

ALBOURNE PARISH COUNCIL [2012]

Minutes of the meeting of Albourne Parish Council held on:

Tuesday, 4th December 2012, at 7.00 p.m.

Present: Cllr Meg Price (MP) (Vice Chairman)
Cllr Graham Stafford (GS)
Cllr Michael Gratton (MG)
Cllr Elaine Makey (EM)
Cllr John Gooch (JG)

In attendance: Members of the public

- 1. (2012/165 – Chairman opens meeting and receives any apologies for absence).** In the absence of the Chairman, Cllr Meg Price as the Vice-Chairman and in accordance with Standing Orders, took the Chair. She then formally opened the meeting, and welcomed all those present. Apologies were received from Councillor Jerry Butler (JB), Cllr Robert Dunkley and Peter Griffiths (WSCC).
- 2. (2012/166 - Acceptance of office of Chairman).** In the Chairman's absence, this item was deferred.
- 3. (2012/167 - Adjournment for any questions or issues raised by members of the public).** Mr Barry Compton updated the Council on the flooding issue along the Henfield Road. He handed out a letter addressed to the Council requesting its help. He had been advised that there was still a problem with a blocked culvert under the B2116; T Boxall (TB) of WSCC Highways had informed him that the culvert was unadopted and was not WSCC's responsibility. Subsequently, however, TB and the contractors had visited the site of flooding at the culvert. Cllr GS agreed to investigate the matter as he is already in touch with Highways about problems in Church Lane, he will contact Gulu Sibanda for an update and with a view to persuading WSCC to take action to prevent further flooding.

Another member of the public expressed his view that the clapper boards on Church Lane were not used and therefore money should not be spent on their repair. The Council responded stating that i) the boards were used and once in good order offer a means of getting dry shod to the Church/Village ii) the boards

were an historical feature of the village and the last remaining ones in the County. It was noted there were still outstanding issues with WSCC:

- a) Design - to make the boards two planks width but one handrail
- b) Cost of doing the repairs - (WSCC) had agreed to donate the materials but there was still a query on the provision/cost of labour.
- c) Responsibility for the ongoing maintenance
- d) Liaison with the adjoining landowner.

4. **(2012/168 – Declarations of interest)**. None were received.

5. **(2012/169 - Approval of Minutes)**. The minutes of the last meeting held on 6th November 2012 were approved subject to the amendments suggested by Cllr EM. MP agreed to amend the minutes and advise the Clerk accordingly.
Chairman. Action MP/IM

6. **(2012 – 170) Matters Arising**

Dog Bins –

It was agreed that a bin could not be provided in Church Lane by APC because of the expense and the ongoing responsibility for emptying and maintaining it. It was, however, proposed that the Council should erect a sign requesting that dog owners do not allow their dogs to foul the footpath. MP agreed to notify P Holding of the Gospel Hall accordingly and also draft wording for the sign. GS offered to check on the cost of a sign. Action MP/GS

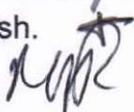
Notice Boards - MG agreed to contact Matt Hodgson, a carpenter in the village who may be willing to repair the main board outside the VH. The other two dilapidated boards would no longer be used for posting APC notices and would be removed. EM agreed to place a note to this effect on both those boards.
Action MG/EM

7. **(2012 – 171) Tree Warden**

The Chairman invited Paul Davies to address the meeting. He started by saying that he enjoyed being Tree Warden and found the courses provided by County very interesting and useful. He commented that he could not look at every tree in the Parish and relied on the residents to come to him should they have concerns. He did appreciate that the Council would wish the main highways/thoroughfares to be reviewed. He suggested that because of his age and the fact that he is often out of the country the Council should consider looking for a replacement tree warden. It was agreed that the position should be advertised on the website and a flyer delivered to all residents. Paul agreed after Christmas to provide a short note about what the role involves and also a list of his five top pick trees in the Parish.

He advised the following:

- He was now aware of any trees with Tree Preservations Orders in the Parish.



- He was not qualified to comment on Ash Die Back.
- He had concerns with trees/hedge (on land believed to be leased by 10 Wellcroft Cottages) encroaching on the road beyond the vineyard gate on Church Lane. It was agreed that the Council would make Highways aware of this issue.

MP thanked Paul Davies for attending the meeting and his input. Action PD/APC

8. 2012/172 – Planning matters)

1. Cllr MG reported as follows:
 - i) Planning Application for 5 houses on the site between Greenmead and Holders on the Henfield Road may be withdrawn.
 - ii) An application had been received too late for discussion at the meeting for four 3 storey houses on land adjacent to Softech. It was agreed that this would be discussed at a special meeting on Tuesday 11 December 2012 at the earlier time of 6.30 to accommodate a member of public who wished to raise her concerns. EM agreed to draft the agenda.
 - iii) He with MP had had a meeting with Claire Tester (CT) at MSDC on the Neighbourhood Plan. APC was the first parish to come forward with a preliminary draft plan. CT had suggested some minor changes and expressed concerns with regard to the APC's statement in the Plan in relation to the strategic gaps between Albourne and a) Hurstpierpoint and b) Sayers Common. She suggested that it may be that an expert opinion would be required. MG advised that he would be attending a meeting with Hurstpierpoint Parish Council (HPPC). HPPC had employed such an expert and it may be that APC may be able to share in that report. CT had also commented on sustainability and consultation with local businesses. It was noted that a letter re the Neighbourhood Plan had been hand delivered by MP apart from three which were posted to all businesses in the Parish.

9. 2012/173 - Finance report)

1. The current financial summary was received and noted.
2. Budget monitoring Report 2012/13 was noted. However, it was decided that the report should include a forecast for the three months to the financial year end and for ease of reference and accuracy should be in excel format. It was agreed that MP would contact the Clerk so a revised report could be provided for the January meeting. Action MP/IM

10. (2012/174 - Risk Assessment). The revised schedule was discussed and further amendments made. It was agreed that as APC has the overall responsibility for the

Village Hall, in its capacity as sole Trustee of the charitable Trust, it was appropriate that its Risk Management assessment covers any possible VH risks. An amended assessment would be tabled at the next meeting. Action MP/IM

11. (2012/175 – Action Points arising from 2011/12 Internal Audit.

Cllr EM reminded the meeting of the action points but further discussion was deferred until the next meeting when the Finance Officer (Parish Clerk) would be present. However, EM agreed to draft short form version of the Standing Orders, previously adopted in principle, for the meeting in February. Action EM

12. (2012/176 – Councillors exchange of information). Cllr MG raised a planning application for land outside the Parish at Northlands, Stairbridge Lane. The applicant was proposing the removal of two planning conditions. It was agreed that this application would also be considered at the special meeting on 11 December.

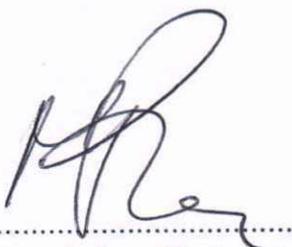
Cllr GS reported that the Grit bins had an adequate supply of salt, two being full the other nearly so. He had asked Highways to top up the third one before any extreme weather set in.

13. (2012/177 – Street Lighting. The emails from Direct Technical Services (DTS) previously circulated dated 14 and 21 November were noted. The DTS report on the condition of all lamps was, however, still awaited. It was agreed the Clerk should remind DTS that the report was outstanding. Action IM

14. (2012/178 – Any other business). There was none.

15. (2012/179 - Confidential matter) – It was proposed, seconded and agreed, in accordance with the Public Bodies Admissions to Meetings Act 1960 and the Council's Standing Orders, that in view of the confidential nature of the business to be discussed it was advisable in the public interest that the press and public be excluded.

The meeting closed at 8.30 p.m.

SIGNED..........Meg Price
Acting Chairman

NEXT PLANNING MEETING: TUESDAY 11th DECEMBER 2012 at 6.30 p.m.

NEXT SCHEDULED MEETING: TUESDAY, 8th JANUARY 2013 at 7.00 p.m.