

Upper Beeding Parish Council

Minutes of the Parish Council meeting held virtually using Microsoft Teams on Tuesday 15th December 2020 at 7pm

Present: Councillors: S. Birnstingl (Chairman), A. Chilver, S. Garrod, B. Harber, F. Heaver, I. Ivatt, T Kardos, L. Newton, J. Shaw, 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: 1

C:1220:01 Apologies for absence

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

C:1220:02 Declaration of Councillors personal or prejudicial interest

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

C:1220:03 Minutes of the last meeting

The minutes of the meeting held on [17th November 2020](#) were approved as a true record. Proposed by Cllr Teatum, seconded Cllr Newton and agreed by all. The Chairman will sign the minutes as soon as is practical.

C:1220:04 Public Adjournment

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

C:1220:05 Report from County Councillor

Cllr David Barling reported that having just moved to a new house, being without internet until today had proved problematic regarding communications. Councillors were invited to email any outstanding issues. Cllr Barling also reported excellent progress in improvements in both Children's Services and the Fire Service both of which no longer require additional scrutiny and review.

Questions and comments were invited; Cllr Warren requested support from WSCC regarding recruitment of volunteers and equipment, particularly regarding litter picking of roadside verges. Cllr Barling responded advising the Clerk to contact Dean Wadey at WSCC. Cllr Heaver, Cllr Wood and the Clerk advised of other organisations that can help or advise including HDC and Steyning Greening/Plastic Free campaign. This project will be discussed further under item C:1220:18.

C:1220:06 Report from District Councillor

Cllr Mike Croker reported that HDC have been focussing on the Local Plan, which is due to be reviewed by an independent inspector. Further information will be available early next year.

HDC have several new initiatives including personal safety videos which are available on You Tube and a new television channel to support local shops and businesses, Horsham TV.

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The Governance Committee will be recommending a change in constitution to reflect the fact the members of the public will no longer be able to ask verbal questions but must submit questions in advance by email. The reason for this is to stop campaigning organisations from exploiting the process, but there are concerns that this amendment will restrict residents, precluding them from asking questions at meetings.

Questions and comments were invited, Cllr Warren raised concerns about excessive roadside advertising and the use of laybys for seasonal traders. Council Croker agreed to follow this up. The Clerk requested an update regarding the street trading licence applications for the refreshment traders in the layby on the A283. Cllr Croker advised that the licensing committee had approved one trading licence but refused the other. The refused applicant will be exercising their right of appeal to the magistrate.

C:1220:07 **Neighbourhood Warden Report**

The Neighbourhood Warden Report for [November](#) was circulated prior to the meeting. Comments were invited; Cllr Garrod requested clarification regarding the reasons for the calls to police.

Cllr Heaver requested that Wardens ask where underage drinkers are getting their alcohol from and to follow this up with suppliers.

The Clerk will communicate these comments to the Wardens and update all councillors by email once a response is received.

It was resolved to note the contents of the report.

C:1220:08 **[Clerks Report](#)**

The Clerk's written report was circulated prior to the meeting. It was highlighted that the electricity supplier for the Sports Hall will be changed in the New Year to a company that is cheaper and 100% green. Councillors were also notified that the new website 'went live today'.

There were no questions and it was resolved to note the contents of the report.

Cllr Noel joined the meeting

C:1220:09 **Community Committee**

Draft minutes for the meeting held on [1st December](#) were circulated prior to the meeting. Cllr Verney highlighted the progress on the Community Orchard, publication of the newsletter and dementia friend's proposal.

Cllr Warren requested that the re-naming of the Hyde Street Open Space be considered by full council and this will be added to the January agenda. The Chairman requested proposed names be forwarded in advance of the meeting.

Cllr Garrod advised of positive comments received regarding the Community Orchard. It was resolved to note the content of the minutes.

C:1220:10 **Upper Beeding Parish Council – [Dementia Friendly Community](#)**

A written report was distributed prior to the meeting. Cllr Wood highlighted the key points and proposed UBPC register with the Horsham District Dementia Alliance (HDDA) and work towards becoming a Dementia Friendly Community.

Cllr Wood highlighted that the Dementia Friends scheme will also provide benefits to those in the community with other hidden disabilities. The Chairman welcomed the broad range of residents this initiative will help.

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Cllr Verney proposed, seconded by Cllr Garrod that proposal for Upper Beeding Parish Council to register as a Dementia Friendly Community be progressed. All agreed. The Community Committee will continue to give this project priority.

- C:1220:10 Finance Committee**
Draft minutes from the meeting held on [24th November 2020](#) were circulated prior to the meeting. Cllr Harber gave an overview of the meeting. Cllr Ivatt advised of a typo that will be corrected in advance of ratification of the minutes at the next Finance Committee meeting.
It was resolved to note the content of the minutes.
- C:1220:11 Finance Committee Terms of Reference**
Proposed [Terms of Reference](#) were circulated prior to the meeting. These remain unchanged from last year, although there will a be review in preparation for the start of the next municipal year.
It was resolved to accept the Terms of Reference as circulated. Proposed Cllr Garrod, seconded Cllr Kardos and agreed by all.
- C:1220:12 2021/22 Budget**
The draft [2021/22 budget](#) as recommended by the Finance Committee was distributed prior to the meeting. Cllr Harber gave an overview and invited questions. Cllr Harber and the Clerk responded to questions regarding reserves and various budget lines providing details and clarification where required.
It was resolved to agree the 2021/22 standstill budget. The Precept will be agreed at the January full Council meeting once the final tax base figure is received from HDC. It was noted that the draft tax base would result in a 1.2% rise for residents. Proposed Cllr Chilver, seconded Cllr Verney and agreed by all.
- C:1220:13 Finance Reports**
The income and expenditure reports ([detailed](#) and [summary](#)) were circulated prior to the meeting. The Clerk responded to questions arising and it was resolved to note the reports.
- C:1220:14 Bank Reconciliation**
The bank reconciliation for [November](#) was received and noted. The Clerk confirmed funds belonging to JPCC. It was resolved to note the bank reconciliation as presented.
- C:1220:15 Payments List**
The payments list between [14th November and 9th December](#) totalling £8749.65 was received and noted in accordance with the Financial Regulations.
- C:1220:16 Meetings attended by Councillors**
 - Greening Steyning Transport CommitteeCllr Harber reported attendance at the meeting, highlighting the consultation to make the whole of Steyning a 20mph zone. He will distribute a more detailed report via email.
Cllr Barling advised this is a multi-organisation group and WSCC are involved in obtaining a TRO for the project.
Cllr Garrod expressed concerns regarding additional pollution created by slow moving and standstill traffic.

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- Joint Parishes Youth Committee (JPYC)

Cllr Chilver reported that Cllr Verney has been elected as Chairman for the remainder of this municipal year following the resignation of Cllr Potter (Bramber) due to other commitments.

The committee are very impressed with the remarkable service that continues to be delivered by Sussex Clubs for Young People (SCYP) in very difficult circumstances. Cllr Verney has written to the CEO of SCYP expressing thanks and congratulations on behalf of the JPYC.

The JPYC discussed and provisionally agreed the MOU for ratification by the three Parish Councils. As there are no changes to the MOU other than administrative amendments such as dates and 1% increase in fees (included the budget), Cllr Chilver, seconded Cllr Verney proposed that the Clerk sign the MOU on behalf of UBPC. This was agreed by all.

C:1220:17 Skatepark

Cllr Harber distributed a [report](#) prior to the meeting and Cllr Warren gave a verbal overview following the site meeting held on 10th December.

Discussions took place regarding user demographic; short, medium and long-term maintenance (including painting/professional graffiti); potential antisocial behaviour; support from District and County Councils and fundraising and promotion of the project.

It was agreed that skatepark users, residents and some councillors should form a working party to address the issues and progress the project. Cllr Ivatt, Cllr Shaw and Cllr Warren volunteered to be in the working group. The Clerk confirmed she has already been in contact with the original committee and it is hoped they will be involved again.

Proposed Cllr Shaw and seconded Cllr Heaver, it was resolved that emergency repairs totalling £550 and surface repairs totalling £1250 be agreed. All agreed and the Clerk will instruct Raddi Ramps to carry out the repairs as soon as possible.

Cllr Wood left the meeting.

C:1120:18 Volunteers

Councillors discussed the possibility of using volunteers to carry out minor maintenance around the villages including litter picking of roadside verges and general maintenance of footpaths and hedgerows.

All agreed that a working party be established to agree tasks that could be completed by volunteers; investigate similar schemes (both HDC and WSCC will be able to assist); assess health and safety; risk assessments; insurance as well as recruitment and management of volunteers.

Cllr Heaver, Cllr Ivatt, Cllr Verney and Cllr Warren will form the working party, anyone else interested should please contact the Clerk.

C:1220:19 Correspondence

It was resolved to receive and note the [correspondence](#) as circulated.

C:1220:20 Chairman's Announcements

The Chairman thanked all councillors for their dedication, time and support, wishing them a very Merry Christmas with hope for a better 2021.

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C:1220:21

Matters raised by Councillors

Cllr Heaver reported concerns about the Village sign. The post and wrought iron top need some attention. The actual sign is currently being repainted.

Cllr Garrod reported graffiti on the bus shelter in Small Dole.

Cllr Kardos advised that a planning application has been received from the Towers DC/20/2441. This will be discussed at the full council meeting scheduled for 19th January 2020.

There being no other business the meeting concluded at 8:58pm

Minutes Signed By:

Date