

## AMBERLEY PARISH COUNCIL

### Minutes from the Annual Parish Council meeting held on 12 May 2022 7.30pm at St Michael's Church Hall.

**PRESENT:** Parish Councillors; Chair - Geoff Uren (GU), Jason Charman (JC), Tim Simpson (TS), Hazel Allinson (HA) and Elizabeth Tooms (ET)

**Also present:** WSCC leader and councillor Paul Marshall, HDC Councillors Diana van der Klugt and Paul Clarke, Vicky Spiers – the clerk and 4 members of the public.

#### **1. Election of Chair and Vice chair**

GU was nominated and second for Chair and JC was nominated and second as vice chair. Both signed their Declarations of Acceptance of Office.

#### **2. Apologies for absence**

Apologies received and noted from Peter Cozens, Laura Rawnsley and Leigh Cresswell. It was noted that Alex Beveridge was absent.

#### **3. To receive declarations of interest from items on the agenda**

None.

#### **4. To approve and sign the minutes of the Parish Council meeting held on 10 March 2022**

The minutes were agreed by councillors and signed by GU as a true record.

#### **5. Updates from County and District councillors**

HDC Councillor Diana van der Klugt updated the meeting on the following issues:

- a) The water neutrality issue continues to have a big impact on development in the Horsham District.
- b) Plans for the Shoreham Cement works went before the SDNPA Planning committee on 12<sup>th</sup> May and were approved to go before the next Authority meeting, as this is a major development the plans will go out to public consultation in June.
- c) The SDNPA are starting to look at their Local Plan ('made' in July 2019).

Cllr Paul Clarke advised that work to update the Waitrose car park in Storrington is starting soon.

Cllr Paul Marshall advised that negotiations were ongoing with the South Downs Trust for them to take on responsibility of the Kithurst Car Park from WSCC, the sticking points are the removal of abandoned cars and the moving on of Travellers, Paul Marshall has asked WSCC to consider continuing with the current arrangements for these two issues, in order that the Trust can then agree to take over the lease of the car park. Springhead Estates own the car park and have stated that it has been available to the public for 34 years and they very much hope an agreement can be reached to keep it open, unfortunately the cost and liability of the car park was too much for Springhead Estates to take on.

#### **6. Adjournment to take questions or comments from the public**

GU moved Item 13 up the agenda. Jenny Robinson advised that during a meeting held on 11 May 2022 it was agreed that a new defibrillator will be mounted on the outside wall of the Church Hall (in memory of her late husband Richard Robinson), funding is coming from the Amberley Welfare Trust and the remaining funds of the Amberley First Responders (leftover from when they disbanded). They will also be defibrillator and cardiac massage training provided by Elisabeth Greenfield (a very

experienced local First Responder). Further details will be provided in a leaflet, which will be delivered to all households in the Parish.

GU extended the Parish Council's condolences to Jenny on the lost of her husband Richard and paid tribute to him for all his contributions to Amberley as a First Responder and on the Covid Hub, all agreed it was an incredibly sad loss for the village.

A resident spoke about a planning compliance issue at the Drewitts Farm development where the width of the entrance road is going to be smaller than that originally agreed with the developer, it was noted that at the proposed width emergency vehicles would not be able to enter the site, the resident has raised with HDC and they have undertaken a site visit but have not provided any update to the resident, she would like the PC's support in resolving this. GU has already rung HDC and is awaiting a response. Cllr Diana van der Klugt said she would contact the HDC planning compliance team.

A resident raised the issue that Network Rail have still not rectified the slippery wooden sleepers that form the footpath that crosses the railway line on the public footpath that runs behind the Castle, despite this being reported numerous times and many incidents of walkers slipping or falling over on them. He has now reported this to the Rail Regulator in the hope it can be finally resolved.

A resident informed the council that a bridge on the Wey South path has partially collapsed. JC will view next week and take photos so the PROW team can be notified.

A resident asked if the PC could adopt the telephone box in The Square as she would like to turn this into an information kiosk. GU advised that he had contacted BT last year regarding this and they advised that due to the poor mobile reception in that part of the village it was important infrastructure for visitors to have a working telephone line. It was noted that the telephone box needs a re-paint and a tidy, GU had requested this in August 2021 and has reminded BT again. HA advised that the new car park would be an ideal place for tourist information.

#### **7. To confirm any appointments/changes to committees and to nominate and approve a council representative for WSALC and HALC**

As Peter Cozens was unable to attend he had confirmed prior to the meeting that he would continue as HALC representative. TS is standing down from being WSALC representative. As 4 members of the council were not at the meeting GU deferred the appointment of the WSALC rep and the committee's members review to the July PC meeting.

**8. Matters Arising (a) Village sign for Croft's path** – this has now been done and is with the clerk awaiting sign fixings and will be in place within the next couple of weeks.

## 9. Committee Reports

**(a) Planning** – The list of current planning applications is as follows;

SDNP/21/003757/HOUS	<b>Mill Lane Cottage</b> - Demolition of existing two storey flat roof extension and replacement of existing sectional concrete garage with a car-port. Erection of two storey and single storey extensions.	APC planning committee agreed to file a no response <b>APPROVED BY HDC</b>
SDNP/22/01018/HOUS and SDNP/22/0109/LIS	<b>Kennards Hog Lane</b> - Barn restoration and conversion to create habitable space, ground floor side extension to connect the main house and barn, restoration of the existing cattle shelter to match original for use as carports, facade and thatched roof restoration, internal refurbishment and all associated works	APC filed a no objection. <b>Application in progress with HDC.</b>
SDNP/22/00863/FUL	<b>North Stoke Farm North Stoke</b> - Installation of a sewage treatment plant and below ground outlet pipe	Supported by APC. <b>DECISION PENDING WITH HDC</b>
SDNP/22/00734/HOUS & SDNP/22/00735/LIS	<b>Boxwood Cottage</b> - Demolition of existing C.20th conservatory and other C.20th additions. Erection of a single storey rear extension to form a self contained studio holiday let. Remodelling of C.20th alterations to interior and replacement of C.20th windows	APC no objection to this application, but we would like to see appropriate conditions added to any planning approval to ensure that the extra accommodation can only be used as a holiday-let (to ensure no use as a residential accommodation – as per our Neighbourhood Plan). <b>APPLICATION IN PROGRESS WITH HDC</b>
SDNP/22/00537/HOUS	<b>53 Hurst Cottages</b> - Erection of a side extension. Loft conversion with front and rear dormer. Installation of solar panels and air source heat pump	Supported by APC. <b>DECISION PENDING WITH HDC</b>
SDNP/21/00379/LIS	<b>Stotts Corner</b> - Erection of a garden shed.	APC decided to not file a response. <b>APPLICATION IN PROGRESS WITH HDC</b>
SDNP/22/01179/HOUS	<b>Mavic</b> - Replacement of existing wooden sash windows on the ground and first floor at the front of the dwelling and the bathroom on the first floor to the rear of the dwelling	Currently being reviewed by APC planning committee

**(b) Roads and Paths** – JC advised he would shortly start strimming Ruffs path

**(c) Assets and Amenities** – HA advised she had swept and weeded the bus shelters.

**(d) Amberley Neighbourhood Plan delivery** – TS advised that work would start on the new village car park by the end of the month as all the funding had been received and planning conditions discharged. The car park contractor is Landbuild who will be on site for approximately 8 weeks, weather dependent. A grant of £17,500 has also been secured from the Rees Jeffrey fund.

**(e) Village Bus** – ET advised she would write a piece on the village bus for the June Wildbrooks magazine. It was also noted that passenger numbers had increased.

## **10. To receive and agree bank reconciliations for March and April 2022 and to review and authorise payments on the Financial Statement from 1 March to 30 April 2022.**

The March and April 2022 bank reconciliations and bank statements were approved and signed. The financial statement for the period 1<sup>st</sup> March to 30 April 2022 was agreed by members and signed. The financial statement is as follows:

Current account balance as at 1st March 2022			<b>£ 38,810.07</b>
<b>Plus Receipts since 1st March 2022:</b>			
	01/03/2022	PWLB loan for car parks work	£ 74,973.75
	10/03/2022	HMRC - VAT reclaim for 1/10/2021 to 28/02/2022	£ 142.45
	22/04/2022	SDNPA - CIL Grant	£ 35,000.00
	28/04/2022	HDC - First instalment of precept	£ 15,670.50
	28/04/2022	SDNPA - CIL from Strawberry Villas development	£ 14,465.43
			<b>£ 140,252.13</b>
<b>Less cheques presented or BACS payments since 1st March 2022:</b>			
BACS	04/03/2022	Mr J Charman - ditch clearance along Ruffs Path (reimbursed to V Spiers)	£ 300.00
BACS	04/03/2022	Mr J Charman - hedge cutting along Ruffs Path, Crofts Path, School Road and the Cricket field (reimbursed to V Spiers)	£ 300.00
BACS	04/03/2022	Jackson Fencing - 20 new fence posts for Ruffs Path (reimbursed to V Spiers)	£ 134.40
BACS	04/03/2022	Zoro Tools - Two wooden fence maul hammers (reimbursed to V Spiers)	£ 61.98
BACS	04/03/2022	Amazon - two loppers/fence post driver/fence clips (reimbursed to V Spiers)	£ 82.33
BACS	07/03/2022	Mr A Philby - strimming and grass cutting Hurst Cottages playground	£ 28.00
BACS	14/03/2022	Parham Estates via Savills UK - half yearly rent for football field	£ 150.00
BACS	14/03/2022	West Sussex MIND - one off donation following a request	£ 200.00
BACS	18/03/2022	HDC - brown 'garden' bin used by APC (reimbursed to Mr J Charman)	£ 44.00
BACS	24/03/2022	Value Products - Five playground safety signs and one sign for Ham Piece (reimbursed to V Spiers)	£ 78.96
BACS	28/03/2022	PCC of Amberley - Hire of Church Hall for March PC meeting	£ 16.00
BACS	29/03/2022	Mr M Rollings - repairs to the Fort in playground	£ 132.00
BACS	31/03/2022	V Spiers - Clerk's March 22 salary and expenses and backpay following a national salary increase of 1.75% WEF 01.04.21	£ 1,341.06
BACS	31/03/2022	NEST - Employee & Employer pension contributions for March 22	£ 103.38
BACS	31/03/2022	HMRC - PAYE and Employee NI contributions for March 22 and that applicable to back pay following pay rise	£ 155.58
BACS	31/03/2022	Safetyshop - fixings for N Stoke sign (reimbursed to V Spiers)	£ 28.73
BACS	01/04/2022	HDC - quarterly charge for emptying of public litter bins 1/4/22 to 30/6/22	£ 82.68
BACS	01/04/2022	Zoom - annual fee (reimbursed to V Spiers)	£ 100.72
BACS	06/04/2022	Gallagher & Co - annual insurance premium	£ 582.03
BACS	08/04/2022	Mr A Philby - strimming and grass cutting Hurst Cottages playground	£ 56.00
BACS	11/04/2022	UKPN - infrastructure works for supply of electricity for charging points in new car park	£ 7,944.00
BACS	14/04/2022	Amazon - printer ink (reimbursed to V Spiers)	£ 15.00
BACS	26/04/2022	RIDI Lighting - light bollard for new car park	£ 3,396.91
BACS	28/04/2022	Amazon - stationery (reimbursed to V Spiers)	£ 38.90
BACS	29/04/2022	V Spiers - Clerks April 2022 salary and expenses	£ 1,099.13
BACS	29/04/2022	NEST - Employee & Employer pension contributions for April 2022	£ 80.61
BACS	29/04/2022	HMRC - PAYE and Employee NI contributions for April 2022	£ 54.94
			<b>£ 16,607.34</b>
<b>Cheques issued but not presented to date:</b>			
		None	£ -
<b>Cheques to be signed at this meeting:</b>			
		None	£ -
<b>Current account balance available after 30th April 2022:</b>			<b>£ 162,454.86</b>
<b>This includes £143,347.88 earmarked reserves;</b>			
		£945.60 - grant for Operation Watershed works	
		£200 - grant for new noticeboard	
		£1,400 - for Ruffs path works	
		£16,363.10 - S106 funds from HDC for car park	
		£35,000 - SDNPA CIL Grant for car park	
		£14,465.43 - SDNPA CIL from Strawberry Villas development	
		£74,973.75 - PWLB loan for car park	

### **11. To review and approve the Annual Governance Statement 2021/22 on the Annual Governance and Accountability Return for 2021/22**

This was reviewed and approved by the Council and signed by GU.

### **12. To review and approve the Accounting Statements on the Annual Governance and Accountability Return for 2021/22**

This was reviewed and approved by the Council and signed by GU.

### **13. To approve the booking of defibrillator and CPR training by SECamb**

See minute item 6.

**14. To review a request for a donation of £300 by the Air Ambulance Charity for Kent, Surrey and Sussex**

Discussed and unanimously agreed by council.

**15. To receive updates on external meetings attended by Councillors**

None

**16. Information Items**

HA provided an update on the Amberley Supporting Ukraine initiative run by herself, Mel Edge and Clare Attard, they have now joined forces with similar groups in Storrington, Pulborough and Thakeham, and although several households had offered to host Ukraine refugees the paperwork and bureaucracy involved was still holding this up. In the meantime, the group have organised a coffee morning for the refugees at the Riverside tearooms in June.

HA advised there will be a charity folk concert in the village in August on behalf of Ukraine charities and also the Family Support Work charity.

**17. To note the date of the next meeting**

Noted as 14 July 2022 at 7.30pm.

GU closed the meeting at 9.10pm.

Vicky Spiers - Clerk to Amberley Parish Council

16 May 2022