

ALBOURNE PARISH COUNCIL



You are hereby summoned to attend the Parish Council Meeting on
Tuesday, 2nd June 2026 at 7.00 p.m. in the Village Hall

(The meeting is open to members of the press & public)

SIGNED.....*Iain McLean*.....The Parish Clerk

Iain McLean

AGENDA

- 1. The Chairman of the Parish Council opens the meeting, and receives any apologies for absence.**
- 2. Casual Vacancy on the Parish Council.**

Following the resignation of Councillor Shane Axtell, to note that no election was called in response to the statutory Notice of Casual Vacancy, and so to agree to co-opt a suitable applicant for the role of Councillor, onto the Parish Council, and to invite that person to take his or her place on the Council accordingly.
- 3. Declarations of interest.**

To receive any declarations of interest from Members of the Parish Council.
- 4. Adjournment for any questions or issues raised by members of the public.**
- 5. Approval of Minutes.**

To receive and formally approve the minutes of the Annual Parish Council meeting held on 5th May 2026 (as previously circulated) – to consider any matters arising from the minutes not otherwise on the Agenda.
- 6. Casual Vacancy on the Parish Council.**

To note that following the resignation of Councillor Joy Parks, a further Casual Vacancy arises on the Parish Council, and the statutory notice has been published on 6th May 2026. If no election has been called by 26th May 2026, the Parish Council may

proceed to fill the vacancy by co-option at its July meeting.

7. Q and A session with:-

1. WSCC – Cllr Rodney Jackson. 2. MSDC – Cllr Geoff Zeidler (see also his latest written report (if available), as may recently have been circulated to members).

8. Review of Governance documents.

(i) To review and confirm Standing Orders as currently in force, (ii) to review and confirm Financial Regulations as currently in force, (iii) to review and confirm the Risk Assessment document, (iv) to review and update the forward Action Plan (v) to adopt the IT Policy as required under Assertion 10. **[Attachments: amended SO’s and FR’s, the Risk Assessment document, Action Plan, and IT Policy circulated].**

9. Planning matters.

1. To consider the one planning application below and to decide on the response to Mid Sussex District Council (or where appropriate West Sussex County Council, and the South Downs National Park Authority):-

| APPLICATION NO. | PROPERTY | PROPOSAL |
|-----------------|---|--|
| DM/25/3067 * | Land west of Kings Business Centre, Reeds Lane, Sayers Common * | Erection of 80 new residential dwellings (Use Class C3), including affordable housing units, vehicular, pedestrian and cycle access (including new footpath links to the east and west of the site along Reeds Lane), landscaping and open space, parking, sustainable drainage and other related works. (Site levels and drainage note received 16/1/25. Transport Note, Travel Plan Statement, Landscape and Visual Appraisal, GCN Technical Note and amended plans received 17/4/25). * |

** Whilst this application is not in the Parish of Albourne, MSDC has given the Council a formal opportunity of commenting upon it.*

2. (i) To receive a report/update on any outstanding traffic and highway issues, and to take any necessary decisions. (ii) To review the position with regard to the review of the speed limit on the B2116 regarding the application for a Traffic Regulation Order down to 20 mph on the relevant stretch. (iii) To consider WSCC’s response to the request to re-order the School warning signs on the B2116. (iii) To decide whether to proceed with laying down a further traffic loop on Truslers Hill Lane/Shaves Wood Lane, in order to help with the baseline data for the Council’s

case concerning the increased traffic arising from the Sayers Common Village development (cost to be reported orally at the meeting).

3. To receive a general report from Councillors and/or the Clerk on any other current planning outcomes, appeals, and/or enforcement matters, District Plan/Neighbourhood Plan issues (both MSDC and Horsham District Council), and to agree any appropriate actions - to include any update on the recent examination hearings into the District Plan, and the Sayers Common Village development proposals contained within that Plan.

10. Finance report and matters.

1. To receive an update on the current financial position/Bank reconciliation statement. **[Attachment: financial summary circulated]**
2. To approve payment of the invoices and to make the payments. **[Attachment: list circulated]**
3. Internal Audit. To receive, and note the result of the annual Internal Audit for 2025/26, carried out by Mulberry & Co on the 15th May 2026, and to agree any necessary actions arising from the report. **[Attachment: Report circulated]**.
4. External Audit. To receive, note, and formally approve the Annual Governance Statement for 2025/26, and to authorise the Chairman to sign the document accordingly. **[Attachment: Statement circulated]**.
5. External Audit. To receive, note, and formally approve the Accounting Statement for 2025/26, and to authorise the Chairman to sign the document accordingly. **[Attachment: Statement circulated]**.
6. Insurance. To note and confirm that in accordance with the recommendation from Gallagher & Co, the Parish Council's insurance arrangements for 2026/27, including public liability, be renewed with Hiscox. The Certificate will be posted in the Village Hall, in accordance with the requirements, as soon as possible.

11. Annual Parish meeting. To review the Annual Parish meeting (of electors) held on 5th May 2026, and to take any appropriate action arising from the meeting.

12. Report from Village Hall Management Committee. To receive and note a report from the Chairman of the VHMC regarding the meeting held on 12th May 2026 and to receive any recommendations. To include (i) a referral up to full Council regarding the possibility of erecting banners or other outside signage for the Under 5s Group. (ii) A suggestion regarding more seating benches for the play area in the Recreation Ground.

13. Delegated Authority. To note for the record, the decision taken under delegated authority as set out in the Council's Standing Orders to commission Adie Rowe to clear the allotment site perimeter areas, and the two currently vacant plots, in accordance with his quote. The decision to clear these areas has previously been taken by full Council at a previous meeting.

14. Current issues. To discuss any updates, and to take any appropriate decisions/actions regarding current issues (see minutes of the last meeting, and the latest rolling list of actions as recently circulated by the Chairman).

15. Councillors exchange of information/new matters raised by Councillors.

(Dated and posted 27th May 2026)

*To: All members of Albourne Parish Council
c.c. Parish Council notice-board
Albourne Parish Council website
Cllr Rodney Jackson; WSCC Ward Councillor
Cllr Geoff Zeidler; MSDC Ward Councillor*