

ALBOURNE PARISH COUNCIL

You are hereby summoned to attend the Parish Council Meeting on
Tuesday, 6th June 2023 at 7.00 p.m. in the Village Hall

(The meeting is open to members of the press & public)

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

Iain McLean

AGENDA

- 1. The Chairman of the Parish Council opens the meeting, and receives any apologies for absence.**
- 2. Casual Vacancy on the Parish Council.**
Following the decision at the last meeting in May, to formally confirm agreement to co-opt John Spencer onto the Parish Council in order to bring the Council up to its full complement of seven members, and to invite him to take his place on the Council.
- 3. Declarations of interest.**
To receive any declarations of interest from Members of the Parish Council.
- 4. Adjournment for any questions or issues raised by members of the public.**
- 5. Approval of Minutes.**
To receive and formally approve the minutes of the Annual Parish Council meeting held on 9th May 2023 (as previously circulated) – to consider any matters arising from the minutes not otherwise on the Agenda.
- 6. To receive reports (if any) from:-**
 1. WSCC – Cllr Joy Dennis.
 2. MSDC – Cllr Geoff Zeidler.
- 7. Review of Governance documents.**
 - (i) To review and confirm Standing Orders as currently in force, (ii) to review and confirm Financial Regulations as currently in force, (iii) to review and confirm the Risk Assessment document.

8. Planning matters.

1. To consider the two planning applications below and to decide on the responses to Mid Sussex District Council (and where appropriate West Sussex County Council, and the South Downs National Park Authority):-

APPLICATION NO.	PROPERTY	PROPOSAL
DM/23/1223 (comments to MSDC by 08.06.23)	10 Leyfield	Detached garage in front of property including drive/crossover.
DM/23/1341 (comments to MSDC by 20.06.23)	Truslers Well, Truslers Hill Lane	Proposed garage conversion to be used as incidental to the occupation and enjoyment of the main dwelling. This is an application to establish whether the development is lawful. This will be a legal decision where the planning merits of the proposed use cannot be taken into account.

2. To receive a report/update on any outstanding traffic and highway issues, and to take any necessary decisions – to include the outcome of a site meeting held on 1st June to discuss the Parish Council’s Community Highways Scheme application regarding the school parking issues.
3. To receive a general report from Councillors 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.

9. 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 authorise the signing of the completed Certificate of Exemption for 2022/23 in readiness for sending to the external auditor, Moore, by the deadline date of 30th June 2023. **[Attachment: Certificate circulated]**.
4. Internal Audit. To receive, and note the result of the annual Internal Audit for 2022/23, carried out by Mulberry & Co on the 15th May 2023, and to agree any necessary actions arising from the report. **[Attachment: Report circulated]**.
5. External Audit. To receive, note, and formally approve the Annual Governance Statement for 2022/23, 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 2022/23, and to authorise the Chairman to sign the document accordingly. [**Attachment: Statement circulated**].
7. Insurance. To note and confirm that in accordance with the recommendation from Gallagher & Co (as accepted by the Council at its meeting on 9th May 2023), the Parish Council's insurance arrangements for 2023/24, 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 allow.
- 10. Annual Parish meeting.** To review the Annual Parish meeting (of electors) held on 16th May 2023, and to take any appropriate action arising from the meeting.
- 11. Current issues.** To discuss any updates, and to take any appropriate decisions/actions regarding current issues (see minutes of the last meeting).
- 12. Councillors exchange of information/new matters raised by Councillors.**

(Dated and posted 31st May 2023)

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