

Upper Beeding Parish Council

Minutes of the Upper Beeding Council meeting held at Upper Beeding Village Hall on Tuesday 20th June 2023 commencing at 7pm

Present: Councillors: S. Birnstingl, F Bull, A. Chilver, C Deadman, F. Heaver, B Harber (UBPC Chair), I. Ivatt, T Kardos, S Teatum.

Also present: Parish Clerk: Stephen Keogh

C: 0623: 01 Apologies for absence

Cllr Harber would be late, so Cllr Kardos chaired the meeting.
Apologies were received from Cllrs. Bull. Cannon and Warren.
County Councillor Linehan.
District Councillors Croker and Noel.

C: 0623:02 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: 0623:03 Minutes of the last meeting

It was **RESOLVED** to approve the Minutes of the meeting held on [16th May 2023](#)
Proposed Cllr Heaver: seconded Cllr Birnstingl and **AGREED**.

C: 0623:04 Public Adjournment

There were no questions from the Public.

C: 0623:05 Update from County Councillor – to receive a [message](#) from Councillor Paul Linehan.

Cllr Linehan had provided details on how he proposed to fulfil his role as a County Councillor.

It was requested that the Parish council remove the standing item from the agenda and only include it when he had been invited or had informed the Parish council that he wished to attend the meetings.

Cllr Kardos felt that this was not something which the Parish should encourage and that County councillors should try to engage with the public more rather than less.

Cllr Heaver proposed that the item be retained on the agenda.

Cllr Birnstingl felt that the reduction in attendance, reduced the opportunity for the Parish Council to collaborate with the other authorities.

Cllr Harber stated that the agenda was set by the Parish Council and therefore it was the Chair and members role to decide what items were included.

The Clerk highlighted the issue that a resident may attend the meeting, looking to discuss an issue with the County Councillor and his nonattendance could cause some criticism.

Members felt that the any criticism should be aimed at the County Councillor as he had not attended.

The Clerk would also ask Cllr Linehan for a written update for future meetings to ensure his input and that issues raised were being dealt with at the correct level.

It was **RESOLVED** that the County Councillor item would remain on the agenda as a standing item.

C: 0623:06 **Update from District Councillor** – to receive an update from HDC Councillors Croker and Noel.

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

The following written report was provided:

- The first meeting of the new council (AGM) took place on 24 May; Martin Boffey confirmed as council leader
- cabinet members listed (agenda item 9 of the council meeting on 21 June lists the personal responsibilities of each member) committee memberships and chairs agreed
- The formal process for Water Neutrality management, to be known as the Sussex North Water Offsetting Scheme (SNOWS), is being developed, there is a dedicated officer working on this (Clark Gordon)
- Draft Local Plan

Members new (over half!) and old are receiving multiple briefings on the process and key issues planned tour of potential strategic (= large) sites in July; likely Regulation 19 submission in Jan / Feb 2024; new cabinet member keen to get on with it.

C: 0623:07 **Neighbourhood Warden Report**
Councillors received and **NOTED** the monthly report for [May 2023](#) provided by the Neighbourhood Wardens.
Anti-social driving at the Botolphs Cemetery has been included in the patrols.

C: 0623:08 **Neighbourhood Warden Steering Group Meeting** – to receive an [update](#) following the steering group meeting held on 13th June.
The Minutes of the Neighbourhood Warden Steering Group were **NOTED**.

Members are still concerned about the amount of admin time recorded.

Cllr Heaver was also concerned that the work with vulnerable adults should be taken up by the Social Services and not the Wardens.

Cllr Birnstingl commented that this was one of the benefits of having the wardens as the vulnerable adults recognise them.

The Clerk explained that there would be more details and more follow up information on the reports, in future.

C: 0623: 09 **Clerk's Report**
The Clerk's [report](#) circulated with the Agenda was received and **NOTED**.

Cllr Heaver asked that the quotation referred to in the report for the drainage repairs was for a repair, the Clerk may wish to get a quotation for the replacement of the drains if the root damage is covered by the insurance.

Meeting dates.

It was **AGREED** that the meeting dates could be changed if suitable notice was given and ensuring that the public would not be affected by the alteration.

Future meetings could be altered if necessary and this would be agreed with the Chair and the Clerk.

C: 0623:10 **Planning Committee Minutes** - to receive the draft minutes following the meeting held on 6th June 2023.

Councillors **RECEIVED** and **ACCEPTED** the minutes of the Planning Committee meeting held on [6th June 2023](#).

C: 0623:11 **Planning Committee Recommendations** - to discuss and agree [recommendations](#) arising for the meeting held on 6th June 2023.

F: 0623:06 **Terms of Reference** – to review the Planning Committee [Terms of Reference](#).

i. Meeting dates

It was **AGREED** that there should be minimum of four meetings each year a meeting held each quarter.

Proposed Cllr Heaver. Seconded Cllr Harber.

ii. Role of the committee.

It was **AGREED** that the TOR should be altered to add the word ‘detailed’ in all terms of reference, regarding to representation by the Parish Council.

The terms of reference should also include informing the District Councillors of any comments and to highlight any enforcement issues.

An added term of reference should include the request for HDC planning to reply to the Parish Council regarding any comments made or conditions requested. This to include when conditions in place have been completed and that they should ensure that they comply to their own conditions.

Proposed Cllr Heaver. Seconded Cllr Harber.

C: 0623:12 **Facilities Committee Minutes** – to receive the draft minutes following the meeting held on 6th June 2023.

Councillors **RECEIVED** and **ACCEPTED** the minutes of the Facilities Committee meeting held on [6th June 2023](#).

C: 0623:13 **Facilities Committee Recommendations** – to discuss and agree [recommendations](#) arising for the meeting held on 6th June 2023.

F: 0623:07 **Terms of Reference**

[Terms of Reference](#) were reviewed. It was **RESOLVED** to recommend to full council that these be adopted for the municipal year ending May 2024. Proposed: Cllr. Kardos seconded: Cllr. Birnstingl.

F: 0423:11 **Play Area Surface at Small Dole** – To consider a [quotation 1](#) and [quotation 2](#) for play surface repairs.
It was **AGREED** that quotation 1, from Playsafe playgrounds for £2484.00 should be accepted.

Proposed: Cllr Birnstingl; seconded: Cllr Chilver

F: 0423:12 **Allotments** - To consider any changes to the current [Tenancy Agreement](#).
The Clerk's report was **NOTED**.

Bees

Bees on the allotments were already included on the Tenancy Agreement, with the permission of the Parish Council.

It was **AGREED** that those plot holders who wished to have bees should ensure that they have a current membership with a local bee keeping association.

Cllr Birnstingl commented that membership of the WBKA would include the national association, which provided a level of insurance.

Revoke a Tenancy

The issue of revoking a tenancy was already in the tenancy agreement but there was no clear procedure.

It was **AGREED** that the procedure should be 'three strikes':

Letter one: instructing the plot holder that they had failed to fulfil the agreement.

If there is no improvement or explanation after two weeks

Letter two: would instruct the plot holder that they need to act, or the tenancy may be revoked.

If there is still no improvement or explanation after two weeks.

Letter three gives notice of the termination.

Two weeks later if no improvement or explanation the plot will be reallocated.

This means that the plot can be passed to a new owner within six weeks which will hopefully give any new plot holder time to either prepare for the next year, or if early in the year the plot holder could be able to cultivate the plot.

The use of hosepipes was also discussed as the tenancy agreement states that this is not allowed.

The tenancy agreement also included the need to grow fruit and vegetables. The Members felt that the plot holders should not be restricted to this and that other plants and flowers as in a normal garden should be encouraged.

It was **AGREED** that the alterations to the Allotment Tenancy Agreements should be discussed at a meeting of the Allotment Plot Holders.

Proposed: Cllr Birnstingl; seconded: Cllr Chilver

Cllr Harbor highlighted that the regular reviews of the policies and agreements were a useful exercise in keeping things up to date.

C: 0623:14 **SDNP Election** – To select the Council's preferred [candidates](#) for the SDNP [Election](#)
The candidates for the election were discussed and it was **AGREED** to recommend the following for election:

Sue Nyfield
Jane Mote

- C: 0623:15** **Finance Reports** – To receive and note the income and expenditure ([summary](#) and [detailed](#)) for year ending 31st March 2023.
Councillors received and noted the detailed income and expenditure reports up to 13th June 2023 from which the Chair reported that the Council budget is in line with the original projections.
Some codes are high as they are seasonal payments and are one off for the year.
- Cllr Bull commented that the street lighting expenditure was quite high; the Clerk explained that the costs were only reported after the budget had been set.
Cllr Chilver asked if the new layout of the Unity Trust Bank was of concern to the Clerk.
- The Clerk was quite happy with the new layout at the current time.
- C: 0623:16** **Bank Reconciliation** - To receive and note the bank reconciliation for [May](#).
Councillors received and **NOTED** the Bank reconciliation for May 2023.
- C: 0623:17** **Payments List** - to receive and note payments made in [May](#) in accordance with the Financial Regulations.
Councillors received and **NOTED** all payments made in May 2023 for a total of £15,098.44 in accordance with the Financial Regulations.
- C: 0623:18** **Correspondence** –
Councillors received and **NOTED** [correspondence](#) received.
- C: 0623:19** **Chair’s Announcements** – to receive any announcements and matters from the Chair
- The Chair reported that the Beeding in Bloom Open Gardens event was taking place on Sunday 9th July, and all are invited.
- Cllr. Chilver asked if the Beeding in Bloom volunteers would be in a position to complete the tasks set over the past few years, the rose bed and some of the other projects which had been proposed.
Cllr Birnstingl commented that as they were volunteers it is difficult to force them to carry out the works.
Cllr Harber explained that the volunteers are short in numbers and that they have become quite old and frail. The Community committee would be tasked with directing Beeding in Bloom in the future.
The Clerk also commented that the school were helping with some of the projects, but more active and interested volunteers are required.
Cllr Chilver also commented that he was concerned that there was a lot of extra work being passed to the Clerk and the staff and they may be reaching capacity.
- C: 0623:20** **Matters raised by Councillors** - to receive matters for information or for discussion in future agendas.
Cllr Birnstingl
Asked if there was any response to the Clerk’s message to the Primary School regarding the parking and the school run driving.
The Clerk would chase this up.

Also, he asked if there was any information available regarding WSCC cutting back the vegetation along the Highway which is affecting the visibility of the road marking and the signage.

Clerk to investigate.

Cllr Heaver:

The riverside walkway, now owned by the Parish Council is overgrown and the river is not visible.

The Clerk reported that Grasstech have been given instructions to cut the area.

Cllr Ivatt

The Small Dole floral displays have been installed.

Cllr F Bull

Was there any update on the electric charger points in Priory Field.

Cllr Croker was the main contact for this, and the Clerk would ask him for an update.

There being no further business the meeting closed at 8.10pm

Signed:

Date: