

# ALBOURNE PARISH COUNCIL [2021]

---

## Minutes of the Parish Council meeting of Albourne Parish Council

held on: Tuesday, 3<sup>rd</sup> August, 2021 at 7.00 p.m. in the Village Hall.

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

*In attendance:* Councillor Joy Dennis (WSCC) and one member of the public.

---

- 1. (2021/055) - Councillor GS formally opened the meeting, welcomed those present, and received apologies for absence.** Apologies for absence were received from Councillor Suzanne Sawyer, and the reason accepted. Apologies for absence were also received from the Clerk, Iain McLean.
- 2. (2021/056) – Declarations of interest.** There were none declared on this occasion.
- 3. (2021/057) – Adjournment for any questions or issues raised by members of the public.** None were raised.
- 4. (2021/058) – Approval of Minutes.** The minutes of the annual Parish Council meeting held on 6<sup>th</sup> May 2021 were duly approved and will be signed, as a true record, by the Chairman, as soon as possible.
- 5. (2021/059) – To receive reports (if any) from WSCC Councillor Joy Dennis (JD), and MSDC Councillor Judy Llewellyn-Burke (JLB).** JD gave a Covid update, which is available on the WSCC website. Her new role is the Cabinet member for transport. On the hedge issue along the B2118 (the pavement from Butts Cottages to Softech House) is virtually impassable, as well as from the traffic lights to Hurst. It was asked whether Speedwatch could be operated by the Police. GS will phone Area Sergeant to discuss. JD mentioned the recent minor accidents on the B2116 at the bottom of Twineham Lane. There is a complaint from a resident regarding the height of the grass by the High Cross triangle. NE will send details to J Dennis (this is the grass on the triangle at the junction of Twineham Lane and B2116). JP noted a post outside the School that is broken with jagged edges. She will send email to J Dennis. JP also referred to the

water pooling in the road outside her back garden, as a result of resurfacing, which is causing water to come over her fence in a wave. JD mentioned the redundant signs on the B2118. This is still awaiting a report from West Sussex Highways.

## 6. (2021/060) – 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/21/2488 Bounty Cottage, the Street	Construction of a swimming pool and shed extension.	Albourne Parish Council has no objections to this application, subject to there being no objections from the Conservation officer. However, we could see no reference in the application to access to the site for the construction vehicles. We would ask that if the track/public footpath to the North of Hunters Cottage is to be used, a condition is added to ensure that any damage made by construction vehicles or in regard to the work, once the project is completed, is properly repaired and made good.

6.2 The traffic issues and Village Gateway update are covered elsewhere in these minutes.

6.3. On planning enforcement, the car storage issue at the Albourne Equestrian Centre remains ongoing, and a retrospective planning application is still expected. However, there has been no communication from MSDC recently, and so the Clerk will chase this up. It was noted that the revised Horsham District Council Development Plan has been delayed in view of the revised National Planning Policy framework just issued by the Government.

6.4. On the re-naming of the new development at the former Kings Head pubic house, the Council did not think that “Kings Head” was appropriate for the reasons expressed by the relevant officer at MSDC. Therefore, it was considered that the renaming should be “Starleys” in honour of one of Albourne’s famous sons, James Starley, who invented the differential bicycle gear. This was proposed by Cllr NE, seconded by Cllr JD, and unanimously **AGREED**. The Clerk will reply to MSDC accordingly.

## 7. (2021/61) – 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 (July 2021)	West Sussex County Council
£20-00	Grass cutting in the Millennium Garden (June)	Brian Truran
£20-00	Grass cutting in the Millennium Garden (July)	Brian Truran
£20-00 (see also agenda item number 9)	Path weeding at the Millennium Garden	Brian Truran

7.3 External Audit. It was noted that the completed and signed Certificate of exemption for 2020/21 was sent to the external auditor, Moore, on 11<sup>th</sup> June 2021 (the deadline being 30<sup>th</sup> June 2021).

7.4. Internal Audit. The result of the annual Internal Audit for 2020/21, carried out by Mulberry & Co on the 20<sup>th</sup> May 2021, was received and noted. This had given the Parish Council a clean bill of financial health, but had made some recommendations, which the Clerk is dealing with. He will report back on these in due course.

7.5. External Audit. The Annual Governance Statement for 2020/21, was received, noted and approved. It was therefore **AGREED** to authorise the Chairman and Clerk to sign the document accordingly.

7.6. External Audit. The Accounting Statement for 2020/21, was received, noted and approved. It was therefore **AGREED** to authorise the Chairman and Clerk to sign the document accordingly.

## **8. (2021/063) – Delegated decisions.**

The delegated decisions taken since the last meeting in May, on the grounds of urgency, under the provisions of Standing Orders, were noted and confirmed, as follows:-

1. Village Gateways – To note and confirm for the record that it was agreed, (i) in order to ensure that the gateways are perfectly aligned with the concrete spurs, the contractor (PHB) will now fit the Gateways to the spurs, (ii) as it is likely that temporary traffic lights will be necessary for the white line road markings, which are to be painted adjacent to the gateways, this work should take place on the same day that the gateways are installed, and so this was duly arranged. Both (i) and (ii) can be treated as variations to the contract, but have an added extra cost, which will be separately reported (when the PHB revised quote/invoice is presented for payment).

2. Insurance – To note and confirm that in accordance with the recommendation from Came & Co, the Parish Council's insurance arrangements for 2021/22, including public liability, have been renewed with Hiscox. The Certificate will be posted in the Village Hall, in accordance with the requirements, as soon as circumstances permit.

3. Installation of new bench in the Millennium Garden – To note and confirm that the quote for the above project, in the sum of £221, has been accepted, and in the circumstances, Financial Regulations requiring 3 estimates were waived.

4. Hedge re-planting in the Millennium Garden – To note and confirm that the Clerk be authorised to apply for the hedging grant for the renewal of the hedge in the Millennium Garden (the deadline for applications is 8<sup>th</sup> August 2021), subject to full details being worked up by Councillors Sawyer and Parks, and forwarded to the Clerk.

5. Speed Indication Device – To note and confirm that in view of the early failure of the USB socket in the SID, it was agreed that Stocksigns undertake a Bluetooth upgrade at the cost of the unit, which is £165 inclusive of VAT, and to carry out any necessary repairs without further charge. (This work removes the need for a wired connection and has the advantage of being a safer means of downloading data, as it will not involve the need to access the SID by ladder.)

6. Invoices – To note and confirm that the invoices below were authorised for payment-

<b>AMOUNT</b>	<b>PROCUREMENT</b>	<b>PAYEE</b>
£427-83	Clerk's salary + on costs (May 2021)	West Sussex County Council
£180-00	Internal audit fee for 2020/21	Mulberry & Co
£206-99	Payment 1 of 2 for Street lights maintenance contract	Streetlights
£740-85	Annual Parish Council Insurance premium	Came & Co
£45-00	Clearance of the "Common Copse" land	Brian Truran
£30-00	Grass cutting (£20) and bramble clearance (£10) at the Millennium Garden	Brian Truran
£427-83	Clerk's salary + on costs (June 2021)	West Sussex County Council
£150-00	Website hosting and support	Vision ICT Ltd
£20-00	Grass cutting in the Millennium Garden (June)	Brian Truran

**9. (2021/064) - Millennium Garden.** It was **AGREED** to commission Brian Truran to carry out weed clearance work to the paths in the Garden, as part of the existing agreement regarding lawn mowing, and also to agree to purchase and lay down further wood chippings in order to renew those parts of the paths that need recovering.

**10. (2021/065) – Current issues.** (i) The Village Gateways Installation is taking place on 6<sup>th</sup> August. There have been problems with having hatched white lines due to the width of the road. On the recommendation from Highways Manager, thicker white lines will only be allowed. The contractor, PHB, has been notified and the price accepted. (ii) The new bench for the Millennium Garden has not yet been installed, but this is expected shortly. (iii) It turns out that the application process for the hedge re-planting grant is very detailed and complicated. It is not cost or time effective to pursue this. It was therefore decided to fund and fill in the gaps from within the Council's own resources. (iv) On the Speed Indication Device (SID), Cllr JD confirmed the need for the upgrade due to the USB socket needing replacement and referred to the cost as set out in the delegated decisions item above. The machine has been sent to Stocksigns for the appropriate upgrade.

**11. (2021/066) - Councillors exchange of information/new matters.** Cllr NE raised

the issue of the water down Church Lane by the Old School. There had been a complaint from a resident about grey water flowing from the property onto Church Lane. The Clerk is asked to inform MSDC Environmental Health Department. Cllr DS raised an issue of a tree with low branches in Hunters Mead. An email has been sent by Cllr SS to MSDC, but the Clerk is asked to chase this up. Also, a gap has been made in the hedge in Hunters Mead to create a shortcut. The gap needs to be filled in and closed off. The Clerk will take this up again with MSDC. DS also reported that the Pound is overgrown with brambles, etc. GS will contact the Village handyman. Cllr JP referred to the gaps in the hedge opposite Ernest Doe caused by the falling tree and the contractors who removed it. GS will report this to MSDC. JP also said that in regard to the western side of the Village, a number of complaints had been received about a smell that is circulating in that area. It was thought that this is coming from the direction of Morleys Farm on the Henfield Road. A copy of the Albourne Connected correspondence regarding this issue will be sent to the Clerk, although it was noted that this is not in Albourne Parish. The Clerk is asked to take the matter up with Horsham D C (Environmental Health). Cllr GS had been approached prior to the meeting re the security of the gate to the recreation ground. Although there were locks present on the gate and the overhead barrier, the gate has been turned upside for some reason and is in a poor condition. GS to advise MSDC. Cllr JB said that the CCTV coverage has now been installed at the Village Hall, and the neighbours informed. He also notified the Council that there are problems with the Hall flooring as it contains asbestos. There will therefore be an additional cost for its removal, and the members of the VH Management Committee have been advised of the details.

The meeting closed at 8.15 p.m.

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

***NEXT ORDINARY MEETING: TUESDAY, 7<sup>th</sup> September 2021 @ 7.00 p.m.***