

AMBERLEY PARISH COUNCIL

Minutes from the Ordinary Parish Council meeting held on 10th January 2019, 7.30pm at St Michael's Church Hall.

PRESENT: Parish Councillors – Geoff Uren (GU) Chairman, Jason Charman (JC), Peter Cozens (PJC), Hazel Allinson (HA), Leigh Cresswell (LC), Geoff Conlon (GC), Tim Simpson (TS), Abigail Rice (AR) and Laura Rawnsley (LR)

Also present: West Sussex County Cllr Paul Marshall, Richard Vernon (Co-Chair of Trustees Amberley Heritage Museum), PCSO Erica Baxter, Vicky Spiers (VS) the Clerk and 6 members of the public.

1. APOLOGIES FOR ABSENCE

Apologies for absence received and accepted from Cllr Jim Sanson.

GU moved item 6 up the agenda as Cllr Paul Marshall had to leave for another Parish Council meeting

6. REPORT FROM COUNTY AND DISTRICT COUNCILLORS

Paul Marshall advised that the WSCC precept would be increasing by 5%, which included 2% for adult social care. WSCC funding from central government has reduced by 40% and between 2020 to 2023 they will have a £46m gap between revenue against outgoings.

Paul advised that the Highways tender had gone out to contract last year, one of the three companies that applied challenged WSCC on their selection criteria, this would have resulted in a costly court case so WSCC withdrew the tender and are resubmitting a new contract for tender, in the short term this meant that some Highway works were held up and short term contracts had to be put in place.

Paul advised that the camp site at High Titten (currently owned by WSCC) was also out to tender, there has been lots of interest. GU stated he hoped that the use of the campsite is preserved.

Paul Marshall left the meeting at 7.40pm

2. PUBLIC ADJOURNMENT TO TAKE COMMENTS FROM THE FLOOR

GU invited Richard Vernon (representing Amberley Heritage Museum) to speak. Richard Vernon (RV) advised that he had been a Trustee at the Museum for just over a year and a half, he is aware that a previous failing of the Museum was not engaging effectively with local community groups and he would like to rectify that. The Museum was founded 40 years ago by a group of industrial heritage enthusiasts. The site is leased to the Museum through WSCC and is 36 acres showcasing 20 different museums.

RV advised that they have 50,000 visitors a year, he is looking to raise awareness of the Museum to increase visitor numbers, they currently have a few financial challenges and are losing money, but RV is confident that they will get through this. The Museum also needs more volunteers, RV advised that they currently have 150 active volunteers who are mainly technical, they would like to encourage more women to join and new retirees.

RV enquired how the Museum could engage with Amberley residents, Councillors suggested; access to Listserve (GU will arrange), advertising in the Parish magazine, flyers on the four Parish noticeboards, in the shop and pubs and engagement with Amberley school.

GU advised he is a Friend of the Museum but had not been contacted when his subscription expired, RV thought this had been resolved, he will investigate it.

A resident suggested more engagement with local teenagers, perhaps running workshops for them to gain skills for their CV's.

RV advised that the Museum had just received a £58,000 grant from the National Lottery which was for connecting with groups of people, PCSO Erica Baxter suggested they contacted the local secondary schools.

A resident enquired if the Museum had lobbied for a half hour service for trains at Amberley Railway station, rather than the current hourly one. RV advised that it was possible that Southern Rail may start charging for the car park at the station.

GU also stated that with regard to the demographics of the local communities the Museum could look into Bequests and Legacies.

GU advised RV that Cllr Abigail Rice would be APC's liaison with The Museum.

RV thanked everyone for their support and ideas.

A resident asked PCSO Erica Baxter (EB) if he could submit an episode of dangerous driving which he had recorded on his dashcam. EB advised that this was possible via the Operation Crackdown website (GU advised resident he would send him a link).

3. DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

JC on item 7(a).

4. AGREEMENT OF MINUTES OF THE PREVIOUS MEETING HELD ON 8th NOVEMBER 2018

Minutes were agreed by Councillors and signed by the Chairman as a true record. It was noted that under Item 8(d) Daniel Rice should read David Rice.

5. UPDATE ON COMMUNITY SPEEDWATCH BY PCSO ERICA BAXTER

EB advised that a man had been arrested in connection with the spate of car break-ins in the area in December. She encouraged residents to sign up for the police e-newsletter 'In the Know', VS advised that this is sent round to residents via Listserve by a Neighbourhood Watch member. EB advised that in order to set up a community Speedwatch group in Amberley any potential Speedwatch sites would need to be assessed by the police. There is also a link on the police website giving further detail, including the cost involved which she recommended the PC looked at. LR suggested that a smaller group of Councillors got together to discuss further.

EB also mentioned that there is a Police Property Fund which is the proceeds from the selling of stolen goods and community groups can apply for funding up to £500 for projects such as Speedwatch.

GU thank EB for attending.

PCSO Erica Baxter and Richard Vernon left the meeting at 8.30pm

7. MATTERS ARISING FROM THE PREVIOUS MINUTES

(a) Newland Gardens – the broken fence is still not completely fixed, VS to take photos and contact Thomas Coleman at Saxon Weald, this issue was first reported to them in June 2017. GC advised that the contract with Burleys will up for review soon, he will contact Thomas Coleman to see if this is going out to tender.

(b) New website– VS had sent a link out to Councillors prior to the meeting, all agreed to proceed with new website and Council email addresses from 1st March. PJC said that on the Planning page it should state that the page is updated after PC meetings, VS advised that the link for the SDNPA

planning portal could be added so residents can view applications in real time. There is the option for Councillors to have their photo on the site, with some Councillors taking up this option. VS to source photos.

8. COMMITTEE REPORTS

(a) Planning –

The list of planning applications received and decided upon from 8th November 2018 to 10th January 2019 are as follows;

SDNP/18/03927/FUL	CASTLE FARM - Change of use of The Granary from self-contained ancillary accommodation to Castle Farm to provide an independent single-family dwelling.	Amberley Parish Council commented that the proposed dwelling appears to be in contravention of the Amberley Neighbourhood Plan (Policy HD1) in that it is outside the settlement boundary. Application has been referred to HDC's Planning South Committee on 20th November. APPLICATION APPROVED
SDNP/18/04180/LIS	NORTH ROAD FARMHOUSE - Internal alterations including removal and repositioning of walls, removal of chimney and installation of rooflights to rear elevation (Listed Building Consent)	Amberley Parish Council has some reservations that the removal of the chimney stack with the gap being thatched over may be of detriment to the building in the conservation area. APPROVED BY HDC
SDNP/18/05224/FUL	LAND EAST OF RIVERSIDE CARAVAN PARK- Retention of timber storage shed mounted on blocks	Amberley Parish Council supports this application but as the building was erected without planning permission we would like to see a couple of conditions added to the Approval Decision in that the structure should only be used for agriculture purposes and that the structure should be removed if it was no longer needed for agriculture purposes (we understand the applicant has indicated a willingness to accept the former condition). APPLICATION IN PROGRESS WITH HDC
SDNP/18/05539/FUL	RIVERSIDE PARK - Improved access to the existing leisure boat moorings, floating platform over existing eating area and improved dinghy landing platform	Amberley Parish Council supports this application provided no additional lighting is involved. We already have problems at this site with extensive lighting (in contravention of earlier consents) and more lighting should be unacceptable. APPLICATION IN PROGRESS WITH HDC
SDNP/18/05814/LIS	MALT HOUSE - Repairs to existing chimney breast, repairs to existing roof, alterations to approved door details (Listed Building Consent)	Amberley Parish Council supports this application, our only concern being the lack of detail about the replacement windows. These should be compliant with the Parish of Amberley Design Statement. APPLICATION IN PROGRESS WITH HDC
SDNP/18/05657/FUL	STRAWBERRY VILLAS - Development of 15 new residential dwellings consisting 2 no. one bedroom and 2 no. two bedroom apartments, 2 no. two bedroom, 6 no. three bedroom, 2 no. four bedroom and 1 no. five bedroom dwellings an ecological corridor and landscape buffer. Land adjacent to Strawberry Villas	Amberley Parish Council supports this application on the provision that development shall not commence until;
		1. The foul water drainage plan is agreed by HDC Drainage
		2. Full details of the maintenance and management of the SuDS system is set out in a site-specific maintenance manual and submitted to, and approved in writing, by the Local Planning Authority. The scheme shall subsequently be implemented in accordance with the approved designs.
		3. The Developers publish the intended access arrangements for Newland Gardens Road (maintenance of this private road is paid for by Newland Gardens residents in their annual service charge)
		4. Confirmation is provided on how the dwellings will be heated
		5. Assurances are provided that there will be adequate mobile phone reception and broadband download speed. APPLICATION IN PROGRESS WITH HDC

PJC advised that regarding the Strawberry Villa's application the preliminary report from Southern Water states that extra sewage infrastructure will be required. PJC's impression was from reading the responses from the various consultees that the application is insufficiently detailed in various aspects.

GU advised that Castle Farm had been bought by Nyetimber Vineyards, at present the PC had no additional details.

(b) Roads and Paths – JC advised that he is currently cutting Ruffs Path, unfortunately he has come across a lot of dog fouling in the areas he is strimming which is highly unpleasant. Councillors agreed to put further reminder on Listserve and VS to contact Mike Toynbee to put an article in Parish magazine.

There are a couple of potholes in the Parish which have been reported to WSCC.

The section of the hedge on the B2139 owned by UKPN has still not been cut back by them, despite assurances by them that this was being done in November 2018. JC has a meeting with James Strachan from WSCC Highway's on Monday 14th January to discuss.

GC advised that he is expecting to hear from WSCC Operation Watershed on Monday 14th January as to whether APC have been successful in obtaining funding for the works in School Road, in

preparation he has already contacted the contractor to see when they can do the work, which will involve drainage being put in to take water from the road into the stream.
GU thanked JC for dealing with the blocked culvert on 21st December, JC advised that GC and a resident also helped with drainage rods on 22nd December.

(c) Assets and Amenities – HA advised that there is now a new salt bin at High Titten. The 1-ton bag of salt that was previously at Castle Farm is now being stored in North Stoke, we have also had a further 1-ton bag of salt delivered to Drewitts Farm Outbuildings.

Regarding the rabbit issue on the recreation ground, APC sought the services of The Home Counties Hawking Club, they visited the Recreation Ground on 10th November and managed to remove a few rabbits but said that a few of the burrows were empty. They were unable to fly the birds at the bottom of the field as it was too near the road. However, they did spot that there were many burrows in Corner Cottage – belonging to Amberley Castle. HA have asked for a date that they could return so that she can liaise with Piers from The Castle. There is some repair work to be done on the recreation ground, HA will contact Keith Dalmon to discuss.

(d) Village Bus – GC advised that they have enough drivers, and all is running well.

(e) Amberley Neighbourhood Plan delivery – TS advised that there are a lot of volunteers contributing to different activities to bring the planning application for the proposed car park together. There is a total budget of £2000 for all these activities, TS will forward the budget to all Councillors.

TS advised that so far, no definite decisions had been made about the car park regarding design, surface, layout, vegetation and ecological additions. Formal discussions will need to be had soon on these and also procurement, how we monitor development and funding. The whole of the PC will need to be involved in these decisions.

TS is currently looking at CIL funding, potentially there could be enough to pay for the car park if the Strawberry Villa's development goes ahead.

TS and GU asked VS to look at the procurement policies that APC will need to follow when looking for contractors.

(f) Finance – No meeting.

9. FINANCIAL REPORT

All the necessary documents were approved and signed. The financial statement for the period up to 10th January 2019 was produced and agreed.

The financial statement is as follows;

AMBERLEY PARISH COUNCIL – FINANCIAL STATEMENT FOR PERIOD 8/11/18 to 10/01/19						
Current account balance as at 8th November 2018					£ 16,464.82	
Receipts since 8th November 2018:						
	09/11/2018	HMRC - VAT refund			305.52	
	04/01/2018	My Plaiice Fish & Chips - donation			40.00	
					SUB-TOTAL	£345.52
						£ 16,810.34
Cheques presented or BACS payments since 8th November 2018:						
BACS	19/11/2018	Viking - rock salt (reimbursed to V Spiers)			£ 41.92	
BACS	19/11/2018	Age UK Horsham District - donation			£ 130.00	
BACS	20/11/2018	APCC - Christmas Greetings for Parish magazine			£ 15.00	
BACS	28/11/2018	Glasdon - new grit bin for High Titten (reimbursed to V Spiers)			£ 119.34	
BACS	28/11/2018	JC Graver - moving of 1 tonne of grit to North Stoke			£ 25.00	
BACS	29/11/2018	NEST - Employee & Employer pension contributions for Nov 18			£ 40.87	
BACS	29/11/2018	V Spiers - Clerks Nov 18 salary and expenses			£ 935.68	
BACS	29/11/2018	HMRC - Employee & Employer NI contributions for Nov 18			£ 74.72	
BACS	07/12/2018	HDC - emptying of litter bin Jan 19 to Mar 19			£ 40.39	
BACS	07/12/2018	Sussex Wildlife Trust - ecological survey from new car park			£ 192.00	
BACS	10/12/2018	Mr M C Weston - pencil drawing to illustrate new car park			£ 290.00	
BACS	10/12/2018	AIRS - for attendance on PAT testing training			£ 114.00	
BACS	20/12/2018	NEST - Employee & Employer pension contributions for Dec 18			£ 35.93	
BACS	20/12/2018	V Spiers - Clerks Dec 18 salary and expenses			£ 823.97	
BACS	20/12/2018	HMRC - Employee & Employer NI contributions for Dec 18			£ 24.39	
BACS	20/12/2018	J Charman - clearing of Ruffs Path ditches (reimbursed to V Spiers)			£ 250.00	
BACS	07/01/2019	AGNES - annual donation (paid to Amberley Welfare Trust)			£ 100.00	
BACS	07/01/2019	Amberley Cricket Club - annual donation			£ 1,000.00	
BACS	07/01/2019	PCC of Amberley - annual donation			£ 500.00	
BACS	07/01/2019	Amberley First Responders - annual donation			£ 50.00	
BACS	07/01/2019	Dolphin Ecological Surveys - preliminary ecological appraisal for new car park			£ 741.00	
BACS	08/01/2019	APCC - Hire of Church Hall from Oct-Dec 18			£ 32.00	
					SUB-TOTAL	£ 5,576.21
						£ 11,234.13
Cheques issued but not presented to date:						
None						
					SUB-TOTAL	£ -
						£ 11,234.13
Cheques to be signed at this meeting:						
					£ -	
					SUB-TOTAL	£ -
						£ 11,234.13
Current account balance available after 10th January 2019:					£ 11,234.13	
<i>This includes a total of £1195.60 which is Grant money for specified projects under Operation Watershed</i>						

10. 2019/2020 PRECEPT

The Clerk had sent details to Councillors prior to the meeting. The revised draft includes a provision for an increase in the Clerk's salary following a national pay award and extra budget for the delivery of the Neighbourhood Plan. A discussion was held regarding whether £500 should be added for Community Speedwatch equipment but it was agreed that this could be covered from the contingency fund if necessary. The precept will increase from £60.28 to £67.20 per household. All Councillors agreed precept. Action: VS to advised HDC.

11. CLERK'S SALARY

The Clerk advised that The National Joint Council (NJC) of Local Government Services has agreed new pay scales for 2019-2020 to be implemented from 1st April 2019. Due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine. Therefore all 'spinal column point' levels (SCP) have consequently been amended. The Clerk's current salary level of 21 will change to level 11 with a new hourly rate of £11. This was noted by Councillors.

12. 2019 PARISH COUNCIL ELECTIONS

The Clerk had sent round a very comprehensive email from the Horsham Elections team prior to the meeting, she confirmed the elections were on 2nd May 2019. Amberley PC has a quota of nine councillors, it is only if more than nine nomination forms are received by HDC that an election would be triggered for Amberley. The Clerk has a link to the nomination form which she will forward to Councillors, it was agreed that these would be completed and brought to the next PC Meeting on 14th March 2019 where JC would collect and take into HDC between 26th March and 3rd April.

Laura Rawnsley left the meeting at 9.30pm

13. DATE FOR ANNUAL PARISH MEETING

Provisionally agreed for the 4th April, Clerk to ask Mike Toynbee if he is free to host as in previous years.

14. INFORMATION ITEMS

The Clerk advised that APC need to respond formally to Ray Jackson regarding the proposed federation of Amberley and Coldwaltham C of E primary schools – GU advised that he would respond on behalf of APC.

GU advised that APC need to re-elect Ian Galbraith as our nominated trustee for The Pepper Trust, this is for a four-year period. All Councillors agreed.

GC asked that an agenda item is added for the next PC regarding parking in Amberley village. There are concerns over how parking is going to be managed in the summer with the Black Horse now being open. Alongside this GC advised he would also like to discuss the availability of disabled parking. TS advised that the proposed new car park will have two disabled spaces.

It was also noted that residents putting cones outside their property does not help as this just displaces the issue, also there is no legal standing for these cones to be used.

15. CORRESPONDENCE AND REQUESTS FOR DONATIONS

The current list of parishioner queries is as follows;

Date Received	Summary	Action	Councillor involved?	Resolved
01/03/2018	New sign for Castle Lane has been placed outside New Barn Cottages on New Barn Rd causing confusion	Clerk reported to Andy Flack at HDC, 15th March - no response. Chased 4/4 enclosing a map - no response. Chased 8th May. HDC confirmed that they would get signed repositioned. Clerk chased 14/8 - no response. Clerk contacted HDC - they have now confirmed (on 19th Oct) that the sign will be repositioned. Clerk rung A Flack 20/11/18, left message on ansaphone - no response. Clerk rung A Flack 5/12/18 left message with a colleague - no response. Emailed 7/1/19	PJC	Ongoing
Sep-18	Resident has asked for several stiles on footpaths in the Parish to be replaced with kissing gates	To be discussed at PC meeting. Emails to be sent separately with full details. After discussion it was agreed that as this is the landowner's responsibility that APC will contact the new landowner. Jan 2019 - still waiting details of the new landowner	GU and JC	Ongoing
15/10/2018	Concerns from several residents regarding the bee hives at Turnpike Cottage	Clerk has been in communication with owner, a meeting has been set up for 15th Nov to discuss this further. Jason has met with owner of beehives. They have discussed two options of where the beehives can be moved to, one is a field just behind the Tearooms which was previously owned by Mr Pyle but he has since passed away, Clerk unable to find who now owns.	GU & JC	Ongoing

It was noted that the sign for Castle Lane has been moved, unfortunately not to the area that was agreed.

16. EXTERNAL MEETINGS ATTENDED BY COUNCILLORS

None.

19. DATE OF NEXT MEETING

14th March 2019 at 7.30pm.

GU closed the meeting at 9.45pm.

Vicky Spiers – Clerk to Amberley Parish Council
15th January 2019