

# UPPER BEEDING PARISH COUNCIL

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Clerk: Steve Coberman

## MINUTES OF A MEETING OF THE PARISH COUNCIL

**Date:** Tuesday 10<sup>th</sup> January 2017

**Time:** 7.30pm

**Place:** Beeding & Bramber Village Hall

<b>Present:</b>	Cllrs S Birnstingl (Chairman), K Bowlan, R Harber, P Kentell, J Rowland, and C Warren; County Cllr D Barling; District Cllr D Coldwell, neighbourhood warden P Conroy.
<b>C:0117:01</b> <i>Apologies</i>	Apologies were received from Cllrs A Chilver (personal commitments) and V Cook, (illness), and, District Cllr B Staines.
<b>C:0117:02</b> <i>Questions from the public</i>	There were no questions from the public.
<b>C:0117:03</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:0117:04</b> <i>Minutes of previous meeting</i>	The minutes of the meeting dated 6 <sup>th</sup> December 2016 were approved by all present and signed by the Chairman. <i>Proposed by C Warren; Seconded by P Kentell.</i>
<b>C:0117:05</b> <i>Matters arising</i>	C:1216:06: It was noted that the response from HDC to the neighbourhood warden, stating that there were no parking restrictions in Hyde Lane, was untrue. District Cllr D Coldwell agreed to follow this up.
<b>C:0117:06</b> <i>Neighbourhood Warden's report</i>	Neighbourhood Warden P Conroy reported in writing as follows: <u>Antisocial Behaviour and crime</u> On 9th December alcohol was confiscated from 3 under age males in the garage area at the back of Priory Close; as these boys were unknown, their names and addresses were taken and they were advised that any further incidents would be reported to the anti-social behaviour team, who would send warning letters to their parents. The South Horsham area, which includes Bramber, Upper Beeding, and Steyning, has seen 22 burglaries in the past four weeks, compared to only six in the same period last year; the Billingshurst and Pulborough areas have experienced the worst of the latest offences. 14 burglaries in these areas between 5-19 December are being treated as linked, which means they are believed to be being committed by the same person or group of people. Action Fraud has received several reports from victims who have been sent convincing looking scam emails claiming to be from Amazon. The spoofed emails from "service@amazon.co.uk" claim recipients have made an order online and mimic an automatic customer email notification.

<p><b>C:0117:06</b> <i>Neighbourhood Warden's report (cont)</i></p>	<p><u>Community</u></p> <p>On 7th December the first warden's surgery was held, which was poorly attended. It is hoped that our second one will be more successful on 18th January at the Hub. In order to counter the recent negative publicity in the press, Horsham District Council have drawn up a Communications Plan for 2017. As a result, a press release was issued on 9<sup>th</sup> January. A Local Action Team meeting will be held on 25th January, whose specific purpose is to implement a strategy to encourage residents to report antisocial behaviour and crime to the police.</p>
<p><b>C:0117:07</b> <i>County Councillor's Report</i></p>	<p>[This item was taken ahead on item 4]</p> <p>County Cllr D Barling reported orally as follows:</p> <p><u>Highways</u></p> <p>Following representations, it has become apparent that street signage at Undermill Road is inadequate, given that house numbering on the multi-section street is irrational. Street name signs indicating house number ranges would therefore be desirable. This is an HDC matter, and District Cllr Coldwell agreed to take it up. Residents have requested double white lines in the road at Waterworks Corner; this will be investigated. There have been objection to the proposal to lower the speed limit on Shoreham Road from 40mph to 30mph; against the wishes of the parish council, County Cllr Barling, and Chanctonbury CLC; these objection may, however, be unappeasable. Cllr C Warren requested a repainting of the white lines on the A283 between High Trees and the Shoreham viaduct.</p> <p><u>Flooding</u></p> <p>The flooding problem at the Bostal, caused by runoff not falling into the sump, has now been cleared for the time being. A maintenance agreement still needs to be agreed for the sump at Henfield Road cleared under the Watershed scheme two years ago. Engineers will be visiting Dacre Gardens on 11<sup>th</sup> January to inspect flooding issues there.</p> <p><u>Footpaths</u></p> <p>The works to the footpath at Hyde Square will probably be undertaken in 2017/18, and the Clerk was requested to email County Cllr Barling to confirm the need. In reply to a request for an update on the planned cycle link at Small Dole across Mr Gue's land, Cllr S Birnstingl noted that discussions were still underway.</p>
<p><b>C:0117:08</b> <i>District Councillor's Report</i></p>	<p>District Cllr D Coldwell reported orally as follows:</p> <p><u>Planning</u></p> <p>The planning appeal on the site which led to the overturning of the Henfield Neighbourhood Plan has been turned down. A report will shortly be issued on the performance of the Planning Compliance team. Cllr S Birnstingl asked District Cllr Coldwell to keep an eye on the Cornerways development.</p> <p><u>Rural car parking</u></p> <p>The notice for the new scheme (which excludes Upper Beeding) has been published, and the formal consultation period ends on 12<sup>th</sup> January.</p>
<p><b>C:0117:09</b> <i>Chairman's announcements</i></p>	<p>There were no announcements to make.</p>

<p><b>C:0117:10</b> <i>Authorisation of Payments</i></p>	<p>A resolution to authorise the following payments was approved unanimously:</p> <table border="0" data-bbox="523 230 1439 555"> <tr> <td>EDF</td> <td>Sports hall electricity</td> <td>£317.60</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>£108.90</td> </tr> <tr> <td>Letterbox Logistics</td> <td>Newsletter delivery</td> <td>£201.24</td> </tr> <tr> <td>Upper Beeding Baptist Church</td> <td>Room hire</td> <td>£52.00</td> </tr> <tr> <td>Warrens</td> <td>CCTV</td> <td>£1,140.00</td> </tr> <tr> <td>Information Commissioner</td> <td>Annual fee</td> <td>£35.00</td> </tr> <tr> <td>Horsham Matters</td> <td>SAYS employment costs</td> <td>£3288.67</td> </tr> <tr> <td>Clarity Copiers</td> <td>Copying and printing,</td> <td>£172.48</td> </tr> <tr> <td>B &amp; B Village Hall</td> <td>Room hire</td> <td>£34.20</td> </tr> </table> <p><i>Proposed by R Harber; Seconded by P Kentell.</i></p>	EDF	Sports hall electricity	£317.60	Henfield PC	Community bus	£75.00	George Rose	Stationery	£108.90	Letterbox Logistics	Newsletter delivery	£201.24	Upper Beeding Baptist Church	Room hire	£52.00	Warrens	CCTV	£1,140.00	Information Commissioner	Annual fee	£35.00	Horsham Matters	SAYS employment costs	£3288.67	Clarity Copiers	Copying and printing,	£172.48	B & B Village Hall	Room hire	£34.20
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<p><b>C:0117:11</b> <i>Review of outstanding actions</i></p>	<p>The Clerk tabled an updated schedule of outstanding actions, which was noted. He highlighted the long-outstanding plan to change electricity suppliers, and the meeting authorised his to pursue a possible switch to Ecotricity.</p>																														
<p><b>C:0117:12</b> <i>Youth provision</i></p>	<p>The Clerk noted that SAYS will cease to exist from 31<sup>st</sup> March, and that all matters are now handled direct between the parishes and Horsham Matters.</p>																														
<p><b>C:0117:13</b> <i>Neighbourhood planning</i></p>	<p>A report on progress, prepared by Mr S Teatum, was circulated and noted.</p>																														
<p><b>C:0117:14</b> <i>Joint Parishes Cemetery Committee</i></p>	<p>Cllr R Harber reported that a meeting was held on 19<sup>th</sup> December, and Cllr C Warren was elected to take the chair. Councillors and members of the public, including Church representatives, gave their views regarding the appointment of non-councillors to the Committee. A resolution was passed by 5 votes to 1 that, initially, faith communities would be invited to attend the committee meetings as advisors, without voting powers. This would not preclude faith members later becoming co-opted as committee members.</p>																														
<p><b>C:0117:15</b> <i>Budget for 2017/18</i></p>	<p>The Clerk tabled a draft budget, in line with discussions at previous meetings. It was resolved to accept the draft as presented. <i>Proposed by P Kentell; Seconded by K Bowlan.</i></p>																														
<p><b>C:0117:16</b> <i>Precept for 2017/18</i></p>	<p>The Clerk tabled a nominal proposal to set a precept of £130,000 or £135,000. He explained that, unlike in previous years, he was making a formal recommendation as RFO that the precept be increased this year, on the following grounds:</p> <ul style="list-style-type: none"> <li>- In 2015/16 there was a substantial (planned) deficit, and the same will be the case in 2016/17.</li> <li>- The proposed budget for 2017/18 shows a planned deficit of £30,225. This, if achieved, would reduce reserves to a normal level of approx 4 to 6 months operating costs.</li> <li>- The precept of £125,000 has remained unchanged since 2013/14, ie four successive years at the same level.</li> <li>- The grant given by HDC has reduced year-on year. It was £9,564 in 2013/14, falling to £7,460 in 2014/15, £5,222 in 2015/16, and £3,133 in 2016/17. For 2017/18 it will be further reduced to £627 (and will presumably be zero in 2018/19).</li> <li>- Unlike in previous recent years, both West Sussex County Council and Horsham District Council will be increasing their precept in 2017/18.</li> </ul> <p>It was resolved unanimously to set a precept for 2017/18 at a figure of £135,000. <i>Proposed by R Harber; Seconded by P Kentell.</i></p>																														

<b>C:0117:17</b> <b><i>Horsham Matters contract</i></b>	The Clerk tabled a draft contract supplied by Horsham Matters, covering the provision of youth services for 2017/18 following the demise of SAYS. It was resolved to agree the contract, and authorise the Clerk to sign it, provided the spurious cash figure given in para 5 is corrected, and mention is included in para 4 of the Management Committee (as this is now the primary link between the parishes and the service provision). <i>Proposed by J Rowland; Seconded by K Bowlan.</i>
<b>C:0117:18</b> <b><i>Verge cutting</i></b>	Cllr S Birnstingl that a response from WSCC to his enquiries regarding their continued provision of the service, with the parish financing additional cuts, was still awaited. There is still a need to identify the most important areas needing regular cuts, and it was agreed to consider this further at the February Policy & Resources Committee meeting.
<b>C:0117:19</b> <b><i>Road safety at Henfield Road</i></b>	This remains outstanding, pending a site meeting between the Clerk and Cllr S Birnstingl.
<b>C:0117:20</b> <b><i>Code of conduct training</i></b>	The Clerk tabled a reply from the HSC officer responsible for Code of Conduct training, noting his unavailability for evening meetings. It was suggested that he be asked if there was any other forum with whom we could have a joint session.
<b>C:0117:21</b> <b><i>Accounts: Dec-16</i></b>	These were presented and noted.
<b>C:0117:22</b> <b><i>Bank statements: Nov-16</i></b>	These were presented and noted.
<b>C:0117:23</b> <b><i>Payroll: Dec-16</i></b>	The report and Client's Account statement were presented and noted.
<b>C:0117:24</b> <b><i>Correspondence</i></b>	The Clerk tabled the following correspondence: <ul style="list-style-type: none"> <li>- LCR magazine (3 copies)</li> <li>- Email exchange with football club re pitch repairs [It was agreed to offer to reimburse the club, but exclusive of VAT].</li> <li>- Reply from HDC enforcements re chalk waste at Golding Barn</li> <li>- Email from Joss Munro re website security. [It was agreed, in view of the low sensitivity of the website, to accept the identified risk rather than spend the money needed to ensure security].</li> </ul>
<b>C:0117:25</b> <b><i>Items for information or next agenda</i></b>	It was suggested that maintenance of street signage be added to the next agenda. The Clerk noted that the Annual Parish Meeting would be on the next agenda, and asked councillors to think of possible items for the event.

The meeting closed at 9.30pm. The next meeting will be held at Beeding & Bramber Village Hall on Tuesday 7<sup>th</sup> February 2017 at 7.30pm.

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