



**MINUTES OF BARNHAM AND EASTERGATE PARISH COUNCIL MEETING
HELD ON TUESDAY 24th JANUARY 2023 AT BARNHAM COMMUNITY HALL**

Present: Chris Allington (Chair): Andrew Crawford: Heather Kilroy: Finn Middleton: Simon Parkin: David Phillips: John Robinson: Isabel Thurston: Penny Wycherley:

In attendance: Alison Crabb (Clerk): Trevor Bence (WSCC): 3 Members of the public: Terry Bedford (BECT, Chairman)

1. Open Public Session

A member of the public present wished to raise issues of concern in relation to Yapton Road, Barnham, in particular the width of the road on the approach to Barnham Railway Bridge and the new cyclepath/footway outside the Redrow development. County Cllr, Trevor Bence, agreed to take up the matters as they were clearly highways related, which is the responsibility of the County Council.

2. Apologies for absence

Phil Cramp, Dean Holden, Sue Wallsgrove: Chris Wells, Sarah Jolley, Nina McMaster.

3. Declarations of Interest

Finn Middleton informed the Council that as an employee of Southern Water he would not take part in any discussions in relation to the issues the Parish has been having with the activities of the company now and in the future.

4. County Councillor, District Councillor and PCSO Updates

County Councillor, Trevor Bence, had no significant issues to report. District Councillor, Isabel Thurston, made mention of elections and the need for all voters to produce ID if they vote in person. A campaign will shortly be launched to encourage postal voting.

PCSO, Caroline Wilson sent apologies for meeting, but had circulated a brief update report which was noted with no issues raised.

5. Minutes of the Parish Council Meeting held on 6th December 2022

Resolved:

That the minutes of Barnham & Eastergate Parish Council meeting held on Tuesday 6th December 2022 be approved as an accurate record of the meeting and be signed by the Chair of the Council.

6. Finance

6.1 The Clerk had circulated details of payments made since December 2022. All payments were **noted**, and no issues raised.

6.2 The end of Q3 financial position was **noted**

6.3 The reappointment of Maureen Chaffe as the Parish Council's Data Protection Officer (DPO) was **approved**.

Resolved:

- 1. To note the payments made since December 2022**
- 2. To note the end of Q3 financial position of the Council**
- 3. To approve the reappointment of Maureen Chaffe as the Council's DPO**

7. Approval of Budget and Precept for 2023/24

Following consideration of the draft budget at the meeting of the Council in December the Clerk had prepared and circulated a revised budget for 2023/24 together with a paper containing options for discussion and recommendations for approval of the precept amount to be requested from Arun District Council and to approve the budget for 2023/24.

Points to note included the following:

- The taxbase was confirmed at 2333 (an increase of 33 on the draft budget presented in December).
- The budget presented was based on a no increase in Council Tax payments and a 2% increase.
- Two new budget lines relating to project funding were included for the new People, Places and Spaces Working Party and the Community Resilience Team totalling £7,000.
- The annual build-up of reserves figures was reduced from £10,000 to £5,000.
- The electricity costs at the Pavilion were capped at £200 per month with the Cricket Club (the main users of the facility) agreeing to contribute to any additional amount incurred.
- S106/CIL funds continue to be received and are ring-fenced in an interest bearing savings account for use as projects are developed and monies spent.

The options considered were as follows:

(a) No increase in Council Tax Band D Payments (remain at £72.04 p.a.) which would result in a precept sum request to ADC of £168,069

(b) A 2% increase which would result in Council Tax Band D payments rising £1.44 per household, per annum (i.e. less than 3p per week) and would result in a precept sum request to ADC of £171,429

After a short discussion the Council agreed a recommendation to approve Option (b) a 2% increase which would equate to Band D household payments of £73.48 per annum (£1.44 increase on 2022/23).

Resolved:

- 1. To approve a precept of £171,429 for 2023/24 (£73.48 per annum, per band D household of all eligible taxpayers) and that the Clerk be asked to inform Arun District Council of that decision.**
- 2. To approve the budget for 2023/24 as presented except for a slight amendment to the Pavilion electricity costs.**
- 8. Planning & Environment Committee (Sue Wallsgrove, Chair of Committee presented items)**
 - 8.1** The minutes of the meeting of the Planning & Environment Committee held on 13th December were noted.

8.2 In the absence of Sue Wallsgrove, Chair of the Committee, the Clerk read out a brief update report. The main item to note was a recent meeting had been held with representatives of Barratts in relation to the Strategic Development that was currently with ADC for planning decision. An offer to present to Full Council at the next meeting had been put forward and was accepted. The Clerk would write to the developer's representative to make appropriate arrangements.

9. Community Facilities in the Parish

In the absence of the Assistant Clerk, Community, the Clerk read out a brief update on community activities since the last meeting with no significant matters noted.

10. CIL/S106 Funding Trajectory and Project Updates

The Clerk had circulated two papers prepared by the Chair of the Council. The first was an update on the current CIL/S106 Funding Trajectory and Project Updates and the second was a specific briefing note in relation to a proposed funding strategy to deliver the three current building projects at the Eastergate Hall (EVH) and Barnham Hall (BCH).

The Council **noted** the current position in relation to potential CIL and S106 funding and anticipated future funding and the detail of the projects it was hoped would be brought to fruition in due course if all funds are received. Some of these are very much related to the S106 agreements to be negotiated in relation to the BEW Strategic site.

The Council was then updated on the current position with the three Hall projects. The EVH porch extension had received planning approval and the other two (BCH porch extension and a store extension at EVH) were currently with ADC Planning with an anticipated decision date of 9th February. It was noted that the issues raised by some Councillors at P&E Committee in relation to the materials for the store extension would be addressed if planning approval was given.

The Chair then explained the funding strategy that he and the Chair of the Barnham and Eastergate Community Trust (BECT) had discussed and were now proposing for approval.

To make maximum savings in terms of project management, construction costs etc the proposal would be to let one contract for all three projects.

Although EVH is a BECT asset as a Parish Council we can invest in it as it provides community facilities for us and we can then reclaim the VAT. BCH is of course a Parish Council asset so no such issues arise.

The latest costs for the projects and details of potential grant applications were explained and recommendations on how the funding could be realised were made as follows:

EVH Porch and Store – £82,000 CIL funding from the PC – currently there is £42,600 available but further funds anticipated this coming financial year – and BECT will be asked to fund the additional sum required of £60,000 from the Trust's reserves (decision yet to be approved)

BHC Porch – As already stated this is a BECP asset and as such we can apply for a Public Works Loan through the government to fund this as was done when the Hall was originally built. It is suggested that we start the process to apply for a £100,000 loan, which would be a 50 year loan and would likely cost each household £1.80 which together with the current loan

payments would be a total of £11.78. This figure would decrease as housing numbers increase.

The Council unanimously gave support to the Strategy and approval to the funding recommendations.

Resolved:

- 1. That the Council accept the recommendations and project priorities in the CIL/S106 Trajectory paper.**
- 2. That the Council approve putting £82,000 of current and anticipated CIL receipts into reserves to fund their share of the EVH projects, recognising that the timing and certainty of these receipts cannot be guaranteed.**
- 3. That the Council seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB Loan of £100,000 over the borrowing term of 50 years for the funding of a front porch extension to Barnham Community Hall. The annual loan repayments will come to around £5778. It is not intended to increase the council tax for the purpose of the loan repayments.**

11. Working Party Updates

11.1 Community Resilience Team – David Phillips informed Council that the Working Party had held a first successful meeting and that they were moving forward in a positive manner. Contact had been established with WSCC Resilience Officers through Penny Wycherley and Heather Kilroy had started compiling a list of local contractors that could be brought into assist. First aid training was being looked into and leaflet to be distributed to all households was being considered to get volunteers to come forward. DP and PW were meeting with Middleton PC reps for an information sharing session.

11.2 People, Places and Spaces Working Party (PPS) – Penny Wycherley informed Council that there was little to report at the moment except to say that litter picks for 2023 were being agreed, another edition of Littery Times was in the pipeline, visits had been made to recycling facilities (it was agreed that Andrew Crawford would give a more detailed update on this to the next meeting), the use of Mailchimp was being investigated with Maureen Chaffe and logos for hi-viz jackets were being explored. Another project that was just starting to be looked at in detail was Community benches and Simon Parkin was assisting with this.

12. Outside Bodies

12.1 ABE CLT - Isabel Thurston had attended a recent meeting and would continue to do so when she could and report back to the PC. Nothing significant to report except we had been asked to see if we could assist with potentially getting the CLT into the Tars Farm development but as the S106 agreement appears to have already been completed it was unlikely that this could be altered. IT would speak with ADC officers.

12.2 ADALC – A conference with ADC officers has been organised for 2nd March which will mainly focus on planning matters. Sue Wallsgrove and Sarah Jolley have agreed to attend on the Council's behalf to see if there is any merit in potential membership of the group going forward.

13. Dates for Meetings 2023/24

A timetable of proposed meeting dates for Full Council and the Planning & Environment Committee for post election had been circulated. The key date would be the first meeting of the new Council scheduled for Tuesday 23rd May and all those who were intending to seek re-election should note that date in their diary. The meeting will be followed by the Parish Assembly.

It was also noted that if necessary a meeting may be called for the 18th or 25th April should urgent decisions be required.

14. Report by Chair of the Council

The Chair had attended the latest BEW Advisory Group that was Chaired by Isabel Thurston. It was the first meeting of the group in a long time and the following points of interest were noted.

- Land South of Railway now owned by just 2 organisations who are committed to make the development happen;
- the A29 realignment needs to be committed to for the whole length not just the WSCC northern arc Karl Roberts having conversations with Highways England;
- Planning application for 550 houses mini masterplan includes 100 identified in our Neighbourhood Plan;
- S106 negotiations will start soon and the PC will be included in the discussions
- Karl Roberts (ADC) agreed to update the RAG analysis document produced by Chris Allington before the next meeting

15. Report by Clerk of the Council

The Clerk mentioned the following:

- Response from Southern Water has been chased – post meeting note now received
- WSCC Cabinet Member for Highways responded re levels of provision and Community Highway Partnerships – response circulated and noted.
- Elections – the Clerk informed Councillors that she expected to receive further information on the process and timetable for Parish Councillors to seek election before the next meeting and would circulate in due course.
- Deeds of Agreements for S106 monies mentioned at last meeting will all be signed in the next few days and funds should be received shortly after that. The funds are all ring-fenced for playground/recreation facilities.
- Barnham Primary School had made a request for funding support for play equipment project they are trying to move forward. The Council noted the request and once all the Council's projects in this area are completed the matter will be brought back to Council if funds are still available.

16. Date of Next Meeting of the Council

The next meeting will take place on Tuesday 14th March 2023.

The Meeting Closed at 9.28 p.m.

Signed by:

Chair, Barnham and Eastergate Parish Council