

ALBOURNE PARISH COUNCIL [2013]

Minutes of the meeting of Albourne Parish Council held on:

Tuesday, 5th February 2013, at 7.00 p.m.

Present: Cllr Meg Price (MP) (Vice Chairman)
Cllr Graham Stafford (GS)
Cllr Mick Gratton (MG)
Cllr Elaine Makey (EM)
Cllr John Gooch (JG)

In attendance: Iain McLean (Parish Council Clerk), Cllr Peter Griffiths (WSCC) for part of the meeting, Cliff Emery, and and 3 members of the public.

- 1. (2013/015 – To elect a new Chairman of Albourne Parish Council.** The previous Chairman, Jerry Butler, having tendered his resignation both as Chairman and Councillor at the meeting on 8th January 2013, the Clerk called for nominations. MG proposed that Councillor Meg Price be nominated. This was seconded by GS. There being no other nominations, and on a vote taken by those Councillors present, Councillor Meg Price was unanimously elected to be the Chair of Albourne Parish Council until the next Annual Parish Council meeting.
- 2. (2013/016 - Acceptance of office of Chairman).** The new Chairman duly signed the acceptance of office in the presence of the Clerk.
- 3. (2013/017 – To accept apologies for absence.)** Apologies for absence were received from Councillor Robert Dunckley.
- 4. (2013/018 – To appoint a new Vice Chairman of Albourne Parish Council.)** The office having been vacated by the election of the Vice Chairman to the Chair, the Chairman called for nominations. MP proposed that Councillor Graham Stafford be nominated. This was seconded by MG. There being no other nominations, and on a vote taken by those Councillors present, Councillor Graham Stafford was unanimously elected to be the Vice Chair of Albourne Parish Council until the next Annual Parish Council meeting.

5. **(2013/019 – To note the action taken in respect of the casual vacancy).** The Clerk reported that the deadline for the required number of electors to call for an election was 7th February. After that date, the Council was free to fill the vacancy by co-option. It was agreed that in the event of no election being called the matter would be dealt with at the Extraordinary meeting of the Council being arranged for 12th February 2013.

6. **(2013/020 – Adjournment for any questions or issue raised by members of the public).** Barry Compton updated the Council on the drainage issue. The blockage at Holmans Farm needs to be dealt with. Gulu Sibanda from WSCC Highways has been involved. WSCC need to clear the culvert under the road, and would suggest that at the same time, the problem at Holmans Farm could be looked into. Barry Compton felt that he had to go down the legal route, but agreed to delay any action until the parties had had a chance to action the above. Cllr Peter Griffiths indicated that having spoken with Gulu, the work should be done by 25/02/13.

7. **(2013/021 – Declarations of interest).** None were received.

8. **(2013/022 – Approval of Minutes).** The minutes of the last meeting held on 8th January 2013 were approved and signed as true record by the Chairman, subject to the correction of a spelling mistake noticed by MG.

9. **(2013/023 – To receive reports (if any) from WSCC Councillor Peter Griffiths and MSDC Councillor Sue Seward).** Cllr Peter Griffiths reported on the state of the roads, and confirmed that the pathway near Ernest Doe had been cleared. He had met with WSCC officers regarding the visibility issue at High Cross, and said that some funding might be available for providing visual splays. EM asked him to also pursue the issue of the overgrown vegetation obstructing drivers' views (see previous minutes). PG reported that St Lawrence School had opted to become an Academy by May 2013 (the first Church primary school to do so). There was more funding for new school provision, and this could be in Albourne, if demand was demonstrated. No increase in WSCC element of Council tax. He will pursue the issue of salt bins not being filled regularly. He confirmed that APC would be involved in any new school site selection. Traffic calming measures were discussed, and the idea of chicanes (as through Ditchling) was one possible solution. The idea of preventing commercial traffic going down Reeds Lane was discounted, as this would encourage more traffic through the village. This Lane is scheduled for re-surfacing in any event. MG said that the issue of weight limits needed to be looked at. MG agreed to send PG a copy of the Sustainability initiatives, as these could have an impact on WSCC highways matters in the Parish.

10. (2013/024 – Planning matters). MG reported on recent planning decisions as recently circulated by the Clerk. The Wickwoods re-application was not in yet, and the Greenmead application would be dealt with at the next meeting. MG said that the Avtrade planning consent should not pose any problem. The Company had shown itself to be a good neighbour, and the visual impact would be significantly better. MG said that he had many questions over the announcement of permitted development rights turning business premises into residential premises. It was noted that the “exemption” rules were unlikely to apply to any sites in Albourne. He would pursue further directly with MSDC. MG said that on Neighbourhood Planning, the draft Sustainability objectives (as now circulated) should go to the Extraordinary meeting on the 12th February. It was noted that a Sustainability Appraisal needed to be done. It was noted that it was hoped to start the 6 week statutory consultation period on 1st March.

11. (2013/025 – Finance report).

1. The financial summary was received and noted. The Clerk reported that this has been prepared from the Cash Book on this occasion, as the Bank Statements had not arrived in time for the meeting.

2. Invoices were presented for payment, and it was **resolved** to agree and to make the following payments (Councillors GS, JB and MG as signatories):

AMOUNT	PROCUREMENT	PAYEE
£296-87	Salary and on-costs	WSCC
£8-01	Postage and stationery, and two hand shovels for the salt bins	Graham Stafford
£127-20	Grass cutting and hedge trimming	Barcombe Landscapes Limited

The Clerk was asked, in respect of future invoices from Barcombe Landscapes Limited, to request further details in respect of items listed, particularly as regards dates.

12. (2013/026 – Clerk’s report). The Clerk reported that the insurance claim for lamp-post “P” had been accepted subject to the receipt of further evidence. Lamp-post “O” should now have been repaired. It was noted that WSCC had agreed to contribute towards the costs of the new finger-posts at High Cross. Clerk is to action this further. It was agreed that the Clerk should attend the Society of Local Council Clerks regional conference in Brighton on 6th February at a cost of £39-50.

13. (2013/027 – Village Hall). EM confirmed that of 3, 2 tenders had been returned. They were quite similar in price, but both were higher than anticipated. A summary document was circulated. It was agreed that further sources of funding

would need to be looked into, and EM will contact Councillor Peter Griffiths (WSCC) to see if any grant monies could be made available. EM handed round a financial statement regarding the operation of the Hall. This was noted. The Clerk confirmed that the draft License for Alterations had been received from MSDC Legal Department, and Cliff Emery took a copy away with him in order to check for accuracy.

14. **(2013/028 – Risk Assessment).** The latest amendments were noted, and it was agreed that this would be finalised and re-circulated by the Clerk.

It was **resolved** to agree and adopt the document, subject to those changes.

15. **(2013/029 – Relationships within the Council).** As this had been previously deferred because of the absence of the then Chairman, Members had now re-visited this, and felt that overall the document was helpful and could be agreed. However the Clerk was asked to re-circulate the document.

16. **(2013/030 – Standing Orders and Financial Regulations).** EM expressed the view that these were too detailed and inappropriate for a Parish Council the size of Albourne. She had found a number of other versions, and would go through these with the Chairman, with a view to putting forward alternative documents for approval by the Council in due course.

17. **(2013/031 – Councillor exchange of information/new matters raised).** JG had nothing more. GS reported on state of the salt bins, and said that this still needed to be actioned. MP confirmed that the poster for the dog fouling issue had been done. GS said that A5 would be a better size. MP confirmed that the new Notice board, which had been offered, would not be appropriate, and it was therefore agreed to go ahead with re-commissioning the wooden one in GS's garage. It was agreed that the tree warden's report should come to the next meeting. It was agreed that the Chairman should attend a Chairman's training update in March at a cost of £50. EM had nothing further. MG raised the issue of the dumped earth, and fly tipping at the Singing Hills Golf Club, off Shaves Wood Lane. The Clerk was asked to write to the Club, with a view to seeking the removal of the spoil, etc.

18. **(2012/032 – Any other business).** There was none.

The meeting closed at 9.05 p.m.

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

NEXT ORDINARY MEETING: TUESDAY, 5th MARCH 2013 @ 7.00 p.m.