

UPPER BEEDING PARISH COUNCIL

Minutes of the Annual Meeting of Upper Beeding Parish Council meeting held virtually using Microsoft Teams on Tuesday 19th May at 7pm

Present: Councillors: S. Birnstingl (Chairman), I. Allen, A. Chilver, S. Garrod, B. Harber, I. Ivatt, T Kardos, L. Newton, 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: None

C:0520:01 Election of Chairman

Cllr Birnstingl was elected as Chairman of the Parish Council for the 2020/21 municipal year, proposed by Cllr Ivatt seconded Cllr Chilver and agreed by all.

C:0520:02 Chairman's Declaration of Acceptance of Office

Cllr Birnstingl agreed to sign the Chairman's declaration of acceptance of office. A wet signature will be obtained and witnessed by the Clerk.

C:0520:03 Apologies for absence

Apologies were received and accepted from Cllr Heaver and Cllr Shaw.

C:0520:04 Declaration of Councillors personal or prejudicial interest

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

C:0520:05 Minutes of the last meeting

The minutes of the meeting dated [3rd March 2020](#) were approved as a true record and signed by the Chairman.

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

C:0520:06 Co-option of a Parish Councillor(s)

Applications had been circulated from three candidates prior to the meeting and questions were invited.

Frederick Heaver, proposed by Cllr Kardos, seconded Cllr Ivatt and agreed by all, was duly elected as Parish Councillor.

Lucy Newton, proposed by Cllr Allen, seconded Cllr Verney and agreed by all, was duly elected as Parish Councillor.

Debbie Wood, proposed by Cllr Chilver, seconded Cllr Verney and agreed by all, was duly elected as Parish Councillor.

Declarations of acceptance of office will be signed and received by the Clerk over the coming days. New councillors were reminded to complete their declaration of interests within 28 days.

C:0520:07 Election of Vice-Chairman

Cllr Harber was elected as Vice-Chairman of the Parish Council for the 2020/21 municipal year, proposed by Cllr Allen seconded Cllr Ivatt and agreed by all.

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C:0520:08 Representatives to Outside Organisations

It was resolved to appoint members to [Outside Organisations](#) as detailed on the linked schedule.

C:0520:09 Public Adjournment

None present.

C:0520:10 Neighbourhood Warden Report

It was resolved to note receipt of the Neighbourhood Warden Report for [March](#) and [April](#). Questions and comments were invited. Cllr Allen proposed a vote of thanks to Paul and Mike, this was unanimously agreed.

C:0520:11 Report from County Councillor

Cllr Barling reported that WSCC have been busy. Many staff are still working and being re-deployed to assist with the adult social care issues arising from the Covid-19 crisis. He reported that the financial impact for WSCC is in the region of £85m with only £37m from government to date. A full and thorough recovery plan is being worked on.

Amenity tips have re-opened for essential waste and this is working well.

Cllr Barling has personally been walking footpaths and reporting defects, he also reported that highway repairs are now up to date following the winter. Mike Tomlinson has been appointed new Highways Manager, replacing Chris Stark.

Questions were invited.

The Clerk requested help in sorting out the damage caused by delivery lorries to the rear of Hyde Square. A more permanent solution is required rather than topsoil and seed. Cllr Barling will follow up once the Clerk has forwarded details and photographs.

Cllr Warren advised that he has some highways issues and will email Cllr Barling.

Cllr Garrod asked what measures WSCC are taking to address the widely reported rise in domestic abuse. She also raised concerns that as health visitors are not visiting families as usual there may be safeguarding issues that are not being identified in addition the inability to register new births could result in families missing out on the support they need. Cllr Barling responded that as Chairman of the Children's Safeguarding Scrutiny committee he is aware that there is a great deal being done to ensure that families are getting the help and support they need and weekly meetings are taking place to monitor the situation. He will also try and find out when the registrars will be able to register births again.

Following Cllr Garrod's questions, Cllr Newton asked if there are enough safehouses. Cllr Barling responded that he is confident that there are no issues and the situation is being closely monitored.

C:0520:12 Report from District Councillor

Cllr Noel reported that HDC have been working hard helping residents through the Covid-19 crisis. There have been over 8700 requests for help and 1800 volunteers have been recruited. Out of 400 staff, 300 are working from home and everyone has adjusted well.

HDC are also suffering financially experiencing over £680,000 in lost revenue and are having to use reserves.

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Neighbourhood plans and the HDC Local Plan are progressing although there may be some question over housing numbers following the issues and loss of jobs at Gatwick airport. The Local plan needs to be completed by 2022 and the draft plan is expected in November 2020. Over 6300 responses have been received following the Local Plan consultation and these are being analysed, the initial report is expected in early June.

Questions were invited.

The Clerk asked for clarification regarding CiL money. Cllr Noel confirmed that Upper Beeding would only receive 15% of CiL monies until the NP plan was made. The referendum was planned and cancelled last minute. There are no plans to reschedule the referendum until May 2021. The Clerk had asked for some flexibility due to the exceptional circumstances of the situation but there doesn't seem to be any.

Cllr Croker reported that waste collections have been running as normal throughout the Covid-19 situation. There has been an increase in demand for brown bins and bulky bags. Cllr Noel advised that HDC have recommended that there are no bonfires.

C:0520:13 Review of Delegation Arrangements –

The current delegation arrangements were reviewed ([Scheme of Delegation](#)). All agreed it is working well and should continue without change.

C:0520:14 Diary of meetings

The frequency of meetings was discussed. The Clerk advised meeting on the third Tuesday of the month would enable a more accurate financial position and would be in line with neighbouring councils for Warden reports. All agreed to trial meeting on the third Tuesday rather than the first with the next meeting being on Tuesday 16th June.

C:0520:15 Clerks Report

A written [Clerk's report](#) was circulated prior to the meeting. It was resolved to note the contents of the report. Cllr Allen recorded a vote of thanks to the Clerk on behalf of the Council.

C:0520:16 Grant Request

A grant request from Saltings Field Conservation Group was discussed ([request](#) and [accounts](#)). Following a review of the accounts Cllr Harber proposed a grant of £750, this was seconded by Cllr Warren and all agreed with the proviso that a further grant could be applied for if needed.

C:0520:17 End of Year Accounts

A [report from the Chairman of the Finance Committee](#) was circulated prior to the meeting and Cllr Harber gave an overview which included; income and expenditure reports ([summary](#) and [detailed](#)) and the year-end [balance sheet](#). It was noted that the Council ended the financial year with very low reserves and it was resolved to note the reports.

C:0520:18 Internal Audit Report

The [internal audit report](#) was circulated prior to the meeting. Questions were invited. Cllr Garrod noted that despite the fidelity insurance question being addressed this has not been reflected in the report. The Clerk responded that this was due to the internal audit being remote but she has provided evidence to the internal auditor that the Council are happy with

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the insurance level and this will be reflected in the next audit. Cllr Garrod also asked for clarification regarding payroll. Cllr Harber responded and confirmed all adjustments had been made in January.

It was resolved to note the internal audit report and Cllr Warren recorded a vote of thanks to the Clerk.

C:0520:19 Annual Governance and Accountability Return 2019/20

Each of the 9 statements in section 1 of the Annual Governance and Accountability Return were reviewed.

It was resolved to approve the Council's response to be 'yes' for all of the statements 1-9 To approve the annual governance statement ([Section 1](#)).

It was resolved that the Chairman and Clerk sign section 1.

C:0520:20 Annual Governance and Accountability Return 2019/20

It was resolved to approve section 2 of the Annual Governance and Accountability Return and that this be signed by the Chairman, noting this had been signed by the RFO prior to presentation as required. ([Section 2](#))

C:0520:21 Notice of Public Rights and Publication

The Chairman confirmed the 'Notice of Public Rights and Publication of Unaudited Annual Return' has been prepared and will be displayed on the village noticeboard and Parish Council website on 4th June 2020 ([public rights](#)).

C:0520:22 Chairman's Announcements

The Chairman welcomed the new members to the council and had no further announcements.

C:0520:23 Matters raised by Councillors

Cllr Ivatt reported that plans for Small Dole in Bloom where well under way and the plants should be in place soon.

Cllr Harber reported that Steyning Parish Council have a new Chairman (Cllr Cree) and Vice-Chairman (Cllr Young).

Cllr Warren is concerned about activity at the recent enforcement site at the end of Tottington Drive as there seems to be a residential caravan behind storage containers. District Council Noel will investigate and discuss with HDC enforcement officers.

Cllr Newton asked when larger items will be accepted and the tips. County Councillor Barling estimates three weeks.

Cllr Garrod asked for confirmation regarding play area opening. It was confirmed that play areas remain closed in line with government guidelines. This will remain under review.

There being no other business the meeting concluded at 8:15pm

Minutes Signed By:

Date: