

## LOWER BEEDING PARISH COUNCIL

**Minutes of the AGM meeting held on Tuesday 28<sup>th</sup> July 2020.**  
**Due to the COVID-19 virus the meeting was held via Zoom software.**

Present: Cllr Allen (Chairman), Cllr Lloyd, Cllr Ward, Cllr Peckham, Cllr Mercer, Cllr Hough, Cllr Dawson,  
Also present: Peter Knox (Clerk), Cllr Kitchen

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The Chairman began the meeting at 19:30 hours.

**114/20 Apologies for absence:** - Cllr Lillywhite, Cllr Bradnum

### **115/20 Appointment of Chairman**

There was one nomination for Chairman, Cllr Ed Allen.

He was proposed by Cllr Hough and seconded by Cllr Ward.

Cllr Allen is re-instated as Chairman for a further year.

### **116/20 Appointment of Vice-Chairman**

There was one nomination for Vice-Chairman, Cllr Michael Lloyd

He was proposed by Cllr Allen and seconded by Cllr Peckham.

Cllr Lloyd is appointed as Vice-Chairman

### **117/20 Appointment of Councillors**

The current standing Councillors are re-elected.

### **118/20 Declarations of Acceptance of Office and Interests**

All councillors were asked to complete the above forms sent to them via email by the Clerk.

### **119/20 Appointments to committees**

The two current committees will remain as: -

- Neighbourhood Plan Working Party
- Planning Applications Committee

The Chairman reported that there will be a planned training session in September for future Planning Applications for the PC.

### **120/20 Approval of annual accounts**

- The annual accounts for 2019-20 were approved by the Council.
- The Clerk gave an update of the status of the accounts

#### **Treasurers Account**

July 2019 - £27,856

July 2020 - £26,460

#### **Business Account**

July 2019 - £10,221

July 2020 - £10,226

The Chairman suggested that the PC should concur to putting an agreed amount of funds into a limited access account. The Clerk to investigate the options.

### **121/20 Chairman's annual report**

The Chairman gave his annual report - a copy of the report is posted in Addendum I of these minutes.

### **122/20 Public Session – Council agree to adjourn proceedings for questions from members of the public.**

The majority of issues that have been raised by Parishioners is speeding and especially the high speed and noise of motorbikes travelling through the Parish at unsociable hours. The Chairman commented that he would like to see two pedestrian crossings in the Parish. The Clerk pointed out that funds still exist for road management projects.

The Chairman suggested that we should investigate the use of a traffic consultant to assist the PC in their goals and advise on any traffic surveys.

### **TO BE FOLLOWED IMMEDIATELY BY OTHER MATTERS FOR THE PARISH COUNCIL**

### **123/20 Approval of the minutes from the Parish Council meeting held on 30<sup>th</sup> June 2020.**

The minutes were approved.

### **124/20 Approval of the minutes from the Parish Council Planning Meeting held on 14th July 2020.**

The minutes were approved.

### **125/20 Declaration of interests from members in respect to any items on the agenda.**

There were no declarations.

### **126/20 Report from District Councillor.**

There was no report from the District Councillor.

### **127/20 Report from County Councillor.**

Cllr Kitchen reported the following: -

- There is now a government scheme for improvement of broadband in rural areas. Now rural eligible premises can claim up to £4,000 each towards the installation cost of gigabit-capable broadband, when part of a group of premises. Bob Lanzer, County Council Cabinet Member for Economy and Corporate Performance is driving the initiative. The deadline to apply for a voucher is 31 March 2021. For more information and to check eligibility visit the DCMS website at <https://gigabitvoucher.culture.gov.uk/> . Alternatively, contact [broadband@westsussex.gov.uk](mailto:broadband@westsussex.gov.uk) for more information, help and assistance.

### **128/20 Public Adjournment to include Community Speed Watch (CSW).**

Roger Warwick (RW) gave an update on CSW

- All of the winning posters designed by the pupils of Holy Trinity School have now been distributed throughout the Parish.
- There is still a high volume of traffic passing through the B2110 Handcross Road.
  - ✓ 2800 vehicles recorded with approximately 10% transgressing.
  - ✓ In one of the one hour sessions there were 755 vehicles recorded.
  - ✓ The highest speed of 65 mph recorded in a 30 mph zone.
- There is change in the process to warn offenders. They will now only receive two letters before possible prosecution.

### **129/20 Parish maintenance update**

- The Clerk gave an overview of the maintenance carried out in the Parish mainly clearing of footpaths and hedgerows.

### **130/20 Other matters arising which are not covered elsewhere on the agenda – The Clerk**

The Clerk reported the following: -

- We have received a verbal request for a grant from the Holy Trinity Primary School in relation to the extra cleaning services needed following the Corona virus lockdown. There is currently an extra cost of £1,000/- needed by the school to cover these costs. The Clerk informed Cllr Bamford (Governess of the school) that a letter requesting a grant with the reason for the grant must be sent to the PC before any funds can be assessed and donated.
- The Clerk has received a request from the Parish Church to pay the £500/- graveyard maintenance grant. The payment was approved.
- The Clerk informed the PC that the Neighbourhood Plan was submitted to Horsham District Planning for evaluation on 8<sup>th</sup> July 2020.

### **131/20 Planning Applications:**

#### **DC/20/1286 2 Newells Cottages Brighton Road Lower Beeding Horsham West Sussex RH13 6NG**

Non-material amendment to previously approved application DC/19/2022 (Erection of summer house to the rear of the property, opening of front window to annexe to form additional house entrance and opening of rear annexe window to form French timber doors. (Listed Building Consent) Amendments to the patio doors in keeping with the window frames currently in place round the existing building.

**There was No Objection to this application from the Parish Council.**

### **132/20 Meetings attended by Councillors**

There were no meetings reported by councillors

### **133/20 Chairman's announcements**

The Chairman suggested that the PC invite Mr Jerry Rivera to the next PC meeting to get his overview on the process for increasing the broadband speed in the Parish. Mr Rivera (a resident of Church Lane) is currently leading the application to vastly update the internet speed in Church Lane. The Clerk will invite Mr Rivera.

134/20 Accounts status as at end of July 2020

Date	Accounts – July 2020	AMOUNT £
<b>Balance at 30th June 2020</b>		
	Business Account - Balance	£10,226.05
	Treasurers Account - Balance	£28,765.42
	Treasurers Account	
01-Jul	Charlie Joyce - Parish Maintenance	£54.07
01-Jul	Clerks Salary - June	£1,167.40
01-Jul	Clerks Expenses - Zoom monthly subs + Ink Cartridges	£54.25
01-Jul	HMRC - PAYE / NI Q1 payment	£387.90
01-Jul	MAS Networks - repair Clerks laptop	£108.00
07-Jul	Peter Frost - Annual internal audit	£113.75
07-Jul	HALC annual subscription	£15.00
07-Jul	J Brown - Hedge Cutting	£36.00
15-Jul	MAS networks	£128.39
27-Jul	RA Warwick - Printing of Speed signs from School	£240.00
	<b>TOTAL</b>	<b>£2,304.76</b>
	Business Account	
09-Jul	Interest	£0.42
<b>Balance at 28th July 2020</b>		
	Business Account - Balance	£10,226.47
	Treasurers Account - Balance	£26,460.66

135/20 Finance outstanding payments

Date	Outstanding Payments	
	Clerks Salary	£1,176.56
	Clerks Expenses - Zoom monthly subs	£14.39
	<b>TOTAL</b>	<b>£1,190.95</b>

Date of the next meetings:

136/20 Planning Meetings –Tuesday 11<sup>th</sup> Aug and 15<sup>th</sup> Sept 2020 7:30pm via Zoom Software. Details to be announced later.

(Please note these planning meetings will only take place if there are planning applications to discuss)

**137/19 Next Parish Council Meeting – Tuesday 29<sup>th</sup> Sept 2019 at 7:30pm. Venue and further details disclosed nearer to the date of the meeting**

**Due to the COVID-19 virus all public meetings were suspended following government advice therefore the above meeting may take place via Zoom software.**

**The meeting closed at 21:10 hours**

Lower Beeding Parish Council,  
Email: [clerk@lowerbeeding.com](mailto:clerk@lowerbeeding.com)

### **Addendum I**

Unfortunately, 2020 has been unprecedented and its impact felt in almost every aspect of life. The Parish Council is not immune to this, yet we have adapted, and I believe the test has pushed us to improve the way we go about our statutory duties and support our Parishioners. An obvious example is that I am now speaking with you from my rather untidy study, which has been my place of work and refuge from the outside world for 5 months and counting. Council activities have continued and expanded and we have embraced technology with gusto.

For this, I would first need to thank Peter Knox, the Clerk, who has worked in a steadfast and considered manner throughout the year. His organisational skills and financial acumen has really helped push the Council further into the digital age making lock down seem the norm. He has also gone beyond the normal duties to coordinate, collect and deliver prescriptions to shielding Parishioners, keeping them safe and helping the NHS.

I must also give a big thank you to Toni Bradnum, and the team at Horsham District Council. Toni has been a great supporter of Lower Beeding, particularly in planning matters, where she always applies a fair and clear view. In addition, during the Covid crisis access to resources and help was made available through Toni's support.

Liz Kitchen must also be thanked for her continued support and attendance at our meetings which often clash with other Parishes. Her connectivity to the Gatwick situation has been valuable and understanding first-hand some of the issues at County Council level has helped us in the last 12 months greatly.

There have been some notable highlights this year for the Council:

- The completion of the, kindly named, Parish Room at the Church which we hope to be using again soon.
- The submission of the Neighbourhood Plan this month to Horsham District Planning after several years of hard work with particular commendation to Lesley Bamford and Peter Knox for their efforts on this important issue.
- Clearing of pavements and continued maintenance work making travelling around the village and completing the "daily walk" in lockdown that much easier and safer.
- Installation of the sign on Plummers Plain signifying the Historic Airfield.
- The move to controlled and secure electronic banking for the Parish Council.
- Improved budgeting and financial transparency.
- A "clean" internal audit report.

There is still a great deal of work to be done, and with the completion of the Plan, we can look to deploy current and future funds to support the implementation of projects that have featured high on the agenda of Parishioners, including:

- Additional measures for speeding and traffic calming.
- Supporting the school and ensuring access and safety are prioritised in our approach to planning and other matters.
- Working with local businesses to re-start the economy.

- Improving Leisure facilities.
- Improving Broadband through National and Local schemes as they emerge.
- Working with the Police to ensure resources are deployed appropriately.

We have said goodbye to Andy Hinton but we are delighted to welcome back Lesley Bamford to the Council and her close ties to the Parish and the Church will be an asset to our Council in the coming 12 months. It will be exciting to see the Neighbourhood Plan finally come to fruition. We have also welcomed Dan Lillywhite who has some very relevant experience in dealing with Highways and development issues.

I have announced recently that I intend for this next year to be my last as Chairman, but I want to very much stay part of the team and continue to improve the environment and health of the place we all share. I will dedicate time to the development of safe paths and bridleways in the Parish, and hope to develop crossings for pedestrians, cyclists and horses in the coming 12 months, linking some of incredible attractions such as Leonardslee and South Lodge.

Thank You  
Cllr Allen  
Chairman of Lower Beeding Parish Council

**Approved .....**