

Upper Beeding Parish Council

Minutes of the Parish Council meeting held virtually using Microsoft Teams on Tuesday 22nd September 2020 at 7pm

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

Also, present: Clerk: Celia Price, County Councillor: David Barling, District Councillor: Roger Noel
Cricket Club: Neil Robb, Football Club: Nick Dungay, Dave Rowland.

Members of the public: 2

C:0920:01 Apologies for absence

Apologies were received and accepted from Cllr Cook, Cllr Newton and Cllr Wood. District Councillor Mike Croker also sent apologies.

C:0920:02 Declaration of Councillors personal or prejudicial interest

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

C:0920:03 Minutes of the last meeting

The minutes of the meeting [21st July 2020](#) were approved as a true record. Proposed by Cllr Shaw, seconded Cllr Chilver and agreed by all. The Chairman will sign the minutes as soon as is practical.

C:0920:04 Public Adjournment

A resident from Pepperscombe Lane expressed concerns regarding speeding vehicles throughout the village but particularly in Pepperscombe Lane, Deacons Way, Pound Lane and Manor Road. The road markings have faded and these have been reported to WSCC Highways. Residents have volunteered for Community Speed watch and are awaiting facilitation led by Bramber PC. This will be discussed further under item C:0920:25.

C:0920:05 Sports Pitches

The Cricket and Football Clubs gave updates and discussed the options regarding UBFC's need for an extension to their junior pitch. Electrical work at the changing room and leases were also discussed.

It was resolved that a site visit with representatives from both clubs and members of the Parish Council takes place to discuss all the options regarding the pitches, including potentially rotating the cricket square. The Towers will also be approached with a view to investigating the use of their grounds. Cllr Teatum and Cllr Warren will lead.

The Cricket Club are out of lease and it was resolved that the Clerk facilitate a new lease with the inclusion of a 'pay as you go' hire fee and inclusion of Steyning CC usage and associated fees.

Both UBCC and UBFC confirmed they will be contributing to the costs incurred following the recent electrical inspection and resulting work.

C:0920:05 Neighbourhood Warden Report

It was resolved to note receipt of the Neighbourhood Warden Reports for [July](#) and [August](#). The Wardens will be invited to the October meeting.

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C:0920:06 Report from County Councillor

Cllr Barling reported that Children's Services are making excellent progress in improving all aspects of the service. He also advised that Covid-19 cases are rising in West Sussex but the number of cases remains low compared to other parts of the country. The WSCC finance position is improving slightly and members continue to work hard to reduce the financial impact of the pandemic.

Planning Consultations are high on the agenda particularly with The Ministry of Housing, Communities and Local Government (MHCLG) Consultation in progress which includes the increase in housing numbers in the county. WSCC are preparing a response in objection to the proposed unsustainable developments particularly at the land north east of Henfield (Mayfield), and at Buck Barn.

Cllr Barling concluded by advising that although CLC meetings have been suspended for the time being, members will meet informally to deal with urgent issues.

The Chairman invited councillors to ask questions and the following was raised.

Cllr Teatum requested an update regarding the cleaning of the gully in Henfield Road which causes flooding. Cllr Barling agreed to follow this up with Highways.

Cllr Harber and Cllr Warren raised the issue of a requirement for a footpath from Manor Road to Henfield Road as there is a stretch without safe pedestrian access. It had been hoped that the issue would be addressed as part of a planning application on the Land adjacent to St Anne's and the concern that remains regarding the ownership of land. Cllr Barling requested the exact location and details and will then investigate and advise.

C:0920:07 Report from District Councillor

Cllr Noel reported that HDC finances are improving but there remains a significant shortfall in income caused by the pandemic. Income from Council Tax and Business Rates is very low and HDC are looking at ways of cutting capital funding. This could affect leisure centres, museums, cinemas and theatres as well as other public buildings and facilities. No decisions have been made yet and all options are being explored.

He advised that there are some outbreaks of Covid-19 within the Horsham District and we must all remain vigilant.

Cllr Noel also advised that HDC have successfully put in force a Public Space Protection Order (PSPO) to help combat the growing drug problem in the town.

The two planning white papers are a focus for HDC and work continues on HDC's own Local Plan. He reported that all sites in Upper Beeding are on hold awaiting the Neighbourhood Plan referendum. According to the latest white papers HDC need to increase their housing numbers from 920 per year to 1715 per year. To achieve this all strategic sites would need to be allocated.

The Chairman invited questions from Councillors and the following was raised.

Cllr Warren raised concerns about lack of infrastructure to support large numbers of houses. All agreed that the social infrastructure needs to be in place before any large numbers of housing can be considered. Cllr Noel and Cllr Barling both reiterated that infrastructure would be a big part of both the District and County Council's response to the white papers.

Cllr Ivatt asked if there was any update on the planning application for a property opposite Tottington Drive on the Henfield Road. Cllr Noel responded that he is unaware of a decision notice being issued but confirms that the site is outside the built-up area boundary.

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C:0920:08 [Clerks Report](#)

The Clerks written report was circulated prior to the meeting and she verbally updated members on the requirement for QR codes on public buildings. It was also confirmed that the Clerk will continue to work partly from home and partly in the office following today's Covid-19 government guidance. Questions were invited. There were none

C:0920:09 **Finance reports**

Income and expenditure reports were received and noted ([detailed](#) and [summary](#)). Cllr Harber circulated a [summary report](#) prior to the meeting and invited questions. There were none. It was resolved to note the contents of the reports.

C:0920:10 **Bank Reconciliations**

Bank reconciliations for [June](#), [July](#) and [August](#) were received and noted.

C:0920:11 [Payments List](#)

The payments list made between 22nd July and 18th September totalling £52,127.71 was received and noted in accordance with the Financial Regulations. The Clerk highlighted that £28k was not a payment but a transfer from the current account to the investment account for JPCC

C:0920:12 [Insurance Renewal](#)

The insurance renewal schedule was circulated prior to the meeting. The Clerk reported that there have been no amendments since last year. This is year 2 of a 3-year agreement. The new piece of play area equipment in Small Dole was added last year. It was resolved to renew the policy as per the schedule.

C:0920:13 [Pension Fund Pooling Agreement Renewal](#)

The West Sussex Pension Pooling Agreement Review was circulated prior to the meeting and was noted. It was resolved that the Clerk as Proper Officer be delegated to complete and return the form.

C:0920:14 [Interim Audit Engagement Letter](#)

The Internal Audit Engagement Letter was circulated prior to the meeting and the contents were noted. The Clerk was authorised to agree to the terms of the engagement letter.

C:0920:15 [NALC Salary Scales](#)

The NALC salary scales were circulated prior to the meeting. These salary scales are part of the contracts for both the Clerk and Cemetery Clerk, neither of which had appreciated the implications when volunteering to forgo a pay review this year. Therefore, in April 2021 the pay scales for the Clerk and Cemetery Clerk will be updated as per the attached, with a further review next year if appropriate to bring the contracts back up to date. This enables the Clerk and Cemetery Clerk to forgo salary increases this year as agreed without having long term implications on their contracts of employment. The proposal was noted and agreed.

C:0920:16 **Community Committee**

The [draft minutes](#) of the Community Committee meeting held on 15th September 2020 were circulated prior to the meeting. Cllr Verney gave a verbal update and presented the Community Engagement Policy for adoption, highlighting the need for good two-way communication. It was resolved to note the draft minutes and adopt the Community Engagement Policy as recommended by the committee.

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C:0920:17 Facilities Committee

The [draft minutes](#) of the Facilities Committee meeting held on 16th September 2020 were circulated prior to the meeting. Cllr Warren gave a verbal update identifying a key objective of surveying the villages pavements and crossings to evaluate accessibility for all residents but particularly those with a disability. The committee will present its findings to full council in due course.

In addition, Cllr Warren highlighted that, due to the ramps coming to the end of life an all stake holders' task and finish group will be established to evaluate all aspects of the skate park. Further information will follow in due course.

It was resolved to note the draft minutes and adopt the Sports Hall Risk Assessment, Booking Form and Conditions, including the supplementary Covid conditions of hire as recommended by the Facilities Committee.

C:0920:18 Planning Committee

The [draft minutes](#) of Planning Committee meeting held on 17th September 2020 were circulated prior to the meeting. Cllr Kardos gave a verbal overview paying particular attention to the HCLG Consultation advising that the Planning Committee will be collating responses for discussion at the next committee meeting scheduled for 13th October. This will be presented to full council for ratification at the meeting on 20th October.

It was resolved to note the draft minutes as circulated.

C:0920:19 Committee Terms of Reference

It was resolved that the draft Terms of Reference as proposed by the [Community Committee](#), [Facilities Committee](#) and [Planning Committee](#). be adopted. Proposed Cllr Warren, seconded Cllr Kardos and agreed by all.

C:0920:20 Finance Committee

Membership of the Finance Committee was confirmed as Cllr Birnstingl, Cllr Garrod, Cllr Harber, Cllr Ivatt, Cllr Kardos, Cllr Verney and Cllr Warren.

C:0920:21 [Meeting Dates](#)

The meeting schedule for full council and committee meetings until May 2021 was received and noted.

C:0920:22 [Meeting Attendance Policy](#)

The draft meeting attendance policy was circulated prior to the meeting. It was resolved to adopt the policy with minor amendments as highlighted by Cllr Chilver. Proposed Cllr Verney seconded Cllr Allen and agreed by all.

C:0920:23 [Fly Posting](#)

Following review of the supporting paper it was resolved to delegate the Facilities Committee to investigate and make a recommendation to full council in due course.

C:0920:24 Hyde Street Open Space

Following a request from a resident to donate memorial trees to the Hyde Street Open Space various options were discussed including the potential development of the orchard area. It was resolved to delegate the Community Committee to carry out further research and report to full council. Cllr Warren would like to be involved in the discussions and will be invited to the appropriate meetings.

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C:0920:25 Highways

Pavement parking and speeding continue to be areas of concern for residents. The Facilities Committee have identified the need to increase accessibility for residents and will encompass pavement parking in the project. In addition, the Facilities Committee will investigate the possibility of other sites for the MVAS and potentially upgrading of the unit.

C:0920:26 Rural Broadband

It was resolved that Cllr Kardos and Cllr Warren work with the Clerk with a view to identify and approach areas of the community that may benefit from the scheme.

C:0920:27 WSALC

Correspondence from WSALC was received and noted. Councillors are concerned that WSALC are looking at services without full consultation and asked the Clerk to approach WSALC to request the opportunity to input into the exercise

C:0920:28 Correspondence

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

C:0720:29 Chairman's Announcements

The Chairman reported the death of former District and Parish Councillor Andrew Purches, he will be writing to the family on behalf of the Council and welcomes input from councillors. Truleigh Hill continues to suffer from fly tipping, trespass and illegal parking. The Chairman is hoping to arrange a site meeting with all relevant parties and will update Councillors in due course.

He also reported attendance at the SSALC Chairs meeting which saw approximately 50 Chairs in attendance. A great deal of good practice was shared and it was very productive.

Finally, Councillors were asked to consider the possibility of recording or live streaming full council and committee meetings, it was agreed that there are wide reaching implications and these should be fully assessed. All agreed this will be a future agenda item.

C:0720:30 Matters raised by Councillors

Cllr Allen asked if anyone knew about landownership where there is a leaking water trough. It is believed the area in question belongs to SDNPA. Cllr Allen will report the issue.

Cllr Chilver reported the Patient Participation Group (PPG) have advised a testing system for Covid-19 is a priority and encourages everyone to stay vigilant.

Cllr Shaw asked that she be included in the pavement accessibility research. Cllr Harber agreed to facilitate this.

Cllr Ivatt advised that Remembrance Day is fast approaching and the Silent Soldier would soon be put in place. He asked that the Council consider the purchase of a second Silent Soldier. This will be investigated and discussed at a future meeting. Cllr Verney asked that a Silent Soldier bench be considered. All agreed it too late for this year but could be a budget consideration for next year.

There being no other business the meeting concluded at 9:21pm

Minutes Signed By:

Date