

UPPER BEEDING PARISH COUNCIL

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Clerk: Steve Coberman

MINUTES OF A MEETING OF THE PARISH COUNCIL

Date: Tuesday 6th December 2016

Time: 7.30pm

Place: Beeding & Bramber Village Hall

Present:	Cllrs S Birnstingl (Chairman), K Bowlan, V Cook, R Harber, P Kentell, J Rowland, and C Warren; District Cllr B Staines.
C:1216:01 <i>Apologies</i>	Apologies were received from Cllr A Chilver, (personal commitments), County Cllr D Barling, District Cllr D Coldwell, and neighbourhood warden P Conroy.
C:1216:02 <i>Questions from the public</i>	There were no questions from the public.
C:1216:03 <i>Declarations of interest</i>	There were no declarations of personal or prejudicial interest by Councillors on any of the agenda items below.
C:1216:04 <i>Minutes of previous meeting</i>	The minutes of the meeting dated 1 st November 2016 were approved by all present and signed by the Chairman. <i>Proposed by R Harber; Seconded by P Kentell.</i>
C:1216:05 <i>Matters arising</i>	There were no matters arising from the minutes not covered elsewhere in the agenda.
C:1216:06 <i>Neighbourhood Warden's report</i>	Neighbourhood Warden P Conroy reported in writing as follows: <u>Antisocial Behaviour and crime</u> On 17 th November a housebreaking took place in Henfield Road; a significant amount of jewellery and silverware was stolen. During November dog patrols were carried out in the twittens, the recreation ground and the school area on six occasions. Following a meeting with the head teacher at Upper Beeding Primary school, patrols were carried out outside the school to deter anti-social parking, though wardens have no powers to enforce parking restrictions; there is an ongoing situation with West Sussex Highways to repaint the red lines in the road which are barely visible, and according to parking services unenforceable. There is also a problem in the Pound Lane area where the twitten exits onto the road at the Nisa car park area; there have been reports from residents that cars are consistently parking on the double yellow line area and that this impedes vision of the road and traffic. Stuart Slater of Horsham District Council was alerted to the problem, and a reply received as follows: "I have noted your comments, however after checking the Traffic Regulation Orders for the area there appears to be no restrictions in Pound Lane that Horsham District Council Parking Services can currently enforce". The only alternative available is to encourage residents to report offenders via the Sussex Police Operation Crackdown website. There has been some fly-tipping in the garages area at Undermill Road and Truleigh Hill.

<p>C:1216:07 <i>County Councillor's Report</i></p>	<p>No report was received.</p>																																	
<p>C:1216:08 <i>District Councillor's Report</i></p>	<p>District Cllr D Coldwell reported in writing as follows:</p> <p><u>Boundary reviews</u></p> <p>Whilst the review of ward boundaries has not been completed, the Council will on Wednesday evening make its response and recommendations to the commission. As anticipated the response makes no changes to this parish. The next step will be for the Boundary Commission to review the response and come back with a firm proposal which will then go to consultation before being finalised probably by March next year. Changes, if any will be effective in 2019.</p> <p><u>Rural car parking</u></p> <p>This has been much discussed, and the end result is that a charging regime will be introduced but it will not apply to Upper Beeding or Bramber. It still means that local residents wishing to use car parks at villages such as Steyning or Henfield will still need to pay either by buying a £12 voucher, or on an hourly basis, from April next year. The decision today includes a 21 day notice period which will allow people to continue to make representations to the council about the car parks, which is now extended to mid-January.</p> <p><u>Constitution</u></p> <p>Although not directly relevant to Upper Beeding, HDC will tomorrow have a new constitution to be approved; of relevance to parishes is the call-in procedures for planning applications. As in the past local District Councillors may call in any application and parishes can do likewise by expressing the wish to speak at Committee. The change to the rule now is that the number of correspondents making representations contrary to officers recommendations is to increase from 5 to 8 before committee decision is automatic.</p>																																	
<p>C:1216:09 <i>Chairman's announcements</i></p>	<p>Cllr S Birnstingl reported that he had attended the CLC meeting and discussed rural car parking with other parish council chairmen. The UBPC Facebook page now has 606 users, and 143 "likes".</p>																																	
<p>C:1216:10 <i>Authorisation of Payments</i></p>	<p>A resolution to authorise the following payments was approved unanimously:</p> <table border="0" data-bbox="523 1384 1437 1749"> <tr> <td>Rabbit</td> <td>Skip hire</td> <td>£384.00</td> </tr> <tr> <td>Heartland Electrical</td> <td>Sports hall lighting</td> <td>£1,680.20</td> </tr> <tr> <td>HDC</td> <td>Pest control</td> <td>£50.00</td> </tr> <tr> <td>Small Dole Village Hall</td> <td>Donation</td> <td>£521.00</td> </tr> <tr> <td>Pear</td> <td>Mapping software license</td> <td>£168.00</td> </tr> <tr> <td>Brighton Fire Alarms</td> <td>Sports hall alarm</td> <td>£41.20</td> </tr> <tr> <td>S R Coberman</td> <td>Sundries</td> <td>£660.02</td> </tr> <tr> <td>Horsham Matters</td> <td>SAYS operational costs</td> <td>£78.74</td> </tr> <tr> <td>Clarity Copiers</td> <td>Copying and printing</td> <td>£40.39</td> </tr> <tr> <td>B & B Village Hall</td> <td>Room hire & broadband</td> <td>£155.17</td> </tr> <tr> <td>Will Bourne</td> <td>Handyman</td> <td>£927.14</td> </tr> </table> <p><i>Proposed by P Kentell; Seconded by C Warren.</i></p>	Rabbit	Skip hire	£384.00	Heartland Electrical	Sports hall lighting	£1,680.20	HDC	Pest control	£50.00	Small Dole Village Hall	Donation	£521.00	Pear	Mapping software license	£168.00	Brighton Fire Alarms	Sports hall alarm	£41.20	S R Coberman	Sundries	£660.02	Horsham Matters	SAYS operational costs	£78.74	Clarity Copiers	Copying and printing	£40.39	B & B Village Hall	Room hire & broadband	£155.17	Will Bourne	Handyman	£927.14
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<p>C:1216:11 <i>Review of outstanding actions</i></p>	<p>The Clerk tabled an updated schedule of outstanding actions, which was noted.</p>																																	

<p>C:1216:12 <i>Youth provision</i></p>	<p>The Clerk reported that the SAYS trustees held a meeting in November. The bank balance has now been reduced to a few hundred pounds, and Horsham Matters invoices will henceforth be directed to parishes rather than to SAYS. Horsham Matters have also agreed to take over the Bongo van, the telephone and broadband accounts, and all other heads of expenditure formerly handled by SAYS, and will recharge the parishes accordingly. This will give a net saving to the parishes, as VAT will now be saved.</p>
<p>C:1216:13 <i>Neighbourhood planning</i></p>	<p>A report on progress, prepared by Mr S Teatum, was circulated and noted, and Mr Teatum was present to answer queries. Cllr S Birnstingl asked whether the rejection by the courts of the Henfield Neighbourhood Plan had given the team any serious concerns, and Mr Teatum replied that he felt that both the team and the consultant were on top of things, and that there should not be equivalent problems with our plan. Cllr Birnstingl also asked whether more funds would be required, and the Clerk noted that based on previous expenditure, and the expected cost of the referendum, there appeared to be a sufficient allowance in the proposed 2017/18 budget.</p>
<p>C:1216:14 <i>Joint Parishes Cemetery Committee</i></p>	<p>Cllr R Harber noted that the next meeting of the committee is scheduled for 19th December, and confirmed that the role of the committee was primarily long-term financial planning, and the setting of policies and standards. He noted that the old burial board had representatives of local churches sitting on the board, and asked the meeting's view on whether this should be carried forward to the new committee. The feeling of the meeting was that it was preferable if they were not, but that it is up to the committee itself to decide. The Clerk noted that the process of opening the new bank account was still underway; he also indicated that the Cemetery Clerk had been inadvertently overpaid in November, but that arrangements to reclaim the overpayment had been agreed in a manner satisfactory to all parties.</p>
<p>C:1216:15 <i>Direct debit for Land Registry</i></p>	<p>The Clerk reported that the process of searching the Land Registry was longwinded, and involved repeated input of his personal credit card details. He recommended that a business account be opened with the Land Registry to simplify the process to searching, and paying for searches, but noted that this required setting up a variable direct debit in their favour, which he was not authorised under financial regulations to initiate without approval. The meeting agreed with the desirability of setting up the account, and resolved to approve the setting up of a variable direct debit in favour of the Land Registry. <i>Proposed by C Warren; Seconded by K Bowlan.</i></p>
<p>C:1216:16 <i>Verge cutting</i></p>	<p>Cllr S Birnstingl reported that WSCC were proposing a "green offer" to assist parishes in taking over WSCC functions such as verge cutting, and felt this should be pursued further. He has written to County Cllr D Barling suggesting that for reasons of economies of scale it would be preferable if WSCC remained the service provider, with payment for additional cuts being made by the parishes. He asked that the item be left on the agenda for the next meeting.</p>
<p>C:1216:17 <i>Road safety</i></p>	<p>Cllr S Birnstingl noted the dangers presented when turning from Manor Road onto Henfield Road, and suggested that a mirror be placed in the verge to assist visibility. He and the Clerk agreed to meet onsite to ascertain the most suitable location for a mirror, before proceeding further. He asked that the item be left on the agenda for the next meeting.</p>
<p>C:1216:18 <i>Publication of budgets</i></p>	<p>Cllr S Birnstingl reported that two parishioners had requested that budgets be published on the council website. The meeting agreed that since draft budgets could already be viewed either by attendance at the four meetings at which they were discussed, or from the Clerk by FoI request, it was not necessary to additionally lodge them on the website.</p>

C:1216:19 <i>Pallets at Hillside Road</i>	Cllr C Warren noted again the pallets and signage by Hillside, on Henfield Road. The Clerk reported that he had already lodged a report with HDC Planning Compliance noting the signage and the licensing implications.
C:1216:20 <i>Waterworks pumping station</i>	Cllr C Warren noted that there were two large piles of chalk behind the waterworks off Henfield Road by Golding Barn, whereas the site was meant to have been restored to its original condition. The Clerk was asked to raise this with Planning Compliance. He was also asked to write to Southern Water regarding the replacement of the fence at Waterworks Corner with a chain-link fence, since this could prove a distraction to drivers, especially at night.
C:1216:21 <i>Hanging basket poles</i>	The Clerk tabled a further letter from Beeding in Bloom regarding the hanging basket poles. Cllr S Birnstingl reported that he was taking the necessary action to identify and procure suitable poles. Cllr K Bowlan suggested that we should have fewer baskets, as it was not environmentally friendly to use a Ferring-based company to water them; in reply, Cllr P Kentell noted that this was a matter for the Beeding in Bloom committee, not the parish council.
C:1216:22 <i>Stewart Christie name plaque</i>	The Clerk tabled a letter from the son of Stewart Christie which noted the misspelling of his name on the tree plaque in Small Dole, and offered to pay for a replacement. The meeting agreed that this was a very generous offer, and asked the Clerk to write to Mr Christie expressing our thanks, and to progress the matter.
C:1216:23 <i>CCTV</i>	The Clerk reported that the CCTV system was now installed and working, and tabled a draft code of practice for its use. It was resolved to adopt this code of practice, subject to minor changes in the draft. <i>Proposed by P Kentell; Seconded by C Warren.</i>
C:1216:24 <i>Draft budget for 2017/18</i>	A further draft budget was discussed. The previous draft was accepted subject to the following amendments: a new heading “verge cutting” with a budget of £4,000; a new heading “skip hire” with a budget of £350; and a new heading “interpretation boards” with a budget of £2,000.
C:1216:25 <i>2017 calendar of meetings</i>	The Clerk tabled a calendar of meetings for 2017. This follows the usual pattern, with two exceptions. Firstly, the meetings which would normally be scheduled for the first Tuesday in January are slipped to the second Tuesday, 10 th January, to allow adequate preparation time, with the January committees slipped in consequence from the third to the fourth Tuesday, 24 th January. Secondly, the meetings which would normally be scheduled for the third Tuesday in July are brought forward to the second Tuesday, 11 th July, due to the Clerk’s planned holiday.
C:1216:26 <i>Accounts: Nov-16</i>	These were presented and noted.
C:1216:27 <i>Bank statements: Oct-16</i>	These were presented and noted.
C:1216:28 <i>Payroll: Nov-16</i>	The report and Client’s Account statement were presented and noted.

<p>C:1216:29 <i>Correspondence</i></p>	<p>The Clerk tabled the following correspondence:</p> <ul style="list-style-type: none"> - An email from HDC regarding councillor numbers, which cannot now be changed until the next review. - CPRE “Sussex News” magazine - CPRE “Countryside Voice” magazine - An update on s106 funds held on our behalf by HDC - An email from HDC regarding a presentation and training on the Code of Conduct [it was suggested that this be held at the February Policy and Resources Committee meeting].
<p>C:1216:30 <i>Items for information or next agenda</i></p>	<p>Cllr K Bowlan noted that the steps on the Bramber side of Beeding Bridge, leading down to the footpath, were very steep. It was agreed that the Clerk should write to the chairman of Bramber PC suggesting a joint project to make them more shallow, or convert them into a ramp.</p>

The meeting closed at 9.15pm. The next meeting will be held at Beeding & Bramber Village Hall on Tuesday 10th January 2017 at 7.30pm.

Minutes signed by: **Date:**