

# ALBOURNE PARISH COUNCIL [2018]

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## Minutes of the Annual meeting of Albourne Parish Council

held on: Tuesday, 8<sup>th</sup> May 2018, at 7.00 p.m.

*Present:* Cllr Graham Stafford (GS) – current Chairman and Chairman elect  
Cllr Nikki Ernest (NE)  
Cllr Jerry Butler (JB) – current Vice Chairman and Vice Chairman elect  
Cllr Di Howard (DH)  
Cllr Heather Jordan (HJ) (HJ left the meeting after item 9)  
Cllr Suzi Sawyer (SS)  
Cllr John Drew (JD)

*In attendance:* Iain McLean (Parish Council Clerk) and 8 members of the public (for all or parts of the meeting).

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**1. (2018/044) – Councillor GS (as outgoing Chairman) formally opened the meeting, welcomed those present, and received apologies for absence.**

Apologies for absence were received from West Sussex County Councillor, Joy Dennis, and Mid Sussex District Councillor, Judy Llewellyn-Burke.

**2. (2018/045) - 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 2018/19 were called for. Councillor Stafford was **PROPOSED** by Councillor Ernest and **SECONDED** by Councillor Sawyer. There being no other nominations, Councillor Graham Stafford was duly and unanimously **ELECTED** to serve as Chairman of the Parish Council for the Council year 2018/19.

**3. (2018/046) – 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. (2018/047) – 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 2018/19. Councillor Butler was **PROPOSED** by Councillor Sawyer and **SECONDED** by Councillor Drew. There being no other nominations, Councillor Jerry Butler was duly and unanimously **ELECTED** to serve as Vice Chairman of the Parish Council for the Council year 2018/19.

5. **(2018/048) – Declarations of interest.** GS declared a personal and pecuniary interest of a significant nature in item 9.1 on the Agenda (Moorcroft Farm) as he is an owner of the property, and the applicant. NE declared a personal interest in the same application, because she is a neighbour of the property concerned.
6. **(2018/049) – Adjournment for any questions or issues raised by members of the public.** An issue was raised concerning the increased risk of flooding along the B2116 following resurfacing work carried out recently by WSCC Highways. The kerbs have been levelled, and so there is no natural drainage. There is also a lot of loose shingle in the drains. There is also a safety issue, pending the white lines being re-done. The Parish Council will take these issues up with the officer at WSCC. The issue of pedestrian safety along the road was also raised again, and Cllr GS mentioned that WSCC did not proceed with solutions because of the expense. However, the matter is on the radar as part of the monitoring of the road. The issue of green waste HGVs working over the recent Bank holiday weekend, going to the Winterpick site, was raised. It was noted that a one-off permission had been granted, but it was likely that this would be the case for future B/H weekends. The noise and inconvenience to residents at what is supposed to be a quieter time is excessive. The Parish Council will therefore take the matter up with Councillor Joy Dennis. It was also noted with disappointment that there is no requirement for WSCC to put the “cats’ eyes” back along the B2116 following the recent work.
7. **(2018/050) – Approval of Minutes.** The minutes of the Parish Council meeting held on 3<sup>rd</sup> April 2018 were duly approved and signed, as a true record, by the Chairman.
8. **(2018/051) – 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.

**9. (2018/052) – Planning matters.**

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

<b>PROPERTY</b>	<b>PROPOSAL</b>	<b>AGREED RESPONSE</b>
AE/DM/18/1408 Moorcroft Farm, Henfield Road	Proposals for alterations and conversion of existing building to create a single dwelling.	Albourne Parish Council feel that due to the rise in the height of the roof in the new plans, the external dimensions of the building now extend beyond the dimensions of the existing building, and so class Q development is not permitted. (Q.1. clause g). The Council must therefore object to the planning application, after referring to an appeal (Great Wapses Farm APP/D3803/W/16/3156030) for the further following reasons: (1) The

		building would be of significantly greater bulk than that of the existing buildings, and (2) the new building can be seen from an adjacent and well used footpath, and so will have a negative effect on the local environment and amenity.
AE/DM/18/1530 High Cross House, Henfield Road	Demolition of existing conservatory and erection of a single storey extension to the rear.	Albourne Parish Council has no objections to this application.
AE/DM/18/1620 7 Wellcroft Cottages, Church Lane	Proposed erection of a two storey side and rear extension.	Albourne Parish Council has no objections to this application.

Notes: In accordance with his declaration of interest above, GS took no part in the discussion or decision relating to DM/18/1408, and left the room for the duration of the item. In accordance with her declaration of interest above, NE also took no part in the discussion or decision regarding the same application. The matter was chaired by JB, as the Vice Chair.

9.2 JD said that he had now received the final report from GTA Civils Ltd. This does mainly address the issues and concerns raised by the Working Group on the draft, but the overall conclusions are much the same. These are that there is very little chance of being able to successfully challenge WSCC on the planning, or other, processes undertaken by them. The next step is to have a meeting with GTA Civils to provide an opportunity for further questions on the report and its conclusions. This has been arranged for 22nd May following which the working group will consider and make recommendations on next steps. NE raised the issue of road measurements and methodology in the report not being clear, and JD said that these would be addressed in the meeting. In the meantime, it was **AGREED** that the current outstanding invoice from GTA should now be paid, and the Clerk will arrange this accordingly.

9.3 On current planning and planning enforcement matters, NE had recently circulated an email from the Planning Enforcement officer, Jon Lavis, which contained a number of updates. Briefly, The Old School – owners have been written to regarding the earth pile, but other issues are within planning, Equestrian Academy – have been written to regarding the arena lighting issue, 4 Oak Vale Cottages – an enforcement Notice was issued on 19<sup>th</sup> April 2018 (the Clerk was asked to obtain an update). Pear Tree – both enforcement Notices have been appealed. NE commented how helpful and prompt Jon Lavis is in dealing with Albourne issues.

9.4. On the stopping of paper plans being provided by MSDC for planning applications, JB said that he would look at being able to find some equipment that could project papers onto the VH wall. He would be happy to test this out. NE said that she would be prepared to download the relevant documents onto a memory stick, rather than the Clerk. In the meantime, Councillors will need to look at the papers directly online, and in this regard it was

agreed that any photocopying or printing is a reclaimable expense.

#### 10. (2018/053) – Finance report and matters.

10.1 The financial summary and the Bank reconciliation for the month, were received, noted, and approved. It was noted that the first half of the precept for 2018/19 in the sum of £7,511 had been received from MSDC.

10.2 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 (April 2018)	West Sussex County Council
£50-00	Donation (for help with leaflet deliveries to residents)	Dogs Trust
£210-03	Annual subscriptions for WSALC and NALC (2018/19)	WSALC Limited
£68-00	Defibrillator flyers	Action Press
£144-00	Annual Parish meeting flyers	Action Press
£202-54	Payment 1 (of 2) 2018/19 street lighting maintenance contract	Streetlights
£38-75	Refreshments for Annual Parish meeting on 01/05/18	Graham Stafford (reimbursement Tesco/Sainsburys)
£12-00	Photocopying for Agenda and minutes Annual Parish meeting	Lindfield Parish Council

**11. (2018/054) – To review the Annual Parish meeting held on 1<sup>st</sup> May 2018 and to take any appropriate action arising from the meeting.** It was agreed that this had been a well attended, good and informative meeting. It was also noted that there are no outstanding actions or decisions to take.

**12. (2018/055 – New play equipment for the children's play area in the Recreation Ground.** It was noted that the meeting with MSDC had now taken place (the Clerk and DH in attendance), and final costing(s) for the project had been produced. It was further noted that MSDC had said that it would make up the shortfall in cost (the Parish Council's overall budget being £7,571, including a £5,000 grant from MSDC). It was therefore **AGREED** that although more expensive at £10,500 (mainly because of the installation cost) the preference was for the Carleton climbing frame, as this had more play features. However, this would be subject to a safety assessment, and to answers to questions that Councillors raised in terms of guarantees, and the robustness of the equipment. The Clerk and DH will contact the officer at MSDC accordingly. Finally on a suggestion from SS, the Clerk will also contact the School to see if they might be prepared to contribute to the cost, since the play area is used quite extensively by children from the School.

**13. (2018/056) – Operation Watershed (OW).** Councillor GS said that there were still issues to resolve with the owner of the Oaks, in terms of running water through his ditches to Reeds Lane. He would like an independent investigation, which he is arranging, and so there will be an inevitable delay. The grant from WSCC for the existing OW application is still

awaited. There is also an issue looming in terms of WSCC now trying to pass on the responsibility for OW work to Parish Councils. Further clarification on this is awaited.

**14. (2018/057) – Current issues.** On (i) the Common Copse land, the on-site meeting is still awaited, (ii) on the possibility of a dog waste bin on the corner of Church Lane (for the nearby footpath), the owners of Yew Tree Farm House had said that they would not object to such a bin, provide it was located near the salt bin on the road. On this basis, the Clerk will pursue the matter further, particularly in terms of the cost involved, (iii) on the defibrillator training, it was happily noted that there has now been a good response, and the next two sessions are fully booked. It was **AGREED** that the cost of photocopying, in terms of the training leaflet should be reclaimed, and the Parish Council will meet the expense, (iv) on the broken fence at the front of the Village Hall, WSCC had denied responsibility, but evidence to the contrary as provided by the Clerk, had now been referred to their lawyers. In the meantime, it was **AGREED** that in order not to incur any more delay, and because the cost was not great, GS be authorised to source the repair of the rails at the Parish Council's expense. This would be on a without prejudice basis, especially as it was noted that other more expensive repair work would be required in the future.

**15. (2018/058) - Councillors exchange of information/new matters.** DH confirmed that the overgrown hedge along the B2116 has been cut back by the owner. The Clerk will provide bank details to DH for a financial contribution that a local resident wishes to make to the Parish Council (to be confirmed in due course). SS mentioned that the gate to the Recreation Ground had been left open after some recent work by contractors acting for MSDC. MSDC therefore needs to be reminded to ensure that this doesn't happen again. SS has the name of a volunteer for a possible village clean up in due course. There is a tree in Leyfield that needs some work, and WSCC is coming out to investigate. The issue of the tree in the Street is ongoing (see previous minutes), and there is still the possibility of the WI helping out with a replacement if this proves to be necessary. There is also a tree in Oakwell that looks to be in some trouble, and so SS will have a look at this. GS said that WSCC had floated an idea of extending the lay-by near to the School in order to provide extra parking. It would mean some of the grass verge being taken out. It is also part of the possibility of providing a safer crossing near the Village Hall. Further details will need to be provided in due course, but the proposal does raise some practical concerns. GS raised the issue of WSCC providing Gateway signs in Albourne at either end of the B2116 (at a cost of about £1,000 per gateway), along the lines of those installed elsewhere, e.g. Ardingly. These could also help with speeding issues. There were mixed views as to their effectiveness, and the aesthetics of such signs, and it was therefore decided that this should be looked at as part of the overall package and comprehensive plan being looked at regarding traffic calming generally. It could also be raised at the forthcoming meeting with GTA. GS then referred to the fact that WSCC has already asked for the winter salt bin audit to be done, and this is in hand. Finally, it was noted that some of the 30 mph signs in Church Lane had been removed. Whilst there are some issues around the necessity of such a number of signs, and the urbanising effect they have, this was not considered to be a matter for the Parish Council.

The meeting closed at 8.32 p.m.

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

***NEXT ORDINARY MEETING: TUESDAY, 5<sup>th</sup> JUNE 2018 @ 7.00 p.m.***