

**MINUTES OF THE ANNUAL MEETING OF BALCOMBE PARISH COUNCIL  
HELD ON WEDNESDAY 18 MAY 2016 AT 8.00 PM IN BRAMBLE HALL**

Present: Katherine Daniel (KD), Carol Dutton (CD), Nicky Gould (NG), Simon Greenwood (SG), Lisa Greer (LG), Neil Lindsay-Stewart (NLS), Charles Metcalfe (CM), Alison Stevenson (AS) & Sue Taylor (ST)

In attendance Rosemary Robertson (RR) Clerk to the Council.

**0273. Election of Chairman**

Cllr Charles Metcalfe was re-elected Chairman (Proposed KD, Seconded ST) and signed the Declaration of Acceptance of Office.

**0274. Election of Vice Chairman**

Cllr Katherine Daniel was re-elected Vice-Chair (Proposed CM, Seconded AS) and signed the Declaration of Acceptance of Office.

**0275. Receipt of Declaration of Office by Carol Dutton**

Carol Dutton was warmly welcomed to the Council and signed the Declaration of Acceptance of Office thereby agreeing to abide by the Code of Conduct and having submitted her Register of Interests form.

**0276. Election of Responsible Finance Officer**

Rosemary Robertson was re-elected RFO (Proposed CM, Seconded ST)

**0277. Public Participation**

*Malcolm Kenward* thanked Councillors for the way that they had responded to questions at the Annual Meeting. He spoke about the cost of the election and said that he had been one of those who had called it because of the history behind the past election and lack of co-option. He said that because Carol Dutton had come forward that had triggered the election and therefore the cost, but he didn't blame her.

*Kathryn McWhirter* asked if there were more Agendas and suggested people could be handed them when they came in.

**0278. Declarations of personal or prejudicial interest**

Cllr Greenwood declared a prejudicial interest in Item 18 Oil (0288)

**0279. Apologies for absence**

Apologies had been received from Cllr Mat Record (MR)

**0280. To approve the Minutes of the Meeting held on 13 April 2016**

The Minutes 13 April 2016 were signed as a true record.

**0281. Matters currently being pursued, report from the Clerk**

**0250** DM/16/1009 13 Oldlands, DM/16/1181 Trees Cottage, Victoria Rd,

DM/16/0201 Forest Farm, Paddockhurst Lane - all granted

DM/16/0711 Arosa, Oldlands Ave, a sycamore had been added to the application without BPC comment and MSDC had granted

**0224** DM/16/0774 6 Tunnel Cottages, DM/16/0946 Stone Hall, HH Road –all granted

The VAT refund had been received (c£4,000) including the £90 Irish Tax with Rosy Telford's help

**0243** The Updated Infrastructure Delivery Plan had been acknowledged by MSDC  
**0256** Signs have been put on stiles warning people against trespass/poor dog control  
**0260** RR felt that the business aspect of the Annual Meeting had gone well  
**0272** The Stoney Lane bus shelter had sound structure and just needed new slats which would be a job for the Ranger or the Community Payback team.

**0282. Planning**

*DM/16/1133 Bramley Cottage, 25 London Rd* - Proposed two storey side and rear extension including re-located site entrance - No objection to the development but for road safety we would want Highways to be consulted about the location of the new driveway, would want to see materials used in keeping with the rest of the property and would want the Tree Officer to look at the plans because of the possibility of the trees being impacted by this development.

*DM/16/1611 2 Foxwells*, Proposed front porch & weather boarding to replace hanging-tiling – No objection to the remodelling of the porch but BPC object to the suggested weather-boarding which is not in keeping with the street scene.

*DM/16/1385 13a Newlands Ave*, Change of use from an annex (ancillary accommodation), to a separate single dwelling house – No objection

*DM/16/1934 20 Newlands* - Lawful Development Certificate Proposed – No objection

**0283. Financial**

Rosy Telford was confirmed as Internal Auditor for 2016/17.

The Annual Return had been circulated and audited and was signed off for submission to the external auditor, Littlejohns.

Councillors Flint, Greenwood & Taylor were re-appointed as the Sub Committee to carry out the annual review of Council's internal control systems

April Cash Book Receipts & Payments were circulated and noted.

Rosy Telford's Report was noted with the need to minute any record of Section 137 expenditure and suggested improvements to reporting which RR will investigate. The bank account now has over £100,000 and we are in the process of moving £50,000 to a savings account. Risk ratings were felt to be sound. Overall the conclusion was that RR had maintained a high standard of record-keeping and effective control systems are in place.

**0284. To discuss & agree to the name for the Dean Land Shaw development**

It was agreed that "Lakeside Close" would cause confusion with Lake View Cottages and had no resonance with the history of the land, RR to notify MSDC.

**0285. To discuss BPC's response to the West Sussex Joint Minerals Local Plan**

Cllr Taylor said there was quite a bit about oil and gas in the Plan and said that it had been difficult to read and understand. She thought that the important section for Balcombe was that AONB are not protected from fracking provided certain conditions are fulfilled. It was agreed that ST would draft a reply for circulation to Councillors giving comments and indicating that the existing document should be more clearly written for easier understanding. The deadline is 17 June.

**0286. Election expense update**

MF & ST had attended a meeting with MSDC and are seeking further information about the breakdown of costs. This will be revisited on the June Agenda.

**0287. Agree response to Jonathan Ash-Edwards letter about Sixth Form Provision**

Balcombe Parish Council has been asked to complete a survey about sixth form provision because of the closure of Central Sussex College in Haywards Heath. It was agreed that the area needed a local and accessible sixth form college however it was felt that there was no need to enforce smart attire and a formal school like learning environment or include community voluntary action as part of the curriculum. It was agreed that sixth forms should have strong academic provision to prepare for University or the world of work, but that vocational training was equally important. The most important point that BPC wanted to raise was that the cost of travel was prohibitive for children from lower income families and therefore the absence of a local sixth form would disenfranchise children who cannot get to Brighton or Horsham. KD suggested BPC should make representation to all those who are campaigning. RR to formulate comment and answer questions accordingly.

**0288. To Review of the terms of reference for Working Groups and members**

*Environment, Wildlife & Footpaths* – Cllr Dutton would join NLS, terms of reference remain unchanged: *Facilities & Amenities (Halls)* – NG, SG, AS:

*Finance* – ST, MF, SG: *Health, Safety & Security* – ST, CM:

*Neighbourhood Planning* – KD, ST, MR, AS, CM (Carol Jarvest/Catherine Dennison will be stood down). The Skateboard park will be addressed. T of R to be re-written: *Planning* – LG & AS: *Oil* – ST – A Watching brief, reports to be given

when something is relevant to Balcombe - it will stay on the Agenda so the public can make representation: *Rail* – MR & MT: *Traffic* – NG, AS, CM:

*Young People* – Cllr Greer would step down, CD & NLS would join Mat Record and MF was cheque signatory. LG happy to give HR advice when needed. Carol Jarvest and Catherine Dennison would be invited to step down.

*Business Group* – new group suggested MR & KD

**0289. Review and adoption of appropriate Standing Orders and Financial Regulations including Risk Assessment**

In the Financial Regulations Cllr Greenwood (NLS reserve) was appointed to check the Reconciliation and Bank Statement at regular intervals. The Standing Orders & Risk Assessment had been reviewed and were adopted without change.

**0290. Review of representation on or work with external bodies**

Victory Hall Management Committee – NG, St. Mary's Trust - NLS, Balcombe Fete – NG & RR, West Sussex Association of Local Councils - CM, KD. CAGNE (Communities Against Gatwick Noise and Emissions) – it was agreed that a nominated representative was not necessary but we should be a “corresponding member” circulating any correspondence to all Councillors.

**0291. Confirmation of arrangements for insurance cover in respect of all insured risks**

Cover was confirmed with renewal imminent. Two quotes had been received showing Community Action Suffolk remained competitive. Policies had been amalgamated to include the Pavilion, Bramble Hall contents plus Fete, Superstars and Christmas Tree all covered in one policy. It was agreed to renew with CAS with a three year undertaking but to increase the Employee Dishonesty cover to £100,000.

**0292. Determining the time and place of ordinary meetings until the end of 2016**

Meetings scheduled: 15 June, 13 July, 14 September, 12 October, 9 November and 14 December, all at 8.00 pm in Bramble Hall.

**0293. Report from the Victory Hall Management Committee**

The VHMC had sought guidance from AIRS and Louise Beaton had attended giving advice on the relationship between custodian trustees, VHMC and the Balcombe Club, the existence of an Occupational License for the Club was queried. A bequest of £500 had been received from Ken Richards.

**0294. Report from Defibrillator Working Group**

The training did not go ahead because of lack of interest. The Defib film was shown at the Annual Meeting.

**0295. Traffic**

MSDC have promised 75 posts on the South/West side of Newlands to prevent cars parking on the verges to allow grass cutting. Quotes have also been sought from David Steer. Ripple Print repair will be chased and CM to reply to Richard Greig.

**0296. Correspondence**

**04** RR to look at purchase of dog poo bag dispensers on the bins

**013** An excellent letter had been received from Ben Conway (12) on the speeding traffic on the Haywards Heath Road. LG suggested that the flashing sign be recalibrated and we request an official police speed trap session. WSCC have promised an opportunity to make use of a speed detection unit for a week period.

**W3** It was agreed to make representation to WSCC to urge them not to cutback tip opening hours because of the growing fly-tipping problem – RR to draft.

**O2** It was agreed to refer MSOPC's invitation to the 61 Club

**O15** CM to draft a letter supporting CPRE in their campaign against green field development

**0297. Exchange of Information**

LG reported that an EU Referendum sign on the London Road was a potential hazard – RR to address

NG informed Councillors that the Balcombe Fete was Saturday 16 July, next month a rota will be organised to man the BPC stall and ideas were invited for said stall.

*The Clerk left the room and the public were excluded*

**0298. To agree an increment in the Clerk's grade and salary**

It was agreed to award the Clerk a pay scale and corresponding salary increment.

There being no further business the Chairman closed the meeting at 10.37 pm.

**THE NEXT REGULAR PARISH COUNCIL MEETING WILL BE HELD ON WEDNESDAY  
15 JUNE 2016 AT 8.00 PM IN BRAMBLE HALL**

Signed..... **Date: 15 June 2016**