

ALBOURNE PARISH COUNCIL [2021]

Minutes of the meeting of Albourne Parish Council

held on: Tuesday, 6th April 2021, at 7.00 p.m.

held via zoom in view of the current restrictions on meetings in person.

Present: Cllr Graham Stafford (GS) – Chairman
Cllr Nikki Ernest (NE)
Cllr Jerry Butler (JB) – Vice Chairman
Cllr Joy Parks (JP)
Cllr Suzanne Sawyer (SS)
Cllr John Drew (JD)

In attendance: Iain McLean (Parish Council Clerk), and one member of the public.

- 1. (2021/029) – Councillor GS formally opened the meeting, welcomed those present, and received apologies for absence.** Apologies for absence were received from Councillor Di Smith, and the reason accepted. Apologies for absence were also received from Councillor Judy Llewellyn-Burke (MSDC).
- 2. (2021/030) – Declarations of interest.** There were none declared on this occasion.
- 3. (2021/031) – Adjournment for any questions or issues raised by members of the public.** None had been raised prior to or at the meeting.
- 4. (2021/032) – Approval of Minutes.** The minutes of the Parish Council meeting held on 2nd March 2021 were duly approved and will be signed, as a true record, by the Chairman, as soon as possible.
- 5. (2021/033) – To receive reports (if any) from WSCC Councillor Joy Dennis (JD), and MSDC Councillor Judy Llewellyn-Burke (JLB).** There were no reports on this occasion, as neither Councillor was present.
- 6. (2021/034) – Planning matters.**

6.1 Two planning applications were considered, and the plans and relevant policies presented and discussed. It was therefore **RESOLVED to comment to MSDC as follows:-**

PROPERTY	PROPOSAL	AGREED RESPONSE
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AE/DM/21/0951 Bounty Cottage, The Street *	T1 - Scots pine - Fell	Albourne Parish Council has no objections to this application, subject to an appropriate tree re-planting condition.
AE/DM/21/0789 2, Leyfield *	First floor rear and side extensions.	Albourne Parish Council has no objections to this application.

* Note: These applications have been dealt with prior to the meeting, under delegated authority, on the grounds of urgency, as the deadline for the responses was before the date of the meeting.

6.2 On Cllr JD's report, JD said that he is still waiting on a response from WSCC over the progress of the Traffic Regulation Order submitted last summer, and also as regards the redundant road signs (funding and design). The Clerk will write to Councillor Joy Dennis accordingly. It was noted that the schools safety sign has at least now been put back by WSCC, and in a much more appropriate position. The painting of the Village Gateway signs is due to take place on 13th and 15th April 2021. It was agreed that these should be done in satin rather than gloss paint. On the Speed Indication Device, this has now been placed in 5 different locations, and the data is currently being analysed. This shows that volumes are still down a bit on normal levels, but there is a higher percentage (66%) of vehicles exceeding the limit, and the highest recorded was 84 mph (though this could have been an emergency vehicle).

6.3 On current planning applications, planning enforcement, and other strategic planning matters, Cllr NE said that the 3 enforcement matters at the Equestrian Centre are with MSDC. The floodlighting may well be granted permission with conditions, which it is hoped will be stringent. The issue of (i) the car storage on the site, and (ii) the two additional stable buildings, which are separate issues, are all still in the course of investigation. The appeal for the Twineham Lane garage (see previous minutes) is due to last one day (with a reserve day), and NE hopes to be able to attend at least some of the proceedings on behalf of the Parish Council, although not to take part.

7. (2021/035) – Finance report and matters.

7.1 The financial summary and the Bank reconciliation for the month, were received, noted, and approved.

7.2 The invoice(s) were presented for payment, and it **was RESOLVED to agree and to make the following payments:-**

AMOUNT	PROCUREMENT	PAYEE
£427-83	Clerk's salary + on costs (March 2021)	West Sussex County Council
£181-10	Annual dog bin collection charge (Rec.)	Mid Sussex District Council
£216-77 ***	Annual subscription for 2021/22 to West Sussex Association of Local Councils and NALC	WSALC
£143-88	Cost of Zoom License for unlimited meetings to 03/09/2022	Jerry Butler reimbursement (Zoom)

£211-21	Annual maintenance charge for High Cross	Mid Sussex District Council
£320-00 *	Fencing work at the Common Copse, the Street	Adie Rowe
£22-74	Paint for Village Gateway signs	Graham Stafford reimbursement (Brewers)
£47-30	Personnel/payroll services (1/10/20 – 31/3/21)	West Sussex County Council
£90 + VAT **	New pads (x2) for the VH defibrillator	John Parks reimbursement (The Defib Pad)

* This payment was approved at the Parish Council meeting on 2nd March 2021.

** Under this item, the Parish Council **AGREED** to continue funding this community resource.

*** This was agreed under item 9 below.

7.3 The outturn budget for the financial year end 2020/21 was received and noted. This shows that in line with the half yearly report, the Council had spent half its budget for the year. However, many budget heads are contingent, and unused. Cllr JD queried the traffic expenditure in the budget, given that these costs had been reimbursed by MSDC. However, it was noted that because the Council had to front this expenditure at the outset, and because there was no complete guarantee regarding the reimbursement, it did still need to be budgeted for. Under this item, it was noted that there could be sufficient funds for the Council to pay for the replacement traffic signs, should that become necessary. It will be important to have a discussion with WSCC about whether the replacement of all the signs is strictly necessary, and to find out the exact costs in writing, of the replacements. The Clerk will pursue this with WSCC accordingly.

4. The Clerk reported, and the Council duly noted, that the internal audit to be carried out by Mulberry and Co. for the financial year 2020/21, will take place on 20th May 2021 (and will be carried out remotely).
5. The Clerk reported that because neither income nor expenditure for the financial year 2020/21 exceeded £25,000 the Parish Council can certify itself as exempt from a limited assurance review (i.e. the requirement to submit a full set of financial papers for external audit). The Council **AGREED** to the Clerk's recommendation to proceed on that basis, and all the audit documents will come to the meeting on 1st June for formal approval and sign off.

8. (2021/036) – Current issues. (i) The issue of the emptying of the new dog bin in Church Lane appears to have reached an impasse. The Clerk will try and find out when MSDC's contract comes up for renewal, in the hope that the capacity will be increased, and the bin added to the collection round. (ii) It was noted that a repair of sorts has been carried out to the damaged fence alongside the Village Hall. The Clerk will contact WSCC to find out more and report back.

9. (2021/037) - West Sussex Association of Local Councils (WSALC). The Clerk explained that WSALC now has a new Board, which intends to be much more inclusive, and to involve and consult Towns and Parishes on all matters of concern and interest. As a

result, and although the Surrey and Sussex Association of Local Councils ceased to exist on 31st March, there will be a continuation of support services from many of the same personnel. As a result, the Clerk recommended that the Council continue its membership of WSALC for 2021/22. Cllr JD proposed and Cllr JB seconded the proposal. The Parish Council therefore unanimously **AGREED** to subscribe to WSALC for the current year.

10. (2021/038) - Report from Village Hall Management Committee and future Parish Council meetings.

(i) The Chairman of the VHMC (Councillor JB) reported on the VHMC meeting held on 30th March 2021, and the draft minutes have been circulated. The most important point is that following a thorough Covid risk assessment, the Village Hall will have to remain closed for general use, until at least the 1st July 2021, which is in line with the Sayers Common Village Hall. A third co-opted member has been appointed, Eve Gerhold, as a Village Hall user's representative. (ii) It was formally noted that remote meetings are not permitted after the 7th May 2021 (due to the ending of the current regulations). The effects of this, given the restrictions on the use of the Hall, were considered. The Clerk was therefore asked to tap into "SSALC" and see what the general consensus is amongst other Town and Parish Councils.

11. (2021/039) - Annual Parish Meeting. The arrangements and agenda for the annual Parish Meeting of Electors to be held via the zoon platform on Tuesday, 4th May 2021 at 7.30 p.m. were noted and discussed. As this is a meeting for the electors of the Parish it will be important for residents attending, to sign in with their names. It will also be important so that the meeting can be properly managed, for people to be muted unless called upon to speak by the Chairman. The Clerk will be posting the notice/advert for the meeting shortly, and the Agenda will then be published on 20th April 2021.

12. (2021/040) - Councillors exchange of information/new matters. Cllr SS reported that a number of estate signs to Leyfield, Barn Close, and Holders were looking rather scruffy and had some detail missing for the cul-de-sac notifications. She said that she would be happy to look into purchasing replacement stickers for the missing information. Cllr JP noted that it was time the bramble clearance was done in the Millennium Garden, and the Clerk will contact Tim Smith in order to arrange this. The rubbish for burning continues to accumulate on the land in Church Lane, and will have a destructive effect on the emerging spring flowers. The Parish Council remains frustrated at the lack of anyone being able to do anything about this, in the absence of knowing who the landowner is. She reported that a further hole has appeared in the hedge at Hunters Mead opposite the Village Hall, and MSDC need to be contacted again about this. The Clerk will pursue with the relevant officers. Cllr GS said that he had attended a zoom meeting with Clarion. They have put in place a number of Neighbourhood Managers, and the details of the one for Albourne, under the Haywards Heath representative, should be communicated to the Clerk. This should help improve responses to any local issues that come up in Albourne. He reported that there is a row of lights glowing at night, coming from what looks like the Singing Hills Golf Club,

which could be in breach of the dark skies initiative. Cllr NE said that she would check the view from her house.

The meeting closed at 8.15 p.m.

SIGNED.....Graham Stafford/Jerry Butler
Chairman/Vice Chairman

NEXT ORDINARY MEETING: TUESDAY, 11th MAY 2021 at 7.00 p.m., (being the Annual Parish Council meeting)

N.B. – Meeting date changed to THURSDAY, 6th MAY 2021 at 7.00 p.m.