

LOWER BEEDING PARISH COUNCIL

Minutes of the meeting held on Tuesday 26TH June 2018 in the Church Room, Plummers Plain.

Present: Cllr Allen (Chairman), Cllr Bamford, Cllr Hinton, Cllr Hough, Cllr Peckham, Cllr Tabor, Cllr Ward and Cllr White

Also present: Celia Price (Clerk) and 3 members of the public

The Chairman reminded members of the public the requirement that they limit their participation to the Public Adjournment section of the meeting. Standing Orders allow for 3 minutes maximum participation.

105/18 Apologies for absence

Apologies were received and accepted from Cllr Lloyd, Cllr Kitchen (WSCC) and Cllr Bradnum (HDC)

106/18 Declaration of Interests and notification of change of interests

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).

107/18 Report from District Councillor

Not present

108/18 Report from County Councillor

Not present

109/18 Public Adjournment

The Chairman invited questions from the public and the following was raised:

- There seems to be conflicting information being received about the speeding issues in Warninglid Lane particularly with reference to the deployment of a SID to monitor speed. Nicolas Soames has responded by email that there doesn't seem to be a problem in the area with accident statistics stating eight collisions in five years. The next step is to follow up with Matt Davey.

The Chairman asked for an update on the Speedwatch initiative and the Clerk reiterated the process, once a minimum of six volunteers have completed the on-line training the full training can be arranged. An article requesting volunteers is in the Parish Magazine. Anyone can volunteer.

Cllr White gave an update following a meeting with the speed camera van personnel that were on site at Crabtree and The Plough at the weekend. The operative identified a site behind the barriers at The Plough and will put this forward to Steve O'Connell (Speedwatch). In addition, a site at Warninglid Lane also needs to be identified.

- Concerns were raised regarding the potential purchase of the Brick Kiln Close Pond. The area is very overgrown and whilst this used to be maintained by volunteers it had to stop as it was considered too dangerous. Councillors were shown photographs of the pond when from when the conservation society looked after the area.

The Chairman explained that the option of buying the pond was being looked into as a possibility but was in no way decided, it is just a fact-finding exercise at the moment. The Clerk read out an update from Cllr Lloyd.

It was resolved that the Clerk contact the Pond Warden at Horsham District Council and arrange a meeting with Cllr Peckham and the resident regarding maintenance. At Cllr White's suggestion, Cllr Peckham agreed to champion the tidy up of the pond area going forward.

110/18 Invited Guest – Mr S Ford

Mr Ford sent his apologies as he was unable to attend.

Councillors discussed who should be listed as an invited guest on an agenda.

It was resolved that only organisations with no financial gain should be 'invited guests' however anyone was welcome to speak in the public adjournment and those wishing to could advise the clerk in advance and supply any relevant supporting documentation to distribute to the Council prior to the meeting.

111/18 Approval of the minutes from the Parish Council meeting held on 29th May 2018

It was resolved that the minutes dated 29th May 2018, as distributed prior to the meeting be confirmed as a true record and be signed by the Chairman.

112/18 Action List Update

The current action list was distributed to councillors prior to the meeting and the clerk gave an overview.

It was advised that all professional memberships have now been re-instated. The issues with Himalayan knotweed remain and no response has been received from HDC

It was resolved that the Clerk contact the Pond Warden and request a site visit.

113/18 Governance

a) Standing Orders

A proposal for amendment to the standing orders allowing the public to speak for a maximum of two minutes rather than three was discussed, it was also highlighted that any public participation is at the discretion of the Chairman who can also award more time if appropriate.

It was resolved to amend the standing orders to two minutes public participation.

The procedure for appointing a Chairman for meeting where neither the Chairman or Vice-Chairman is in attendance was also reviewed. A meeting cannot start without a Chairman, so this must be the first item of the agenda. Any member not able to attend a meeting should notify the Clerk in advance of the meeting. Should the Chairman and Vice-Chairman both submit apologies the Clerk will advise all remaining members that a Chair will be needed and ask for volunteers. A resolution at the start of the meeting will be made confirming the Chairman for that meeting.

It was noted there is no change to this procedure.

b) Code of Conduct

A proposal for the amendment to the code of conduct and standing orders with particular regard to the Register of Interests was distributed to members prior to the meeting. The Chairman gave a summary of the proposal and the current policies with reasons for and against the proposed changes.

It was reiterated that it is a councillor's responsibility to ensure they declare any interest they may consider appropriate and the Clerk may award dispensation to allow the business of the Council to be carried out.

The Code of Conduct and Register of Interests are based on the models supplied by HDC and HALC and the Chairman will re-distribute to all councillors highlighting the key points.

It was resolved that the Code of Conduct and Register of Members Interests remain as ratified at the May meeting.

It was also resolved that the Clerk be appointed as Proper Officer for the Neighbourhood Plan Steering group to accommodate any requests for dispensation at a Neighbourhood Plan meeting.

c) GDPR/Freedom of Information

The Chairman gave an overview of the correspondence distributed to Councillors prior to the meeting in which Cllr White had raised concerns regarding robustness and potential exposure to the Council, he also requested a detailed audit. In addition, Cllr White advised that he had been in contact with SALC for advice and all agreed that that was the right and proper thing to do. LBPC are members of SALC so that such advice can be obtained and is open to all councillors.

The issues were discussed at length and the Chairman proposed a project that considers the points raised with particular focus on retrieving and archiving emails on private email accounts (prior to @lowerbeeding.com) as well identifying any potential risks (which should be notified to the Clerk so they can reviewed at a Council meeting and be recorded for transparency).

Councillors were reminded to always use their official email addresses whilst carrying out Parish Council business and all confirmed that they did.

Cllr Hough asked about the regulations with regard to the storage and use of sound recordings of meetings.

It was resolved that the Clerk investigate and report back to the council.

The Chairman thanked all for their participation and openness in this agenda item.

114/18 Traffic Management – Cllr White

Cllr White reported that the majority of his update had been covered in the public adjournment. The Clerk has received correspondence from WSCC inviting input into the STIP (Strategic Transport Investment Programme) The closing date for submission is 20th July. Credit was given to Cllr White for his determination that LBPC's traffic issues are heard. It was proposed that the Clerk, Cllr White, Cllr Tabor and Mr Warwick meet and prepare a response, this motion was agreed by all.

Finally, Cllr White reported some anomalies in correspondence from WSCC regarding the classification of A Class and B Class roads. This will be investigated further, and the results communicated to the Council

115/18 Parish Maintenance – Cllr Lloyd

Cllr Lloyd had distributed a report to all councillors prior to the meeting and the Clerk read the contents.

Councillors noted that the footpath along Leechpond Hill is very dangerous having been restricted by overgrowth.

It was resolved that the Clerk contact WSCC Highways to discuss the best way to get this resolved as quickly as possible. It was also noted that the VAS sign is obscured by vegetation and the Clerk will contact the management company at Trinity Fields to resolve this.

Concerns were raised regarding councillors approaching residents and members of the public direct and it was resolved that all correspondence be directed through the Clerk.

Cllr Lloyd also submitted a report regarding the park and the pond at Brick Kiln Close. The Chairman reiterated that Cllr White and Cllr Lloyd were fact finding and no conclusion has yet been made regarding the ownership of these areas although all agreed that the work should contribute to explore all the options which will then be reported to the Council for a decision or further action as appropriate.

116/18 Website and Communications

Councillors received information prior to the meeting with regard to the various options. It was resolved that Python on-line be appointed as the new website provider and the Clerk will start work on this as soon as possible.

Cllr Tabor gave an update on the new Facebook Page and the research that has been done to get this set up. It was resolved that Cllr Tabor continue with the project. Once set up the page will be advertised through the Parish Magazine, on noticeboards and through the website.

117/18 Correspondence received for action

- a) WSCC – Consultation on School Effectiveness Strategy 2018-2020

This consultation closed on 25th June, however the Clerk requested an extension to be able to express the views of the council. The Clerk was offered a meeting with Mark Jenner, Head of School Effectiveness but having taken advice from the Head at Holy Trinity School an email response will be submitted.

Details of the consultation and notes from the Head the school were distributed to councillors prior to the meeting and members were invited to make individual representations.

It was resolved that the Clerk respond.

118/18 Correspondence received for information

- a) SSALC – Remembrance Day Silhouette Installation Grant
- b) Velo South – Roadshow Information
- c) HDC – Year of Culture – Update on plans
- d) SSALC – Councillor Briefing and Awareness training

119/18 Meetings attended by Councillors

Date	Meeting	Attendees
Friday 1 st and Saturday 2 nd June	Neighbourhood Plan public exhibition	Cllr Bamford, Cllr Peckham, Cllr Hough
Monday 4 th June	Internal Audit	The Clerk
Tuesday 5 th June	SALC	The Clerk
Wednesday 6 th June	HDC Planning Training	Cllr Bamford, Cllr Peckham and the Clerk`
Friday 8 th June	Grit Bin Audit	Cllr White and the Clerk
Monday 11 th June	HDC	Cllr Lloyd and Cllr White`
Tuesday 12 th June	LBPC Planning Committee	Cllr Bamford, Cllr Hinton, Cllr Ward, Cllr White and the Clerk
Monday 18 th June		Cllr Allen, Cllr Lloyd and the Clerk
Thursday 21 st June	Dowsett Mayhew	Cllr Bamford
Friday 22 nd June	Trevor Leggo – SALC	The Clerk
Tuesday 26 th June	Play Inspection Course	Cllr Tabor and the Clerk

120/18 Matters raised by Councillors

Councillors asked for an update regarding WiFi access to the Church Room. The Clerk confirmed that the grant money of approx. £960 remains unspent.

It was resolved that the Clerk confirm the quote with MAS and proceed with arranging installation, assuming the spend is in the region of £1000 as budgeted.

Cllr Tabor reported that she and the Clerk has attended a very worthwhile and informative play area inspection course during the day. She gave an overview of the course content and will be producing a

procedure for on-going inspections. The setting of a reserve for play area maintenance will be discussed at the next Finance Committee meeting.

Cllr Bamford gave an update following the planning training meeting attended by herself, Cllr Peckham and the Clerk. Slides from the presentation will be circulated to all councillors.

121/18 Chairman's announcements

The Chairman gave an update following attendance at the HDC Planning Meeting North.

Planning

122/18 Approval of the minutes of the Planning Committee Meeting held on 12th June 2018

It was resolved that the minutes of the planning committee dated 12th June 2018, as distributed prior to the meeting be confirmed as a true record and be signed by the Chairman.

123/18 Planning correspondence

- a) HDC – Strategic Housing and Employment Availability Assessment (SHELAA) call for sites
- b) HDC – Consultation Response to NPPF

It as resolved the correspondence be noted.

124/18 Neighbourhood Plan update – Cllr Peckham and Cllr Bamford

Cllr Bamford reminded all present that the next NP steering group meeting would take place on Thursday (28th June), all are welcome to attend.

125/18 Planning applications

None

126/18 Horsham District Council Decisions

DC/18/0109 Stonehouse Farm – Application Permitted

AMENDED DESCRIPTION: Proposed change of use of existing hardstanding from Class B1 to Class B1 /B8 for the storage of full and empty skips and for overnight parking of vehicles in connection with the use.

DC/18/0349 Holme Farm – Application Permitted

Erection of two yurts and amenity cabin with associated landscaping and car parking.

DC/18/0530 – 29 Church Close – Application Permitted

Erection of single storey side and rear extension

Finance

127/18 Internal Audit Report

The previously circulated audit report was reviewed.
It was resolved that the report be noted

128/18 Annual Governance and Accountability Return 2017/18 – Annual Governance Statement

The return was circulated prior to the meeting and it was resolved to approve the council's response to statements 1-9 of the Annual Governance Statement.

129/18 Annual Governance and Accountability Return 2017/18 – Accounting Statements

It was resolved to approve section 2 of the Accounting Statements 2017/18 and that section 2 be duly signed by the Chairman noting that this had previously been signed by the RFO prior to presentation as required.

130/18 Notice of Public Rights and Publication of unaudited Governance and Accountability Return
 The 'Notice of Public Rights and Publication of Unaudited Annual Return' has been prepared and will be displayed on the village noticeboards by 27th July 2018

131/18 Expenditure (Appendix 1)
 It was resolved that the schedule of payments totalling £2343.94 be approved

Date of the next meetings:

Planning – Tuesday 10th July in the Church Room, Plummers Plain at 7:30pm (Please note this meeting will only take place if there are planning applications to discuss)

Finance – Tuesday 10th July in the Church Room, Plummers Plain at 7:30pm (or immediately following the planning meeting)

Parish Council Meeting – Tuesday 24th July in the Church Room, Plummers Plain at 7:30pm

Signed:

Date:

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.

Appendix 1 – Expenditure

PAYMENTS - June 2018	PAYEE	CHEQUE/DD	AMOUNT
Payments made on 12th June			
Parish Maintenance invoice 10296	Bibby Factors for Central Services	1587	£ 624.00
Litter bins x 2 Invoice 7350546	Horsham District Council	1588	£ 161.56
WSALC and NALC subscription invoice 777	WSALC Ltd	1589	£ 332.18
Total paid on 12th June			£ 1,117.74
Internal Audit - Invoice 904	Peter Frost	1590	£ 169.92
Clerks Expenses	Celia Price	1591	£ 49.99
Councillor Expenses	Geoff Peckham	1592	£ 7.80
Litter Warden	M Bedford	1593	£ 79.50
Salary	Celia Price	1594	£ 834.99
MAS Networks - Invoice 3327	Mas Networks	BACS	£ 84.00
TOTAL FOR PAYMENT AT THIS MEETING			£ 2,343.94
Grand Total of Payments Made in June 2018			£ 2,343.94