



AMBERLEY PARISH COUNCIL

Minutes from the ordinary Parish Council meeting held on 14th March 2024, 7.30pm at St Michael's Church Hall.

PRESENT: Parish Councillors; – Jason Charman (Chairman), Fraser Wheeler, Elisabeth Tooms, Paul Mustow, Ian Corcoran and Hazel Allinson

Also present: Paul Clarke (HDC councillor), Vicky Spiers (the clerk) and eight members of the public.

1. Apologies for absence

Apologies noted and accepted from Tim Simpson, Leigh Cresswell and Laura Rawnsley. Apologies also noted from West Sussex County councillor Paul Marshall and Horsham District councillors Jon Campbell and Len Ellis-Brown.

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

None.

3. To approve and sign the minutes of the Ordinary Parish Council Meeting held on 18th January 2024

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

4. Updates from County and District councillors

Cllr Paul Clarke advised that;

- HDC have produced a balanced budget
- Sussex Police are working with the Environment Agency tackle high-vis rubbish
- HDC's Local Plan consultation is now closed

5. Current Matters - updates: (a) Joint Community Highways Scheme with Houghton, including the Speed indicator device for Houghton Bridge – no update for this meeting.

(b) TRO for reduction in the speed limit to 20mph through Amberley village and for the reduction in the speed limit to 40mph along the football field – the clerk advised that due to two objections in the public consultation WS Highways were required to consult all cabinet members of WSCC for their views, this further consultation closed on 13th March 2024, an update would be available for the May PC meeting.

6. Committee Reports –

(a) Planning - as detailed below:

Signed..... Dated 9th May 2024

APC PLANNING APPLICATIONS - 13th January to 14th March 2024		
SDNP/23/03188/HOUS	7 Crossgates - Erection of porch to front elevation. Erection of a single storey rear extension and dormer extension to first floor rear elevation.	APC has no objection, APPROVED BY HDC
SDNP/23/03726/FUL	Amberley Chalk Pits Museum - Alterations to Museum entrance way including glazed wall end and glass entrance doors. Internal alterations to improve visitor access. Historical restoration works carried out.	APC has no objection, APPROVED BY HDC
SDNP/23/03936/HOUS	Castle Cottage, Church St - Installation of 6 No. PV solar panels on south facing roof.	APC has no objection, DECISION PENDING WITH HDC
SDNP/23/05176/FUL	Land to The South of Castle Garage Drewitts Field Station Road - Construction of a new agricultural field access to replace existing.	APC has no objections DECISION PENDING WITH HDC
SDNP/23/05412/CND	Kennards , Hog Lane - Removal of Conditions 3, 4 and 6 of previously approved application SDNP/22/01019/LIS	APC has no objection - APPROVED BY HDC
SDNP/23/04725/HOUS	Densford , Church Street - Replacement of windows to front elevation.	APC has no objection - APPROVED BY HDC
SDNP/23/04532/FUL	Pickwick Turnpike Road - Conversion of the existing dwelling house to form 4No. residential units.	APC raised objections - APPLICATION IN PROGRESS WITH HDC
SDNP/23/04109/HOUS	Amberley Place -Installation of an Air Source Heat Pump	APC to review - deadline 5th April
Compliance		
	Land North of Riverside Tearooms	This has been reported to HDC (not by APC) as an untidy site - HDC ISSUED ADVICE TO TENANT - REMOVED AS A COMPLIANCE ISSUE
	Swan Meadows	No maintenance plan in place Conifer tree stumps remain and new trees have not been planted Draining issues - JASON & CLERK HAVE MTG WITH SDNPA 20TH MARCH

It was noted that the application for Pickwick had been withdrawn.

(b) Roads & Paths – Jason Charman advised that the hedges had all been cut. Due to high levels of rainfall Ruffs Path has been waterlogged, a small channel has been made to divert some of the water. The issue was exacerbated by the school pond overflowing into the field. It was noted that further improvement to the drainage are required, the resurfacing of the footpath will take place in the Autumn.

Some drains are blocked (especially along the B2139), Jason will let the clerk know so she can report to WS Highways.

The council discussed a further TRO application to reduce the speed limit from 40mph to 30mph along the stretch of road from the Castle entrance to Quarry House, resolved that the clerk would make the necessary application.

(c) Assets & Amenities – Hazel advised that the clerk had obtained three quotes for a new noticeboard for Swan Meadows, council resolved to instruct The Acorn Workshop. Clerk to action.

The council reviewed the quotes for the removal of the wooden agility trail in Hurst Cottages playground and resolved for the clerk to instruct Timberley Projects. Once this is done that the western boundary needs to be dug out and made safe and secure. The Assets and Amenities committee will be looking at ideas for replacement playground equipment.

Signed..... Dated 9th May 2024

A new litter bin has been delivered for the football field; this will be installed shortly.

A resident asked if a defibrillator could be installed in Newland Gardens, it was agreed that she would speak to Elizabeth Greenfield to see if she could source one. There was also a discussion regarding putting a spare set of pads into the defibrillator case, the resident will speak to the Amberley Welfare Trust regarding funding.

It was also noted with thanks that Tim Simpson checks all the defibrillators every three months.

The minutes from the A & A committee meeting of 12th February 2024 were duly confirmed as an accurate record and signed.

(d) Neighbourhood Plan delivery – no update for this meeting.

(e) Village Bus – Elisabeth advised that there was no updates.

(f) Climate Action and Nature Recovery Working Group – Fraser advised that there had been hedge laying and tree planting in the Millennium Green and that a double row of hedging had been planted along the northern boundary of the cricket field, together with two trees in the southwestern corner.

7. Finance - to receive and agree Bank Reconciliations for January and February 2024; to review and authorise payments on the Financial Statement from 1st January to 29th February 2024

The January and February 2024 bank reconciliations and bank statements were reviewed, agreed and signed.

The Financial Statement detailed below was reviewed and agreed by the council and signed by Jason.

Current account closing balance as at 31st December 2023				£ 61,225.29
Plus Receipts since 1st January 2024:				
		Nil		£ -
				£ -
Less cheques presented or BACS/DD payments since 1st January 2024				
BACS	02/01/2024	Pountey Tyres - removal of tyres from the car park		£ 64.80
BACS	03/01/2024	Mr M Rollings - installation of bench anchor and re-position of gate (incl materials)		£ 334.00
DD	10/01/2024	Octopus Energy - electricity for car park 1/12/23 to 31/12/23		£ 21.93
DD	15/01/2024	The Tech Doctors - monthly payment for 4G data account for CCTV		£ 30.00
BACS	24/01/2024	Amberley cricket club - annual donation (for maintenance)		£ 1,000.00
BACS	24/01/2024	Amberley cricket club - diesel costs reimbursement for 2023		£ 130.00
CHG	31/01/2024	Bank chargers for Jan		£ 2.10
BACS	31/01/2024	V Spiers - Clerks Jan 2024 3 salary, office expenses and mileage		£ 1,558.86
BACS	31/01/2024	NEST - Employee & Employer pension contributions for Jan 24		£ 125.60
BACS	31/01/2024	HMRC - PAYE and Employee NI contributions for Jan 24		£ 224.35
BACS	01/02/2024	Vision ICT - website support/domain and email hosting		£ 527.56
BACS	01/02/2024	Vision ICT - webinar on updating website imagery		£ 30.00
DD	13/02/2024	Octopus Energy - electricity for car park 1/01/24 to 31/1/24		£ 23.78
DD	13/02/2024	The Tech Doctors - monthly payment for 4G data account for CCTV		£ 30.00
BACS	19/02/2024	Glasdon - new litter bin for football field		£ 260.84
BACS	21/02/2024	Savills - half yearly rent for football field		£ 150.00
BACS	26/02/2024	Millennium Green Trustees - donation		£ 300.00
BACS	29/02/2024	V Spiers - Clerks Feb 2024 salary, office expenses and mileage		£ 1,431.76
BACS	29/02/2024	NEST - Employee & Employer pension contributions for Jan 24		£ 112.14
BACS	29/02/2024	HMRC - PAYE and Employee NI contributions for Jan 24		£ 153.40
CHG	29/02/2024	Natwest - banking charges		£ 3.50
			SUB-TOTAL	£ 6,514.62
Current account balance available after 29th February 2024				£ 54,710.67
This includes £33,471.07 earmarked reserves:				
£945.60 - grant for Operation Watershed works				
£200 - grant for new noticeboard				
£1,400 - for Ruffs path works				
£ 30,925.47- SDNPA CIL monies				

8. Adjournment to take questions or comments from the public

Issues raised by residents;

- When Castle works finished will they make good the road, resolved that the clerk would contact Brownsword Hotels to enquire
- There is going to be a defibrillator/CPR group based in the village who will have an emergency phone to be contactable to assist with CPR, further details will advertised shortly
- It was asked if the parish council had made any progress in extending the lease for the car park. Fraser noted that this remained a high priority, and HDC had agreed to an early meeting with APC to discuss this and related issues
- A resident from Swan Meadows advised that a meeting had taken place with Antler Homes regarding outstanding issues on the site. Antler Homes have committed to obtain a survey of the site to then compare it with the survey undertaken prior to any building works.

9. Clerk's update and Information Items

The clerk advised council that the internal audit had been booked with Mulberry & Co for 3rd May, it was noted that April is a busy time for the clerk with end of year accounts and audit preparations.

Signed..... Dated 9th May 2024

10. To review insurance quotes

The clerk had obtained three quotes, based on the level of cover and the clerk's recommendation council resolved to stay with the existing insurer Hiscox through AJG brokers).

11. To formally approve delegated authority for the clerk to make an Operation Watershed application

It was discussed by the council and agreed that the application should cover:

- A trash screen for Ruffs Path ditch
- A trash screen for the ditch running along the middle field
- Improvements to the height of the bank on the football field ditch (western side, nearest Swan Meadows)

The clerk advised that before the application could be made, three quotes had to be obtained from contractors.

Paul Mustow also stated that the parish council would need to consider the maintenance of these improvements going forward.

12. To review the latest information on new Community Hall

This project is being taken forward by The Amberley Parish Trust, following APC's letter to Barbara Childs at HDC, regarding the location of the Hall it was noted that HDC had requested a meeting with APC and SDNPA, council resolved for this to be arranged.

13. To review and approve the council's Risk Assessment

Reviewed and agreed.

A resident asked if the minibus should be added. The resident (who is a driver of the minibus) advised that the minibus is registered as belonging jointly to Amberley PC and Slindon PC. The council resolved for the clerk to contact the clerk at Slindon PC to see what they do.

14. To agree how ideas/projects funded by the council's CIL funds are taken forward

It was noted by the council that some projects for the funding were gaining momentum, but the council currently have no formal process to review and prioritise the funding requests. It was resolved to proceed with the finance committee meeting that a quorate of the committee could make, clerk to send email.

15. To review the Climate Strategy prepared by the Climate Action & Nature Recovery Working Group with a proposal for this being adopted by APC

The revised Strategy had been circulated to council prior to the meeting, after discussion it was resolved that APC endorse the Strategy, Fraser advised the next stage would be a period of engagement with voluntary groups and residents where other ideas would be welcomed.

16. To agree a date for the Annual Parish Meeting

Agreed as 18th April at 7.30pm, clerk to make the necessary arrangements.

Signed..... Dated 9th May 2024

17. To review the Parishioner’s correspondence list and agree on any necessary action

All actions noted on the attached:

DATE	RESIDENT CORRESPONDENCE	ACTION TAKEN/REQUIRED
Sep-22	Requested SID for Houghton Bridge	Site meeting held with WSCC Highways, awaiting confirmation from WSCC with regards to locations
Nov-23	Ham Piece	Some improvements have been made, council agreed for clerk to contact farmer late spring, when the ground is drier
Jan-24	Ham Piece	Part of fence needs repairing - tenants responsibility, Clerk to contact farmer
Feb-24	Shooting of wildfowl on Wildbrooks - concerns over unhumane methods, noise disruption and safety	Discuss at meeting
Feb-24	Concerns that the temporary footpath will close behind the Castle in Spring as sheep are normally kept in the field	Clerk to contact Brownsord Hotels
	Parking issues	Jason and Clerk meeting with Paul Marshall and James Strachan, first week in April.

A lengthy discussed was held on the shooting of wildfowl on the Wildbrooks, Fraser suggested that APC look to build a coalition of the willing landowners on the Wildbrooks to investigate and lobby for change as necessary. He also offered to work with the residents who raised this at the meeting.

18. To receive any updates on external meetings attended by councillors

Elisabeth advised she had attended a HALC meeting, where parish councils were encouraged to sign up to the Civility and Respect policy.

19. To note the date of the next meeting as 9th May 2024 at 7.30pm

This will be the Annual meeting - noted by council.

Jason Charman closed the meeting at 9.40pm.

Vicky Spiers - Clerk to Amberley Parish Council

18th March 2024

Signed..... Dated 9th May 2024