

Upper Beeding Parish Council

Minutes of the Upper Beeding Annual Council meeting held at Upper Beeding Village Hall on Tuesday 16th May 2023 commencing at 7pm

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

Also present: Parish Clerk: Stephen Keogh

C: 0523:01 Election of the Council Chair

Cllr Harber was elected as Chair of the Parish Council for the 2023/24 municipal year, proposed by Cllr Teatum, seconded Cllr Heaver and **AGREED**.

Cllr Harber welcomed Members back to the Council and introduced Councillor Frank Bull as the new Councillor.

He also thanked former Cllr Is Allen for her time as a Councillor.

C: 0523:02 Chair's Declaration of Acceptance of Office

Cllr Harber agreed to sign the Chair's declaration of acceptance of office.

C: 0523:03 Election of Vice Chair

Cllr Kardos was elected as Vice-Chair of the Parish Council for the 2021/22 municipal year, proposed by Cllr Harber, seconded Cllr Teatum and **AGREED**.

C: 0523: 04 Apologies for absence

Apologies were received from Cllrs. P Bull. T Kardos.

County Councillor. P. Linehan.

District Councillors M Croker and R Noel.

C: 0523:05 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: 05 23:06 Minutes of the last meeting

It was **RESOLVED** to approve the Minutes of the meeting held on [25th April 2023](#)

Proposed Cllr C Warren: seconded Cllr S Birnstingl and **AGREED**.

C: 0523:07 Public Adjournment

There were no questions from the Public.

C: 0523:08 Update from County Councillor – to receive a report from Councillor, Paul Linehan.

Cllr P Linehan was unavailable.

C: 0523:09 Update from District Councillor – to receive an update from HDC Councillors, Mike

Croker and Roger Noel.

HDC Councillors, Mike Croker and Roger Noel were unavailable as attending HDC councillor training course.

- C: 0523:10 Neighbourhood Warden Report**
Councillors received and **NOTED** the monthly report for [April 2023](#) provided by the Neighbourhood Wardens.
- C: 0523:11 Standing Orders – Annual review of Standing Orders**
The [Standing Orders](#) were circulated prior to the meeting. These were reviewed and **ADOPTED** with no amendments. Proposed Cllr Heaver, seconded Cllr Cannon and **AGREED**.
- C: 0523:12 Financial Regulations – Annual Review of the Financial Regulations**
The [Financial Regulations](#) were circulated prior to the meeting. These were reviewed and **ADOPTED** with no amendments. Proposed Cllr Harber, seconded Cllr Ivatt and **AGREED**.
- C: 0523:13 Code of Conduct - Annual review of the Members Code of Conduct**
The [Members Code of Conduct](#) circulated prior to the meeting. This were reviewed and **ADOPTED** with no amendments. Proposed Cllr F Bull, seconded Cllr Chilver and **AGREED**.
- C: 0523:14 Committee Membership**
It was resolved to appoint members to the Community, Facilities, Planning, Finance and Staffing Committees for the municipal year 2021/22 as per the attached [schedule](#). Proposed Cllr Harber, seconded Cllr Deadman and **AGREED**.
- C: 0523:15 Representatives to Outside Organisations**
It was **RESOLVED** to appoint representatives to Outside Organisations for the municipal year 2021/22 as per the attached [schedule](#). Proposed Cllr Warren, seconded Cllr Birnstingl and **AGREED**.
- C: 0523: 16 General Power of Competence – To adopt the General Power of Competence**
The details of the [General Power of Competence](#) were circulated prior to the meeting. This was reviewed and **ADOPTED**. Proposed Cllr Bull, seconded Cllr Chilver and **AGREED**.
- C: 0523:17 Consent for the Summons to Attend Meetings to be Transmitted in Electronic Form**
It was **RESOLVED** to accept the summons to attend meetings by electronic form and Members signed the declaration.
- C: 0523:18 To agree the meeting schedule for 2022/2023 – To confirm the meetings schedule.**
The [meetings schedule](#) circulated with the agenda was **ADOPTED** with no amendments. Proposed Cllr Bull, seconded Cllr Chilver and **AGREED**.
- C: 0523:19 Internal Audit Report – To receive the [internal audit report](#).**
The End of Year Internal Audit Report was circulated prior to the meeting. The Chair summarised the report, noting there were no recommendations from the internal auditor.

Cllr Harber proposed, seconded Cllr Birnstingl that the report be accepted and **NOTED**.

Cllr Warren proposed a vote of thanks to the Clerk(s) for their work.

This was seconded by Cllr Chilver and **AGREED**.

C: 0523:20 **Annual Governance and Accountability Return 2022/23** – To approve the annual governance statement ([Section 1](#) & [Section 2](#)).

It was resolved to approve Section 1 and Section 2 Annual Governance and Accountability Return.

Members **AGREED** for the Chair to sign the Annual return sections 1 and 2.

Proposed: Cllr F Heaver; seconded: Cllr C Warren and **AGREED**.

C: 0523:21 **Notice of Public Rights and Publication** – confirmation from the Chair of the commencement date for the [exercise of public rights](#).

The Chairman confirmed the 'Notice of Public Rights and Publication of Unaudited Annual Return' has been prepared and will be displayed on the village noticeboard and Parish Council website on 5th June 2023.

C: 0523:22 **End of Year Accounts** – Supporting papers include; income and expenditure reports ([summary](#) and [detailed](#)) and the year-end [balance sheet](#)

Following a review at the previous Council meeting held on 25th April, Cllr Harber gave an overview of the year end accounts and invited questions.

The End of Year Accounts, circulated with the agenda, were **CONFIRMED** and **NOTED**

C: 0523: 23 **Community Committee minutes for adoption by Full Council** – to adopt the Minutes of the Community Committee Held on 2nd May 2023.

The Minutes of the Community Committee Held on [2nd May 2023](#), circulated with the Agenda were **ADOPTED**.

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

C:0523: 24 **Financial Update** - Income and expenditure Reports ([summary](#) and [detailed](#)) to date. Councillors received and **NOTED** the report for April 2023.

C:0523: 25 **Bank Reconciliation** – to receive and note the bank reconciliation for [April 2023](#) Councillors received and **NOTED** the Bank reconciliation for April 2023.

C:0523:26 **Payments List** – to receive and note payments made in [April 2023](#) in accordance with Financial Regulations

Councillors received and **NOTED** all payments made in [March](#) 2023 for a total of £18,328.95 in accordance with the Financial Regulations.

C:0523:27 **Planning application - [DC/22/1107](#)**

It was **AGREED to recommend OBJECTION** to the application for the following reasons.

Overdevelopment of the Footprint.

Based on the property history. The initial application UB/36/.87 resulted in conditions on the site (which do not appear to be complied with in this application) and UB/9/94 which restated these conditions and explicitly stated the garage could not be used for any other purpose in order to comply with the terms of the outline permission in

relation to the habitable floor area. This application increases the habitable floor area and, on this basis, the Parish Council request that it be sent to committee.

C: 0523:28

Correspondence

Councillors received and noted [correspondence](#) for April and May 2023.

C: 0523:29

Chairman's Announcements

Attended a coronation event in the Church Hall.

The event was well attended and funded by a group who also provide a coffee and cake session at the Hall each Wednesday.

It was felt that this group and another one which held an event at The Bostal, should be given some of the grant provided by HDC for the Coronation.

C: 0523:30

Matters raised by Councillors

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

Cllr Heaver

Wished to thank Cllr Teatum for his work with the Dementia and Alzheimer group which has been well received in the Village.

Cllr Deadman

Asked the Clerk to contact the local Football Club and mention the use of foul language so close to a children's play area.

Cllr Warren

Highlighted that at the last meeting a member of the public did not remove his hat indoors.

Cllr Teatum

Has been working with Valerie Manor regarding the dementia work.

The property is under new ownership; the plans progressed to enlarge the facility are still being following some failed efforts. The planning approval does have expiry date; they are working to ensure that this does not expire.

Cllr Cannon

Asked if the bench outside Adur View could be replaced by the one which was offered by a resident of Pound Lane. The Clerk will ask if this is acceptable to Saxon Weald.

The Clerk was also asked for an update on Pepperscoombe Lane rewilding.

The Clerk explained that the land was in WSCC ownership so the Parish Council could not agree to any works.

There being no further business the meeting closed at 8.30pm

Signed:

Date: