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

**Tuesday 20th April 2021 at 7pm**

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

**Also present:** Clerk: Celia Price, County Councillor: David Barling, District Councillors Mike Croker and Roger Noel, Greening Steyning: Laura Gosset

**Members of the public:**  1

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

**C:0421:01 Apologies for absence**

Apologies were received and accepted from Cllr Kardos and Cllr Newton. Cllr Shaw was unable to join the meeting due to technical difficulties.

**C:0421:02 Declaration of Councillors personal or prejudicial interest**

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

**C:0421:03 Minutes of the last meeting**

The minutes of the meeting held on [16th March 2021](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ESczCJHH04pBu4-Zw-27P8cBEtA_iYtM-QxrSgR3uFRc2A?e=5gHqgt) were approved as a true record. Proposed by Cllr Harber, seconded Cllr Ivatt and agreed. The Chairman will sign the minutes as soon as is practical.

**C:0421:04 Public Adjournment**

The Chairman invited questions and comments from members of the public. There were none.

**C:0421:05 Memorial Benches**

A draft [memorial policy](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ESoNb9goe-tPjxM09hZYSscBQWWEdpAo8fTZZ0XxxRVlUg?e=xNlFMR) was circulated prior to the meeting. Cllr Warren proposed, seconded Cllr Chilver that the policy be adopted. All agreed.

A request for a memorial bench from SANDS Football Club was received prior to the meeting. The request was discussed and agreed. Proposed Cllr Allen and seconded Cllr Heaver. The Clerk will liaise with SANDS and UBFC to facilitate the request.

**C:0421:06 Greening Steyning/ Wilding verges**

Laura Gosset from Greening Steyning presented a proposal to have a managed wildflower bank at Hyde Street Green. Subject to agreement from the residents, the programme will be facilitated by Greening Steyning volunteers and will include a full survey and assessment of existing plants, raking of grass cuttings and planting of plug plants in the autumn. The Clerk will write to all concerned in collaboration with Greening Steyning.

The cost of plug plants would not exceed £2000 and the Clerk confirmed this would come from the maintenance budget.

Cllr Verney proposed, seconded Cllr Allen that the pilot goes ahead. All agreed.

**C:0421:07 Report from County Councillor**

Cllr David Barling reported attendance at a meeting to discuss pupil safety and highways issues with SGS. He advised that an application for a TRO in Hyde Street would not be supported by WSCC Highways. Cllr Harber believes there is a misunderstanding regarding an Experimental TRO in Hyde Street. The Clerk expressed disappointment that UBPC had not been involved with the meeting.

Cllr Barling advised that a resident had requested a Speed Indicator Device (SID) in Dawn Crescent. He confirmed that WSCC could not provide the equipment or any funding but could issue a licence for UBPC to do this. Discussion took place regarding the mobile device shared with Bramber. The Clerk believes that this has been investigated before and there is nowhere on Dawn Crescent that can accommodate the MVAS requirements. All agreed to check the criteria and investigate possibilities.

Finally, Cllr Barling advised this would be the last meeting he would attend as a County Councillor as he is not standing for re-election. He thanked UBPC for the positive and productive working relationship.

Cllr Allen proposed a vote of thanks to Cllr Barling for his positive and approachable attitude as well as for all the help and support he has provided UBPC over a number of years. Cllr Birnstingl echoed the sentiments and all agreed, wishing Cllr Barling all the best for the future.

**C:0421:08 Report from District Councillor**

Cllr Noel thanked Cllr Barling for his help and support also extending best wishes.

He reminded everyone that there are small increases in COVID cases in neighbouring areas and it is vital to continue to be vigilant and share the government messages and guidelines.

Cllr Noel also advised of a new curb side textile recycling scheme due to be launched in May. It is hoped that this will also be extended, collecting small electrical items and batteries later in the year. In addition, a trial ‘re-use’ shop is opening in Horsham next month and if successful will hopefully be extended across the district.

The installation of CCTV cameras at known fly-tipping areas has been very successful and has led to the issue of fixed penalty notices. The cameras have also been successful in capturing drug deals and have been used to help the Police.

Cllr Noel reported that the Local Plan has been delayed but it is hoped that Regulation 19 will be reviewed at the June meeting.

Finally, a Carbon Reduction Advisory Group (CRAG) has been formed and both Cllr Noel and Cllr Croker are members.

Cllr Croker reminded everyone about the local business recovery schemes and encouraged publication of the scheme advising that any bids must be submitted by the end of May.

Cllr Croker also advised that the council tax hardship scheme been extended for the tax year 21/22.

Questions and Comments were invited.

Cllr Birnstingl requested HDC share information regarding fly-tipping cameras with Truleigh Hill residents. Cllr Noel agreed.

Cllr Chilver asked what the CRAG targets and objectives are. Cllr Noel will advise following the first meeting when terms of reference will be agreed.

Cllr Allen welcomed the additional kerb-side recycling schemes and asked what would happen to the textiles. Could this mean a reduction in supply to charity shops? Cllr Noel responded, advising the textiles will be broken down and fibres reused.

**C:0421:09 Neighbourhood Warden Report**

The Neighbourhood Warden report for [March](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/Een7jpffEuJGmBdgcUO7jI4BdtUEwWjypdoCKSjaP0iBag?e=brQxde) was circulated prior to the meeting. It was resolved to note the contents of the report.

**C:0421:10 Clerks Report**

The Clerks written report was circulated prior to the meeting. It was resolved to note the contents of the [update](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EX2mnE5xN-BMmRZpJF-v8GEBS4mw2Y42bDtFzHFac0Gw5g?e=fKRf5u).

**C:0421:11 Community Committee**

The [draft minutes](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EReGzro-u2ZGrXDadMx_0sMBg6QfKeIZ6Wr1l8Ghy5xMfQ?e=uIVZJ9) from the Community Committee meeting held on 6th April were circulated prior to the meeting. Cllr Verney gave an overview, highlighting the volunteer litter picking scheme and made a request for ideas for events and/or joint projects that could be discussed at the next meeting.

**C:0421:12** **Finance Reports**

Finance [reports](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EejqyMCTn-pDlvxX_2G_7bABhksq5-BihIdp10P_XpoENw?e=38WaBc), including the income and expenditure [summary](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EddWQT9a5hJIv0joTuFnDOkBHBn93XkVNCpIz5ymT4TILg?e=wz2RuB) report, were circulated prior to the meeting. It was resolved to note the contents of the reports.

**C:0421:13 Bank Reconciliation**

The bank reconciliations for [March](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/ER6XrL3vXUpIi-TctgWhqfsBtTRp3cgWLjIfrtd4H4FOoQ?e=Ykzeaz) were received and noted.

**C:0421:14 Payments List**

The payments list for [March 2021](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EfAh1QlgV3RPknufLH8UEWQBs1ubDxwc5WcyNqJYrJADDQ?e=LevD4I) totalling £33,127.61 was received and noted in accordance with the Financial Regulations.

**C:0421:15 Committee Structure**

In accordance with minute reference C:0620:19 the current committee structure was reviewed. All agreed the committee structure is working well with some positive outcomes so should continue.

**C:0421:16 Parish Councillor Vacancies**

The Clerk advised we have two vacancies, one for Small Dole Ward and the other for Upper Beeding. HDC electoral services have confirmed we can now co-opt to fill the Small Dole vacancy and will advise once the same applies for the Upper Beeding. The Clerk advised that interest in both vacancies have been received. All agreed to co-opt at the June meeting when both vacancies could be filled.

**C:0321:17** **West Sussex Community Scheme**

The Clerk reported a very productive meeting with WSCC. In principle agreement to undertake vegetation cutting, verge works, footpath siding, litter picking and sign cleaning within areas that have 30mph speed limit or less was reached. The next steps are to make formal application and receive a licence to carry out these tasks. In the meantime, Risk Assessments and Insurance cover need to be agreed and approved. All agreed to continue with the formal licence application. A working group to agree priorities and facilitation was agreed with Cllr Heaver, Cllr Verney, Cllr Warren and the Clerk forming the working group.

**C:0221:18 Correspondence**

It was resolved to note the [correspondence](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EQduuEavhq5Gpy891q_I8ewBbQLdYLzDqiyYtxpEfmXeFw?e=ALZS4p) as circulated.

**C:0221:19** **Chairman’s Announcements**

The Chairman announced that he would not be standing for re-election as Chairman in May.

**C:0221:20 Matters raised by Councillors**

Cllr Warren asked if UBPC could do anything with the 50 acres of unused land along the riverbank. All agreed to add this to a future agenda for discussion.

Cllr Harber noted that the Penny-Farthing event on the recreation ground was a great success and thanked the Clerk for facilitating this. It is hoped a further event will take place towards the end of May.

**C:0221:21** **Confidential Session**

It was resolved under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item C:0221:22 may involve disclosure of personal or privileged information which would be inappropriate to put in the public.

Proposed Cllr Verney, seconded Cllr Harber and agreed.

**C:0221:22 Staffing Matters**

Recommendations from the Staffing Committee were discussed and it was resolved to agree with the recommendations as proposed by Cllr Verney and seconded by Cllr Teatum.

There being no other business the meeting concluded at 9:04pm

Minutes Signed By: Date