

# UPPER BEEDING PARISH COUNCIL

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**Minutes of the Parish Council Annual General Meeting held on Tuesday 14<sup>th</sup> May 2019 at 7:30pm in the Beeding & Bramber Village Hall.**

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

**Also present: Clerk: Celia Price, County Councillor: David Barling, District Councillor: Mike Crocker**

2 members of the Public

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The Chairman reminded members of the public the requirement that they limit their participation to the Public Adjournment section of the meeting.

**C:0519:01 Election of Chairman**

Cllr Birnstingl was elected as Chairman of the Parish Council for the 2019/20 municipal year, proposed by Cllr Shaw seconded Cllr Kentell and agreed by all.

**C:0519:02 Chairman's Declaration of Acceptance of Office**

The Chairman signed the declaration of acceptance of office.

**C:0519:03 Apologies for absence**

Apologies received and accepted from Cllr Harber, Cllr Verney and District Councillor Roger Noel.

**C:0519:04 Declaration of Acceptance of Office**

The Clerk confirmed that all present have completed the declaration of acceptance of office all of which were signed in the presence of the Council's Proper Officer. It was resolved that any members not present may complete a declaration of acceptance of office prior to the meeting scheduled for 4<sup>th</sup> June 2019, proposed Cllr Kardos, seconded Cllr Warren and agreed by all.

Councillors were reminded to complete and return their register of interests to the Clerk within 28 days of being elected.

**C:0519:05 Code of Conduct**

An updated Code of Conduct was circulated to all Councillor prior to the meeting. The document was reviewed in accordance with Standing Order 13.1. Cllr Garrod suggested an aggregate of £250 for any gifts or hospitality received during a financial year (appendix B (iii)). It was resolved to adopt the Code of Conduct with the amendment suggested. Proposed Cllr Kentell, seconded Cllr Shaw and agreed by all.

**C:0519:06 Co-option of a Parish Councillor**

Having circulated the application form prior to the meeting, David Cutts gave an overview of his application and invited questions. Cllr Chilver, seconded by Cllr Shaw proposed the co-option of David Cutts and the declaration of office was signed and received.

**C:0519:07 Election of Vice-Chairman**

It was resolved to defer the election of the Vice-Chairman until the next meeting.

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## **C:0519:08 Public Adjournment**

The members of the public present were invited to ask questions or raise issues and the following concerns were highlighted;

The agricultural land opposite Tottington Drive is an eye sore and despite the issue being raised before nothing seems to be being done, in summary the issues are;

- A chalk road was permitted for agricultural use but the footing is a meter deep making a more permanent road.
- The area is becoming a huge inert waste site (there is no planning permission for this).
- The route of the footpath has been changed and narrowed.
- The drainage ditch has been widened.
- 'Land grabbing' is taking place.
- It is believed that animal carcasses are being burnt on site.
- HDC enforcement are not responding to complaints.
- Small Dole residents will re-instate an Action Group if nothing is done.
- A big drainage pipe has been installed without permission.
- Rumours regarding a planning application for a number of houses.

In response, Cllr Warren highlighted that this has been discussed regularly and the relevant organisations have been informed. He confirmed that the Council share the resident's concerns and have been trying to address the issues with Horsham District Council.

Cllr Garrod confirmed the footpath is also being narrowed, in the bad weather it will become impassable due to the width of the path and the fact the site is on the flood plan with a heavy footfall.

County Councillor David Barling and District Councillor Mike Croker agreed to investigate the issues and arranged to meet with the residents and Parish Councillors on Saturday morning.

It was resolved to add this item to the agenda for the next meeting, and thereafter on the Action List.

*With the agreement of all present it was resolved to change the order of the agenda and bring forward C:0519:15 to be the next item.*

## **C:0519:15 Report from County Councillor**

Cllr David Barling introduced himself to the new members and gave an overview of the responsibilities of the County Council.

He reported that Climate Change is high on the agenda and he is now on the Environment Committee. Cllr Barling also advised the WSCC are changing the way they award Highways contracts and will be using several contractors instead of just one. It is hoped that this will promote an improvement in services. It is also proposed that Parish Councils will be more involved in the work cycles.

He also advised that the proposed reduction in speed limit on the Henfield Road is still in progress and he is pressing Highways to make the order despite Police objection.

Questions were invited from Councillors and the following was raised;

- Cllr Warren asked what the proposals would be with regard to Parish Councils being more involved in Highways works.  
Cllr Barling responded that details had not been decided and discussions are still in the early stages.
- Cllr Kentell requested signage for the cycle path from the Amsterdam Pub in Shoreham along the Downslink.

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Cllr Barling agreed to investigate.

- Cllr Garrod asked for clarification on the reasons for the Police objections to the reduction in speed limit.

Cllr Barling confirmed that it is because it is unenforceable. As the village are proposing a Community Speedwatch scheme, this should also be considered.

*David Barling left the meeting.*

**C:0519:09 Minutes of the last meeting**

The minutes of the meeting dated 2<sup>nd</sup> April 2019 were approved as a true record and signed by the Chairman.

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

**C:0519:10 Matters arising from the minutes of the meeting held on 2<sup>nd</sup> April 2019**

There were no matters arising.

**C:0519:11 Minutes of the Annual Parish Meeting**

The minutes of the Annual Parish meeting held on 24<sup>th</sup> April 2019 were approved as a true record and signed by the Chairman.

Proposed Cllr Chilver, seconded Cllr Warren and agree by all.

**C:0519:12 Matters arising from the minutes of the Annual Parish Meeting held on 24<sup>th</sup> April 2019**

There were no matters arising.

**C:0519:13 Neighbourhood Warden Report**

The Neighbourhood Warden report for April 2019 was circulated prior to the meeting; the contents were noted.

Questions were invited and Cllr Garrod asked about the content and detail of the report.

Cllr Garrod and Cllr Ivatt would like to spend some time with the Wardens on duty and the Clerk was asked to arrange this.

**C:0519:14 Neighbourhood Warden Contract**

The Agreement was reviewed. Cllr Garrod and Cllr Cutts agreed to make comments and amendments to the document as discussed and forward to the Clerk prior to the meeting of Chairs and Clerks with HDC on 24<sup>th</sup> May.

**C:0519:15 Report from County Councillor**

*Item brought forward, see above.*

**C:0519:16 Report from District Councillor**

The Chairman welcomed Cllr Mike Crocker to the meeting, congratulating him on his election.

Cllr Crocker introduced himself to Councillors, he has lived in the ward for over 40 years and is a Parish Councillor for Bramber. He went on to report that the 2018 National Planning Policy Framework (NPPF) is demanding more homes in the area increasing the districts quota from 800 dwellings to 974 dwellings, however considering the progress of the Neighbourhood Plan this is unlikely to affect Upper Beeding's allocation (at least not until 2021).

District Councillors have been invited to attend an event for the proposed Mayfield market town.

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Finally, Cllr Crocker reported that following mandatory training he will be on the Planning South Committee at HDC.

**C:0519:17 Neighbourhood Plan**

The Neighbourhood Plan is currently in the hands of HDC, with nothing further to report.

**C:0519:18 Review of Delegation Arrangements**

The Clerk requested this item be deferred to a future meeting. All agreed.

**C:0519:19 Committee Terms of Reference**

The Clerk requested this item be deferred to a future meeting. All agreed.

**C:0519:20 Committees**

In accordance with Standing Order 5.10vii/viii the current structure was reviewed. All agreed to continue with committees for Planning, Sports and Leisure and Amenities with all Councillors being on all three committees.

The Clerk recommended the addition of a Finance Committee and a Staffing Committee. It was resolved to adopt the recommendation. The Finance Committee will consist of the Chairs of the other committees plus Cllrs Garrod and Ivatt. The Staffing Committee will consist of the Chairs of the other committees with the addition of Cllr Allen.

In addition, the continuation of the following 'Task and Complete' groups were agreed; Youth, consisting Cllr Chilver, Cllr Verney and the Clerk. Small Dole Play Area, consisting of Cllr Garrod, Cllr Warren and the Clerk.

**C:0519:21 Representatives to Outside Organisations**

It was agreed to appoint the following representatives;

Organisation	Parish Council representative
JPCC	Cllr Harber and Cllr Warren
JPYC	Cllr Verney and Cllr Chilver
Warden Steering Group	Cllr Kentell
Village Hall Committee	Cllr Harber
Small Dole Village Hall Committee	Cllr Ivatt
HALC	Cllr Allen and Cllr Shaw
SSALC	Cllr Birnstingl and Cllr Harber
Saltings Field Conservation Group	Cllr Verney
Beeding in Bloom	Cllr Shaw
Small Dole in Bloom	Cllr Ivatt and Cllr Garrod
Neighbourhood Watch	Cllr Kentell
SDCP Visitor and Tourism Group	Cllr Shaw
PROW Liaison	Cllr Harber
Greener Steyning / Plastics Campaign	Cllr Birnstingl
PPG	Cllr Chilver and Cllr Kentell
Horsham Older Peoples Forum	Cllr Shaw
Small Dole Skatepark Committee	Cllr Shaw and Cllr Garrod
Neighbourhood Plan Team	Cllr Chilver and Cllr Shaw
Viridor Liaison	Cllr Warren
Truleigh Hill	Cllr Birnstingl

The nomination process for parish Council representatives for the SDNP were discussed. There will be no candidates from Upper Beeding.

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**C:0519:22 Asset Register**

In accordance with Standing Order 5.10xiii, an updated asset register was circulated prior to the meeting and noted by Councillors. The document is a work in progress and a further update will be presented to the Council.

**C:0519:23 Insurance**

In accordance with Standing Order 5.10xiv it was resolved to review insurance arrangements at the September meeting as the renewal is due on 30<sup>th</sup> September and the asset register review will be complete.

**C:0519:24 Subscriptions**

In accordance with Standing Order 5.10xv, subscriptions for 2019/20 were reviewed. It was resolved to continue with the following subscriptions; CPRE, SSALC, NALC, HALC, SLCC and AiRS

**C:0519:25 Complaints Procedure**

In accordance with Standing Order 5.10xvi the council's complaints procedure was reviewed. It was resolved to amend the policy to include consideration of vexatious complaints. An update and review will take place at the next meeting.

**C:0519:26 Freedom of Information/Data Protection/Publication Scheme**

In accordance with Standing Order 5.10xvii the Council reviewed the policies. The Freedom of Information and Publication Scheme were adopted with minor amendments.

Cllr Cutts agreed to review the Data Protection Policy in accordance with current legislation and this will be added to a future agenda.

**C:0519:27 Press and Media Policy**

In accordance with Standing Order xviii the draft Press and Media Policy was reviewed and discussed. It was resolved to adopt the policy.

**C:0519:28 Diary of Meetings**

In accordance with Standing Order 5.10xix the Council agreed the meetings schedule for the 2019/20 municipal year as circulated.

**C:0519:29 General Power of Competence**

In accordance with Standing Order 5.10xii Councillors considered the criteria for adopting the General Power of Competence. It was resolved that the criteria are met and the General Power of Competence be adopted.

**C:0519:30 Training and Development**

The SSALC training programme for 2019/20 was distributed prior to the meeting and duly noted.

The proposed Training and Development Policy was reviewed and discussed. It was resolved to adopt the policy.

**C:0519:31 Grant Request**

A grant request, as circulated prior to the meeting, from the Saltings Field Conservation group was discussed. It was resolved to issue a grant of £1250, proposed by Cllr Warren, seconded by Cllr Shaw and agreed by all.

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**C:0519:32 Schedule of payments**

It was resolved that the schedule of invoices for payment as circulated totalling £7175.50 be approved.

Proposed Cllr Ivatt, seconded Cllr Warren and agreed by all

**C:0519:33 Direct Debits and Standing Orders**

The annual review of direct debit and standing order payments was carried out and approved.

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

**C:0519:34 Correspondence**

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

**C:0519:35 Youth Provision**

Cllr Chilver gave a verbal update advising that the arrangement with the Sussex Clubs for Young People is working well and is in place for a year. The task force consisting of the Clerk, Cllr Verney and Cllr Chilver will be reviewing the provision during the coming months and will report back to the Council in due course.

**C:0519:36 Joint Parishes Cemetery Committee**

Cllr Warren gave a verbal update, advising that the Chair is standing down and following the elections there will be new representatives from Bramber and Steyning on the committee.

Cllr Shaw asked that she be advised of the dates of the meetings so she can attend

**C:0519:37 Small Dole Village Hall Committee – to receive an update.**

Cllr Ivatt gave a verbal update. At the recent Small Dole Village Hall Committee meeting the annual accounts were approved and Cllr Ivatt gave an update regarding Small Dole in Bloom and the work of the Parish Council

**C:0519:38 Chairman's Announcements**

The Chairman thanked everyone for re-electing him and is looking forward to the year ahead. Taking the opportunity to welcome the new councillors he also advised his aim to visit other parish councils and share best practices.

In addition, the Chair reported on the Steyning Greening Campaign which met the previous night and advised that single use plastics will be on a future Parish Council agenda.

Councillors were also encouraged to consider training (the three new councillors are all booked to attend councillor training) and committee Chairs should also seriously consider Chairmanship training, available through SALC.

Finally, the Chair invited questions and was asked to thank District Councillor David Coldwell for his support over the years. The Clerk will draft a letter.

**C:0519:39 Matters raised by Councillors**

The following matters were raised by Councillors;

Cllr Shaw reported that Beeding and Bramber Village Hall would be hosting two major fundraising events one of which is a fashion show. In addition, the village hall will be closed during August for maintenance works.

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Cllr Garrod requested that the Council write to the Small Dole resident thanking him for the new planters at the bus shelter. The Clerk will action this.

Cllr Garrod also requested the sign for the Small Dole Play Area be replaced. The Clerk advised this will be done as part of the refurbishment project.

Cllr Ivatt reported that the plants and planters in Small Dole will be in place by the end of the month, he also highlighted the planters by the bus shelter, built and donated by a Small Dole resident.

Cllr Ivatt advised that the proposed defibrillator for Small Dole would cost in the region of £1250 plus VAT but including installation. It is hoped funding will be received for this from the Roundtable and Steyning First Responders. Cllr Allen offered to assist with sourcing and pricing and will liaise directly with Cllr Ivatt.

There being no other business the meeting concluded at 10:04pm

**Dates of the next meetings:**

Tuesday 21<sup>st</sup> May – Planning Committee Meeting

Tuesday 21<sup>st</sup> May – Sports and Leisure Committee Meeting

Tuesday 21<sup>st</sup> May – Amenities Committee Meeting

Tuesday 4<sup>th</sup> June – Planning Committee Meeting

Tuesday 4<sup>th</sup> June – Council Meeting

***at Beeding and Bramber Village Hall***

Minutes Signed By:

Date: