

ALBOURNE PARISH COUNCIL [2017]

Minutes of the Annual meeting of Albourne Parish Council

held on: Tuesday, 9th May 2017, at 7.00 p.m.

Present: Cllr Graham Stafford (GS) – current Vice Chairman and Chairman elect
Cllr Nikki Ernest (NE)
Cllr Jerry Butler (JB) – Vice Chairman elect
Cllr Di Howard (DH)
Cllr Heather Jordan (HJ)

In attendance: Iain McLean (Parish Council Clerk), Councillor Joy Dennis (West Sussex County Council), and 1 member of the public (for parts or all of the meeting).

- 1. (2017/052) – Councillor GS (as outgoing Vice Chairman) formally opened the meeting, welcomed those present, and received apologies for absence.**
Apologies for absence were received from Parish Councillor Nick Wergan, and Mid Sussex District Councillor Judy Llewellyn-Burke.
- 2. (2017/053) - Election of Chairman for the ensuing municipal year.** This being the first meeting of the Parish Council for the new Council year, nominations for the office of Chairman of the Parish Council for the Council year 2017/18, were called for. Councillor Stafford was **PROPOSED** by Councillor Butler and **SECONDED** by Councillor Howard. There being no other nominations, Councillor Graham Stafford was duly **ELECTED** to serve as Chairman of the Planning & Traffic Committee for the Council year 2017/18.
- 3. (2017/054) – New Chairman signs Declaration of Acceptance of Office.**
Councillor Stafford duly signed the Declaration of Acceptance of Office, in the presence of the Clerk, who also signed and dated the document.
- 4. (2017/055) – Election of Vice Chairman for the ensuing municipal year.**
Councillor Stafford, having duly taken the Chair, called for nominations for the office of Vice Chairman of the Parish Council for the Council year 2017/18. Councillor Butler was **PROPOSED** by Councillor Ernest and **SECONDED** by Councillor Howard. There being no other nominations, Councillor Jerry Butler was duly **ELECTED** to serve as Vice Chairman of the Parish Council for the Council year 2017/18.
- 5. (2017/056) – Declarations of interest.** DH declared a personal interest of a significant nature in item 10.1 on the Agenda (21 Barn Close) as the applicant is a

relative.

6. **(2017/057) – Adjournment for any questions or issues raised by members of the public.** There were no issues raised on this occasion.
7. **(2017/058) – Approval of Minutes.** The minutes of the Parish Council meeting held on 4th April 2017 were duly approved and signed, as a true record, by the Chairman.
8. **(2017/059) – To receive reports (if any) from WSCC Councillor Joy Dennis (JD), and MSDC Councillor Judy Llewellyn-Burke (JLB).** JD said that she had received a detailed briefing on Albourne matters from outgoing County Councillor, Peter Griffiths. She is aware of the issues concerning, e.g. parking at Barleycroft, issues with the Firsland Industrial Estate, speeding concerns along Albourne’s roads, the School parking problems, and tidying up the road signs. She also referred to Operation Watershed, and the flooding problems along Reeds Lane, where it was noted that the ditches are likely to be owned by the Equestrian Centre. She noted that some of the issues, such as Barleycroft parking, do need to be cross referenced with MSDC, and so she will be keeping in touch with JLB on a regular basis.
9. **(2017/060) – Vacancy on the Parish Council.** It was duly noted that following the resignation of Councillor Meg Price, a casual vacancy has arisen on the Parish Council. A statutory, public Notice has been published, and if no election is called under the terms of the Notice by 23rd May 2017, the Parish Council may proceed to fill the vacancy by co-option. It was **AGREED** that in this event, the Parish Council would advertise the vacancy with a view to co-opting a new member to the Council, at the Parish Council meeting on 6th June 2017. The Parish Council is aware of one candidate who has expressed an interest, but that an opportunity needs to be given for other candidates to come forward.
10. **(2017/061) – Planning matters.**

10.1 Three 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
DM/17/1273 - 21 Barn Close	Retrospective application for the erection of a single garage (amended plans).	See below
DM/17/1618 - 22 Hunters Mead	Single storey side/rear extension (part retrospective).	Albourne Parish Council does have a concern that the proposal will alter the uniformity of the row of houses in Hunters Mead, but as it will not be fully visible, the impact on the street scene should be limited. Therefore, the Parish Council raises no objections to the application, subject to matching

		materials and finishes being used
DM/17/1273 - 21 Barn Close	Retrospective application for the erection of a single garage – amended plans received 20.04.2017 showing revised hipped roofline for the proposed garage.	Albourne Parish Council has no objections to this application subject to the Conservation Officer being satisfied that there are no adverse impacts on the nearby listed building, “Goldsmiths”.

Notes: In accordance with her declaration of interest above, DH took no part in the discussion or decision relating to DM/17/1273. GS abstained from the resolution agreed on DM/17/1618.

10.2 On current planning and planning enforcement matters, the Clerk had emailed Councillors regarding the storage of vehicles issue on land at Pottersfield, but that MSDC was currently satisfied that there were no breaches of planning. However, they have said that officers will continue to monitor the situation. It was reported that applications, DM/17/0996 (Priestfield Barn), and DM/17/1258 (Truleigh Cottage) had been approved by MSDC. The issue of night time working from units at Albourne Court was on MSDC’s radar, and some action has been taken. However, in respect of one unit, a planning application can be expected soon, seeking to vary the current restrictions on hours of use.

10.3 On the progress of the District Plan, it was noted that following the Inspectors’ request, MSDC had submitted a document setting out a framework and strategy for Neighbourhood Plans (NPs). They will want to put in the Plan how many houses MSDC is looking to find in each settlement category. It is now more about MSDC setting the targets rather than individual NPs. They have provided, and NE circulated to members, a completion and housing commitments breakdown sent round by MSDC, which will inform the review process in 5 years’ time. It was noted that any proposed changes then, will have to go through the same NP process. There were some issues and inconsistencies around the figures and sites, which NE has taken up with MSDC. It was further reported that the joint statement on housing need between Horsham DC/Crawley DC/MSDC had been agreed in principle, and was just awaiting sign off by the three parties.

11. (2017/062) – Finance report and matters.

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

11.2 Invoices were presented for payment, and it **was RESOLVED to agree and to make the following payments:-**

AMOUNT	PROCUREMENT	PAYEE
£205-20	Grass mowing and hedge cutting (2016) x 3 and 2	Barcombe Landscapes Limited
£9-28	Stationery	Meg Price
£427-83	Clerk’s salary + on costs (March 2017)	West Sussex County Council
£196-64	Payment 1 of 2 Street lighting	Streetlights

11.3 The year end budget monitoring report for the financial year 2016/17 was received, noted and approved. There had been a total under-spend of £4,981-65 over the budget, but a third of this sum is due to there being an under-spend on the Neighbourhood Planning budget. Other budgets had been modified or revised for this year, 2017/18 to take account of variances.

12. (2017/063) – To review the Annual Parish meeting held on 2nd May 2017 and to take any appropriate action arising from the meeting. It was noted that there had been a flurry of email activity following the presentation on super-fast broadband roll out by Paul Boichat from BT. There is a particular issue down Truslers Hill Lane, where there is a different supplier. A separate meeting is being held on 24th May 2017 in order to discuss the issues and concerns. Paul also agreed to provide a number of links so that people can find out further information, and once these are sent, the Clerk will put them on the Parish Council’s website. The issue of trying to put a Tree Preservation Order on a tree in Church Lane needs to be pursued, and it may be that WSCC has an involvement. The land owner needs to be identified. There is also the issue of establishing the exact boundary on the ground of the “common copse” land in the Street. The Clerk will pursue these issues with Richard Speller (WSCC).

13. (2017/064) – Operation Watershed (OW). Councillor GS said that he had finally met with Richard Speller concerning the ownership of the drains along Reeds Lane. As reported above, it is likely that these are owned by the Albourne Equestrian Centre. The owner of the Oaks will not sign the consent form until the issue is resolved, as there is a concern that solving one flooding problem could just push the problem elsewhere. There is also a need to involve Sayers Common as the north side of the road, and the ditches, are in the Hurstpierpoint and Sayers Common Parish. It was noted that the CCTV and investigation work under those parts of OW, which have been approved and funded by WSCC, has now been commissioned with the approved contractor.

14. (2017/065) – Parish Council/Village Hall Management Committee. JB reported that the VHMC had, at its meeting on 25th April 2017, approved going ahead with the revised constitutional arrangements, now that the Charity Commissioners’ advice had been received. The only proviso was that the Parish Council should be satisfied that the changes were in the interests of the Trust. Following discussion, it was therefore **AGREED** that the proposed changes were in the interests of the Trust, and the Parish Council also confirmed that the new arrangements should be implemented as soon as possible. The Clerk will therefore circulate a paper to all members of the Parish Council and VHMC, setting out the terms of reference of the new Committee, and how the arrangements will work in practice.

15. (2017/066) – Village Hall Management Committee. JB reported that the Premises License regarding the Pop-up-Pub was in the process of being transferred from Gwyn Price to the Management Committee, to be put in the name of the Village Hall. It was felt that there were now a sufficient number of trained persons to achieve this.

16. (2017/067) – Current issues. (i) On traffic issues, it was noted that the results and analysis of the road side survey held on 8th May 2017, are awaited. It was also noted that it would be sensible if possible to have a “not suitable for HGV” sign at the north approach to the Village along the Street. GS still has a spare sign, and if a suitable location can be found to affix it, then this would be done. An issue was also raised about the dangers of pupils from Downlands School crossing the road to be picked up by parents and guardians at or near Albourne Court. It was felt that the School need to be contacted about the problem, and GS said that he would therefore try and find out the relevant details to communicate to the Clerk, so that the Clerk could write to the School accordingly. (ii) the inappropriate road side signage issue is still ongoing, (iii) on the new waste bin to go by the bus stop, GS is still attempting to get the installation work done, and is chasing up the WSSCC recommended contractor, Tony Steer, for a reply, so that a date for the work can be arranged.

17. (2017/068) - Councillors exchange of information/new matters. NE said that she had spoken with Richard Speller about HGVs parking up on road side verges. He had said that WSCC may be able to do something about it, and it could be funded by s.106 planning monies. However, a grant application may need to be made. The Clerk will pursue this further in terms of the process, etc., with Richard Speller. HJ said that the reference to a water tap in the Allotment Tenancy Agreement was inappropriate, because there wasn't one. The memorial plaque for the tree needs to go back, and it was decided that the Parish Council should proceed with this in the best way possible. GS and JB said that they would progress the matter. Finally, she mentioned that a leaflet/invitation had been received about a summer party in the Village from 30th June to 2nd July 2017. It was noted that there are some individual concerns about this. GS noted that a footpath (off Church Lane) had a stile, which had a rotted step, and HJ will report this. He raised the issue of trying to ensure that there was always an emergency planning enforcement officer at MSDC on call, during weekends and bank holidays, in much the same way as there is for Environmental Health issues. It was agreed to take this up with Councillor JLB (MSDC), and possibly to see if this might be something the inter Parishes Group would support. He mentioned an incident in the VH car park, where some suspicious vans had been reported to the police. The police attended but didn't find anything. This raised the issue of having further CCTV coverage for the VH, and JB said that he would put this on the Agenda for the next VHMC meeting on 27th June 2017. Finally GS reported that the van permanently parked up in Barleycroft was taxed, but had no MOT. It was owned by someone who lives in Barleycroft. This issue may need to be pursued further in due course.

The meeting closed at 8.32 p.m.

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

NEXT ORDINARY MEETING: TUESDAY, 6th JUNE 2017 @ 7.00 p.m.