

LOWER BEEDING PARISH COUNCIL

Minutes of the Annual General Meeting (AGM) held on Tuesday 15th June 2021. The meeting was held at the Holy Trinity Church, Plummers Plain

Present: Cllr Allen (Chairman), Cllr Ward, Cllr Mercer, Cllr Lillywhite, Cllr Bamford, Cllr Dawson Cllr Fitzpatrick

Also present: Peter Knox (Clerk), Cllr Bradnum and fifteen members of the public.

The Chairman began the meeting at 19:30 hours.

067/21 Apologies for absence: - Cllr Peckham

Due to the attendance of several Parish residents the Chairman decided to review the planning applications before proceeding with the AGM.

080/21 Planning Applications:

Premises Licence Application LI/21/0142/PREM - The Deer Park, Leonardslee Gardens, Brighton Road, RH13 6PP

Leonardslee Gardens is applying for a new premises licence for the following activities: -

- Plays, films, live music, recorded music, performance of plays, anything similar and the retail sale of alcohol for consumption on and off the premises. Monday to Sunday: 12:00hrs till 23:00hrs
- Premises Open to The Public Monday to Sunday: 09:00hrs till 23:45hrs

The many residents, in attendance, strongly objected to the proposed licence on the following grounds: -

1/ It is open ended and does not limit the license for numbers of days or hours, nor specific events.

It also lacks rigour to evaluate each application on its own merits

2/ It is not in keeping with the Deer Park location, which is an AONB area.

3/ The application is In gardens that are Grade I listed and therefore having a licence is inconsistent with the surroundings.

4/ It will increase traffic and pollution including light pollution, with the additional number of vehicles leaving the site late at night.

5/ The residents surrounding the Park are concerned about the excess noise and traffic generated by multiple unrestricted events.

The Clerk will send the above objections to the Horsham Licensing Officer.

DC/21/0737 Leonardslee House Brighton Road Lower Beeding Horsham West Sussex RH13 6PP

Installation of a sculpture to the side of the main dwelling on a temporary basis, for a maximum period of 12 months from the date of its completed installation.

There was No Objection to this Planning Application.

Following the review of the above applications the Parish Council then proceeded with the AGM.

068/21 Appointment of Chairman.

There was only one candidate for Chairman, the current incumbent Cllr Allen. Although he accepted the position, he stated that he will work closely with the Vice Chair on future responsibilities and meetings. The Chairman requested that the tenure for the position of Chair be limited to three years.

Proposed: Cllr Lillywhite Seconded: Cllr Dawson. The motion was passed, and the Clerk will adjust the Standing Orders accordingly.

069/21 Appointment of Vice-Chairman.

There was only one applicant for the vacant position of Vice Chair, Cllr Leslie Bamford.

Proposed: Cllr Allen Seconded: Cllr Dawson.

070/21 Appointment of Councillors.

All Councillors were re-appointed. The Clerk requested that all Councillors should submit a signed copy of the Declaration of Interests and Acceptance of Office forms.

071/21 Co-option of vacant position to the Council.

There was a vacant position on the Council with one new applicant, Ms Abbie Brookes. Ms Brookes was unanimously voted on the Council.

Proposed: Cllr Bamford Seconded: Cllr Lillywhite

072 and 073/21 Signing of the Declaration of Office and Declaration of Interests for the municipal year 2021/22.

The Declaration of Office and Interests forms were distributed to the PC for compilation and signature.

074/21 Appointments to Committees and Working Groups

The following sub-committees were approved by the Council

- **Neighbourhood Plan Working Party**
- **Transport Working Group**
- **Planning Committee**

075/21 Approval of the minutes of the Annual Assembly held on 28th July 2020.

The minutes were approved in an earlier meeting in September 2020.

076/21 Approval of annual accounts – The Clerk.

The annual accounts were distributed by the Clerk. They were approved.

Proposed: Cllr Allen Seconded: Cllr Bamford

077/21 Chairman's annual report & approval of Annual Governance Statement.

See Addendum I

078/21 Annual Reports for

- **Neighbourhood Plan – Cllr Bamford**

See Addendum II

- **Traffic Speedwatch – The Clerk in Roger Warwick's absence**

See Addendum III

079/21 Public Session – The Parish Council agrees to adjourn proceedings for questions from members of the public.

There was no feedback from the public.

Date of the next meetings:

081/21 Next Parish Council Meeting – Tuesday 29th June 2021 in the Holy Trinity Church, Plummers Plain at 7:30pm.

Lower Beeding Parish Council,

Email: clerk@lowerbeeding.com

Members of the public should be aware that being present at a meeting of the Council or one of its Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

Addendums**Addendum I – Chairman’s Annual Report (Cllr Ed Allen)****Addendum II – Neighbourhood Plan (Cllr Leslie Bamford)****Addendum III – Community Speed Watch (Roger Warwick)****Addendum IV – Annual Accounts (The Clerk, Peter Knox)****Addendum I – Chairman’s Annual Report (Cllr Ed Allen)**

Good evening fellow Parish Councillors Councillors, District and County Councillors and of course, Parishioners and welcome to the Lower Beeding Parish Council Annual General Meeting for 2020-2021

I am delighted to be making this statement in person at the Church, in the heart of the Parish. We could not have expected so much to have changed. Last year I was in my study with a high degree of uncertainty over what lay ahead, and frankly it feels like that will be with us for some time.

Digitisation is a commonly used word, but we have all become accustomed to this way of working and it would not have been possible without the practical and focused attention of our excellent Clerk, Peter Knox. He has also displayed strong financial discipline in leaving the Parish in surplus, even with the funding of the neighbourhood plan and the new digital data collection signage purchase, which we will hear more of later, but which is very close to referendum stage, subject to current governmental restrictions.

I announced last year that I wished to stand down as Chairman. This process will take time over the coming month’s but I am delighted to be able to propose Cllr Leslie Bamford as a vice chair to support me in this process. I will also propose another vice chair as part of wider reorganisation of our business.

Key changes for the next year will include:

1. Shorter and less frequent council meetings with fewer standing agenda items.
2. Planning sub-committee meetings, where possible and if the public are not attending by prior notice to be held on video conference to allow easier review of papers through screen sharing.
3. Proposal to change standing orders to have a forced rotation of chairman every 3 years.

We have said goodbye to Michael Lloyd and Kate Hough but welcomed Cllr Keri Fitzpatrick who, alongside Cllr Lillywhite, now allows us to cover Crabtree far better than we have in recent years.

Cllr Kitchen has retired from her position at West Sussex and we have been really impressed by the clear thinking and fast responses of her recently elected replacement Cllr Katie Nagel.

I must also give a big thank you to Cllr Toni Bradnum, and the team at Horsham. Toni has been a steadfast supporter of Lower Beeding, and her interventions on recent planning and enforcement issues have been extremely valuable.

There is still a great deal of work to be done, and with the completion of the Neighbourhood 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
- Consideration for crossings and other means of enjoying the Parish bridleways and footpaths
- Working with local businesses to deliver more exciting projects in the coming 12 months

Many thanks for all your support to date and continuing for the next 12 months.

Cllr Ed Allen

Chairman of Lower Beeding Parish Council

Addendum II – Neighbourhood Plan (Cllr Leslie Bamford)

The timeline of the stages the plan has gone through this year are outlined below.

July 2020 – formal submission of the LBNP and supporting documents and papers to Horsham District Council.

December 2020 – Habitats Regulations Assessment of the LBNP received from HDC. The report is overwhelming in support of the plan, but suggests that developers communicate with Southern Water early on in the design process to mitigate impact. The working party, with guidance from Dowsett-Mayhew, incorporated their suggestion in to the plan.

December 2020 – February 2021 – Regulation 16, Publicising a Plan Proposal. For 8 weeks the LBNP was publicised by HDC and the public was made aware of when, where, and how to make representations.

March 2021 – HDC instructed Andrew Ashcroft as the independent examiner. Mr Ashcroft reviewed the written plan and supporting documents, and visited the parish personally in order to assess the strength of the LBNP.

April 2021 – Clarification Note received from Mr Ashcroft.

May 2021 – The working party, with guidance from Dowsett-Mayhew drafted a recommended response to the examiner’s questions, which the parish council approved and submitted to HDC.

Currently the council is awaiting the examiner’s formal report.

Addendum III – Community Speed Watch (Roger Warwick)

Speedwatch - see below figures since we started in Feb '19

Feb 19 to Jan 20 - 25 sessions / 749 reported vehicles / 12442 total vehicles passing/
Ave No Vehicles 498 ph. (highest 8am Fri/892 & lowest 9am Sat/113)

Feb 20 to Jan 21 - 21 sessions / 968 reported vehicles / 15099 total vehicles passing/
Ave No Vehicles 719 ph. (highest 4.30pm Tues/812 & lowest 3pm Thurs/257)

Feb 21 to current - 7 sessions / 203 reported vehicles / 4446 total vehicles passing/
Ave No Vehicles 635ph. (highest 4.30pm Tues/812 & lowest 10am Mon/425)

Multiple Offences: 15 vehicles twice (inc 1 reported 4 times/twice in other locations and 3 x 3 times incl once in other location and 2 vehicles have been 3 times in LBP.

Top speed - currently @ 70mph

Top make offenders Ford & VW

From	To	No Sessions	Total No Vehicles	Reported Vehicles	% Reported
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Feb-19	Jan-20	25	12,442	749	6%
Feb-20	Jan-21	21	15,099	968	6%
Feb-21	To date	7	4,446	203	5%
	Totals	53	31,987	1,920	6%

Addendum IV – Annual Accounts (The Clerk, Peter Knox)

Bank Accounts at the end of March 2021

Treasurers Account

March 2020	March 2021
£19,588/-	£18,890/-

We underspent by £7,232/- but also transferred £10,000/- of unused funds to the Business Account so our expenses were £2,767/- over budget.

Business Account

March 2020	March 2021
£10,224/-	£20,227.41

We made £2.65 in interest for the year.

LBPC Cost Breakdown 2020/21		2020												2021												Actual spend 2020/21	Budget Remaining
COSTS	Precept 2020/21	April	May	June	July	August	September	October	November	December	January	February	March	March	Actual	Actual											
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL											
Operating Costs	£ 13,250.00	£ 1,060.08	£ 1,033.20	£ 1,167.40	£ 1,176.56	£ 1,068.84	£ 1,060.08	£ 1,086.96	£ 1,095.72	£ 1,109.36	£ 1,059.88	£ 1,033.20	£ 1,086.96	£ 1,086.96	£ 13,038.24	£ 211.76											
Clerks salary	£ 1,500.00						£ 475.30						£ 465.01		£ 940.31	£ 559.69											
Clerks pension	£ 150.00					£ 60.00									£ 120.00	£ 30.00											
Payroll/costs	£ 1,850.00			£ 387.90			£ 419.97			£ 410.36					£ 1,548.43	£ 301.57											
PAYE/NI	£ 400.00	£ 68.59	£ 14.39	£ 54.25	£ 14.39	£ 75.52	£ 14.39	£ 53.35	£ 14.39	£ 48.39	£ 47.11	£ 150.45	£ 69.37		£ 619.59	£ -219.59											
Expenses	£ 400.00				£ 113.75										£ 113.75	£ 286.25											
Internal Audit	£ 300.00								£ 240.00						£ 240.00	£ 60.00											
External Audit	£ 1,750.00	£ 128.39	£ 128.39	£ 128.39	£ 236.39	£ 128.39	£ 128.39	£ 128.39	£ 128.39	£ 128.39	£ 128.39	£ 128.39	£ 128.39	£ 128.39	£ 1,648.68	£ 101.32											
MAS Networks	£ 150.00				£ 130.49		£ 165.36								£ 295.85	£ -145.85											
HDC Street Lighting +bin emptying	£ 800.00	£ 575.76													£ 575.76	£ 224.24											
Insurance	£ 350.00									£ 525.00					£ 525.00	£ -175.00											
Training	£ 400.00	£ 355.75			£ 15.00										£ 370.75	£ 29.25											
SALC/HALC/MALC subs	£ 500.00					£ 500.00		£ 1,000.00							£ 1,500.00	£ -1,000.00											
Grants	£ 2,250.00	£ 5,472.00	£ 1,632.00												£ 7,104.00	£ -4,854.00											
Neighbourhood Plan	£ 250.00											£ 270.00			£ 270.00	£ -20.00											
Website	£ 500.00				£ 240.00										£ 240.00	£ 260.00											
Other	£ 5,750.00			£ 81.07	£ 36.00	£ 36.00	£ 294.11	£ 75.00					£ 165.36		£ 627.54	£ 5,122.46											
Maintenance inc signs	£ 6,000.00														£ -	£ 6,000.00											
Traffic management	£ 160.00														£ -	£ 160.00											
Playground inspection report	£ 300.00														£ -	£ 300.00											
Emergency reserve	£ -														£ 10,000.00	£ -10,000.00											
Transfer to Business Account															£ 39,777.90	£ -2,767.90											
TOTAL	£ 37,010.00	£ 7,660.57	£ 2,807.98	£ 1,819.01	£ 1,962.58	£ 1,868.75	£ 2,497.60	£ 2,343.70	£ 1,538.50	£ 2,216.50	£ 1,235.38	£ 1,582.04	£ 12,245.29														