

# ALBOURNE PARISH COUNCIL [2025]

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

**held on: Tuesday, 6<sup>th</sup> May 2025, at 6.00 p.m.**

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

*In attendance:* Iain McLean; Parish Council Clerk (attending remotely via Zoom).

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1. **(2025/043) - Election of Chairman for the ensuing municipal year.** This being the first meeting of the Parish Council for the new Council year, nominations for the office of Chairman of the Parish Council for the Council year 2025/26 were called for. Councillor John Drew was **PROPOSED** by Councillor Di Smith and **SECONDED** by Councillor Suzanne Sawyer. There being no other nominations, **Councillor John Drew** was duly and unanimously **ELECTED** to serve as Chairman of the Parish Council for the Council year 2025/26.
2. **(2025/044) – Councillor JD then formally opened the meeting, welcomed those present, and received apologies for absence.** There were none.
3. **(2025/045) – New Chairman signs Declaration of Acceptance of Office.** Councillor Drew will sign the Declaration of Acceptance of Office, in the presence of the Clerk, who will also sign and date the document, as soon as possible.
4. **(2025/046) – Election of Vice Chairman for the ensuing municipal year.** Councillor Drew, having duly taken the Chair, called for nominations for the office of Vice Chairman of the Parish Council for the Council year 2025/26. Councillor Joy Parks was **PROPOSED** by Councillor Di Smith and **SECONDED** by Councillor Suzanne Sawyer. There being no other nominations, **Councillor Joy Parks** was duly and unanimously **ELECTED** to serve as Vice Chairman of the Parish Council for the Council year 2025/26. Councillor JP indicated that this would be her last year in the office.
5. **(2025/047) – Declarations of interest.** There were none declared on this occasion.

6. **(2025/048) – Adjournment for any questions or issues raised by members of the public.** There were none raised at the meeting.

7. **(2025/049) – Approval of Minutes.** The minutes of the Parish Council meeting held on 1<sup>st</sup> April 2025 were duly approved and will be signed, as a true record, by the Chairman, as soon as possible.

8. **(2025/050) – To receive reports (if any) from WSCC Councillor Joy Dennis (JD), and MSDC Councillor Geoff Zeidler (GZ).** There were no reports on this occasion as neither Councillor was present. However, it was noted that their attendance may be at the Annual Parish meeting of Electors, which takes place immediately after this meeting.

9. **(2025/051) - Appointment of the Village Hall Management Committee (VHMC).** Under its constitution there are five Councillor Members to be appointed to the Committee. However, there are only four nominations, and so it was **RESOLVED** that the VHMC for the municipal year 2025/26 should comprise a membership of Councillors Smith, Sawyer, Axtell, and John Spencer. It was therefore decided that the Committee should continue to proceed with just four Councillors for the time being. It was noted that the three appointed co-opted representatives on the Committee are currently Eve Gerhold, Christopher Davies, and Dave Robson. However, under the recently amended constitution, there is now a fourth place for a co-opted member, and this is likely to be filled at the next VHMC meeting on 27<sup>th</sup> May, when all the appointments will be made and confirmed. Further, under this item, the Parish Council **AGREED** to direct that (i) all members of the VHMC are required to declare any conflicts of interest, and play no part in the discussions or decisions relating to such an item. Any member declaring such an interest should therefore leave the meeting for the duration of the relevant item. (ii) That a working group comprising Councillors Smith, Spencer (John), and Drew should look into the review of the hiring charges for the Village Hall, and make the appropriate recommendations back to the VHMC. These matters will all be reported to the next meeting of the VHMC on 27<sup>th</sup> May.

## 10. (2024/052) – Planning matters.

10.1 Three planning applications were considered, and the plans and relevant policies presented and discussed. It being proposed by Cllr JS and seconded by Cllr SA, it was therefore **RESOLVED to comment to MSDC as follows:-**

PROPERTY	PROPOSAL	AGREED RESPONSE
* DM/25/0830 - The Stables, Honeybourne Farm, Truslers Hill Lane	* Variation of condition no. 2 of planning application DM/22/0345 - to amend approved drawings to allow for design changes.	Albourne Parish Council has no objections to this application. *
DM/25/0504 - Rainbow Cottage, 1 Cottage Homes,	Single storey side extension 2 storey front extension along with	Albourne Parish Council has no objections to this application. However, this will add a very small

Truslers Hill Lane	internal alterations. Replacement of existing Upvc windows and external Upvc doors to Aluminium.	increase to the risk of flooding, which we are aware is a problem in this area. It is worth noting that a large area of concrete paving took place between 2012 and 2019 as indicated on Google maps street view, which would have increased the risk of flooding in the area. The Flood Risk Assessment states <i>6.3 The redevelopment of the site is considered likely to slightly increase the impermeable area of the site as the area to be developed at the front is currently laid to lawn. The area to be developed at the side is already non-permeable paving. This could be reduced by the use of permeable paving in the paths and paved areas, installing a rain garden and rainwater harvesting with water butts on drainpipe downpipes.</i> Therefore if the application is to be approved, we take the view that the opportunity to improve the flood risk, e.g. by using permeable hard surfacing, or preferably by attenuation drainage, as referred to in the Flood Risk report, should be taken. This should be achieved by attaching appropriate conditions to any consent.
DM/25/1054 - Nursery Barn, Church Lane	Existing garden store converted to annex accommodation, no alterations to external elements.	Albourne Parish Council has no objections to this application. However, we fully support the view of the Planning Officer in that <i>"the use of the annex should be reliant on the main dwelling house. It is important it does not constitute a separate, standalone unit of accommodation and it could not operate as such, given the site constraints and reliance on the main dwelling house."</i> Appropriate conditions covering this should therefore be attached to any consent.

*\* In view of the fact that the deadline for the response was prior to the date of the meeting, this application has been dealt with under the delegated authority provisions of Standing Orders, and the agreed response is set out in these minutes for the record, as required by Standing Orders.*

10.2 Councillors JD and JP had met with WSCC officers and Councillor Joy Dennis on 29<sup>th</sup> April. It was very disappointing to be informed that despite the petition, which the Parish Council had been encouraged to undertake, and had been so well supported, that WSCC had once again rejected the Traffic Regulation Order for the reduction in speed on the stretch of the B2116. The Council will seek to find out the exact reasons for this, but it appears to be on the basis of a lack of reportable accident data. It seems that despite the fact that the speed limit policy allows for broader factors, there is still such a heavy reliance on e.g. average speed data. It also seems at odds with other TRO applications that have been successful. On the parking issues in the Street, the School have been urged to develop an Active Travel Plan, and it may be that signage such as “20 is plenty” would help (bit not in the vicinity of the 30 mph roundels). It was noted that the work to the dropped gully has been done. On the lack of a continuous pavement on the Street, the Parish Council will look into ownership, as WSCC is saying that this needs to be established before they could do anything. On the 2 lanes into 1 issue at the traffic lights on the B2118, WSCC take the view that the current signage is adequate, and again, there is no accident data to support any change, even though the potential dangers have been recognised. Finally, Cllr JD reported that WSCC would no longer be able to resource monthly meetings, but would in the future meet be prepared to meet on an ad hoc basis.

10.3. On planning generally, there is still no progress on the District Plan. There is a meeting on 20<sup>th</sup> May with MSDC and the other nearby Parishes in order to discuss the Sayers Village housing development in the Plan, and to input the proposed Master-plan for the scheme. It will also be appropriate to review the Statement of Common Ground entered into with MSDC by the five different developers for the scheme.

## **11. (2025/053) – Finance report and matters.**

11.1 The financial summary and the Bank reconciliation for the month, were received, noted, and approved. It was noted that the first half of the annual precept for 2025/26 in the sum of £7,511 has been received from MSDC, and should be on the next Bank Statement. It was also noted that following issue of the invoices, the allotment fee payments for all five of the currently tenanted plots for 2025/26 had been made. As previously reported and discussed, there remains the one vacancy.

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

AMOUNT	PROCUREMENT	PAYEE
£601-52	Clerk's salary + on costs (April)	West Sussex County Council
£259-62	WSALC/NALC Subscriptions for 2025/6	West Sussex ALC Limited
£200-00	Silent soldier for remembrance days	Reimbursement for John Parks (Lest we Forget Co.)
£57-38	Payroll admin. charges (01.10.24- 31/03/25)	West Sussex County Council
£160-78	Fixings for Silent Soldier, and wall plates to help prevent parking at the Village Hall in front of the emergency exit	Reimbursement for Dan Smith (Metal Store)
£40-00	Printing cost for leaflets for the Annual Parish meeting of	Reimbursement for John Parks (QD Stationery and Services)

	electors on May 6 <sup>th</sup> .	Ltd)
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11.3 On the review of the Notice of Conclusion of Audit for 2023/24, it was noted that no objections to the accounts had been made, or any issues raised. The papers have been duly filed and have been published on the website under the transparency requirements.

11.4 It was **AGREED** to authorise the Clerk to confirm with Streetlights (the maintenance contractor) to proceed with the work to the Parish owned streetlights (being lamp renewal and repainting) at the costs which the Clerk reported, totalling £2,440 + VAT (the VAT will be refunded in the usual way). It was also noted that the cost of the annual, routine maintenance contract with Streetlights had increased by 4% for 2025/26.

11.5 On the Parish Council's annual insurance arrangements for 2025/6 it was **AGREED** to accept the recommendation from the broker, Arthur J Gallagher Insurance Brokers Limited, to accept the quote from Hiscox Insurance at the annual premium sum of £1,034-54, including IP tax and all fees. On that basis, the Clerk will arrange with the broker to put the Parish Council on cover as from the renewal date of 3<sup>rd</sup> June 2025 for the year ahead as appropriate.

**12. (2025/054) – Current issues.** Cllr JD went through the rolling list of actions that had been circulated to members prior to the meeting, and this is attached for the record. The main points, not otherwise covered elsewhere in these minutes, were (i) the cutting back, and flower seeding of the re-wilding area will be done on 19<sup>th</sup> May, now that the daffodils have finished. (ii) Operation Speed-watch has been restarted. (iii) Storage for the garden strimmer, when acquired for the Millennium Garden, needs to be found. (iv) Councillor IS has secured a more affordable quote for the installation of the new bus shelter, and once other quotes come in, will circulate the correspondence. It is not certain if there may be any “bus improvement” funding available from WSCC, and this will be looked into further. (v) The Clerk is still looking to find someone to take the unused dog bin off the Council’s hands (see previous minutes).

**14. (2025/055) - Councillors exchange of information/new matters.** There was none from Councillors. However, the Clerk took the opportunity of reminding Councillors of the recent email from Mid Sussex MP Alison Bennett inviting the Parish Council to meet up with her sometime over the summer months to discuss any Albourne matters and concerns.

The meeting closed at 7.21 p.m.

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

***NEXT ORDINARY MEETING: TUESDAY, 3<sup>rd</sup> June 2025 @ 7.00 p.m.***