

UPPER BEEDING PARISH COUNCIL

r/o 3 Hyde Square ~ Upper Beeding ~ West Sussex ~ BN44 3JE

Tel: 01903 810316

email: upper.beeding@btconnect.com

www.upperbeeding-pc.gov.uk

Clerk: Steve Coberman

MINUTES OF A MEETING OF THE PARISH COUNCIL

Date: Tuesday 6th September 2016

Time: 7.30pm

Place: Small Dole Village Hall

Present:	Cllrs S Birnstingl (Chairman), K Bowlan, A Chilver, V Cook, R Harber, P Kentell, J Rowland, and C Warren; County Cllr D Barling; District Cllr D Coldwell; one member of the public.
C:0916:01 <i>Apologies</i>	All members were present.
C:0916:02 <i>Questions from the public</i>	Mrs Joyce Shaw enquired about progress with renewal of the skatepark, and noted that it was supposed to have been completed for the summer. The Clerk responded that it was in the hands of the contractor, but that he had visited the site on the previous Friday and discussed progress with the contractor; who had indicated that he had had unexpected calls on his time, but that the work should be completed shortly. The Clerk was asked to arrange a meeting of the Skatepark Subcommittee for later in September, and to approach Mr Mackley regarding upgrading the footpath.
C:0916:03 <i>Declarations of interest</i>	There were no declarations of personal or prejudicial interest by Councillors on any of the agenda items below.
C:0916:04 <i>Minutes of previous meeting</i>	The minutes of the meeting dated 5 th July 2016 were approved by all present and signed by the Chairman. <i>Proposed by C Warren; Seconded by A Chilver.</i>
C:0916:05 <i>Matters arising</i>	There were no matters arising from the minutes not covered elsewhere in the agenda.
C:0916:06 <i>Neighbourhood Warden's report</i>	Neighbourhood Warden P Conroy reported in writing as follows: <u>Antisocial behaviour and crime</u> Reports have been received about broken glass and a suspicious vehicle present at the bandstand garage area; monitoring of the area will be stepped up. Following reports from a resident regarding antisocial driving by a resident, vehicle details have been passed to police and further incidents will be monitored. The wardens and police are monitoring reported continuous anti-social behaviour of a family, and a case will be opened with the antisocial behaviour action group at Horsham police station. Alcohol has been confiscated from three underage males drinking in the garage area at the back of the allotments; details have been passed to the antisocial behaviour team. A dispute between two teenage boys was broken up following a call from a resident about noisy youths on the Hyde Street open space.

<p>C:0916:06 <i>Neighbourhood Warden's report (cont)</i></p>	<p><u>Community</u></p> <p>Assistance was given in running a Summer Fete at Dingemans Sheltered Housing. Invites were issued to elderly residents across the three parishes and there was a good turn out from Upper Beeding residents. A Race Night is planned for elderly residents due to take place in early October.</p>
<p>C:0916:07 <i>County Councillor's Report</i></p>	<p>County Cllr D Barling reported orally as follows:</p> <p><u>Finance</u></p> <p>The County Council's financial situation is "dire", with £44m to be shaved from current expenditure in the current year, and further cuts to follow. Cllr S Birnstingl asked how things would look by 2020; County Cllr Barling could give no reassurance. Cllr C Warren requested a high-level breakdown of income and expenditure, and County Cllr Barling agreed to try and produce this.</p> <p><u>Household waste tips</u></p> <p>The changes to the household waste recycling tip regime discussed in previous report has now been implemented. It is acknowledge that there may be knock-on repercussions in terms of an increase in fly-tipping, and WSCC will offer assistance to district councils to help mitigate this..</p> <p><u>Hyde Square pavement</u></p> <p>The long-requested renewal of the footpath at Hyde Square has been nominated for inclusion in the works to be carried out using additional earmarked government funding. Cllr P Kentell noted that there has been recent patching work done on the site.</p> <p><u>TROs and speed limits</u></p> <p>There is a high probability that the requested reduction in speed limits from 40mph to 30mph on Shoreham Road and Henfield Road will be adopted by the CLC at its November meeting. The proposal for a 20mph zone throughout the village is being worked on by officers and is also planned for discussion at the November CLC meeting. Both these proposals are currently being examined by the police, and the 20mph proposal will need further public consultation. It was suggested that one or more councillors should attend the CLC.</p> <p><u>A283</u></p> <p>Cllr K Bowlan asked whether there could be a lower speed limit on the A283 where it is crossed by the South Downs Way. County Cllr Barling indicated that, as this is a main through road, the police would not permit such a reduction. As an alternative, the Clerk was asked to write to the National Park suggesting signage at the crossing.</p> <p><u>Road Safety</u></p> <p>A film on road safety is to be made in Beeding and Bramber.</p>
<p>C:0916:08 <i>District Councillor's Report</i></p>	<p>District Cllr D Coldwell reported orally as follows:</p> <p><u>Public Spaces Protection Order</u></p> <p>This order is due to be passed by the District Council on 7th September, and will give more powers to the Neighbourhood Wardens.</p> <p><u>Rural car parking</u></p> <p>It was recommended that we send a representative to the planned meeting on this subject.</p>

<p>C:0916:08 <i>District Councillor's Report (cont)</i></p>	<p><u>SDNP Planning event</u></p> <p>Similarly, it was recommended that we send a representative to the planned meeting on this subject. The Clerk noted that no SDNP applications have yet been “called in”, but all have been handled by HDC under delegated authority.</p> <p><u>Rubbish collection</u></p> <p>New collection trucks are expected to enter service shortly.</p>																																																			
<p>C:0916:09 <i>Chairman's announcements</i></p>	<p>Cllr S Birnstingl reported that the informal inter-parishes meeting had taken place, and had proved useful. The position on SAYS is effectively finalised, with parishes dealing direct with Horsham Matters in future years. Meeting notes will be forwarded to councillors.</p>																																																			
<p>C:0916:10 <i>Authorisation of Payments</i></p>	<p>A resolution to authorise the following payments was approved unanimously:</p> <table border="0" data-bbox="523 645 1437 1200"> <tr> <td>CPRE</td> <td>Annual subscription</td> <td>£36.00</td> </tr> <tr> <td>Clarity Copiers</td> <td>Copying & printing</td> <td>£24.07</td> </tr> <tr> <td>UB Baptist Church</td> <td>Room hire</td> <td>£54.00</td> </tr> <tr> <td>B& B Village Hall</td> <td>Room hire</td> <td>£63.60</td> </tr> <tr> <td>Will Bourne</td> <td>Handyman</td> <td>£271.44</td> </tr> <tr> <td>Southern Water</td> <td>Sports hall & allotment water</td> <td>£300.96</td> </tr> <tr> <td>B & B Local History Society</td> <td>Donation</td> <td>£200.00</td> </tr> <tr> <td>Will Bourne</td> <td>Handyman</td> <td>£882.41</td> </tr> <tr> <td>AiRS</td> <td>Neighbourhood planning fee</td> <td>£4,200.00</td> </tr> <tr> <td>Grasstex</td> <td>Grass cutting</td> <td>£2,128.08</td> </tr> <tr> <td>Came & Co</td> <td>Insurance</td> <td>£2,987.94</td> </tr> <tr> <td>B& B Village Hall</td> <td>Room and broadband hire</td> <td>£100.68</td> </tr> <tr> <td>Leander Architectural</td> <td>Tree plaque</td> <td>£236.96</td> </tr> <tr> <td>Clarity</td> <td>Copying & printing</td> <td>£11.28</td> </tr> <tr> <td>George Rose</td> <td>Stationery</td> <td>£113.10</td> </tr> <tr> <td>Computer-eyez</td> <td>Website domain name renewal</td> <td>£180.00</td> </tr> <tr> <td>S R Coberman</td> <td>Sundries</td> <td>£353.13</td> </tr> </table> <p><i>Proposed by A Chilver; Seconded by R Harber.</i></p> <p>The Clerk noted the further reduction of £800 that he had negotiated on the council's insurance costs (making it now approx one-third of the figure that it was eight year earlier).</p>	CPRE	Annual subscription	£36.00	Clarity Copiers	Copying & printing	£24.07	UB Baptist Church	Room hire	£54.00	B& B Village Hall	Room hire	£63.60	Will Bourne	Handyman	£271.44	Southern Water	Sports hall & allotment water	£300.96	B & B Local History Society	Donation	£200.00	Will Bourne	Handyman	£882.41	AiRS	Neighbourhood planning fee	£4,200.00	Grasstex	Grass cutting	£2,128.08	Came & Co	Insurance	£2,987.94	B& B Village Hall	Room and broadband hire	£100.68	Leander Architectural	Tree plaque	£236.96	Clarity	Copying & printing	£11.28	George Rose	Stationery	£113.10	Computer-eyez	Website domain name renewal	£180.00	S R Coberman	Sundries	£353.13
CPRE	Annual subscription	£36.00																																																		
Clarity Copiers	Copying & printing	£24.07																																																		
UB Baptist Church	Room hire	£54.00																																																		
B& B Village Hall	Room hire	£63.60																																																		
Will Bourne	Handyman	£271.44																																																		
Southern Water	Sports hall & allotment water	£300.96																																																		
B & B Local History Society	Donation	£200.00																																																		
Will Bourne	Handyman	£882.41																																																		
AiRS	Neighbourhood planning fee	£4,200.00																																																		
Grasstex	Grass cutting	£2,128.08																																																		
Came & Co	Insurance	£2,987.94																																																		
B& B Village Hall	Room and broadband hire	£100.68																																																		
Leander Architectural	Tree plaque	£236.96																																																		
Clarity	Copying & printing	£11.28																																																		
George Rose	Stationery	£113.10																																																		
Computer-eyez	Website domain name renewal	£180.00																																																		
S R Coberman	Sundries	£353.13																																																		
<p>C:0916:11 <i>Review of outstanding actions</i></p>	<p>The Clerk tabled an updated schedule of outstanding actions, which included a large number of updates, including several where the council was invited to review its own position. Given the anticipated length of the meeting, and the fact that none of the matters covered in the review were urgent, he suggested that the meeting might wish to defer consideration until next month; it was noted that this also gave councillors a fuller opportunity to study the documents. This suggestion was accepted. The Clerk also displayed a tree plaque for the walnut in Small Dole, and dog control notices for the Memorial Playing Field, both of which had been previously requested.</p>																																																			
<p>C:0916:12 <i>Youth provision</i></p>	<p>Cllr S Birnstingl noted that as a result of his meeting with other parish councils, the funding for the remainder of this financial year was now secure.</p>																																																			
<p>C:0916:13 <i>Neighbourhood planning</i></p>	<p>A report on progress, prepared by Mr S Teatum, was circulated and noted.</p>																																																			

<p>C:0916:14 <i>Joint Parishes Cemetery Committee</i></p>	<p>Cllr R Harber reported on developments in the creation of the Joint Parishes Cemetery Committee (JPCC) since the last meeting, and tabled several papers prepared by the Cemetery Clerk. These papers incorporate input from the Clerk, primarily on legal, administrative, and financial matters. He also tabled a paper prepared by himself and Cllr C Warren noting issues of which the council should be aware.</p> <p>The following resolution was passed:</p> <p>This Parish Council:</p> <ul style="list-style-type: none"> i) agrees that the functions of the disbanded Joint Parishes Burial Board will be transferred to the Joint Parishes Cemetery Committee; ii) accepts the Heads of Agreement document to establish the Joint Parishes Cemetery Committee; iii) endorses the adoption of the Terms of Reference for the Joint Parishes Cemetery Committee; iv) resolves that Upper Beeding Parish Council shall be the 'host' Parish Council for the activities of the Joint Parishes Cemetery Committee. <p><i>Proposed by R Harber; Seconded by J Rowland.</i> [The text of the two documents referred to in the resolution are appended to these minutes]. Cllr S Birnstingl, as chairman, then signed the Heads of Agreement.</p> <p>The meeting confirmed Cllrs R Harber and C Warren as its representatives on the JPCC.</p> <p>It was noted that, in line with UBPC standing orders, the membership of the JPCC should be reappointed every year following each council's Annual Meeting, and the chair of the JPCC should be elected by the new committee every year. The JPCC may at its discretion, under standing order, be able both to co-opt additional non-council members, and to welcome other advisers.</p> <p>It was additionally noted that the remit of the JPCC covered formulation of policy regarding the management of the cemetery, but did not include the consideration of individual cases. These are dealt with by the Cemetery Clerk under the terms of his/her job description.</p> <p>Terms of reference for the JPCC will be incorporated into UBPC standing orders in due course.</p> <p>It was noted that the JPCC will need to consider the apportionment of contributions (when required) between the parishes, and the meeting felt that apportionment by reference to population was the fairest method.</p> <p>At the Clerk's suggestion, the following resolution was passed:</p> <p>The parish council authorises the Clerk to set up a new current account with the Co-operative bank to service the finances of the Joint Parishes Cemetery Committee under the control of UBPC, and that the account will have three signatories of whom at least one must be the Clerk or Cemetery Clerk, and at least one must be a councillor with existing authority as signatory to the UBPC primary current account. <i>Proposed by A Chilver; Seconded by R Harber.</i></p>
<p>C:0916:15 <i>Changing rooms project</i></p>	<p>It was agreed that there was no urgent need to progress the changing room rebuild project, as the recent renovation works were adequate for the time being. The matter should be reviewed again in 12 months time.</p>

<p>C:0916:16 <i>Drain clearance at Small Dole</i></p>	<p>The Clerk reported that, following letters sent to landowners in February, an acknowledgement only had been received from Cemex, and no response received from Rich Investments. The north bank, which Henfield PC had pointed out was in fact within the UBPC boundary, is owned by the Clows. The Clerk was asked to write to all three, and refer the matter to WSCC if no suitable responses were received. Cllr C Warren agreed to look further at the site to investigate if the obstructions had improved or worsened.</p>
<p>C:0916:17 <i>Proposed riverbank footpath</i></p>	<p>The Clerk tabled Land Registry searches for the stretch of riverbank between Beeding Bridge and White Bridge, agreed as the top priority footpath at the June 2015 Policy and Resources Committee meeting. Cllr S Birnstingl reminded him that priorities had been changed at the February 2016 meeting, and the Clerk was therefore asked to carry out searches for the stretch running south from Beeding Bridge. Once this is done, courtesy letters are to be sent to landowners.</p>
<p>C:0916:18 <i>Accounts: Jul/Aug-16</i></p>	<p>These were presented and noted.</p>
<p>C:0916:19 <i>Bank statements: Jun/Jul-16</i></p>	<p>These were presented and noted.</p>
<p>C:0916:20 <i>Payroll: Jul/Aug-16</i></p>	<p>The report and Client's Account statement were presented and noted.</p>
<p>C:0916:21 <i>Correspondence</i></p>	<p>Correspondence on the following was advised to the Committee:</p> <ul style="list-style-type: none"> - Local History Society book: "The People of Beeding & Bramber in the Great War" - AiRS AGM invitation (12-Oct-16) - CPRE "Countryside Voice" magazine - Compass Bus timetable booklets (4 copies)
<p>C:0916:22 <i>Items for information or next agenda</i></p>	<p>It was suggested that the condition of the path running south along the river from Beeding Bridge be considered at the next Amenities Committee meeting.</p>

The meeting closed at 9.40pm. The next meeting will be held at Beeding & Bramber Village Hall on Tuesday 4th October 2016 at 7.30pm.

Minutes signed by: **Date:**

Bramber, Steyning and Upper Beeding Parish Councils

HEADS OF AGREEMENT

FOR THE PROVISION OF CEMETERY SERVICES

INTRODUCTION

In line with s 214 of the local Government Act 1972 in which parish councils are burial authorities, the Parish Councils of Bramber, Steyning and Upper Beeding agree to continue to meet their obligations by means of a joint committee to be known as the Joint Parishes Cemetery Committee (JPCC).

The JPCC will oversee the provision of cemetery services primarily for the residents of Bramber, Steyning and Upper Beeding.

VISION

The three Parish Councils have agreed a shared vision for the provision of cemetery services within its collective boundaries:

‘Together we will continue to provide non-denominational, non-consecrated cemetery facilities, primarily for the residents of Bramber, Steyning and Upper Beeding.’

CEMETERY MANAGEMENT

The Clerk to the Joint Parishes Cemetery Committee, acting on behalf of the three Parish Councils, will be the responsible person for the day-to-day management and administration of the cemetery.

FINANCIAL MANAGEMENT

The responsibility for the control of cemetery finances will be undertaken by Upper Beeding Parish Council (UBPC) acting as ‘host’ Council for the Joint Parishes Cemetery Committee.

The Clerk/Responsible Financial Officer of UBPC will ensure that the finances are kept in good order and will provide quarterly reports to members of the JPCC, whom individually will be responsible for reporting back to their constituent Parish Councils.

The Clerk to Joint Parishes Cemetery Committee will be employed by UBPC and come under the management of UBPC Clerk.

PARISH COUNCIL RESPONSIBILITIES

As burial authorities, the Parish Councils have the ultimate responsibility for funding of its cemetery services.

Should funding be required from each constituent Parish Council, the contribution will be in line with an agreed mechanism.

However, the aim of the JPCC is for the cemetery services to be self-sufficient, as far as possible, from the fees and charges made for the provision of those services.

Each Parish Council will appoint two councillors to the JPCC and will ensure a succession of Councillors.

ROLE OF THE APPOINTED PARISH COUNCILLORS

The JPCC shall, in addition to its Annual Meeting, hold no fewer than three meetings each year.

In such meetings, the Committee will:

- a)
- b) agree to recommend a mechanism for allocating the proportions of funding from each constituent Parish Council
- c) co-ordinate the budget-making process for cemetery services with the annual financial calendar for the three constituent Parish councils
- d) receive administrative and financial reports
- e) annually consider the scale of fees and charges
- f) annually consider if any funds are likely to be required from the three Parish Councils for the cemetery services for the ensuing year.

DISPUTES BETWEEN THE THREE PARISHES

The three Parishes shall use their best endeavours to resolve, by agreement, any disputes between them.

In the first instance the dispute should be resolved by the Parish Councils. In the event that this is unsuccessful, the issue should be referred to Horsham District Council so as to seek a resolution.

VARIATIONS TO THIS AGREEMENT

The terms of this Heads of Agreement may only be varied by consent of all three Parish Councils.

COMMENCEMENT DATE

The functions of the Joint Parishes Cemetery Committee will be valid from 1 October 2016.

Bramber, Steyning and Upper Beeding Parish Councils Joint Parishes Cemetery Committee

TERMS OF REFERENCE

1. Purpose.

The Joint Parishes Cemetery Committee (JPCC) is established to oversee the provision of non-consecrated, non-denominational cemetery services primarily for the residents of the Parishes of Bramber, Steyning and Upper Beeding.

2. The Committee:

- a) is empowered to maintain cemeteries on behalf of the Parish Councils
- b) may make such rules and regulations as is deemed necessary for the proper maintenance and regulation of such cemeteries.

3. Finance.

The Committee:

- a) shall keep the cemetery financially self-sufficient as far as possible
- b) shall be responsible, under the supervision of the Clerk/Responsible Financial Officer of Upper Beeding Parish Council acting as the 'host' Parish Council, for arranging its income and expenditure so as to enable it to carry out its functions
- c) shall receive, and be responsible for, presenting quarterly reports, including financial, to the constituent Parish Councils
- d) shall use Upper Beeding Parish Council to make contracts on its behalf and to prepare formal year-end accounts for audit
- e) shall exclude Advanced Receipts held for Reserved Plots and Memorial Consents from the reckoning of current income and the Committee's cash resources
- f) shall annually consider if any funds are likely to be required from the three Parish Councils in future years to cover any anticipated shortfall of reserves, as evidenced by financial projections.