**Minutes of the Full Council meeting held at Small Dole Village Hall on**

 **Tuesday 15th March 2022 at 7pm**

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

**Also present:** Clerk: Celia Price, District Councillor: Mike Croker.

**C:0322:01 Apologies for absence**

Apologies were received from Cllr Bull, Cllr Newton, Cllr Shaw, Cllr Warren, District Councillor Roger Noel and County Councillor Paul Linehan.

**C:0322:02 Co-option of Parish Councillor**

Councillors considered an application for co-option from Chris Deadman. Cllr Harber proposed, seconded Cllr Heaver that he be co-opted. All agreed.

**C:0322:03 Declaration of Acceptance of Office**

Chris Deadman signed a declaration of acceptance of office and joined the meeting.

**C:0322:04 Declaration of Councillors personal or prejudicial interest**

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

**C:0322:05 Minutes of the last meeting**

The minutes for the meeting held on 15th February 2022 were agreed as a true record. Proposed Cllr Heaver seconded Cllr Cannon and agreed.

**C:0322:06 Public Adjournment**

 None present.

**C:0322:07 Report from County Councillor**

 Apologies were received from Cllr Linehan. The Chairman invited questions and comments from councillors.

 Cllr Teatum highlighted an issue that was raised last year and forwarded to Cllr Linehan regarding the width of Henfield Road that has been compromised by overgrown vegetation. To date no satisfactory response has been received and the Clerk was asked to minute this.

 Cllr Chilver requested feedback regarding the Cuthman Centre and youth club venue.

**C:0322:08 Report from District Councillor**

Cllr Croker submitted a written [report](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/EXYuuVfOYlxPrZzlhJa6NhYBfe2Z2a1_wLxl4cyglIeeaw?e=8wi2r5) prior to the meeting and this had been circulated to all councillors. He highlighted the following:

* Regarding the ongoing water neutrality issues, HDC are considering minor planning applications.
* HDC are working towards being carbon neutral on direct emissions by 2030 (2050 for indirect emissions).
* HDC will be contacting businesses to inform them about the Covid 19 Additional Relief Fund

Cllr Noel also submitted a written [report](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/ESwRa6E3relIhf3AxhRIqiEBkgMSlsbBo6tQw9nnYdAf_Q?e=jxBy0Z), Cllr Croker highlighted the following in Cllr Noel’s absence.

* HDC condemn the actions of President Putin.
* Parameters for the Local Plan are being drafted to assist prevention of speculative planning applications.
* WSCC have consulted HDC regarding A24 improvements and a response is being prepared.
* Jubilee grants for local events will be made available.

Questions and comments were invited.

Cllr Birnstingl asked why new road improvements are being considered when the current infrastructure is in such a poor state of repair. He expressed concerns that this is not a sustainable strategy and is in fact a managed decline of the current network. Increases in council tax for fewer services is not acceptable.

Cllr Croker explained that WSCC fund repairs from revenue received from Council Tax, whereas new infrastructure is funded from other sources. He was unable to comment further as this is a WSCC issue not HDC.

Cllr Cannon asked if there is any update on the planning enforcement issues at Hyde Cottage (next to St. Annes). Cllr Croker was unaware of any further developments but is aware the investigation is ongoing.

Cllr Allen enquired about the plans for Ukrainian refugees particularly regarding schools and GP practices. Cllr Croker advised that at this stage there is no further information available but HDC will share any updates as appropriate.

**C:0322:09** [**Proposed New Constituency Boundaries for the Horsham District**](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EbIcCjxoo7hEvi9wqh6qZk8Bl6mMN4QaBKZEb9FK6_8_jA?e=6HPHG9)

Councillors reviewed and discussed the proposed constituency boundary changes for the Horsham District. All agreed that the proposal is good and felt a stronger link to Shoreham would be positive. However, it was felt the proposed new constituency should be named ‘Adur’ or ’Adur Valley’ as this is a better reflection of the geographical area.

It was resolved that the Clerk responds to the consultation accordingly.

**C:0322:10 Neighbourhood Warden Report**

The Neighbourhood Warden Report for [February 2022 was received and noted.](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EQoVcyNBlTVNjpPlhJRsIO8Bntb0OBW1CZB9jqRlT6HWOw?e=7joSBX)

 The Chairman advised that the invoice for 2021/22 will be approximately £1000 more than the estimate received from HDC. It was resolved to pay the invoice once received.

It was also noted that HDC have advised that the invoice for 2022/23 is likely to be approximately £1000 more than they estimated when setting the budget.

**C:0322:11 Clerks Report**

The Clerk gave an overview of the [update](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EbU4uYN-IPNBgeJbXOnyoYgBy8VL7XQVtc0iEPVI-qovYQ?e=Quz7KB) as circulated. It was resolved to note the contents of the report.

**C:0322:12** [**Meeting Venues**](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EXzGaHfShbVBi3ECqBlHKUsB9Z-ZZPRml7UYWs_zON4ffg?e=QA1b8m)

Following a proposed increase in hire fees from Beeding and Bramber Village Hall venues and options were discussed. It was resolved to maintain current arrangements. The Clerk will discuss options with BBVH and review when budget setting for 23/24.

**C:0322:13** [**Picnic Bench for Small Dole Play Area**](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/Eb9lJryPKGxLnNy0LxAyBY8BiVqS1ZpzTq_KayKbwn50kg?e=eIJMmd)

It was resolved to give delegated authority to the Facilities Committee to discuss, agree and facilitate this project.

**C:0322:14 Community Committee Minutes**

The draft following the meeting held on [1st March 2022](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EQTRpHbUyiBCkCZPtEItIA8BT1_UPJ7bCdRiX2udNDxVaw?e=VUf4GJ) were received and noted.

**C:0322:15 Queen’s Jubilee**

It was resolved to agree and facilitate the projects and proposals as suggested by the Community Committee, namely:

* To create and plant a commemorative rose garden at Dawn Crescent / High Street.
* Purchase and install lamp post signs.
* To apply for the Queens Green Canopy Grant with a view to planting seven trees for the seven decades of the Queen’s reign.

Proposed Cllr Teatum, seconded Cllr Heaver and agreed.

**C:0322:16 Greening Steyning Verge Signage**

The [proposed signage](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EYODtOisMIlJt9NMogItvv0B64rrRZleXeeHeSm81cUu6Q?e=tOgPSV) for the Hyde Street Green verge re-wilding project was reviewed and agreed. Proposed Cllr Allen, seconded Cllr Heaver.

**C:0322:17 Shoreham Road Speed Limit**

The speed limit on the A283 from the High Trees roundabout was discussed. It was resolved to apply for a TRO to reduce the speed limit to 30mph. Proposed Cllr Teatum, seconded Cllr Ivatt and agreed.

**C:0322:18 Finance Committee Minutes**

The [draft minutes](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EZ2HZqB6kadHl76wKhkhGuQBa-Fvkgk1sMPsvJ0rFHS42g?e=Z3tKKV) following the meeting held on 22nd February 2022 were received and noted.

**C:0322:19** **Financial Regulations**

It was resolved to adopt the [Financial Regulations](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/EZI8xhsVoEhEpn7PpSmzmqUB1kZDpUGyyJDv_EddAd_gzQ?e=ev8Aa1) following review and recommendation by the Finance Committee. Proposed Cllr Kardos, seconded Cllr Cannon.

**C:0322:20** **Banking Arrangements**

It was resolved to ratify the banking arrangement recommendations made by the Finance Committee. Proposed Cllr Ivatt, seconded Cllr Kardos.

**C:0322:21** **Direct Debit Mandate Request**

The recommendation made by the Finance Committee for a new direct debit mandate for the annual subscription to the Information Commissioners Office was reviewed and agreed. Proposed Cllr Allen, seconded Cllr Kardos and agree.

**C:0322:22** **Investment Policy**

The [draft Investment Policy](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EWq8cL89hepKozatygRz4mgBwn7H8pDQH5s6A5qUA9-4Hg?e=Z2YvO0) as recommended by the Finance Committee was reviewed and adopted with minor amendments. Proposed Cllr Allen, seconded Cllr Teatum and agreed.

**C:0322:23** **Reserves Policy**

The [draft Reserves Policy](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EbwDnpDV-5dApe6td5IbGzUBYMX2xaPqKvyH5xPJIEkIjQ?e=4HEqZN) as recommended by the Finance Committee was reviewed and adopted. It was also resolved to delegate authority to the Clerk, in consultation with the Chair of the Finance Committee, to allocate Earmarked Reserves at the end of the Financial Year as appropriate and in accordance with the policy. Proposed Cllr Ivatt, seconded Cllr Chilver and agreed.

**C:0322:24 Procurement Policy**

The [draft Procurement Policy](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EXswbMBeh7NIpNBxJbuvKLgBvnwbPGCEZ6rBzR-X7awYsw?e=qpjtAf) as recommended by the Finance Committee was reviewed and adopted. Proposed Cllr Cannon, seconded Cllr Allen and agreed.

**C:0322:25 Asset Register**

The asset register was reviewed following an update resulting from a physical inspection of all UBPC assets. There were no comments or questions and it was agreed the register is a true reflection of UBPCs assets.

**C:0322:26** [**Grass cutting Contract**](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/EciSYi3kVz9OpkrNBWe9OwsBs7N08WUftedwJ1SMcLWFqw?e=MFiOL4)

The Clerk gave an update and [recommendation](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/Ee8hkbhUlzZKjY9DOHN3I88BRAHD_I8e0o6Ix2dR2gN-mw?e=bOlpc0) regarding the grass cutting.. It was resolved to award the contract for the year commencing 1st April 2022 to Grasstex. A tender process for a 3-year agreement commencing 1st April 2023 will be facilitated by the Clerk and Maintenance Manager in accordance with the newly adopted procurement policy. Proposed Cllr Ivatt, seconded Cllr Kardos and agreed.

**C:0322:27** **Finance Reports**

The [summary income and expenditure](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/EUeNj-pb1ctGqrqjXyc043wBjbUNXYab045amKaGayQy5Q?e=U2jA15) were received and noted.

**C:0322:28 Bank Reconciliation**

The [bank reconciliation](https://upperbeedingpc.sharepoint.com/%3Ax%3A/s/UBPC/EZDv0WXreCpFkbM5VdcDMu8BHGzsJk4cOtHjuam4rmfFEQ?e=RgWd9M) was received and noted.

**C:0322:29 Payments List**

The [payments made in February](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/Efj3EaY_tE1JkMBp3_WjXvABqMHBBUfJWYWgqLx9SbHz8Q?e=QcqW6L) totalling £12,520.17 were noted in accordance with the Financial Regulations.

**C:0222:30 Correspondence**

The list of [correspondence](https://upperbeedingpc.sharepoint.com/%3Ax%3A/s/UBPC/EZDv0WXreCpFkbM5VdcDMu8BHGzsJk4cOtHjuam4rmfFEQ?e=RgWd9M) was received and noted

**C:0222:31 Chairman’s Announcements**

 The Chairman reported a planning application for a Solar Farm in Steyning has been submitted. He reminded Councillors that they may comment as individuals as they wish.

**C:0222:32 Matters raised by Councillors**

Cllr Heaver expressed frustration that the road closure signs installed by Virgin Media are not removed promptly and are misleading as roads aren’t closed despite signage being in place.

Cllr Cannon asked if there is a flagpole in the village and if so, can the Ukrainian Flag be flown. The Clerk advised there is no flagpole.

**C:0322:33 Staffing Committee Minutes**

The [draft minutes](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EX1C8gzTs_FHjVKcvP2Vn0EBDWLsa9pe8ao2I4W-B6PLvw?e=DUXZlq) following the meeting held on 8th March 2022 were received and noted.

**C:0322:34 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:0322:35 may involve disclosure of personal or privileged information which would be inappropriate to put in the public. Proposed Cllr Allen, seconded Cllr Kardos.

**C:0322:35 Staffing Matters**

Recommendations from the staffing committee were reviewed and discussed. It was resolved to ratify the decisions including pay increases and staff hours. Proposed Cllr Allen, seconded Cllr Albright an agreed by all.

 Councillors extended congratulations to the Clerk for passing L4 Community Governance.

 There being no further business the meeting closed at 8:31 pm

 Signed: Date: