

MINUTES OF THE ANNUAL MEETING OF BALCOMBE PARISH COUNCIL HELD ON WEDNESDAY 9 MAY 2018 AT 8.00 PM IN BRAMBLE HALL

Present: Carol Dutton (CD), Jackie Emery (JE), Charles Metcalfe (CM), Sue Taylor (ST),
Max Preston Bell (MPB), Alison Stevenson (AS), and Mark Whybrow (MW)

In attendance Rosemary Robertson (RR) Clerk to the Council

0750. Election of Chair

Charles Metcalfe was elected Chair and signed the Declaration of Acceptance of Office book, (proposed Cllr Emery, seconded Cllr Whybrow).

0751. Election of Vice Chair

In her absence Nicky Gould was elected Vice Chair (proposed Cllr Metcalfe, seconded Cllr Carol Dutton).

0752. Election of Responsible Finance Officer (RFO)

RR was elected RFO (Cllr Taylor proposed, Cllr Emery seconded) Cllr Flint was happy to assist with the role.

0753. Public Participation

- A resident asked that BPC be proactive in establishing a dialogue with Angus Energy and queried insurances on the Lower Stumble site. She also mentioned the South East Water consultation and felt that this was relevant for Lower Stumble. (Angus has not yet been granted status as Operator and the landowner was not available to pass comment on insurance. BPC felt that the South East Water consultation was not relevant but we would engage with them for a specific application at Lower Stumble).
- A resident gave information on the reasons behind his planning application explaining that that he wanted to accommodate his immobile elderly sister and a carer, and the annexe would revert to the house on their deaths.
- A member of Balcombe Community Pub Ltd spoke about a dangerous chimney at the Half Moon which had been removed and that MSDC want this reinstated despite inadequate foundations. MSDC had also complained about the height of railings. He asked for the support of the council when the applications came forward.
- A Crawley Lane resident hoped that comments made about a previous application for a building on farmland would stand. She said that the current application DM/1581 compares itself to a local, ancient, dairy farm which was a ludicrous comparison.

0754. Declarations of personal or pecuniary interest

Cllr Emery, Metcalfe, Taylor, Dutton, Stevenson and Preston Bell declared a pecuniary interest in Item 12 (**0760**) as Half Moon share-holders. The Clerk had received requests for dispensation from those Councillors to stay and vote on the issue which had been granted. Cllr Dutton declared a personal interest in Item 10 Planning (**0759**) Old Rectory & Land East of Crawley Lane. Cllrs Emery, Metcalfe & Taylor declared a personal interest in Item 21 Energy Group (**0769**) as members of Frack Free Balcombe Residents' Association.

0755. Apologies for absence

Apologies had been received from Cllrs Flint, Greenwood, Greer and Gould.

0756. To approve the Minutes of the Meetings held on 25 April

The Minutes 25 April were signed as a true record.

0757. Matters currently being pursued, report from the Clerk

0739 DM/18/0974 - 46 Newlands granted: DM/18/1133 Brantridge Forest, High Street granted.

DM/18/1446 - 7 Combers – Prior approval for development was not required.

Graffiti had been power hosed off a wall at the park but has now returned on the wall and the pavilion door.

23 May District Plan briefing session Cllr Gould and RR attending.

The Chair had produced state of the nation report and distributed this.

0758. Urgent Matters

BPC had been asked to support a name change to revert Handcross Road to its former title, Redbridge Lane. BPC resolved to support the name change as long as residents in the road were in favour.

0759. Planning - to consider the following applications

DM/18/1581 Land East of Crawley Lane - Full planning permission for the erection of a 366sq.m. GFA agricultural building, associated hardstanding and retention and alterations to an access track – Balcombe Parish Council would reiterate comments made when this application was submitted previously. We strongly object to the size, position and uses of the proposed building. We wholeheartedly support the objections made by nearby residents.

DM/18/0123 Sherlocks, High Street - Change of use of existing annex from ancillary residential use to independent dwelling house. Amended plans and information received 04/04/2018 and 18/04/2018 – It was resolved to offer no objection, however Cllr Stevenson wanted it recorded that she disapproved, noting that this could be construed as “planning by stealth” setting a dangerous precedent.

DM18/1338 The Old Rectory, Mill Lane (T1) Cedar - crown lift of lower limbs to height of 4m and limb reduction of limbs overhanging tennis court by 1.5 to 2m. (T2) Oak - limb reduction by 2-3m. (T3) Holly - fell and stump grind roots. (T4) Oak - remove one lower limb. (T5) Sycamore - remove dead wood. (T6) Ash - fell and stump grind – No objection we defer to the Tree Officer.

18/1453 The Briars, Stockcroft Road - Proposed 2 storey rear in-fill extension, loft conversion to form 2 bedrooms. Replacement garage incorporating vehicular access. Proposed patio, new windows and doors to sides/rear, to include a balcony on the rear elevation, first floor – Balcombe Parish Council has no objection to the alterations/extension to the house but do object to the position of the garage. We would prefer to see the garage at the front or side of the property and not at the back, to protect the neighbours from loss of amenity, especially noise nuisance. We would also ask that opaque glass be fitted in the windows overlooking the neighbour’s property and that attention is paid to the sight-line of the balcony to protect the neighbour’s privacy.

0760. To decide whether to support Balcombe Community Pub’s position on the need to reinstate a chimney and on a railings issue at the Half Moon

BPC are broadly supportive but will wait for formal applications to come forward.

0761. To review and confirm Standing Orders and Financial Regulations

It was noted that the Council’s current Standing Orders and Financial Regulations were still valid and they could be reviewed at any time. The Council agreed and resolved to adopt the current Standing Orders and Financial Regulations.

0762. Confirmation of arrangements for insurance cover in respect of all insured risks

The Council noted that it has yet to receive details of its insurance schedule for the coming year, but noted the current cover with Community Action Suffolk Insurance.

0763. Financial

- a) April Cash Book Receipts & Payments were circulated and noted
- b) It was resolved that the Accounts for the year ended 31 March 2017 (circulated) be approved and adopted for submission to the External Auditor. They were duly signed by the Chairperson and the Responsible Financial Officer.
- c) It was resolved to appoint Vicky Cripps an Internal Auditor for 18/19
- d) It was resolved to reappoint the Sub Committee to carry out annual review of internal control systems (ST, SG, MF & RR)
- e) Bank signatories were confirmed as CM, AS, ST & MF plus nominated Councillor for Reconciliation Check as Cllr Greenwood.
- f) It was resolved to adopt Financial Responsibilities of the Clerk/RFO, Risk Assessment, Fixed Assets (all approved by the Finance Sub Committee)

0764. To approve the following Council policies:- Code of Conduct, Media Policy, Reserves Policy, Child Protection Policy

These policies were all approved.

0765. To determine date, time and place of ordinary meetings until the end of 2018

The published dates, times and location were noted.

0766. Review of representation on or work with external bodies

Victory Hall Management Committee – Cllr Flint appointed
St. Mary's Trust – Peter Huxley (as co-opted member) appointed
Balcombe Fete – Cllrs Gould (to be confirmed), Preston Bell and RR appointed
West Sussex Association of Local Councils – Cllr Metcalfe appointed
Mid Sussex Association of Local Councils – Cllr Taylor appointed

0767. To confirm annual subscriptions: CPRE, NALC & WSALC, AiRS

It was resolved to subscribe to the above organisations.

0768. To appoint the Clerk as the Data Protection Officer

It was resolved to appoint the Clerk as the Data Protection Officer and ratification of a new Data Protection Policy for GDPR would be on the June Agenda.

0769. Review of Membership & Terms of Reference (T of R) of Working Groups

Membership of groups was confirmed amongst Councillors present and Terms of Reference would be written at subsequent Group meetings.

Neighbourhood Plan & Planning (LG, AS, CM, ST, NG plus Carol Jarvest & Catherine Dennison co-opted) – New sites have been added to the Strategic Housing and Economic Land Availability Assessment (SHELAA) by MSDC but they did not inform BPC. Vintens and the Walled Garden sites have been put forward. It is probable that one of these will go forward. The Group will meet to strategise a response. Village consultation is needed and RR will publicise the SHELAA map in advance of the Annual Parish Meeting. Our infrastructure plans are well documented in the NP.

Youth, Recreation & Wellbeing (CD, JE, MW) – JE attended the Patients' Participation Group - Ouse Valley are losing 2 more doctors and are having difficulty recruiting. They are hoping to recruit a paramedic to perform a triage function. The HH Dolphins and Cuckfield surgeries will take overflow. Youth Club (Locus) was going well with healthy numbers.

Traffic (NG, AS, CD, MW, MPB, CM) – a meeting with WSCC's Richard Speller has been set up and MW has received a consultancy proposal for the village centre.

Energy Group (ST, CM, MPB, AS, MW, JE plus Mostyn Field, Laurie Dunne, Rob Greer co-opted) – The National Planning Policy Framework consultation closes today and ST has circulated a response – this will be agreed by the Group and submitted by ST. T of R will be completed and a pre-written statement on Lower Stumble compiled. An Oil Storage permit is now required.

Community Assets & Victory Hall (NG, MF, RR) *plus St. Mary's Trust* (Peter Huxley) The drain cover on the path outside Bramble Hall has been repaired.

Public Transport (MF, LG, MPB) – One 7.30 am service to London has been reinstated in response to pressure. There will be a consultation on ticketing.

Access & Rural (CD, JE)

Business & Commercial (MPB, MF, SG, AS, MW)

Infrastructure Funding (MBP, AS, MF)

Security (SG, RR) There has been fly tipping in Crawley Lane, Stoney Lane and Mill Lane. The police will hopefully be attending the Community Links session.

0770. Mourning Protocol in the event of Senior Royal death or other national figure

It was resolved to mark the death of the Monarch (and only the Monarch) by holding a Condolence Book in the Victory Hall (timings to be decided and emails invited from those who could not attend). The Chair (or whoever was available) would make a proclamation on Day 2 at 2.30 pm in front of the Victory Hall.

0771. Correspondence

M7 Community Service Award nominations will go on June Agenda

O RR will advertise a crime survey for the Safer West Sussex Partnership

0772. Exchange of Information

MPB is opening Stumlet as part of the National Garden Scheme, along with Winterfield and 46 Westup Farm Cottages on Wednesday 16 May 12 noon – 5.00 pm

Gardeners' Association Plant Sale, Parish Room on Saturday 19 May 10 am – 11.30 am

Tiggers' Birchanger opening is on Saturday 19 May 10 am – 1.00 pm

Poppy installation project is progressing and it was agreed to organise poppy painting at the Fete, this will be advertised and will go in the Parish Magazine. RR chasing the RBL Silent Soldier.

There being no further business the Chairman closed the meeting at 10.15 pm.

THE NEXT PARISH COUNCIL MEETING WILL BE ON WEDNESDAY 6 JUNE 2018 AT 8.00 PM IN BRAMBLE HALL

Signed..... **Date: 6 June 2018**