

ALBOURNE PARISH COUNCIL [2014]

Minutes of the meeting of Albourne Parish Council

held on: Tuesday, 3rd June 2014, at 7.00 p.m.

Present: Cllr Meg Price (MP) - Chairman
Cllr Graham Stafford (GS) – Vice Chairman
Cllr Mick Gratton (MG)
Cllr Elaine Makey (EM)
Cllr Nikki Ernest (NE)
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. (2014/272) – Chairman opens meeting and receives any apologies for absence.** The Chairman formally welcomed new Councillor Heather Jordan to her first meeting. Apologies for absence were received from Cllr Barry Compton.
- 2. (2014/273) – Adjournment for any questions or issues raised by members of the public.** None were raised.
- 3. (2014/274) – Declarations of interest.** None were declared.
- 4. (2014/275) – Approval of Minutes.** The minutes of the Parish Council meeting held on 13th May 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. (2014/276) – To receive reports (if any) from WSCC Councillor Peter Griffiths, and MSDC Councillors Gordon Marples and/or Sue Seward.** PG reported that the clapperboard renewal project was nearly completed. He referred to a Gatwick Airport second runway update sent to MG today. He updated on the shared intelligence (SI) propriety issue, and the WSCC approval process, and had been in correspondence with NE about this. He is taking the matter up at a meeting at WSCC on 6th June. There is also a County Local Committee on 16th June, and he asked NE to draft some formal questions on SI, which he would also pursue there. He has taken up the A23 road surface issue with a senior officer, Peter Phillips, who is Team Leader for Highways Assets

Management. The matter is being taken forward, in the light of the chequered history of the matter, as discussed at previous meetings.

6. (2014/277) – 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/14/01771/FUL – High Cross Farm, Henfield Road	Alteration to car parking area	APC has no objection to this application subject to the attachment of appropriate conditions

6.2 MG updated the Council on a number of recent planning applications. It was noted that the installation of lighting at the Singing Hills Golf Club had been refused by MSDC. The application at Truleigh Cottage had been approved. The Magnolia House application was going to MSDC’s Planning Committee later this month. There is no outcome on the recent Softech revision applications as yet. The draft of the Neighbourhood Plan is almost finished. MG will revisit the issue regarding affordable housing numbers. The 13th July was discussed as a possible public display day. MG will work out and confirm the dates, particularly as to the start and finish of the six weeks statutory consultation period.

6.3 NE updated the Council on the progress of the draft Horsham District Council Local Development Plan. NE proposed that the Council make a formal objection, based on the inclusion of a provision which possibly leaves the door open to a future new market town development, and which has the potential to blight the areas affected. NE read out her draft response. This was agreed, subject to the inclusion after “*Horsham*” of the words “.....*and adjoining residents.*” The next inter Parishes meeting regarding the Mayfield’s new market town issue, is on the 24th June at Albourne Village Hall. Representatives of MSDC and Horsham District Council will be attending. It was noted that West Grinstead PC would also be attending because of the traffic flow issues that could arise.

Action:	Cllr NE
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7. (2014/278) – Finance report.

7.1 The decision taken in correspondence to arrange the Council’s insurance through Came and Company for 2014/15, was noted and formally confirmed. On this basis, the Council had achieved a considerable saving on the premium costs. The insurance provider is Hiscox, and the Council formally authorised payment of the

annual premium in the sum of £417-55. It was also agreed that a Long Term Agreement (LTA) over 3 years should not be entered into.

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

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

AMOUNT	PROCUREMENT	PAYEE
£121-32	Internal audit fee for 2013/14	Mulberry & Co
£132-00	Village Hall hire costs	Albourne Village Hall
£336-84	Clerk's salary and on costs (May)	WSSC
£108-00	Grass cutting (3 of 12) on 3/4/14, 22/4/14 & 7/5/14	Barcombe Landscapes Limited
301-50	Clerk's home office allowance ½ year 2014/15	The Clerk (I. McLean)

7.4 The internal audit report for 2013/14 carried out by Mark Mulberry & Co was formally received and noted. A clean bill of health had been given, and no significant recommendations were made. It was noted that Financial Regulations were in the course of review, given that NALC had recently published the new, model draft.

7.5 The year end accounts for 2014/15, and the completed Annual Return for 2013/14 were formally presented. However, a number of queries had been raised on the day of the meeting, which the Clerk had not had the time to deal with. It was therefore decided to defer the matter until the next meeting on 1st July. The Clerk mentioned that the Annual Return would therefore have to be submitted late to the external auditors this year, and the Council would probably receive a caveat to that effect as a result.

8. (2012/279) – Quiet run tarmac on A23.

NE said that it was preferable to refer to the matter as “*surfacing to reduce noise.*” NE has written round to a number of affected Parishes, and had a very good response. John Rose is working on the preparation of the petition. It was recognised that there will have to be an alternative to electronic submission. There would need to be a door to door leaflet drop. It was agreed to use the Government's site. John was formally thanked for all his work on this so far. Further progress will be reported to the next meeting.

9. (2014/280) – Operation Watershed.

GS reported that the investigation work had not yet been done, due to persistent adverse weather conditions so far this spring. GS has been involving Richard Speller

from WSCC, to progress their part of the work in the Parish. The gullies still need clearing out. Hopefully, all the work will be done once the weather improves. Progress will be reported to the next meeting.

10. (2014/281) – Project and other updates.

There is still overhanging vegetation at the southern exit from Barleycroft. It protrudes at least 1 metre into the road. The matter is to be pursued with MSDC. The High Cross fingerpost has been put in, but not as yet the fingers. MG reported that the cap has still not been collected. As reported by Peter Griffiths, there is good progress with the clapperboards, but the fencing still needs to be done. It was agreed that the Millennium Garden needs some maintenance now, as regards the gate and fencing. MG will pursue this. The problem with car parking on the B2116 needs to be monitored. The hedge at Holders needs cutting back. EM will pursue this. The Hunters Mead car parking issue is ongoing, but action is being taken. HJ reported that she is trying to obtain a list of TPO trees in Albourne from MSDC, but it was noted that the Tree Officer has just left the Authority. Once the list is to hand, residents can be made aware of any TPO trees within their properties.

Action:	Cllrs MG/EM
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11. (2014/282) – Intranet/networking/social committee.

Geoff Zeidler gave a presentation on progress. The electronic newsletter has a wide variety of uses and applications, for bringing the community together, and e.g. Neighbourhood Watch, and the flower show, etc. However, it was noted that whilst respective links could be provided, this was not a Parish Council run asset, and should remain independent of the PC's own website. Thirty three people had registered so far. The cost of setting up and running the asset should be small, and it was hoped that sponsorship would defray any costs. GZ said that he would try and deal with the sponsorship issue. It will be a secure intranet for the users. A moderator would be required. It needs a policy on e.g. exclusion and abuse, etc. MP thought it should be piloted for a year, and Councillors were generally very supportive. On a point raised by GS on registering, it was agreed that people should be reminded as to how to do this, and GZ would send an email round to all the people on the email list accordingly. It was also agreed that a leaflet advertising the new scheme needed to be sent round to all residents, and GZ said that he would be happy to draft this. As above, there needs to be link on the Council's website, which the Clerk would do. GZ was formally thanked for all his hard work in getting this idea off the ground.

12. (2014/283) – Village Hall.

EM reported briefly, but most of the issues would be highlighted in the minutes of the last VH meeting on 20th May. It was noted that that a new B-B-Q should be acquired, and the PC agreed. The trusteeship issue was raised, and how this operates, given

some input that EM had recently received. The issue of reviewing the hiring charges was ongoing.

13. (2014/284) – Clerk’s report. The Clerk had nothing to report on this occasion, which had not already come up on this Agenda.

14. (2014/285) - Councillors exchange of information/new matters.

NE referred to the new timetable for the MSDC District Plan. This is now on the MSDC website, but re-submission was not now due until next year. HJ is looking at some tree issues and maintenance matters in the Millennium Garden. GS mentioned the availability of a flat at St Christopher’s Home in Hurstpierpoint. GS will forward the details, so that these can be put on the website, and the notice board. MP mentioned that the Risk Assessment review would need to be completed at the next meeting in July. The issue of a Police presentation regarding the Community Speedwatch initiative is still outstanding, and the Clerk needs to be chased up again, at a higher level if necessary. It was agreed to refer the issue of taking down the large road signs to Gulu Sibanda at WSCC. The cost of replacement was the main issue to be resolved. The issue of the footpath stiles needs to be discussed, and so should be on the Agenda for July. MG has pursued the emptying of the bins issue, and this should hopefully improve.

The meeting closed at 9.20 p.m.

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

NEXT ORDINARY MEETING: TUESDAY, 1st JULY 2014 @ 7.00 p.m.