**Minutes of the Annual General Meeting of Upper Beeding Parish Council meeting held at Beeding and Bramber Village Hall on**

 **Tuesday 17th May 2022 at 7pm**

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

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

**Members of the Public**:

**C:0522:16 Election of the Chairman**

It was resolved to elect Cllr Kardos to Chair the meeting.

In his absence, it was resolved to elect Cllr Harber as Chairman for the municipal year 2022/23

**C:0522:17 Chairman’s Declaration of Acceptance of Office**

The Chairman will sign the declaration of acceptance of office as soon as is practicable.

**C:0522:18 Election of the Vice-Chairman**

It was resolved to elect Cllr Kardos asVice-Chairman for the municipal year 2022/23 and he signed the declaration of acceptance of office.

**C:0522:19 Apologies for absence**

Apologies were received and accepted from Cllr Harber, Cllr Deadman, Cllr Teatum, County Councillor Paul Linehan and District Councillor Roger Noel.

 The Clerk also advised that Cllr Albright has resigned but hopes to return in the future.

**C:0522:20 Declaration of Councillors personal or prejudicial interest**

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

**C:0522:21 Minutes of the last meeting**

It was resolvedto approve thedraft minutes for the meeting held on [3rd May 2022](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/Ec728hmbGXhDmOB_xqwEHIEBUCPFZA34cmA-vsN2zlBWrQ?e=1qHSjj) as a true and accurate record. Proposed Cllr Ivatt and seconded Cllr Chilver.

**C:0522:22 Public Adjournment**

 None present

**C:0522:23 Update from County Councillor**

 It was resolved to note the contents of Cllr Linehan’s written [report](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EVH6SZV2WppOlQTGb7D8_K0ByK1UPO2I-2gXt49_GoKxOg?e=WY9Gdx).

 Questions and comments were invited. Cllr Allen asked for information regarding the plans for local engagement and consultation regarding bus routes. She also asked for details on how UBPC can promote and raise awareness of any information.

**C:0522:24** **Update from District Councillor**

 Cllr Mike Croker confirmed that the WSCC speed survey on the A283 is from Bramber Roundabout to the Horsham Road junction. He also confirmed that the Maudlin Lane diversion will be via the A27 (Annington Road to Clays Hill will be closed).

 On District Council matters Cllr Croker reported that the Local Plan continues to be delayed due to water neutrality issues. The ‘Big Conversation’ roadshow is in full swing and is being very well attended.

 HDC have organised a number for Jubilee celebration events, details of which are on the website.

 Further ‘hot bin’ waste trials are taking place in partnership with WSCC and the warmer homes scheme continues with funds available for those living in properties with an EPC rating of E or worse and less than £30k per annum joint income. Full details are available on the HDC website.

 Regarding Finance, Cllr Croker reported that HDC are in a position, to increase their reserves slightly and offer support to mental health and similar support groups.

 Finally, Cllr Croker advised that the ‘Climate Change Group’ comprising of councillors, schools, colleges, businesses, and other interested parties is being replaced by a ‘Climate Action Panel’ which will be more expert led.

 Questions and a comments were invited. Cllr Allen and Cllr Birnstingl asked questions about the Climate Action Panel. Cllr Croker responded, advising, further details will be forthcoming as the panel is formed.

**C:0522:25 Neighbourhood Warden report**

 It was resolved to note the Neighbourhood Warden Report for [April 2022](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EYMPe1l9TB5MpNfFHD--HZIBhh9x99PregCiSKrqLsiXkg?e=CeBHRn)

 Cllr Ivatt asked when the Wardens will be in attendance at a council meeting. The Clerk advised that the plan is for quarterly attendance and a schedule is being prepared.

**C:0522:26 Standing Orders**

Councillors reviewed the Standing Orders noting the NALC recommended amendments. Questions were raised regarding some of the amendments, these were discussed and clarified. It was resolved to adopt the [Standing Orders](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/ERMpXpNI3-xHtWVHYpfp62MBY1p9PhG3_HWWtVrUQDMkbA?e=IM05vl). Proposed Cllr Allen, seconded Cllr Heaver.

**C:0522:27** [**Committee Membership**](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/ETJ5D5JXNxRAkYigzlninWIBgeM9ZPuoTBOqNd0ZXViGlw?e=WXPMXS)

It was resolved to appoint Councillors to the Community, Facilities, Planning, Finance and Staffing Committees for the municipal year 2022/23 as per the attached schedule.

**C:0522:28** [**Representatives to Outside Organisations**](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/ETJ5D5JXNxRAkYigzlninWIBgeM9ZPuoTBOqNd0ZXViGlw?e=WXPMXS)

It was resolved to appoint representatives to Outside Organisations for the municipal year 2022/23 as per the attached schedule.

**C:0522:29 Skatepark**

The Clerk advised that the lease negotiations are progressing. Quotes for the tarmac repair (following the fire damage) were circulated prior to the meeting. It was resolved that works totalling £1700 be carried out using the existing maintenance budget. It was also resolved not to progress with an insurance claim. Proposed Cllr Heaver, seconded Cllr Cannon.

**C:0522:30** **Saltings Field**

[Quotes](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/Ed1TNfRd-TlEkJMx3zv3nVABU9QtNVksBXYfwVK7fJYcaA?e=xJa5Qt) for the removal of dead Ash Trees were reviewed. It was resolved to accept quote B. The Clerk advised a new budget code has been set up. A virement will be required as there is currently no budget allocated, this will be discussed at the next Finance Committee meeting. Proposed Cllr Warren, seconded Cllr Allen.

**C:0522:31 Sports Hall**

A building survey was carried out in 2011, however the recommendations were not actioned. It was resolved to undertake a new survey at a cost of £1600. It is advised an addition asbestos survey should be undertaken. It was resolved to delegate authority to the Facilities Committee to commission an asbestos report once quotes have been received.

The Clerk was asked to contact HDC to obtain the original plans and specifications.

**C:0522:32 Queen’s Jubilee Grants**

The Clerk presented a summary of jubilee grant applications. It was resolved to award £50 to each of the approved applicants using the grants and donations budget. It was resolved to suspend the grants policy to facilitate this. Proposed Cllr Warren, seconded Cllr Chilver.

**C:0522:33 Bank Reconciliation**

It was resolved to note the bank reconciliation for [April 2022](https://upperbeedingpc.sharepoint.com/%3Ax%3A/s/UBPC/Efqbr-Z9i_9FjCxXSCuiLGUBN1YTULG4FbdQ2RCyrF6V3A?e=K0DULG)

**C:0522:34 Payments List**

It was resolved to note the payments made in [April 2022](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/EdW2EpPev5ZDr6PN4rLMamABLQSVGbKil2DmhVbEPajHwA?e=M48AyL) totalling £15872.29 in accordance with Financial Regulations

**C:0522:35 Correspondence**

It was resolved to note the [correspondence](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/ET7TSrLn8z9KuB5gANlLQxoBlByZ1bu1vdWVEXEN1zM5wQ?e=jmloVf) received.

**C:0522:36 Chairman’s Announcements**

None

**C:0522:37 Matters raised by Councillors**

 Cllr Birnstingl highlighted a Brighton and Hove Downland Consultation and will circulate information to all councillors.

 Cllr Allen requested that the council adopt a gender-neutral approach to the term ‘Chairman’ and requested this be added to the next meeting agenda.

 Cllr Heaver reported young people climbing trees in Hyde Street Green.

 Cllr Chilver reported that Stephanie Powell is now running our youth clubs for SCYP. Jo Bell remains with the organisation but has changed role.

 Cllr Ivatt reported the Small Dole floral displays are planned.

 There being no further business the meeting closed at 8:14pm

 Signed: Dated: