

**MINUTES OF THE BALCOMBE ANNUAL PARISH COUNCIL MEETING
(BPC) HELD IN BRAMBLE HALL ON WEDNESDAY 17th MAY 2023**

Present: Cllrs Alison Stevenson - Chairman (AS), Manouchehr Nahvi (MN), Massi Smith (MS), Paul Williams (PW), Nick Major (NM), Nick Beecroft (NB), Nicky Gould (NG), and Jo Blundell (JB), and Helen Caudrey (HC)

674. To accept a signed Declaration of Acceptance of Office for each Councillor – All councillors present signed their declarations and were witnessed by the Clerk as Proper Officer of the Council. The Councillors resolved to accept Cllr Lloyd Thompsett’s declaration which he had signed in front of the Clerk on 15th May.
675. Election of Chairman by the Councillors and to receive the Chairman’s Declaration of Acceptance of Office
Alison Stevenson was unanimously nominated and duly elected to serve as chairman for the coming year and signed the Declaration of Acceptance of Office of Chairman which was duly witnessed by the Clerk as Proper Officer of the Council.
676. Apologies for absence
Lloyd Thompsett – travelling.
677. Declarations of personal or pecuniary interests in any item listed on the agenda
Cllr AS personal in DM.23.1141 – Left the room during discussion.
678. Election of Vice Chairman by the Councillors for the coming year
Cllr LT was unanimously nominated to serve as Vice Chairman for the coming year in his absence.
679. To confirm Councillors’ receipt of Register of Interests Form
Councillors completed Register of Interests Forms, and all to be received by Monday 22nd May at the latest. Cllrs approved acceptance of Cllr Lloyd Thompsett’s R.O.I which was signed and witnessed by the Clerk as Proper Officer of the Council on 15th May.
680. To approve the minutes of the meeting held on 3rd May 2023
The minutes for the meeting were approved as a true record and signed by the chairman.
681. Chairman’s announcements
None
682. Matters currently being pursued, report from the Clerk
- MSDC have been contacted with regards to possibly installing CCTV/Cameras on the Pavilion building. Kevin Toogood who was initially contacted has passed the enquiry to estates. The Clerk is waiting further communication from MSDC.
 - With regards to replacing three windows in Bramble Hall - MSDC have been contacted and Clerk is waiting further information in relation to if planning permission is needed.

- Planning updates

Number	Site/ Address	Proposal	Comments
DM/23/0718	The Waggon Wheels, 1 Tunnel Cottages, High Street	Single side and rear extension	Permission granted 10 th May 2023

683. To consider Planning applications received after publication of Agenda

Number	Site/ Address	Proposal
DM/23/1131	The Larches, Deanland Road, Balcombe, RH17 6LT	Conifers (x21) - Fell. Young hollies to be pruned by approx. 2-3 metres. Removal of x1 multi-stemmed Holly and removal of x2 dead Field Maples.
An extension for comments has been requested as it was felt only appropriate to identify if there have been any comments made by residents. Balcombe Parish Council would like to see the woodland area retained as well as retaining any native trees that are healthy; as this application is for a significant number of trees to be felled. BPC would like to request replacements for a significant number of the trees, and would like to defer to the tree officer.		
DM/23/1141	Little Bretts, Haywards Heath Road, Balcombe, RH17 6PG	Removal of a 1930 - 1950 brick insert within inglenook to enable installation of a log burner.
BPC would like to defer to the conservation officer		

684. To receive and approve the Statement of Accounts for year ending 31st March 2023

The statement of accounts was shared with all Cllrs, and it was resolved to approve the Statement Of Accounts – the statement was signed by the Chairman. The explanation of variances report was also circulated.

685. Internal Audit Report

The contents of the report provided by Mulberry and Co were noted by Cllrs, and audit findings improvements communicated by the Clerk.

686. Annual Governance and Accountability Return 2022/23

a) To approve the Annual Governance Statement (AGA) Section 1 - for signing by the Chairman

It was resolved to Approve the AGA Statement (Section 1) and signed by the Chairman and Clerk; prior to approving Section 2.

b) To approve the Accounting Statement in Section 2 of the annual return for signing by the Chairman

The Accounting statements (Section 2) was approved by the Council and signed by the Chairman and Clerk.

687. Financial - To review and approve April's Cash Book Receipts & Payments

- April's cashbook was approved as accurate.
- Clerk shared Asset Register report with the Cllrs and noted to them that as they had recently been corrected by MSDC that the Parish Council only leased the Pavilion (not owned) the pavilion therefore needed to be removed. As a result, the value of recordable assets decreased from £177,771.00 to £36,730.00.

658. **Correspondence**
No comments from councillors

656. **Exchange of Information**
None

There being no further business the Chairman closed the meeting at 7:30pm

**THE NEXT REGULAR MEETING OF THE COUNCIL WILL BE Wednesday 14th June 2023
at 8pm – Bramble Hall.**

Signed Chairman:

Date: