

# ALBOURNE PARISH COUNCIL

You are hereby summoned to attend the Parish Council Meeting on  
Tuesday, 4<sup>th</sup> June 2024 at 7.00 p.m. in the Village Hall

(The meeting is open to members of the press & public)

SIGNED.....*Iain McLean*.....The Parish Clerk

Iain McLean

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## AGENDA

- 1. The Chairman of the Parish Council opens the meeting, and receives any apologies for absence.**
- 2. Declarations of interest.**  
To receive any declarations of interest from Members of the Parish Council.
- 3. Adjournment for any questions or issues raised by members of the public.**
- 4. Approval of Minutes.**  
To receive and formally approve the minutes of the Annual Parish Council meeting held on 7<sup>th</sup> May 2024 (as previously circulated) – to consider any matters arising from the minutes not otherwise on the Agenda.
- 5. To receive reports (if any) from:-**
  1. WSCC – Cllr Joy Dennis. 2. MSDC – Cllr Geoff Zeidler (see also his latest written report if available, as circulated to members).
- 6. Review of Governance documents.**
  - (i) To review and confirm Standing Orders as currently in force, (ii) to review and confirm Financial Regulations as currently in force, (iii) to review and confirm the Risk Assessment document [***Attachment: amended Risk Assessment document circulated***].
- 7. Planning matters.**
  1. To consider the two planning applications below and to decide on the responses to Mid Sussex District Council (and where appropriate West Sussex County Council,

and the South Downs National Park Authority):-

APPLICATION NO.	PROPERTY	PROPOSAL
DM/24/0912 (comments to MSDC by 22.05.24 ext to 05.06.24)	Albourne Equestrian Centre, Melrose Farm, Henfield Road	Proposed temporary change of use for retrospective planning application, mixed site use comprising equine with trailer and caravan training site, to mixed site use comprising equine with open storage of motor vehicles and associated activities with an expiry date of 6th October 2026.
DM/24/1195 (comments to MSDC by 07.06.24)	9 Hunters Mead	Proposed single storey side extension.

2. To receive a report/update on any outstanding traffic and highway issues, and to take any necessary decisions.

3. To receive a general report from Councillors and/or the Clerk on any other current planning outcomes, appeals, and/or enforcement matters, District Plan/Neighbourhood Plan issues (both MSDC and Horsham District Council), and to agree any appropriate actions.

#### 8. Finance report and matters.

1. To receive an update on the current financial position/Bank reconciliation statement. **[Attachment: financial summary circulated]**

2. To approve payment of the invoices and to make the payments. **[Attachment: list circulated]**

3. Internal Audit. To receive, and note the result of the annual Internal Audit for 2023/24, carried out by Mulberry & Co on the 13<sup>th</sup> May 2024, and to agree any necessary actions arising from the report. **[Attachment: Report circulated].**

4. External Audit. As agreed at the meeting in April, to authorise the signing of the completed Certificate of Exemption for 2023/24 in readiness for sending to the external auditor, Moore, by the deadline date of 30<sup>th</sup> June 2024. **[Attachment: Certificate circulated].**

5. External Audit. To receive, note, and formally approve the Annual Governance Statement for 2023/24, and to authorise the Chairman to sign the document accordingly. **[Attachment: Statement circulated].**

6. External Audit. To receive, note, and formally approve the Accounting Statement for 2023/24, and to authorise the Chairman to sign the document accordingly. **[Attachment: Statement circulated].**

7. Insurance. To note and confirm that in accordance with the recommendation from Gallagher & Co (as discussed by the Council at its meeting on 7<sup>th</sup> May 2024), the Parish Council's insurance arrangements for 2024/25, including public liability, have been renewed with Hiscox. The Certificate will be posted in the Village Hall, in accordance with the requirements, as soon as possible.
8. Delegated decision. To note the decision taken under delegated authority on the grounds of urgency, to arrange for the clearance of the ditch in Church Lane in order to help resolve the flooding issue.
- 9. Annual Parish meeting.** To review the Annual Parish meeting (of electors) held on 7<sup>th</sup> May 2024, and to take any appropriate action arising from the meeting.
- 10. Current issues.** To discuss any updates, and to take any appropriate decisions/actions regarding current issues (see minutes of the last meeting, and the latest rolling list of actions as recently circulated by the Chairman). This item to include a proposal to put down further bark chipping at the Millennium Garden, and to approve the work by Adie Rowe (the retained contractor).
- 11. Councillors exchange of information/new matters raised by Councillors.**

**(Dated and posted 29<sup>th</sup> May 2024)**

*To: All members of Albourne Parish Council  
c.c. Parish Council notice-board  
Albourne Parish Council website  
Cllr Joy Dennis; WSCC Ward Councillor  
Cllr Geoff Zeidler; MSDC Ward Councillor*