

ALBOURNE PARISH COUNCIL [2016]

Minutes of the meeting of Albourne Parish Council

held on: Tuesday, 10th May 2016, at 7.00 p.m.

Present: Cllr Meg Price (MP) - Chairman
Cllr Graham Stafford (GS) – Vice Chairman
Cllr Nikki Ernest (NE)
Cllr Heather Jordan (HJ)
Cllr Di Howard (DH)
Cllr Nick Wergan (NW) (from 7.23 p.m.)

In attendance: Iain McLean (Parish Council Clerk), Councillor John Allen (MSDC) (from 8.30 p.m.), and 4 members of the public (for parts or all of the meeting).

1. (2016/051) – Councillor MP as the outgoing Chairman formally opens the meeting, welcomes those present, and receives apologies for absence.

There were none, although Councillor Peter Griffiths sent later apologies. Councillor John Allen had indicated that he would hope to attend the meeting later.

2. (2016/052) – Appointment of Chairman for the ensuing municipal year

2016/17. Nominations were called for. NE proposed Councillor Meg Price, and this was seconded by HJ. Accordingly, Councillor Meg Price was duly and unanimously elected to the Chair of Albourne Parish Council for a further term to 2017.

3. (2016/053) – New Chairman signs Declaration of Acceptance of Office. The new Chairman signed the Declaration in the presence of the Clerk, who also signed.

4. (2016/54) – Appointment of Vice Chairman for the ensuing municipal year 2016/17. Nominations were called for. MP proposed Councillor Graham Stafford, and this was seconded by HJ. Accordingly, Councillor Graham Stafford was duly and unanimously elected to the Vice-Chair of Albourne Parish Council for a further term to 2017.

5. (2016/055) – Declarations of interest. Councillor NW declared a personal, pecuniary interest in the planning application DM/16/1330 (Spring Cottage), as he is the applicant, and so said that he would withdraw from the room for the duration of the discussion of the item. Councillor MP declared a personal interest in the same item as she was a neighbour of the applicant, and so said that she would not vote on the item.

6. (2016/056) – Adjournment for any questions or issues raised by members of the public

– It was reported that there is a streetlight in the Street that is permanently on. The Clerk will look into this, and report. Also, other lights seem to be going out quite late at night (1.00 p.m.). This may be to do with the timers. The ice cream van parked on the pavement had been dealt with by Councillor GS. The Church Lane lorries are still a major issue. The ditch in the Henfield Road by the new houses is full of rubbish and will flood in heavy rain. Councillor GS will pick this up under Operation Watershed. There are still major concerns about traffic and parking problems in and around the School, especially in Barn Close, which is being used for turning. There are a number of solutions that are being looked at, but it was considered by a resident that a police presence, with warnings being issued, would be most effective. The Clerk will invite the Head teacher of the School to a future meeting, and Councillor MP will pursue with the PCSO.

7. (2016/057) – Approval of Minutes. The minutes of the Parish Council meeting held on 5th April 2016 were duly approved and signed, as a true record, by the Chairman.

8. (2016/058) – To receive reports (if any) from WSCC Councillor Peter Griffiths (PG), and MSDC Councillor John Allen (JA).

Councillor JA referred to the constitutional review group at MSDC, and said that there were some changes to Committees. These are set out in the MSDC minutes. The Annual meeting of the Council is tomorrow, 11th May 2016. He noted the latest on the Q Leisure Park “park and ride” proposal. On the District Plan, this is still being updated and reviewed so as to hopefully reduce the possibility of any later legal challenge. The new appointment as the Head of Planning at MSDC, given that Claire Tester is taking up a new job, was noted. On a question from Councillor NE, he said that he would find out how long this interim appointment was for. He was pleased to note that Councillor MP and Councillor Pru Moore (Cabinet member from MSDC) will be meeting about the Recreation Ground issues on 18th May 2016. It was noted that the Neighbourhood Plan referendum is likely to be on 1st September 2016, and the Parish Council needs to start preparing soon. An item on this was requested for the next meeting on 7th June 2016.

9. (2016/059) – Vacancy on Council. The Clerk confirmed that no election had been called under the statutory notice, and so the Parish Council is free to co-opt to the vacancy. An advertisement asking for suitable candidates has been placed on the notice board and website, with a closing date of 30th May 2016. It was hoped to be able to co-opt at the next meeting on 7th June 2016. Councillors had some possible names, but nothing certain.

10. (2016/060) – Planning matters.

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

PROPERTY	PROPOSAL	AGREED RESPONSE
AE/DM/16/1330 – Spring Cottage, Church Lane	Change of use of section of land to residential curtilage	Albourne Parish Council has no objections to the application, provided that the

	and formation of new driveway and vehicular access. Erection of a garage and vineyard storage building.	existing entrance is rebanked as per the MSDC conservation officer's recommendation. We would also request that permitted development rights on that part of the land which is changing in use from agricultural to residential are removed.
AE/DM/16/1740 – Curtains Cottage, The Street	Installation of a WC on the ground floor and the reinstatement of the former side entrance door.	Albourne Parish Council has no objections to the application, provided that the Conservation Officer for Mid Sussex District Council is prepared to support it.

Note: In accordance with his declaration of interest above, Councillor NW withdrew from the room during the consideration of DM/16/1330. Councillor MP did not vote in the matter in accordance with her declaration of interest above.

10.2 On the Neighbourhood Plan, Councillor NE said that following the recommendations in the examiner's report, she had been in correspondence with Claire Tester at MSDC, with a view to finalising the Plan. This had now been done, and the revisions circulated for approval in a revised Plan. However, the Plan had been cleared to proceed to referendum by the examiner, although unfortunately, because of other election priorities in MSDC, this will not occur until 1st September 2016. Councillor GS proposed, and Councillor NW seconded that the revised Plan be formally agreed, and accordingly it was unanimously **RESOLVED to agree the Plan in the form as recently circulated to Councillors.**

10.3 On the Firsland Industrial Estate Park planning application, and the related applications, it was reported by Councillor NE that not much had happened since the last report, and there was still no response from the Planning Officer at WSCC regarding the need for proper enforcement. However, Councillor Peter Griffiths (WSCC) will be raising it with the Cabinet member for Highways at a meeting which he has coming up shortly. It was also agreed that it was now time for the matter to be taken up with the local MPs, as previously discussed, and so Councillor NE will draft something up for circulation and approval accordingly.

10.4 On other planning enforcement matters, the sheet had been updated and sent round. However, planning outcomes from MSDC were reported as follows: Little Copyhold, Henfield Road (DM/16/0713) – granted. South Pottersfield Cottage, Henfield Road (DM/16/1271) – the application has been withdrawn. Hamiltons, Church Lane (trees) (DM/16/0955) - refused. North Pottersfield Cottage, Henfield Road (DM/16/0408) – refused. Firsland water tank application (DM/16/0269) – the application has been withdrawn (many objections to the application received by MSDC). Gretta Gate, Henfield Road (DM/16/0893) - granted. The outcome at Heblands was awaited. On the Q Leisure Park “park and ride” proposal, it was noted that there is no specific proposal as yet, but that in principle, the Parish Council is totally opposed to such a prospect. Therefore, there would be no point in a meeting, or a presentation from the sponsors, Brighton and Hove Tourism Association. The Clerk would

therefore write back to the sponsors accordingly, with copies to relevant parties, and adjoining Parishes. He will circulate a draft first for prior approval.

11. (2016/061) – Finance report and matters.

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

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

AMOUNT	PROCUREMENT	PAYEE
£410-63	Clerk's salary + on costs (April 2016)	West Sussex County Council
£65-00	Flyers for annual Parish meeting 2016 - printing	Action Press
£471-16	Annual insurance premium 2016/17 (renewal date 03/06/16)	Came & Company
£163-20	Internal audit fee for 2015/16	Mulberry & Co
£396-00	Work to lamp column M + pruning work	Streetlights
£37-30	Beer for refreshments after annual Parish meeting 2016	Margaret Price (reimbursement)

11.3 The Clerk had previously circulated the year end budget monitoring report (from 01.04.15 to 31.03.16). This showed a total underspend of some 5K, but much of this related to the budget for neighbourhood planning, which had been kept in reserve. Three budget heads were marginally overspent, but most were either on target or underspent. The report was duly noted, and approved.

11.4 The Clerk reported that the internal audit had been conducted by Mark Mulberry on 27th April 2016. The report gave the Parish Council a financial clean bill of health, but had added a cautionary note about the treatment of VAT reclaim regarding expenditure on the Village Hall. This needs reviewing, but it was accepted that the VHMCA should make periodic donations to the Parish Council against any such expenditure in the future. The report is on a secure website link, which the Clerk is arranging to access.

(The last two Agenda items were reversed as the requirement is to approve the Governance Statement first)

11.5 The Governance Statement in the Annual return for 2015/16 was duly approved, and the Chairman and Clerk were authorised to sign and date accordingly.

11.6 The Accounting Statement in the Annual return for 2015/16 was duly approved, and the Chairman and Clerk were authorised to sign and date accordingly.

12. (2016/062) – To review the Annual Parish meeting held on 3rd May 2016 and to take any appropriate action arising from the meeting. It was noted that the HGV issue in and around Albourne continued to be a major concern. The issue of having a "Not

suitable for HGVs" sign at the entrance to Church Lane is being looked at. It was agreed to take up the PCSO's offer of having a number of the "speeding warning" signs, but as they are not a permanent solution, it was decided a few will be placed strategically, and their effectiveness reviewed. It was therefore agreed to obtain 10 signs initially. The B2118 will be a good place to start.

13. (2016/063) – Operation Watershed. Councillor GS reported that he had completed and sent back the grant application form for a further tranche of monies being made available by WSCC under Operation Watershed. He would be re-circulating this shortly. His meeting with Richard Speller on the 12th May had been postponed. However, he said that it would be quicker to do the investigative and remedial work along both sides of the B2116 under OW. He does not have any prices for the work yet, but the matter will be hand once the grant outcome is known. WSCC is currently evaluating the application.

14. (2016/064) Public Rights of Way (PROW). Councillor HJ has taken up the matters raised by the report recently received from the Footpaths Ranger at WSCC. It was noted that there is an interactive map to help with the reporting of problems with footpaths and stiles, and photographs can be attached. There is an issue with the grass cutting around the Village Hall, and Councillor HJ and the Clerk will look into this further with MSDC, c.c. Councillor John Allen (MSDC). It was agreed however to get the front part cut in time for the County Local Committee meeting in the Hall on 17th May 2016, but that this should not be a precedent.

15. (2016/065) – Village Hall Management Committee (VHMC). Councillor MP recapped on the various events coming up, and details of these are on the Community website, and will be advertised around the Village. The Hall now has an entertainments License for e.g. the resurrection of the film shows. Councillor DH reported that an issue relating to the ordering of the beer for the pop-up-pub, had been resolved.

16. (2016/066) – Current issues. (i) There was nothing to add on the traffic issues already discussed in this meeting, (ii) on the outdated road signage issue, Councillor GS confirmed that in the light of the decision to do some of this removal work itself, he now has the appropriate cutting equipment, (iii) it was reported that the mound of material, following the dumping of horse manure on the boundary of 6 Wick Cottages has been removed, and so the issue is resolved.

17. (2016/067) - Councillors exchange of information/new matters. MP noted the Clerk's request concerning the July meeting. It was agreed that with the Village Hall's co-operation, the preference would be to move the meeting from the 5th July to the 12th July. Councillor DH will liaise with the VH as appropriate. GS said that he wouldn't be able to attend the meeting on the 12th in view of a commitment on that day. HJ wondered whether the Parish Council should obtain a new sign for the planting of the Cedar tree, which commemorates the Queen's coronation. It was agreed to look into this. HJ said there was still concern over the lack of progress towards putting Tree Preservation Orders on the trees in the common copse area in the Street, given that the application was made to MSDC a year ago. The Clerk had sent round an email explain the issues, but it was agreed that Councillor JA (MSDC) should look into the delay. She also raised the issue of the grass cutting around the Hall, and she and or the Clerk will look into this. A similar issue arises in respect of the grass at the allotments. It

is believed that this is the responsibility of Affinity Sutton, and the Clerk will write to AS accordingly. NW said that he would like to raise awareness of dog responsibility issues in the countryside, by putting up posters regarding “better dog care” on the Village Hall noticeboard. It was agreed that this should be encouraged. Generally it was noted that the remains of the old bench in the Millennium Garden needed to be removed and tidied up, and GS agreed to pursue this issue. Also, the Clerk will write to Mick Gratton again regarding the replacement bench (in memoriam), now that the spring is here (correspondence with MG in October and November 2015 refers, and is contained in the minutes of those meetings).

The meeting closed at 8.43 p.m.

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

NEXT ORDINARY MEETING: TUESDAY, 7th JUNE 2016 @ 7.00 p.m.