**Minutes of the meeting of councillors held at 7pm via Microsoft Teams on**

**Tuesday 18th January 2022**

**Present:** **Councillors:** B. Harber (Chair), I. Allen, P. Bull, S. Birnstingl, J. Cannon, A. Chilver, F. Heaver, I. Ivatt, S. Teatum and C. Warren.

**Also present:** Clerk: Celia Price

**Members of the public:**  None

**C:0122:01 Chairman’s Announcements**

The Chairman welcomed everyone to the meeting and explained the reasons for deciding not to meet in person. The meeting will be used to obtain the views of councillors to enable the clerk to make informed decisions regarding any urgent actions using the Scheme of Delegation, it is not a full Parish Council meeting.

The Chairman thanked Cllr Teatum for his work on the community highways scheme projects to improve pedestrian usage on three sites along the Shoreham Road. This has now progressed to the design phase and it all goes well will be implemented in 2022/23.

Correspondence has been received regarding the service road on the Dudman’s site behind Dacre Gardens. Information is with the relevant authorities and residents have been updated.

**C:0122:02 Apologies for absence**

Apologies were received and accepted from Cllr Kardos, Cllr Newton, Cllr Shaw and County Councillor Paul Linehan.

**C:0122:03 Declaration of Councillors personal or prejudicial interest**

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

**C:0122:04 Minutes of the last meeting**

The draft minutes for the meeting held on [18th December 2021](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EWm-Zb_h6wFHp782OrTmmywB4_Jd2oRXsasqDz22d0TCCA?e=WaJyJB) were received and noted.

**C:0122:05 Public Adjournment**

None present

**C:0122:06 Report from County Councillor**

Apologies have been received from County Councillor, Paul Linehan.

**C:0122:07 Report from District Councillor**

Cllr Croker was thanked for submitting a written [report](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EYTRD6driplGrGBluap1h_ABRzgG-5Q3g-a9zI2pU-umJA?e=ybwMJ9) which was circulated prior to the meeting and questions were invited.

Cllr Roger Noel added that repairs to the streetlights at the recreation ground carpark will be actioned within the next 2 weeks. As this is a non-charging carpark it falls under the jurisdiction of the HDC Parks and Countryside Manager, Pete Crawford.

HDC are organising district wide celebrations for the Queen’s Jubilee weekend, further information and guidance will follow.

The Ash die back programme continues and Wider Horsham are looking at areas for re-wilding.

Finally, water neutrality issues are on-going and there is potentially a new reservoir planned at Blackstone.

Questions and comments were invited;

Cllr Warren suggested that trees donated for the Queens Jubilee should be planted in the Autumn and asked about suitability of the location for the potential new reservoir.

The Chairman highlighted an issue regarding breach of planning conditions at a property in School Road and will follow this up with further details to Cllr Noel and Cllr Croker.

It was also requested that the enforcement issues at the land adjacent to St Anne’s be followed up.

**C:0122:08 Neighbourhood Warden Report**

The Neighbourhood Warden Report for [December 2021](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/Efj0KV0u8xJDpO5DQKcLVTgBoYkqHViVUyqRwW68aU3U7g?e=jlY77a) was received and noted.

The Chairman advised that Steyning Parish Council are investigating a comprehensive CCTV system for the High Street and selected areas.

Cllr Heaver expressed concerns that issues are being reported to the Police but nothing seems to happen and asked if there was a mechanism for updates.

**C:0122:09 Neighbourhood Warden Agreement**

Councillors were reminded that the current three-year agreement ends on 31st March 2022. The process for review was discussed and it was recommended that a working party review the current agreement in the first instance. Cllrs Ivatt, Warren, Chilver and Harber agreed to form a working party to meet and report to full council in February.

**C:0122:10 Joint Parishes Youth Agreement**

The [MOU](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/ER4B-r5K4j5JuLvamdJ6hrUBJXMjM3REHEI0Svc9_gjsOA?e=HxT1Gh) was reviewed and discussed. This is the same agreement as signed in previous years with no amendments. It was noted that the UBPC Office address is incorrect and recommended that the Clerk sign and return the MOU.

**C:0122:11 Community Highways Partnership Agreement**

The revised [agreement was reviewed and discussed. It was recommended that at the Clerk sign the agreement subject to confirmation of insurance cover.](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ETgk2qfZF5lFpl-PwAq39vwBrIKm1tn6QaPuS-DmgO9KYQ?e=9w1yJl)

**C:0122:12 LGA Model Code of Conduct**

The recent [updates](https://upperbeedingpc.sharepoint.com/:u:/s/UBPC/ERz7Lcs8z51LgVMYDx2gyCQBKOsHpftXWRXwOF5H7MzYpA?e=DbaPRd) to the [Model Code of Conduct](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EeEJg3dlFU5EtAN-dKW7nyUBWoBWCX2t7s3jnut9jcrTXQ?e=948f57) as circulated were noted.

**C:0122:13** [**Clerks Report**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ESR_j5-OKRBEj-3nAJOO1pIBlx3MJhhrJcPFHw5psUPtaA?e=nTrAe3)

The Clerk’s report was circulated prior to the meeting.

**C:0122:14** [**2022/23 Meetings Dates**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EWZ1VkZDuWJIhYm-TC8VyJYBfzpdi4EdeoXa7C20mieEog?e=9dy4mt)

The schedule of meeting dates was received and noted.

**C:0122:15 Facilities Committee Membership**

It was noted that Cllr Cannon and Cllr Chilvers will join the Facilities Committee.

**C:0122:16 Annual Parish Meeting**

The possibility of hosting an Annual Parish Meeting was discussed. It was recommended that a decision regarding this be deferred until the Spring.

**C:0122:17** **Finance Reports**

The [summary income and expenditure](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EStBDGSVMftOoZNmNPrntG4BgIt12-U-n5aWYmbMXjoOTQ?e=kyj2Va) report was received and noted.

**C:0122:18 Bank Reconciliation**

The [bank reconciliation](https://upperbeedingpc.sharepoint.com/:x:/s/UBPC/EUdQve9ZBoNPjca75G4-XtYBYKAC82wurySpNHQJ6GNy4Q?e=Y1OdWD) was received and noted.

**C:0122:19 Payments List**

The payments list for [December](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EXMK7thSxQlFhcFlYo2-CtEBmOSKe-Vx44Y-myp_z1MBRw?e=HTcjU1) totalling £15,502.25 was received and noted in accordance with the Financial Regulations.

**C:0122:20 Correspondence**

The list of[correspondence](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EWmtbX4OoFxNmeGmDvRKBkwBTwJR5ocT5yB0M8nPZeUbbA?e=vXcAhE) was received and noted

**C:0122:21 Matters raised by Councillors**

Cllr Ivatt reported a missing dog wase bin at the footpath opposite the entrance to Tottington Drive and asked that the Clerk investigate.

Cllr Warren requested that funding for capital projects be added to the full council meeting agenda in February.

Cllr Teatum requested an update on the proposed new streetlights and offered to follow this up.

Cllr Teatum also requested that options to promote the speed limit on the Henfield Road be re-visited.

Cllr Canon requested the speed watch partnership with Bramber be followed up and training be arranged to enable some speed watch sites in Upper Beeding to be established.

The Chairman raised concerns that Virgin Media boxes are obstructing footpaths and making it difficult for mobility scooter users. Information will be forwarded to both the District and County Councillors.

The Chairman also noted the road sign at Windmill Hill that has fallen over and will report this via the Love West Sussex app. He also noted that road markings are disappearing as verges encroach onto the highway.

Finally, the Chairman advised that the Village Hall Committee are hoping to work with the Parish Council to facilitate Queens Jubilee celebrations.

There being no other business the meeting concluded at 8:27pm

Minutes Signed by: Date: