

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 4th April 2017

Time: 7.30pm

Place: Beeding & Bramber Village Hall

Present:	Cllrs S Birnstingl (Chairman), K Bowlan, A Chilver, P Kentell, J Rowland, and C Warren; County Cllr D Barling; District Cllr D Coldwell; R Potter and M Crocker (Bramber PC).
C:0417:01 <i>Apologies</i>	Apologies were received from Cllrs V Cook (illness) and R Harber (personal commitments), District Cllr B Staines, and neighbourhood warden P Conroy.
C:0417:02 <i>Questions from the public</i>	There were no questions from the public.
C:0417:03 <i>Declarations of interest</i>	There were no declarations of personal or prejudicial interest by Councillors on any of the agenda items below.
C:0417:04 <i>Minutes of previous meeting</i>	The minutes of the meeting dated 7 th March 2017 were approved by all present and signed by the Chairman. <i>Proposed by K Bowlan; Seconded by A Chilver.</i>
C:0417:05 <i>Matters arising</i>	There were no matters arising from the minutes not covered elsewhere in the agenda.
C:0417:06 <i>Speed indicator device</i>	Mr Croker and Mr Potter of Bramber Parish Council brought the meeting up to date with latest progress on obtaining a portable speed indicator device for the two parishes. Several designs had been considered, and a short list drawn up containing both fully portable battery-powered devices and devices which required tapping into a power supply from a lamppost. The meeting agreed that the fully portable design would be preferable, and that there should be 4 locations identified - 2 in each parish - with the cost split 50/50. Sites in Manor Road and Shoreham Road were suggested for Upper Beeding. Mr Potter explained that WSCC had indicated that the devices were not appropriate for a Highways s106 contribution, but District Cllr D Coldwell suggested that the community s106 money held at HDC may be usable. It was agreed that Bramber would continue to progress the matter.

<p>C:0417:07 <i>Neighbourhood Warden's report</i></p>	<p>Neighbourhood Warden P Conroy reported in writing as follows:</p> <p><u>Anti-Social Behaviour</u></p> <p>A Residents Fence that borders the Memorial Field has been graffitied. There is no clear indication of who is responsible as CCTV shows that the incident did not take place during daylight hours. There have been reports of “boy racers” both in vehicles and motor Bikes. Youths were moved out of the play area in the on 17th March and 24th March in the hours of darkness; the group had no alcohol. There have been no reports of other crime in Upper Beeding during March.</p> <p><u>Fraud Alert</u></p> <p>Fraudsters are sending out a high volume of phishing emails to personal and business email addresses, pretending to come from various email addresses, which have been compromised. The attachment is thought to contain the banking trojan Ursniff/Gozi, hidden within an image in the document. The Ursniff trojan attempts to obtain sensitive data from victims, such as banking credentials and passwords. The data is subsequently used by criminals for monetary gain.</p> <p><u>Community</u></p> <p>Transport support has been offered for a new older persons social session at the Hub that takes place the third Monday of every month.</p>
<p>C:0417:08 <i>County Councillor's Report</i></p>	<p>County Cllr D Barling reported orally that due to Purdah there was little he could progress until the County Council elections have taken place, but was nonetheless able to report as follows:</p> <p><u>Footpath by Downs Link</u></p> <p>It has been suggested that s106 funds should be used to improve the footpath at the highway on the A283 by the Downs Link.</p> <p><u>Road crossing at A283 by South Downs Way</u></p> <p>A proposal is in hand to provide a new crossing; this would involve signage, a coloured road surface, and an enhanced path. It now awaits tenders.</p>
<p>C:0417:09 <i>District Councillor's Report</i></p>	<p>District Cllr D Coldwell reported orally that a works program has been ordered to look into local parking problems outside the school; the rural parking charging scheme is now in place; and the CIL proposals have now passed cabinet, and will be considered by council. Cllr C Warren noted the unhelpfulness from HDC reported by the consultants in connection with the Neighbourhood Plan; District Cllr Coldwell agreed to raise the matter with the relevant officers.</p> <p>It remains unclear whether the Neighbourhood Plan will be “made” by HDC or the SDNP; the matter will be taken up with SDNP later in the week.</p>
<p>C:0417:10 <i>Chairman's announcements</i></p>	<p>Cllr S Birnstingl indicated that he had no announcements to make.</p>

<p>C:0417:11 <i>Authorisation of Payments</i></p>	<p>A resolution to authorise the following payments was approved unanimously:</p> <table border="0"> <tr> <td>Simon Zec</td> <td>Tree work</td> <td>£180.00</td> </tr> <tr> <td>Coastal Drains</td> <td>Drain clearance</td> <td>£78.00</td> </tr> <tr> <td>Henfield PC</td> <td>Community bus</td> <td>£75.00</td> </tr> <tr> <td>Letterbox Logistics</td> <td>Newsletter& meeting notice distribution</td> <td>£309.00</td> </tr> <tr> <td>WSALC</td> <td>Annual subs</td> <td>£1,089.72</td> </tr> <tr> <td>AiRS</td> <td>Neighbourhood Plan consultancy</td> <td>£2,121.17</td> </tr> <tr> <td>Clarity</td> <td>Copying & printing</td> <td>£107.28</td> </tr> <tr> <td>B&B Village Hall</td> <td>Room hire</td> <td>£97.30</td> </tr> <tr> <td>Will Bourne</td> <td>Handyman</td> <td>£214.96</td> </tr> <tr> <td>Horsham Matters</td> <td>Youth worker</td> <td>£3,354.46</td> </tr> <tr> <td>Arundel Arboretum</td> <td>Trees</td> <td>£59.49</td> </tr> </table> <p><i>Proposed by P Kentell; Seconded by A Chilver.</i></p>	Simon Zec	Tree work	£180.00	Coastal Drains	Drain clearance	£78.00	Henfield PC	Community bus	£75.00	Letterbox Logistics	Newsletter& meeting notice distribution	£309.00	WSALC	Annual subs	£1,089.72	AiRS	Neighbourhood Plan consultancy	£2,121.17	Clarity	Copying & printing	£107.28	B&B Village Hall	Room hire	£97.30	Will Bourne	Handyman	£214.96	Horsham Matters	Youth worker	£3,354.46	Arundel Arboretum	Trees	£59.49
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<p>C:0417:12 <i>Review of outstanding actions</i></p>	<p>The Clerk tabled an updated schedule of outstanding actions, which was noted..</p>																																	
<p>C:0417:13 <i>Youth provision</i></p>	<p>Cllr A Chilver noted that a Management Committee meeting would be held shortly. The Clerk reported that a SAYS Trustee Meeting in March had confirmed that the charity would be formally wound up at its AGM in June.</p>																																	
<p>C:0417:14 <i>Neighbourhood planning</i></p>	<p>A report on progress, prepared by Mr S Teatum, was circulated and noted. Cllr S Birnstingl noted that a successor was needed to lead the group following Mr Teatum's standing down; Mr Carey has agreed to liaise with professional help, but is unable to take the lead himself. The Clerk asked whether some recognition should be given to Mr Teatum for his services, and it was agreed he should purchase £100 of wine for this purpose.</p>																																	
<p>C:0417:16 <i>Joint Parishes Cemetery Committee</i></p>	<p>Cllr R Harber reported that a meeting of the committee was held on 20th March. The Clerk noted that after a good deal of initial controversy on the matter of co-options, the meeting then settled down to businesslike progress. No representatives of churches attended, despite invitations.</p>																																	
<p>C:0417:16 <i>Twinning Committee</i></p>	<p>No meetings of the committee have been held, and no report was received.</p>																																	
<p>C:0417:17 <i>Advertising in newsletter</i></p>	<p>It was agreed that a formal policy would be adopted that no commercial advertising would be permitted, but that advertising by voluntary and not-for-profit organisations would continue to be welcomed.</p>																																	
<p>C:0417:18 <i>Path at Memorial Field</i></p>	<p>The Clerk tabled three quotations for installing the proposed path around the Memorial Field between the car park and the school. The lowest quotation - from PHB Contractors at £10,092 - was within the previously-agreed cost limit and was accepted.</p> <p>County Cllr D Barling recommended that s106 funds held by WSCC should be sought at 50% of the cost of the project. He will progress the matter at WSCC. It was resolved that the remainder be provided from s137. <i>Proposed by C Warren; Seconded by J Rowland.</i></p> <p>The Clerk tabled an email from UBFC suggesting further changes to the specification, and the Clerk was asked to forward it to PHB to see if it would add significantly to the cost.</p>																																	

C:0417:19 <i>Cleaning of road signs</i>	A quotation of £1,260 from the handyman for cleaning road signs and clearing vegetation around them was accepted; the Clerk indicated that no resolution was required as this fell within the agreed budget for parish maintenance. It was suggested that the matter be further reviewed in a year's time, and that the handyman be asked to advise if any signs were in need of replacement by WSCC.
C:0417:20 <i>Commercial advertising around village</i>	The Clerk was asked to write to WSCC regarding the large advertisements at the A283 approaching High Trees roundabout. He was also asked to write to the advertisers at the hoardings at the foot of Hyde Lane asking if there have been any complaints, and noting that they were not particularly attractive and suggesting that they reconsider the siting and design.
C:0417:21 <i>Accounts: Mar-17</i>	These were presented and noted.
C:0417:22 <i>Bank statements: Feb-17</i>	These were presented and noted.
C:0417:23 <i>Payroll: Mar-17</i>	The report and Client's Account statement were presented and noted.
C:0417:24 <i>Correspondence</i>	The Clerk tabled the following items of correspondence not dealt with in the agenda: <ul style="list-style-type: none"> - Annual report from Saltings Field Conservation Group - Handyman's report/quotation re street sign cleaning - Email exchange re hanging basket poles The Clerk was asked to ask the handyman if he could install the poles, and if so at what cost.
C:0417:25 <i>Items for information or next agenda</i>	Cllr K Bowlan noted that she intended to leave the area, and would therefore be resigning from the council shortly. It was suggested that a strategy for replacing the Clerk following his retirement in November 2018 should be added to the agenda of the next Policy & Resources Committee.

The meeting closed at 9.25pm. The annual meeting of the council will be held at Beeding & Bramber Village Hall on Tuesday 2nd May 2017 at 7.30pm.

Minutes signed by: **Date:**