

UPPER BEEDING PARISH COUNCIL

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 Clerk: Steve Coberman

MINUTES OF A MEETING OF THE PARISH COUNCIL

Date: Tuesday 7th June 2016

Time: 7.30pm

Place: Beeding & Bramber Village Hall

Present:	Cllrs S Birnstingl (Chairman), K Bowlan, A Chilver, R Harber, P Kentell, J Rowland, and C Warren; District Cllr D Coldwell; County Cllr D Barling (from 8.10pm).
C:0616:01 <i>Apologies</i>	Apologies were received from District Cllr B Staines and neighbourhood warden M Pearce.
C:0616:02 <i>Questions from the public</i>	There were no questions from the public.
C:0616:03 <i>Declarations of interest</i>	There were no declarations of personal or prejudicial interest by Councillors on any of the agenda items below.
C:0616:04 <i>Minutes of previous meeting</i>	The minutes of the meeting dated 3 rd May 2016 were approved by all present and signed by the Chairman. <i>Proposed by A Chilver; Seconded by C Warren.</i>
C:0616:05 <i>Matters arising</i>	C:0516:09: The Clerk tabled an email from Sgt Drabble of Sussex Police replying to the complaint regarding lack of response to the neighbourhood warden’s 999 call. [The meeting felt that the reply was bureaucratic and unhelpful]. C:0516:17: <i>[Recorded here in the absence of a specific agenda item for the Burial Board]</i> . Cllr R Harber reported on a meeting of the Joint Parishes Burial Board held on 6 th June. Legal advice received by the Board would seem to indicate that it may have no legal standing as currently constituted. The Board would therefore like to be reconstituted as a Joint Parishes Cemetery Committee, operating preferably under the wing of a single “parent” parish council, which may simplify the process of buying additional land (for which there are adequate funds in the Board’s accounts). There was considerable discussion on the matter, and the Clerk noted that costs of purchasing land (including legal and survey fees) would probably be considerable. It was agreed that Cllr S Birnstingl would raise the matter at the proposed joint liaison meeting of the three parish council chairmen, and that the Clerk would seek further advice from SSALC.

<p>C:0616:06 <i>Neighbourhood Warden's report</i></p>	<p>Neighbourhood Warden P Conroy reported in writing as follows:</p> <p><u>Antisocial Behaviour and crime</u></p> <p>Groups of youths continue to be found congregating in the recreation playground; alcohol was confiscated on two occasions during May. Cars were vandalised in Saltings way in the early hours of the 30th of June and the rear windscreen of a vehicle was smashed; PCSO Bryony Sparkes has arranged to obtain CCTV footage from the Castle Pub at the approximate time of the incident. The wardens came across a group of young men between the ages of 20 and 28 years from Worthing and Lancing who had camped out on the recreation ground at Small Dole and had repaired the two remaining Ramps at the Skate Park with boards they had been given by a youth club in Brighton. When asked them if they had permission to do this they replied no. Since then contact has been made with the bona fide contractor, who has indicated that he would have to undo all their handiwork. Monitoring of the area will continue whilst it undergoes renovation.</p> <p><u>Community</u></p> <p>Meeting continue with the Upper Beeding Parish Church Lunch Club with a view to organising trips for the friendship groups there. The Purple Bus is now visiting the Recreation Ground on Wednesday evenings and engaging with young people.</p>
<p>C:0616:07 <i>County Councillor's Report</i></p>	<p>County Cllr D Barling reported orally as follows:</p> <p><u>Household waste tips</u></p> <p>County Cllr Barling is leading on this proposal. WSCC need to cut costs by £2m from a £65m budget, and it is therefore proposed that all tips will open 5 days per week rather than 7 (though always being open on Saturday and Sunday), and will operate current winter hours throughout the year. The consultation ends on Friday 10th June.</p> <p><u>Hammes Farm</u></p> <p>Over 150 people attended the Chanctonbury CLC meeting the previous evening, overwhelmingly to protest against the proposed extraction of sand from fields in Hammes Farm.</p>
<p>C:0616:08 <i>District Councillor's Report</i></p>	<p>District Cllr D Coldwell reported orally as follows</p> <p><u>Complaints handling</u></p> <p>A complaints handling scheme is in place at HDC, and is proving a success.</p> <p><u>Household waste</u></p> <p>HDC are unhappy at the WSCC proposals to limit opening hours at household waste tips, as it is feared that this will increase the incidence of fly-tipping.</p> <p><u>Rural car parks</u></p> <p>The review of rural car parking is still underway, and it was suggested that it be added as a specific item on next month's agenda.</p>
<p>C:0616:09 <i>Chairman's announcements</i></p>	<p>Cllr S Birnstingl reported that the proposed joint liaison meeting of parish council chairmen is yet to be held, but it is hoped it will take place later in June. Steyning PC have elected Steve Northam as its new chairman.</p>

<p>C:0616:10 <i>Authorisation of Payments</i></p>	<p>A resolution to authorise the following payments was approved unanimously:</p> <table border="0" data-bbox="523 230 1437 853"> <tr><td>Victim Support</td><td>Donation</td><td>£50.00</td></tr> <tr><td>Saltings Field Cons'n Group</td><td>Donation</td><td>£1,000.00</td></tr> <tr><td>Beeding in Bloom</td><td>Donation</td><td>£2,500.00</td></tr> <tr><td>West Sussex Mediation Service</td><td>Donation</td><td>£50.00</td></tr> <tr><td>Age UK</td><td>Donation</td><td>£150.00</td></tr> <tr><td>Small Dole Creative Art Group</td><td>Donation</td><td>£200.00</td></tr> <tr><td>Sussex Wildlife Trust</td><td>Donation</td><td>£1,000.00</td></tr> <tr><td>Outset Youth Action</td><td>Donation</td><td>£350.00</td></tr> <tr><td>Chestnut Tree House</td><td>Donation</td><td>£100.00</td></tr> <tr><td>4sight</td><td>Donation</td><td>£100.00</td></tr> <tr><td>Rialtas</td><td>Year-end accounts</td><td>£623.52</td></tr> <tr><td>Designer Metal (Suffolk) Ltd</td><td>Tree guards</td><td>£198.00</td></tr> <tr><td>Active Grounds Maintenance</td><td>Playing field maintenance</td><td>£5,106.00</td></tr> <tr><td>Beeding & Bramber Village Hall</td><td>Room hire & broadband</td><td>£142.87</td></tr> <tr><td>Clarity Copiers</td><td>Printing & copying</td><td>£16.46</td></tr> <tr><td>Auditing Solutions</td><td>Internal audit fee</td><td>£492.00</td></tr> <tr><td>Ferring Nurseries</td><td>per Beeding in Bloom</td><td>£118.13</td></tr> <tr><td>P W Bourne</td><td>Handyman labour & materials</td><td>£354.67</td></tr> <tr><td>HDC</td><td>Saltings Field rent</td><td>£300.00</td></tr> </table> <p><i>Proposed by P Kentell; Seconded by K Bowlan.</i></p>	Victim Support	Donation	£50.00	Saltings Field Cons'n Group	Donation	£1,000.00	Beeding in Bloom	Donation	£2,500.00	West Sussex Mediation Service	Donation	£50.00	Age UK	Donation	£150.00	Small Dole Creative Art Group	Donation	£200.00	Sussex Wildlife Trust	Donation	£1,000.00	Outset Youth Action	Donation	£350.00	Chestnut Tree House	Donation	£100.00	4sight	Donation	£100.00	Rialtas	Year-end accounts	£623.52	Designer Metal (Suffolk) Ltd	Tree guards	£198.00	Active Grounds Maintenance	Playing field maintenance	£5,106.00	Beeding & Bramber Village Hall	Room hire & broadband	£142.87	Clarity Copiers	Printing & copying	£16.46	Auditing Solutions	Internal audit fee	£492.00	Ferring Nurseries	per Beeding in Bloom	£118.13	P W Bourne	Handyman labour & materials	£354.67	HDC	Saltings Field rent	£300.00
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<p>C:0616:11 <i>Review of outstanding actions</i></p>	<p>The Clerk tabled an updated schedule of outstanding actions, which was noted. Regarding the Smugglers Lane footpath, it was suggested that the Clerk add a call for further evidence on the parish website.</p>																																																									
<p>C:0616:12 <i>Youth provision</i></p>	<p>Cllr A Chilver noted that a meeting of the management committee had been held, and was very constructive, and that new volunteers had joined the scheme. District Cllr D Coldwell noted that the AGM will be held on 23rd June.</p>																																																									
<p>C:0616:13 <i>Neighbourhood planning</i></p>	<p>Cllr K Bowlan reported that pre-submission documentation was overdue from AiRS/rCOH, but was expected soon. The performance of the contractors and subcontractors has been extremely poor, and the Clerk offered to email Mr Teatum for information to enable him to write a strong letter of complaint to AiRS.</p>																																																									
<p>C:0616:14 <i>Annual Governance Statement for 2015/16</i></p>	<p>The Governance Statement section of the Annual Return for the year ending 31st March 2016 was tabled by the Clerk, considered, approved, and signed by the Chairman and Clerk. <i>Proposed by A Chilver; Seconded by J Rowland.</i></p>																																																									
<p>C:0616:15 <i>Accounts for 2015/16</i></p>	<p>The Accounting Statement section of the Annual Return for the year ending 31st March 2016 was tabled by the Clerk, considered, approved, and signed by the Chairman and Clerk. <i>Proposed by R Harber; Seconded by A Chilver.</i></p>																																																									
<p>C:0616:16 <i>Internal Auditor's report</i></p>	<p>The report was tabled by the Clerk, and noted. The Clerk indicated that the report was fully satisfactory, and there were no actions to be undertaken as a result of the audit.</p>																																																									

<p>C:0616:17 <i>Employees Salaries</i></p>	<p>The Clerk tabled a report on employee salaries, noting various rates of inflation and data on the government’s living wage and the living wage recommended by the Living Wage Foundation.</p> <p>It was resolved to increase the hourly rate for the litter wardens to the level suggested by the Living Wage Foundation over three years, rising from a current £7.45/hr to £7.75/hr in 2016/17, £8.00/hr in 2017/18, and £8.25/hr in 2018/19 (subject to any inflation increases recommended by the Foundation). It was also resolved to increase the caretaker’s hourly rate by the same 30p/hr in 2016/17 as is applied to the litter wardens, thus rising from £8.80/hr to £9.10/hr. <i>Proposed by R Harber; Seconded by K Bowlan.</i></p> <p>Cllr S Birnstingl noted that due to work and holiday commitments he had been unable as yet to conduct the annual appraisal of the Clerk, and that it has now been scheduled for Friday 10th June. It was agreed, with the Clerk’s agreement, that consideration of his salary should be deferred until next month’s meeting.</p>
<p>C:0616:18 <i>Accounts: Apr/May-16</i></p>	<p>These were presented and noted.</p>
<p>C:0616:19 <i>Bank statements: Apr-16</i></p>	<p>These were presented and noted.</p>
<p>C:0616:20 <i>Payroll: Apr/May-16</i></p>	<p>The report and Client’s Account statement were presented and noted.</p>
<p>C:0616:21 <i>Correspondence</i></p>	<p>Correspondence on the following was advised to the Council:</p> <ul style="list-style-type: none"> - A document from HDC, detailing the Neighbourhood Wardens Operating Schedule.
<p>C:0616:22 <i>Items for information or next agenda</i></p>	<p>Cllr A Chilver noted that the council had organised no specific celebrations for the Queen’s 90th birthday, and distributed magazines celebrating her reign to councillors. Cllr K Birnstingl noted that the footpath along the riverbank was currently impassable. Cllr C Warren reported that he had spoken to Tony Mackley, who would be delighted if the council would place a memorial sign for his father at the new walnut tree in Small Dole; the clerk was asked to action this.</p>

The meeting closed at 9.40pm. The next meeting will be held at Beeding & Bramber Village Hall on Tuesday 5th July 2016 at 7.30pm.

Minutes signed by: Date: