

## ALBOURNE PARISH COUNCIL



You are hereby summoned to attend the Annual Parish Council Meeting in the Village Hall on Tuesday, 6<sup>th</sup> May 2025, at **6.00 p.m.**

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

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

## AGENDA

1. **Election of Chairman for the ensuing municipal year 2025/26.** To call for nominations for Chairman from those members present.
2. **The new Chairman of the Parish Council formally opens the meeting, and receives any apologies for absence.**
3. **New Chairman signs the Declaration of Acceptance of Office.** To be completed as soon as possible.
4. **Election of Vice Chairman for the ensuing municipal year 2025/26.**  
Nominations to be made from those members present.
5. **Declarations of interest.**  
To receive any declarations of interest from Members of the Parish Council.
6. **Adjournment for any questions or issues raised by members of the public.**
7. **Approval of Minutes.**  
To receive and formally approve the minutes of the Parish Council meeting held on 1<sup>st</sup> April 2025 (as previously circulated) – to consider any matters arising from the minutes not otherwise on the Agenda.

## 8. Q and A session with:-

1. WSCC – Cllr Joy Dennis.
2. MSDC – Cllr Geoff Zeidler (see also his latest written report if available, as circulated to members).

## 9. Appointment of the Village Hall Management Committee (VHMC).

To decide, and appoint the Parish Council membership onto the VHMC for the municipal year 2025/26 (under its recently revised constitution, there are 5 Parish Councillor places and 4 co-opted representatives, currently held by Eve Gerhold, Christopher Davies, and Dave Robson with one vacancy).

## 10. Planning matters.

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

APPLICATION NO.	PROPERTY	PROPOSAL
* DM/25/0830 (comments to MSDC by 22.04.25)	* The Stables, Honeybourne Farm, Truslers Hill Lane	* Variation of condition no. 2 of planning application DM/22/0345 - to amend approved drawings to allow for design changes.
DM/25/0504 (comments to MSDC by 25.04.25 ext to 07/05/25)	Rainbow Cottage, 1 Cottage Homes, Truslers Hill Lane	Single storey side extension 2 storey front extension along with internal alterations. Replacement of existing Upvc windows and external Upvc doors to Aluminium.
DM/25/1054 (comments to MSDC by 15/05/25)	Nursery Barn, Church Lane	Existing garden store converted to annex accommodation, no alterations to external elements.

*\* In view of the fact that the deadline for the response was prior to the date of the meeting, this application has been dealt with under the delegated authority provisions of Standing Orders, and the agreed response will be set out in the minutes in the normal way.*

2. (i) To receive a report/update on any outstanding traffic and highway issues, and to take any necessary decisions. (ii) To particularly review progress with regard to the agreed petition for supporting a review of the speed limit on the B2116 regarding the application for a Traffic Regulation Order down to 20 mph on the relevant stretch, which was rejected by WSCC.
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 (moving on to stage 2). To note the meeting with MSDC set for the 20<sup>th</sup> May along with the other Parishes to receive updates on the

Sayers Village proposal and MSDC's Statement of Common Ground with the developers.

**11. 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. Review of the Notice of Conclusion of Audit 2023/24.
4. To confirm agreement to go ahead with the work to the streetlights (lamp renewal and re-painting), and to report a 4% increase in the cost of the annual maintenance contract with Streetlights.
5. To confirm and agree the Parish Council's annual insurance arrangements for 2025/26 (if available).

**12. 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).

**13. Councillors exchange of information/new matters raised by Councillors.**

**(Dated and posted 29<sup>th</sup> April 2025)**

**(Note: The Annual Parish meeting of Electors will follow this meeting at 7.30 p.m. in the Village Hall)**

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