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

**Tuesday 16th November 2021 at 7pm**

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

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

**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:1121:01 Apologies for absence**

Apologies were received from Cllr Newton, Cllr Shaw and Cllr Teatum.

**C:1121:02 Declaration of Councillors personal or prejudicial interest**

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

**C:1121:03 Minutes of the last meeting**

The minutes of the meeting held on [19th October 2021](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EU4FLuWrTmpContAjrU5O6EB-YVXEZK6UF6hKyZYtDyJbw?e=m3WhIT) were approved as a true record. Proposed by Cllr Birnstingl seconded Cllr Allen and agreed.

**C:1121:04 Public Adjournment**

Concerns and questions were raised about the safety of the stretch of road from St Anne’s, Hyde Lane to the Henfield Road junction. The resident cited several incidents and near misses, producing photographs of obstructions caused by parked cars on the brow of the hill and vehicles parked too close to the junction. He was amazed at the planning decisions by HDC and lack of support from WSCC. He also raised concerns about buses turning out of the Towers school site, often on the wrong side of the road and the mirror by Valerie Manor as it is ineffective.

The issues were debated at length. UBPC has, on many occasions, objected to planning applications in this area because of road safety concerns; but these were not supported by WSCC and overruled by HDC.

UBPC has no power to make any changes to highways and the resident was concerned that it would take a serious accident to enforce action. The Chairman concurred that it probably would, However, UBPC agree with the concerns raised and will continue to lobby the appropriate authorities.

**C:1121:05 Report from County Councillor**

Cllr Linehan reported that his first County Councillor surgery, hosted at The Hub, was well received. He met several residents and dealt with a number of issues. Further surgeries will be arranged throughout the area and will also be attended by a District Councillor.

He also reported that WSCC are working on a bus service improvement plan and that SGS have agreed that the Youth Club can return to the Cuthman Centre.

In addition, WSCC have signed a contract to provide electric vehicle (EV) charging points and that the recycle centres public consultation regarding the trial of the booking system is now active. He also advised that work on the new Fire Station and training centre in Horsham is due to start imminently.

Questions were invited. Cllr Albright asked if the SGS S106 agreement was available. Cllr Linehan advised that he hasn’t received it yet.

Cllr Birnstingl asked whether the pandemic effect had been considered when assessing bus usage. Cllr Linehan advised that patronage is only 40-50% of the pre-covid level and the pandemic is likely to be a factor.

**C:1121:06 Report from District Councillor**

Cllr Noel advised that the Pound Lane planning application is currently on hold due to the water neutrality issues, as is any planning application that is likely to require an increase in water usage. It is unclear how long the delays will last but HDC are very aware of the knock-on effect on builders, and concerns have been raised regarding them going out of business.

The Wilder Horsham project is progressing.

The Leader of the Council resigned at the weekend so everything is currently on hold until a new leader is elected. The election is scheduled for 25th November, after which any changes to the cabinet will be announced.

Cllr Croker added that the EV charging project is being run by a concession. Priority will be given to getting existing sites working first with any new sites following. There is no cost to HDC.

There remains a big unknown about Government funding for next year; however, it does look like Council tax is likely to increase by about 2%. Generally, the financial position is better than originally hoped; this is largely due to the re-opening of Leisure Centres which are bouncing back quicker than anticipated.

Finally, funding for the bookable textiles and small electrical items trial ends at the end of December; however, HDC will continue with the service for the remainder of the financial year at least.

**C:1121:07 Neighbourhood Warden Report**

To date the Neighbourhood Warden Report for October has not been received.

**C:1121:08 Neighbourhood Warden Steering Group**

Cllr Warren reported that he and the Clerk attended the Warden Steering Group meeting on 8th November. Despite non-attendance by Steyning or Bramber Parish Councillors the meeting was productive, reviewing priorities of both HDC and the Parish Councils as well as receiving an update on Parish issues.

**C:1121:09 Joint Parishes Youth Partnership**

Cllr Chilver reported that he and the Clerk attended the JPYC meeting on 8th November. SGS have now agreed that the Thursday Youth Club can use the Cuthman Centre again.

It was resolved that the Clerk should sign the MOU, assuming there have been no changes made by the partner councils.

**C:1121:10 Clerks Report**

An [update](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ERFjjmH6e5ZNlw-hJmqnu3QBZN7iO3Vtxb4KZoxrop2jqw?e=zhiDbS) from the Clerk was received prior to the meeting. In addition to the written report the Clerk advised that communication has been received from Virgin Media, giving notification that work starts in Dawn Crescent, Dawn Close and College Road starting on 29th November; this phase is expected to be completed on 17th December.

The Clerk also attended a focus group meeting with Sussex Police and WSALC which was very informative and productive. Notes from the meeting will be circulated once received.

Cllr Allen recorded a vote of thanks to all involved with the Poppy displays this year. All agreed they were very well received. The Clerk is working on a project for a Christmas display.

**C:1121:11 WSCC Highways Partnership Agreement**

The Clerk has submitted comments to WSCC and is awaiting a response.

**C:1121:12 Riverside land acquisition**

An [update](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EXaUqlBC6EVFmOnN6ARAIV4BrZWS-MAzrTnDnoMLdKzGTQ?e=ECJY9W) was circulated prior to the meeting. Quotes for legal work have now been received. Funds for this work will come from General Reserves as it is an unbudgeted expense. Questions were raised regarding ownership responsibilities including implications of flooding. Cllr Albright advised that the riverbed was given to the Norfolk Estate, therefore ownership would be to the edge of the river which the legal process should confirm.

It was resolved to proceed with the acquisition of the land appointing Amanda Shaw Solicitors. Proposed Cllr Harber, seconded Cllr Allen and agreed.

**C:1121:13 SDNPA call for Nature Sites**

[Correspondence](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EVtl2475RpFOiiA0nf58c6gBY9S3dUjPJDW_o4BbrzkQzQ?e=wSbV95) regarding the call for nature sites was distributed prior to the meeting, all agreed there are no suitable sites within UBPC ownership for submission.

**C:1121:14 Community Infrastructure Levy (CiL)**

Councillors noted receipt of UBPC’s first CiL payment totalling £3321.63, and agreed to transfer of the funds to a CiL Earmarked Reserve.

Proposed Cllr Warren seconded Cllr Ivatt and agreed.

The Clerk reminded Councillors that CiL money must be spent on capital expenditure within 5 years of receipt.

**C:1121:15 Interim Internal Audit Report**

The [interim internal audit report was circulated prior to the meeting. The Finance Committee will review and discuss the fidelity insurance cover at the meeting scheduled for 23rd November and will make recommendations to full Council at the next meeting. Questions were invited](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/ERPfQijkKntBveeFFv5DvF0B6pxTp7-s7Kl9cJXujVIJEg?e=MALLG4). There were none.

It was resolved to note the contents of the report and the Clerk was thanked.

Proposed Cllr Allen seconded Cllr Kardos and agreed.

**C:1121:16 Appointment of Internal Auditor**

The engagement letter proposing to [appoint the internal auditor](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EWqFwyefSshHsjJLUqxqE7sBaTec4KoEuboa4g9nQkPJSw?e=eUPbsO) for the financial year end 2021/22 was reviewed. It was resolved to appoint Mulberry & Co.

Proposed Cllr Warren seconded Cllr Ivatt and agreed.

**C:1121:17** **Finance Reports**

The [summary](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/ERQhpaWIvMFGilx4a4sq_d8BNEYmuphswrAeGKDvfoT9WA?e=s0sRUe) income and expenditure was received and noted.

**C:1121:18 Bank Reconciliation**

The [bank reconciliation](https://upperbeedingpc.sharepoint.com/:x:/s/UBPC/EdnH-SBceqVKrcakTRyqGWIBhR2uAxy5VejMF8-Tt9Zlfw?e=vxLQHr) was received and noted.

**C:1121:19 Payments List**

The payments list for [October](https://upperbeedingpc.sharepoint.com/:b:/s/UBPC/EbLxi8OHs11HpoCXCJW7PjEBYpbs91cUtQ0MXJJnmVT1yA?e=Vh2vNJ) totalling £20,936.27 was received and noted in accordance with the Financial Regulations.

**C:1121:20 Correspondence**

The list of [correspondence](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EWedlSxJnKNFpm5RNY2zGIkBmINE38xnYkiuhE4x4oGXEw?e=RdD6J9) was received and noted. In addition, The Chairman advised of correspondence from MP Andrew Griffith regarding grant funding opportunities.

**C:1121:21** **Chairman’s Announcements**

The Chairman advised that the accessibility project will be reviewed by the Facilities Committee, following a gentleman having been ejected from his mobility scooter on an uneven carriageway.

He also reported attendance at the Remembrance Service on Sunday when he placed a wreath on the war memorial on behalf of the Parish Council.

The Joint Burial Authority will now meet twice a year with the next meeting scheduled for January. In place of quarterly meetings reports will be issued and distributed to all JPCC Councillors.

The Glebe Farm development in Steyning for 265+ houses is also on hold due to water neutrality issues.

Finally, the Chairman advised that he has written to Chris Verney thanking him for his service and support as both a councillor and vice-chairman and wishing him well in his new home. Councillors were reminded that we now have a vacancy should they know anyone who may be interested.

**C:1121:22 Matters raised by Councillors**

Cllr Chilver gave an update of the work of the PPG who are working hard communicating activities and vaccination updates with residents as well as providing marshals and support to the doctor’s surgeries.

Cllr Birnstingl advised that he would continue with research regarding flood risk management. He also suggested the purchase of a HEPA filter which he will research.

Cllr Allen reported excellent attendance at the Greening Steyning climate change march which was very well organised for all age groups.

The Chairman reminded everyone that the repair café is scheduled for Saturday. All welcome. Tea and cake available (even if you don’t have anything for repair!)

Cllr Ivatt reported attendance at the Remembrance Day service, representing the Small Dole ward which he was very proud to do.

Cllr Heaver expressed thanks to the council and Clerk for their help and support on behalf of the Air Training Corps. who also made poppies for the display.

There being no other business the meeting concluded at 8:50pm

Minutes Signed by: Date