

# ALBOURNE PARISH COUNCIL [2015]

---

## Minutes of the meeting of Albourne Parish Council

held on: Tuesday, 7<sup>th</sup> April 2015, at 7.00 p.m.

*Present:* Cllr Meg Price (MP) - Chairman  
Cllr Graham Stafford (GS) – Vice Chairman  
Cllr Nikki Ernest (NE)  
Cllr Barry Compton (BC)  
Cllr Heather Jordan (HJ)

*In attendance:* Iain McLean (Parish Council Clerk), Councillor John Allen (MSDC), and 8 members of the public (for parts of the meeting).

- 
- 1. (2015/428) – Chairman opens meeting and receives any apologies for absence.** Apologies for absence were received from Cllrs Mick Gratton, and Nick Wergan. (Cllr Peter Griffiths (WSCC) may not be able to attend the meeting.)
  - 2. (2015/429) – Declarations of interest.** There were none declared.
  - 3. (2015/430) – Adjournment for any questions or issues raised by members of the public.** OW and the Village Pub issues were raised, but as these items were on the Agenda, they would be taken then. (i) The issue of the hedge between the footpath and Barn Close was raised. This needs cutting back. The Clerk will investigate whose responsibility this is, (ii) the issue of the tree cutting back from within the new properties (Downsview Cottages) adjacent to properties in The Twitten was raised, and it was agreed that the owners of the properties should be reminded of what their rights and responsibilities are, (iii) the issue of the gaps in the hedges/trees around the Recreation Ground was raised, and it was agreed that Cllr HJ would pursue this with MSDC, (iv) the condition of the gate at the Millennium Garden was raised. The Council is already on to this, and Cllr MG is in the process of obtaining quotes for the work. As Cllr MG was not at the meeting, Cllr HJ agreed to follow up the issue with him, (v) fence damage caused by a vehicle was raised, and it was noted that Cllr MG is already dealing with this, (vi) the ongoing issue of anti-social behaviour and activity in certain areas was discussed. The local PCSO is aware of the problem, and Cllr MP will raise with him again. It was thought that more unmarked patrols at the appropriate times, will be necessary.

4. **(2015/431) – Approval of Minutes.** The minutes of the Parish Council meeting held on 3<sup>rd</sup> March 2015 were approved and signed, as a true record, by the Chairman.
5. **(2015/432) – To receive reports (if any) from WSCC Councillor Peter Griffiths, and MSDC Councillor John Allen.** Cllr John Allen updated the meeting on the progress of the District Plan. He referred to Cllr NE's concerns over the hierarchy settlement issue as set out in the supporting document. This was in the course of being reviewed in terms of the methodology used by MSDC. He referred to the Mayfields new market town issue, and the lack of support for this proposal. He said that MSDC's budget for 2015/16 had been approved, and for the fifth year running, there would be no increase in Council tax. He referred to the Gatwick airport second runway issue, and confirmed that MSDC had come out firmly against the proposal.
6. **(2015/433) – Traffic issue in Albourne.** There had been yet another accident along this stretch of the Henfield Road (B2116) on 16<sup>th</sup> March 2015, i.e. as regards the junctions of Truslers Hill Lane, and Twineham Lane. The need to reduce the speed limit from 60 mph to 40 mph, and/or to take other measures, is becoming ever more pressing. Cllr MP has made a Freedom of Information request on the official number of recorded accidents. It is understood that Cllr Peter Griffiths also has the matter in hand. He is trying to arrange the traffic engineers to attend the site and monitor the situation. The Clerk has also written to WSCC Highways, and the matter needs to be revisited at the next meeting.
7. **(2015/434) – Roadside signage in Albourne.** This matter was ongoing, and needed further input from Councillor Peter Griffiths (WSCC), who was not present. The Chairman outlined the issue for the benefit of those residents present, and previous minutes also refer.
8. **(2015/435) – Parish Council elections 2015 (7<sup>th</sup> May).** Nominations would be closing on 9<sup>th</sup> April. So far, 6 Councillors had been nominated, so a contested election looked to be unnecessary. There would therefore need to be one co-opted person after the election, and a few expressions of interest had been made. The number of vacancies on the VH Management Committee was also noted, and these needed to be filled. However, the separation of responsibilities was important, and it may be that there needs to be a full complement of "lay" members on the Committee, rather than just Parish Councillors.
9. **(2015/436) – Village Handyman/Orderly.** The issue of whether to employ such a person was discussed, e.g. for maintenance work (i.e. at the Medieval Pound, and around the Village Hall), litter clearance, etc. However, it was felt that at present the arrangements for such works were satisfactory, by calling on Councillors and other one off volunteers, and that to have an employee might raise all sorts of contract and

risk assessment issues. **It was therefore resolved not to take the proposal forward**, but at the suggestion of Cllr HJ it was agreed to keep the matter under annual review.

**10. (2015/437) – New bench for Parish.** It was generally felt that the design (metalwork) put forward was not really appropriate, and too modern. It needs to be in keeping with the rural setting. A wooden type of bench would be better. There was also concern at the cost of installation, which the PC was being asked to meet. It was agreed that Cllr GS will look at alternatives and estimates, and that Cllr MP would reply to Peter Holding accordingly. The Clerk confirmed that the consent of WSCC to its positioning on the highway would also be required.

**11. (2015/438) – Planning matters.**

11.1 There were none for this meeting, in view of the Extraordinary meeting held for planning matters only, on 31<sup>st</sup> March 2015. It was noted that because the May meeting was later in the month (19<sup>th</sup>) there would need to be a further Extraordinary meeting for planning matters only, and this would be held on Tuesday, 5<sup>th</sup> May 2015 at 7.00 p.m. just prior to the Annual Parish meeting.

11.2 Cllr MG was not present but on the Neighbourhood Plan it was understood that a quote for the next stages of the process from the planning consultant, was still awaited.

11.3 On planning enforcement matters, the Firsland Park Industrial Estate issue was discussed, and it was noted that Cllr BC had done his own traffic survey, which showed that the number of lorry movements was much greater than the planning allowance. MSDC is encouraged to oppose the current application for Olus to increase the scale of its operation, as MSDC objected previously, and Cllr John Allen will take this up with the planning officers. Cllr NE will email Cllr Allen with the relevant background information. The effect of the lorries on buildings was also mentioned, and the possibility of a weight restriction TRO along the road will need to be looked into c.c. Cllr Peter Griffiths. Most other matters were up to date, or in hand, but Cllr NE requested that an action date column be added to the review list.

<b>Action:</b>	<b>Cllrs MG/NE/Clerk</b>
----------------	--------------------------

**12. (2015/439) – Finance report and matters.**

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

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

AMOUNT		PROCUREMENT	PAYEE
£358-05	(2014/15)	Clerk's salary & on costs (March 2015)	WSCC
£40-73	(2014/15)	Hi visibility jacket (£27.95) + stationery (£12.78)	Graham Stafford (reimbursement)
£127-20	(2014/15)	Grass cutting (11 of 12 and 12 of 12)	Barcombe Landscapes Limited
£301-50	(2014/15)	Clerk's home office allowance (2 <sup>nd</sup> payment) to 31.03.15)	Clerk
£211-21	(2015/16)	Annual grounds maintenance High Cross, Albourne	Mid Sussex District Council
£176-23	(2015/16)	WSALC & NALC subscriptions	West Sussex ALC
£17-00	(2015/16)	Local Council review magazine	SSALC Limited
£46-69	(2015/15)	Clerk's stationery costs	Clerk

12.3 The year end budget outturn for 2014/15 was received, noted, and approved.

**13. (2015/440) – Albourne Parish Council; Trust arrangements and VAT.** The Clerk reported that with the help of John Rose, the letter had now been sent to HMRC requesting clarification of the reclaim of VAT issue. It was thought that at least a month would be needed for a response, but the Clerk was requested to chase the matter up after two months, if a reply had not been received by then.

**14. (2015/441) – Village pub – alcohol License, etc.** It was noted that one local objection had been received to the application lodged with MSDC. Some residents nearby said that they had not been aware of the application, and felt that it had not been widely consulted on. The possible impact on residents was a concern. The Chairman replied by reassuring the public that this would be a low key event. It was mainly to provide a focus of social interaction in the Village. As regards the issue of the vulnerability of the Hall, very little alcohol would be stored on the premises, and no money would be kept at the Hall. It was agreed that other users of the Hall needed to be made more specifically aware of the proposal, e.g. the pre-school group. There may be a parking issue, but it was anticipated that most people would walk to the venue. The issue of "outsiders" was discussed. Councillor Allen mentioned his awareness of the Bolney Community Café project, as a means of learning any lessons from their experience, and it was agreed that the Chairman would follow this up. The matter would also be coming up on the Agenda for the Annual Parish meeting on 5<sup>th</sup> May 2015.

**15. (2015/442) – Operation Watershed.** Cllr GS reported that a further tranche of OW grant money had been received from WSCC in the sum of £4,900. This would enable the gully works from the Church going southwards to be done. Now that the weather

was improving Edburtons had been asked for a start date. Reeds Lane has had a lot of work carried out recently, and the gulleys and culverts had been cleared. Confirmation of permission from one local farmer was awaited. WSCC will confirm when they will be doing the north side of B2116. They have been waiting on the report from Conways. Overall however, very good progress is being made.

<b>Action:</b>	<b>Cllrs GS/BC</b>
----------------	--------------------

**16. (2015/443) – Village Hall Management Committee.** It was noted that the last meeting (17<sup>th</sup> March 2015) did not go ahead, as it was not quorate. However, the Chairman has written round to all members, regarding input to the bookings documents. It was reported that Elaine Makey wishes to step down as Chairman. The need for further co-options onto the Committee was noted, and this will need to be pursued in due course.

**17. (2014/444) – Current issues.** (i) After discussion it was agreed to leave the calendar of scheduled Council meetings for 2015 as set out - Councillor John Allen will try and help with any planning timetable issues, as and when they may arise, (ii) on the changes to the West Sussex Fire Service, Cllr GS said that he remained very concerned about fire service cover in the area, and was particularly concerned about there being adequate cover for the South of England Show in future years. WSCC needed to address the issues being raised by Tony Morris. There was now a dedicated person at WSCC to contact regarding the issues, (iii) The Clerk outlined the timetable for approval and submission of the Annual Return, and that the internal audit with Mark Mulberry would take place on 3<sup>rd</sup> June 2015.

**18. (2014/445) – Clerk’s report.** The Clerk had nothing to report on this occasion.

**19. (2014/446) - Councillors exchange of information/new matters.** Cllr NE updated the meeting she had had with MSDC regarding the District Plan, and other documents, principally the hierarchy settlement issue. MSDC appeared to accept that Albourne was not a medium sized village, and the criteria needed to be reviewed, as they were inconsistent and subjective. This could be done, and any changes dealt with under delegated authority. Cllr John Allen also agreed to pursue the issue with officers, and Cllr NE said that she would send him the background information. APC will need to decide its response to the District Plan, once finally published for examination, as regards the need to attend. This could be by objection to the Plan or by invitation. Cllr NE said that she also needs to consult with the inter Parishes Group. Cllr MP raised the issue of the topics and flyer for the Annual Parish meeting on 5<sup>th</sup> May 2015. The Clerk will circulate this, and liaise as appropriate. Cllr HJ asked when the grass cutting for the Millennium Garden would commence, and she will also take up the issue of the allotment fence, and the Millennium Garden boundaries.

The meeting closed at 8.56 p.m.

SIGNED.....Meg Price/Graham Stafford  
Chairman/Vice Chairman

**NEXT ORDINARY MEETING: TUESDAY, 19<sup>th</sup> MAY 2015 @ 7.00 p.m. being  
the Annual Parish Council meeting.**