

# ALBOURNE PARISH COUNCIL [2023]

---

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

held on: Tuesday, 6<sup>th</sup> June, 2023 at 7.00 p.m. in the Village Hall.

*Present:* Cllr John Drew (JD) – Chairman  
Cllr Joy Parks (JP) – Vice Chairman  
Cllr Di Smith (DS)  
Cllr Suzanne Sawyer (SS)  
Cllr Shane Axtell (SA)  
Cllr John Spencer (JS) (from item 2)

*In attendance:* Iain McLean; Parish Council Clerk, Councillor Imelda Spencer (via remote means) (IS), Councillor Joy Dennis (WSCC) and 3 members of the public.

---

- 1. (2023/057) - Councillor JD formally opened the meeting, welcomed those present, and received apologies for absence.** Apologies for absence were received from Councillor Imelda Spencer, and the reason accepted. Councillor Geoff Zeidler (MSDC) had also sent his apologies.
- 2. (2023/058) - Casual Vacancy on the Parish Council.**  
Following the decision taken at the last meeting in May, Councillor DS proposed that John Spencer be co-opted onto the Parish Council, and this was seconded by Councillor SS. It was then unanimously **RESOLVED** to co-opt **JOHN SPENCER** on to the Parish Council in order to bring the Council up to its full complement of seven members, and Councillor Spencer duly took his place as a Parish Councillor at the meeting.
- 3. (2023/059) – Declarations of interest.** There were none declared on this occasion.
- 4. (2023/060) – Adjournment for any questions or issues raised by members of the public.** None were raised.
- 5. (2023/061) – Approval of Minutes.** The minutes of the Annual Parish Council meeting held on 9<sup>th</sup> May 2023 were duly approved and will be signed off, as a true record, by the Chairman as soon as possible.
- 6. (2023/062) – To receive reports (if any) from WSCC Councillor Joy Dennis (JD), and MSDC Councillor Geoff Zeidler (GZ).** Cllr JD gave her report. The main points covered were (i) the pressure on school places in the County is being addressed, (ii) there is a trial of the school streets initiative taking place at two schools, with temporary

road closures put in place at drop off and pick up times, aimed at reducing parking problems outside schools. The Parish Council needs to consider whether this might be helpful for Albourne School, but there are some practical issues that would make this difficult. However, the idea of placing signs, which is also taking place at a number of schools, may be more suitable, (iii) there is still Operation Watershed funding for flooding issues, and this might be useful in addressing the problem highlighted by Cllr JP (see further below) regarding the flooding problem on the B2116 opposite Barn Close. Cllr SA will be taking on the Operation Watershed role from former Councillor Graham Stafford, (iv) it was reported that the Burgess Hill fire station is fully manned now, (v) Reeds Lane is closing at the end of June for resurfacing, and to deal with the pothole problem, (vi) the provision of the cycle ways programme, including a link from Albourne to Hurstpierpoint, is making progress with a number of sections already completed, (vii) it was confirmed that Adam Denby is Richard Speller's replacement at WSCC Highways, and so the meeting to discuss all the outstanding traffic issues in Albourne can now be progressed, (viii) Cllr SS raised the general concern about the state of the local roads in terms of potholes, and whilst there is a rolling programme of addressing this issue, e.g. with the deployment of find and patch work teams, there is a very heavy workload for the County to deal with, and roads have to be prioritised accordingly, (vix) Cllr JP raised the issue of the traffic conflict problem at the traffic lights on the B2118 due to the lack of adequate road markings, and this will be on the list for the traffic issues meeting with Adam Denby. It is also considered appropriate to have a warning "Junction ahead" sign prior to the turn into the Street from the B2116 approaching to the east, as this is on a bend and there have been a number of accidents at this junction. The matter will also be added to the meeting list.

**7. (2023/063) – Review of Governance documents** - (i) The Council reviewed, and confirmed that both current Standing Orders and Financial Regulations were considered to be satisfactory, (ii) it was recognised that the Risk Assessment document needs updating, as things have moved on since last year, and so the Clerk was requested to circulate a revised and updated document as soon as possible for further approval by members.

**8. (2023/064) – Planning matters.**

8.1 Two planning applications were considered, and the plans and relevant policies presented and discussed. It was therefore ***RESOLVED to comment to MSDC as follows:-***

<b>PROPERTY</b>	<b>PROPOSAL</b>	<b>AGREED RESPONSE</b>
DM/23/1223 – 10 Leyfield	Detached garage in front of property including drive/crossover.	Albourne Parish Council does not detect any significant changes from the previously refused application, and so has no reason to change its previous response. This is that the Council still objects to this application, given the significantly adverse affect it will have on the street scene and the loss of parking. The Council also very much continues to agree with, and supports the comments of the Conservation Officer.

DM/23/1341 - Truslers Well, Truslers Hill Lane	Proposed garage conversion to be used as incidental to the occupation and enjoyment of the main dwelling. This is an application to establish whether the development is lawful. This will be a legal decision where the planning merits of the proposed use cannot be taken into account.	Albourne Parish Council has no information or reasons to affect or influence the legal decision that needs to be taken in this case, in terms of the lawfulness of the application.
--	--	---

8.2 Cllr JD reiterated the need for the meeting with Adam Denby to discuss all the outstanding traffic and highway issues, including the progress of the Traffic Regulation Order (TRO) regarding the speeding issues, and so Cllr JD (WSCC) and JD will take this forward. He also referred to the recent on-site meeting with Christine Ellison (WSCC) regarding the Community Highways Scheme application to address the problem of parking at the School at drop off and collection times. Action points had been agreed, and whilst it had been a useful meeting, it had not been particularly encouraging in terms of being able to achieve all the objectives of the scheme. The proposal to have the School bus park up in the lay-by at the bus stop on the B2118, rather than in the Street, was also referred to, and this will be taken up further by the Clerk. Cllr JP, having first declared a personal interest (since her property is directly affected by the issue) then set out the problem, which she is pursuing directly with WSCC, of the continual flooding of the B2116 outside Barn Close, due to the condition of the surfacing of the road. It was agreed that the Parish Council would also take this matter up, and it will therefore be added to the list for discussion with WSCC.

8.3. The Clerk reported that the review of the District Plan still appears to be on hold, pending further Government input on national planning policy. It was noted that Cllr JS will lead on planning issues for the Parish Council. The Clerk reported on two recent planning application outcomes, and these had been circulated.

## 9. (2023/065) – Finance report and matters.

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

9.2 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 (May)	West Sussex County Council
£216-00	Internal audit fee for 2022/23	Mulberry & Co
£20-00	Grass cutting at the Millennium Garden x 1	Brian Truran
£126-68	Replacement battery + accessories for Speed Indication Device (SID)	John Parks (reimbursement)
£161-26	IT and website support – annual	Vision ICT Limited

	fee	
£20-00 *	Grass cutting at the Millennium Garden x 1 *	Brian Truran *
£120-00 *	Spring/summer weed, etc., clearance at the Millennium Garden *	Adie Rowe *

\* These invoices were received since circulation of the list, and so were additionally approved for payment at the meeting.

Cllr IS mentioned at this point, that whilst there was currently free use of a speed gun regarding the Speed-watch programme, it would be necessary for the Parish Council to purchase its own device. This was agreed in principle by members, and so appropriate quotes will be obtained and the matter brought back to Council in due course.

9.3 External audit. The completed Certificate of Exemption for 2022/23, was received, noted and approved, and the Chairman and the Clerk were duly authorised to sign the document accordingly.

9.4 Internal audit. The completed part of the form, and the full report had been circulated by the Clerk. The Clerk referred to the actions that the auditor had recommended should be taken going forward. It was noted that these would be acted on and resolved, but on the issue of having separate email addresses for Councillors, it was agreed (given that most communication comes via the Clerk) that no action would be taken for the present, but that the matter would be kept under review.

9.5 External Audit. The completed Annual Governance Statement for 2022/23, was received, noted and approved, and the Chairman and the Clerk were duly authorised to sign the document accordingly.

9.6 External audit. The completed Accounting Statements for 2022/23, were received, noted, and approved, and the Chairman and the Clerk duly were authorised to sign the document accordingly.

9.7 Insurance. Regarding the decision taken at the last meeting, the Clerk confirmed that in accordance with the recommendation from Gallagher & Co, the Parish Council's insurance arrangements for 2023/24, including public liability, have been renewed with Hiscox. The position was duly noted, and the Certificate of Public Liability will be posted in the Village Hall, in accordance with the legal requirements, as soon as circumstances allow.

**10. (2023/066) - Annual Parish Meeting.** The meeting was held in the Village Hall on 16<sup>th</sup> May 2023, in the presence of 12 residents, and there had been good participation. The draft minutes will be published as soon as possible but there are no particular actions that the Parish Council needs to take at the present time. However, the main issues that had come up were the considerable planning pressures in the Parish, which Councillor Geoff Zeidler (MSDC) had covered very thoroughly, and also the problem of the emptying of the dog waste bins in the Parish. Many of the matters referred to remain ongoing and will be the subject of

future Parish Council meetings. Cllr DS noted that there are a number of new Councillors following the recent elections, and raised the issue of the availability of appropriate training. The Clerk will look into this, and respond further as soon as possible. Finally, it was thought that the meeting needs to be better publicised, e.g. via the Albourne Connected forum.

**11. (2023/067) – Current issues.** There were no particular updates to report, and this item was combined with item 12 below.

**12. (2023/068) - Councillors exchange of information/new matters.** Cllr DS raised the issue of the gap in the hedge alongside Hunters Mead. However, Cllr JP has previously sent round a quote from Adie Rowe to resolve this. Cllr DS also reported that a local resident had tightened up the new fence alongside the safer routes to school footpath at the Village Hall to prevent the fence coming apart in places. Cllr IS raised the issue of the possibility of having some additional traffic signs in connection with the Speed-Watch project, but there are considerations of size and street clutter. Cllr JD will therefore look into this further and assess the need and suitability for this. Cllr JP referred to the quote from Adie Rowe above, and proposed that it be accepted. This was seconded by Cllr SS, and it was then unanimously **RESOLVED** to accept the quote of £120 in order to resolve this issue. She also referred to the mowing of the Recreation Ground by MSDC (which had also been raised by a local resident), and the often unsatisfactory and irregular nature of the work done. It was noted that the Ground is supposed to be cut every three weeks, and this will need to be monitored and kept under review. She also mentioned, as an important source of feedback, of having an updates summary after each Parish Council meeting added to the Albourne Connected Forum, and this was agreed. Cllr SS said that the tree planting scheme is still outstanding, and this needs to be progressed. Cllr JD mentioned that he thought that a list of current matters relating to ongoing Parish Council projects would be a useful tool, and so he will draft and circulate this for approval. He also said that he was developing an ongoing relationship on behalf of the Parish Council with the Church, and will be contributing to the Parish Magazine.

The meeting closed at 8.55 p.m.

SIGNED.....John Drew/Joy Parks  
Chairman/Vice Chairman

***NEXT ORDINARY MEETING: TUESDAY, 4<sup>th</sup> JULY 2023 @ 7.00 p.m.***