

ALBOURNE PARISH COUNCIL [2014]

Minutes of the meeting of Albourne Parish Council

(being the Annual meeting) held on: Tuesday, 13th May 2014, at 7.00 p.m.

Present: Cllr Meg Price (MP)
Cllr Mick Gratton (MG)
Cllr Elaine Makey (EM)
Cllr Barry Compton (BC)

In attendance: Iain McLean (Parish Council Clerk), Councillor Sue Seward (for part of the meeting), and 3 members of the public.

- 1. (2014/255) – Election of Chairman.** This being the first meeting of the new Council year, the Clerk called for nominations for the office of Chairman of the Council. Councillor Price was **PROPOSED** and **SECONDED**. There being no other nominations, Councillor Meg Price was duly **ELECTED** as Chairman of Albourne Parish Council for the Council year 2014/15. The Chairman duly signed the Declaration of Acceptance of office in the presence of the Clerk.
- 2. (2014/256) – Chairman opens meeting and receives any apologies for absence.** Apologies for absence were received from Cllrs Graham Stafford and Nikki Ernest. Apologies had also been received from Cllr Peter Griffiths (WSCC).
- 3. (2014/257) – Election of Vice Chairman.** The Chairman called for nominations for the office of Vice Chairman of the Council. Councillor Stafford was **PROPOSED** and **SECONDED**, and there being no other nominations, Councillor Graham Stafford was duly **ELECTED** to the office of Vice Chairman of Albourne Parish Council for the Council year 2014/15.
- 4. (2014/258) – Adjournment for any questions or issues raised by members of the public.** There was one issue, which a member of the public wished to raise, but as it related to a planning application, it was agreed to take the matter under the Planning item (10).
- 5. (2014/259) – Declarations of interest.** MP declared a personal, non prejudicial interest in the planning application for Spring Cottage, which would be coming up under item 10, as the applicant was a close neighbour - also a prejudicial, financial interest in the first matter under item 11.3, as she was the payee.

Otherwise, there were none.

6. **(2014/260) – Approval of Minutes.** The minutes of the Parish Council meeting held on 1st April 2014 and the extraordinary Parish Council meeting held on 22nd April 2014 were approved and signed, as a true record, by the Chairman.
Updates: There were none that would not be coming up on the Agenda.
7. **(2014/261) – Casual vacancy.** It was noted that only one candidate had come forward for co-option onto the Parish Council. Heather Jordan was therefore **PROPOSED AND SECONDED**. There being no other candidates, Heather Jordan was duly **ELECTED** to the office of Councillor of Albourne Parish Council. As Cllr Jordan was not present, her declaration of Acceptance of Office would be signed at the next meeting on 3rd June 2014.
8. **(2014/262) – Annual Parish meeting.** It was noted that MG had progressed the issue of the excessive parking of cars at Hunters Mead, and two cars had been removed. Either he or the Clerk would also be involving Affinity Sutton in the matter. The Clerk had written to MSDC about the possibility of extra litter bins. MG had written to the Clerk at Poynings Parish Council about the overgrown hedge at the Ginger Fox junction. The issue of the Barleycroft hedge was ongoing, and needs to be dealt with. It was agreed therefore that Members would inspect the site prior to the next meeting. It was noted that MSDC own and maintain the green. The issue of the quiet run tarmac along the A23 would be put back on the Agenda specifically for the next meeting.
9. **(2014/263) – To receive reports (if any) from WSCC Councillor Peter Griffiths, and MSDC Councillors Gordon Marples and/or Sue Seward.** Cllr Sue Seward had no major issues to report, but referred to the request to become involved in the planning issue at Spring Cottage referred to below. She expressed her intention to support Cllr Peter Griffiths in his efforts regarding the quiet run tarmac issue. She said that she was grateful for the support she had been receiving from Parish Councils generally over what had been a very difficult year for her personally.
10. **(2014/264) – Planning matters).**
10.1 Four planning applications were considered, and the plans and relevant policies discussed. In the case of Truleigh Cottage, the neighbours also attended the meeting and addressed the Council as regards their particular concerns. It was therefore **resolved to comment to MSDC as follows:-**

APPLICATION/PROPERTY	PROPOSAL	AGREED RESPONSE
AE/14/01329/FUL - Truleigh	Single storey rear extension, conversion of	APC raises no objections, but recommends that the

Cottage, Church Lane	existing integral garage into bedroom and erection of detached carport in front garden	treatment of the rear extension roof should be of a flat-roof, not pitched, construction, as this would have minimal impact on the neighbours. It also believes that the site plan is flawed.
AE/14/01488/FUL – Magnolia House, Henfield Road	Amendment to approved plan 13/03160/FUL – alterations to elevations and increase of habitable floor space within roof voids to houses	APC has objections to this application, on the same grounds as stated previously.
AE/14/01441/FUL – Plot 3, land south of Softech House, London Road	Extension of plot 3 in relation to permission 13/03160/FUL	APC has no objections to this application.
AE/14/01463/FUL – Plot 4, land south of Softech House, London Road	Additional windows to side elevation Plot 4, including 2 PVC windows on ground floor, 2 PVC frosted glass windows, 1 PVC frosted glass window on 2 nd floor in relation to permission 13/03160/FUL	APC has no objections to this application.

10.2 (i) Cllr MG referred to the planning application for Spring Cottage, and the issues with regard to the Conservation Officer's report, which currently meant that the application was likely to be rejected by the Planning Officer. The applicant said that he was most unhappy with the way that the application had been handled. He had sought the application being called in for a decision by MSDC's Planning Committee, but Cllr Seward said that because the deadlines had passed, this was not possible. She said that the applicant would have to consider appealing against any refusal decision. She said that she would be happy to investigate the process, but not the planning issues. The Clerk was asked to investigate the call-in procedure, and report back to Cllr MG as there was some uncertainty about this. (ii) On the latest email from Vortal Properties Limited concerning the proposed development of the Hazelden's former garden nursery site, the matter was discussed, but it was agreed that the Council had nothing to add to its previously stated position. It was recognised that if a planning application does come in, it will be dealt with in the usual way. Cllr MG will draft a response.

Action:	Cllr MG/the Clerk
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10.3 On the Housing Supply document and the request from MSDC to help update the paper, the Council noted that three out of the four sites mentioned for Albourne, had already been built on, or had been granted planning consent. It was agreed therefore, that the Clerk be instructed to respond that the Parish Council had no additional sites to put forward, and that it had no new information regarding existing sites.

Action:	The Clerk
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11. (2014/265) – Finance report.

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

11.2 The Council noted, and re-affirmed the delegated action taken by the Clerk on 16th April 2014, under Standing Orders, to place an order with Action Press for the printing of the flyers for the advertising of the Annual Parish meeting held on 6th May 2014, at a cost of £40 (see below).

11.3 Invoices were presented for payment, and it **was resolved to agree and to make the following payments:-**

AMOUNT	PROCUREMENT	PAYEE
£49-00	Wine for Annual Parish meeting	Meg Price
£184-48	First ½ yearly payment for annual street lights maintenance contract 2014/15	Streetlights
£336-84	Clerk’s salary and on costs (April)	WSCC
£40-00	Printing for flyers for Annual Parish meeting	Action Press

11.4 The Clerk reported, and the Council duly noted, that the internal audit to be carried out by Mark Mulberry & Associates, of the Council’s accounts for 2013/14 would be taking place this year on 21st May 2014, after which the Clerk would report back to Members.

11.5 The Chairman referred to the amendments/comments that she had recently made to the Risk Assessment document in view of the need to review this. It was agreed that further time needed to be given to the consideration of these changes,

and that the amended document should be re-circulated to Members. It was agreed therefore, to defer the matter for further review to a later meeting.

12. (2012/266) – Project and other updates. The renewal work to the clapperboards was due for the 12th/13th of May, but there was no sign of anything as yet. The Clerk updated Council on the latest email regarding the High Cross finger post. The project is nearing completion, and although the weather had delayed the April date, installation should be taking place very shortly.

13. (2014/267) – Gatwick Airport/New market town petition. The correspondent with the Parish Council, who had presented a petition on the web, had been contacted by the Chairman of LAMBS. It was agreed that this was a matter best left for LAMBS to consider/progress, and that it was not appropriate for the Parish Council to be involved. Of course, any individual who wanted to sign the on-line petition was free to do so.

14. (2014/268) – Intranet/networking/social Committee. The trial system is up and running, and users need to sign into it. It is an excellent way of resident/village communication. If the scheme proves successful, there will need to be a leaflet drop to inform residents about it. It may also be useful for re-activating the Neighbourhood Watch scheme. The issue of residents not on the internet will need to be addressed. The idea of the Social Committee could be taken forward with the Village Hall Committee re: organising the flower show, etc. (Cllr MG agree to look into this), and the School could also be involved.

Action:	Cllrs MP/MG
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15. (2014/269) – Village Hall. EM reported that the boiler had failed again. It had been looked at, and it is possible that it may need a new pressure valve. The application for the grant under the Big Lottery Fund was ongoing and the due diligence work was still being carried out. An order for the work will not be placed until the outcome is known, but the aim is still to have the work done during the school summer holidays, and the contractor had confirmed that this should be possible. EM is re-visiting the hall hire schedule of charges with a view to updating them. There is a VH Management Committee meeting on 20th May 2014, where these matters will be discussed further.

16. (2014/270) – Clerk's report. The Clerk referred to the email (as circulated) regarding request for support for the Town and Parish Councils' campaign to persuade the Government to pass a proportion of business rates directly to local Councils. It was agreed that the Council should unequivocally lend its support to the campaign, in view of the number of businesses that operate in the Parish, and the Clerk was therefore asked to respond accordingly.

Action:	The Clerk
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17. (2014/271) - Councillors exchange of information/new matters. Cllr BC said that he would not be at the next meeting on the 3rd June due to other commitments. Cllr MG said that he had been approached by a landowner regarding the conversion of two redundant agricultural buildings into habitable dwellings. It was early days, and further developments would be awaited. The issue of the noise survey for the A23 had yet to be progressed. It was noted that the Millennium Garden gate and fencing needs some maintenance. Cllr MG will look further into this. There is still little progress on re-starting the Neighbourhood Watch scheme, as this will need volunteers to come forward. Cllr EM raised the issue of contractor's car parking outside the former Greenmead building site, and Holders along the Henfield Road (B2116). This was a potential danger to emerging vehicles and pedestrians. MG agreed to investigate this.

The meeting closed at 9.00 p.m.

SIGNED.....Meg Price/Graham Stafford
Chairman/Vice Chairman

NEXT ORDINARY MEETING: TUESDAY, 3rd JUNE 2014 @ 7.00 p.m.