

# ALBOURNE PARISH COUNCIL [2013]

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## Minutes of the meeting of Albourne Parish Council

held on: Tuesday, 1st October 2013, at 7.00 p.m.

*Present:* Cllr Meg Price, Chairman (MP)  
Cllr Graham Stafford, Vice Chairman (GS)  
Cllr Mick Gratton (MG)  
Cllr Elaine Makey (EM)  
Cllr Nikki Ernest (NE)

*In attendance:* Iain McLean (Parish Council Clerk), and 5 members of the public.

- 1. (2013/143) – Chairman formally opens meeting and receives any apologies for absence.** Apologies were received from Councillors Gooch, and Compton, and from Councillor Peter Griffiths (WSCC).
- 2. (2013/144) – Adjournment for any questions or issues raised by members of the public.** David Heron of Vortal Properties Limited, on behalf of the owner of the former Hazelden's nursery site, made a presentation to the Council about the development potential of the site, and how it was important to engage with the Parish Council at an early time, and gain its support. He referred to the added benefits that could come from such development, in terms of community projects, and affordable housing that the project could bring to the Parish. His view was that the housing numbers in the District Plan were out of date, and would need to go up. He confirmed that there was no intention to make a planning application until the Parish Council was on board with the scheme, and nor was there any commitment to either a minimum or maximum number of units on the site. He then handed round a written copy of the presentation, and plans, which will be placed on the record for future reference.
- 3. (2013/145) – Declarations of interest.** MG declared a minor, personal, interest in item 8 on the Agenda (diverted footpath) as he was acquainted with the property concerned. Otherwise, there were none.
- 4. (2013/146) – Approval of Minutes.** The minutes of the Parish Council meeting held on 3<sup>rd</sup> September 2013 (as amended in correspondence) were approved and signed as a true record by the Chairman with some further, minor corrections and amendments, which were initialled by the Chairman. Updates: MP confirmed

that the new “dog mess” signs had now been put up. The Clerk confirmed that he had not received any response, or acknowledgement, to the submission(s) made to Mayfields by email and post regarding the new market town proposal.

5. **(2013/147) – To receive reports (if any) from WSCC Councillor Peter Griffiths and MSDC Councillor Sue Seward.** No reports were received, as neither Councillor was present on this occasion.
6. **(2013/148) – Winter Maintenance Management Plan 2013/14.** Both Councillor GS and the Clerk confirmed the problems with the plan in terms of the Parish Council being able to deliver on the promises, which WSCC had set out in the Agreement, particularly as regards filling the salt bins from the hippo bags. It would be possible to sign up to the Parish Council’s own plan, as that contained the appropriate caveats. The location of the hippo bags to be stored was discussed. It was agreed to find out if it might be possible to store one of these in Church Lane, subject to the land owner’s consent. It was agreed that a reminder email to Councillor PG needed to be sent regarding the additional road gritting requests. **It was resolved not to sign up to the Agreement in its existing form.**

Action:	The Clerk
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7. **(2013/149) – Planning matters).**

7.1 Four planning applications were considered, and the plans discussed. It was **resolved to comment to MSDC by the deadline dates as follows:-**

APPLICATION/PROPERTY	PROPOSAL	AGREED RESPONSE
AE/13/03058 – Bounty Cottage, The Street	Existing rear extension to be removed and replaced with a two storey rear extension, also alterations to the existing internal building	The Parish Council has no objections to this application.
AE/13/02880/LBC – As above.	As above.	Ditto as above.
AE/13/03160/FUL – Land south of Softech House, London Road	Proposed construction of 4 new dwellings consisting of 2 new dwellings linked by garages and 2 new detached dwellings with	The Parish Council has a number of objections and comments to make on this application.

	associated detached car port	
AE/13/03012 – High Cross Farm, Henfield Road	Erection of 2 storey office building	The Parish Council has objections to this application on a number of grounds.

**7.2** Councillor MG reported that the planning application for the rear conservatory at Wickwoods Country Club and Hotel was about to be approved by the South Downs National Parks Authority. He would also be confirming the date for the Sustainability Appraisal regarding the progress of the Neighbourhood Plan.

**7.3** Councillor MG handed round a copy of the draft Infrastructure list for the Parish to members. On the Transport section it was agreed to add in “the B2118”. It was also agreed to split the list into funded and non-funded. MSDC should be approached as to what happens now, and whether there was anything in the planned County Local Committee (CLC) list for action. Councillor NE said that it was important that things now needed to be done. She would take some photographs to help progress the item related to reduction in large road signage. **It was therefore resolved to agree the Infrastructure list subject to the above changes.**

In passing Councillor Peter Griffiths should be asked when the quiet run tarmac laying on the A23 is to be done.

Action:	MG/NE/The Clerk
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Under this item, the Council also noted that there was to be a CPRE/LAMBS public meeting in Hassocks regarding the Mayfields new market town issue on 18<sup>th</sup> October. Albourne Parish Council had been asked to help with leaflets and advertising. It was agreed that the Council corporately could not undertake a role in the matter, but that it was up to individuals to do so, if they wished to assist. This issue, and the purpose of the public meeting, would come up at the inter-Parishes meeting on 7<sup>th</sup> October.

**8. (2013/150) Diversion of public footpath through Albourne Farm.** MG confirmed the location of the public footpath, which appeared to have been the subject of an unauthorised diversion by the landowner. It was noted that the proper procedures had not been gone through with WSCC. It was agreed that the Clerk should write to WSCC accordingly.

Action:	The Clerk
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Note: Councillor MG did not take part in the discussion of this item in accordance with the interest declared above.

**9. (2013/151) Property Issues.** (i) It was noted that in respect of the Old Rectory matter, car parking by the owner was now taking place in front of the garage. Councillor Peter Griffiths is pursuing the highways land ownership/adoption issue. It was thought necessary that a letter should be sent from the Church to the Land Registry notifying it of the Church’s interest. The Clerk would draft this. (ii) There was general agreement that the Breechlands road side issue, and its unkempt appearance (given the overspill storage and itinerant car parking) should be referred to WSCC in order to see if there are any highways enforcement issues, and also to MSDC to see if there are any planning control issues.

Action:	The Clerk
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**10. (2013/152) Operation Watershed.** The Clerk reported on the email from WSCC previously circulated, which set out the brief nature of the works that it had been agreed Balfour Beatty would carry out in the Parish (being camera investigation, and some gully jetting). This came to some £23K. It was unclear however, exactly what works this would cover, and whether the associated remedial works referred to in the email, were included. It was noted that the brief description referred to a “Plan” of the works, and the Council would wish to see this at the earliest opportunity. The Clerk was asked to obtain this information from WSCC.

Action:	The Clerk
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**11. (2013/153) – Finance report.**

**11.1** The financial summary and Bank reconciliation for the month, was 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
£498	Preparatory repairs to lamp post “P”.	Streetlights
£108	Mowing grass – 17/7/13, 8/8/13 and 5/9/13	Barcombe Landscapes Limited
£66-00	Village Hall Hire costs	APC Village Hall Committee
£321-55	Clerk’s salary plus on costs (August 2013)	WSCC
120	External Auditor’s fee	PKF Littlejohn LLP

	2012/13	
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**11.3** The half yearly budget monitoring/progress sheet was presented. It was noted that most budget heads were either on target or under-spent. The budget for lamp post maintenance was overspent, because of the particular difficulties of having two badly damaged posts needing complete replacement. It was noted that the Village Hall License for Alterations legal costs had been put to the general grants budget. It was noted that the usual request for the Churchyard maintenance donation had not yet been received. Otherwise **it was resolved to note and approve the report.**

**11.4** The External Audit report for 2012/13 was formally received and noted, and would be published on the website. The Clerk confirmed that the statutory Notice was on the Noticeboard and needed to be there for at least 14 days.

**12. (2013/154) – Former Clerk’s Netbook (small laptop).** It was noted that this was not required by the Council and it was therefore **resolved that this would be sold, along with the old computer if possible.** If the PC could not be sold, it should be recycled or given to charity. Jerry Butler would also be asked to confirm that both pieces of equipment had been wiped, and were clean of any previously held Council information.

Action:	Councillor MG
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**13. (2013/155) – Clerk’s report.** The Clerk reported that the AGM of SSALC was on 7<sup>th</sup> November 2013 at the Amex Community Stadium, Brighton. It was noted that Councillor JG normally attended these events, and that subject to his availability would be nominated to attend the event. The Clerk was asked to pursue this, and send the relevant Agenda/papers to Councillor JG.

Action:	The Clerk
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**14. (2013/156) - Councillors exchange of information/new matters.** Councillor MP said that she had still not heard anything on the footpaths issue, and would pursue this with Tim Boxhall at WSCC. It was noted that APC does not currently have a footpaths Ranger. GS will pursue the issue of the bridges (step ups and downs), which are now a potential danger, with Becky Lawton, the rights-of-way officer. The issue of the complaint over the hiring of the Village Hall was raised concerning the issue of charities being charged, and it was noted that a response had been sent. Councillor GS raised the issue of the overgrown hedges at Barleycroft and other areas, and the Clerk would pursue these issues with WSCC. GS confirmed that he had progressed the anti-social behaviour issue previously reported. Councillor NE reported on the District Plan, that there was a formal Duty to Co-operate meeting

being held by the Inspector on 12<sup>th</sup> November. Councillor EM said that the Village Hall BBQ and bar at the Village Show had been a success and thanked everyone involved. The VH works had been completed and had come in just slightly over budget, but that this would be helped by the VAT off set. It would now be necessary to turn attention to the storage works at the Hall. Councillor MG mentioned that the northern gate to the Recreation ground was rotten and needed repair. Also, the school safety warning triangle had been knocked over, and that one of the bollards on the safer route to schools had been truncated. The Clerk would pursue these issues with WSCC. He also reported that the Village Show had shown a good financial return.

The meeting closed at 9.20 p.m.

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

***NEXT ORDINARY MEETING: TUESDAY, 5<sup>th</sup> NOVEMBER 2013 @ 7.00 p.m.***