

# UPPER BEEDING PARISH COUNCIL

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**Minutes of the Parish Council meeting held on Tuesday 5<sup>th</sup> March 2019 at 7:00pm  
in the Small Dole Village Hall.**

**Present: Councillors: S Birnstingl (Chairman), A Chilver, R Harber, I Ivatt, P Kentell, J. Rowland, J Shaw, C. Warren.**

**Also present: Clerk - Celia Price, Colette Harber, County Councillor – David Barling, District Councillor – David Coldwell**

No Members of the Public

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**C:0319:01 Apologies for absence**

Apologies were received and accepted from Cllr Cook, Cllr Kardos and Cllr Verney.

**C:0319:02 Declaration of Councillors personal or prejudicial interest**

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

**C:0319:03 Public Adjournment**

None present.

**C:0319:04 Minutes of the last meeting**

The minutes of the meeting dated 22<sup>nd</sup> January 2019 were approved as a true record and signed by the Chairman.

Proposed Cllr Rowland seconded Cllr Warren and agreed by all.

**C:0319:05 Matters arising from the minutes**

C:0219:23 Cllr Kentell asked for confirmation from Cllr Chilver that he is happy to represent the Council on the PPG as he was nominated in his absence at the last meeting. Cllr Chilver confirmed his acceptance.

**C:0319:06 Neighbourhood Wardens**

The Neighbourhood warden report was circulated prior to the meeting, it was resolved to note the contents.

The Clerk reported that a supervisor has now been recruited and she will be in attendance at the next steering group meeting.

**C:0319:07 Report from County Councillor**

West Sussex County Councillor, David Barling reported that the double yellow lines have now been repainted in Hyde Lane.

Councillors were advised that the Police have objected to the reduction in speed limit on the Henfield Road because of enforcement issues. Cllr Barling asked for confirmation that the Parish Council support the speed reduction and the Chairman reiterated that the Parish Council are fully supportive and had indeed, responded to the consultation. It is hoped that the TRO is quickly approved and the new signage in place in a matter of weeks.

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The Chairman expressed frustration that the Police make routine objections due to their inability to enforce, particularly when there are other methods of enforcement, such as 'Speedwatch', which the Council are planning to launch at the Annual Parish Meeting in April.

## **C:0319:08 Report from District Councillor**

District Councillor David Coldwell reported that HDC enforcement continue to monitor the situation opposite Tottington Drive (Small Dole) where large quantities of hardcore and rubbish are being dumped. There has been no update from the environment agency. Councillors were advised that the enforcement department are short staffed and have had difficulty recruiting suitable candidates.

Cllr Coldwell advised that HDC have identified four pieces of land that are surplus and not appropriate for development and these will be sold. The profit from the sale of these sites will be used to set up a company to supply affordable homes to the district. Whilst the project will start with a handful of properties it is hoped this will grow over time.

Questions were invited from Councillors and the following was raised;

Cllr Ivatt advised that a member of the public had asked if they were able to remove a tree blocking a footpath. This is a public rights of way issue and can be reported for action.

Cllr Warren reported that the main roads are in a terrible state with many of the gutters and gullies blocked. Cllr Coldwell will report this to HDC as the roads should be swept regularly. He also advised that the environmental cleansing grant was still available but had to be applied for.

## **C:0319:09 Neighbourhood Plan**

The NP has been submitted to HDC. Councillors were reminded of the three drop-in sessions over the coming weeks and encouraged to attend.

Cllr Barling voiced concerns regarding the NP in particular with regard to issues raised around the Pound Lane sites. Cllr Coldwell expressed support for the plan. Both District and County Councillors asked for details on the drop-in sessions and hoped to attend.

## **C:0319:10 Action List**

The updated action list was distributed prior to the meeting and Cllr Ivatt gave a verbal update regarding Small Dole in Bloom and proposed defibrillator. It was resolved to accept the quote of £360 from Stonepit Nurseries, plus watering costs at £15 per visit.

Cllr Warren expressed concerns regarding the proposed location of the defibrillator at Small Dole Village Hall and it was agreed that the Clerk write to the Post Office to find out if they would consider hosting it on their outside wall.

Cllr Shaw asked when the annual inspection of the skatepark takes place and the Clerk agreed to find out.

Cllr Rowland asked about the archives held in the Sports Hall. The Clerk advised that she was aware and these would be reviewed in light of GDPR regulations and the recently adopted publication scheme.

Cllr Warren noted that the new dog waste bins are now in place in Small Dole and thanked the Clerk for the welcome addition.

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## **C:0319:11 Elections**

The Clerk circulated a document prior to the meeting and invited questions.

Cllr Harber expressed concerns on how to check if an elector is on the register which is a requirement to nominate. The Clerk will investigate and advise Councillors.

Cllr Harber also advised members that he would not be in attendance at the May meeting and requested that an agenda item be added to allow declaration of acceptance of office to be extended until the June meeting. All agreed.

## **C:0319:12 Youth Services**

Following the recent withdrawal of Youth services from Horsham Matters, Cllr Verney circulated a proposal prior to the meeting, in summary;

- The temporary arrangements, as proposed by the JYPC, are agreed from Easter until the end of July.
- A 'task force' facilitates a full and thorough review of the youth provision advising the Parish Council of its findings and recommendations with regard to a permanent solution.
- The task force will consist of Cllr Verney (Chairman), Cllr Chilver and the Clerk (there were no further volunteers).

It was resolved to accept this motion, proposed Cllr Warren, seconded Cllr Ivatt and agreed by all.

## **C:0319:13 Grant Request**

Details of a grant request from 1st Beeding and Bramber Rainbows and 2<sup>nd</sup> Beeding and Bramber Brownies was circulated prior to the meeting. The application was discussed and it was resolved to donate £100. Proposed Cllr Warren, seconded Cllr Shaw and agreed by all.

## **C:0319:14 Standing Orders**

Revised standing orders were circulated prior to the meeting. It was resolved to accept these, proposed Cllr Chilver, seconded Cllr Harber and agreed by all.

## **C:0319:15 Financial Regulations**

Updated financial regulations had been distributed prior to the meeting. These were reviewed and it was resolved to accept the updated Financial Regulations. Proposed Cllr Chilver, seconded Cllr Warren and agreed by all.

## **C:0319:16 Communications Policy and Protocol**

Cllr Harber highlighted this as an area that needs to be reviewed. It was proposed that the Clerk issue a communications policy. In the meantime, the Chairman advised that only the Chair or Clerk respond to communications from outside bodies or members of the public unless specifically requested to do so by the Chairman, Clerk or Council.

## **C:0319:17 Bank Mandate**

The Clerk requested a mandate for on-line banking be submitted to the bank following continued delays in getting copy bank statements, along with increased numbers of suppliers no longer accepting cheque payments.

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

## **C:0319:18 Bank Reconciliation**

The Clerk reported that due to continued delays in obtaining copy bank statements the bank reconciliation had not been completed.

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**C:0319:19 Schedule of payments**

It was resolved that the schedule of invoices for payment as circulated totalling £28,659.65 be approved.

Proposed Cllr Rowland, seconded Cllr Kentell and agreed by all.

**C:0319:20 Salary and associated payments**

The schedule of salary and associated payments was reported and noted.

**C:0319:21 Correspondence**

It was resolved to note the correspondence as circulated.

**C:0319:22 Chairman's Announcements**

There were none

**C:0319:23 Matters raised by Councillors**

Cllr Ivatt reported that a member of the public had commented on how nice the new bus shelter looks and had volunteered to build and fill two free standing planters of flowers at no expense to the council.

Cllr Chilver asked that the updated asset register be presented to Council. The Clerk advised that this is a work in progress and hope to have it ready for the May or June meeting for review.

The Clerk reminded Councillors that she would be on holiday from 31<sup>st</sup> March for two weeks and that Colette Harber, Cemetery Clerk, would minute the meeting on 2<sup>nd</sup> April 2019.

There being no other business the meeting concluded at 9pm.

**The next meeting of the Parish Council will be held on Tuesday 2<sup>nd</sup> April 2019 at 7:30pm in Beeding and Bramber Village Hall.**