

# ALBOURNE PARISH COUNCIL [2026]

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

held on: Tuesday, 5<sup>th</sup> May 2026, at 6.00 p.m.

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

*In attendance:* Iain McLean; Parish Council Clerk, and 2 members of the public.

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- 1. (2026/040) - 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 2026/27 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 2026/27.
- 2. (2026/041) – Councillor JD then formally opened the meeting, welcomed those present, and received apologies for absence.** An apology for absence was received from Councillor John Spencer, and the reason accepted. It was noted that since the last Parish Council meeting in April, Councillor Shane Axell had stood down from the Council.
- 3. (2026/042) – 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. (2026/043) – 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 2026/27. Councillor Imelda Spencer was **PROPOSED** by Councillor John Drew and **SECONDED** by Councillor Suzanne Sawyer. There being no other nominations, **Councillor Imelda Spencer** was duly and unanimously **ELECTED** to serve as Vice Chairman of the Parish Council for the Council year 2026/27.

5. **(2026/044) – Declarations of interest.** There were none declared on this occasion.
6. **(2026/045) – Adjournment for any questions or issues raised by members of the public.** There were no issues raised at this meeting.
7. **(2026/46) – Casual Vacancy.** It was noted that following the resignation of Councillor Shane Axtell, a Casual Vacancy arises on the Parish Council, and the statutory notice has been published on 20<sup>th</sup> April 2026. If no election has been called by 11<sup>th</sup> May, the Parish Council may proceed to fill the vacancy by co-option, and the position will be advertised in due course.
8. **(2026/047) – Approval of Minutes.** The minutes of the Parish Council meeting held on 7<sup>th</sup> April 2026 were duly approved and will be signed, as a true record, by the Chairman, as soon as possible.
9. **(2026/048) – 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. *(Note: As from the WSCC elections on 7<sup>th</sup> May, Councillor Joy Dennis will no longer be the Ward Councillor for Albourne, as she is not standing for office.)*
10. **(2026/049) - 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 currently only three nominations, and so it was **RESOLVED** that the VHMC for the municipal year 2026/27 should comprise a membership of Councillors Smith, Sawyer, and John Spencer. It was decided therefore that the Committee should continue to proceed with just three Councillors for the time being, although further Councillors may be added later in the year. It was noted that the four appointed, co-opted representatives on the Committee are currently Eve Gerhold, Christopher Davies, Dave Robson, and Amanda Bevan, and the co-opted members for 2026/27 are due to be appointed or re-appointed at the VHMC's meeting on 12<sup>th</sup> May.

**11. (2026/050) – Planning matters.**

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

<b>PROPERTY &amp; APP NO.</b>	<b>PROPOSAL</b>	<b>AGREED RESPONSE</b>
DM/26/0890 - Agricultural Storage Barn, Wick Farm House, Truslers Hill Lane	Change of use of existing barn (former cow shed) to B8 storage use.	Albourne Parish Council maintains its objections to this application, for the reasons that are clearly set out in its responses to the previous, similar applications regarding this matter.

DM/26/0967 - Souches, The Street	Trees in a Conservation Area. Beech – Fell.	Albourne Parish Council has no objections regarding this application, and would support the proposal.
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10.2 On traffic and highway matters, it was reported that the agreed arrangements to lay down traffic loops on the local roads have been made. It is intended that the data gathered from this exercise will help the Parish Council's case regarding the volumes of traffic that will inevitably increase as a result of the Sayers Common Village development.

10.3. On planning generally, it was noted that the Parish Council has been consulted by MSDC on one of the Sayers Common Village sites, being land west of the Kings Business Centre, Reeds Lane. This matter will come to the next meeting in June, and the Clerk has requested an extension of time for a response.

## 12. (2026/051) – Finance report and matters.

12.1 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 four of the currently tenanted plots for 2026/27 had been made. As previously reported and discussed, there remains two allotment plot vacancies.

12.2 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 (April)	WSCC – Sundry Debtors Fund
£243-36	Annual charge for dog bin waste collection 2025/26 (payable in arrears)	MSDC
£267-69	Annual subscription fees to NALC and WSALC	West Sussex ALC Limited
£235-06	Payment 1 of 2 Street lighting maintenance contract (2026/27)	Streetlights
£58-82	Payroll admin. charges for the period 01.10.2025 – 31.05.26	WSCC - Sundry Debtors Fund
£32-50	Printing costs for the flyers for the Annual Parish meeting	Reimbursement for John Drew (QD Stationery)
£377-44	Website and email hosting August 2026 - July 2027	Vision ICT Limited

12.3 On the review of the Notice of Conclusion of Audit for 2024/25, it was noted that no objections to the accounts had been made, or any issues raised with the Council. The papers have been duly filed, and have been published on the Council's website under the transparency requirements.

12.4 It was noted and agreed that as for last year, the cost of the annual, routine maintenance contract with Streetlights had increased by 4% for 2026/27. This is reflected in the payment above.

12.5 On the Parish Council’s annual insurance arrangements for 2026/7, the details were not yet available, and so will be reported and authorised at the next meeting in June.

**13. (2026/052) – 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 are (i) the latest data from the Speed Indication Device has been gathered and is being analysed. While the average speed of all traffic at 35.3 mph was below the current 40 mph, 27% of all traffic was above the limit. (ii) There will be some more planting of the former re-wilding area in October. (iii) The quote from Adie Rowe to clear the allotment perimeter areas is still awaited. (iv) The bird box in the Recreation Ground still needs to be put back up by Glendale. (v) The “no dogs” sign for the play area in the Recreation Ground is still outstanding. (vi) The work to repair and restore the finger post at High Cross is ongoing. (vii) The rusty pole, which used to hold a traffic sign (now removed) is still there, and needs to be removed. (viii) The issue surrounding the extent of the adopted highway at Barn Close, and the repair of potholes there, remains unresolved, although WSCC has said that the far end is not adopted.

**14. (2026/053) - Councillors exchange of information/new matters.** Cllr IS asked if there had been any progress on the re-ordering of the School warning signs on the B2116. The Clerk will chase this up. Cllr JD said that he had taken on board the suggestion that the vandalism to hedges and fences should be raised at the forthcoming Annual Parish meeting of electors. Cllr JP said that she had prepared some handover material for whoever takes over her portfolio (likely to be Cllr SS), and also to input Albourne Connected, whenever appropriate. Cllr DS raised the issue of the rats in the Street near the Village Hall. Both DS and the Clerk have been in touch with MSDC and WSCC in order to try and resolve the issue, but it is not yet resolved.

The meeting closed at 7.10 p.m.

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

***NEXT ORDINARY MEETING: TUESDAY, 2<sup>nd</sup> June 2026 @ 7.00 p.m.***