**Minutes of the Full Council meeting held virtually using Microsoft Teams on**

**Tuesday 16th March 2021 at 7pm**

**Present:** **Councillors:** S. Birnstingl (Chair), A. Chilver, B Harber, F. Heaver, I. Ivatt, T. Kardos, l. Newton, S. Teatum, C. Verney, C. Warren.

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

**Members of the public:** 4

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

**C:0321:01 Apologies for absence**

Apologies were received and accepted from Cllr Allen, Cllr Shaw and Cllr Wood.

**C:0321:02 Declaration of Councillors personal or prejudicial interest**

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

**C:0321:03 Minutes of the last meeting**

The minutes of the meeting held on [16th February 2021](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ETwQPm-tyIRNqkwQ8pfixIoB8yhoyDQ2QH75hsyv8in8yQ?e=vBFIqn) were approved as a true record. Proposed by Cllr Ivatt, seconded Cllr Harber and agreed. The Chairman will sign the minutes as soon as is practical.

**C:0321:04 Public Adjournment**

The Chairman invited questions and comments from members of the public.

Paul Linehan introduced himself as the Conservative candidate for the forthcoming West Sussex County Council elections.

**C:0321:05 Report from County Councillor**

Cllr David Barling reported residents will need to ‘book a slot’ to use certain West Sussex household waste sites; this can be done up to 14 days in advance and is predominantly for safety reasons.

He went on to advise that elections are scheduled to take place in May with Covid secure measures in place.

Questions and comments were invited.

Cllr Teatum advised, that debris following the road traffic accident in Henfield Road has still not been cleared, some potholes have been filled but this seems to be done on a piecemeal basis and the re-painting of the white lines is sporadic. Cllr Barling responded that although there is an additional £6m in the highways budget for the next financial year there is not enough money to do anything other than on an ad-hoc basis.

Cllr Warren asked about funding for equipment for the volunteer scheme. Cllr Barling advised there is no money left.

An update was requested regarding the flooding on Henfield Road. Cllr Barling responded advising that the Highways Officer is regularly monitoring Henfield Road flooding but the sump is on private land. Cllr Barling will speak to the Highways Steward to establish if there is any obligation on the landowner.

**C:0321:06 Report from District Councillor**

Cllr Mike Croker reported that the HDPF (Horsham District Planning Framework) has been delayed due to COVID; it will be June or July before the next public consultation. Therefore, it is likely to be November 2022 before the plan is finalised and implemented.

HDC continue to reduce the carbon footprint of existing council buildings and plan to upgrade St Peters Hall, Horsham,Orsham and the neighbouring building. These will then be available to hire as community buildings. The work is being funded by HDC and a Government grant.

Cllr Noel added that county council election ‘purdah’ starts on 29th March. He also reported that the planning application on the land adjacent to St. Anne’s has been approved despite the best efforts of Parish and District Councillors. Cllr Noel also updated on planning applications in New Hall Lane, Small Dole for information (New Hall Lane is in Henfield Parish).

HDC are installing cameras at known hotspots for fly-tipping and fixed penalty notices will be issued. An environmental Task Force has been formed to increase biodiversity and implement green corridors.

Cllr Noel also reported that Horsham remains one of the lowest COVID infection rate areas in the country.

Finally, City Fibre are starting a rollout to install fibre optic cables to Upper Beeding and Bramber.

Questions were invited.

Cllr Warren asked for an update regarding the road sweeping on the Henfield Road to Small Dole. In response, he was advised the road is on the programme of work; however, due to redeployment of staff to ensure essential services, including refuse collection, remain unaffected by COVID the team are behind schedule.

**C:0321:07** **The Towers / Steyning Grammar School**

Mark Marande, Executive Head at Bohunt Academy Trust, Michelle Syred from SGS and Russell Barnes from RnR Architects provided an update regarding the plans for The Towers site.

In summary; according to a recent travel survey 76 students out of approximately 400 will be travelling from Steyning. Of the approximate 400 students, 332 indicated they would travel by bus, bicycle or on foot, 96 of those students live in Upper Beeding. All school buses will pick up and drop off on site. The number 2 public bus will bring a small number of students (approx. 15) from out of area. Therefore, the expected number of parents taking their children to school by car is minimal.

There are plans for school crossing patrols (lollipop persons), and SGS are investigating safer routes to school including separate pedestrian/cycle access, with vehicles having their own access. Various pedestrian access points are being considered, although there are concerns about a lack of footpath in Hyde Street.

Michelle Syred is leading the transport team and will be working with other organisations including Greening Steyning and Steyning Parish Council to improve transport links particularly for cyclists and pedestrians. Cllr Harber will be invited to meetings and will be included in discussions, representing UBPC.

The Chairman reiterated that UBPC are delighted that SGS are moving to The Towers site. Michelle Syred concurred, adding site safety is a priority.

Cllr David Barling discussed the possibility of a refuge to assist pedestrian crossing opposite the garage; he will discuss the options with the WSCC Highways team. Russell Barnes asked if the refuge on the south side of the roundabout by the Rising Sun could also be improved and Cllr Barling agreed to take this forward.

Community Led Highways Schemes were discussed and UBPC advised SGS that an application for a footpath from Manor Road to Henfield Road will be submitted by the October deadline. Other improvements in this area could be included if Cllr Barling is unsuccessful in securing new and or improved refuge points.

All agreed that a combined and cohesive response to travel plan challenges would be most successful, and pledged to work together as much as possible.

The Chairman advised the representatives from SGS that UBPC for are keen that HDC and SDNPA work together and assess the whole area particularly regarding highways safety when considering planning applications at The Towers and Valerie Manor

Finally, SGS were thanked for attending and all look forward to working together in the future.

**C:0321:08 Neighbourhood Warden Report**

The Neighbourhood Warden report for [February](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/Ed1Z6_5isA1Jt-7g7Vz26nIBc45wAmN0ta_FCjoLa6WRIw?e=bDFeC0) was circulated prior to the meeting. It was resolved to note the contents of the report. Cllr Ivatt requested clarification that Small Dole was included in the UB statistics and this was confirmed.

**C:0321:09** [**Clerks Report**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EbypaqpIP2dHrPXy3oqd-9UBSwMr6tORmEY6HUXKZPtq7w?e=IuDewU)

The Clerks written report was circulated prior to the meeting. It was resolved to note the contents of the report.

**C:0321:10 Facilities Committee**

The draft minutes for the meeting held on [9th March 2021](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EUugOR3gW0hPsdyRsTc8nbUBDBFOMHM7QaPwsaA-_hGibg?e=5WDN9L) were circulated prior to the meeting.

Cllr Harber advised that he will be undertaking a streetlight survey and reporting any deficiencies throughout the village. It was resolved to note the contents of the minutes.

**C:0321:11** [**Village Sign**](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EVHsryAL7F1Alak9Tcs4dtUB7oVr7EQjFGoLrrT0buAz-Q?e=cMDtie)

Cllr Warren presented the circulated quote to remove the old post, then replace with a new post carrying out base repairs as appropriate. The cost of £2.5k is an estimate because until the works are started it is not known exactly what will be needed. The overall cost is likely to be in the region of £2.5k. The Clerk confirmed that despite numerous requests no other company were prepared to quote for the work.

Cllr Warren proposed, seconded Cllr Chilver, that the work be carried out as soon as possible based on the estimate provided. All agreed.

**C:0321:12** **Finance Committee**

The draft minutes for the meeting held on [23rd February 2021](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ETLzBHlsfRZFhlB2JH4J18sByGyZ5Cbe6GgvrCaJHmrw7g?e=rpnncJ) were circulated prior to the meeting.

It was resolved to note the content of the minutes.

**C:0321:13 Finance Committee Terms of Reference**

Revised proposed [Terms of Reference](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ESpziBkP01RBmJ1sIWp7iykBhlyFQUBpkFVn249bf9gkfg?e=xsQ4bW) were distributed prior to the meeting. Following review, it was resolved to adopt these as recommended by the Finance Committee. Proposed Cllr Harber, seconded Cllr Kardos and agreed.

**C:0321:14** **Business Risk Assessment**

The updated [Business Risk Assessment](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EdJhPXdHpKdLqXKIsq2i_UQBnaYBkonkWKR8P9tZGNEAgw?e=4PXGQ1), as recommended by the Finance Committee, was distributed prior to the meeting. Following review, it was resolved to adopt these.

Proposed Cllr Harber, seconded Cllr Kardos and agreed.

**C:0321:15** **Financial Regulations**

The [updated Financial Regulations](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ETQL9Vw-2KFAptvL-dJ0BZsBVRpLDLgnU-LZFnBIfob4ew?e=qVREcz) as recommended by the Finance Committee were distributed prior to the meeting. Following review, it was resolved to adopt these. Proposed Cllr Harber, seconded Cllr Chilver and agreed.

**C:0321:16** **Business / Strategic Plan**

The [proposed Business Plan](https://upperbeedingpc.sharepoint.com/:p:/s/UBPC/EYIOwg3OQ81LpvLfBRcO274ByqyooEk6AVdSDiS-wbFhdw?e=YFpm39) was distributed prior to the meeting. The document is a working plan that will be reviewed and updated regularly by both committees and full council. Following discussion all agreed this is a very useful document and resolved to adopt it. The Business Plan will be available on the website and Facebook, with an invitation for residents to comment and suggest modifications.

**C:0321:17** **Finance Reports**

Finance [reports](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ER9Qym9joc9OmegLoRDxb-UBBVxKc_7uVTIt40b4Ivo07Q?e=fl96vk) including the income and expenditure [summary](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EVoKZ4MdBRdAlnHwiC3DhaEBhpE0qm91-TGmdyNDHa2orQ?e=TaitaX) were circulated prior to the meeting. It was resolved to note the contents of the reports.

**C:0321:18 Bank Reconciliation**

The bank reconciliation for [February](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EfqO2pSJOtBPoBbWIadxoncBbnod8mVJWcJN3xMJn7ECGw?e=zDd124) was received and noted.

**C:0321:19 Payments List**

The payments list for [February 2021](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/ET7zDM3btRhIgQM1uMZDdj0B7008O85rK3aa_6iQDlVBqA?e=O1eWMT) totalling £15,690.02 was received and noted in accordance with the Financial Regulations.

**C:0321:20** **Lone Worker Policy**

The [proposed policy](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EYHlpRQkTflLsR_XgNpIOAABs4MTRM_S6Yo-GveA-erkhA?e=SsQXxb) was reviewed and adopted. Proposed Cllr Warren, seconded Cllr Ivatt and agreed.

**C:0321:21** **Volunteer Litter Pickers**

The [draft risk assessment](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ETFzxMShJ2ZEn87uuYesYXIB6o4hVITqcNfE3bEK-VhPtA?e=fcdc3t), associated [guidelines](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EW9o-QUER4tOr3e3oqVjWKYB1NDb4m-fthonyMoR3cH2FQ?e=8fDl8C), [volunteer form](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EUCwDF1p1C1BmTyRYFrI1J0BzfKKrCX6N-kBEpFiLycoyw?e=acNokK) were circulated prior to the meeting. These were reviewed, discussed and adopted. Cllr Harber proposed funding for 30 sets of volunteer litter picking equipment to include hi-viz volunteer tabards, litter pickers, bags and bag hoops. This was agreed by all. and next steps.

Cllr Verney advised that St Peters Church have been awarded a Bronze Eco Church award and would be arranging a litter pick around the village.

**C:0321:22** **Rampion 2**

It was noted that the Rampion 2 route would not go through the Parish of Upper Beeding; however we will be included in the grant funding initiatives.

**C:0321:23** **Neighbourhood Plan Referendum**

The proposed referendum date is 6th May 2021. This will be confirmed by HDC by 24th March when all the official statements and documentation will be issued. It was resolved to delegate the Planning Committee to facilitate the publicity of the referendum which could include banners, Facebook and website articles and leaflets; a meeting will be arranged to facilitate this. All documents will be available for public inspection at the Parish Council Office by appointment.

**C:0321:24** **AGM**

Considering COVID restrictions and current guidance, it was resolved to change the date of the AGM to be 4th May so this can be held via Microsoft Teams. There will be no meeting 18th May and it is hoped we can have a face-to-face meeting on 22nd June.

**C:0221:25 Correspondence**

It was resolved to note the [correspondence](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ERz2B108xSVKlRJQcjLlb5gB6u6aWO1zQU6lH29xqwzhOg?e=yu2oht) as circulated.

**C:0221:26** **Chairman’s Announcements**

The Chairman announced the resignation of Cllr Sarah Garrod, confirming HDC have been advised and the vacancy notices have been published.

**C:0221:27 Matters raised by Councillors**

Cllr Harber advised that the “20 is plenty” campaign starts in Steyning on 30th March and recommended activating some publicity for the Upper Beeding 20mph zones.

Cllr Harber also advised that he had been made aware of unacceptable behaviour by some Steyning Parish Councillors, and the affect this could have on reputations of all local Parish Councils was discussed.

Cllr Ivatt expressed his disappointment with the issues at SPC and Cllr Newton advised that she was nearly put off joining UBPC because of the problems at SPC. All agreed to promote the good work of UBPC as much as possible.

Cllr Teatum has circulated Policy 3 of the NP to Councillors.

Cllr Newton thanked everyone for their support of recent weeks.

There being no other business the meeting concluded at 9:17pm

Minutes Signed By: Date