



AMBERLEY PARISH COUNCIL

Minutes from the ordinary Parish Council meeting held on 19th September 2024, 7.30pm at St Michael's Church Hall.

PRESENT: Parish Councillors; – Jason Charman (Chairman), Elisabeth Tooms, Paul Mustow, Leigh Cresswell and Tim Simpson

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

1. Apologies for absence

Apologies noted and accepted from Hazel Allinson, Ian Corcoran and Fraser Wheeler. Apologies also noted from WSCC councillor Paul Marshall and HDC councillors Jon Campbell and Paul Clarke.

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

Paul Mustow on item 8 as he is a member of Amberley Cricket Club.

3. To approve and sign the minutes of the ordinary Parish Council Meeting held on 11th July 2024

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

4. Updates from County and District councillors

No updates.

5. Current Matters - updates: (a) Joint Community Highways Scheme with Houghton

– No update. It was noted that Laura had resigned from the council with effect from 25th September 2024. A councillor will be required to take over the facilitation of this initiative. Action – clerk to contact Laura to ask her to forward any emails on the CHS scheme.

(b) Operation Watershed application – this has been reviewed by WSCC and they have confirmed that the proposed work would fall within the remit of the funding, there are some items that need review on the application and the clerk is waiting an email from WSCC confirming these.

(c) Ham Piece – a new bridge with a handrail has now been installed, the council noted their thanks to Martyn Rollings, Mark Brown and Paul Mustow.

(d) Roundels in Church Street – Historic England agreed that the position of the roundels was unfortunate, they advised they do not have any statutory remit with regards to these works which fall within the Highway Authority's permitted development rights. It was noted that the roundels have faded since first being painted.

6. Committee Reports –

(a) Planning - as detailed below:

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/24/01560/FUL	The Cricketers - Installation of 13x panel above ground solar pv array	APC had no objections - DECISION PENDING WITH HDC
SDNP/24/01373/HOUS	River View - Erection of First Floor extension to side (West) elevation	APC had no objections - DECISION PENDING WITH HDC
SDNP/24/02256/HOUS	Wildbrooks - New vehicular access from East Street	APC objected - DECISION PENDING WITH HDC
SDNP/24/02421/HOUS	The Coach House - new vehicular access	APC had no objections - DECISION PENDING WITH HDC
SDNP/24/03398/FUL	Pickwick , Turnpike Road - Change of use from one dwelling to form four dwellings	APC to comment
SDNP/24/03649/HOUS	13 Hurst Cottages - Erection of a single storey front porch extension	APC to comment
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. Update Sept - SDNPA are still not receiving a response from the developer

Leigh advised that from 1st October all planning applications for Amberley Parish will be dealt with directly by the SDNPA as HDC's delegated authority agreement had not been renewed.

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

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.

It was noted that the application for Wildbrooks has been approved by HDC. The council discussed if this should be raised with SDNPA, Leigh advised he will take a further look.

(b) Roads & Paths – Jason advised he had started on the winter programme including the clearing of the ditches and hedge cutting. Paul Mustow asked if APC should consider employing a contractor to do these works, the clerk advised that a contractor was employed for the car park and Hurst Cottage playground, after discussion it was agreed that this would be further discussed at the finance meeting in October where the 2025/26 budget will be discussed.

Jason has identified a pothole in School Road that has been reported by the clerk.

(c) Assets & Amenities – the clerk advised that the annual playground inspection reports had been received, she will review and send to committee members.

Signed..... Dated 14th November 2024

(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. He will shortly be cutting back the wildflowers.

A local drainage contractor has cut some channels into the parking bays to help with the drainage of water.

There have been two new signs installed on the B2139 for the car park.

Both the clerk and Leigh have emailed Google regarding adding the car park onto Goggle maps.

(e) Village Bus – Elisabeth advised that they currently have enough drivers and are continuing to encourage residents to use the bus.

(f) Climate Action and Nature Recovery Working Group – Fraser had provided an update prior to the meeting - Survey results in, circulated to councillors, article in October Wildbrooks magazine slightly amended strategy to be re-submitted to APC for adoption.

Arun valley initiative on nature rejuvenation underway, Fraser will update in due course.

SDNPA interested in facilitatory role with landowners of Wildbrooks to enact positive change, Fraser will update.

Church hall event on energy efficiencies in households on 3 October, led by Tesh Patel.

Event, led by Richard Sharman, to launch Amberley Goes Wild, a nature and photography event for coming year.

7. Finance - to receive and agree Bank Reconciliations for July and August 2024; to review and authorise payments on the Financial Statement from 1st July to 31st August 2024

The July and August 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.

AMBERLEY PARISH COUNCIL – FINANCIAL STATEMENT FOR PERIOD 01.07.24 to 31.08.24			
Current account closing balance as at 30th June 2024			£ 58,415.56
Plus Receipts since 1st July 2024:			
01/07/2024	Mr & Mrs Tester - annual rent for grazing on Ham Piece	£	120.00
28/08/2024	Pepper Trust donation for new picnic bench	£	300.00
			£ 420.00
Less Payments since 1st July 2024			
BACS 01/07/2024	PCC of Amberley - Hall hire Apr-June	£	72.00
BACS 03/07/2024	Bale Baron - deposit for new tractor	£	1,836.94
BACS 04/07/2024	Mr A Philby - cutting HC playground x2 June 24	£	56.00
DD 09/07/2024	Octopus Energy - electricity for car park 1/6/24 to 30/6/24	£	17.23
DD 15/07/2024	The Tech Doctors - monthly payment for 4G data account for CCTV	£	30.00
BACS 16/07/2024	Mulberry - procurement training session	£	54.00
BACS 16/07/2024	Trinton Trak (tracker for new tractor)	£	472.80
BACS 18/07/2024	DA Norgate - car park vegetation clearance and strimming	£	380.00
BACS 24/07/2024	Bale Baron - remaining payment for tractor	£	16,532.46
BACS 31/07/2024	Banking charges	£	3.50
BACS 31/07/2024	V Spiers - Clerks July 2024 salary, office expenses and mileage	£	1,644.50
BACS 31/07/2024	NEST - Employee & Employer pension contributions for July 24	£	130.08
BACS 31/07/2024	HMRC - PAYE and Employee NI contributions for July 24	£	212.02
BACS 01/08/2024	Timberley - car park drainage works	£	300.00
BACS 01/08/2024	Mulberry - 2x property training sessions for councillor	£	120.00
BACS 05/08/2024	Travis Perkins (reimbursed to V Spiers) - limestone for path	£	163.63
BACS 06/08/2024	Mr A Philby - cutting HC playground x2 July 24	£	56.00
BACS 06/08/2024	DA Norgate - car park vegetation strimming	£	100.00
BACS 13/08/2024	Moore - external audit	£	378.00
DD 13/08/2024	Octopus Energy - electricity for car park July	£	17.74
DD 13/08/2024	The Tech Doctors - monthly payment for 4G data account for CCTV	£	30.00
DD 14/08/2024	ICO - annual fee	£	35.00
BACS 15/08/2024	SLCC - annual membership fee	£	188.00
BACS 16/08/2024	M Rollings - materials and labour new walkway at Ham Piece	£	720.00
BACS 21/08/2024	Savills - half yearly rent for football field	£	150.00
BACS 23/08/2024	Wilbar - 2 new signs for car park	£	919.20
BACS 23/08/2024	Safety Signs - no overnight stays signs for car park	£	16.12
BACS 23/08/2024	Bearded Hero - hire of mini compactor for path	£	42.00
BACS 29/08/2024	Mr K Dalmon - clearance of cricket field ditch	£	250.00
BACS 29/09/2024	DA Norgate - clearance of vegetation Church Rd	£	200.00
BACS 30/08/2024	V Spiers - Clerks August 2024 salary, office expenses and mileage	£	1,506.92
BACS 30/08/2024	NEST - Employee & Employer pension contributions for Aug 24	£	117.74
BACS 30/08/2024	HMRC - PAYE and Employee NI contributions for Aug 24	£	164.13
BACS 30/08/2024	Natwest - banking charges	£	4.90
SUB-TOTAL			£ 26,920.91
Current account balance available after 31st August 2024			£ 31,914.65
<u>This includes £16,927.16 earmarked/ringfenced reserves:</u>			
£595.60 - grant for Operation Watershed works			
£1,400 - for Ruffs path works			
£14,631.56- SDNPA CIL monies			
£300 - new picnic bench			

8. To review the Tractor Agreement

This had been sent to the council prior to the meeting, after discussion it was agreed that Paul Mustow would send a few suggestions for changes to the clerk for the Agreement to be finalised at the November PC meeting.

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

The clerk advised that the new tractor had been delivered and was in operation. 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, Tim and Jason will be installing these on the cricket pavilion and in Newland Gardens in due course.

The village map for the car park is being finalised by the sign writer.

Signed..... Dated 14th November 2024

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

The following questions/comments were received from residents:

- Parking at Amberley Station – much harder to park there now there are more trains, after discussion it was agreed that the clerk would contact the Amberley Museum to see if they would be open for a discussion regarding using some of their parking.
- When will the post box in The Square be re-opened. Jason advised it is currently shut due to the building works at The Old Postings, once these are finalised Royal Mail will reopen.
- Concerns over several dead rats that have been discovered on football field. Noted by the council who will keep a check on this.

11. Clerk's update and Information items

The clerk advised that all the received and relevant correspondence had been forwarded to councillors

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

Following are outstanding:

- HGVs trying to get under the railway bridge in Houghton Bridge – a meeting has been held with Highways and Paul Marshall. Highways will be installing monitors along the road to record how often HGV ignore the signage.
- Installation of hedgehog signs near East Street and Hurst Cottages – a resident is taking this forward
- Vandalism to telephone kiosk in Houghton Bridge – clerk to report to BT and Sussex Police.

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

Paul advised that he would be undertaking some planning training organised by Mulberry & Co.

14. To note the date of the next meeting 14th November 2024 at 7.30pm

Noted.

The chairman closed the meeting at 9.05pm.

Vicky Spiers - Clerk to Amberley Parish Council

24th September 2024

Signed..... Dated 14th November 2024