

ALBOURNE PARISH COUNCIL [2023]

Minutes of the Parish Council meeting of Albourne Parish Council

held on: Tuesday, 4th April, 2023 at 7.00 p.m. in the Village Hall.

Present: Cllr Graham Stafford (GS) – Chairman
Cllr Jerry Butler (JB) – Vice Chairman
Cllr Di Smith (DS)
Cllr Suzanne Sawyer (SS)
Cllr Joy Parks (JP)
Cllr John Drew (JD)
Cllr Geoff Zeidler (GZ)

In attendance: Iain McLean; Parish Council Clerk (via remote means), and three members of the public.

- (2023/032) - Councillor GS formally opened the meeting, welcomed those present, and received apologies for absence.** Apologies for absence were received from Councillor Kristy Adams (MSDC), and Councillor Joy Dennis (WSCC).
- (2023/033) – Declarations of interest.** There were none declared on this occasion.
- (2023/034) – Adjournment for any questions or issues raised by members of the public.** There were no issues raised.
- (2023/035) – Approval of Minutes.** The minutes of the Parish Council meeting held on 7th March 2023 were duly approved and will be signed off, as a true record, by the Chairman as soon as possible.
- (2023/036) – To receive reports (if any) from WSCC Councillor Joy Dennis (JD), and MSDC Councillor Kristy Adams (KA).** There were no reports as neither Councillor was present.
- (2023/037) – Planning matters.**

6.1 Two 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
AE/DM/23/0678 - Truslers	Conversion of double detached garage to create ancillary	Albourne Parish Council notes that there appears to be no reference

Well, Truslers Hill Lane	accommodation to the main dwelling; part demolition of existing side single storey extension; two new porches; two-storey side and rear extensions and proposed balcony to first floor rear elevation; new detached garage store and outbuilding together with associated internal and external alterations.	on the plans or description to the Annex, which has already been built on the premises, and we feel that there is a general lack of clarity around the paperwork submitted by the applicants. In addition, the Council does have some concerns that the proposals represent a considerable increase in the size of the premises, and could be regarded as over-development of the site. However, we note that there are some mitigating family circumstances that could allow for this. Nonetheless, we also think it important to ensure that if MSDC is minded to grant planning consent, there should be conditions attached that prevent any part of the premises being used for any commercial activity.
AE/DM/22/3783 - Squirrels, The Street	(Tree Report 20.03.2023) Ground and first floor flat extension to front/side elevation, forming car port and balcony.	The tree report does not affect Albourne Parish Council's response to the main application as already submitted. We continue to support the comments and reservations of the Conservation Officer regarding these proposals.

6.2 Cllr JD reported (i) that there are now sufficient volunteers to take forward the Speed-watch scheme. The volunteers need to register, before the training can commence, (ii) with regard to the various Highway issues, which includes how best to take forward the speeding issues along Truslers Hill Lane, it was felt that as soon as the Council is advised of Richard Spellers' replacement at WSCC, a meeting is arranged to go through all the various matters with that person, (iii) a meeting is being arranged with Inspired Villages (the developer of the former Hazeldens site) to take forward the proposal from them to fund the purchase of a couple of Speed Indication Devices (SIDs) to help with obtaining evidence and data for seeking to reduce the speed along the B2118 London Road, (iv) JD had attended a zoom road safety meeting with Sussex police. This gave some useful statistics on Sussex roads regarding fatalities and injuries, and it was noted that in terms of agreeing reductions to 20 mph in other areas, the police were requiring various architectural changes to the roads, which will be very expensive. Generally, the approach of the police to such speed reductions appears to be rather ambivalent.

6.3. The Clerk has at last received an update from MSDC on the enforcement action at the Equestrian Centre. This has been circulated. However, it was noted that in response to the action being taken by MSDC, the owners have now put in a retrospective planning

application, which seeks to regularise the unauthorised use. The Parish Council's response will have to be made under delegated authority as the deadline for comments is 25th April 2023. However, it was felt that the proposals represent a very significant change of use, and raises some significant planning concerns. On recent planning outcomes, the Clerk reported that the planning application for Lanehurst Stables, under reference DM/22/3044 (replacement garage and workshop building – amended plans), has now been approved by MSDC.

7. (2023/038) – 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
£61-00 *	Contribution towards material for repair of kissing gate in Church Lane *	The Monday Group *
£300-00	Grant request	Kent, Surrey and Sussex Air Ambulance Service
£454-87	Half of broadband costs for the Village Hall (installation and contract fees incurred so far)	PlusNet (reimbursement for the Village Hall Management Committee)
£211-21	High Cross – grounds maintenance costs	Mid Sussex District Council
£143-88	Annual Zoom License fee	Zoom (reimbursement for Jerry Butler)
£48-96	Payroll admin charges (1 of 2)	West Sussex County Council

* As agreed under delegated authority (see also item 11 below).

7.3 The outturn budget for the financial year end 2022/23 was received, noted, and approved. This shows that the Council has spent just under half its budget, but that many of the budget heads were contingent on events. It was noted how sharply the electricity costs for the street lighting have increased over the last year.

7.4 The Clerk reported that the internal audit to be carried out by Mulberry and Co. for the financial year 2022/23, will take place on 15th May 2023 (and will be carried out remotely).

7.5 It was noted that because neither income nor expenditure for the financial year 2022/23 exceeded £25,000 the Parish Council can (as for the last two years) certify itself as exempt from a limited assurance review (i.e. the requirement to submit a full

set of financial papers for external audit). The Council therefore **RESOLVED** to accept the Clerk's recommendation to proceed accordingly.

7.6 The Council **AGREED**, as for last year, a request for a £300 grant to the Kent Surrey and Sussex Air Ambulance Service.

8. (2023/039) – Annual Parish Meeting. It was noted that the annual Parish Meeting of Electors will be held on Tuesday, 16th May 2023 at 7.30 p.m. The meeting will revert to taking place in person in the Village Hall. It will be chaired by the new Parish Council Chairman as elected at the Annual Parish Council meeting on 9th May 2023. The Clerk will post the Notice, and send round a draft Agenda for the meeting.

9. (2023/040) – Current issues. (i) On the gap in the hedge at Hunters Mead, it was noted that Beacon Fencing does not carry out any on-site work itself. It was therefore **AGREED** that Cllr JP would obtain a quote from Adie Rowe in order to resolve the issue, (ii) on the forthcoming elections on 4th May 2023, the final candidate list has not yet been published by MSDC, but that it is likely that there will be six nominations for the Council (the full complement being seven), including two new names. It will therefore be an uncontested election, and it means that there will be one immediate Casual Vacancy to fill following the election.

10. (2023/041) - Councillors exchange of information/new matters. Cllr JP raised the issue of the fly-tipping in the two areas previously recorded, being one at the lay-by on the B2116, and the other on the B2118 near the traffic lights. Despite being reported, and being taken up by Councillor Kristy Adams, nothing has been done. The matter will be chased up again. MSDC's email on the dog bin problem was discussed, and the unsatisfactory nature of the response was highlighted. The Clerk will take this up again with Councillor Kristy Adams. Despite being reported, the flooding problem outside Ernest Doe on the B2118 has still not been dealt with, nor any repair to the damage to the traffic sign in the middle of the road. This will be reported again. Cllr GS raised the issue of the blocked ditches on the B2116, in the light of correspondence with a local resident. It is not a matter that Operation Watershed can help with, and so the resident needs to take the matter up with WSCC Highways. Cllr JD reminded the meeting that new batteries for the SID machine will soon need to be purchased. Cllr DS asked that any contact information held by Councillors not standing for election be shared for continuity purposes. This was agreed. She also reported that the work to replace the fence alongside the Safer Routes to School footpath by the Village Hall is being done at long last. Cllr JB said that arrangements were in hand for the handover of the IT equipments for the planning applications, and remote meetings, and he will attend the meeting on the 9th May to ensure a smooth transition. It was **AGREED** that he be authorised to purchase a cable lead and laptop case for the planning laptop computer. He also said that he thought that there needs to be a review of the Clerk's salary soon. Cllr GZ referred to the letter he had drafted to Judy Holmes at MSDC regarding the next stage of the review into the District Plan. The draft minutes of the Scrutiny Committee meeting held on 15th March had been published, and this confirmed the requirement to engage positively with Towns and Parishes in connection with the Regulation 19 process. If there are no proposed amendments to the letter, the Clerk will send it. The email from the Sayers Common Village Society regarding a meeting to hear from the candidates for the new Downland Villages Ward was also discussed. It was felt in principle

that this was a good idea, and the Clerk will respond accordingly.

On a separate point, it was agreed following a request from John Parks that the Parish Council, through the Clerk, would as before, be the contact point for anyone interested in the defibrillator refresher training.

Finally, the Council expressed its immense gratitude to Councillors JB and GS (both of whom are not standing for election on the 4th May) for all their work and dedication to the Parish during their long periods of service on the Parish Council.

11. (2023/042) - Delegated decision. The decision approved under delegated authority, on the grounds of urgency, to contribute the sum of £61-00 to the Monday Group for repairing the kissing gate in Church Lane was noted for the record.

The meeting closed at 8.30 p.m.

SIGNED.....

Chairman/Vice Chairman

NEXT MEETING: TUESDAY, 9th MAY 2023 @ 7.00 p.m. (being the Annual Parish Council meeting, and first meeting of the new Council after the elections on 4th May 2023).