



MINUTES OF THE MEETING OF THE PARISH COUNCIL
Held at St Micheal's Church Hall
On Thursday 14th May 2026

Councillors Present: Jason Charman (Chairman), Hazel Allinson, Ian Corcoran, Paul Mustow, Tim Simpson and Elisabeth Tooms.

Officer present – Locum Clerk: Celia Price FSLCC, FDA (BA (Hons) Community Governance, FSLCC

Members of the Public: 5

The Chairman welcomed all those present.

001. Election of the Chair for Amberley Parish Council

Cllr Smith proposed Cllr Charman, seconded by Cllr Simpson with no other nominations, Cllr Charman was duly elected as Chair for the municipal year 2026/27 and signed the Declaration of Acceptance of Office.

002. Election of the Vice-Chair for Amberley Parish Council

Cllr Charman proposed Cllr Smith, seconded by Cllr Mustow and with no other nominations Cllr Smith was duly elected as Vice-Chair for the municipal year 2026/27

003. Apologies for Absence

Apologies were received from Cllrs Mike Attard and Leigh Cresswell, County Councillor Paul Marshall and District Council Paul Clarke.

004. Declarations of Interest

The Chairman reminded members that declarations of interests already declared under the Localism Act 2011 stand. Cllr Smith reminded members that he is a member of the Sportsman Management Committee

005. Minutes of the meeting held on 12th March 2026

It was **RESOLVED** to approve the minutes of the meetings held on 12th March 2026 as true and accurate record of the meeting.

006. Action Updates

Cllr Simpson reported that carpark asset transfer has been approved by HDC and has been passed to HDC solicitor to be actioned.

It was **RESOLVED** to approve solicitor costs of up to £1000 to facilitate asset transfer transaction.

Cllr Smith advised that now the weather has improved the speedwatch group has been reactivated

Cllr Charman reported that he has been busy with roads and paths issues, advising that the School Road potholes have now been repaired. He also updated members following a meeting with WSCC where the rotting bridge over the ditch at the Millenium Green was replaced.

Signed:



007. District and County Councillor reports

None present

In his absence, the Chair extended congratulations to Cllr Marshall who has been re-elected as Amberley's County Councillor and is looking forward to a continued and collaborative working arrangement.

008. Public Adjournment

Members of the public were reminded that only questions or queries on the agenda were allowed and the public adjournment is limited to 15 minutes.

To receive any questions or comments at the discretion of the Chairman.

Residents congratulated the Chair and Vice-Chair on their reappointment.

Questions were also raised regarding the format of the public meeting to discuss the SDNPA consultation and the Annual Residents Meeting which are scheduled to be held together. The Chair advised there would be opportunities to ask questions about the Local Plan as well as general Parish Council matters as members will be in attendance.

A resident expressed concerns regarding the wall that belongs to the Church that has sycamores growing through it. The residents have historically looked after the area but are moving and would like the issue rectified prior to leaving. Members noted this is not a PC asset and the best course of action would be to discuss it with the Church.

Concerns regarding the maintenance of the pond were also highlighted and the Chair reassured residents that a maintenance agreement is being discussed later on the agenda (item 011).

009. The Sportsman Toilet Refurbishment Plans

Representatives from the Sportsman updated members regarding the community pub progress and aspirations. Both National Lottery and CiL funds have been applied for to enhance accessibility for all. The Council were asked for a letter of endorsement to support the CiL application to improve the toilets which will be open to the public.

Members congratulated Roger and the team and were impressed with this community asset.

It was **RESOLVED** to write a letter to SDNPA in support of the CiL application.

2 members of the public left the meeting.

010. Amberley Cricket Field

Cllr Smith reported that the tractor had been returned following its theft and members of the council had met with the cricket club to review current arrangements. Various mitigation and increased security measures were also discussed.

It was **RESOLVED** to spend up to £1000 on security improvements which will be allocated from general reserves.

011. Village Pond

Signed:



Members reviewed the proposed maintenance agreement.

It was **RESOLVED** to approve the proposed maintenance agreement.

1 member of public left the meeting

012. To review and adopt

The following governance documents were reviewed

- i. Standing Orders
- ii. Financial Regulations

It was **RESOLVED** to adopt the documents as presented.

013. Council Memberships

Councillors discussed continued memberships to

- i. West Sussex Association of Local Councils (WSALC) to inc. NALC
- ii. Horsham Association of Local Councils (HALC)

It was **RESOLVED** to renew the memberships to WSALC and HALCA

014. Committee Structure

It was **RESOLVED** that the following committees would continue

- Finance
- Assets and Amenities
- Planning
- Staffing

It was **RESOLVED** that Cllr Charman continue to facilitate Highways and footpaths matters reporting to The Assets and Amenities Committee or Full Council as appropriate.

015. To appoint representatives to the following organisations.

It was **RESOLVED** to appoint the following representatives

- i. HALC – Cllr Toombs
- ii. WSALC – Cllr Simpson
- ii. Village Bus – Cllrs Attwood & Toombs
- iii. Speedwatch – Cllr Smith
- iv. The Sportsman Management Committee – Cllr Smith

016. Meeting Dates for the Municipal Year 2026/27

It was **RESOLVED** to approve the proposed meeting schedule for 2026/27

017. Community Governance Review Consultation

Members discussed the HDC Community Governance Review Consultation and agreed that the unique identity of Amberley should be preserved with no aspiration to become part of a larger parish.

018. Clerk Recruitment

Cllr Smith reported that the working group have agreed the recruitment pack and the vacancy has been advertised with a closing date of 22nd May.

Signed:

Date:



019. Correspondence

Correspondence received was noted.

020. Items for the next agenda and date of the next meeting.

None

There being no further business the meeting closed @ 9:20pm

Signed:

Date: