

ALBOURNE PARISH COUNCIL [2016]

Minutes of the meeting of Albourne Parish Council

held on: Tuesday, 04th October 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)
Cllr Jerry Butler (JB)

In attendance: Iain McLean (Parish Council Clerk), Councillor John Allen (MSDC) (from 8.07 p.m.) and 2 members of the public (for parts or all of the meeting).

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- 1. (2016/114) – Councillor MP formally opens the meeting, welcomes those present, and receives apologies for absence.** There were none received.
 - 2. (2016/115) – Declarations of interest.** HJ declared a personal interest (of a minor nature) in item 9(ii) as the allotment site hedge borders her property.
 - 3. (2016/116 – Adjournment for any questions or issues raised by members of the public –** It was reported that a blocked drain had been reported, and the clearance work done within four weeks. The issue of the constantly on lights at Pond Cottage, which had been raised some time ago (and taken up by the Clerk) still needed to be resolved. These were very light and likely to contravene the South Downs National Park Authority's dark skies initiative, as supported in the Neighbourhood Plan. The Clerk will take this up with the owners of the property once again. The issue of the TPOs on the trees in the common copse land near the property, Hackhurst, was raised again, and it was noted that WSCC has still, despite it was reported having measured the site up and a demarcation post put in, not carried out any reinstatement or replanting work in this area. The Clerk will also pursue this aspect. It was reported that there is a removal notice in the phone box in the Street. This asks for objections and comments within 42 days, and the number to telephone is 0800 661610. It was considered that there were reasons to object, as it is the only open land line in the village, and could be required for emergencies. The Clerk will look into the matter. Overgrown hedge issues were raised, e.g. at Barleycroft, where the hedge is obscuring the main road for traffic exiting the close, and it was important for people, as well as the Parish Council, to report this

directly to WSCC on their Love West Sussex website.

4. (2016/117) – Approval of Minutes. The minutes of the Parish Council meeting held on 06th September 2016 were duly approved and signed, as a true record, by the Chairman.

5. (2016/118) – To receive reports (if any) from WSCC Councillor Peter Griffiths (PG), and MSDC Councillor John Allen (JA). Councillor Allen gave his report as follows – *“In terms of items to report, submission of the District Plan/appointment of the Inspector (Jonathan Bore) and the making of the Albourne Neighbourhood) Plan are possibly the most important to Albourne residents. On the District Plan, I know parishes are being kept regularly briefed, and MSDC are posting examination related documents to their website (under DP Examination). In terms of other items, 1) The 29 June Council meeting approved a new policy re English language tests for taxi drivers, representatives on certain outside bodies were agreed, and certain discretions in pension policy were agreed, and another NP was made. 2) The 20 July Council noted the resignation of Cllr Pru Moore and thanked her for her service, and adopted a new Homelessness Strategy and Powers for the Micro chipping of Dogs. 3) At the 21 September Council (there was no full Council meeting in August), Albourne and two other NPs were formally made. Cllr Mandy Thomas-Atkin was appointed to the role of Cabinet Member for Customer Services taking over the role of Cllr Pru Moore (with some portfolio changes).”* In addition, NE requested that Councillor Allen take up the planning enforcement issue, in terms of the delays which often occur, and the time taken in reaching the point of any action, and NE agreed to provide JA with appropriate examples. He would also take up the TPO issue regarding the trees in the common copse area (see the minute above), and why nothing seemed to be happening in this regard. HJ agreed to send Councillor Allen the email trail relating to this matter.

6. (2016/119) – Planning matters.

6.1 Four 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
Land to the rear of Grange View House, London Road DM/16/3660	Lawful Development Certificate in respect of existing development comprising concrete hard-standing and a wooden shed, and the use of the identified land for the storage of building materials up to a height of two metres, associated construction equipment including plant, trailers and up to three site cabins, up to two caravans and up to two boats, and the use of the shed for the storage of building materials and associated construction	Albourne Parish Council understands this is a legal determination, but would like to make a couple of observations on this application. We believe Grange View House was constructed in 2001, and so the Council is a little confused by a number of declarations stating that visits to Grange View House go back from 1996. Also, a similar application was made only 6 years ago and refused by MSDC, suggesting sufficient evidence for usage over a 10 year period has not been

	equipment including plant and trailers. This is an application to establish whether the development is lawful. This will be a legal decision where the planning merits of the existing use cannot be taken into account.	established.
The Oaks Henfield Road DM/16/3864	Demolition of adjoining store with proposed extension and conversion of an existing car barn into an annexe.	Albourne Parish Council has no objection to the principle of annexe accommodation. However this plan proposes a very separate annexe, with exclusive facilities, which could easily be used as, or converted to, an independent dwelling. A recent similar application for annexe accommodation at Council Cottages, which was linked to the main house via a lobby area, required the kitchen to be removed from the proposal in order to make it acceptable in planning policy terms. If MSDC is minded to approve this application, we would ask that a condition be applied such that it can only be occupied in conjunction with the main dwelling.
Land parcel to the east of London Road DM/16/3669	Proposed 4 no. new barns for agricultural use, together with new hard core on surrounding area and existing access.	Albourne Parish Council is concerned that there is limited evidence in this application as to why these 4 buildings are now needed given this land has been farmed for many years. We also do not understand the need for four smaller buildings rather than fewer larger ones which would reduce the amount of land to be taken for hard standing. Finally, whilst we see that hay from the adjacent land would require storage, there is no woodland on the site and we therefore have concerns that one of the buildings is required for wood storage, and we are concerned about the additional activity that would result.
Maples 5a Leyfield DM/16/3922	To add two dormer windows to the front of the property (in line with approved planning application DM/15/3932) and to add a single storey extension to the rear of the property with a flat roof and roof lantern.	Albourne Parish Council has no objection to this application.

Note: As the paper plans had only just been received, it was agreed to defer DM/16/3927 (Squirrels, the Street) and DM/16/4039 (Gallops, the Street) on the Agenda, to either an extraordinary meeting of the Parish Council to be held provisionally on 11th October 2016, or at the next scheduled meeting to be held on 1st November 2016, if the Clerk can obtain an extension of time for submission of the responses.

6.2 On the Firland Industrial Estate Park planning application, it was noted that the request for the reporting by residents of HGV movements outside of authorised times, was now posted on both the Parish Council website, and the Albourne community website. There is a need to spread the word through the village, and everyone could help. The correspondence with Sir Nicholas Soames is getting passed back and forth within WSCC, and it still is the case that unless a very serious issue arises, WSCC is not prepared to do anything. It is even more important therefore that the appropriate evidence is gathered.

6.3 On current planning and planning enforcement matters, the Clerk referred to the latest response received from MSDC. NE has indicated that there is some confusion over some of the issues, in terms of what should be being investigated, and the Clerk has gone back to MSDC accordingly. It was noted that the land to the south of Ernest Doe, needs to be included on the list, as this still appears to be being used for residential purposes. GS made the point that it is important that the Parish Council continues to bring this to the attention of MSDC at least every six months, so that any rights are not then acquired. NE agreed to send full details to the Clerk, along with a plan of the area. NE confirmed that there is a meeting of the inter Parishes Group on 18th October 2016, where the involvement with MSDC over the District Plan progress would be discussed, particularly as regards Parish representation at the examination hearings.

7. (2016/120) – Finance report and matters.

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

7.2 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 (August 2016)	West Sussex County Council
£240-00	External audit fee for 2015/16	PKF Littlejohn
£252-00	Grass cutting x 7 @ £30 per cut	Barcombe Landscapes Limited

7.3 The half yearly budget monitoring report for all expenditure incurred from 01.04.16 to 30.09.16 was received and approved. It was noted that the Parish Council had spent less than a third of its budget for the year, but that there may be some significant expenditure later in the year. It was also now possible to see that the Neighbourhood Plan budget had been underspent, as some of the contingent expenditure had not in fact been required.

7.4 The conclusion of the external audit carried out by PKF Littlejohn for the financial year 2015/16 was reported and noted. The audit papers had been put on the website and noticeboard in accordance with the requirements of the audit regulations. The external audit certificate at section 3 of the annual return recorded no matters of concern, and a clean bill of

financial health had therefore been given. GS moved a vote of thanks to the Clerk and Responsible Financial Officer for all the work done in this respect, and this was unanimously supported by the Parish Council.

8 (2016/121) – Operation Watershed. Councillor GS said that he had now met with one of the possible contractors, Edburton, and slow progress was being made. Estimates are now being prepared for consideration for those projects where the scoping reports enabled this, but there were still some significant issues to discuss with WSCC. Another possible contractor, Landbuild, is also quoting for the work, and a third contractor is being sought (as WSCC will require three estimates for the tasks). It is hoped that the work can be started early next year (2017), subject to completing all the grant application, and contract paperwork. NE raised an issue about the serious flooding which occurs along the B2116, and that the solution needed to be comprehensive. She highlighted that even with the recent dry weather pools of water are sitting at the entrance to the 2 pipes under the road which run from West House Farm to Albourne Equestrian Centre. It appears that water is not flowing through either due to a blockage in the pipe or issues with the exit of the pipe. GS said that this had been taken on board and would be investigated.

9 (2016/122 – Allotments. (i) It was noted that there may well be a vacancy for a plot at the allotment site, as it was understood that the tenants of the south plot may wish to relinquish their tenancy of it. However, formal notice has not yet been given. It was also noted in the meantime, that the plot has not been cultivated and appears to be unworked. The Clerk was therefore asked to take this up with the tenants. However, after discussion, and whilst the application of Mr P Sapsted to take over some of the allotment plot was noted, it was **RESOLVED** in principle, to split the south allotment into two halves (as had recently been done with the middle plot) and to offer the halves to the two current applicants on the waiting list that the Clerk had recently created. It was felt that as Mr Sapsted, who had requested a further area on the allotment site, already had a plot, this was the fairest thing to do, but that he could go back on the waiting list for any future availability. Indeed, given the above, he would now be the first name on it. (ii) HJ said that the hedge/trees along the southern boundary of the allotment site with the adjoining footpath, had become very overgrown, and was taking light from the south allotment plot. It is also in danger of impinging on the footpath. As the site is owned by MSDC, it was thought that they would have responsibility for cutting it back. The Clerk was therefore asked to pursue this.

10 (2016/123 – Parking at Barleycroft. It was reported that MSDC has received a number of complaints about the above, and was thinking off taking some action to control the parking, e.g. fencing. However, MSDC had asked the Parish Council to first gauge the opinions and view of the residents, and possibly ask them to come to a future meeting. There were a number of control options, and it was agreed that these would be set out in a form of questionnaire to be delivered to all the residents. MP said that she would take this forward. In passing it was also reported that MSDC felt that they could not go along with any proposal to use the Recreation Ground for overspill school parking, as the area would need to be “grasscreted” and this would be prohibitively expensive, and does not always work.

11. (2016/124) – Village Hall Management Committee (VHMC). There is a meeting of the VHMC next Tuesday, 11th October 2016. Reports on the Village Show in September, the

bar, and associated activities would be made in more detail at that meeting. The exact figures are with JB as Chairman. The film show night had been a great success. There will be a meeting of the Pop up Pub steering group to decide on future opening times, the rota for covering, and to discuss the accounts.

12. (2016/125) – Current issues. (i) On traffic issues, these are ongoing, and the reporting mechanism for reporting HCV nuisance issues has been set up on the Parish Council's website. (ii) Edburtons are quoting for the removal of the outdated roadside signage. (iii) it was **AGREED** to go ahead with purchasing the waste disposal bin to install at the north bus stop (with the shelter) and the Clerk thought that this could be installed on the existing bus stop information pole. It was noted that MSDC will include in their collection round, but the issue of whether a highways license from WSCC, is still unresolved.

13. (2016/126) - Councillors exchange of information/new matters. DH mentioned that MSDC is running a funding seminar on 1st December 2016. DH is happy to go, and will provide details to the Clerk. GS asked whether he should arrange a presentation on the defibrillator issue. Information on cost and any grants available needs to be looked into, and GS will pursue. It was noted that the cost would be circa £1,200. MP raised the issue of the oak trees in Church Lane, and whether or not to seek TPOs on them. There were pros and cons. The Millennium Garden bench needs to be chased up again with Mick Gratton, and the Clerk will do this. However, the Parish Council needs an answer by the end of November, as it needs to get on with the replacement. The Monday Group wants to put in a handrail and possibly some steps on a local footpath (no.12). It was thought that the handrail is a good idea, but not the steps. The landowner needs to be consulted. MH/HJ will take this forward. There is concern about the loss of the PCSO, and the fact that there is nothing to replace what was a good working relationship. The matter needs to be pursued with the Crime Commissioner, Katy Bourne, and MP/The Clerk will take this forward. A donation of £50 was **AGREED** to the Church for the mince pies, etc., at the Christmas Carol concert coming up in a few months' time. HJ said that she had reported footpath (no.14), which is currently blocked by overgrown vegetation. The Ranger will be looking into this hopefully soon. She noted that the Millennium Garden hedge needs trimming back, and the Clerk will take this up with Barcombe Estates Ltd. The Hunters Mead hedge issue is still unresolved, with no one seemingly taking any ownership/responsibility for it. The footpath diversion sign at the vineyard was mentioned, and the lack of any authority for this. However, it is likely that nothing can be done now, and in time, the diversion itself could well become a formal footpath. NE said that Mick Gratton had mentioned the replacement of the gateway entrance to the Church, and the colour for the painting of the new structure, which will be a blackish green. There will be liaison with the rectory, but it was **AGREED** that the Parish Council had no objection. NW mentioned

The meeting closed at 9.10 p.m.

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

NEXT ORDINARY MEETING: TUESDAY, 1st NOVEMBER 2016 @ 7.00 p.m.