**Minutes of the Full Council meeting held at Beeding and Bramber Village Hall on**

 **Tuesday 22nd June 2021 at 7pm**

**Present:** **Councillors:** B. Harber (Chair), S. Birnstingl, A. Chilver, F. Heaver, T. Kardos, J. Shaw, S. Teatum, C. Verney.

**Also present:** Clerk: Celia Price, District Councillors Mike Croker and Roger Noel. Neighbourhood Warden: Mike Pearce, Saltings Field Conservation Group: David Geere

**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:0621:01 Apologies for absence**

Apologies were received from Cllr Allen, Cllr Newton, Cllr Ivatt and Cllr Warren.

**C:0621:02 Declaration of Councillors personal or prejudicial interest**

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

**C:0621:03 Minutes of the last meeting**

The minutes of the meeting held on [4th May 2021](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EVJvJn4PXyREoMZTTlyAgfcBBmPz9XvjtFkpndvG6ttlhQ?e=HnKRKF) were approved as a true record. Proposed by Cllr Birnstingl, seconded Cllr Verney and agreed.

**C:0621:04 Public Adjournment**.

A resident noted the poor state of the grass verges reporting that the village was looking very messy.

 The Clerk responded advising most grass verges are maintained by WSCC.

**C:0621:05 Neighbourhood Warden Report**

The Chairman welcomed Neighbourhood Warden, Mike Pearce to the meeting. The Warden Reports for [April](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/Ea4n6icbF4ZEo77Yvm9Z1pcB2W8WlyPJBctuyELTKepLaQ?e=QoU032) and [May](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EaMHOXD0QUhGqK9tzpu1JyYBFl67RZEzKQqqEIz_EOBKXw?e=PTZcEU) were reviewed and questions invited.

A resident mentioned further issues with parking in Saltings Way and all acknowledged this as an ongoing problem.

There has been an issue with a dog in the play area in Upper Beeding. The Clerk will check the signage and action as appropriate.

It was resolved to note the contents of the reports and Mike was thanked for his attendance at the meeting.

**C:0621:06** **Neighbourhood Warden Vehicle**

The [recommendation](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/ERpDJKmOtE9Em3o66suNPHgBl-ViLZUYaqzgL6F32FAsAw?e=fKrsLs) from HDC was reviewed and discussed. It was resolved there are no objections to the proposal.

**C:0621:07 Report from County Councillor**

Paul Linehan was not present.

Cllr Birnstingl requested that the condition of highways, particularly verges is raised as an issue, both from a safety and an aesthetic point of view.

Cllr Teatum is working on projects highlighted by the NP, particularly road crossings along the A283. He will be contacting Cllr Linehan to discuss options and ideas.

**C:0621:08 Report from District Councillor**

Cllr Noel reported the work of HDC has mainly been focused on the Local Plan. However, he also reported that there is a new leader of the Council, Paul Clarke, and Cllr Noel is cabinet member for Leisure and Culture.

In addition, the new re-cycling schemes for textiles, electrical items and batteries has been very well received and is proving to be successful. HDC aims to be in the top 10% of councils for recycling in the country, with food waste collections starting next year.

SDNPA are working on their Local Plan and Shoreham Cement Works will be included.

Wilder Horsham are working on various nature recovery networks; however, decisions cannot be made until after the Local Plan is completed.

Questions were invited and Cllr Shaw asked if there is any facility to recycle water filters. Cllr Croker offered to make enquiries and report back.

Cllr Croker asked for information regarding the recent incidents on Henfield Road as he is following up on reported overgrown verge issues.

Cllr Kardos thanked both District Councillors for their consultation and updates regarding imposed conditions on a recent planning application.

**C:0621:09** **Saltings Field**

The Chairman welcomed David Geere from the Saltings Field Conservation Group. A verbal updates was provided and a grant [request](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EZxoL5eKnp9Htgceq-MAv1UBWtha2lcGcLLiBm1z85kpbw?e=OefnfP) was made from the [Saltings Field](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/ERX0HO2TDRtJs8PeZqhxX_YBr-1O69057Q2Mwu9o1MhOOA?e=aLGbkn) Conservation Group.

Cllr Harber proposed, seconded Cllr Birnstingl that a grant of £750 be awarded. All agreed.

Discussion ensued regarding long term plans. It was agreed present arrangements are time limited and options will be considered as part of the budget setting process in the Autumn.

**C:0621:10 Memorial Bench**

Councillors reviewed [the proposed memorial bench](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EYGLJbHihYtMoAqalzGM9ZwBfcmkHuwJD_sRJdq3at8Nqg?e=o35Emp) requested by UBFC/SANDS Football Club. The metal framed design with wooden slates was agreed as the preferred option (5 for, 2 against). Proposed Cllr Kardos, seconded Cllr Teatum.

**C:0621:11** **Steyning District Community Partnership**

An [update](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/Eew0Bpgdea5IpZy3kgbo7RcBRBEzrB-USAG73W3haERGTw?e=S8rx7F) was circulated prior to the meeting and Cllr Harber was appointed as the Parish Council representative.

**C:0621:12** **Steyning Grammar School Travel Plans**

An [update](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EQtDimhYj7hAkLdWhDJ_ABABmMMhCA8qraybH1lkHCYQvQ?e=Ys9l2d) was circulated prior to the meeting. Cllr Verney reported attendance at a recent meeting and confirmed there will be no pedestrian access to the school from the Henfield Road, the main pedestrian access will be via the swimming pool access with plans for improvements to footpaths.

Cllr Birnstingl commented that it is a pity the Parish Council suggestions were ignored at the planning stage as many of the issues could have been addressed sooner.

Cllr Chilver raised concerns about the potential for empty promises and Cllr Shaw raised safety concerns regarding access via New Road.

**C:0621:13 Clerks Report**

An [update](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EVwKx4MrE_1Egbf45rBSftkBWYLqy9QSt1ID_HV_yrKsTA?e=wvIjmm) was circulated prior to the meeting. It was resolved to note the contents of the report.

**C:0621:14** **Community Committee**

It was resolved to appoint Cllr Allen to the Community Committee. Proposed Cllr Verney seconded Cllr Birnstingl and agreed.

**C:0621:15 Facilities Committee**

 The draft minutes from the Facilities Committee meeting held on [18th May](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/ETrxKp1M9jZKiADzl44vavIBfvGn1V0N5ZBQ1ObVDjEmGg?e=wcu9by) were circulated prior to the meeting, these were received and noted. It was resolved to adopt the terms of reference as recommended.

Proposed Cllr Teatum, seconded Cllr Birnstingl and agreed.

**C:0621:16 Planning Committee**

The draft minutes from the Planning Committee meeting held on [2nd June](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EaWtfiL9f8xIqJy6jpD60GQBGypD6Sim0z1S3-GNCstVhg?e=MYujwL) were circulated prior to the meeting, these were received and noted. It was resolved to adopt the terms of reference as recommended.

Proposed Cllr Harber seconded Cllr Shaw and agreed.

**C:0621:17 Community Committee**

The draft minutes from the Community Committee meeting held on [8](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EcL5yfnfn4xCi0G_DRXM-DQBMoWQWf2s4k0Qu1ZR3bBxwA?e=cCTdN0)[th](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EcL5yfnfn4xCi0G_DRXM-DQBMoWQWf2s4k0Qu1ZR3bBxwA?e=cCTdN0) [June](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EcL5yfnfn4xCi0G_DRXM-DQBMoWQWf2s4k0Qu1ZR3bBxwA?e=cCTdN0) were received and noted. It was resolved to adopt the terms of reference as recommended.

Proposed Cllr Heaver seconded Cllr Shaw and agreed.

**C:0621:18 Staffing Committee**

The draft minutes from the Staffing Committee meeting held on [9th June](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EdDDAmEeJf1IogVEiBAKg5oButmGiffD9n6SK-enp0WrVQ?e=hUNO32) were circulated prior to the meeting, these were received and noted. It was resolved to adopt the terms of reference as recommended.

Proposed Cllr Chilver seconded Cllr Teatum and agreed.

**C:0621:19 LGA Model Code of Conduct**

The 2020 LGA [Model Code of Conduct](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EVJAaUeL015Lj7loQAiZi6ABH2or86mPB9a7gaxEgjF4ZA?e=7ENAue) (amended by HDC) as adopted and [recommended by HDC](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/EUUM0jWns_xLoiAogDBxgHIBRpUE2rFG3dZxaeVfspmFDg?e=vBbkao) was circulated prior to the meeting. It was resolved that UBPC adopt the code as recommended.

Proposed Cllr Verney seconded Cllr Chilver and agreed.

**C:0621:20 Volunteer Policy**

The [draft Volunteer Policy](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EV3zfDb1GvtMuHCAMxaXcPEBEx_B84OHhLQVt-v4Uo838Q?e=qE8jLT) was reviewed. It was resolved to adopt the policy.

Proposed Cllr Teatum seconded Cllr Heaver and agreed.

**C:0621:21 Pension Scheme Discretion Policy**

The [draft Pension Scheme](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EZzDummTBtZNn9prFweX7CEBLhbh4QPyR6rqEXVtbhH7IQ?e=nCRgri) Discretion Policy was reviewed. It was resolved to adopt the policy with minor amendments as discussed.

Proposed Cllr Verney seconded Cllr Kardos and agreed.

**C:0621:22** **Finance Reports**

Finance [report](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EcOhEVhVOwZIlRFTseo8pPYBZOyMCvq1ggjKELneHvBnkw?e=iisW9h)s including the [summary](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/EbmExt5QvGJMkzLlk3gnhh0Bl-03JbVFlLfID7J9yBm8bA?e=s6VVCY) income and expenditure report, were circulated prior to the meeting. It was resolved to note the contents of the reports.

**C:0621:23 Bank Reconciliation**

The current account bank reconciliations for [April](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/EQgQAV4Tg8pPjb0mPCBjMn4BfoVygrfe7J1_XIInDEIKvw?e=zMdVes) and [May](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/ESl8h2087YZCvNfpXds5onsB9qttO33r68InykzIMHiaqw?e=K3JHbf) were received and noted.

**C:0621:24 Payments List**

The payments lists for [April](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/EW8I9QfxckVFpkG3OtcaFT8BxYV1DNAQG2pxitLMsttbDQ?e=LDuC6X) and [May](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/EdCtWB1T5c9Ou9Fx8Gh04jABB9sod2VH9fk1I-Cdrx0w3w?e=hXSver) were received and noted in accordance with the Financial Regulations.

**C:0621:25 Correspondence**

It was resolved to note the [correspondence](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/Ecu3DhV9pidFu6K324IGjFkBpbhELXuuN_eaxBCfIefOcQ?e=eqPyEe) as circulated.

**C:0621:26** **Chairman’s Announcements**

 Cllr Harber advised that Cllr Cook is disqualified due to lack of attendance at meetings, HDC have been notified and the vacancy will be announced. It is hoped new councillors will be co-opted in September.

 Greening Steyning are working with the Village Hall Committee investigating the possibility of installing solar panels. The Sports Hall will also be included in this fact- finding project.

**C:0621:27 Matters raised by Councillors**

Cllr Chilver advised Steyning PPG now has own email address and group for updates.

Cllr Shaw reported that Beeding in Bloom have done a great job designing and planting the new bird, bee and butterfly garden in Church Lane. An Open Gardens fundraising event for Beeding in Bloom is scheduled for Sunday 27th June.

Cllr Heaver raised concerns that debris from car accidents is often left for WSCC or HDC to clear up meaning residents are paying the bill rather than insurance companies.

**C:0621:28** **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:0621:29 may involve disclosure of personal or privileged information which would be inappropriate to put in the public.

Proposed Cllr Verney, seconded Cllr Birnstingl and agreed.

District Councillors and members of the public left the meeting.

**C:0621:29 Staffing Matters**

 Recommendations for staff pay reviews were discussed. It was resolved to make a final decision once NALC pay scales have been announced. Proposed Cllr Verney, seconded Cllr Heaver and agreed.

 A long service award was agreed. Proposed Cllr Verney, seconded Cllr Kardos and agreed.

 Recommendations to recruit a maintenance person were agreed. Proposed Cllr Verney, seconded Cllr Teatum.

There being no other business the meeting concluded at 8:30pm

Minutes Signed by: Date