

# ALBOURNE PARISH COUNCIL [2020]

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## Minutes of the meeting of Albourne Parish Council

held on: Tuesday, 2<sup>nd</sup> June 2020, at 7.00 p.m.

Please note that due to the current lockdown situation, this meeting took place remotely. Therefore, in order for the Council's business to continue as best it can, all decisions were taken in accordance with the rules on delegated authority within the Council's standing orders, and/or by a unanimous or majority response in correspondence by Councillors. All correspondence is available from the Clerk on request. Thank you for your understanding.

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

*In attendance:* Iain McLean (Parish Council Clerk).

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- 1. (2020/15) – Councillor GS formally opened the meeting, welcomed those present, and received apologies for absence.**
- 2. (2020/16) – Declarations of interest.** There were none declared on this occasion.
- 3. (2020/17) – Adjournment for any questions or issues raised by members of the public.** In the circumstances, this item could not proceed, but the Agenda had invited any such questions or issues to be raised in correspondence with the Clerk. None had been received.
- 4. (2020/18) – Approval of Minutes.** The minutes of the Annual Parish Council meeting held on 12<sup>th</sup> May 2020 were duly approved and will be signed, as a true record, by the Chairman, as soon as possible.
- 5. (2020/19) – To receive reports (if any) from WSCC Councillor Joy Dennis (JD), and MSDC Councillor Judy Llewellyn-Burke (JLB).** JLB had reported in writing as follows:- **Changes to Government guidelines** - as you will be aware from the Prime Minister's broadcast at the weekend, the Government has now published a strategy for easing current restrictions and some broad timescales, conditional on the spread of

infections and the Government's tests being met. Updated Government FAQs can be found at [www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/](http://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/) The changes to the guidelines mean that the Council is able to reopen tennis courts with social distancing in line with advice from the LTA. Playgrounds, outdoor gyms and leisure centres remain closed. A large volume of guidance on a wide range of subjects has been published by Government this week which officers are working through. This includes the guidance for the second phase of business support grants and information will be provided about these in due course. **Green Bin Collection** -this service re-commenced on 11th May. **Playgrounds** - these have to remain closed but the design work for improvements to Bolney and Twineham is ongoing. Finally, please continue to refer any resident in need of support to the West Sussex Community Support Helpline on 0330 222 7980.

## 6. (2020/20) – Planning matters.

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

PROPERTY	PROPOSAL	AGREED RESPONSE
AE/DM/20/0588 Daisy Fields, Truslers Hill Lane **	Seeking permission to retain 6 solar floodlights and poles around equestrian sand school (Lighting information received on 28 April 2020)	The provision of the additional documentation illustrates the concerns, and so the Parish Council's comments remain the same as in regard to the original application, which is to object to the application on the grounds set out in the earlier response.

\*\* Note: In view of the fact that the deadline for this response was prior to the date of the meeting, the applications was dealt with under the delegated authority provisions of Standing Orders, and the agreed response sent to the Planning Authority (MSDC).

6.2 On the Village Gateway signs, Cllr JD (via the Working Group) has made a recommendation to the Parish Council, together with supporting documents/specifications, for the purchase and installation of the signs from PHB and Beacon Fencing, subject at present, to WSCC confirming the necessary funding for the project. Having considered the papers, it was **RESOLVED to accept the recommendation and proceed with the work, subject to the funding being in place.** In that regard, it was noted that the Council is still waiting clearance from the WSCC Policy Director that use of the available unilateral undertaking funds for the traffic calming purposes is appropriate. On other issues, PHB has estimated a cost of £35-40k for improvements to the Truslers Hill Lane/B2116 junction, which is in excess of the guideline provided by WSCC Highways. A quotation from A Steer is still awaited. On the removal of the redundant road signs, the matter is awaiting the design of the necessary replacements.

6.3 On current planning, and planning enforcement matters, DM/20/1150 for land north of Lanehurst Cottage (3 bedroom house) has been refused by MSDC; DM/20/1219 for Moorcroft Farm (conversion of existing building to dwelling) has been approved by MSDC; DM/20/1214 for Barn at Truslers Hill Lane (erection of additional stabling and creation of foaling unit) has been approved by MSDC. Updates on a number of planning enforcement

matters in the Parish are awaited, although some have been the subject of recent planning applications, which seek to regularise the position. On the Hazeldens planning application appeal, Cllr NE reported that a new Planning Inspector has been assigned to the case, as the previous Inspector had travelling issues. The hearing will now be held remotely using Microsoft Teams and dial-in for those that don't have access to MS teams. A test event will be held one week before the actual hearing to test that the virtual tools are workable. Any councillors who will be speaking at the event should join this test run, and as with all hearings, it is open to the public, but people will now have to register in advance. Details of how to do that should be on the hearing notice. The hearing will likely last for five 5 days, with two 1.5 hr sessions in the morning and one 1.5 hr session in the afternoon. The proposed dates are the week of 13th July (everyone's preference but the Planning Inspectorate need to confirm that they can support that date), 20th July, or 27th July. Further information will be posted on the website as and when the Parish Council receives it. On the Horsham District Plan site allocations consultation, the responses have now been collated and published. By far the biggest number of responses and objections related to the Mayfields Market Town proposal for the Henfield land. Further details are available on the Horsham District Council website.

## **7. (2020/21) – Finance report and matters.**

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

7.2 It was noted that there was one further payment (audit fee) to add to the list, since the date of circulation of the financial papers. The invoices were presented for payment, and it **was RESOLVED to agree and to make the following payments:-**

<b>AMOUNT</b>	<b>PROCUREMENT</b>	<b>PAYEE</b>
£427-83	Clerk's salary + on costs (May)	West Sussex County Council
£46-44	Payroll admin. charges (01.10.19 – 31.03.20)	West Sussex County Council
£20-00	Grass cutting at the Millennium Garden (2 <sup>nd</sup> cut)	Brian Truran
£180-00	Internal audit fee for 2019/20	Mulberry and Co

7.3 Internal Audit. The annual Internal Audit for 2019/20, carried out by Mulberry & Co on the 29<sup>th</sup> May 2020, was received, noted and approved. There are no financial issues, or concerns to report, and the document will be posted up on the website in due course.

7.4 External Audit. The Annual Governance Statement for 2019/20, was received, noted and approved, and the Chairman and the Clerk were duly authorised to sign the document accordingly.

7.5 External Audit. The Accounting Statements for 2019/20, were received, noted and approved, and the Chairman and the Clerk were duly authorised to sign the document accordingly.

**8. (2020/22) – Current issues.** (i) The Clerk confirmed that in response to the recent advert, the vacancy at the allotment site has now been filled (on a first come first served basis), and the interest means that there is now a waiting list of three, in case of any future

vacancies. (ii) On the issue of the dumping and burning of rubbish on the land at Church Lane, there was some agreement that the Parish Council should write to the local residents in the area in order to see if the concerns are shared. The Clerk will pursue this in further consultation with Councillors.

**9. (2020/23) - Councillors exchange of information/new matters.** Cllr SS raised her previous suggestion that a new bench be provided near the entrance to the Millennium Garden. The Clerk will take this forward in further correspondence with Councillors.

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

***NEXT ORDINARY MEETING: TUESDAY, 7<sup>th</sup> JULY 2020 @ 7.00 p.m.***