



**MINUTES OF BARNHAM AND EASTERGATE PARISH COUNCIL MEETING  
HELD VIRTUALLY ON TUESDAY 26<sup>th</sup> MAY 2020**

Due to the COVID19 Pandemic this meeting took place virtually using Microsoft Teams following government legislation allowing Parish Councils to undertake meetings in this manner until 2021.

It had also been agreed to cancel the Annual Parish Assembly and the Annual Parish Council meeting and that Chris Allington would remain Chair and Dick New would remain Vice-Chair without election until May 2021. Also the Chair (Sue Wallsgrove) and Vice-Chair (Rob Bates) of Planning and Environment would remain the same until May 2021.

**Present:** Chris Allington (Chair): Dick New (Vice-Chair): Rob Bates: Terry Bedford: Phil Cramp: Andy Earwaker: Heather Kilroy: David Phillips: John Robinson (via phone link): Ella Simmons: Isabel Thurston: Sue Wallsgrove:

**In attendance:** Alison Crabb (Clerk): Nina McMaster (Assistant Clerk): Two Members of the public via telephone for item 7

**1. Open Public Session –**

Phil Cramp took the opportunity to raise an issue on behalf of residents of Gospond Road. It would appear there are problems with possible illegal trading, rubbish including tyres and anti-social behaviour. It was **agreed** that the Clerk would raise the matters with the PCSO and ADC.

**2. Apologies – Derek Whittington: Paul Ayling:**

**3. Declarations of Interest**

None declared at this point on the agenda.

**4. County and District Councillor Inputs**

No items to report from County Councillor, Derek Whittington. Isabel Thurston, in her capacity as District Councillor updated Council on how ADC had been handling matters during the pandemic. All staff were working from home with the District Council offices shut and had been producing regular updates for sharing with organisations including Parish Councils on the ways they were supporting the area during the Pandemic. Meetings were now taking place online using Zoom. She also highlighted the work the Council had undertaken to support homelessness in the area and how they can continue this after lockdown. She also explained that discussions were now taking place on how to come out of lockdown including the financial implications, looking at sustainable recovery ideas such as active walking and cycling and various other matters.

**5. Minutes of the Full Council meeting held on 3<sup>rd</sup> March 2020**

**Resolved:** That the minutes of Barnham & Eastergate Parish Council meeting held on Tuesday 3<sup>rd</sup> March 2020 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 a list of payments made since the 1<sup>st</sup> April. All payments were **noted** and no issues were raised.

**6.2** The Clerk had circulated the end of year financial position including the end of year balance of £51,104.69. The position was **noted** and no issues were raised.

**6.3** The Clerk informed the Council of the revised timetable for the Audit of Accounts for 2019/20 which gave the Council an additional 2 months to get the internal audit undertaken and made available for public inspection and external audit. The new timetable was **noted** and it would be necessary for the next Full Council meeting to be able to approve the accounts for publication.

### **6.4 Approval of Renewal of Council's Insurance**

The Clerk recommended to Council that the Insurance for the next year be renewed with the current insurance provider BHIB. This was due to the fact that the cost was actually slightly lower than the previous year for inflation related increases. The Clerk had not looked at alternatives due to the COVID19 pandemic and therefore recommended not entering a 3 year long term agreement to give the opportunity to look at alternative providers next year. The Council **agreed** to renew the insurance cover with the current provider.

### **6.5 Approval of Payments to The Seaman Partnership**

Following an ITT process The Seaman Partnership had been appointed to work with the Council on plans to extend and upgrade elements of Eastergate Village Hall and to replace the Eastergate Pavilion in readiness for funding opportunities arising from upcoming developments in the Parish. Since the previous approval of funding for Concept Design options the Team managing the project gave agreement to the next phase of the design works to take place to bring to a conclusion the RIBA Stage 2 design. This has resulted in the production of sketch plans for the site, elevations and floor plans for both buildings at a cost of £6,000 and the Council was asked to approve payment of the relevant invoices. It was noted that the conclusion of this phase of the project means the Council will now be in a position to put forward the projects when CIL/S106 funding opportunities become available. The Council **approved** the payments of £6,000 inc. VAT and the Assistant Clerk would circulate plans to all Councillors.

### **6.6 Approval of funding for resurfacing works to Eastergate Village Hall Car Park**

The Council was asked to fund resurfacing works to Eastergate Village Hall Car Park at a cost of £2185 + VAT (the lowest cost of three quotes obtained) to ensure that when the Village Hall was finally passed to Barnham and Eastergate Community Trust it would be handed over with in the best condition it could be. The Council **approved** the payment of £2185 +VAT to undertake the required works.

#### **Resolved:**

- 1. To note the payments that had been processed since the 1<sup>st</sup> April 2020**
- 2. To note the end of year financial position**
- 3. To note the revised timetable for the Annual Audit of accounts**
- 4. To approve the renewal of the Council's Insurance Policy with BHIB**
- 5. To approve the payment of invoices from The Seaman Partnership at a cost of £6000**
- 6. To approve the funding for resurfacing works to Eastergate Village Hall Car Park at a cost of £2185+VAT**

## 7. Planning Matters

### **Consideration of Planning Application BN/39/20 – Land adjacent to Tars Farm House, Church Lane, Barnham – Erection of 4 no. dwellings and associated works**

The Planning & Environment Committee referred the above application for consideration by Full Council as defined under its Terms of Reference to refer larger scale developments for such consideration.

Mr Patrick Barry, representing the applicant, had joined the meeting via a telephone link and gave a short verbal presentation to the Council in support of the application. Mr. Voller the landowner was also on a telephone link. Mr. Barry made reference to previous discussions with the then Barnham Parish Council when they had approached with a plan to build 8 houses on the site and how that had been unacceptable and therefore this new application had reduced the number of houses to 4. He also mentioned pre-application discussions with ADC which had led to the conclusion that this could be considered as in-fill development as defined in the Neighbourhood Plan. He also stated that agreement had been reached with the Highways Authority on access using Church Lane.

In discussion Councillors raised the following issue and concerns:

- The current review of the Barnham and Eastergate Neighbourhood Plan had concluded that this site was unsuitable for additional housing in the Parish and would not be included in the new Plan.
- ADC were wrong in their view that this development could be considered as infill
- The Neighbourhood Plan Team were actively seeking either an extension to the Church Lane Conservation Area to include this site, or to create an Area of Special Character that again would include this site.
- The impact of the increased traffic on what is already an over-used rural lane.
- The intrusion into the countryside and the precedent that would be set for other properties in Church Lane to bring forward proposal for similar developments, including other land at Tars Farm.
- The application goes against Policies ES5, ES6, ES7 of the Neighbourhood Plan

Mr Barry was given the opportunity to respond and whilst the Council took on board his further comments and views the decision was taken to submit a strong objection to the application. The major issue being that the Council had, through its current Review of the Neighbourhood Plan to identify sites to provide the additional 77 houses required by ADC, assessed and concluded that this site was not one that would be put forward for inclusion the Revised Plan.

**Resolved: That the Clerk would draft an objection based on the discussion at the meeting and circulate for final approval and submission to Arun District Council to meet the deadline.**

## 8. Policy Documents

### 8.1 Scheme of Delegation

The Clerk had circulated a Scheme of Delegation document to supplement the Council's Standing Orders to include specific details on an Urgent Action Procedure for the Council. This procedure would allow the Clerk, in consultation with the Chair or Vice-Chair, to take decisions

on behalf of the Council without the need to call a meeting of the Council.

## **8.2 Annual Review of Council Policy documents**

Due to COVID19 Pandemic it was agreed to defer the Annual Review of Council Policy documents.

### **Resolved:**

- 1. To approve the Scheme of Delegation for the Council**
- 2. To defer the annual review of the Council's policy documents.**

## **9. Postponement of Annual Grant Awards**

The Annual Grant Awards would usually be made at the Annual Parish Council meeting, but this will not be taking place this year. The Clerk therefore proposed to Council that the award of Grants be postponed until the COVID19 Pandemic had passed and that the Council might wish to consider increasing the budget for grants as it was anticipated that there may be many more local organisations requiring the Council's support. During the discussion that took place it was agreed that the postponement should not be too long and that a meeting of the Council should be scheduled for late July to consider applications and that in the meantime Rob Bates would review the criteria document and an advertising campaign would be put in place using the website, noticeboards and the Parish News to encourage people to apply. The Clerk would also look at the budget to identify where additional funds could come from to increase the grant funding budget line.

**Resolved: Rob Bates to review the Grant Criteria document and the Clerk to then organise an appropriate advertising and set a date in July for a Full Council meeting to discuss applications and agree grants.**

## **10. Report by Chair of the Council**

Chris Allington, Chair, reported on a few issues he had dealt with since the last meeting, but first asked that the Council formally record its thanks to Nina McMaster (Assistant Clerk) and her team of volunteers who have helped people in the community and started up a cake delivery service as we can't hold community coffee mornings at the moment.

BEWAG update. Discussions and consultations are taking place online and currently the hot topics include Barnham centre and environmental steps. The latest consultation in the form of a presentation would be circulated to Councillors immediately and the Chair will draft a response but asked for comments by 3<sup>rd</sup> June for submission of a response by 5<sup>th</sup> June. The Chair had also had a discussion with Maureen Chaffe to ensure that the emerging revised Neighbourhood Plan aligned with the BEW Strategy, quiet lanes and other initiatives to create a holistic approach for our community. In respect of the Neighbourhood Plan Rob Bates asked the Clerk to find out when a draft of the Plan might be circulated.

Grant funding applications – An unsuccessful application had been made to the Charities Aid Foundation but each Community Hall had received a £10,000 government grant through ADC. Other schemes are coming forward including the Lottery that will require further investigation.

**11. Report by the Clerk of the Council**

The Clerk had circulated a report detailing how various matters had been dealt with since the last meeting. The report was welcomed and the content noted. Councillors had concerns over some of the issues such as illegal activity by Travellers in the vicinity of the parish, Flytipping and other anti-social behaviour and it was agreed that PSCO Caroline Wilson be asked to participate in the next meeting.

**Resolved: To append the report to the minutes of the meeting**

**12. Future Meetings**

It was agreed that the meeting had been successful with excellent ability to participate for all including members of the public. A date for the next meeting was not fixed but it was agreed that the Clerk would look to set a date in mid-late July where items on the agenda would include:

Approval of the accounts for external audit  
Consideration and Awarding of Grants

In the meantime now that the Scheme of Delegation had been approved which included an Urgent Action Procedure any decisions that cannot wait until the next meeting will be taken by the Chair and Clerk, in consultation via email with all Councillors.

**POST MEETING NOTE: The date for the next meeting of the Full Council has been agreed as Tuesday 28<sup>th</sup> July 2020 at 7.30 p.m. This will be a virtual meeting that will take place using Microsoft Teams.**

The Meeting Closed at 9.03 p.m.

**Signed by:** .....

**Chair, Barnham and Eastergate Parish Council**