

AMBERLEY PARISH COUNCIL

Minutes from the Ordinary Parish Council meeting held on 14 July 2022 7.30pm at St Michael's Church Hall.

PRESENT: Parish Councillors; Chair - Geoff Uren (GU), Tim Simpson (TS), Hazel Allinson (HA), Laura Rawnsley (LR), Peter Cozens (PJC), Elizabeth Tooms (ET) and Leigh Cresswell (LC)

Also present: Vicky Spiers (the clerk) and 8 members of the public.

1. Apologies for absence

Apologies received and noted from Jason Charman and Alex Beveridge. Apologies also noted from WSCC Cllr Paul Marshall and HDC Cllrs Diana van der Klugt and Paul Clarke.

2. To receive declarations of interest from items on the agenda

None.

3. To approve and sign the minutes of the Parish Council meeting held on 12 May 2022

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

4. Updates from County and District councillors

HDC Councillor Diana van der Klugt sent an update via email on the following;

- a) The Shoreham Cement Works public consultation on the Issues and Options version of the Area Action Plan is running for 8 weeks from 7th June until 2nd August. This is the opportunity for members of the public and interested organisations to provide input on how they would like to see the site developed. The consultation document can be accessed on the SDNP website and responded to online
- b) A reminder that HDC offers grant funding to Parish Councils and Community Groups to support projects that contribute to tackling climate change. Applicants can apply for up to £5,000 worth of funding and this can be used as part funding towards a larger project with other funding from elsewhere. The grant scheme runs quarterly. It is currently open and closes on 12th August
- c) The water neutrality issue continues and is still affecting planning applications where additional water consumption is required. Local authorities, the SDNPA and Southern Water are working on a solution to the issue but that is likely to be many months away.

5. Adjournment to take questions or comments from the public

A resident raised concerns regarding the Drewitts housing site, and the access road being built to a different scale than the plans. PJC advised the original plans did not have measurements on, HDC enforcement can only act if a developer waives from the agreed plan. PJC said in which case the issue needs to be approached from a health and safety aspect. After some discussion and noting several emails received from other residents living in the Drewitts development raising additional issues PJC advised that a planning committee meeting would be held to discuss all the issues and establish how the council can support Drewitts residents.

A resident raised that the Parham glider tug planes appeared to have become noisier recently. After some discussion, another resident advised that the Southdown Gliding Club had been using alternative aircraft as glider tugs while their usual, more effectively silenced, aircraft were repaired. This is a temporary situation, and GU will monitor it and contact the Southdown Gliding Club if necessary.

A resident from Houghton Bridge raised her objection to the feasibility study that WS Highways would be actioning as part of the joint community highways scheme between APC and Houghton, she felt that other speed/noise indicators would be of more benefit in Houghton Bridge and should be looked into (including speed cameras and acoustic noise camera under the railway bridge). LR and PJC commented that the Feasibility study would initially look to see if a direct safe pedestrian link between Houghton and Amberley station could be achieved, if not then the council and Houghton parish meeting would be in a strong position to lobby for other traffic calming measures. LR advised that WS Highways will not currently fund a Speed Indicator Device. It was unanimously agreed that nobody wanted to see traffic queuing through Houghton Bridge.

A resident raised the issue of overgrown verges in Houghton Bridge and the overgrown footpath to the station, after discussion it was noted that WS Highways cut the verges in August and the Public Rights of Way team were responsible for the footpaths. Funding at Highways has been cut by central government. HA advised that Jason Charman would be clearing the footpath between Wysh House and Boundary Cottage.

A resident advised that Network Rail had finally laid the anti-slip surface on the railway crossing on the footpath behind the Castle. The resident thanked WSCC Cllr Paul Marshall for all his assistance

6. Matters Arising

(a) An update on the Joint Community Highways Scheme with Houghton for footpath between Amberley and Houghton – LR advised that WSCC have recently confirmed that a Project Manager for the Scheme cannot be allocated until April 2023. This is as a result of staff shortages in the Improvements Team. LR suggested that APC and Houghton use the ensuing period to further engage with the community on this Scheme, as well as any other wider improvements that may be available on the B2139. This would be achieved through a series of drop-in surgeries, where residents can attend to learn more about the CHS application, the Community Speedwatch initiative, Operation Crackdown and other measures that may be available to improve the safety of the B2139 (which are not included in the CHS application, e.g. Speed Indicator Device, Village Gates, Advisory Speed Limits etc). The drop-in surgeries would be held in Houghton Bridge, Houghton and Amberley. Resolved – council agreed on this proposed way forward.

(b) Village sign for Croft's path – sign installed

(c) Houghton Bridge village sign – PJC advised that to install the sign on the Riverside tearooms land planning permission would be required. After discussion it was resolved that the clerk would check with WS Highways if the sign could be positioned at the Houghton end of the bridge

7. To confirm appointment/changes to committees; to nominate and approve a council representative for WSALC; to review and agree the Terms of Reference for the planning committee (carried over from May meeting)

Resolved – GU to be WSALC representative. ET joined the planning committee. PJC and HA joined the Finance Committee.

PJC requested a small amendment to the Planning Terms of Reference, and these were then agreed by council

8. Committee Reports

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

SDNP/22/01018/HOUS and SDNP/22/01019/LIS	Kennards Hog Lane - 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. Application in progress with HDC.
SDNP/22/00863/FUL	North Stoke Farm North Stoke - Installation of a sewage treatment plant and below ground outlet pipe	Supported by APC. DECISION PENDING WITH HDC
SDNP/22/00734/HOUS & SDNP/22/00735/LIS	Boxwood Cottage - 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). APPLICATION IN PROGRESS WITH HDC
SDNP/22/00537/HOUS	53 Hurst Cottages - Erection of a side extension. Loft conversion with front and rear dormer. Installation of solar panels and air source heat pump	Supported by APC. DECISION PENDING WITH HDC
SDNP/21/00379/LIS	Stotts Corner - Erection of a garden shed.	APC decided to not file a response. APPLICATION IN PROGRESS WITH HDC
SDNP/22/01179/HOUS	Mavic - 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	APC had no objections. DECISION PENDING WITH HDC
SDNP/22/02191/HOUS	13 Crossgates - Erection of a single storey garden office at the end of the rear garden	APC had no objections. DECISION PENDING WITH HDC
SDNP/22/02368/LIS	Old Stack Cottage - Replacement of existing single glazed wooden framed casement windows with double glazed wooden framed casement windows(Listed Building Consent)	Supported by APC. DECISION PENDING WITH HDC
SDNP/22/02791/HOUS	2 Crossgates, Frithwood Cottage - Erection of dormer window to rear elevation	With APC planning committee
SDNP/22/02755/CND	Gin Trap Cottage Drewitts Farm - Variation of Condition 3 to amendments to previously approved application reference SDNP/14/01150/FUL (Erection of six dwellings (4 x 3-bed and 2 x 2-bed) with garages and parking, together with access road (Plots 4-9) replacing 1 x 4-bed and 2 x 5-bed dwellings approved on plots 4-6 under permission reference DC/10/1158) Variation sought to allow for two conservation roof lights in rear elevation of plot 9.	With APC planning committee

PJC advised the SDNPA are currently running a Land Availability Assessment Methodology Consultation, which is how they will assess land for any future housing.

(b) Roads and Paths – Jason Charman had provided a report advising he had trimmed Crofts Path and Ruffs Path. In September JC will start on hedge cutting. In August JC and 2 volunteers will clear the silt and overgrown vegetation along the footpath between Wysh House and Boundary Cottage.

The council noted the emails from residents regarding the proposed Traffic Regulation Order(TRO) that the Village Stores were proposing to submit. After discussion it was noted that annually WS Highways received hundreds of TRO but only 2 in the whole of West Sussex were selected to progress. The council support the application but acknowledged that the whole issue of how parking could be regulated in the village needed to be looked at once the car park is open.

(c) Assets and Amenities – HA mentioned the UK Shared Prosperity Community Fund that HDC are running, Amberley Cricket Club have worked with APC to put in a bid for funding for improvements to the cricket pavilion which would benefit the whole community.

(d) Amberley Neighbourhood Plan delivery– TS advised the car park is progressing well. The final surface dressing will be applied in September. UKPN proposed infrastructure work for the electric

vehicle charging points and lighting was cancelled as a road closure in term time was refused by WS Highways, the new provisional date for the UKPN work is 25th August. The planting will be done once the car park is complete. GU, TS and PJC had a site meeting with the owners of Medley Cottage who had raised some concerns.

(e) Village Bus – ET advised passenger numbers were up.

9. Finance - to receive and agree Bank Reconciliations for May and June 2022; to review and authorise payments on the Financial Statement from 1st May to 30th June 2022; to approve and authorise clerk to engage services for tree survey; to note the receipt of CIL funding; to approve and authorise the clerk to obtain a parish council credit card (as per the PC's Financial Regulations)

The May and June 2022 bank reconciliations and bank statements were approved and signed. The financial statement for the period 1st May to 31 June 2022 was agreed by members and signed.

The financial statement is as follows:

Current account balance as at 1st May 2022				£ 162,454.86
Plus Receipts since 1st May 2022:				
	06/05/2022	HMRC - VAT reclaim for 1/03/2022 to 30/04/2022		£ 1,998.95
	10/05/2022	Storrington Youth FC - second instalment of rent for use of football field		£ 115.00
				£ 2,113.95
Less cheques presented or BACS payments since 1st May 2022:				
BACS	04/05/2022	Mr A Philby - strimming and grass cutting Hurst Cottages playground x2 in April 2022		£ 56.00
BACS	09/05/2022	Amazon - office supplies (reimbursed to V Spiers)		£ 42.97
BACS	11/05/2022	Mr C Weston - sign for Crofts Path		£ 125.00
BACS	11/05/2022	Mr K Dalmon - clearance of cricket field ditch		£ 250.00
BACS	13/05/2022	Amazon - screws for fixings for new sign for Crofts path (reimbursed to V Spiers)		£ 5.99
BACS	13/05/2022	WSALC - annual subscription		£ 202.05
BACS	18/05/2022	Air Ambulance Charity - one off donation		£ 300.00
BACS	18/05/2022	Mulberry & Co - internal audit		£ 125.82
BACS	18/05/2022	Geosphere Ltd - annual fee for Parish Online Mapping		£ 45.00
BACS	31/05/2022	V Spiers - Clerk's May 22 salary and expenses		£ 1,171.24
BACS	31/05/2022	NEST - Employee & Employer pension contributions for May 22		£ 88.90
BACS	31/05/2022	HMRC - PAYE and Employee NI contributions for May 22		£ 93.41
BACS	31/05/2022	Safetyshop - fixings for 'to the village' sign for Crofts Path		£ 28.73
BACS	09/06/2022	Mr A Philby - strimming and grass cutting Hurst Cottages playground x2 in May 2022		£ 56.00
BACS	13/06/2022	HDC - emptying of litter bins Jul - Sept 22		£ 82.68
BACS	15/06/2022	SLCC - webinar on committees for clerk		£ 18.00
BACS	30/06/2022	V Spiers - Clerks June 2022 salary and expenses		£ 1,146.54
BACS	30/06/2022	NEST - Employee & Employer pension contributions for June 2022		£ 85.84
BACS	30/06/2022	HMRC - PAYE and Employee NI contributions for June 2022		£ 79.24
			SUB-TOTAL	£ 4,003.41
Current account balance available after 30th June 2022:				
				£ 160,565.40
This includes £133,897.12 earmarked reserves;				
£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				
£65,522.99 - funding from a PWLB loan for car park				

The clerk advised that a tree survey is required by our Insurers, she has to obtain 3 quotes. Resolved delegated authority for the clerk to take this forward and engage a tree surgeon's services.

It was noted that the first instalment of CIL funding had been received from SDNPA.

Resolved that the clerk would apply for a council credit card.

10. To review and note the 2021/22 Internal Audit Report

Noted by council. GU thanked the clerk for her work which contributed to the council receiving no requirements or recommendations on their audit.

11. To review a request for a donation of £100 by West Sussex Mediation Services

The clerk advised there was £75 left in the donation budget, after discussion council resolved to decline this request.

12. To receive updates on external meetings attended by Councillors

ET advised that the next Rampion 2 meeting would be held in the Autumn. GU attended the WSALC Chairman Forum on 11 July, via Zoom. He advised that he had asked for advice on an electrical supplier for the car park, and WSALC will put this request on their website. He also mentioned that Parish Council "Resilience Plans" should be updated to take account of extreme weather, and should have contact details for residents with 4x4 vehicles, chainsaws, etc. This information should be posted on the Council website. HA agreed to review the existing plan.

13. Information Items

The clerk advised that she had attended a briefing on Operation London Bridge which is the plan for what will happen in the UK after the passing of Queen Elizabeth II, the clerk advised that there would be 10 days of mourning, on these days council meetings could not be held.

14. To note the date of the next meeting

Noted as 8th September 2022 at 7.30pm.

GU closed the meeting at 9.05pm.

Vicky Spiers - Clerk to Amberley Parish Council

19 July 2022