

# ALBOURNE PARISH COUNCIL [2022]

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## Minutes of the Parish Council meeting of Albourne Parish Council

held on: Tuesday, 7<sup>th</sup> June, 2022 at 7.00 p.m. in the Village Hall.

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

*In attendance:* Iain McLean; Parish Council Clerk (via remote means), Geoff Zeidler for the Parish Council, three representatives from Inspired Villages for item 3, and 1 member of the public.

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- 1. (2022/027) - Councillor GS formally opened the meeting, welcomed those present, and received apologies for absence.** There were no apologies for absence from Parish Councillors. However, apologies for absence had been received from Councillors Judy Llewellyn-Burke (MSDC) and Joy Dennis (WSCC).
  - 2. (2022/028) – Declarations of interest.** There were none declared on this occasion.
  - 3. (2022/029) - Inspired Villages.** Members of the Team introduced themselves, and gave a presentation on the proposal for the Retirement Village at the former Hazeldens Garden nursery site. The main points were (i) Inspired Villages has acquired the site from Retirement Villages, (ii) they operate retirement villages across the country and six are currently operational. They are preparing the Reserved Matters planning application, and are keen to consult with the local community. There will be an event in the Village Hall on 24<sup>th</sup> June 2022 between 3 p.m. and 7.30 p.m. On the Q&A session, the nature of the tenure for the units was discussed. It was likely that it would be a mix of for sale and for rent. The issue of the management fees was discussed. On all of these issues, further details will be coming out over the summer, and these will be shared with the Parish Council once they have been worked up. The issue of preserving the rare Black Poplar trees on the site was raised, and they promised to look into this. The Chairman then thanked the representatives for their attendance and presentation at the meeting. It was pointed out that the information provided by Inspired Villages was no more than already in the approved outline application. The Parish Council requested that no feedback was used by Inspired Villages as evidence of community consultation in their

proposed planning application until the company provided more detailed information of their proposal.

**4. (2022/030) – Adjournment for any questions or issues raised by members of the public.** None were raised.

**5. (2022/031) – Approval of Minutes.** The minutes of the Annual Parish Council meeting held on 10<sup>th</sup> May 2022 were duly approved and will be signed off, as a true record, by the Chairman as soon as possible.

**6. (2022/032) – To receive reports (if any) from WSCC Councillor Joy Dennis (JD), and MSDC Councillor Judy Llewellyn-Burke (JLB).** There were no reports as neither Councillor was present.

**7. (2022/033) – Review of Governance documents -** (i) The Clerk had circulated a new, revised, and updated version of Standing Orders, as the current version was out of date. Councillor SS proposed that these be approved and Councillor JP seconded the proposal. It was then unanimously **RESOLVED** to adopt the new Standing Orders, and so the Clerk will publish them on the website, (ii) the current Financial Regulations were reviewed. No changes were proposed. Councillor JD therefore moved that these be confirmed in their present form and Councillor JB seconded the proposal. It was then unanimously **RESOLVED** to re-confirm the currently published Financial Regulations, (iii) the current Risk Assessment document was reviewed. After discussion, Councillor JD proposed that these be confirmed in their present form and Councillor JB seconded the proposal. It was then unanimously **RESOLVED** to re-confirm the Risk Assessment document in its present form. It was noted that all these documents need to be reviewed on an annual basis.

**8. (2022/034) – Planning matters.**

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

<b>PROPERTY</b>	<b>PROPOSAL</b>	<b>AGREED RESPONSE</b>
AE/DM/22/1527 ( <b>Listed Building Consent</b> ) - Curtains Cottage, The Street	Proposed two storey rear extension and single storey side extension.	Albourne Parish Council notes that taken together, these are substantial extensions to a listed building within the Conservation Area. Further, we do not think the proposed glass balcony structure is appropriate, and there may also be reflection and illumination issues. However, we will defer to the views of the Conservation Officer in this particular case.
AE/DM/22/1526 - Curtains Cottage, The Street	Proposed two storey rear extension and single storey side extension.	Ditto above.

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8.2 Cllr JD reported that there was nothing much to add to previous reports. Replies are awaited to correspondence. The issue of the re-submitted Traffic Management Scheme, and the related Traffic Regulation Order had been given further relevance by a couple of recent, serious accidents on the B2116. Although the issue of the redundant road signs was in hand, WSCC had been made aware that in the Parish Council's view, the replacements were still too large and inappropriate for the roads in this area.

8.3. Cllr NE reported that the final District Plan Site Allocations document had now formally been approved by the Government's Planning Inspector, with a few modifications. This provides housing allocation sites up to 2031, in order to preserve the 5 year housing land supply requirement. It is now set to be officially adopted by MSDC at the end of June. There is a briefing at MSDC about the next stages and proposed review of the District Plan, on the 10<sup>th</sup> June 2022 and Cllr NE will be attending. It was also thought that Geoff Zeidler should attend if he is available. On planning enforcement matters, the garage site in Twineham Lane is being dealt with by MSDC, and there is a timetable for further action if there is no progress towards a planning application. The Clerk is asked to chase up the situation at the Equestrian Centre, as the time given by MSDC for a response to the issues has passed, and formal action now needs to be taken. On Gunners Cottage, the issue of the planning conditions attached to the consent was raised, and the Clerk will contact the relevant planning officer about this.

## 9. (2022/035) – Finance report and matters.

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

9.2 The invoices 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 (May 2022)	West Sussex County Council
£198-00	Internal Audit fee for 2021/22	Mark Mulberry & Co
£161-26	Website hosting and support 2022/23	Vision ICT Limited
£48-00 *	Work to a tree stump in order to tidy up and make safe *	Connick Tree Care *

\* This late invoice was added to the list after presentation, and was also duly approved.

9.3 External audit. The completed Certificate of Exemption for 2021/22, was received, noted and approved, and the Chairman and the Clerk were duly authorised to sign the document accordingly.

9.4 Internal audit. The completed part of the form, and the full report had been circulated by the Clerk. The Clerk referred to the actions that the auditor had recommended should be taken. It was noted that these would be acted on and resolved, and indeed item 7 of these

minutes was an example. It was noted that on this occasion the Council had failed one part of the audit relating to the setting of the budget and the precept. These can only be agreed by full Council, meeting officially, but due to circumstances these had in fact been approved at an informal zoom meeting and by delegated authority. The Clerk said that this was a direct and unfortunate, one-off result of the Government's repeated failure to renew the regulations that permitted Councils to hold remote meetings throughout the course of the recent pandemic. The practical effects of the position remain uncertain.

9.5 External Audit. The completed Annual Governance Statement for 2021/22, was received, noted and approved, and the Chairman and the Clerk were duly authorised to sign the document accordingly.

9.6 External audit. The completed Accounting Statements for 2018/19, were received, noted, and approved, and the Chairman and the Clerk duly were authorised to sign the document accordingly.

9.7 Regarding the decision taken at the last meeting, the Clerk confirmed that in accordance with the recommendation from Gallagher & Co, the Parish Council's insurance arrangements for 2021/22, including public liability, have been renewed with Hiscox. The position was duly noted, and the Certificate of Public Liability will be posted in the Village Hall, in accordance with the legal requirements, as soon as circumstances allow.

**10. (2022/036) - Annual Parish Meeting.** The meeting held remotely via the zoom platform, had not been particularly well attended, and the expectation was that in 2023, it will revert to being held in person, back in the Village Hall. The draft minutes will be published as soon as possible but there are no particular actions that the Parish Council needs to take at the present time. Many of the matters referred to are ongoing, and the subject of Parish Council meetings.

**11. (2022/037) - Report from Village Hall Management Committee.** The Chairman, Councillor JB, reported on the VHMC meeting held via Zoom on 31<sup>st</sup> May 2022. The main points are that there is still a vacancy for a third co-opted member, hiring charges and staff honoraria and payments are being reviewed, broadband has been successfully installed, the demolition of the garage issue remains ongoing pending final resolution of the storage issue, and that the Hall is more or less back to normal operation following the lifting of Covid restrictions. On this basis, the intention is to restart the Village pub "Albourne Arms" again as soon as possible, probably at the beginning of July, subject to quite a lot of preparation work that needs to be done in the meantime.

**12. (2022/038) – Current issues.** There were no updates to report.

**13. (2022/039) - Councillors exchange of information/new matters.** Cllr DS raised the issue of the fencing alongside the footpath at the VH. There has been some helpful correspondence on this, but the Clerk will chase up WSCC again. Although the hedging is now partially screening it, there is still the fly tipping issue at Barn Close to resolve, and MSDC need to be involved. The basketball hoops on the Recreation Ground have been removed, and need replacing. The Council is looking into this, with a view to putting in more

robust and better hoops. Cllr SS mentioned that PHB were being asked to replace the markers for the trees to be planted that had mysteriously disappeared. She is dealing, along with the Clerk, with the License issue for the respective verge planting, and quite a lot of information is required for the form. There is a large tree overhanging the pathway at the Twitten, opposite the Rectory. The landowner needs to deal with this, and the Clerk will contact accordingly. There is a similar issue in the Recreation Ground, which MSDC need to deal with. Cllr JP noted that Adie Rowe have not yet done the work in the Millennium Garden. There is still the hole in the hedge at Hunters Mead. This has been reported on several occasions by the Clerk and needs to be chased up. The provision of water issue at the allotments was discussed, and it was noted that the current water butts are not fit for purpose. It is not entirely sure who originally provided them, but it was **AGREED** that the Parish Council should fund and acquire two plastic water butts to replace the current ones, and to liaise with Clarion Housing Trust regarding situating these (as appropriate) at the adjoining garage block. Cllr GS thanked Cllr JD and John Parks for some strimming and clearing work they had carried out in the Parish recently.

The meeting closed at 8.35 p.m.

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

***NEXT ORDINARY MEETING: TUESDAY, 5<sup>th</sup> JULY 2022 @ 7.00 p.m.***