619:03 Declaration of Councillors personal or prejudicial interest

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).

C:0619:04 Public Adjournment

None present.

C:0619:05 Minutes of the last meeting

The minutes of the AGM dated 14th May 2019 were approved as a true record and signed by the Chairman.

Proposed Cllr Chilver, seconded Cllr Shaw and agreed by all.

C:0619:06 Matters arising from the minutes

Code of Conduct (C:0519:05) Cllr Warren advised that on reflection the aggregate amount of £250 is too much and requested this be re-visited in November.

Cllr Harber highlighted the importance of the adoption of model regulations.

C:0619:07 Neighbourhood Wardens

The Warden report was circulated prior to the meeting and Paul Conroy gave a verbal review. Questions were invited and the following raised;

Cllr Garrod asked for clarification regarding the minibus trips and Paul Conroy explained the work with the elderly and vulnerable.

The Clerk reported that the new warden supervisor has approved in principal the shadowing of the Wardens by the two councillors that had requested this.

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C:0619:08 Neighbourhood Warden Contract

The Chairman reported that he and the Clerk had attended a meeting with HDC and representatives from Bramber and Steyning Parish Councils to review the MOU and it was advised that all the proposed revisions have been agreed by all parties. There remains one outstanding issue and that is of the liability section 11. The HDC legal team are currently reviewing this.

Cllr Garrod asked about the concerns regarding the re-deployment of Wardens and the Chairman confirmed that the steering group were satisfied by HDC's response.

To avoid further delay it was proposed by Cllr Warren and seconded by Cllr Shaw that the MOU be signed and delegated authority be given to the Chairman to sign the agreement once satisfied with the liability clause. The proposal was agreed by all.

C:0619:09 Report from County Councillor

As Cllr Barling was yet to arrive it was resolved to reorder the agenda.

C:0619:10 Report from District Councillor

Cllr Noel introduced himself and recorded thanks to outgoing Cllr Coldwell for his 12 years' service as a District Councillor.

He advised that he and Cllr Croker are aiming to forge a new relationship between the District and Parish Councils encouraging two-way communication rather than the historical one-way reporting relationship. The aim is to be giving constant feedback and for Parish Councils to have more involvement.

Cllr Noel went on to report attendance at a meeting with Cllr Croker, Parish Councillors and residents at Small Dole regarding the enforcement issues opposite Tottington Drive. He confirmed HDC are seeking legal advice and are working closely with WSCC who will be taking the lead. It was acknowledged that this has been going on for too long and that every effort will be made to resolve the issues as soon as possible.

Cllr Croker reported that the proposed Mayfield development meeting has now taken place and stressed that this is just one of four significant sites being put forward for consideration. There should be further details regarding the other three potential sites by the end of July. He advised that flood risk will be carefully monitored. HDC have a requirement to build 1100+ houses per year going forward.

The Chairman asked for clarification as to whether the four sites were already included in the SHELAA and Cllr Croker confirmed that they are not so these are over and above the SHELAA allocations.

Cllr Croker also reported that a motion to declare a Climate Emergency is to be discussed at HDC.

Questions were invited and Cllr Warren asked for clarification of the definition of a Climate Emergency. Cllr Croker explained that declaring a Climate Emergency would require councils to immediately consider the impact of their business on the environment and make changes to their working practices as a matter of urgency rather than continuing with business as usual.

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Cllr Garrod thanked the District and County Councillors for their support with the issues in Small Dole.

County Councillor David Barling joined the meeting.

C:0619:09 Report from County Councillor

Cllr Barling apologised for being late and thanked the Chairman for re-ordering the agenda. He reported that he had attended the meeting at Small Dole regarding the enforcement issues opposite Tottington Drive and was appalled by the scale of the problem. Following the meeting Cllr Barling reported his findings and almost immediately two County Planning Officers with powers of entry were in attendance inspecting the site. It was agreed there is a definite breach of planning control and they will be working closely with HDC. A notice will be served imminently allowing 21 days for response, after which enforcement action can commence.

In addition, Cllr Barling reported that there is a lot going on at WSCC at the moment and he will be on the Communities committee which encompasses the environment and the fire service.

The reduction in speed limit on the Henfield Road has now been approved and new signage ordered. It was therefore concluded that a village gateway would be done separately if the Parish Council decided to progress with this.

Questions were invited and the Chairman raised the matter of the recently published WSCC Ofsted Report.

Cllr Barling concluded, emphasising he is keen to meet with any councillor who would like to know more about what goes on at WSCC and invited members to arrange a meeting.

C:0619:12 **Henfield Road Speed limit Reduction**

Cllr Harber proposed that as a new sign would be needed a 'village gateway' type sign could be considered. As per C0619:11 it was concluded this would need to be explored at a later date.

C:0619:13 **Neighbourhood Plan**

Regulation 16 is being re-run due to an administrative error by HDC. Once the 6-week consultation is finished the independent examiner will start his work. Sean Teatum has stepped down from the team. The Chairman recorded a vote of thanks for all the work Sean has done over the years in getting the NP to this point.

C:0619:14 **Action List**

The action list was circulated prior to the meeting, the contents of which were noted.

C:0619:15 **Data Protection/GDPR Policy**

Cllr Cutts has started work on the policy, it is a big project and both the Clerk and Cllr Cutts will be attending a training session facilitated by SSALC on 26th June.

C:0619:16 **Plastics Campaign**

The Clerk reported the trial of two bins that would include recycling facilities. The first will be installed in Hyde Square in the coming weeks.

The Chairman suggested a letter is sent to all suppliers and an article be written in the newsletter to promote the campaign.

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C:0619:17 Cancellation of a Standing Order

The Clerk requested authorisation to cancel a standing order to Mobile Mini in favour of paying invoices individually to avoid arrears accumulating due to the payments being once a month but the invoices being raised every 4 weeks.

Proposed Cllr Warren, seconded Cllr Verney and agreed by all.

C:0619:18 Schedule of payments

It was resolved that the schedule of invoices for payment for the period 14th May to 4th June 2019 as circulated totalling £4942.22 be approved.

Proposed Cllr Kardos seconded Cllr Verney and agreed by all

C:0619:19 Risk Assessment

The updated risk assessment was reviewed and discussed. It was agreed to adopt this document with regular reviews and recommendations from the Finance Committee as appropriate. Proposed Cllr Warren, seconded Cllr Chilver and agreed by all.

C:0619:20 Local Council Award Scheme

Councillors discussed the scheme and it was resolved to apply for the Quality Council Award.

C:0619:21 Extraordinary Parish Council Meeting

With the internal audit scheduled for 12th June, it was resolved to conduct a review of AGAR and auditors report at an Extraordinary meeting on 18th June.

C:0619:22 Correspondence

All correspondence as emailed to Councillors in advance of the meeting was noted.

C:0619:23 Chairman's Announcements

The Chairman suggested a bespoke training session for all Councillors which would include planning and asked the Clerk to find out further information.

Reminding all of email etiquette everyone was asked to consider who they send and reply emails to as everyone being copied can be overbearing.

Finally, questions were invited. There were none.

C:0619:24 Matters raised by Councillors

Cllr Garrod has been approached by a Small Dole resident with regard to improving and extending the Downslink foot/cycle path. All agreed this should be a future agenda item

Cllr Shaw reported that she had attended the Older Peoples Forum, a really interesting meeting with a variety of subjects being discussed including keeping a Post Office in Steyning. Concerns were also raised regarding fraud and scams targeted at the elderly. The next meeting will be on 3rd September and Nick Herbert MP will be attending the meeting scheduled for 22nd November.

Cllr Cutts asked about access across the recreation ground for the FUBS Summer Fair and the Clerk confirmed she has been in correspondence with the school.

There being no other business the meeting concluded at 9:10pm

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Minutes Signed By:

Date:

Dates of the next meetings:

Tuesday 18th June – Planning Committee Meeting

Tuesday 18th June – Extraordinary Council Meeting

Tuesday 2nd July – Planning Committee Meeting

Tuesday 2nd July – Council Meeting

at Beeding and Bramber Village Hall