

# UPPER BEEDING PARISH COUNCIL

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Clerk: Steve Coberman

## MINUTES OF A MEETING OF THE PARISH COUNCIL

**Date:** Tuesday 2<sup>nd</sup> September 2008

**Time:** 7.30pm

**Place:** Small Dole Village Hall

<b>Present:</b>	Cllrs D Coldwell (Chairman), S Birnstingl, M Brown, R French, V Gretton, F Jones, R Harber, P Kentell, A Purches, J Shaw, C Warren, and approx 10 members of the public.
<b>C:0908:01</b> <i>Apologies</i>	Apologies were received from Cllrs C Bailey (illness), A Blakemore (family commitments), P Gilham (planned absence), and County Cllr D Deedman (away from area). Cllr B Davoudi, District Cllr A Fisher (apology subsequently received by email), and District Cllr F Grantham were absent.
<b>C:0908:02</b> <i>Questions from the public</i>	Carol Boniface, the PCSO, advised the Council that crime was down 10% in Beeding, and burglaries by 19% in the Horsham area as a whole. Members of the Youth Council reported that they had been running collections and activities to raise funds, and requested the Council to authorise bike jumps. PCSO Boniface handed the Youth Council a cheque for £500 from Sussex Police Authority. Mr Sweeney reported on the activities of the Neighbourhood Wardens, and was requested by Cllr Coldwell to keep an eye on the allotments (given the recent malicious damage), and to liaise with the Clerk regarding gaining an allotment for the Junior Wardens. Cllr Purches alerted the PCSO and Neighbourhood Warden regarding regular malicious damage on Hyde Street.
<b>C:0908:03</b> <i>Declarations of interest</i>	Councillor P Kentell declared a personal interest in agenda item 17 as regards the payment to Paul Doo, who is a relative.
<b>C:0908:04</b> <i>Minutes of previous meeting</i>	<p>The minutes of the meeting dated 1st July 2008 were approved by all present and signed by the Chairman.</p> <p><i>Proposed by S Birnstingl; Seconded by R French.</i></p> <p>The minutes of the meeting of the Finance &amp; General Purposes Committee meeting dated 17<sup>th</sup> June 2008 were approved by all present and signed by the Chairman.</p> <p><i>Proposed by F Jones; Seconded by J Shaw.</i></p> <p>The minutes of the meeting of the Finance &amp; General Purposes Committee meeting dated 15<sup>th</sup> July 2008 were approved by a majority present and signed by the Chairman.</p> <p><i>Proposed by D Coldwell; Seconded by A Purches.</i></p>
<b>C:0908:05</b> <i>Matters arising</i>	There were no matters arising from the meeting not covered elsewhere in the agenda.

<p><b>C:0908:06</b> <i>County Councillor's Report</i></p>	<p>County Cllr D Deedman reported as follows:</p> <p><u>Chanctonbury CLC</u>. The next meeting will be held in Ashington on 16<sup>th</sup> September. This meeting will review S106 funds allocated for the Small Dole gateway and Upper Beeding transportation.</p> <p><u>Fundamental Service Review</u>. A members seminar will be held on 10<sup>th</sup> September.</p> <p><u>Waste Disposal and Recycling</u>. A decision on final offers for the County Materials Resource Management Contract will be made later this month, as will the selection of a site for operating the contract (which may be the Upper Beeding Cement works site).</p> <p><u>On-street parking</u>. Horsham District Council have been asked to give closer attention to the illegal on-street parking (a delegated county responsibility) in Saltings Way and Pound Lane at the request of local residents.</p>
<p><b>C:0908:07</b> <i>District Councillors' Reports</i></p>	<p>District Cllr Fisher was absent from the meeting, but subsequently submitted a report. There was little activity in August to report on, and the main item of note is that there is an important consultation forthcoming relating to the provision of pitches for Gypsies, Travellers and travelling Showpeople. HDC welcome the opportunity of discussing this in more detail with the parish councils they represent.</p>
<p><b>C:0908:08</b> <i>Standing Orders and Committee Structure</i></p>	<p>The amended standing orders were adopted subject to minor changes, primarily to alter the version date on the front page and amend para 41 to show the Policy &amp; Resources Committee is to consist of the Chairman and vice-Chairman, the Chairmen of the three remaining committees, and 3 other members of the Council. The Clerk agreed to reformat the document so it looks identical regardless of individual computer pagination settings.</p> <p><i>Proposed by S Birnstingl; Seconded by J Shaw.</i></p> <p>Cllrs French, Kentell, and Warren were appointed to the Policy &amp; Resources Committee, in addition to the ex-officio members.</p>
<p><b>C:0908:09</b> <i>Youth Council</i></p>	<p>Cllr Gretton reported on behalf of the Youth Council. He indicated that the members wanted to undertake activities, and were not interested in constitutional and procedural matters though they did meet twice a month. He explained the desire of the Youth Council for a bike jump, using land which landowner Simon Stringer had offered for the purpose at a peppercorn rent. The Chairman acknowledged the good work that had been done, and explained that we could not insure land which we neither owned nor rented, and that a formal letting agreement would therefore need to be drawn up, which would be the responsibility of the Youth Council to organise. Approval of a lease, the rent, and the insurance terms would be added as an agenda item at a future meeting, and the Clerk was instructed to check once again that the public liability insurance will operate under these circumstances. Cllr Purches noted that the land was on a site of special scientific interest, in an area of outstanding natural beauty, and that planning permission was therefore required. This was questioned, and the Youth Council were asked to clarify this with HDC and WSCC.</p>
<p><b>C:0908:10</b> <i>Review of Annual Parish Meeting</i></p>	<p>Discussion of this matter was deferred until the next meeting.</p>
<p><b>C:0908:11</b> <i>Responsible Financial Office</i></p>	<p>A resolution to appoint Mr S Coberman as RFO in place of Mrs I Caygill was approved by all present.</p> <p><i>Proposed by D Coldwell; Seconded by J Shaw.</i></p>

<p><b>C:0908:12</b> <i>Grass cutting dispute</i></p>	<p>The Clerk reported that he had negotiated a further reduction, totalling £365, to the charge levied by Enterprise Services for the May grass cutting (see minute F:0708:05). A resolution to accept this figure was approved by all present.</p> <p><i>Proposed by A Purches; Seconded by F Jones.</i></p>
<p><b>C:0908:13</b> <i>Improvements to Parish Council offices</i></p>	<p>A resolution to accept a quotation of £450 from Mr A Roberts to redecorate the interior of the Hyde Square office, and to authorise the purchase of a space heater, was approved by all present.</p> <p><i>Proposed by J Shaw; Seconded by M Brown.</i></p>
<p><b>C:0908:14</b> <i>2007/08 accounts</i></p>	<p>These were taken as read, and the auditor's comments were noted.</p>
<p><b>C:0908:15</b> <i>Clerk's report</i></p>	<p>The Clerk reported on matters arising from previous minutes as follows:</p> <p><u>C:0708:09</u> The bank mandate has been changed. Authorised signatories are now the Clerk and Councillors Coldwell, Shaw, Birnstingl, and Harber</p> <p><u>C:0708:12</u> Allianz Insurance advise that a telephone in the sports hall is not a requirement for insurance, though it might be required for such things as health and safety or fire regulations. The Clerk was instructed to check with the Fire Service as to whether it is required, and if not to have the phone removed.</p> <p><u>F0708:08</u> Progress was reported on quotations for electrical work in the sports hall. This matter will now be dealt with by the Sports &amp; Leisure Committee.</p> <p><u>F:0708:09</u> Allianz Insurance advise that the following insurance claims have been settled: 2003 - £406; 2005 - £3,619; 2006 - £759; 2008 - £320.</p>
<p><b>C:0908:16</b> <i>Sports hall changing room</i></p>	<p>The Clerk was asked, in liaison with Cllr Harber, to approach Philip Clay to progress Building Regulation approval of the works. £1,200 has already been approved for this in the budget.</p>

<p><b>C:0908:17</b> <i>Authorisation of Payments</i></p>	<p>A resolution to authorise the following payments was approved by all present:</p> <table border="0"> <tr><td>Ravenstock</td><td>Container hire - Aug-08</td><td>£29.05</td></tr> <tr><td>CPRE</td><td>Annual membership subs</td><td>£28.00</td></tr> <tr><td>Gareth Dutton</td><td>Sports hall window cleaning</td><td>£20.00</td></tr> <tr><td>BT</td><td>Office telephone</td><td>£71.08</td></tr> <tr><td>Ferring Nurseries</td><td>Hanging basket maintenance</td><td>£675.45</td></tr> <tr><td>Alex Roberts</td><td>Repair concrete bench in playing field</td><td>£375.00</td></tr> <tr><td>Alex Roberts</td><td>Repair fence post and wooden bench in playing field</td><td>£101.43</td></tr> <tr><td>Henfield PC</td><td>Bus service</td><td>£75.00</td></tr> <tr><td>BT</td><td>Office phone and cancellation</td><td>£124.49</td></tr> <tr><td>WSCC</td><td>July salaries</td><td>£3,055.74</td></tr> <tr><td>Horsham Fencing Southern Counties</td><td>Allotment fence</td><td>£2,585.00</td></tr> <tr><td>Janitorial Supplies</td><td>Sports hall cleaning materials - July</td><td>£96.03</td></tr> <tr><td>George Rose Office Products</td><td>Photocopier - July</td><td>£23.50</td></tr> <tr><td>WSCC</td><td>June salaries (represented following error in original cheque)</td><td>£4481.09</td></tr> <tr><td>Worthing Windows</td><td>Balance on office windows/doors</td><td>£1,349.01</td></tr> <tr><td>Enterprise Services</td><td>July grass cutting</td><td>£1,095.16</td></tr> <tr><td>J Harrison</td><td>Repair lighting pole at football store</td><td>£30.00</td></tr> <tr><td>RBS Software Solutions</td><td>Full day on-site training</td><td>£529.10</td></tr> <tr><td>HDC</td><td>Dog bins</td><td>£36.83</td></tr> <tr><td>Ravenstock</td><td>Container hire - Jul-08</td><td>£29.05</td></tr> <tr><td>HDC</td><td>Dog bins</td><td>£36.83</td></tr> <tr><td>Enterprise Services</td><td>May grass cutting (rebate to follow)</td><td>£1095.16</td></tr> <tr><td>S R Coberman</td><td>Sundries Jul/Aug-08</td><td>£150.58</td></tr> <tr><td>Southern Counties Janitorial Supplies</td><td>Sports hall cleaning materials - August</td><td>£42.49</td></tr> <tr><td>Paul Doo</td><td>Strip light in PC office</td><td>£87.50</td></tr> <tr><td>Mazars</td><td>External audit fee</td><td>£646.25</td></tr> <tr><td>George Rose Office Products</td><td>Photocopier - August</td><td>£23.50</td></tr> <tr><td>Chris Smallman</td><td>Materials for marking out new allotments£36.31</td><td>£36.31</td></tr> <tr><td>Ingrid Caygill</td><td>Sums due for hourly work and outstanding petty cash</td><td>£722.38</td></tr> <tr><td>Enterprise Services</td><td>August grass cutting</td><td>£1,095.16</td></tr> <tr><td>River Adur Internal Drainage Board</td><td>Rates</td><td>£28.69</td></tr> <tr><td>BT</td><td>Overdue office phone bill from May</td><td>£6.70</td></tr> </table> <p><i>Proposed by D Coldwell; Seconded by A Purches.</i></p> <p>The Clerk was instructed to approach Ravenstock to ascertain the cost of purchasing a container.</p>	Ravenstock	Container hire - Aug-08	£29.05	CPRE	Annual membership subs	£28.00	Gareth Dutton	Sports hall window cleaning	£20.00	BT	Office telephone	£71.08	Ferring Nurseries	Hanging basket maintenance	£675.45	Alex Roberts	Repair concrete bench in playing field	£375.00	Alex Roberts	Repair fence post and wooden bench in playing field	£101.43	Henfield PC	Bus service	£75.00	BT	Office phone and cancellation	£124.49	WSCC	July salaries	£3,055.74	Horsham Fencing Southern Counties	Allotment fence	£2,585.00	Janitorial Supplies	Sports hall cleaning materials - July	£96.03	George Rose Office Products	Photocopier - July	£23.50	WSCC	June salaries (represented following error in original cheque)	£4481.09	Worthing Windows	Balance on office windows/doors	£1,349.01	Enterprise Services	July grass cutting	£1,095.16	J Harrison	Repair lighting pole at football store	£30.00	RBS Software Solutions	Full day on-site training	£529.10	HDC	Dog bins	£36.83	Ravenstock	Container hire - Jul-08	£29.05	HDC	Dog bins	£36.83	Enterprise Services	May grass cutting (rebate to follow)	£1095.16	S R Coberman	Sundries Jul/Aug-08	£150.58	Southern Counties Janitorial Supplies	Sports hall cleaning materials - August	£42.49	Paul Doo	Strip light in PC office	£87.50	Mazars	External audit fee	£646.25	George Rose Office Products	Photocopier - August	£23.50	Chris Smallman	Materials for marking out new allotments£36.31	£36.31	Ingrid Caygill	Sums due for hourly work and outstanding petty cash	£722.38	Enterprise Services	August grass cutting	£1,095.16	River Adur Internal Drainage Board	Rates	£28.69	BT	Overdue office phone bill from May	£6.70
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<p><b>C:0908:18</b> <i>Accounts: Jul/Aug-08</i></p>	<p>These were presented and noted.</p>																																																																																																
<p><b>C:0908:19</b> <i>Bank statements: Jul-08</i></p>	<p>These were presented and noted. The Clerk was instructed to write to the Co-op to request that they waive the overdraft charges.</p>																																																																																																

<p><b>C:0908:20</b> <i>Correspondence</i></p>	<p>The following items of correspondence were notified to the Council:</p> <ul style="list-style-type: none"> <li>• WSCC notice re mobile household waste service</li> <li>• ICIS pamphlet</li> <li>• Request from Village Fete committee to book playing fields next summer and waive its charge. <i>NB: The Council agreed to these requests.</i></li> <li>• Flyer for Sussex Games</li> <li>• Quotation for decorating office</li> <li>• Newspaper cutting re police funds for Youth Council</li> <li>• Horsham residential homes newsletter</li> <li>• Invitation to Steyning Downland Scheme community day</li> <li>• Conference notice for AiRS AGM</li> <li>• Invitation to Army presentation</li> <li>• South Downs Management Plan booklet</li> <li>• Clerks &amp; Councils Direct magazine</li> <li>• CPRE Fieldwork magazine</li> <li>• Invitation to HDC Community Partnership Sustainable Community Strategy meetings</li> <li>• Southern Water Draft Business Plan, and invitation to roadshow</li> <li>• Assorted press cuttings (provided by Cllr Harber)</li> <li>• Invitation to WSCC Minerals &amp; Waste Development Framework forum</li> <li>• Working papers for preparation of Annual Parish Meeting minutes</li> </ul>
<p><b>C:0908:1921</b> <i>Urgent Matters</i></p>	<p>There were no items suggested for urgent consideration.</p>
<p><b>C:0908:25</b> <i>Items for next agenda</i></p>	<p>There were no items suggested for inclusion in the next agenda.</p>

The meeting closed at 9.15pm. The next meeting will be held at Beeding & Bramber Village Hall on Tuesday 7<sup>th</sup> October 2008 at 7.30pm.

**Minutes signed by:** ..... **Date:** .....