

LOWER BEEDING PARISH COUNCIL

Minutes of the meeting held on Tuesday 23rd April 2019 in the Church Rooms, Plummers Plain.

Present: Cllr Allen (Chairman) EA, Cllr Lloyd (Vice-Chairman) ML, Cllr Bamford LB, Cllr Hinton AH, JW, Cllr Peckham GP, Cllr Hough KH,

Also present: Peter Knox (Clerk) PK, Cllr Toni Bradnum (District Councillor) TB, and eleven members of the public.

The meeting began at 19:30 hours.

061/19: Apologies for absence: Received from Cllr Ward
Apologies were not received from Cllr Tabor

062/19: Approval of the minutes from the Parish Council meeting held on 26th March 2019.
The minutes were approved and seconded.

063/19: Declaration of Interests from members in respect to any items on the agenda.
There were no Declarations from members

064/19: Report from District Councillor – Cllr Toni Bradnum

- Cllr Bradnum stated that there was nothing to report due to the pending elections on 2nd May

066/19 Public Adjournment

The Vice-Chairman asked for a Public Adjournment

- Mr Fielding reported that some manhole covers had been taken or stolen on the Brighton Road which will be hazardous to all vehicles. The Clerk to report this to WS Highways immediately.
- There was a question from the public regarding the Neighbourhood Plan which the clerk informed the audience of the current progress of the plan.
- The Clerk reported the up-to-date information on the Community Speed Watch (CSW). Once again volunteers are sought after to keep the number of CSW sessions up to an active level.

067/19 Parish maintenance update – Cllr Lloyd

- Cllr Lloyd gave an overview on the current status of the kerbside cleaning contract undertaken by Mr Gevin White.
- Many of the PC voiced their concern on the lack of a paper trail, contract nor proof of public liability insurance and WS Highways authority
- The work carried out thus far was of a high quality however the PC asked for the documentation as requested before a payment can be made.
- There were several concerns voiced on the fact that the project went ahead without a contract.
- Cllr Lloyd put forward a motion that we will not undertake any further contracts without ensuring that all the correct contracts, Scope of Works, Hazard Assessment, Insurance documents were in place before the contractor was allowed to proceed. The resolution was passed by all Councillors.

068/19 Website update - The Clerk

- The Parish Council website is up and running and information uploaded by the Clerk.

069/19 Neighbourhood Plan (NP) update – Cllr Bamford

- Cllr Bamford gave an update of the position of the NP. With planned exhibitions, referendums later in the year targeted in late summer.

070/19 The Clerk Report on any Matters and review of the Action List Update.

- A copy of the Action List was forwarded to all council members by The Clerk and updated.

Correspondence received for action – Clerk

- The Clerk fed back several emails received since the last PC meeting.

071/19 Meetings attended by Councillors

- The Clerk attended a Clerks Networking Day in Brighton on 4th April
- The Clerk met with Sue de Chenin of PRoW Horsham Office on 15th April regarding the recent inspection

072/19 Public Rights of Way (PRoW) inspection

- The PRoW inspection was completed in April. The Clerk produced two maps and a list of work identified showing what work had already been identified and completed.
- Cllr Peckham offered a vote of thanks to the Clerk on his efforts on the PRoW

073/19 Public Session

There were no further issues raised by the public.

074/19 Parish Elections on 2nd May

- The Clerk informed the PC that Purdah for the elections had come into effect immediately.

075/19 Chairman's announcements

- There were no further announcements from the Chairman.

076/19 Planning

DC/19/0704 1 Crabtree Cottages Brighton Road Lower Beeding Horsham West Sussex RH13 6NH.

Demolition of existing open pergola and erection of an enclosed link with roof lights between existing house and conservatory.

There was **no objection** from the Parish Council.

DC/19/0761 Church Lane Estate The Pole Barn Church Lane Plummers Plain RH13 6LU.

Retention of single storey extension to rear elevation.

The Parish Council **objected** to this application on the grounds that the extension has already been completed and the application was submitted retro-actively or *ex-post facto* (After the fact).

DC/19/0647 First Choice Services Ltd Church Lane Estate Church Lane Plummers Plain RH13 6LU

Replacement of existing industrial buildings (Buildings C and D)

The Parish Council **objected** to this application on the grounds of very poor access to the site via either Church Lane or Winterpit Lane. The Lane is unsafe to use during working hours due to the volume of traffic. Although the PC is supportive of local business it was voiced that the access must be sorted out.

One member of the public who lives adjacent in the Church Lane Estate in Garwyn's Farm voiced his concern on the suitability of the access especially as the plans for development show larger buildings to replace the existing buildings.

DC/17/ 2086 Kennels and Rehoming center, Hammerpond Rd, Plummers Plain

Retention of existing kennels and re-homing center

This application is going to committee for assessment.

The PC has no objection except a restriction on the number of animals kept in the kennels.

077/19 Accounts status / summary as at 23rd April 2019

Date	Accounts – Mar / Apr 2019	PAYEE	CHEQUE No	AMOUNT £
Balance at 28th Feb				
	Business Account - Balance			£10,219.28
	Treasurers Account - Balance			£33,914.67
04-Mar	Holy Trinity Church	Holy Trinity	1616	£5,000.00
05-Mar	Clerks expenses	Peter Knox	1615	£273.65
12-Mar	SSALC Clerkd Training	SSALC	1614	£110.00
15-Mar	MAS Networks		DD	£84.00
02-Apr	Annual Insurance Payment 2019-20	Zurich	1621	£595.50
03-Apr	Clerks Expenses for March	Peter Knox	1625	£44.30
03-Apr	Clerks Salary for March	Peter Knox	1623	£1,043.80
03-Apr	Clerks Salary for Jan and Feb	Peter Knox	1619	£2,095.56
03-Apr	Litter Bins Emptying	HDC	1620	£161.56
26-Mar	HMRC 4Q payments PAYE and NI	HMRC	1617	£913.38
26-Mar	Annual Membership WSALC and NALC	WSALC	1622	£342.07
04-Apr	Clerks networking and training day	SSALC	1624	£108.00
	Local Councils Explained - Book	SSALC	BACS	£20.00
15-Apr	MAS Networks		DD	£95.99
	TOTAL			£10,887.81
Balance at 23rd April 2019				
	Business Account - Balance			£10,220.08
	Treasurers Account - Balance			£23,026.86

078/19 Finance – outstanding payments

There are no outstanding payments as of 23rd April 2019

079/19 Internal Audit Approval

- The Clerk requested approval for an annual internal audit by Mr. Peter Frost.
The audit expense was approved.

080/19 Internet Banking and proposed changes to *modus operandi*. +

- The Chairman informed the Council of the changes to the way the PC will send any transactions in the future now that we have internet banking. The Clerk can make payments up to £500/- per transfer once the invoice has been approved. If the transaction is greater than £500/- the existing protocol will remain i.e with dual signatories on all cheques. The new proposal was unanimously agreed by all parties.

Dates of the next meetings:

081/19 AGM & Planning Meeting– Tuesday 7th May 2019 in the Church, Plummers Plain at 7:30pm

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

082/19 Next Parish Council Meeting – Tuesday 28th May 2019 in the Church Rooms, Plummers Plain at 7:30pm

The meeting closed at 22:00 hours.

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.

Approved

Date