



AMBERLEY PARISH COUNCIL

Minutes from the ordinary Parish Council meeting held on 11th July 2024, 7.30pm at St Michael's Church Hall.

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

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

1. Apologies for absence

Apologies noted and accepted from Laura Rawnsley. Apologies also noted from WSCC councillor Paul Marshall and HDC councillor Jon Campbell.

2. Signing of declaration of acceptance of office for vice chair

Fraser duly signed his declaration of acceptance.

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

Paul Mustow on item 11 as he is a member of Amberley Cricket Club, Ian Corcoran on item 7(a) as he is a resident of Drewitts Farm and Jason Charman on item 7(a) as he is a resident of Newland Gardens.

4. To approve and sign the minutes of the annual Parish Council Meeting held on 9th May 2024

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

5. Updates from County and District councillors

No updates.

6. Current Matters - updates: (a) Joint Community Highways Scheme with Houghton, including a discussion on the detailed plans for the Scheme

– Laura had provided an update prior to the meeting on the detailed plans for the scheme and this had also been shared on Gaggle for resident's feedback, Jason encouraged councillors to provide any feedback they have to Laura.

(b) TRO by South Downs Way – this will now be included in the joint Community Highways Scheme.

(c) Operation Watershed application – the clerk advised that the three required quotes had now been received and she would begin the application shortly.

(d) Entrance to Ham Piece – the clerk advised that the PC’s usual contractor had undertaken a site visit but was unable to provide a quote to install a sturdier entrance as he was unable to get his vehicle down to the site. After discussion a councillor offered the use of his Land Rover, and it was resolved for the clerk to check with the contractor if the PC could transport him to and from the site if he could then undertake the work.

It was also noted that the fencing at Ham Piece was broken, resolved for the clerk to contact the tenants to advise them and ask for them to repair it.

(e) Parking at the station – the clerk has written to APCOA regarding the double yellow lines and is awaiting a response, there was a discussion regarding the motorhome often parked for long periods of time, APCOA have advised that this is permitted as long as the owner is a rail user, and it is not parked there consistently for 28 days.

7. Committee Reports –

(a) Planning – as detailed below:

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/24/01420/HOUS and SDNP/24/01421/LIS	Willow Cottage , Church Street, - Removal of existing oil tank. Erection of a single storey rear extension and installation of 1no window to the rear first floor gable (Householder)	APC has no objections - suggested a condition regarding light leakage. HDC APPROVED
SDNP/24/01451/HOUS	Quarry Cottage , High Titten - Removal of existing chimney	APC has no objections DECISION PENDING WITH HDC
SDNP/24/01441/NMA	Drewitts - Non Material Amendment to previously approved application SDNP/17/03280/FUL (Amendments to previously approved application SDNP/14/01150/FUL. Proposed alterations to roof line of plots 8 and 9, and alterations to building length and width of plot 9.) Re updated drawings to reflect 'as built' on site.	HDC did not formally consult on this application, APC have put in an objection as the houses which have been built differ from plan. DECISION PENDING WITH HDC
SDNP/24/01616/HOUS	The Cottage - Erection of Summerhouse in rear garden.	APC has no objections. APPROVED BY HDC
SDNP/24/01560/FUL	The Cricketers - Installation of 13x panel above ground solar pv array	APC had no objections - DECISION PENDING WITH HDC
SDNP/24/02318/HOUS	Leith Court - Replacement of all sash windows on the property with timber double glazed replacements	APC had no objections - DECISION PENDING WITH HDC
SDNP/24/01373/HOUS	River View - Erection of First Floor extension to side (West) elevation	APC to review - deadline 1st August
SDNP/24/02256/HOUS	Wildbrooks - New vehicular access from East Street	APC to review - deadline 1st August
Compliance		
	Swan Meadows	No maintenance plan in place Conifer tree stumps remain and new trees have not been planted Draining issues - Jason & clerk had mtg with SDNPA Compliance on 20th March to walk the site, SDNPA will be taking the outstanding issues forward with the developer. Update July - SDNPA are not receiving a response from the developer

With regards to the outstanding compliance issues at Newland Gardens (Swan Meadows), the clerk advised that SDNPA Planning Compliance team have been unable to attain a response from Antler Homes.

A Newland Gardens' resident had previously advised that the developer will not be building up the bank of the ditch that flooded last year, the PC will be including these works in their Operation Watershed application.

Jason advised that he is still communicating with Saxon Weald regarding the entrance road into the development which has not been left to the same standard as prior to the building of the development.

With regards to Drewitts – the final house has now been sold and residents are concerned that the outstanding conditions will not be met by the developer, Leigh advised that a definite list of the outstanding conditions was required, and that the PC would work with residents and HDC to make sure that these are met before the site is signed off by Building Control.

(b) Roads & Paths – Jason advised that the overgrowth along School Road had been trimmed and along the footpath from Wysh House to Boundary House, the part by the SDNP crossing is the responsibility of the SDNPA and has been reported by the clerk. He has identified a couple of potholes which need to be reported.

(c) Assets & Amenities – the Pepper Trust have offered to make a donation to the PC for a new picnic table for Hurst Cottages playground but need a formal request, it was therefore resolved that the clerk will write to The Pepper Trust to request a donation.

The council discussed a request from a resident for the installation of a dog litter bin in Houghton Bridge at the end of FP 3502, the emptying of the bin would have to be funded by the PC through a private company and not HDC as the footpath runs through private land. The council concluded that as the annual cost would be approx. £642 this needs to be reviewed by the Finance Committee at the PC's budget setting meeting in October for possible inclusion in the 2025/26 budget.

(d) Neighbourhood Plan delivery – Tim advised the PC have employed a gardener who is doing some tidying of the overgrown vegetation in the car park. Michael Joseph, who the PC consulted on the wildflowers has been very complimentary of them and provided details on how to maintain these areas throughout the rest of the year.

Jason and Ian have also done some work around the pedestrian entrance and the litter bin has been moved to a better position.

The PC have found a local contractor who is confident he can address the flooding in the central strip of the car parks at a very reasonable cost.

(e) Village Bus – Elisabeth advised that the bus is now parked in the village car park which is working very well. They have two new drivers. They continue their efforts in encouraging more people to use the bus.

(f) Climate Action and Nature Recovery Working Group – Fraser advised the following - Greener Amberley is now a community champion for the Weald to Waves project; he had given a talk at the Open Gardens day; Greener Amberley had arranged for talk by Dr Tony Whitbread; some undergrowth had been removed from the new hedgerow in the cricket field; the Greener Amberley Survey launched today and is open for three weeks; Hitesh Patel will shortly be running a workshop on alternative energy.

Signed..... Dated 11th July 2024

8. Finance - to receive and agree Bank Reconciliations for May and June 2024; to review and authorise payments on the Financial Statement from 1st May to 30th June 2024

The May and June 2024 bank reconciliations and bank statements were reviewed, agreed and signed.

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

Current account closing balance as at 30th April 2024				£ 66,321.76
Plus Receipts since 1st May 2024:				
	25/06/2024	HMRC - VAT refund 1/03/24 to 31/5/24		£ 718.71
				£ 718.71
Less Payments since 1st May 2024				
DD	02/05/2024	Mr A Philby - cutting HC playground x2 May 24		£ 56.00
DD	10/05/2024	Octopus Energy - electricity for car park 1/4/24 to 30/4/24		£ 21.76
DD	13/05/2024	The Tech Doctors - monthly payment for 4G data account for CCTV		£ 30.00
BACS	16/05/2024	Geosphere - annual subscription		£ 45.00
BACS	16/05/2024	Mulberry - internal audit fee		£ 181.44
BACS	22/05/2024	Beechdown - tree works in HC playground		£ 360.00
CHG	31/05/2024	Bank charges for May		£ 4.90
BACS	31/05/2024	V Spiers - Clerks May 2024 salary, office expenses and mileage		£ 1,654.80
BACS	31/05/2024	NEST - Employee & Employer pension contributions for May 24		£ 131.20
BACS	31/05/2024	HMRC - PAYE and Employee NI contributions for May 24		£ 216.31
BACS	11/06/2024	Mr A Philby - cutting HC playground x3 June 24		£ 84.00
BACS	11/06/2024	HDC - quarterly fee for emptying of litter bins for 1/7/24 to 30/9/24		£ 81.90
DD	11/06/2024	Octopus Energy - electricity for car park 1/5/24 to 31/5/24		£ 18.30
DD	13/06/2024	The Tech Doctors - monthly payment for 4G data account for CCTV		£ 30.00
BACS	17/06/2024	KPS Depot - bags for dispensers		£ 136.80
BACS	25/06/2024	Defibshop - 2 defibrillators and 3 outside cabinets		£ 3,750.00
BACS	28/06/2024	V Spiers - Clerks June 2024 salary, office expenses and mileage		£ 1,389.60
BACS	28/06/2024	NEST - Employee & Employer pension contributions for June 24		£ 107.66
BACS	28/06/2024	HMRC - PAYE and Employee NI contributions for June 24		£ 124.79
CHG	28/06/2024	Natwest - banking charges		£ 2.45
BACS	28/06/2024	M Rollings - installation of noticeboard, litter bin and signs		£ 198.00
SUB-TOTAL				£ 8,624.91
Current account balance available after 30th June 2024				£ 58,415.56
<u>This includes £33,430.16 earmarked/ringfenced reserves:</u>				
£595.60 - grant for Operation Watershed works				
£1,400 - for Ruffs path works				
£ 31,434.56- SDNPA CIL monies				

9. To discuss the signage for the new 20mph speed limit in the village

The PC confirmed that they had not seen the plan of where WSCC were going to place the roundels in the village, in particular it was noted that several residents are unhappy regarding the 20mph roundel in the conservation area, following discussion and a suggestion from a resident it was resolved that the clerk would check with Historic England to see what their view was and also flag with County Cllr Paul Marshall.

It was also noted that School Road had not been resurfaced when the rest of the village was done, and it was resolved that the clerk would raise this with WS Highways.

10. To review Proposal on extending "keep clear" lines outside the school to incorporate school gates

Fraser advised that residents had voiced safety concerns regarding the potential of unseen children moving between the parked cars into School Road at the start/finish of the school day. One potential solution for the council to discuss

Signed..... Dated 11th July 2024

was the extension of the yellow keep clear zig-zag lines to include the school side gates. This had been introduced by WSCC in a trial of some Sussex schools such as Arundel, and was now permanent. It might be extended to other schools, though Jason thought funds would be insufficient to implement. Jason and Tim informally discussed this measure with the School's Operations Director at a site meeting on 6 June, and their observations were that the school were not keen. Several residents have also expressed their objections to the PC. After discussion it was resolved that the clerk would formally write to the school to obtain their view as the PC have no jurisdiction over this matter.

11. Update on CIL projects – including tractor, defibrillators and village map for car park

The clerk advised that the PC had ordered the tractor from Bale Baron and that once delivered this will be donated to the Cricket Club. As well as being used to cut the recreation ground and football field, the tractor will also be used to cut local green spaces with two volunteers being added to the list of approved operators.

The two new defibrillators have been delivered and Tim will be installing these on the cricket pavilion and in Newland Gardens in due course.

The village map for the car park has been designed and the sign writer has started work on producing it.

12. Adjournment – to take questions or comments from members of the public (max 15 minutes)

The following questions/comments were received from residents:

- Which committee did parking issues come under, Jason advised this was a matter for the full council
- How polluted is the River Arun – Fraser advised that the latest record is that there were over 400 sewage spillages into the Arun last year, so it is a reasonable assertion that the river is polluted
- Do APCOA have any role at parking at the station – Paul advised that he thought any involvement would be limited at it was free parking
- Is there going to be any follow up to a resident's car parking survey – Tim advised that the biggest concern from the responses appeared to be the parking on the junction/corner by The Black Horse, the PC had already had a meeting with WS Highways and Cllr Paul Marshall regarding this and the Highways Officer had advised the only options available were some discrete signs and for the residents effected by the inconsiderate parking to look at installing Access Protection Lines
- Who to contact regarding water run-off from High Titten – Jason advised this was WS Highways, he will meet with the resident on Monday to discuss further

13. Clerk's update and Information items

The clerk advised the following:

- That all the received and relevant correspondence had been forwarded to councillors
- The playground inspections had been undertaken by RoSPA and their reports are awaited
- Network Rail have agreed to fund the repairs to the flint wall at the entrance to the Station, awaiting dates
- The salt bin audit is due to WSCC by 31st July, the clerk will be actioning shortly
- An application has been sent off to Google maps for them to add the village car park

14. To review and adopt the new Financial Regulations

The clerk had circulated prior to the meeting, after discussion the council resolved to adopt.

It was noted that the clerk's delegated authority is increased to £500 and that items within an agreed budget can be authorised up to £2000 outside of a PC meeting (subject to the authorisation process noted in the Financial Regulations).

15. To approve the change to council's Standing Order 5 (J)

This was circulated to the council prior to the meeting, reviewed and approved.

16. To review the latest information on the provision on a new Community Centre

Leigh advised that a meeting had taken place between APC and HDC on 27th June to discuss the possibility of a joint approach to the SDNPA which would hopefully see a better chance of any plans being agreed, the PC is hopeful that this has been agreed in principle, the next steps are for Leigh to prepare a response back to HDC to confirm and then a meeting with the SDNPA to be arranged.

17. To review the Parishioner's correspondence list and agree on any necessary action (including items raised at Saturday Surgery)

A resident asked for the PC to discuss the issue of HGV's trying to get under the railway bridge in Houghton Bridge, they feel the warning signage is not adequate and is not working, it was noted that the resident has also raised their concerns with Cllr Paul Marshall and Andrew Griffiths MP.

Previously WSCC have confirmed that all the legally required signage is in place, following a discussion the council agreed any HGV attempting this should therefore be reported to Operation Crackdown.

It was noted that some sat-navs used by the drivers would not show the low bridge the PC agreed that this was something they had no powers to change and would be an issue for the local MP to take forward.

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

Fraser had met with WSCC regarding Nature Recovery.

19. To note the date of the next meeting 19th September 2024 at 7.30pm

Noted.

The chairman closed the meeting at 9.20pm.

Vicky Spiers - Clerk to Amberley Parish Council

15th July 2024

Signed..... Dated 11th July 2024