

ALBOURNE PARISH COUNCIL [2014]

Minutes of the meeting of Albourne Parish Council

held on: Tuesday, 1st July 2014, 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 Peter Griffiths (for part of the meeting), and 2 members of the public.

- 1. (2014/286) – Chairman opens meeting and receives any apologies for absence.** Apologies for absence were received from Cllrs Mick Gratton and Elaine Makey.
- 2. (2014/287) – Adjournment for any questions or issues raised by members of the public.** A question was raised about the latest situation concerning the possibility of the development at the Hazelden's former garden nursery site. It was noted that the Parish Council were dealing with ongoing correspondence from the potential developer. A question was raised about the timing and next stages of the Neighbourhood Plan. It was noted that this was in the process of being resolved by Cllr Gratton, who was not present at the meeting.
- 3. (2014/288) – Declarations of interest.** None were declared.
- 4. (2014/289) – Approval of Minutes.** The minutes of the Parish Council meeting held on 3rd June 2014 were approved and signed, as a true record, by the Chairman. Updates: There were none that would not be coming up on the Agenda.
- 5. (2014/290) – To receive reports (if any) from WSCC Councillor Peter Griffiths, and MSDC Councillors Gordon Marples and/or Sue Seward.** Peter Griffiths gave his report. The issue of the Village Hall plaque and photograph is still outstanding. The situation on the Shared Intelligence issue was updated as at 06/06/14 and raised at the CLC meeting as promised, but the answer was not entirely satisfactory. He had therefore raised with WSCC officers and a response

had been received and circulated. NE said that she was now reasonably content with the position - engagement with MSDC is the key and this has been recognised. PG was thanked for all his efforts in this regard. PG has taken the broadband issue up with Sir Nicholas Soames, MP, and will send round some guidance on this. He mentioned the cycling Tour of Britain coming through West Sussex. He referred to the A27 Action Group regarding the duelling of that stretch of the road round Worthing, and that this is being well supported by the industry. Progress on the clapperboards was discussed – the outstanding fencing issue has been chased up at a number of levels. On the parking issue along the Albourne to Hurstpierpoint road, he said that a Traffic Regulation Order had been approved, and this would provide for restricted parking, leaving more room for cars to pass.

- 6. (2014/291) – Licensing application.** Concerning the application at Albourne Farm Winery, the Parish Council did not object in principle, but it appeared that a change of use, in planning terms, would be necessary. It was agreed that the proposal could have traffic implications, and that there needed to be a proper assessment of anticipated traffic flows. However, these issues would likely come out of the planning process. There also needed to be an element of control over the proposal. It was agreed that the Clerk would therefore put together an appropriate response along these lines to MSDC.

Action:	The Clerk
----------------	------------------

7. (2014/292) – Planning matters.

6.1 One planning application was considered, and the plans and relevant policies discussed. It was therefore **resolved to comment to MSDC as follows:-**

APPLICATION/PROPERTY	PROPOSAL	AGREED RESPONSE
AE/14/01994/CND – Aviation Business Park, Muddleswood Road	Proposed variation of conditions of previous consents granted	APC strongly objects to this application because of the unacceptable implications for the local amenity
AE/14/02039/FUL – Magnolia House, Henfield Road	Amendment to approved plan 13/00309/FUL for new dwelling – minor increase in size to include a utility room, alterations to fenestration and inclusion of pergola	APC has no objections to this application subject to consent from the MSDC Conservation Officer

AE/14/02045/LBC – Mole Manor, London Road	Installation of toilet in existing bathroom, with soil pipe joining existing pipe under external path at new inspection chamber	
AE/14/02047/FUL – Lanehurst Stables, Twineham Lane	Demolition of existing three bay wooden barn which has become structurally unsound and construction of replacement three bay wooden garage	APC has no objection to this application subject to a condition relating to exterior lighting and prohibition on any residential use.
AE/14/02174/PDADW – 4 Wick Farm Smallholdings, Truslers Hill Lane	Application for determination as to whether prior approval is need for change of use of 3 agricultural buildings to become 3 residential units	(As this application had only just been received, it was agreed to defer the matter to a separate meeting – see below)

6.2 MG had circulated the finalised draft pre-submission Neighbourhood Plan and Sustainability Appraisal for the purpose of going forward to the Regulation 14 statutory 6 week consultation process. BC proposed and GS seconded that the documents be approved by the Council as presented, and there being no other motions, **it was resolved to formally approve the documents accordingly.** [Note: HJ abstained in view of the fact that she had not received the document.] MG was thanked for all his hard work in getting the documents to this stage. It was agreed that the publicity should include the flyers for distribution to all households (the Clerk was authorised to use Action Press for the printing), the website, the noticeboard, the new Community website, and an article to go in the Mid Sussex Times.

6.3 After discussion it was agreed that the draft response that Cllr NE had prepared concerning the response to the rural affordable housing survey should be sent with agreed amendments, which the Clerk would make. In brief the Parish Council did not wish to take part, because of concerns about the propriety of the survey, given the Mayfields development proposal connection. NE said that she would also raise the matter at the next inter Parishes meeting.

6.4 NE gave an update on the last inter Parishes meeting. There had been a good and high level attendance from both MSDC and Horsham DC. All Parishes, except Woodmancote PC had been represented. In addition West Grinstead had attended because of the traffic implications of the Mayfield proposals. It was noted that

Horsham seem a bit unclear as to the direction of its Local Development Plan. However, it was a good meeting, and the unity of the strength of opinion against the Mayfield proposal was very encouraging. The next meeting is on 23rd September 2014.

Action:	Cllr NE
---------	---------

8. (2014/293) – Finance report.

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

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

AMOUNT	PROCUREMENT	PAYEE
£60-00	Chairs briefing course	SSALC Limited
£43-20	Payroll admin. Charges ½ year	WSSC
£336-84	Clerk's salary and on costs (June)	WSSC
£150-00	Website hosting and support Aug.2014 to July 2015	Vision ICT Limited
104-41	Clerk's stationery expenses	The Clerk (I. McLean)

8.3 The year end accounts for 2013/14 were re-received. The completed Annual return for 2013/14 was re-received. The Council noted that the queries raised previously, which had led to the deferment of the item at the meeting on 3rd June, had been satisfactorily dealt with. **Accordingly, it was resolved to approve the accounts and the Annual return (including as to the Governance Statement), and to authorise the Chairman to sign the appropriate sections of the document where required.**

8.4 The request for a donation to the Kent, Surrey and Sussex Air Ambulance Service in the sum of £250 was discussed. However, the Council resolved that as a small Parish Council with limited funds, it was regrettably not in a position to make such a donation at the present time. The Clerk was asked to respond accordingly.

8.5 This matter of previous years' VAT was deferred to a future meeting as Cllr Gratton, who had raised the issue, was not present. It was noted however, that the Council had now received reimbursement of all VAT incurred between 01/03/12 to 31/12/13.

9. (2012/294) – Appropriate surfacing on A23 to reduce noise. NE gave an update on the situation. She has drafted a letter to be sent to the Highways Agency and local MPs. This will be copied to other affected parishes. Cllr Sue Seward is looking for corroborative paperwork for the promises previously given. John Rose has drafted the proposed petition. The timing of the presentation of this needs thinking about. NE has spoken to the Noise consultants, and is seeking a quote for monitoring at six locations. An estimate has been given, and it was agreed that the other parishes should be asked for a contribution. Suitable sites for recommendation to the consultants for the monitoring need to be found.

Action:	Cllr NE
----------------	----------------

10. (2014/295) – Operation Watershed. GS gave a report and said that there had been good progress. MTS has now done the survey/camera work. There are quite a few collapsed outlets in the drainage system. GS has a disc containing the photos taken. A map has been supplied showing the location of all the problems and issues. This now needs to be taken forward at a meeting with WSCC, which is being arranged for 15th July. Quotes are now being taken for the actual remedial work that needs to be done as a result of the survey, e.g. clearance of the ditches, etc. At some locations WSCC need to investigate riparian owners and ensure their co-operation.

Action:	Cllrs GS/BC
----------------	--------------------

11. (2014/296) – Financial Regulations. The revised 2014 draft (drafted by NALC) as circulated by the Clerk, had been received and noted. **Accordingly, it was resolved to approve and to adopt the new Financial Regulations in that form.**

12. (2014/297) – Risk Assessment. Some Councillors still had not received the updated version. It was therefore agreed that the Clerk would re-circulate the document with MP's annotations, and would bring the matter back to the Council's meeting in September.

13. (2014/298) – Project and other updates. On the footpath stiles issue, MP has chased up Jo Williams the Footpaths Ranger at WSCC. Some work, e.g. new signage has been done. A letter has gone out to some owners about the condition of their stiles. The Clerk will chase up the latest position over the High Cross finger-post.

Action:	Cllrs MP/Clerk
----------------	-----------------------

14. (2014/299) – Intranet/networking/social committee. MP raised the issue of signing/registering into the new system, and how to get the message out. People could be reminded at the Neighbourhood Planning consultation meetings coming up.

Something could also go on the notice-board. Geoff Zeidler would be asked to look into this.

Action:	Cllr MP
----------------	----------------

15. (2014/300) – Village Hall. This item was deferred in view of the absence of the Chairman of the Management Committee, Cllr Elaine Makey. The Council noted, as the Clerk had previously reported, the increase in the Hall hire charges.

16. (2014/301) – Clerk’s report. The Clerk reported that he had at last received a response from the PCSOs. Due to holidays and training, there had been no availability to attend a meeting to date to talk about Operation Speed-watch, but it was hoped that someone may be able to attend the September meeting.

17. (2014/302) - Councillors exchange of information/new matters. HJ confirmed that she now has a copy of all the Tree Preservation Orders across the Parish. She wants to consider if there are any trees that should be added. NE confirmed that she has submitted the Council’s objection to the Horsham District Plan. BC thought that having reported the matter to the police, the speeding issue appears to have improved. GS asked about the planning enforcement issue at the Mill (the Clerk to chase this up). He noted that the Medieval Pound needs clearing of overgrown grass, etc. He will organise this and reclaim. The estimate for the maintenance at the Millennium Garden had been received by MG, but it was agreed that another one needs to be obtained before going ahead.

The meeting closed at 9.25 p.m.

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

Extraordinary meeting called for 15th July 2014 to deal with planning issues @ 6.30 p.m. prior to the Village Hall Management Committee meeting.

NEXT ORDINARY MEETING: TUESDAY, 2nd SEPTEMBER 2014 @ 7.00 p.m.