

# ALBOURNE PARISH COUNCIL [2022]

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

held on: Tuesday, 10<sup>th</sup> May 2022, at 7.00 p.m.

*Present:* Cllr Graham Stafford (GS) – Chairman elect  
Cllr Nikki Ernest (NE)  
Cllr Jerry Butler (JB) – Vice Chairman elect  
Cllr Joy Parks (JP)  
Cllr Di Smith (DS)

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

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- 1. (2022/014) - 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 2022/23 were called for. Councillor Stafford was **PROPOSED** by Councillor Smith and **SECONDED** by Councillor Butler. 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 2022/23.
- 2. (2022/015) – Councillor GS then formally opened the meeting, welcomed those present, and received apologies for absence.** Apologies for absence were received from Councillors Sawyer and Drew, and the reasons accepted. Apologies for absence were also received from Councillors Judy Llewellyn-Burke (MSDC) and Joy Dennis (WSCC).
- 3. (2022/016) – New Chairman signs Declaration of Acceptance of Office.** Councillor Stafford will sign the Declaration of Acceptance of Office, in the presence of the Clerk, who will also sign and date the document, as soon as possible.
- 4. (2022/017) – 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 2022/23. Councillor Butler was **PROPOSED** by Councillor Stafford and **SECONDED** by Councillor Ernest. 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 2022/23.

5. **(2022/018) – Declarations of interest.** There were none declared on this occasion.
6. **(2022/019) – Adjournment for any questions or issues raised by members of the public.** None were raised at the meeting. However, Joseph Baum introduced himself as a representative from Inspired Villages regarding the redevelopment of the former Hazeldens garden nursery site as a retirement village (now that outline planning consent had been granted), and was looking forward to the Parish Council meeting in June where the matter would be formally discussed (as the application for full details of the scheme was being prepared). He agreed to send through some information regarding the proposals prior to the meeting.
7. **(2022/020) – Approval of Minutes.** The minutes of the Parish Council meeting held on 5<sup>th</sup> April 2022 were duly approved and will be signed, as a true record, by the Chairman, as soon as possible.
8. **(2022/021) – 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.
9. **(2022/022) - Appointment of the Village Hall Management Committee (VHMC).** Under its constitution, it was **RESOLVED** that the VHMC for the municipal year 2022/23 should comprise a membership of Councillors Stafford, Butler, Smith, Sawyer and Drew. It was noted that the appointed co-opted representatives on the Committee are currently Mick Gratton, and Eve Gerhold, with a vacancy remaining for the third place. These appointments will be confirmed at the next VHMC meeting at the end of June.
10. **(2022/023) – Planning matters.**

10.1 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
AE/DM/22/1078 - Eastwood Farm, Shaves Wood Lane *	This application is submitted seeking the discharge of a legal agreement relating to Section 52 relating to planning application AE/009/86 in respect of Eastwood Farm which requires the dwelling to be occupied in conjunction with the use and occupation of the whole of the land as an agricultural unit. *	Albourne Parish Council has no objections to this application, subject to the applicants being able to prove to the satisfaction of the Authority, the justification and reasoning for removing the restrictive covenant. *
AE/DM/22/1324 2 - Barn Close	Single storey pitched roof extensions to front and rear (Resubmission of DM/21/4275)	Albourne Parish Council has no objections to this re-submitted application, and so repeats its previous response, i.e. that the

		proposal is subject to a concern about the works access to the property. If it is requested, the Parish Council would not support any access via the Village Hall car park, or adjoining public footpath. *
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\* Note: In view of the fact that the deadline for the response is prior to the date of the meeting, this application was been dealt with under the delegated authority provisions of Standing Orders.

10.2 Cllr JD was not present, but following a meeting he and the Working Party have had with WSCC Highways, he confirmed in writing that - (i) *On the Albourne Community Traffic Regulation Order - an updated and resubmitted version of the TRO to be decided pending the outcome of the WSCC Countywide Road Safety Review and establishment of revised speed limit criteria against which it will be considered. The existence of an Albourne School Travel Plan is to be determined and if available to be attached to the TRO as a supporting document,* (ii) *On the Redundant Road Signs – the designs and locations of all replacement signs, including the two approved for the Henfield Road and B2118 north side sites, to be made available to the Albourne PC project team before installation to ensure that reduced size and content aspirations are met,* (iii) *On the B2116 Road Issues – to progress and pursue the requests to repair road surface damaged following top dressing, removal of dip causing rain water accumulation and splashing/staining on adjacent property and improved delineation to the pavement area between The Street and the lay-by,* (iv) *On the school bus issues and problems with regard to the parking and manoeuvring of buses accessing Albourne School are to be reported to WSCC Highways.* It was noted in discussion that representations concerning the size of the replacement road signs had been made, as these were considered still far too large and inappropriate for the Village, and a further response is awaited from WSCC.

10.3. On planning enforcement, the car storage issue at the Albourne Equestrian Centre is still ongoing, and a retrospective planning application has still not been submitted. The site now appears to be being used for car repairs and sales. The delay is regarded as unacceptable. The Clerk will pursue this once again with the Planning Officer at MSDC, with a copy to Cllr Judy Llewellyn- Burke. On planning application outcomes - DM/22/0511, 2 Oak Cottages, has been approved by MSDC, as has DM/22/0440, for 2 Greenmead, and also DM/22/4006, for Gunners Cottage. A decision on DM/22/0118, The Old School, Church Lane, is still awaited.

## **11. (2022/024) – Finance report and matters.**

11.1 The financial summary and the Bank reconciliation for the month, were received, noted, and approved. It was noted that the first half of the annual precept for 2022/23 in the sum of £7,511 has been received from MSDC, and should be on the next Bank Statement. It was also noted that following issue of the invoices, four of the six allotment fee payments for 2022/23 had already been made.

11.2 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 (April 2022)	West Sussex County Council
£35-00	Grass cutting in the Millennium Garden (April – 1) + allotment paths	Brian Truran
£20-00	Grass cutting in the Millennium Garden (April – 2)	Brian Truran
£206-99	Annual Street Lighting Maintenance Contract – payment 1 of 2	Streetlights

11.3 On the Parish Council's annual insurance arrangements for 2022/23 it was **RESOLVED** to accept the recommendation from the broker, Arthur J Gallagher Insurance Brokers Limited, to proceed with the quote from Hiscox Insurance at the annual premium sum of £885-94, including IP tax and all fees. The Clerk will arrange with the broker to put the Parish Council on cover as from the renewal date of 3<sup>rd</sup> June 2022 for the year ahead accordingly.

**12. (2020/025) – Current issues.** (i) On the allotments, it was noted that all six allotment plot holders have agreed to reimburse the Council for the costs of mowing the grass paths between the allotments. Brian Truran will therefore be asked to continue with this task, and to carry out the mowing as and when he thinks fit, (ii) now that the situation has eased, **Cllr GS** took the opportunity for thanking everyone for all their efforts in continuing the work of the Parish Council, and supporting the Parish generally throughout the recent pandemic.

**13. (2020/026) - Councillors exchange of information/new matters.** **Cllr DS** raised the issue of the damaged fencing alongside the footpath by the Village Hall. The Clerk will pursue this once again with WSCC. The ongoing fly-tipping issue at Barn Close needs to be reported to MSDC. The hole in the hedge issue by the footpath at Hunters Mead has been reported and a response is awaited. However, the Clerk will take this up once again. **Cllr JP** raised the issue of the damage to the hedge at the Recreation Ground opposite Ernest Doe following the fall of the tree in this location. It is being widened because people are using it as a short cut. The Clerk will also pursue this with MSDC. There is a fence issue, with a top rail being down, at the boundary between the Recreation Ground and the children's play area. The Clerk will take this up with MSDC. On the Millennium Garden, she reported on correspondence with Adie Rowe (AR) with regard to the annual routine maintenance issues for the Garden. Quotes for the work were reported and **AGREED** by the Council. JP will send further details to the Clerk who will pursue further with AR, in terms of commissioning the work. However, it was noted and agreed that the spring clearance work didn't need to be done this year. **Cllr JB** confirmed that the Village Hall now has broadband. It is good, but not perfect, and JB will be monitoring the situation as the system beds in. The redecoration/repair work to the fascias and soffits at the VH is being done, and is due for completion tomorrow. The contractor is making a very good job of the work. **Cllr GS** mentioned that he and the Clerk had regularly been attending West Sussex Association of Local Councils (WSALC) zoom meetings, and obtaining the benefit of information sharing and networking. It also helps raise the profile of the Parish Council.

The meeting closed at 7.50 p.m.

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

***NEXT ORDINARY MEETING: TUESDAY, 7<sup>th</sup> June 2022 @ 7.00 p.m.***