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

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

**Present:** **Councillors:** B. Harber (Chair), S. Birnstingl, J. Cannon, A. Chilver, I. Ivatt, T. Kardos, and C. Warren.

**Also present:** Clerk: Celia Price

**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:1221:01 Apologies for absence**

Apologies were received and accepted from Cllr Albright, Cllr Allen, Cllr Bull, Cllr Heaver, Cllr Newton, Cllr Shaw and Cllr Teatum.

**C:1221:02 Declaration of Councillors personal or prejudicial interest**

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

**C:1221:03 Minutes of the last meeting**

The minutes of the meeting held on [16th November 2021](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EZ2myfDUS3tIlItZRv-9ROcBAx6x-j0GKttcVTNTSzR2IA?e=ji4d0V) were approved as a true record. Proposed Cllr Warren seconded Cllr Ivatt and agreed.

*Cllr Kardos joined the meeting.*

**C:1221:04 Public Adjournment**

AMember of the public raised concerns regarding the BOAT application for Smugglers Lane. It was noted that the appearance of Smugglers Lane is in the Neighbourhood Plan and it was resolved that an email be sent to County Councillor Paul Linehan asking him to support the position of UBPC working towards the best outcome to protect the area, particularly the narrow ‘footpath’ section.

The Chairman thanked the resident for taking the time to attend the meeting and for bringing the matter to the Parish Councils attention. Whilst not a consultee it is appropriate to raise the concerns with our County Councillor.

**C:1221:05 Neighbourhood Warden Report**

The Neighbourhood Warden reports for [October](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EcKOGZXzXZFImr6MyxFpF2wB1WjnJ1Db9flcMFwbeVzR0A?e=C1KZiB) and [November](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EYTXk4GgGkpLmm6mAzqMEkIBOCBDp4dyehW0S6QwG9Gwmg?e=nsLX5t) were received. It was resolved to note the contents of the reports.

**C:1221:06** **Finance Committee Minutes**

The draft minutes of the Finance Committee meeting held on [23rd November 2021](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EcXhmJYXriZAqQAerOpLrCMBb7GrP7NmpEeuwl2dCEZfTg?e=zYU36X) were received and noted.

**C:1221:07** **WSALC membership**

It was resolved to ratify the Finance Committee’s recommendation to re-join [WSALC](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/Ea0Pr0PGh6dMrG2w2MMpNqAB4uSfWNEXnoTPWKFg5afKug?e=WxOTkv) with immediate effect. Proposed Cllr Cannon seconded Cllr Kardos and agreed.

**C:1221:08** **Business Risk Assessment**

The Finance Committee [updates](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EVB-UB7miEFFjEt_bFlbsKQBcxM7u2KtHeeeTQFZ-hozNQ?e=aHmSoq) and recommendations were discussed. It was resolved to accept the recommendations and ratify the updated Business Risk Assessment. Proposed Cllr Warren, seconded Cllr Kardos and agreed.

*Cllr Cannon left the meeting*

**C:1221:09 2022/23 Budget**

The [proposed budget](https://upperbeedingpc.sharepoint.com/:x:/s/UBPC/EWRq1bo3GA5Ju8pHceSKCAgBZzODU0ivlAxezLP8BECVfQ?e=E9bQFR) as recommended by the finance committee was reviewed and discussed. Cllr Warren raised concerns regarding insufficient funds for play area maintenance. It was resolved to accept the proposed budget. Proposed Cllr Kardos, seconded Cllr Ivatt and agreed.

**C:1221:10** **2022/23 Precept**

It was resolved to agree and submit the precept requirement of £212,850.00 (two hundred and twelve thousand, eight hundred and fifty pounds). This is an increase of £4.73 per year (9pence per week) on a Band D property or 4.15% (For comparison the current inflation rate (CPI) is 5.1%)

Proposed Cllr Ivatt, seconded Cllr Warren and agreed.

**C:1221:11** **Facility Hire Charges and Allotment fees**

Councillors considered and discussed the Finance Committee [recommendations](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EQvBkUdEFqBNj7gHzrNxEg0BlX2HouaK5z0B4eoTc3PBCw?e=pjvKfJ) to increase hire charges and allotment fees. It was resolved to accept the recommendations. Facility Hire charges will increase from 1st April 2022. Allotment fees will increase with effect from 1st January 2023.

Proposed Cllr Birnstingl, seconded Cllr Chilver and agreed.

**C:1221:12** **Finance Reports**

The [summary](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/ETbOy8WupEdJsIja1rPN7sQBql1IbyEkVAxVMFfD-1Hyew?e=2nEjfv) income and expenditure report was received and noted.

**C:1221:13 Bank Reconciliation**

The [bank reconciliation](https://upperbeedingpc.sharepoint.com/:x:/s/UBPC/Ee2N1vuzkmVFnow-6GM7zRQBETJECBhx-XMavpIYRERsdg?e=EFLov1) was received and noted. Cllr Kardos noted FCE thresholds and the Council agreed to keep this under review.

**C:1221:14 Payments List**

The payments list for [November](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EQyeymQvgwhJuayJqJDFwJUBBCCtPVdtH_UBIlVgiqX1ew?e=Kib9M4) totalling £11,251.24 as received and noted in accordance with the Financial Regulations.

**C:1221:15** **Facilities Committee Minutes**

Cllr Warren reported on the Facilities Committee meeting. The draft minutes from the meeting held on [14th December 2021](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EeZd3xfrYHtCqG0B4pceqrMBjEY-foiSzKQYt7Gjc2eToQ?e=b9oaTr) were received and noted.

**C:1221:16** **Budget Virement**

A request from the Facilities Committee to transfer funds from the Capital Projects budget to Playgrounds and Sports Facilities to facilitate repairs to play area wet pour and MUGA line panting was discussed. It was resolved to agree this virement as proposed.

Proposed Cllr Warren, seconded Cllr Chilver and agreed.

The Facilities Committee recommendations to repair the wetpour in the Upper Beeding play area and to repaint the lines in the MUGA were reviewed and discussed. It was resolved to carry out the works as proposed.

Proposed Cllr Warren, seconded Cllr Chilver and agreed.

**C:1221:17** **Scheme of Delegation**

The [scheme of delegation](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EeJ_TkCH5-JIlolDMD61SokBcPvgvnaO-1vftjiF65Dqgg?e=Ux6mah) was reviewed. Considering the current COVID situation and the fact that the Government shows no sign of reinstating the opportunity for Parish Councils to hold meetings virtually; it was agreed that the Clerk, in consultation with the Chairman has delegated authority to make required decisions, to enable the Council to carry out its statutory duties and functions until such time that restrictions are lifted or virtual meetings are made lawful. All councillors will be informed of any decisions made and will be reported at the next available meeting.

Proposed Cllr Birnstingl, seconded Cllr Kardos and agreed.

**C:1221:18 Correspondence**

The list of [correspondence](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ET3O8lqorXxNgDHIhGv3LzEBXlyaVb1sjc34NPkNr3o-cA?e=5uurnp) was received and noted.

**C:1221:19** **Chairman’s Announcements**

The Chairman thanked Cllr Croker for his written report and invited questions. There were none.

**C:1221:20 Matters raised by Councillors**

Cllr Warren requested finance for capital projects be added to a future agenda

Cllr Ivatt recorded thanks for the Christmas Trees in Small Dole.

The Chairman wished all Councillors a Merry Christmas and presented the Clerk with flowers.

There being no other business the meeting concluded at 8:06pm

Minutes Signed by: Date: