**Minutes of the Upper Beeding Parish Council meeting held at**

**Small Dole Village Hall**

**on Tuesday 21st March 2023 commencing at 7pm**

**Present:** Councillors:S. Birnstingl, A. Chilver, F. Heaver, B Harber (UBPC Chairman), I. Ivatt, T. Kardos, S Teatum and C. Warren

**Also present:** Parish Clerk: Stephen Keogh

**Members of the Public**: 1 member of the Public

**C: 0323:01 Apologies for absence**

Apologies were received from Cllrs. I Allen, P Bull, J Cannon, C Deadman.

County Cllr. P. Linehan.

**C: 0323:02 Minutes of the last meeting**

It was **RESOLVED** to approve the Minutes of the meeting held on 14th February 2023

Proposed: Cllr F Heaver; seconded: Cllr C Warren and agreed.

**C: 0323:03 Declaration of Councillors personal or prejudicial interest**

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011). No further declarations received on this occasion.

**C: 0323:04 Public Adjournment**

There were no questions from the Public.

**C: 0323:05 Report from District Councillors**

**Cllr Croker gave a verbal report.**

The Local Plan is still expected to be delayed until November or December as this will give time for the new Councillors to receive the requisite training and read through the document.

The Budget has been agreed with a 2.9% increase in the Council Tax.

This includes support for those affected by the cost-of-living crisis.

Climate Action Strategy will be investigated with two consultants providing a report in the coming weeks.

This will set out how the district will be working towards the proposed carbon net zero.

This will be on the HDC website and will be available for public consultation.

Persistent Organic Pollutants (POPs) in domestic furniture, these are chemicals in the fire-retardant fabric and foam in furniture. The legislation has changed, and the recycling and removal of these items will be separate from other large waste collections.

These will only be collected on set days.

HDC are investigating virtual parking, to replace the physical cardboard parking disc. This would be done by signing up to a parking app on a smart phone.

There will be consultation with residents.

Cllr Harber stated that as Upper Beeding Parish has a large percentage of elderly residents, this change may not be of benefit to them so the Parish Council would have to object to this change to the service.

Alternative options need to be investigated.

**Cllr. Roger Noel gave a verbal report.**

The delayed local plan will also include a number of climate change policies. Currently the plan is ongoing and is a ‘Live’ document, changing regularly.

Biodiversity net gain legislation will be expanding but will give the developers a clear indication of what is being expected of them.

Cllr Birnstingl asked if there was an update on the Pound Lane development.

Cllr Croker and Noel had called the application in to be discussed at Planning Committee.

There will be a Teams virtual meeting on Monday 3 April to discuss the implications of the Cemex proposed works at the Small Dole waste site Local Members are invited.

The Clerk was asked to ensure that Bramber and Henfield Councils are aware of it.

Cllr Warren asked if the meeting should be advertised on websites and Facebook.

It was felt that this was a meeting to explain to Members what work was required.

**C: 0223:06 Report from County Councillor**

Cllr Linehan’s report was circulated and **NOTED.**

**C: 0223:07 Neighbourhood Warden Report**

Councillors received and noted the monthly report provided by the Neighbourhood Wardens.

Concern was expressed that on some occasions the Wardens do not reply to residents reporting issues.

The Clerk was asked to bring this to their attention.

Cllr Heaver commented that the recent increase in the Council Tax to cover the cost of the police was very high for the Parish and felt that the Wardens should not be needed with the amount of investment being requested.

Cllr Harber explained that the Wardens do a good job, but they are not a replacement for the Police.

The Clerk read an e-mail from the Warden manager, dealing with the recruitment of the new Warden following the retirement of Paul Conroy.

The procedure included the option of transferring a Warden from a neighbouring area.

It was **AGREED** that the Parish Council were happy to allow the Warden to be recruited from a neighbouring area.

**C:0223:08 Community Committee Meeting 7th March 2023 Minutes –** to receive and accept the minutes of the meeting held on [7th March 2023](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EVYDH4V39yJMhR0dbSIk_ekBUZZ6kayMqgW-_C9EY_nKpQ)

Councillors received and accepted the minutes of the Community Committee meeting held on 7th March 2023.

**C: 0223:09 Facilities Committee Recommendations**

**Hyde Street Green – To Consider the Following:**

Proposed [management options](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EYLYU5aH-PBEsD8yv7B1s_cBvYI3MR4zHwBFtLPXiLLY8A) ([Survey](https://upperbeedingpc.sharepoint.com/:x:/s/UBPC/EZ8Zv9CtxoNCqOLkrWdAQREBTjuGN-v4K04dzEnJ3GdbQg) and [Information](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EUWIMZCFPeJLovDQOh4njXYBX61fq530_p7y2rfsFP8_dQ))

The report circulated with the agenda was **NOTED**.

It was **AGREED** that option 1 (Revert to cutting 3-5 times per year with no grass collection – this will favour grass species) would be the preferred option.

**Community Engagement – to discuss.**

1. **Proposed events for the Queen’s Canopy tree/Kings Coronation.**

The events in the village were discussed and at present there was no village event proposed. Cllr Harber was aware of local events in Pepperscombe Lane, the church end of Church Lane and, probably the Bostal.

The District Council has proposed that the Villages and Parishes may receive £200 to allocate to groups for their events.

Due to the elections, it may be difficult to have a parish event as those organising the event may not get elected.

It was **AGREED** that the Parish Council promote the fund for those groups organising events, street parties etc.

The Clerk reported that there may be a spare Queen’s Canopy Tree available. There was a site in Small Dole mentioned.

Cllr Warren explained that there was a site in a Small Dole verge, where a tree had been removed.

**C: 0223:10 Clerk’s Report**

The Clerk’s [Report](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EdrX5LVKWNFFi7qctbNFlGwBO3Q6CWEH86J-vDwX2l0msw) was received and **NOTED.**

**C: 0323:11** [**Youth Services Contract**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EVYOlFqB9LlPsjjIlKT4gDIBDTCQVpp4Odg1p1XEeR2UZQ)

The Youth Services Contract, circulated with the agenda, was discussed.

Cllr Chilvers stated that the agreement had no changes to the current one which was proving a success.

It was **AGREED** to ratify the decision to enter a three-year agreement for the youth services in the Parish.

**C: 0223:12 Annual Parish Meeting**

It was noted that the Annual Parish Meeting would be held on Tuesday 23 May 2023.

Cllr Warren asked if a Southern Water person could be invited.

**C: 0223:13 Bank Reconciliation**

Councillors received and noted the Bank reconciliations up to 31st January 2023.

**C:0223: 14 Payments List**

Councillors received and noted all payments made in January 2023 for a total of £8,941.12 in accordance with the Financial Regulations.

**C: 0323:15 Finance Reports**

Councillors received and noted the detailed income and expenditure reports up to March 2023 from which the Chairman reported that net remaining expenditure was anticipated to be £40K, including the Wardens invoice,; therefore the Council budget would be in line with the original projections.

The Clerk confirmed that the CCLA account has been opened and funds will be transferred over in the new financial year.

**C: 0323:16 Correspondence**

Councillors received and noted correspondence for February/March 2023.

**C: 0323:17 Chairman’s Announcements**

1. **Beeding in Bloom**

The Chair attended the Beeding in Bloom AGM and reported that there have been some changes in the committee.

The finances have been scrutinised and the new Secretary/Treasurer is looking to review the costs and reduce the number of plants lost due to weather conditions.

1. **Local Parish Elections**

Cllr Harber commented that he hoped that all existing Councillors would wish to re-stand for Upper Beeding Parish Council and also to encourage other local residents to consider standing.

He further commented that the Parish Clerk is to act as the collection point for the return of the nomination papers, checking them and then taking them to the Returning Officer at Horsham District Council on 30th March 2023

**C: 0323:18 Matters raised by Councillors**

The following matters were raised by Councillors for discussion at future meetings: -

**Cllr Teatum**

There is a Dementia Awareness Week in May.

There is a proposed event that week at the Hub. To encourage people to be more aware of the issue.

**Cllr Kardos**

There are some works being carried out in Edburton Road, when the works are finished for the day, the signs are removed at one end of the road, but not the other which is causing some confusion

**Cllr Birnstingl**

There was a recent power cut which affected the mobile phone coverage in the area. Cllr Birnstingl was concerned that this should b added to the Parish resilience plan.

**Cllr Ivatt**

The Small Dole bus shelter has been repaired.

**Cllr Warren**

Asked if a budget for increased number of roadside bulbs could be allocated.

**Cllr Heaver**

Commented that the roadside charging points were still a concern as the indications are that the road closure order may have been requested before the consultation had finished.

The TRO for Hyde Road was only requested on the same day as the BT works were carried out, this caused some concern as there was no access for emergency vehicles.

**C: 0323: 19 Confidential Session -** To resolve, 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:0323:20 may involve disclosure of personal or privileged information which would be inappropriate to put in the public.

**Proposed:** Cllr Harber **Seconded** Cllr Chilver and **AGREED**

**C: 0323: 20 Staffing Committee Meeting 14th March 2023 Minutes -** to receive and accept the minutes of the meeting held on [14th March 2023.](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EbO-NACryKNApAi_azCMcb8BP0Zf_-JI3PzwHXIhO8p37A)

Councillors received and accepted the minutes of the Staffing Committee meeting held on 14th March 2023.

**C: 0323: 21 Staffing Committee Recommendations** – To consider the [recommendations](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EScm6zT-QPdLoYfLu5NjoMMBfl4IbFF0lSWiDGOkjkwMIw) from the Staffing Committee Meeting held on 14th February 2023.

**Review of Policies:**

[**Lone Worker**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EXVdR0v611JDixz1D5AUKAEBx82uXVYSkKD80fYF0bRE0Q)

It was **AGREED** to adopt the Lone Worker Policy with no alterations.

[**Grievance Policy**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EYJMCEOo3-dOvH56Q1aN0PoBR_GgsOTYn3TiNw9Aah4_yQ)

It was **AGREED** to adopt the Grievance Policy with no alterations.

[**Discipline Policy**](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EQE_EhOaHf1Es2d7uFRjh7sB9E2OSYj9zTFHNzVADzf9pQ)

It was **AGREED** to adopt the Discipline Policy with no alterations.

**Staffing Matters**

Staffing matters were discussed and the following recommendations were proposed Cllr Harber, seconded Cllr Ivatt and agreed:

* It was **AGREED** that the Maintenance Mangers hours would change to accommodate the fact that the spring and summer are busier periods than the winter, with effect from 1st April 2023.
* It was **AGREED** that the Clerk’s probation period was completed successfully and that the Clerk would become a full-time member of staff.

Proposed: Cllr Harber Seconded: Cllr Birnstingl

* The Clerk’s salary will increase to point 33 with effect from 1st April 2023, As set out in the Offer letter dated 16rth August 2022

All further increases would be agreed through appraisals.

Following Full Council on 21st March, a brief meeting would be held with the Clerk to set achievable targets which the Clerk will be measured against. These targets would be reviewed at appraisal.

There being no further business the meeting closed at8.35pm

Signed: Date: