

# ALBOURNE PARISH COUNCIL [2020]

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## Minutes of the meeting of Albourne Parish Council

held on: Tuesday, 7<sup>th</sup> April 2020, at 7.00 p.m.

Please note that due to the current lockdown situation, this meeting took place remotely. Therefore, in order for the Council's business to continue as best it can, all decisions were taken in accordance with the rules on delegated authority within the Council's standing orders, and/or by a unanimous or majority response in correspondence by Councillors. All correspondence is available from the Clerk on request. Thank you for your understanding.

*Present:* Cllr Graham Stafford (GS) – Chairman  
Cllr Nikki Ernest (NE)  
Cllr Jerry Butler (JB) – Vice Chairman  
Cllr Suzanne Sawyer (SS)  
Cllr Joy Parks (JP)  
Cllr Di Smith (DS)  
Cllr John Drew (JD)

*In attendance:* Iain McLean (Parish Council Clerk)

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- 1. (2020/029) – Councillor GS formally opened the meeting, welcomed those present, and received apologies for absence.** There were no apologies for absence and all Councillors attended by email.
- 2. (2020/030) – Declarations of interest.** There were none declared on this occasion.
- 3. (2020/031) – Adjournment for any questions or issues raised by members of the public.** In the circumstances, this item could not proceed, but the Agenda had invited any such questions or issues to be raised in correspondence with the Clerk. None had been received.
- 4. (2020/032) – Approval of Minutes.** The minutes of the Parish Council meeting held on 3<sup>rd</sup> March 2020 were duly approved and will be signed, as a true record, by the Chairman, as soon as possible.

**5. (2020/033) – To receive reports (if any) from WSCC Councillor Joy Dennis (JD), and MSDC Councillor Judy Llewellyn-Burke (JLB).** In the circumstances, this item could not proceed. However, Cllr **JLB** has given a written report as follows:-

“Mid Sussex District Council is working as a Category 1 responder under the civil contingencies legislation and co-ordinating with partners through the Sussex Resilience Forum, which has now declared a major incident. It is likely that this will be the position for some weeks which, as you will appreciate, is placing significant pressures on the Council. The pressure on services will increase in the coming period and so priority services have been identified based on the needs of our residents and businesses and the Government's requirements. These include revenues and benefits, housing needs and waste and staff will be deployed to support these key services as necessary. Routine household waste and recycling services are being undertaken as usual. A small number of services have been suspended to give priority to core services - these areas are new garden waste subscription requests, mobile freighter collections and bulky waste collections. Following the Government's announcements this week, all playgrounds and leisure centres are now closed. MSDC is working to support the Government's initiative to shield the 1.5m people nationally who are most at risk to Coronavirus and is supporting WSCC and the NHS in this work, to ensure these residents have the support they need. This is critical work and will directly save lives in our community. Local businesses are very concerned by the economic effects of the Government's decision to ask people to stay at home. The revenues and benefits team has been working tirelessly on the implementation of the business rates support package now the guidance has been published and MSDC expect money to be flowing to local businesses in the coming days. The Government has a dedicated webpage bringing together all of the Coronavirus information and guidance: <https://www.gov.uk/coronavirus> Updated information about MSDC services can be found at: <https://www.midsussex.gov.uk/about-us/coronavirus-covid-19/> WSCC has established a Community Hub, in partnership with District Councils and other partners, to co-ordinate volunteer offers and help those who need it: <https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/community-hub-covid-19/>”

**6. (2020/034) – Planning matters.**

6.1 One planning application was considered, and the plans and relevant policies presented and discussed. It was therefore **RESOLVED to comment to MSDC as follows:-**

PROPERTY	PROPOSAL	AGREED RESPONSE
AE/DM/20/0763 - Nursery Barn, Church Lane	Details of Proposal: (1) Remove pole 616538 and associated HV overhead lines (2) Install new pole under existing line between 616537 and 616539/40, (3) Install 2 x stay wires on pole 616539/40, (4) Remove poles 633492, 633493, 633494, 633495 and associated LV overhead lines.	Albourne Parish Council has no objections to this application.

6.2 Cllr JD gave a written report and update as follows:-

“The following is a status report on traffic calming actions the progress of which has been adversely affected in a number of instances by the present crisis. In particular outstanding quotations have been delayed and suppliers temporarily closed. My concern is that most of the actions are to be funded from a Universal Undertaking budget which we have been encouraged to secure as soon as possible. **Speed Indication Device** – confirmation of APC approval to purchase a Messagemaker SID from Stocksigns has been forwarded to Joy Dennis who is advising the purchase process. **Gateways** – three quotations for construction from Beacon Fencing, Twineham Timber, and G. Hammond, plus two quotations for installation from PHB and BH Fencing have been obtained. A third installation quote is awaited from A Steer after which a fully built up recommendation for APC will be prepared. **Truslers Hill Lane/B2116 Junction improvement** – estimate received from WSCC, quotation from A Speer awaited and a third required from either RJ Dance or PHB for removal of grass triangle, relocation of give way signage and re-lining road surface. A fully built up recommendation is to be prepared for APC. **Traffic Regulation Order** – for speed limit changes on B2116 from the B2118 junction westward to the existing 40 mph limit and in the village area. Residents, interested parties and emergency services to be consulted, TRO form to be completed and legal changes to be implemented by WSCC. **Redundant Direction Signs (x 4)** – indicative estimate from WSCC received. One quotation received for removal of three signs and a second is awaited from A Speer. WSCC Highways insists none are to be removed until the design and the need for any replacement regulatory and direction signage is determined. **Speedwatch Scheme** – planned 15<sup>th</sup> April training by Sussex Police for volunteer group has been postponed and a new date is being arranged.”

6.3 No report in the circumstances.

## 7. (2020/035) – Finance report and matters.

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

7.2 The invoices were presented for payment, and it **was RESOLVED to agree and to make the following payments:-**

AMOUNT	PROCUREMENT	PAYEE
£427-83	Clerk's salary + on costs (March)	West Sussex County Council
£165-42	Annual dog bin emptying charge (26.03.19 – 25.03.20)	Mid Sussex District Council
£144-00	Grass cuts 9-12 for Millennium Garden (2019)	Barcombe Landscapes Limited
£21-51	Expenses for attendance at Tree Warden's course	Suzanne Sawyer (reimbursement)
£24-23	Ties and pegs for putting up banners, etc, to advertise Horsham's District Plan review	Graham Stafford (reimbursement)
£211-21	Annual grounds maintenance – High Cross (25.03.20 – 24.03.21)	Mid Sussex District Council
£167-38	Albourne Parish Council's	Henfield Parish Council

	contribution towards the printing/flyers/banners re: the Mayfield's proposal.	
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7.3 The outturn budget report for the financial year end 2019/20 was received and noted. This shows that the Parish Council has spent about half of its budget for the year. However, a number of budget heads were contingent (e.g. for the May 2019 elections) and had not been used.

7.4 It was noted that the internal audit to be carried out by Mulberry and Co. for the financial year 2019/20, will take place on 29<sup>th</sup> May 2020 (and will be done remotely in view of the current lockdown situation).

**8. (2020/036) - Delegated Decision.**

A decision taken by the Council, under delegated authority (on the grounds of urgency) to purchase a Speed Indication Device from Stocksigns at a price of £2,775-62 (including VAT), subject to WSCC funding the cost from its Unilateral Undertakings Fund, was formally noted and confirmed.

**9. (2020/037) – Current issues.** None were raised.

**10. (2020/038) - Councillors exchange of information/new matters.** None were raised.

SIGNED.....Graham Stafford/Jerry Butler  
Chairman/Vice Chairman

***NEXT ORDINARY MEETING: TUESDAY, 12<sup>th</sup> May 2020 @ 7.00 p.m. (being the Annual Parish Council meeting)***