

ALBOURNE PARISH COUNCIL [2026]

Minutes of the Parish Council meeting of Albourne Parish Council

held on: Tuesday, 2nd June, 2026 at 7.00 p.m. in the Village Hall.

Present: Cllr John Drew (JD) – Chairman
Cllr Imelda Spencer (IS) – Vice Chairman
Cllr Di Smith (DS)
Cllr Suzanne Sawyer (SS)
Cllr John Spencer (JS)
Cllr Dave Robson (DR) from item 2

In attendance: Iain McLean; Parish Council Clerk (attending remotely via Zoom),
Councillor Geoff Zeidler (MSDC), Councillor Rodney Jackson (WSCC) and 4
members of the public.

-
1. **(2026/054) - Councillor JD formally opened the meeting, welcomed those present, and received apologies for absence.** There were no apologies for absence on this occasion.
 2. **(2026/055) – Casual Vacancy on the Parish Council.** Two candidates presented their credentials for the position of Parish Councillor. After discussion, Councillor DS proposed that Dave Robson be co-opted onto the Parish Council, and this was seconded by Councillor SS. It was then unanimously **RESOLVED** to co-opt **DAVE ROBSON** on to the Parish Council in order to bring the Council up to six out of its of seven members, and Councillor Robson duly took his place as a Parish Councillor at the meeting.
 3. **(2026/056) – Declarations of interest.** There were none declared on this occasion.
 4. **(2026/057) – Adjournment for any questions or issues raised by members of the public.** (i) There has been another road traffic accident on the B2116 at the junction with Twineham Lane. This involved three cars. It was attended by the police, but highlights once again the dangers posed by the junction arrangements at this location. The only solution would be a reduction in the speed limit to 30 mph, and a change in the layout of the junction. It was suggested that the new Cabinet member for WSCC for Highways and Traffic be invited to a future meeting in order to discuss these issues, (ii) It was reported that a “Give Way” sign at the junction had been knocked over. (iii) There has been some progress over the recent ideas to improve the car parking situation at the School during drop off and pick up times. It is hoped that a reduction in parking both in

Barn Close, and on the pavements will be the outcome. However, it is still the case that not all parents are co-operating. Some further measures have been suggested, such as restricting parking to residents only at certain times, but this would need proper enforcement. Cllr SS said that it is the way that people park that is the problem.

5. **(2026/058) – Approval of Minutes.** The minutes of the Annual Parish Council meeting held on 5th May 2026 were duly approved and will be signed off, as a true record, by the Chairman as soon as possible.
6. **(2026/059) – Further Casual Vacancy on the Parish Council.** It was noted that following the resignation of Councillor Joy Parks, a further Casual Vacancy arises on the Parish Council, and the statutory notice was published on 6th May 2026. No election was called by 27th May, and so the Parish Council may proceed to fill the vacancy by co-option (at the July meeting). The position has been advertised accordingly.
7. **(2026/060) – To receive reports (if any) from WSCC Councillor Rodney Jackson (RJ), and MSDC Councillor Geoff Zeidler (GZ).** Cllr GZ gave his report. The main points were (i) the ongoing redevelopment and revitalisation of Burgess Hill, (ii) an update on the prospects for establishing a unitary Authority for West Sussex. The latest proposal from the Government combines Chichester, Mid Sussex, Horsham and Crawley. A decision is expected later in the summer, (iii) he referred to the ongoing engagement with the District Plan and the Sayers Common Village proposal. The s.106 developer contributions towards infrastructure, along with the delivery of that infrastructure, are becoming a key part of the discussions. The additional sites for development, in order to meet the higher housing number, are now in the public domain and are published on MSDC's website. These are now going forward for the in-combination testing as required by the Planning Inspector. This will inform the final selection of the new sites, which will then lead to a formal 6 week consultation period. Councillors raised the issue of ensuring a proper and adequate water supply for all these new developments in the District, and it was reported that MSDC, the developers, and South East water are working towards that end. Cllr RJ as the new WSCC Ward Councillor introduced himself. He mentioned that there is now a joint administration at WSCC led by the liberal democrats. He is still in the process of familiarisation with regard to his new role, in terms of engagement with Parish Councils, and so had nothing specifically to report at this meeting.
8. **(2026/061) – Review of Governance documents.** (i) Standing Orders and Financial Regulations were reviewed and re-adopted (ii) The Risk Assessment document was reviewed, updated, and re-adopted. (iii) The Forward Action Plan was reviewed and noted. Most items are ongoing, but the project to improve the streetlights for which the Parish Council is responsible, has been successfully completed. (iv) The Clerk had circulated an Information Technology policy, as now required by the Assertion 10 part of the annual Audit. Subject to checking and inserting the time period for the retention of emails/documents, etc., it was duly **RESOLVED** to adopt the policy in the presented form. The Clerk will also publish this document on the website.
9. **(2026/062) – Planning matters.**

9.1 There were no planning applications for Albourne to consider this cycle. However, the Parish Council had been invited to submit a response on an application situated in Hurstpierpoint and Sayers Common Parish. It is part of the overall Sayers Common Village proposal for the large scale development of the land between Sayers Common and Albourne.

DM/25/3067 - Land west of Kings Business Centre, Reeds Lane, Sayers Common. The Erection of 80 new residential dwellings (Use Class C3), including affordable housing units, vehicular, pedestrian and cycle access (including new footpath links to the east and west of the site along Reeds Lane), landscaping and open space, parking, sustainable drainage and other related works. (Site levels and drainage note received 16/1/25. Transport Note, Travel Plan Statement, Landscape and Visual Appraisal, GCN Technical Note and amended plans received 17/4/25).

The response submitted to MSDC is set out separately with these minutes.

9.2 On planning matters, the Parish Council continues to engage with the Sayers Common Development Group Liaison meetings in order to input the Master-Plan, infrastructure requirements, and estate lay outs. The lead developer, Berkeleys, has developed a draft Transport Strategy, which seeks to address a number of issues, such as the Hurstpierpoint high street congestion. They are also doing some more work on drainage and flooding concerns. It was noted that the re-vamping of the infrastructure lay outs pushes most of this closer to Sayers Common village. The Parish Council needs to consider whether this will be a problem for Albourne residents. The implications of the proposed diversion of Reeds Lane through the development and out onto the B2118, also needs to be thought through.

9.3. On traffic and highway matters, the response from WSCC over the suggestion to re-order the school warning signs, including installing an additional sign on the B2116, was noted with disappointment. Councillors re-iterated that there is a clear safety aspect to what is needed to make drivers more aware of the School. The Clerk will go back to WSCC accordingly, and it may be that Councillor Rodney Jackson can be persuaded to endorse the Parish Council's proposals. After discussion it was **RESOLVED** to agree to placing two traffic loops down on Truslers Hill Lane/Shaves Wood Lane in order to complete the survey that had already taken place in terms of obtaining baseline data to support the Parish Councils case regarding the frequency of traffic movements around Albourne, Hurstpierpoint, and Twineham. The Clerk has sought an estimate from Obtrada regarding the cost.

10. (2026/063) – Finance report and matters.

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

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

AMOUNT	PROCUREMENT	PAYEE
£622-77	Clerk's salary + on costs (May)	WSCC – Sundry Debtors Fund
£160-00	Spring maintenance of the Millennium Garden (tidying up trees and paths)	Adie Rowe
£5-95	Refreshments for Annual Parish meeting	Suzanne Sawyer (reimbursement)

£292-50	Internal audit fee for 2025/26	Mulberry LAS Limited
£66-00	Repairs to lighting column R in Leyfield, following vehicle impact	Streetlights
£145-00	Traffic loops on local roads to obtain baseline traffic data	Hurstpierpoint and Sayers Common Parish Council
£1,415-00 *	Refurbishment/renewal of the High Cross finger-post on the B2116 *	Mr T Ralph *
£1,042-42 *	Annual Parish Council *Insurance premium	Arthur J Gallagher Insurance Brokers Limited *

** These invoices came in after publication of the Agenda, and were added to the list for authorisation at the meeting in view of the urgency.*

10.3 Internal audit 2025/26. The internal audit had been conducted by Mulberry LAS Limited on 15th May. The completed part of the audit form, and the full report by the auditor had been circulated to Members 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. The Clerk had in fact already rectified the errors in the required publication of documents on the website, and noted that there had been no further instances of the late submission of the Village Hall accounts to the Charity Commission. Otherwise, the audit had given the Parish Council a clean bill of financial health.

10.4 External Audit. The completed Annual Governance Statement for 2025/26, was received, noted and approved, and the Chairman and the Clerk were duly authorised to sign the document accordingly.

10.5 External audit. The completed Accounting Statements for 2025/26, were received, noted, and approved, and the Chairman and the Clerk duly were authorised to sign the document accordingly.

10.6 Insurance. Regarding the update given at the last meeting, the Clerk confirmed that in accordance with the recommendation from Gallagher & Co, the Parish Council's insurance arrangements for 2026/27, 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 possible.

11. (2026/064) - Annual Parish Meeting. The meeting was held in the Village Hall on 5th May 2026, in the presence of some 30 residents, and there had been good participation. There are no particular action points to address. There was a particularly detailed discussion around the District Plan and the Sayers Common Village housing development proposal. The Parish Council continues to be fully engaged in the process in order to try and ensure the best outcome for the existing settlements, and that concerns around traffic, flooding, and infrastructure are properly addressed. The draft minutes will be published as soon as possible for approval at next year's meeting.

12. (2026/65) - Report from Village Hall Management Committee (VHMC). The Chairman of the VHMC reported on the meeting held on 12th May 2026. The minutes have been circulated to members, and will be on the website in due course. On the question of

putting some appropriate advertising signage somewhere on or near the Village Hall premises, as requested by the Under 5s Group, it was **AGREED** that the Under 5s Group will put some firm proposals and mock ups of the signage to the Chairman of the VHMC for further consideration. She will then consult further as necessary. On the question of providing some more benches in the play area of the Recreation Ground, it was felt that this should come to a future meeting, as there are a number of issues to consider, not least the fact that MSDC, as the owners and managers of the land, would need to be involved.

13. (2026/66) – Delegated Authority. The decision taken under delegated authority as set out in the Council’s Standing Orders to commission Adie Rowe to clear the allotment site perimeter areas, and the two currently vacant plots, in accordance with his quote, was duly noted for the record. The decision to clear these areas has previously been taken by full Council at a previous meeting.

14. (2026/067) – Current issues. Cllr JD went through the rolling list of actions, and updated the document as necessary. This will be published separately. The main updates were (i) there are two more volunteers for Operation Speed-watch. Further sessions are planned for later in June and July and Truslers Hill Lane will be included. (ii) The planting improvements in the Millennium Garden are ongoing. This includes poppies around the silent soldiers, and daffodil bulbs in October. (iii) The refurbishment of the High Cross fingerpost has been completed. (iv) The collection of SID data is ongoing (Speed Indication Device). (v) The issue of the adoption of Barn Close, and the repair of potholes, remains unresolved. There has been a response from WSCC Highways, but they are doing some further research.

15. (2026/068) - Councillors exchange of information/new matters. Cllr SS noted that the trees from a private property adjacent to the footpath through the Recreation Ground are once again overhanging the path, particularly in wet weather. The Clerk will write to the owner again asking that the branches are cut back.

The meeting closed at 8.58 p.m.

SIGNED.....John Drew/Imelda Spencer
Chairman/Vice Chairman

NEXT ORDINARY MEETING: TUESDAY, 7th JULY 2026 @ 7.00 p.m.