

UPPER BEEDING PARISH COUNCIL

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Clerk: Steve Coberman

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Date: Tuesday 2nd May 2017

Time: 7.30pm

Place: Beeding & Bramber Village Hall

Present:	Cllrs S Birnstingl, K Bowlan, V Cook, P Kentell, J Rowland, and C Warren; County Cllr D Barling (for C:0517:10); District Cllr D Coldwell; Mr J Teatum (for C:0517:16).
C:0517:01 <i>Election of Chairman</i>	Cllr S Birnstingl was nominated as Chairman, agreed to accept office, and was elected unanimously. <i>Proposed by P Kentell; Seconded by K Bowlan.</i>
C:0517:02 <i>Election of Vice-Chairman</i>	Cllr K Bowlan was nominated as Vice-Chairman, agreed to accept office, and was elected unanimously. <i>Proposed by P Kentell; Seconded by V Cook.</i>
C:0517:03 <i>Declaration of Acceptance</i>	The Chairman signed a form declaring acceptance of office.
C:0517:04 <i>Apologies</i>	Apologies were received from Cllrs A Chilver and R Harber (both personal commitments); District Cllr B Staines; and neighbourhood wardens P Conroy and M Pearce..
C:0517:05 <i>Questions from the public</i>	There were no questions from the public.
C:0517:06 <i>Declarations of interest</i>	There were no declarations of personal or prejudicial interest by Councillors on any of the agenda items below.
C:0517:07 <i>Minutes of previous meeting</i>	The minutes of the meeting dated 4 th April 2017 were approved by all present and signed by the Chairman. <i>Proposed by P Kentell; Seconded by C Warren.</i>
C:0517:08 <i>Matters arising</i>	There were no matters arising from the minutes not covered elsewhere in the agenda.
C:0517:09 <i>Neighbourhood wardens report</i>	No report was supplied (the Clerk reported that the version sent to him by Mr Conroy was in an unrecognised format).
C:0517:10 <i>County Councillor's Report</i>	(This item was taken following item C:0517:20). County Cllr D Barling reported orally that there was little to say as councillors are currently in purdah pending Thursday's elections. Cllr C Warren raised the issue of the chalk spoil heaps at Golding Barn; County Cllr Barling replied that he had received a reply to his enquiry on this, and would forward it. The Clerk was asked to raise the matter with the National Park. The Clerk asked County Cllr Barling if the s106 money for the path to the school had been formally approved by WSCC, and was assured that this was indeed the case.

<p>C:0517:11 <i>District Councillors' Reports</i></p>	<p>District Cllr D Coldwell reported orally that there had been little to note from the previous month's activities, apart from the fact that a consultation was currently under way regarding gypsy and traveller sites, and that further land need to be identified for this purpose.</p>																																										
<p>C:0517:12 <i>Chairman's announcements</i></p>	<p>Cllr S Birnstingl reported that there was nothing to say that was not covered elsewhere in the agenda.</p>																																										
<p>C:0517:13 <i>Authorisation of payments</i></p>	<p>A resolution to authorise the following payments was approved unanimously:</p> <table border="0" data-bbox="523 488 1441 947"> <tr> <td>Sean Teatum</td> <td>Expenses</td> <td>£15.90</td> </tr> <tr> <td>Reece Safety Products</td> <td>Visibility mirror & post</td> <td>£310.80</td> </tr> <tr> <td>SSALC</td> <td>Trainings</td> <td>£96.00</td> </tr> <tr> <td>HALC</td> <td>Annual subs</td> <td>£15.00</td> </tr> <tr> <td>HDC</td> <td>Underpayment from standing order</td> <td>£9.76</td> </tr> <tr> <td>Alpha Furniture</td> <td>per B&B Village Hall</td> <td>£1,584.00</td> </tr> <tr> <td>South Coast Tree Care</td> <td>Tree work</td> <td>£540.00</td> </tr> <tr> <td>UB Baptist Church</td> <td>Room hire</td> <td>£39.00</td> </tr> <tr> <td>Simon Zec</td> <td>Tree work</td> <td>£600.00</td> </tr> <tr> <td>Wybone</td> <td>Litter wardens cart</td> <td>£446.02</td> </tr> <tr> <td>Small Dole Village Hall</td> <td>Room hire</td> <td>£36.00</td> </tr> <tr> <td>Horsham Matters</td> <td>Youth worker operational costs</td> <td>£376.80</td> </tr> <tr> <td>EDF</td> <td>Sports hall electricity</td> <td>£695.44</td> </tr> <tr> <td>B & B Village Hall</td> <td>Room hire</td> <td>£112.90</td> </tr> </table> <p><i>Proposed by J Rowland; Seconded by K Bowlan.</i></p>	Sean Teatum	Expenses	£15.90	Reece Safety Products	Visibility mirror & post	£310.80	SSALC	Trainings	£96.00	HALC	Annual subs	£15.00	HDC	Underpayment from standing order	£9.76	Alpha Furniture	per B&B Village Hall	£1,584.00	South Coast Tree Care	Tree work	£540.00	UB Baptist Church	Room hire	£39.00	Simon Zec	Tree work	£600.00	Wybone	Litter wardens cart	£446.02	Small Dole Village Hall	Room hire	£36.00	Horsham Matters	Youth worker operational costs	£376.80	EDF	Sports hall electricity	£695.44	B & B Village Hall	Room hire	£112.90
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<p>C:0517:14 <i>Review of outstanding actions</i></p>	<p>The Clerk tabled an updated schedule of outstanding actions, which was noted.</p>																																										
<p>C:0517:15 <i>Youth provision</i></p>	<p>Cllr S Birnstingl reported that the SAYS charity had been formally wound up at the trustee meeting on 24th April. No report was given on the activities of the management group, but minutes of the last meeting have already been circulated.</p>																																										
<p>C:0517:16 <i>Neighbourhood planning</i></p>	<p>A report on the current position on the neighbourhood plan was circulated, and Mr J Teatum spoke to it. Following receipt of updated information from HDC (and as indicated at Thursday's Annual Parish Meeting), they are now stipulating a requirement for a new Housing Needs Survey. There is, however, a possibility that they might accept amendments to the existing survey. Following considerable discussion on the options, it was agreed to maintain existing policy that work on preparation of the plan should proceed, and Mr Teatum was therefore authorised to do whatever was necessary to continue with the plan. Mr Teatum noted that any additional costs should be recoverable from Locality. Cllr S Birnstingl suggested that, in recognition of the effort involved, Mr Teatum should be paid a retainer for the provision of his services. The meeting agreed, and Mr Teatum accepted, an ongoing payment of £15 per hour, based on an assumption of between 10 and 12 hours effort per month. The Clerk was asked to draft a consultancy (not employment) contract in these terms, to include a limit to 20 hours in any given month unless prior approval is given by the Clerk. The draft is to be put to the June meeting of the council for formal approval.</p>																																										
<p>C:0517:17 <i>Joint Parishes Cemetery Committee</i></p>	<p>Cllr C Warren noted that there have been no recent meetings, and nothing further to report.</p>																																										

<p>C:0517:18 <i>Twinning Committee</i></p>	<p>Cllr V Cook, having presented on the activities of the group to the Annual Parish Meeting the previous week, circulated a report on the meeting held earlier that week. There are ongoing problems in finding volunteers to help, but work on the twinning still progresses.</p>																				
<p>C:0517:19 <i>Appointments to committees</i></p>	<p>Members were appointed to Council Committees as follows:</p> <p><u>Planning Committee</u> Members: All members of the council.</p> <p><u>Amenities Committee</u> Members: All members of the council.</p> <p><u>Sports & Leisure Committee</u> Members: All members of the council.</p> <p><u>Emergency Committee</u> Members: All members of the council.</p> <p><u>Policy & Resources Committee</u> Members: All members of the council.</p>																				
<p>C:0517:20 <i>Representatives to outside bodies</i></p>	<p>Council representatives to outside bodies were appointed as follows:</p> <table border="0"> <tr> <td>Joint Parishes Cemetery Committee</td> <td>R Harber; C Warren (S Birnstingl deputy)</td> </tr> <tr> <td>Horsham Association of Local Councils</td> <td>S Birnstingl</td> </tr> <tr> <td>Saltings Field Conservation Group</td> <td>K Bowlan</td> </tr> <tr> <td>UB Village Hall Management Committee</td> <td>R Harber</td> </tr> <tr> <td>SD Village Hall Management Committee</td> <td>C Warren</td> </tr> <tr> <td>Parish Floral Display (Beeding in Bloom)</td> <td>P Kentell</td> </tr> <tr> <td>Neighbourhood Watch</td> <td>P Kentell</td> </tr> <tr> <td>Viridor Liaison Committee</td> <td>C Warren</td> </tr> <tr> <td>SDCP Visitor & Tourism Group</td> <td>K Bowlan</td> </tr> <tr> <td>Steyning Area Youth Services management group</td> <td>K Bowlan</td> </tr> </table>	Joint Parishes Cemetery Committee	R Harber; C Warren (S Birnstingl deputy)	Horsham Association of Local Councils	S Birnstingl	Saltings Field Conservation Group	K Bowlan	UB Village Hall Management Committee	R Harber	SD Village Hall Management Committee	C Warren	Parish Floral Display (Beeding in Bloom)	P Kentell	Neighbourhood Watch	P Kentell	Viridor Liaison Committee	C Warren	SDCP Visitor & Tourism Group	K Bowlan	Steyning Area Youth Services management group	K Bowlan
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<p>C:0517:21 <i>Councillors allowances</i></p>	<p>It was formally resolved to readopt the councillor's allowances scheme. <i>Proposed by C Warren; Seconded by P Kentell.</i> The clerk asked councillors to email him confidentially indicating whether or not they wished to claim the allowance.</p>																				
<p>C:0517:22 <i>Employees Salaries</i></p>	<p>The Clerk tabled a report on employee salaries, noting various rates of inflation, data on the government's living wage, and the living wage recommended by the Living Wage Foundation.</p> <p>It was agreed to maintain the policy agreed in June 2016 as regards the litter wardens, ie to increase the hourly rate for the litter wardens to the level suggested by the Living Wage Foundation over three years. For 2017/18 this was set in the June 2016 meeting to be £8.00/hr, plus any inflation increase recommended by the Foundation. This recommended inflation increase is 20p, giving a total hourly rate of £8.20.. It was also agreed to increase the caretaker's hourly rate by published RPI rate of 3.1%, thus rising from £9.10/hr to £9.40/hr.</p> <p>It was agreed that the Clerk should receive the usual annual increment stipulated in his contract of employment, and the his annual performance review would be carried out in the summer as usual.</p>																				

<p>C:0517:23 Grants and donations</p>	<p>The following grants and donations were approved under S137, following receipt of written requests:</p> <table data-bbox="523 257 1220 488"> <tr><td>4sight</td><td>£100</td></tr> <tr><td>Beeding in Bloom</td><td>£2,500</td></tr> <tr><td>Citizens Advice, Horsham</td><td>£300</td></tr> <tr><td>Kent, Surrey, & Sussex Air Ambulance</td><td>£300</td></tr> <tr><td>Saltings Field Conservation Group</td><td>£1,250</td></tr> <tr><td>The Hub</td><td>£300</td></tr> <tr><td>Victim Support</td><td>£50</td></tr> </table> <p>The following donation was approved under S137 as an ongoing commitment:</p> <table data-bbox="523 548 1220 577"> <tr><td>Henfield Community Bus</td><td>£300</td></tr> </table> <p>It was agreed that other donations, including those made in previous years for which written requests have not been received, would be considered by the council only on receipt of a written application.</p>	4sight	£100	Beeding in Bloom	£2,500	Citizens Advice, Horsham	£300	Kent, Surrey, & Sussex Air Ambulance	£300	Saltings Field Conservation Group	£1,250	The Hub	£300	Victim Support	£50	Henfield Community Bus	£300
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<p>C:0517:24 Annual Parish Meeting</p>	<p>Cllr S Birnstingl expressed the opinion that the meeting had gone well, and that the E-oN presentation was much improved on previous years. Cllr C Warren expressed disappointment at the low numbers attending. Cllr K Bowlan suggested a broader publicity campaign ahead of the meeting in 2018, and the Clerk was asked to raise the problems with the projector with Mrs Armour-Milne.</p>																
<p>C:0517:25 Steyning PPG</p>	<p>The Clerk tabled a request from Steyning Patient Participation Group for parish council representation on their committee. Cllr P Kentell agreed to liaise with them and report back to the council.</p>																
<p>C:0517:26 Direct debits & standing orders</p>	<p>The Clerk tabled a schedule of current direct debits and standing orders, which was and approved. <i>Proposed by C Warren; Seconded by J Rowland.</i></p>																
<p>C:0517:27 Bank statements: Mar-17</p>	<p>These were presented and noted.</p>																
<p>C:0517:28 Payroll: Apr-17</p>	<p>These were presented and noted.</p>																
<p>C:0517:29 Correspondence</p>	<p>No relevant correspondence was tabled.</p>																
<p>C:0517:30 Items for information or next agenda</p>	<p>The Clerk provided an update on the skatepark, noting that work was scheduled to be completed over the weekend just passed, subject to weather conditions. It was agreed to put the matter on the next Amenities Committee agenda as regards user fundraising and an official opening ceremony. Cllr K Bowlan suggested publicising our environmental activities on the website, and it was agreed to put this on the June Policy & Resources Committee agenda.</p>																

The meeting closed at 9.45. The next meeting will be held at Beeding & Bramber village hall on Tuesday 6th June 2017 at 7.30pm.

Minutes signed by: **Date:**