**AMBERLEY PARISH COUNCIL**

**Minutes from the Annual Parish Council meeting held on 17th May 2019, 7.30pm at St Michael’s Church Hall.**

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

Also present: Vicky Spiers (VS) the Clerk, County Cllr Paul Marshall, District Cllr Diana Van der Klugt, District Cllr Brian Donnelly and 7 members of the public.

**1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

GU opened the meeting and welcomed everyone, he said he was pleased that all the Councillors had agreed to stay on the PC following the Parish Election process, GU also congratulated District Councillors Diana Van der Klugt and Brian Donnelly on their election.

 GU proposed JC to continue as vice chairman and TS seconded, GU advised that he was pleased that JC was standing again and thanked him for all his hard work that he does in the community. JC proposed GU to continue as chairman and HA seconded all other Councillors unanimously agreed.

**2. SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE BY ALL COUNCILLORS AND REGISTER OF INTEREST FORMS DISTRIBUTED TO COUNCILLORS**

All Councillors signed their Declarations of Acceptance of Office and were given their ROI forms to be returned by 13th June 2019.

**3. APOLOGIES FOR ABSENCE**

Apologies for absence received and accepted from Geoff Conlon and District Cllr Paul Clarke.

**4. DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

None

**5. CO-OPTION OF A NEW COUNCILLOR**

Laura Rawnsley put herself forward to be co-opted back onto the PC, Councillors voted all in agreement.

**6. AGREEMENT OF MINUTES OF THE PREVIOUS MEETING HELD ON 28th March 2018**

Minutes were agreed by Councillors and signed by the Chairman as a true record.

*Item 9 was moved up the agenda*

**9. REPORT FROM COUNTY AND DISTRICT COUNCILLORS**

Cllr Paul Marshall advised that there was no news from County. JC raised the issue of large container lorries using the B2139 and not being able to get under the railway bridge, then consequently having to reverse, one lorry had hit and damaged Turnpike Cottage porch. There is signage advising of the low bridge at Whiteway’s roundabout and on the B2139 from Storrington, JC thinks a further warning sign along the A27 near Fontwell is required, PM asked JC to forward him the photos of the damage and he would look into this.

JC also raised with PM that over the last four year the Parish Council had tried on several occasions to get the white lines re-painted in The Square and the junction with Hog Lane and East Street, but were advised by Highway Stewards that Highways would not repaint due to cost cuts and that both roads joined at the same speed limit, however following a complaint from a resident to WSCC the white line were repainted without notice to APC. JC raised with the Highways Steward and he was not aware that the work had been done. JC and GU both expressed their concerns over the process. PM asked JC to email him to arrange a meeting to discuss in more detail.

Diana introduced herself, Brian and Paul who are the District Councillors for the new ward of Pulborough, Coldwaltham and Amberley (this also includes Parham) following the change to county borders after the 2nd May 2019 elections.

Diana advised that they now share office space with the County Councillors in the Parkside building in Horsham.

Cllr Paul Marshall left the meeting at 7.50pm

Diana spoke about various committees that the Councillors belonged to, including Planning – she informed the meeting that HDC receive approx. 3300 applications per year. Diana advised that the Government has given HDC an allocation of 800 houses to be built per year in the Horsham District.

Diana, Brian and Paul are interested in finding out what local concerns are, and they will do what they can to move them forward.

Brian informed the PC that there is a new monitoring officer at HDC – Sharon Evans who can assist with any compliance issues.

Brian advised that HDC are setting up their own affordable housing company, they hope to start building homes next year. HA asked if they will be managing the housing themselves or outsourcing, Brian confirmed that the housing would be managed by HDC staff, bringing in expertise when required. He said that one stream of funding for this company will be from HDC selling of bits of land that are not productive for them.

Brian stated that the housing allocation for Horsham District may be increasing to 1200 per year, there have been some other potential housing sites identified.

PC advised that National Parks now have no housing allocation, when Amberley did their Neighbourhood Plan (NP) the SDNPA had an allocation of 280, hence why Amberley were allocated a minimum of 6 in our NP. Following the introduction of National Planning Policy Framework in 2018 all housing allocations were removed from National Parks.

GU thanked Diana and Brian and said APC looked forward to working with them and Paul.

**7. PUBLIC ADJOURNMENT TO TAKE COMMENTS FROM THE FLOOR**

A resident asked what the response was from Nyetimber regarding the installation of kissing gates, JC advised that he had met with WSCC Access Ranger Katrina Harper and she would be writing to Nyetimber to ask if they could replace the stiles with kissing gates.

A resident asked on behalf of some Amberley Society members why there was going to be lighting in the car park, TS replied that the car park had been designed with several user groups in mind, one of those being school children, their parents and younger siblings in buggies, he said it was inconceivable to expect parents with young children to negotiate the car park in darkness for instance when there after school clubs etc. TS advised that APC have followed SDNPA’s lighting consultant Dan Oakley’s plan for lighting in a Dark Skies area. There will be a small number of LED downlights which will be triggered by movement and will stay on for about 4 minutes. TS advised he is happy to speak to any residents who have concerns about the lighting.

**8. APPOINTMENTS TO COMMITTEES AND ONE HALC/SALC REPRESENTATIVE**

It was agreed that all committees and representatives would stay the same.

*Item 9 was moved up the agenda – see above*

**10. MATTERS ARISING FROM THE PREVIOUS MINUTES**

(a) Car Parking in the Parish – GC had sent a report prior to the meeting advising that the parking watch initiative started at the last APC meeting had not generated a huge number of flyers being issued by the volunteers. He and his wife have issued 10 so far and and he has had nil returns from 3 of the volunteers and no response from the others as yet. It was noted that the advice notes were repeatedly being given in the same areas - East Street and the junction with High street and Hog Lane and The High street and The Square.

GC has also spoken to a number of drivers especially contractors about pavement parking/ poor parking particularly in the square/school Road.

GC noted that the Season has begun at a pace this year with walkers/cyclists/sightseers as well as tea room and Black Horse visitors adding large numbers. The visitor congestion is spreading to Church Street and the bottom of Hog Lane. GC stated he was happy to start getting a Road Space audit underway if the PC think it’s worthwhile, GU advised this needs further thought by APC, if we use WSCC for the audit there will be a charge.

**(b)** New website and emails– The Clerk advised that the new website went live from 1st April. With regard to the new email addresses for Councillors after discussion it was agreed that all Councillors should be using the new parish council specific email by 1st June.

**11. COMMITTEE REPORTS**

**(a) Planning –**

The list of current planning applications are as follows;



PJC advised that there were two large applications to note; Pickwick which has now been withdrawn by the applicant, but they have advised they will be submitting a revised application and Strawberry Villa’s this was called in by SDNPA and PC, GU and TS attended the planning meeting it was rejected by 5 votes to 4, with concerns around the landscaping. PJC advised that the Developers were now back in discussions with SDNPA to re-submit plans – there is now a new Landscape Led Process to follow.

 A resident asked what was happening with the bee keeping shed in the land behind Riverside tearooms, PJC said this was in progress with HDC and it is up to the applicant to chase this.

**(b) Roads and Paths** – JC stated most issues have been covered earlier in the meeting. He also advised that he had received a complaint about the new road surface from a resident who advised that it is causing more noise and dust pollution. Councillors discussed and thought the residents’ concerns would hopefully be temporary until the new surface beds down.

 **(c) Assets and Amenities** – HA advised that APC own Ham Piece a small piece of land in the Wildbrooks, for the last 30 years the Strudwicks rented from APC for £120pa. There has been an interest in grazing the land from Mr & Mrs Tester. HA also asked Councillors to consider other options for the land including selling it. Councillors agreed that this need further discussion.

HA informed the meeting that APC were having a continued problem with rabbits on the cricket field, a pest controller has been employed who so far has made 2 visits and caught 15 rabbits. The rabbits have made tunnels under the field, Keith Dalmon has filled many holes with soil and then re-turfed which the rabbits then dig up again. The pest controller has suggested putting traps down from 9pm to 5am, LC raised concerns about other animals getting caught in the traps, HA will check with the pest controller.

 **(d) Village Bus** – CG sent a report before the meeting advising that the bus trial to Storrington and Pulborough has operated on three Mondays so far with good numbers recorded but with some downturn on figures to Bognor which is the PM operation on Monday. The trial is running for 4 months before the statistics are reviewed.

The bus has had some electrical problems which has meant a number of visits to Peugeot for repairs. A replacement bus has been hired in, with no journeys being cancelled or customers inconvenienced.

Elisabeth Tooms of East Street is joining the bus driving Team and will be operating for the first time on Thursday 16th May, GC extended a welcome to her.

 **(e) Amberley Neighbourhood Plan delivery** – TS advised that there are 2 major projects of which one the housing at Strawberry Villas has already been discussed under Planning.

The Car Park – planning application is with SDNPA with the comments period now closed, there have been lots of support emails received. TS advised that 3 SDNPA Officers have made comments as follows;

Archaeological Officer - the archaeological heritage of the site – TS advised that Worthing Archaeological Society have volunteered and would be doing a metal detector survey on 17th May, the SDNPA officer has asked for some trenches to be dug to see if there are any historical remains. TS advised that the land has been used for agricultural purposes since the 17th Century.

Ecological Officer – asked for a water vole survey to be undertaken, this has been done and we are awaiting the results, a further one is required later in the year.

Landscape Officer – feels that the plans do not give full weight to the landscape. There is a meeting with the Landscape Officer scheduled for 22nd May to discuss his comment further

TS advised that the SDNPA Planning case officer is doing her best to assist APC.

 **(f) Finance** – No finance meeting to report on.

**12. FINANCIAL REPORT**

All the necessary documents were approved and signed. The financial statement for the period up to 16th May 2019 was produced and agreed.

The financial statement is as follows;



**13. ANNUAL AUDIT – approval of Annual Governance Statement 2017/18**

The Clerk advised that the internal audit was undertaken by Mulberry and Co on 14th May and they had signed off their section of the Annual Governance and Accounting Report.

The Annual Governance Statement was agreed by Council and signed by GU.

**14. ANNUAL AUDIT – approval of Accounting Statements 2017/18**

Agreed by Council and signed by GU.

**15. CORRESPONDENCE AND REQUESTS FOR DONANTIONS**

There have been no donation requests.

The current list of parishioner queries is as follows;



JC advised that the debris has been cleared from the pavement opposite the Amberley Museum, but he had been advised that a conifer branch from the Cricketers needs sawing down as it has broken and is causing an obstruction. Clerk to write to resident

**16. EXTERNAL MEETINGS ATTENDED BY COUNCILLORS**

None.

**17. INFORMATION ITEMS**

AR advised that Amberley Museum are celebrating 40 years and on 26th May will be giving all residents free entry to the Museum, a message will be going out on Listserve.

**18. TO NOTE THE DATE OF THE NEXT MEETING**

11th July 2019 at 7.30pm.

GU closed the meeting at 9.22pm

Vicky Spiers – Clerk to Amberley Parish Council

20th May 2019