

## **ALBOURNE PARISH COUNCIL**

You are hereby summoned to attend the Parish Council Meeting on Tuesday, 3<sup>rd</sup> August 2021, at 7.00 p.m. in Albourne Village Hall.

(The meeting is open to members of the press & public, subject to the appropriate social distancing and Covid secure safety measures)

SIGNED.....*Iain McLean*.....The Parish Clerk  
Iain McLean

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## **AGENDA**

- 1. The Chairman of the Parish Council opens the meeting, and receives any apologies for absence.**
- 2. Declarations of interest.**  
To receive any declarations of interest from Members of the Parish Council.
- 3. Adjournment for any questions or issues raised by members of the public.**
- 4. Approval of Minutes.**  
To receive and formally approve the minutes of the Annual Parish Council meeting held on 6<sup>th</sup> May 2021 (as previously circulated) – to consider any matters arising from the minutes not otherwise on the Agenda.
- 5. To receive reports (if any) from:-**
  1. WSCC – Cllr Joy Dennis. 2. MSDC – Cllr Judy Llewellyn-Burke. In the light of correspondence with a local resident, this item to include a discussion on the Government's Gigabit voucher scheme.
- 6. Planning matters.**
  1. To consider the one planning application below and to decide on the response to Mid Sussex District Council (and where appropriate West Sussex County Council, and the South Downs National Park Authority):-

APPLICATION NO.	PROPERTY	PROPOSAL
AE/DM/21/2488 (comments to MSDC by 30 <sup>th</sup> July 2021)	Bounty Cottage, the Street	Construction of a swimming pool and shed extension.

2. (i) To discuss and consider further (as necessary), the issue of the HGV movements, and planning matters at the Firland Park Industrial Estate, and as appropriate, Winterpick Farm, (ii) to review progress with regard to the road traffic highways scheme, and to receive any further recommendations (if any) from the Working Group, and (iii) to receive any update regarding the Village Gateway signs and the Speed Indication Device.
3. To receive a general report from Councillor Nikki Ernest and/or the Clerk on any other current planning outcomes, appeals, and/or enforcement matters, District Plan/Neighbourhood Plan issues (both MSDC and Horsham District Council), and to agree any appropriate actions.
4. Street naming. To consider a request from MSDC to respond to the proposed naming of the development at the former Kings Head public house as “Kings Head”.

## 7. Finance report and matters.

1. To receive an update on the current financial position/Bank reconciliation statement. **[Attachment: financial summary circulated]**
2. To approve payment of the invoices and to make the payments. **[Attachment: list circulated]**
3. External Audit. To note that the completed and signed Certificate of Exemption for 2020/21 was sent to the external auditor, Moore, on 11<sup>th</sup> June 2021 (the deadline being 30<sup>th</sup> June 2021).
4. Internal Audit. To receive, and note the result of the annual Internal Audit for 2020/21, carried out by Mulberry & Co on the 20<sup>th</sup> May 2021, and to agree any necessary actions arising from the report.
5. External Audit. To receive, note, and formally approve the Annual Governance Statement for 2020/21, and to authorise the Chairman to sign the document accordingly. **[Attachment: Statement circulated]**
6. External Audit. To receive, note, and formally approve the Accounting Statements for 2020/21, and to authorise the Chairman to sign the document accordingly. **[Attachment: Statement circulated]**

8. **Delegated Decisions**. To note the delegated decisions taken since the last meeting in May, on the grounds of urgency, under the provisions of Standing Orders, as

follows:-

1. Village Gateways – To note and confirm for the record that it was agreed, (i) in order to ensure that the gateways are perfectly aligned with the concrete spurs, the contractor (PHB) will now fit the Gateways to the spurs, (ii) as it is likely that temporary traffic lights will be necessary for the white line road markings, which are to be painted adjacent to the gateways, this work should take place on the same day that the gateways are installed, and so this was duly arranged. Both (i) and (ii) can be treated as variations to the contract, but have an added extra cost, which will be separately reported (when the PHB revised quote/invoice is presented for payment).

2. Insurance – To note and confirm that in accordance with the recommendation from Came & Co, the Parish Council's insurance arrangements for 2021/22, including public liability, have been renewed with Hiscox. The Certificate will be posted in the Village Hall, in accordance with the requirements, as soon as circumstances permit.

3. Installation of new bench in the Millennium Garden – To note and confirm that the quote for the above project, in the sum of £221, has been accepted, and in the circumstances, Financial Regulations requiring 3 estimates were waived.

4. Hedge re-planting in the Millennium Garden – To note and confirm that the Clerk be authorised to apply for the hedging grant for the renewal of the hedge in the Millennium Garden (the deadline for applications is 8<sup>th</sup> August 2021), subject to full details being worked up by Councillors Sawyer and Parks, and forwarded to the Clerk.

5. Speed Indication Device – To note and confirm that in view of the early failure of the USB socket in the SID, it was agreed that Stocksigns undertake a Bluetooth upgrade at the cost of the unit, which is £165 inclusive of VAT, and to carry out any necessary repairs without further charge. (This work removes the need for a wired connection and has the advantage of being a safer means of downloading data, as it will not involve the need to access the SID by ladder.)

6. Invoices – To note and confirm that the invoices below were authorised for payment-

<b>AMOUNT</b>	<b>PROCUREMENT</b>	<b>PAYEE</b>
£427-83	Clerk's salary + on costs (May 2021)	West Sussex County Council
£180-00	Internal audit fee for 2020/21	Mulberry & Co
£206-99	Payment 1 of 2 for Street lights maintenance contract	Streetlights
£740-85	Annual Parish Council Insurance premium	Came & Co
£45-00	Clearance of the "Common Copse" land	Brian Truran
£30-00	Grass cutting (£20) and bramble clearance (£10) at the Millennium Garden	Brian Truran
£427-83	Clerk's salary + on costs (June 2021)	West Sussex County Council
£150-00	Website hosting and support	Vision ICT Ltd
£20-00	Grass cutting in the Millennium Garden (June)	Brian Truran

**9. Millennium Garden.** To agree to commission Brain Truran to carry out weed clearance work to the paths in the Garden, as part of the existing agreement regarding lawn mowing, and also to agree to purchase and lay down further wood chippings in order to renew those parts of the paths that need recovering (costs to be reported at the meeting).

**10. Current issues.** To discuss any updates, and to take any appropriate decisions or actions regarding current issues (see minutes of the last meeting).

**11. Councillors exchange of information/new matters raised by Councillors.**

**(Dated and posted 27<sup>th</sup> July 2021)**

*To: All members of Albourne Parish Council  
c.c. Parish Council notice-board  
Albourne Parish Council website  
Cllr Joy Dennis; WSCC Ward Councillor  
Cllr Judy Llewellyn-Burke; MSDC Ward Councillor*