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

**Tuesday 21st September 2021 at 7pm**

**Present:** **Councillors:** B. Harber (Chair), T. Albright, I. Allen, S. Birnstingl, P. Bull, A. Chilver, F. Heaver, T. Kardos, S. Teatum, C. Verney and C. Warren.

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

**Members of the public:**  None

**C:0921:01 Apologies for absence**

Apologies were received from Cllr Ivatt, Cllr Newton and Cllr Shaw. Jill Cannon also submitted apologies for absence.

**C:0921:02 Declaration of Councillors personal or prejudicial interest**

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

**C:0921:03 Minutes of the last meeting**

The minutes of the meeting held on [22nd June 2021](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EeMG71xNtVlAt1_q5eED71wBkhn_vk-r9ryFMYzqjjYkuQ?e=nsxRRl) were approved as a true record. Proposed by Cllr Heaver seconded Cllr Chilver and agreed.

**C:0921:04 Co-option of Parish Councillor(s)**

Councillors considered applications for co-option from Tim Albright, Peter Bull and Jill Cannon.

Cllr Harber proposed, seconded Cllr Birnstingl that Tim Albright be co-opted, all agreed.

Cllr Harber proposed, seconded Cllr Warren that Peter Bull be co-opted, all agreed.

Cllr Harber proposed, seconded Cllr Allen that Jill Cannon be co-opted, all agreed

**C:0921:05 Declaration of Acceptance of Office**

Cllr Albright and Cllr Bull signed their declaration of acceptance of office and joined the meeting.

**C:0921:06 Public Adjournment**

None present

**C:0921:07 Report from County Councillor**

The Chairman welcomed Paul Linehan who advised the majority of his work is with individual constituents, he reported the following:

With regard to flooding problems at The Bostal, WSCC consider any flooding that clears naturally within 4 hours does not meet the criteria for intervention. Historically, Operation Watershed addressed some of the problems which has improved the situation and Cllr Teatum agreed to meet with Cllr Linehan to review this. There appears to be some confusion regarding on-going maintenance and clearance of the culvert. The Clerk advised that UBPC cannot use public money to carry out work on private land and Cllr Albright confirmed that this work would be the responsibility of the landowner.

The traffic issues at SGS Towers site have now been addressed. Cllr Linehan visited the school and reported that the site is running smoothly, advising that coaches must use the High Trees roundabout to turn round and access the site from the Rising Sun direction. There is no such requirement when turning out of the site heading towards Henfield. Councillors again raised concerns about coaches using the opposite carriageway to be able to make their turn. WSCC have assessed this and confirmed it acceptable.

Cllr Linehan also reported neighbouring residents have complained about a number of footballs arriving in their gardens from the school site, he advised this is also being addressed.

Finally, with regard to the SGS school site, Cllr Linehan confirmed that HDC parking enforcement officers have been asked to attend and make sure parents are parking lawfully and safely when undertaking the school run.

Youth Club venue issues were raised at the Steyning Parish Council meeting. Cllr Linehan was advised that the Youth Club have been using the Sports Hall in UB as a temporary venue until Steyning can source an alternative.

Finally, Cllr Linehan advised that he will be starting regular surgeries at The Hub, dates and times to be confirmed.

Questions and comments were invited, the following was raised:

Cllr Verney noted that since the Bohunt academisation, SGS seem to be withdrawing from the community.

Cllr Birnstingl was disappointed that WSCC seem to have ignored UBPC highway concerns.

Cllr Teatum advised there are a number of ongoing issues concerning WSCC highways, not least speeding issues.

Cllr Harber reported that the roads are in a very poor state and he has reported a number of potholes for repair.

Cllr Harber also advised that the footpath from New Road is narrow with a decaying fence. Cllr Linehan advised discussions were underway regarding whether parents should use the front entrance. It was confirmed that if a fence is obstructed a PROW, WSCC will investigate

**C:0921:08 Report from District Councillor**

Roger Noel reported that the Local Plan has been delayed due to the government’s new guidelines. HDC planning team have been re-consulting and getting new evidence base to update the plan with a view to briefing councillors at the end of October so that it can be discussed by cabinet on the 11th November for recommendation by full council on 17th November.

The nature recovery network has been published, whilst it has no legal force until the environment bill (expected later this year) it has been well received.

Cllr Noel also reported that the museum will be re-opened in the coming weeks.

Food waste trials are starting later this month. The 123-collection method will be employed. Food waste will be collected every week. Recycling every 2 weeks and residual waste every 3 weeks.

LGW are consulting regarding the permanent opening of the emergency runway as a second runway. HDC are against permanent use of the emergency runway and are also against increased night-time use.

Cllr Croker added that HDC’s financial position is better than anticipated, mostly due to the deficit being less than expected, particularly at Leisure Centres. He added the cost for food waste collections will be £1.3m per year, it is unknown whether there will be any government support for the project. The position regarding business rates is currently unknown.

Questions were invited

Cllr Harber asked if there were any further anticipated changes regarding planning that could impact on the Local Plan following the recent central government reshuffle. Cllr Croker and Cllr Noel are not expecting any further amendments.

**C:0921:09 Neighbourhood Warden Report**

The Neighbourhood Warden Reports for [June](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EbAaWs_TehJHvVZT1cIcHLoB9qxI1vCycAnHwIgQqqmR_A?e=Jmx1Uk), [July](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EdkKjZuCFLNJheNR3et7YOoBYFVyr-TveZfq2-VJQqD-oA?e=rlzmsr) and [August](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ERWNRpL2TQFOrrjufIzRCWMBqGNcE2IFjwH7Tgekw_L3LQ?e=RbxdOR) were received and noted.

**C:0921:10** [**Scheme of Publication**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EVE-JZL644NFqwOV-iuA2n0BNIsEHYnZVmcDDTJ7_baKCQ?e=tD73Id)

The Scheme of Publication was reviewed and adopted with minor amendments. Proposed Cllr Kardos seconded Cllr Allen and agreed.

**C:0921:11 Memorial bench, silent soldier and poppies**

The Clerk reported that the Silent Solider has been received along with 30 lamp post poppies which will be erected in Upper Beeding and Small Dole.

The memorial bench is on order and it is hoped this will arrive by early November. Locations for the bench were discussed and it was agreed that the bench position be delegated to Cllr Warren as Chair of the Facilities Committee. Proposed Cllr Allen, seconded Cllr Kardos and agreed.

The Clerk hopes that poppies can be displayed in central locations in both Upper Beeding and Small Dole. An invitation to make poppies will be extended to all residents (Youth Club and Steyning ATC have also agreed to contribute). It will be stressed that this is in addition to the official war memorial at St Peter’s Church and not instead of.

**C:0921:12** [**Gardeners and Growers** **Event**](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/Ee10MeAxxEBNn1YHAAALImQBqBMl1070I9ktC4jK8v5LPw?e=U3hWzV)

UBPC are sponsoring this event by paying for the village hall (from the events budget) and will have a table advertising the poppy display. Councillors are invited to attend and be available to answer questions from residents.

**C:0921:13** **Friends of Small Dole Skatepark**

Cllr Harber reported that this community led group has been formed and gave an overview of recent meetings. The [grant request](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EZcp2G8aPENBunzk2Lk-HYUBSsLCKnQ5dkut996PPGorFg?e=MfnFEf) was discussed and it was resolved to award the grant as presented. It was also resolved to pay for the SD hall hire for the fundraising event scheduled for 3rd October, this will come from the events budget. Proposed Cllr Teatum seconded Cllr Allen and agreed.

**C:0921:14 Clerks Report**

An [update](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ESZoRgV-eolCpaZK1hxzfukB0szAezq3SADPC_PzLeHYyg?e=6Yb8Dj) from the Clerk was circulated prior to the meeting. The report was received and noted.

**C:0921:15** **Community Committee**

It was agreed that new councillors attend both the Community and Facilities Committee meetings before deciding which they would like to join.

**C:0921:16 Facilities Committee**

The draft minutes from the Facilities Committee meeting held on [6th July](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EbqfIoORFttJshqnw3u8kkQBasmbMWwLp4NXEHSwkpPyyw?e=jWdPoW) were received and noted. Cllr Warren reported that the village sign is back in its rightful place. He also advised that there has been no response from the PROW officer who he has been trying to contact since May.

**C:0921:17** [**WSCC Transport Consultation**](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/ETIsg_D6G_lEkck9qx5jHkcBbBEVw40X0spp82XNOuEokA?e=e5e0wh)

Councillors discussed the [consultation](https://upperbeedingpc.sharepoint.com/:u:/s/UBPC/Ee0OB-KFr1VHvxZy4gdj-bEBtPvu3B39pZgyau_-dCQnWA?e=Xjg0C1). It was resolved that Cllr Harber prepare a draft response which will be emailed to all councillors for comment.

**C:0921:18 WSCC Highways Partnership Agreement**

The [proposed agreement](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EczbTW8YLYFAmgq1CvOTaWgBQfgINikGG6xqIg9Qxrjvog?e=1HE4Ic) was reviewed and discussed. Concerns were raised regarding the terms of the agreement. Cllr Allen and Cllr Albright will propose amendments for consideration.

**C:0921:19 Riverbank**

Cllr Harber reported correspondence received offering to pass ownership of part of the riverbank footpath to UBPC. Although there will be no cost for purchase there will be legal expenses and maintenance costs. It was resolved to agree in principle to investigate further. Proposed Cllr Birnstingl, seconded Cllr Verney and agreed.

**C:0921:20 Shoreham Cement Works**

The appraisal documents [(Scoping report](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EdadSsGiZWZDoqSh9bH4dZMBbcwbRbvt_LLc4ArxkTFN-Q?e=GfPlBa), [HRA screening report](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EWJ41zD22mBEvVSP78uDRGcBb8Q5QLXWUUVIOL43-erFCg?e=U9nUXB), [appendix to HRA report](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/ERmhpSvsOqdKq72YHC76C8AB_J_TGWx71_qx6XkvdQPYrA?e=iLONef)) were reviewed and discussed. It was resolved that Cllr Harber prepare and communicate a response noting it’s Upper Beeding Cement Works, not Shoreham,

**C:0921:21 Maintenance Manager**

It was resolved to delegate responsibility to the interview panel (Cllr Harber, Cllr Verney and the Clerk) to appoint a suitable candidate and agree the draft contract produced by HR Services. Proposed Cllr Birnstingl, seconded Cllr Harber and agreed.

**C:0921:22 External Audit Report**

The External Audit Report for Financial Year 20/21 was received and the comments noted. It was resolved to publish the conclusion of audit notice.

**C:0921:23** **Finance Reports**

The [summary income and expenditure](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EXkDV8zjCfRAq0_KZgsQkNgBe7gz_vKzuClTkLP5uBpHAw?e=1adOWp) report was received and noted.

**C:0921:24 Bank Reconciliation**

The [current account bank reconciliations](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EZXdM6uGDTFFp4YnCBVbksEBZBTyje-gavWRuZ93J-2Zcg?e=qJppXT) were received and noted. Cllr Harber confirmed he has checked the reconciliations against the bank statements. Cllr Warren requested clarification regarding monies held for JPCC.

**C:0921:25 Payments List**

Payments lists for [June](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/Ea-rUHiIlVROg2iYlAxjzbYByizyfbWnlDlhe-w6KoJHrg?e=2I8OW4), [July](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EZRK5YFJnNZPvwluRfBLyQ4BPoqi9XM7u5clyUtfTWQdUQ?e=lnUGOl) and [Augus](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EQs2vlirgDFPvNZtG8oy7y0BIIhO2VYrm52vn00gnGXx8Q?e=Xk29xR)t totalling £44231.89 were received and noted in accordance with the Financial Regulations.

**C:0921:26 Insurance Renewal**

The [insurance renewal schedule was reviewed and it was resolved to accept the schedule.](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/ETCo7SsujkZHuI2jRap5ligB3hZXr2XKfZjhwzw5cOlsYw?e=oxnScx) Proposed Cllr Heaver seconded Cllr Teatum and agreed.

Cllr Kardos noted that the schedule states that equipment is only covered in the European Union. The Clerk will seek clarification but all anticipate it’s a word change that has not been actioned following Brexit.

**C:0921:27** **Christmas Tree Power Supply**

SSE have still not been forthcoming with a quote; despite reassurances this would be received in time for the meeting.

**C:0921:28 Correspondence**

The [correspondence](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ERBuGr6staBHo4gqdVcXyngBoYVtcVD43cWd_rodi674qQ?e=y6o4RA) list was received and noted

**C:0921:29** **Chairman’s Announcements**

The Chairman reported discussions with Cllr Croker regarding sustainable transport, particularly the Downslink and access from Small Dole.

**C:0921:30 Matters raised by Councillors**

Cllr Birnstingl raised concerns regarding litter and overgrown vegetation, particularly for those with disabilities, he also requested that the WSCC flood risk consultation be added to a future agenda

Cllr Heaver expressed disappointment with Virgin Media who despite having given reassurances that they would use existing infrastructure have now submitted applications for new equipment which will require cabling and therefore potential damage to footpaths and highways.

There being no other business the meeting concluded at 9:30pm

Minutes Signed by: Date