



**MINUTES OF BARNHAM AND EASTERGATE PARISH COUNCIL MEETING
HELD ON TUESDAY 3rd SEPTEMBER 2019 AT BARNHAM COMMUNITY HALL**

Present: Chris Allington (Chair): Dick New (Vice-Chair): Rob Bates: Terry Bedford:
Phil Cramp: Andy Earwaker: Heather Kilroy: John Robinson:

In attendance: County Councillor, Derek Whittington: Alison Crabb (Clerk): Nina McMaster
(Assistant Clerk): Louise Beaton (for Item 12): 6 members of the public

1. **Open Public Session** – One issue was raised but as noted on the agenda no formal minute of the discussion will be made.
2. **Apologies** – Sue Wallsgrove:
3. **Resignation of Parish Councillor**

The Chair reported the resignation of Stewart Pritchard from the Council. He took the opportunity to publicly thank Stewart for his work, particularly on the previous Barnham Parish Council. The Clerk reported that this vacancy together with the vacancy that occurred following the election had now been advertised. If no electors ask for a by-election within the advertised period the Council can consider co-option of new members at the next meeting of the Parish Council. It was noted that one potential candidate had already made contact with the Clerk.

4. **Declarations of Interest**
None declared at this point on the agenda.
5. **County and District Councillor inputs**

County Councillor, Derek Whittington, mentioned a new Town and Parish Councils News document produced and circulated by the County Council. The Clerk mentioned that she had not received it but then it may be that her new email was not known at WSCC so she would make enquiries and Mr Whittington said he would forward it to her for circulation. The main item of interest to the Council was the need for the Council to respond in respect of salt requirements for the coming winter. He also mentioned the A27 Arundel Bypass consultation currently taking place.

District Councillor, Isabel Thurston, mentioned the Climate Change Emergency Policy had become a declared policy by ADC and that it was anticipated that guidance would be issued to Town and Parish Councils in due course, hopefully in time for consideration for inclusion in the Review of the Neighbourhood Plan.

6. **Minutes of Parish Council Meeting held on 2nd July 2019.**

Resolved: That the minutes of Barnham & Eastergate Parish Council meeting held on Tuesday 2nd July 2019 be approved as an accurate record of the meeting and be signed by the Chair of the Council.

7. Finance

- 7.1.** The Clerk circulated a list of payments for approval and the Council **agreed** that the payments be approved and the Chair undertook that approval online during the meeting.
- 7.2** The Clerk had previously circulated the first quarterly accounts report to Councillors. No issues were raised and the Council **noted** receipt of the document.

Resolved:

- 1. To retrospectively approve all payments made during the summer recess and approve all payments for September 2019 and the Chair to duly authorise those payments using the online banking system.**
- 2. To note receipt of the quarterly accounts to the end of July.**

8. Pension Scheme for Barnham and Eastergate Parish Council Employees

8.1 To meet the Pensions Regulator's deadline for submission of details of the enrolment of staff into a Pension Scheme the Council had to consider various matters through an email exchange as no meeting was due to take place to meet that deadline. The decisions taken were now put to the Full Council for retrospective approval, which was duly given, and those decisions were:

Resolved:

- 1. That the Council agrees to join the West Sussex County Council (WSSC) LGPS (Local Government Pension Scheme) from 1st April 2019 as the preferred Pensions Scheme for the Council;**
- 2. That the Council agrees that the employees to be included in the scheme would be the Clerk and Assistant Clerk roles only;**
- 3. That the Council enter into a Pooling agreement with WSSC to join the scheme; and**
- 4. That the contributions for each enrolled employee will be backdated to 1st April 2019.**

8.2 As agreed during the email exchange and Resolved in 8.1.3 above the Council considered the details of the Pooling Agreement and agreed that the document be signed by the Clerk as the Authorised Officer in the presence of the Chairman and sent to WSSC.

Resolved: That the Clerk and Chair sign the Pooling Agreement for submission to WSSC

8.3 As part of the Pension enrolment process the Council had to agree a Pension Scheme Discretion Policy. The Council considered a draft policy prepared by the Clerk which was based on 5 mandatory discretions and one additional discretion. The Council raised no issues and agreed that the Policy be adopted.

Resolved: To approve the Pension Scheme Discretion Policy for the Council

9. Approval of a Grants Policy for BEPC

The Clerk had prepared and circulated a draft Grants Policy and application form for the Council to consider and approve. The main focus of the Policy was to ensure that grants made by the Council were primarily aimed at local organisations working for the benefit of the local community, rather than national or regional organisations. The policy was **approved** and it was suggested and

agreed that the application form should be amended to include an additional section for the applicant to briefly explain how the organisation benefits people in the area. The Council noted that applications for this year had already been received by the Clerk and the former Clerk of Eastergate Parish Council and that these applications would be brought forward to the October meeting for consideration. In future years applications would be considered at the Annual Parish Council meeting in May, although it was noted that the policy does allow for applications to be considered at other times if necessary.

Resolved: To approve the Grants Policy for Barnham and Eastergate Parish Council and to place the policy on the Council's website.

10. To receive reports on Outside Body Meetings and Meetings/events of interest attended by Parish Councillors

A27 Bypass Consultation exhibition preview – Chris Allington, Isabel Thurston and Derek Whittington had all attended the preview on the latest A27 Bypass consultation. The exhibition was now open to the public at various venues in the area. It was noted that it was worth going to the exhibition to see the various maps and videos that gave an excellent view of where the routes being considered would actually impact on the local area. It was noted that it was likely that the only routes that would be considered would be those routes that could be afforded.

Discussion with Karl Roberts on BEW Strategic Site Community Facilities – Chris Allington reported on a discussion he and Martin Beaton (Aldingbourne PC Chair) had to discuss the draft report prepared by AiRS in respect of Community Facilities requirements related to the BEW strategic site. The following points were noted:

- Consultation had included some developers as well as the Parish Councils
- The report lacked detail from the evidence based information given to AiRS
- S106 agreements can only pay for additional infrastructure they cannot pay to replace current infrastructure
- AiRS will be instructed to produce a further report based on feedback from the consultation by ADC on the report but to enable this to take place AiRS would require some actions by the Parishes:
- Detail of current utilisation of the Halls in the area – Barnham and Eastergate have produced this Aldingbourne will need to do the same
- Parishes view on the future governance of community buildings and open space
- A new name for the community – not BEW –
- Views on utilisation of Church Farm, Eastergate as a community multi-use hub.

11. Community Facilities in the Parish

The minutes of the first Community Facilities Group meeting which had been circulated to all Councillors were received and noted. The Assistant Clerk and Facilities Manager was now producing monthly activity reports and financial reports and was able to confirm that there was no current need for the Council to pay the monthly grant to the Hall to aid operations. As a consequence of this excellent position a request had been submitted to the Council to use some of those funds to purchase a glass washer and ice machine and to pay for a replacement window to the hall kitchen. The total cost including VAT was £2652.60. The Clerk confirmed that the Council was able to agree to this request under guidance in respect of Local Council Help to Village Halls. The Council therefore took the decision to **agree** to the request and the Clerk and Assistant Clerk would make the necessary arrangements to make the purchases.

Resolved: That the Council purchase and pay for a new ice machine, glasswasher and replacement window at Eastergate Village Hall totalling £2652.60.

The Chair and Terry Bedford also informed the Council that an expression of interest bid was currently being prepared for submission for a National Lottery Grant. The bid was to look to secure funding to extend the Eastergate Village Hall to provide additional space at the back of the Hall and to put a new porch and proper access to the front of the Hall. The project cost is in the region of £300-500,000 and if successful the Council would need to look at a PWLB to fund the balance. The submission would be made by 6th September.

12. Proposed Merger of Barnham Community Trust and Eastergate Village War Memorial Hall Trust

Following the approval given at the last meeting of the Parish Council the Clerk and Terry Bedford, as Chair of the Community Facilities Group, had held a meeting with Louise Beaton, having engaged her services through AiRS at a cost of £800+VAT for up to 14 hours work. The outcome of that meeting had been circulated to all Councillors in advance of the meeting and the Council was now being asked to give formal approval to proceed with the merger process if they agreed that any issues/concerns that had been previously felt had now been addressed.

In support of the document circulated Terry Bedford made a couple of additional points, He said that it was hoped that moving forward it would be possible for both Halls to be managed through a Licence to Operate as currently in place for Barnham Hall, rather than through a lease. He also said that he had asked both Community Facilities Managers for their pros and cons on the proposal and that whilst there was a list of pros there were no cons of any note. If the Council now agree to move forward the following actions will be required to take place:

- The Charity Commission will be asked to agree changes to the Barnham Community Trust constitution to enable the Eastergate Hall to be part of a new Barnham and Eastergate Community Trust.
- The current Barnham Community Trust and Eastergate Village War Memorial Trust will be asked to meet and formally resolve to merge and if agreed;
- Public meetings for each Charity will take place to get public approval to merge
- Due Diligence checks will take place, including property checks, and a vesting declaration will be drawn up.
- Timetable for completion March 2020

It was also noted that costs would be involved in order to complete the process and the Chair suggested that the Clerk be given a budget up to £5000 to be spent on necessary legal fees. The cost of Louise Beaton was also agreed.

One specific issue raised was why the Eastergate Sportsfield and Pavilion were being excluded from the proposal. It was explained that as these facilities were currently the sole responsibility of the Parish Council as were the facilities at Murrell's Field that they should remain as such and be considered for inclusion after the merger has taken place. No other issues/concerns were raised and the Council **agreed** to move forward as proposed.

Resolved: That the merger of Barnham Community Trust and Eastergate Village War Memorial Trust be taken forward to form a new Barnham and Eastergate Community Trust that will be responsible for the management of Barnham Community Hall and Eastergate Village Hall.

13. Barnham and Eastergate Neighbourhood Plan

The Clerk had submitted a grant application for funding towards the cost of the Review of the Neighbourhood Plan to Arun District Council. The application had been successful and the Council was now required to sign a formal agreement with ADC to receive the funding of £5000. The Clerk also mentioned that she had been successful of obtaining further grant totalling £5,700 from the national Neighbourhood Planning Programme.

Approval was given to signing the contract and it was also noted that as the Council had already delegated responsibility of the Review to the Planning and Environment Committee that it would now delegate responsibility for management of the funding received to the Committee.

Resolved: That the contract with ADC for receipt of Neighbourhood Plan grant funding of £5000 be signed and that the Council delegate responsibility for management of the funding the Planning & Environment Committee

14. Planning application – BN/65/19 – Bexstone House, Barnham Road Eastergate

As agreed in the ToR of the Planning and Environment Committee the Committee has asked that the above application for outline planning with some matters for the demolition of existing dwelling and erection of 10 new dwellings, widening of access, parking for 30 cars, including garages, etc be considered by Full council.

The Council were able to consider this application and approve a response fairly swiftly as it was noted that the site was situated within the Strategic Allocation and that until there was a masterplan for the Strategic Allocation no planning permissions should be considered within it. It was also noted that the site was also situated within the proposed green infrastructure corridor.

Resolved: That the Council submit an objection to planning application BN/65/19 as the site is situated within the Strategic Allocation and that until a masterplan for the Strategic Allocation was in place no planning permissions should be considered within it. It was also noted that the site was situated within the proposed green infrastructure corridor.

15. Report by Clerk

The Clerk reported that she had been receiving several emails over the summer months asking if the Parish Council could look into various traffic related issues, including parking, speeding, lack of pavements etc. The Clerk had discussed the matter with the Chair and put forward a proposal that the Parish Council invite a member of the Highways Team of WSCC to attend a future meeting of the Council where a discussion on Traffic Matters within the Parish could take place. The Clerk would invite those who had been in correspondence with her to attend and put forward their issues. Isabel Thurston would also like the Council to look into a Community Speedwatch group and it was felt that this could be included in the discussions. The Council **agreed** the Clerk should pursue the proposal.

The Clerk had also received several complaints about the lack of dog bins and litter bins and overflowing bins. As a result she was now in contact with ADC with the aim of establishing exactly where and how many bins each Council was responsible for within the new Parish. Once the audit was done it was proposed to bring forward suggestions for additional bins to the Council.

15. Date of Next Parish Council Meeting

The next meeting of the Parish Council was confirmed as Tuesday 22nd October at 7.30 p.m. at Barnham Community Hall.

The meeting closed at 9.05 p.m.

Signed by:

Chair, Barnham and Eastergate Parish Council