

Upper Beeding Parish Council

Minutes of the Parish Council meeting held virtually using Microsoft Teams on Tuesday 17th November 2020 at 7pm

Present: Councillors: S. Birnstingl (Chairman), A. Chilver, S. Garrod, B. Harber, F. Heaver, I. Ivatt, T Kardos, I. Newton, S. Teatum, C. Verney, C. Warren, D. Wood

Also, present: Clerk: Celia Price, County Councillor: David Barling, District Councillors: Mike Croker and Roger Noel

Members of the public: 2

C:1120:01 Apologies for absence

Apologies were received and accepted from Cllr Cook (C:0720:11 up to December 2020), Cllr Allen and Cllr Shaw.

C:1120:02 Declaration of Councillors personal or prejudicial interest

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

C:1120:03 Minutes of the last meeting

The minutes of the meeting held on [20th October 2020](#) were approved as a true record. Proposed by Cllr Wood, seconded Cllr Verney and agreed by all. The Chairman will sign the minutes as soon as is practical.

C:1120:04 Public Adjournment

The Chairman invited the members of the public present to speak. There were no questions or comments raised.

C:1120:05 Report from County Councillor

Cllr David Barling reported that the WSCC solicitor has been consulted regarding the caravan at High Trees carpark. It was noted that another vehicle has arrived. A discussion took place and all agreed that Cllr Barling should instruct the WSCC solicitor to proceed with a possession order on the understanding that the process is delayed due to the pandemic.

Cllr Barling also advised that he has been working with Steyning and Bramber particularly with regards to flooding and the potential for a 20mph speed limit in the High Street.

Cllr Verney commented that residents in Priory Field have been experiencing flooding. It is believed that highways drains are becoming blocked and a culvert in Saltings Field requires clearance to enable further investigation. Cllr Barling invited the Clerk to forward information to enable a review of the situation by WSCC. Cllr Warren reported that, in the meantime, he is trying to get some volunteers together to clear the culvert.

Finally, Cllr Barling commented on planning application DC/20/2184 and the Clerk confirmed that WSCC manager has had a site visit.

Questions and comments were invited. Cllr Teatum advised that recent paint markings indicating planned roadworks have been erased following inclement weather. Cllr Barling requested further information so that he can investigate.

Cllr Garrod joined the meeting

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Clerk: Celia Price PSLCC

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C:1120:06

Report from District Councillor

Cllr Roger Noel supported the council's discussions regarding the caravans at the High Trees carpark. He also advised that following a recent HDC housing briefing there are 723 homeless people waiting to be housed in the area.

Cllr Noel reported that HDC have incurred a further £ ½ million debt during the latest Covid-19 lockdown to date.

In addition, there are delays in the preparation of Regulation 19 for the Local Plan due to Covid-19 which could have an impact on planning in the District.

Cllr Noel concluded by reminding everyone that the refuse centres are open and that HDC are trialling new ways to reduce the carbon footprint associated with waste.

Cllr Mike Croker reiterated Cllr Noel's comments and advised that HDC are trialling new waste collection lorries.

With regard to flooding, recent photographs of the high water levels have been forwarded to the HDC planning team and there are potential schemes being investigated to assist with flooding.

C:1120:07

[DC/20/2184](#) Land adjacent to St Anne's, Hyde Street

Demolition of part existing structure and construction of a new 1-bedroom dwelling with ancillary vehicle parking within the curtilage of the site

The application was reviewed and discussed with input from the County and District Councillors. All acknowledged that these plans are for a significantly smaller dwelling, however, the issues raised in earlier applications have not been addressed. Therefore, objections regarding suitability of the site, overdevelopment and adverse effect on the street scene remain, as does the requirement for a footpath.

Cllr Warren proposed, seconded by Cllr Kardos that objections be raised as detailed above; it was also suggested the application should be decided by committee. This was agreed by all.

C:1120:08

Neighbourhood Warden Report

The Neighbourhood Warden Report for [October](#) was circulated prior to the meeting. Comments were invited and Cllr Wood noted the amount of contact with the vulnerable residents during the second Covid-19 lockdown is lower than expected. It was also noted that the wardens have experienced some illness.

It was resolved to note the contents of the report.

C:1120:09

[Clerks Report](#)

The Clerk's written report was circulated prior to the meeting. Cllr Harber noted that whilst the new website launch has been delayed, the work on the site continues and will provide a significantly improved website once completed.

C:1120:10

Community Committee

Draft minutes for the meeting held on [3rd November 2020](#) were circulated prior to the meeting. Cllr Verney gave a verbal update highlighting key points including the decision not to have Christmas lights this year. Work on preparation for the Community Orchard continues with assistance from our tree warden, Cllr Heaver and advice from neighbouring community orchards.

The newsletter is being produced 'in-house' and will be distributed to all households in early December.

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Cllr Wood reported that work on becoming dementia friendly has begun and she is looking forward to starting a 'community allotment' in partnership with The Hub. The allotment will also be linked with dementia and well-being work. The project will start once Covid restrictions allow.

C:1120:11 Facilities Committee

Draft minutes for the meeting held on [10th November 2020](#) were circulated prior to the meeting. Cllr Warren gave an overview of the minutes, highlighting the need for volunteers to assist with light maintenance around the villages; this, along with an update on the Horton waste site will be included in the newsletter.

A consultation process to review the Skatepark in Small Dole will also be announced in the newsletter.

C:1120:12 Meetings attended by Councillors

○ HALC/HDC AGM

It was resolved that councillors would receive an update, if appropriate, via email from Cllr Allen.

○ JPCC

Cllr Warren reported that the Joint Cemetery Committee had met on 26th October. Cllr Green from Bramber PC is the new Chair with Cllr Warren as Vice-Chair. Some re-measuring of the cemetery has taken place providing an additional 9 burial plots. There is no update regarding a new site.

○ PPG Group

Cllr Ivatt reported attendance at two meetings. The medical centre has received good feedback for the services offered and delivered during the pandemic. Concerns had been raised regarding lack of shelter during periods of inclement weather, when patients must wait outside, and options are being investigated, including the erection of a temporary shelter. Cllr Ivatt also reported that additional admin caused by the pandemic had significantly increased the workload for reception staff and the practice is looking at closing for lunch giving an opportunity to catch up.

○ Warden Steering Group

Cllr Wood reported good attendance at the recent steering group meeting which was very productive and informative. Analysis of time and workload is being developed to enable trends and problems to be highlighted more easily, which, will in turn assist with objectives and areas of focus for the Wardens

C:1120:13 [West Sussex Local Transport Survey](#)

The survey was circulated prior to the meeting. It was resolved that Cllr Harber draft a response. Comments for inclusion were requested by the end of the week after which Cllr Harber will submit the response.

C:1120:14 WSALC AGM

The [agenda](#) was circulated prior to the meeting. Cllr Birnstingl and Cllr Harber, as nominated WSALC representatives (C:0520:08) will attend and support the proposed motions.

The Clerk reported that a survey has been circulated for completion by Parish Councils in West Sussex, however, it is considered the questions are manipulative and would

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not give a true reflection of the opinions of UBPC. All agreed to advise WSALC that UBPC will not be completing the survey on these grounds and to confirm that UBPC are happy with the services provided by SSALC.

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

C:1120:15

Internal Audit Report

The internal audit report was circulated prior to the meeting. Questions and comments were invited.

Cllr Garrod was pleased to note that there were no recommendations in the report and this should be recognised. Cllr Harber concurred, adding that procedures are good and reserves are moving in the right direction.

It was resolved to note the content of the report. Proposed Cllr Harber, seconded Cllr Verney and agreed by all.

C:1120:16

External Audit Report

The External Audit Report for the Financial Year End 19/20 was circulated prior to the meeting. It was resolved to note the content and publish the report for public inspection. Proposed Cllr Warren, seconded Cllr Wood and agreed by all.

C:1120:17

Finance Reports

The income and expenditure reports ([detailed](#) and [summary](#)) were circulated prior to the meeting. It was resolved to note the reports.

C:1120:18

Bank Reconciliation

The bank reconciliation for [October](#) was received and noted.

C:1120:19

Payments List

The payments list made between [17th October and 13th November](#) totalling £5954.31 was received and noted in accordance with the Financial Regulations.

C:1120:20

Correspondence

It was resolved to receive and note the correspondence as circulated.

C:1120:21

Chairman's Announcements

The Chairman reported his attendance at the wreath laying ceremony on Remembrance Sunday.

C:1120:22

Matters raised by Councillors

Cllr Garrod advised continues to receive thanks from residents for the new equipment installed at the Small Dole play area earlier in the year. This has been particularly well received following lockdown restrictions where play areas remain one of the few places open. She also advised that some residents would like to be involved with planting some flowers and plants at the green in Small Dole. The Clerk confirmed that volunteer participation is very welcome but must be co-ordinated to avoid duplication. It was requested that volunteers be directed to the Clerk in the first instance.

Cllr Ivatt advised that he would soon remove the Silent Soldier in Small Dole and store in until next year. It is hoped a 2nd Silent Soldier will be purchased enabling one in Upper Beeding and one in Small Dole each year. He also asked if the grit bins had been

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inspected and filled in anticipation for the winter. The Clerk confirmed this has been done.

Cllr Newton reported that the mirror opposite Manor Road at the junction with Henfield Road was badly dented. County Councillor David Barling volunteered to investigate this with the WSCC Highways team.

C:1120:23 Staffing Matters

It was resolved under the Public Bodies (Admission to Meetings) Act 1960 and in accordance with Standing Order 3d to exclude the press and public due to the confidential nature of the business to be discussed.

Proposed Cllr Verney, seconded Cllr Harber and agreed by all

The Clerk, Cllr Barling, Cllr Croker, Cllr Noel and the member of the public present left the meeting.

Cllr Verney reported on the appraisal he had conducted with the Clerk. Councillors expressed widespread appreciation of the excellence and commitment of her work.

It was proposed by Cllr Ivatt, seconded by Cllr Wood and supported unanimously to accept fully the report and its recommendations.

There being no other business the meeting concluded at 8:40 pm

Minutes Signed By:

Date