

# UPPER BEEDING PARISH COUNCIL

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Clerk: Steve Coberman

## MINUTES OF A MEETING OF THE PARISH COUNCIL

**Date:** Tuesday 5<sup>th</sup> July 2016

**Time:** 7.30pm

**Place:** Beeding & Bramber Village Hall

<b>Present:</b>	Cllrs S Birnstingl (Chairman), A Chilver, R Harber, P Kentell, J Rowland, and C Warren; County Cllr D Barling; District Cllr D Coldwell; neighbourhood warden P Conroy; Mrs V Cook.
<b>C:0716:01</b> <i>Apologies</i>	Apologies were received from Cllr K Bowlan (personal commitments).
<b>C:0716:02</b> <i>Questions from the public</i>	There were no questions from the public.
<b>C:0716:03</b> <i>Declarations of interest</i>	There were no declarations of personal or prejudicial interest by Councillors on any of the agenda items below.
<b>C:0716:04</b> <i>Minutes of previous meeting</i>	The minutes of the meeting dated 7 <sup>th</sup> June 2016 were approved by all present and signed by the Chairman. <i>Proposed by C Warren; Seconded by A Chilver.</i>
<b>C:0716:05</b> <i>Matters arising</i>	C:0616:09: Cllr S Birnstingl noted that the proposed joint meeting of parish chairmen had yet to take place. Steyning PC were discussing it this evening, but to date the new chairman had declined requests to meet.
<b>C:0716:06</b> <i>Co-option</i>	Cllr S Birnstingl introduced Mrs Valerie Cook, who had attended recent meetings and to whom he had spoken. He invited her to give a short presentation, and she explained that she was a qualified drama teacher, a former Foreign Office civil servant, and a Francophile and French speaker. Cllr C Warren asked if she might become involved in the twinning project, and she agreed she might. Mrs Cook, signed a declaration of acceptance of office, and was co-opted as a member of the Council. <i>Proposed by C Warren; Seconded by A Chilver.</i>
<b>C:0716:07</b> <i>Neighbourhood Warden's report</i>	Neighbourhood Warden P Conroy reported orally and in writing as follows: <u>Antisocial Behaviour and crime</u> There has been a decrease in reports of antisocial Behaviour, in particular at the Sele Gardens garage compound. Reports have been received of a noisy group of youths frequenting the children's playpark of an evening; contact has been made with the residents and patrols continue in the area. On several occasions groups of youths have been asked to leave the area. One local resident was particularly concerned about a group being drunk and disorderly, urinating in the vicinity and playing music until late at night; the police have been informed. On a number of occasions alcohol has been confiscated from underage drinkers.

<p><b>C:0716:07</b> <i>Neighbourhood Warden's report (cont)</i></p>	<p><u>Community Protection Notices</u></p> <p>All wardens in the HDC area are to attend a training session at to further bolster existing powers, and wardens will then be able to issue community protection notices if required. The CPN is aimed at stopping a person, business, or organisation from committing persistent and continuing unreasonable behaviour that spoils the community's quality of life, by targeting those responsible. It is a written warning that requires the perpetrator to stop the behaviour that is causing ASB. It can include a requirement to stop doing something, to positively do something (such as clear land of litter) and take reasonable steps to prevent the behaviour continuing. Failing to comply with a CPN is an offence for which the individual or business can be subject to a fixed penalty notice or prosecution through the courts.</p> <p><u>Cycling &amp; driving</u></p> <p>Monitoring continues at the river access and footpath and on two occasions cyclists have been asked to dismount. Both cyclists thought this was part of the South Downs way trail and not footpath. A few reports of Anti-Social Driving have been reported; the advice to residents is to use the Operation Crackdown website.</p> <p><u>Community</u></p> <p>Following a visit to the Hub Cafe the wardens have spoken to members of the Upper Beeding lunch club for older residents. The wardens already assist with the Vintage Years club and the residents club at Dingemans, and now plan to run an additional monthly trip for members of the Upper Beeding Club. Both clubs are inclusive of residents from the across three parishes.</p> <p>Following the report, Cllr S Birnstingl asked Mr Conroy felt adequately supported following the reorganisation of the PCSO service (which is now operating from and managed directly from Horsham). Mr Conroy replied that he was indeed adequately supported.</p>
<p><b>C:0716:08</b> <i>County Councillor's Report</i></p>	<p>County Cllr D Barling reported orally as follows:</p> <p><u>Record Office</u></p> <p>Cllr Barling distributed copies of a booklet celebrating the 70<sup>th</sup> anniversary of the West Sussex Record Office at Chichester.</p> <p><u>Household waste tips</u></p> <p>The consultation (see C:0616:07) is now complete, and has shown unexpected and significant support for the draft proposals. Site hours will now be 10am-7pm in summer and 10am-5pm in winter, with all sites bar three closing on two days per week, but not at weekends.</p> <p><u>Schemes</u></p> <p>WSCC are in receipt of a £5m government grant over 2 years for pavement upgrades. This money will be directed with reference to footfall, and a bid has already been placed for the previously identified work needed at Hyde Square. There is also a one-off pothole repair fund, over and above the usual Balfour Beatty schedule.</p> <p><u>Verge cutting</u></p> <p>There are three cuts carried out annually. Cllr Barling believes this is unchanged from previous years, but there was a strong feeling at the meeting that the number of cuts had been reduced. The Clerk noted that on several occasions in recent years the council had offered to undertake this work, subject to suitable funding coming with the responsibility, but that WSCC had never been receptive; Cllr Barling agreed to re-examine this, and it will be placed on a future Amenities Committee agenda.</p>

<p><b>C:0716:08</b> <i>County Councillor's Report (cont)</i></p>	<p><u>Disabled parking</u></p> <p>Cllr P Kentell suggested that it may be advisable to locate disabled parking facilities at Hyde Square. Cllr Barling said this was not a WSCC matter as the site was privately owned. The Clerk noted that there was some confusion over this as WSCC had previously issued a map to him showing that they owned the land. He was asked to make a Land Registry search to confirm ownership.</p> <p><u>Operation Watershed</u></p> <p>Cllr S Birnstingl noted that the gully at Henfield Road which had been cleared using Watershed money needed maintenance outside the usual WSCC schedule, and that this was our responsibility under the Watershed agreement. The Clerk was asked to add the matter to a future Amenities Committee agenda, and to ask Chris Stark of WSCC how often it is cleared. Cllr Barling noted that there is still Watershed money available in the fund.</p>																																																						
<p><b>C:0716:09</b> <i>District Councillor's Report</i></p>	<p>District Cllr D Coldwell reported orally that the council now has a new chairman. A review is currently underway in regard to the number of councillors and the ward boundaries, the last review having taken place ten years previously. The current generation of side-loading rubbish collection lorries is ageing, and will be replaced with rear-loading lorries, but the intention is to retain the existing collection schedule. Cllr C Warren asked if there had been any discussion on the impact of the referendum result, and Cllr Colwell replied that no such discussions had taken place. Cllr S Birnstingl asked whether funding would come with the Three Counties initiative; Cllr Coldwell indicated that it was primarily concerned with large-scale procurement, but that the whole process was in too embryonic a stage to comment with any assurance, and that it may, in fact, never be implemented.</p>																																																						
<p><b>C:0716:10</b> <i>Chairman's announcements</i></p>	<p>Cllr S Birnstingl reported that several volunteers have now come forward in connection with the proposed twinning with Livré-sur-Changeon, and that he will shortly arrange a meeting on the matter.</p>																																																						
<p><b>C:0716:11</b> <i>Authorisation of Payments</i></p>	<p>A resolution to authorise the following payments was approved unanimously:</p> <table border="0" data-bbox="523 1272 1437 1899"> <tr> <td>Cyan</td> <td>per Saltings Field Conservation Group</td> <td>£389.99</td> </tr> <tr> <td>WSCC</td> <td>Street lighting maintenance</td> <td>£3,577.90</td> </tr> <tr> <td>B &amp; B Village Hall</td> <td>Room hire</td> <td>£73.40</td> </tr> <tr> <td>One-stop Computers</td> <td>Annual office rent &amp; services</td> <td>£3,300.00</td> </tr> <tr> <td>Ferring Nurseries</td> <td>per Beeding in Bloom</td> <td>£46.03</td> </tr> <tr> <td>EDF</td> <td>Sports hall electricity</td> <td>£227.38</td> </tr> <tr> <td>Playsafety</td> <td>Playground inspection fee</td> <td>£365.40</td> </tr> <tr> <td>Letterbox Logistics</td> <td>Newsletter distribution</td> <td>£200.00</td> </tr> <tr> <td>HALC</td> <td>Annual subscription</td> <td>£15.00</td> </tr> <tr> <td>Clarity</td> <td>Printing and copying (inc newsletter)</td> <td>£168.86</td> </tr> <tr> <td>Active Grounds Maintenance</td> <td>Field repairs following school fete</td> <td>£477.60</td> </tr> <tr> <td>Henfield PC</td> <td>Community bus</td> <td>£75.00</td> </tr> <tr> <td>George Rose</td> <td>Stationery</td> <td>£83.57</td> </tr> <tr> <td>SLCC</td> <td>Clerk's annual membership</td> <td>£187.00</td> </tr> <tr> <td>Russell New</td> <td>Tax investigation service fee</td> <td>£114.00</td> </tr> <tr> <td>Radii Ramps</td> <td>Skatepark refurbishment - stage 1</td> <td>£3,780.00</td> </tr> <tr> <td>Radii Ramps</td> <td>Skatepark refurbishment - stage 2</td> <td>£3,780.00</td> </tr> <tr> <td>Radii Ramps</td> <td>Skatepark refurbishment - stage 3</td> <td>£3,780.00</td> </tr> </table> <p><i>Proposed by A Chilver; Seconded by R Harber.</i></p>	Cyan	per Saltings Field Conservation Group	£389.99	WSCC	Street lighting maintenance	£3,577.90	B & B Village Hall	Room hire	£73.40	One-stop Computers	Annual office rent & services	£3,300.00	Ferring Nurseries	per Beeding in Bloom	£46.03	EDF	Sports hall electricity	£227.38	Playsafety	Playground inspection fee	£365.40	Letterbox Logistics	Newsletter distribution	£200.00	HALC	Annual subscription	£15.00	Clarity	Printing and copying (inc newsletter)	£168.86	Active Grounds Maintenance	Field repairs following school fete	£477.60	Henfield PC	Community bus	£75.00	George Rose	Stationery	£83.57	SLCC	Clerk's annual membership	£187.00	Russell New	Tax investigation service fee	£114.00	Radii Ramps	Skatepark refurbishment - stage 1	£3,780.00	Radii Ramps	Skatepark refurbishment - stage 2	£3,780.00	Radii Ramps	Skatepark refurbishment - stage 3	£3,780.00
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<p><b>C:0716:12</b> <i>Review of outstanding actions</i></p>	<p>The Clerk tabled an updated schedule of outstanding actions, which was noted. He noted that neither contractor approached to take on the paving work in the Dilly by the playground had responded to his invitation to quote, and suggested that he now approach Landbuild. This was agreed, and it was also suggested that Stonepit Nurseries, Henfield, be approached.</p>
<p><b>C:0716:13</b> <i>Youth provision</i></p>	<p>Cllr S Birnstingl noted a report on the SAYS AGM which he had already circulated to councillors. He noted the need for discretion, as it appeared that certain persons at Steyning were attempting to obtain information for use to the detriment of both the service and Steyning PC. He noted a potentially hostile agenda item on this evening's SPC Finance &amp; Community Committee meeting. District Cllr Coldwell, as chair of SAYS, noted that funds are expected to run out by the end of this year, and the service will perforce cease to operate at that point unless the parishes can come up with a replacement.</p>
<p><b>C:0716:14</b> <i>Neighbourhood planning</i></p>	<p>Cllr S Birnstingl noted that a report from Mr Teatum had been emailed to councillors earlier that day reporting on progress with the plan. It appears matters are now proceeding more smoothly, and the new consultant appears to be competent. The Clerk was asked to write to Mr Teatum expressing our gratitude for his work.</p>
<p><b>C:0716:15</b> <i>Joint Parishes Burial Board</i></p>	<p>The meeting discussed a paper from Mrs Harber, secretary of the Joint Parishes Burial, which had previously been distributed. It has come to light that the Board as currently constituted is invalid, and is unable to purchase the additional land it need to ensure continuation of the service. The Board therefore recommends that it is reconstituted as joint committee of the three parishes, but that further work cannot go ahead until all three are in agreement. Mrs Harber also noted that it was strongly advisable that one parish undertake the role of "lead" council, to manage all financial and governance matters on behalf of the three parishes. She suggested Upper Beeding might take on this role; the Clerk noted that it would be necessary to receive some assurance that this would not require his effort and time to an extent that would impinge on his ability to perform his normal duties for UBPC.</p> <p>It was resolved that the council agrees to the proposal to reconstitute the Board as a Joint Parishes Cemetery Committee. <i>Proposed by R Harber; Seconded by AP Kentell.</i></p> <p>The meeting also noted that it was prepared to take the lead role provided this is accepted by the other two parishes, and subject to the assurances suggested by the Clerk.</p>
<p><b>C:0716:16</b> <i>Changing rooms project</i></p>	<p>Discussion on this was deferred to the September meeting.</p>
<p><b>C:0716:17</b> <i>Rural car parking</i></p>	<p>The HDC proposals re rural car parking were noted, but no further action is required as the matter is of no direct impact to this parish.</p>
<p><b>C:0716:18</b> <i>Local History Society</i></p>	<p>The Clerk tabled a request from the Local History Society for a grant towards the World War I booklet currently being prepared. It was agreed to make a donation of £200 from s137 funds to this project. <i>Proposed by C Warren; Seconded by R Harber.</i></p>
<p><b>C:0716:19</b> <i>Review of Clerk's salary</i></p>	<p>Mr S Birnstingl noted that he had circulated the outcome of his annual appraisal meeting with the Clerk to all councillors. In view of satisfactory performance, it was agreed that the Clerk should receive the usual annual increment stipulated in his contract of employment <i>Proposed by R Harber; Seconded by A Chilver.</i></p>

<b>C:0716:20</b> <i>Accounts: Jun-16</i>	These were presented and noted.
<b>C:0716:21</b> <i>Bank statements: May-16</i>	These were presented and noted.
<b>C:0716:22</b> <i>Payroll: Jun-16</i>	The report and Client's Account statement were presented and noted.
<b>C:0716:23</b> <i>Correspondence</i>	<p>The Clerk distributed and noted recent correspondence with the school concerning the damage done to the Memorial Field by lorries entering and leaving the field from the school fete, and Cllr S Birnstingl summarised actions carried out since the damage was done. County Cllr Barling felt that the letter from the Headmistress was suitably diplomatic, but the general feeling in the meeting (held very strongly by some councillors) was the letter failed to adequately address our justifiable grievance, though there was also a feeling in some quarters that room had to be left open for conciliation, and to avoid the parish council being made to appear in the wrong. The Clerk offered to draft a letter to the Headmistress and consult with councillors before sending it. It was felt the letter should include an invitation to attend a joint meeting, and to provide any risk assessments undertaken for the event. The Clerk also noted a FoI request from a member of public on the matter, and suggested he write a holding reply, with a fuller reply to follow the proposed meeting.</p> <p>The Clerk noted an email exchange concerning the siting of the proposed moveable speed indicator device. The meeting felt they should be sited by Valerie Manor on Henfield Road, and near High Trees on Shoreham Road, but that a final decision should be deferred to the Amenities Committee.</p>
<b>C:0716:24</b> <i>Items for information or next agenda</i>	There were no items suggested for discussion, or to be placed on a future agenda.

The meeting closed at 10.00pm. The next meeting will be held at Small Dole Village Hall on Tuesday 6<sup>th</sup> September 2016 at 7.30pm.

**Minutes signed by:** ..... **Date:** .....