

# ALBOURNE PARISH COUNCIL [2015]

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## Minutes of the meeting of Albourne Parish Council (being the annual Parish Council meeting)

held on: Tuesday, 19<sup>th</sup> May 2015, at 7.00 p.m.

*Present:* Cllr Graham Stafford (GS) – Vice Chairman (elect)  
Cllr Nikki Ernest (NE)  
Cllr Barry Compton (BC)  
Cllr Heather Jordan (HJ)  
Cllr Nick Wergan (NW) (from 7.10 p.m.)

*In attendance:* Iain McLean (Parish Council Clerk), Councillor John Allen (MSDC), Councillor Peter Griffiths (from 8.40 p.m.), and 3 members of the public (for parts of the meeting).

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- 1. (2015/001) – Appointment of Chairman for the ensuing municipal year 2015/16.** Nominations were called for. GS proposed Councillor Price, and this was seconded by NE. There being no other nominations, Councillor Price was duly and unanimously elected to serve as Chairman of Albourne Parish Council for the ensuing municipal year 2015/16.
  - 2. (2015/002) – Appointment of Vice Chairman for the ensuing municipal year 2015/16.** Nominations were called for. HJ proposed Councillor Stafford, and this was seconded by BC. There being no other nominations, Councillor Stafford was duly and unanimously elected to serve as Vice Chairman of Albourne Parish Council for the ensuing municipal year 2015/16.

As the Chairman was absent, GS took the Chair for this meeting in accordance with Standing Orders.

- 3. (2015/003) – New Chairman signs Declaration of Acceptance of Office.** In the absence of the Chairman from the meeting, it was agreed that this item be deferred until the next Parish Council meeting to be held on 2<sup>nd</sup> June 2015.
- 4. (2015/004) - Chairman formally opens the meeting, welcomes those present, and receives apologies for absence.** An apology for absence was received from Cllr Meg Price.

- 5. (2015/005) – Signing and witnessing of Declarations of office by all members of the newly elected Parish Council.** These were duly received from all Councillors except Councillor Price, and again, it was agreed that this would be deferred until the next meeting.
- 6. (2015/006) – Vacancy on Council.** It was noted that the uncontested election on 7<sup>th</sup> May 2015 returned 6 Parish Councillors from the full complement of 7. There was therefore one vacancy to fill. In the absence of any candidates at this meeting, and also in view of the absence of the Chairman, it was agreed to defer filling the vacancy until the next meeting.
- 7. (2015/007) – Declarations of interest.** There were none declared.
- 8. (2015/008) – Adjournment for any questions or issues raised by members of the public.** (i) John Standing asked whether the flooding works being carried out by WSCC had been completed. GS said that the drains had been repaired, but that the works were still ongoing. (ii) The issue of the cutting back and felling of some of the trees on the land in the Street was raised. The situation was the subject of correspondence to find out who owns the land, and the tree officer at MSDC was involved, with a view to putting TPOs on the Oak trees within this small copse. The owner of the property involved (Hackhurst) attended the meeting, and stated what action he had taken and why. There is no intention of doing any more felling, save as below. He thought that he might own at least some of the land in question, but agreed that this needed further investigation. It was however accepted that the second Ash is cankered, and needs to come down. It was noted that Network power will monitor the branches that are up against the power lines. The Clerk will write to the owner confirming the request for a stop on any further work until the position is finally resolved (iii) The issue of the number of cyclists, and the anti-social behaviour (e.g. obstructing the footpath) was raised. This was an issue that Cllr MP could perhaps take up at the meeting with the PCSO, Joel Havicon. (iv) There was an issue about excessive lighting from the rear of a garage in the Street, which seemed to be on all night, and presented a safety issue, as they looked like approaching car headlights. It was agreed that the Clerk would write to the owner, and ask him to change the lighting to PIR (passive infra-red sensors).
- 9. (2015/009) – Approval of Minutes.** The minutes of the Parish Council meetings held on 31<sup>st</sup> March 2015 (being an extraordinary meeting) and on 7<sup>th</sup> April 2015 were duly approved and signed, as a true record, by the Chairman.
- 10. (2015/010) – To receive reports (if any) from WSCC Councillor Peter Griffiths, and MSDC Councillor John Allen.** Cllr JA reported that there was the first meeting of the new District Council on 20<sup>th</sup> May. The new Cabinet would be appointed at this meeting. Cllr BC tabled a copy of a letter written about the

HGV's from residents to the leader of WSCC and others, which will be exacerbated by the Firsland Industrial Park planning application by Olus. The erroneous accident data seemingly accepted by WSCC needed to be put right, in view of the police data, which the Parish Council had obtained. Cllr NE will provide the draft wording to the Clerk for a further planning submission to WSCC. It was noted that MSDC's response had been not to object to the application, but to encourage WSCC to listen to the Parish Council, and put forward a number of planning conditions.

**11. (2015/011) – Traffic issue in Albourne.** This item was discussed on the arrival of Cllr PG. The cutting back of the hedges in order to improve traffic visibility was being done, and other issues, such as the speeding limit, would be looked at now that the new Highways staffing structure was in place for WSCC.

**12. (2015/012) – Roadside signage in Albourne.** This item was discussed on the arrival of Cllr PG. The issue was now under the jurisdiction of the new Area Manager for Albourne's area, Richard Speller. He is waiting on an allocation of funding to be able to take the removal of the signs forward. The deadline is the date of the next CLC meeting on 2<sup>nd</sup> June.

**13. (2015/13) – Appointment to outside bodies.** It was agreed to defer this item until the next meeting on 2<sup>nd</sup> June 2015. It was noted that Cllr MP had previously indicated that she would try and attend future MSALC meetings.

**14. (2015/14) – New bench for Parish.** The issue of the type of bench to be provided, and who would construct the hard standing for it needs to be decided. Members felt generally that it would not be appropriate for the Parish Council to be funding any part of this initiative. In the absence of MP, who was the contact point, it was therefore decided to defer the matter until the next meeting.

**15. (2015/15) – Planning matters.**

15.1 Two planning applications were considered, and the plans and relevant policies discussed. It was therefore **resolved to comment to MSDC as follows:-**

APPLICATION/PROPERTY	PROPOSAL	AGREED RESPONSE
AE/DM/15/1398 – 4 Oak Vale Cottages, Henfield Road	Independent 3 bedroom end of terrace two storey residential dwelling	This is a legal determination for MSDC. However Albourne Parish Council does not believe the applicant has submitted sufficient evidence with this application to demonstrate

		the property has been used as an independent residential dwelling for the minimum 4 year period.
AE/DM/15/1786– 5 Council Cottages, Henfield Road	Single storey extension extending by 4.8M from existing rear elevation of the house, etc.	Albourne Parish Council has no objections to this application.

Note: As the paper plans had not yet been received, it was agreed to defer application AE/DM/15/1830 to the next meeting, and the MSDC deadline was not until 5<sup>th</sup> June 2015.

15.2 The Neighbourhood Plan and associated documents are now being revised. On NE's recommendation, it was agreed to set up a sub-committee, which would meet on a more regular basis in order to take the Plan forward. This would comprise, Cllrs NE, MP, and one co-opted non-councillor member, being Mick Gratton. (Note: It was later clarified, subject to Council approval, that it is a Working Party, rather than a sub-committee, that was set up by Council.)

15.3 NE updated the meeting on the progress of the District Plan, and said that MSDC had taken APC's feedback on the Settlement Sustainability review document on board. The key change which should be incorporated into the submission draft District Plan when published for consultation was to remove the size from the village hierarchy definitions. On the Horsham District Plan the main modifications consultation has now closed. Horsham DC had increased their housing numbers as the Inspector had recommended. The inter parish meeting would like to send a representation to Horsham District Council supporting the LAMBS consultation response. NE has emailed Councillors about this. It was therefore **AGREED** to confirm APC's support along the lines of NE's proposed response. It was also agreed that APC should take up the offer of a place at the table for the second round of examination hearings.

15.4 NE referred to the very productive on site meeting, which she had attended with one of the Directors of the Company. It was noted that an electrician was working on the office lighting to convert it to a movement based system, and this should be in place when the building is formally handed over to the business. The Parish Council will monitor the situation thereafter in order to make sure that the improvements have occurred,

15.5 The planning enforcement list of matters was gone through, and the actions noted. Some matters needed to be chased up by the Clerk, and others will need the input of former Parish Councillor, Mick Gratton. There was one new matter to add to the list, which was the presence of a large container at the High Cross Business

Park. It was noted that MSDC have repaired the gap(s) in the boundary screening along the main road side of the Recreation Ground.

<b>Action:</b>	<b>Cllrs NE/Clerk</b>
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## 16. (2015/016) – Finance report and matters.

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

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

<b>AMOUNT</b>	<b>PROCUREMENT</b>	<b>PAYEE</b>
£358-05	Clerk's salary & on costs (April 2015)	WSSC
£45-00	Printing cost for flyers for the Annual Parish meeting on 05/05/15	Action Press
£599-40	Various works (fencing, etc.) at Millennium Garden, Allotments and VH	John Standing
£189-08	Payment 1 (of 2) for annual street lights maintenance contract	Streetlights
£86-75	Hall hire costs for Parish Council meetings	Albourne Village Hall
£16-20	Light bulbs for Village Hall	Graham Stafford (reimbursement)

16.3 The annual increase of 2.5% in the annual street lights maintenance contract was noted, and accepted. This would only add about £10.00 to the annual bill, and there did not seem to be any realistic alternative providers.

16.4 The draft external annual audit return for 2014/15 was received and noted. It needs to be formally signed off at the meeting on 2<sup>nd</sup> June, and any comments need to be received at least a week before then, if the submission deadline of 8<sup>th</sup> June is to be met.

**17. (2015/017) – Operation Watershed.** The project is still very much ongoing, and should be picked up again at the end of the month. The trenching work is being done. There had been a complaint from a resident about a couple of posts that had been knocked over during the works. However, Edburtons have everything in hand. Cllr GS

said that he will chase up Hurstpierpoint and Sayers Common Parish Council about the Reeds Lane flood alleviation work that still needs to be done.

<b>Action:</b>	<b>Cllrs GS/BC</b>
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**18. (2015/018) – Village Hall Management Committee.** There was nothing to report, but it was noted that a meeting had been called for 23<sup>rd</sup> June 2015. This meeting would need to elect a new Chairman, and co-opt a number of new members.

**19. (2015/019) – Current issues.** (i) The works to the Millennium Garden were noted. However, there is an area of weakened and broken railing in the fence, which needs to be repaired. There is no official access from the Garden into the adjoining field. On the tree that needs to be done, Cllr HJ confirmed that John Couling has given an estimate of £160 + VAT to do the work. It was agreed to defer a decision until Cllrs have looked at the issue on site, and that a further 2 estimates should be taken. HJ said that she would do this, and Cllr NE will confirm a possible name to her. It was noted that the hedge on the western boundary adjacent to the school entrance road/path had been done on both sides, apparently by Barcombe Landscapes Limited and/or WSCC. (ii) It was noted that WSCC had not yet carried out any verge trimming, and this needs to be done. The Clerk will try and find out the schedule of grass cutting for highway verge areas.

**20. (2015/020) – Clerk’s report.** The Clerk referred to the advice received from HMRC on the Village Hall VAT issue. It was noted that there will need to be a protocol for the future management of major works to the VH. In the meantime, it was agreed that the advice was a bit generalised, and needed to be more specific to the circumstances of APC. The Clerk would therefore pursue the matter further in consultation with John Rose.

**21. (2015/021) - Councillors exchange of information/new matters.** There were none offered on this occasion, which had not already been discussed.

The meeting closed at 8.58 p.m.

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

***NEXT ORDINARY MEETING: TUESDAY, 2<sup>nd</sup> JUNE 2015 @ 7.00 p.m.***