



ARDINGLY PARISH COUNCIL

Parish Clerk: Bernadette Cox
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Minutes of the Remote Ardingly Parish Council Meeting held on Tuesday 1st September 2020 at 6pm on the Microsoft Teams Platform

Present

Councillor D. Stutchbury (Chairman)
Councillor C. Hotblack (Vice Chairman)
Councillor J. Aloof
Councillor P. Burr
Councillor R. Chalk
Councillor B. Gass
Councillor J. Horsman
Councillor J. James
Councillor K. James
Councillor B. Strutton
Councillor G. Taylor

In Attendance Mrs. B Cox (Parish Clerk)
Mrs. H Schofield (RFO)

1590.1 Public Questions

The following issues were raised by a member of the public:

Sarah Chapman advised the PC that if they wanted a village group to support with the ownership/maintenance she could help facilitate such a group. She also advise the PC that she had spoken to BT an put a marker down to advise the PC was considering purchasing the phone box. She then asked if the PC could give Councillor Taylor approval to create a login for Andrew Lambert to update the Village website. There was brief discussion on this and it was agreed access would be given as there was no information behind the website that was not already in the public domain.

Margaret Meldrum asked the PC if they could liaise with the Showground on the noise level from recent events taking place at the Showground. She explained she had emailed SEAS but had received a standard response. Councillor Hotblack advised he would be attending a meeting with the Showground on the 4th of September and would raise the issue directly then.

<p>1591</p>	<p>Procedural Matters</p> <p>1591.1 To accept apologies for absence There were no apologies for absence received</p> <p>1591.2 To accept any declarations of interests There were no declarations of interest received</p> <p>1591.3 To confirm and sign the minutes of the Parish Council meeting held on 7th July 2020 Councillor Taylor requested the amendment that the vote at item 1583.2 be recorded as he had requested at the meeting. The Clerk read the following amendment:</p> <p><i>“Councillor Taylor asked that the details of which Councillors voted for/against this motion be recorded for public record. At his request the Councillors voted for this motion as follows:</i></p> <p><i>Councillors, Hotblack, K. James, J. James, and Taylor voted for.</i></p> <p><i>Councillors, Stutchbury, Burr, Chalk, Horsman and Strutton voted against.”</i></p> <p>Councillor Stutchbury asked why Councillor Taylor wants Councillors named and Councillor Taylor said he felt it necessary given the context of the vote and that this is his right as per standing orders.</p> <p>The amended minutes of the Parish Council meeting held on 7th July 2020 were duly APPROVED by the Council and the Chairman will sign a copy of the same as a true and Accurate record of the proceedings once the government restrictions in place for Covid 19 are lifted.</p> <p>1591.4 To confirm and sign the minutes of the Extraordinary Parish Council meeting held on 23rd July 2020 The minutes of the Extraordinary Parish Council meeting held on 23rd July 2020 were duly APPROVED by the Council and the Chairman will sign a copy of the same as a true and accurate record of the proceedings once the government restrictions in place for Covid 19 are lifted.</p> <p>1591.5 To resolve that the public and press be excluded from discussion on item 1599.1 due to the confidential nature of said item Councillor Hotblack proposed that due to the confidential nature of the business to be transacted under agenda items 1603.1 and 1603.2 namely - matters affecting staff the press and public should be excluded from this part of the meeting. Councillor K. James seconded this proposal and it was APPROVED.</p>	
<p>1592</p>	<p>Clerks Report</p> <p>1592.1 To receive the Clerks Report Members had been supplied with a copy of the Clerks Report prior to the meeting. The contents of the Clerks report were accepted and APPROVED</p>	
<p>1593</p>	<p>Finance</p> <p>1593.1 To receive and approve the schedule of payments since the last meeting The RFO explained that the total payments since the last meeting £7253.33 in payments were made in July and required ratification and these included but were not limited to the</p>	

	<p>HR Services invoice, Salaries, and regular items. Councillor Chalk proposed that these July payments be ratified and this was seconded by Councillor K. James.</p> <p>The RFO then advised that the August payments totaled £9628.87 and this was higher than usual as West Sussex had invoiced the PC for the Street Lighting at a cost of £3884.00, she also advised there was an emergency payment to Cedarwood Tree Care for a tree in Holmans.</p> <p>The RFO then raised the issue of an invoice from SSALC that there was no clear approval for. Anne Bott had been formally approved to attend a PC meeting to support the PC, however an invoice had been received for a second meeting the meeting at which the minutes of the meeting she was approved to attend would be signed off.</p> <p>Councillor Stutchbury suggested that he was not comfortable spending public purse without authority that this secondary invoice should be queried. The Clerk advised she had asked Anne Bott who authorised her attendance and she has said it was the Chairman (Councillor Stutchbury). Councillor Stutchbury suggested he did not feel he had authorised her attendance.</p> <p>It was agreed after discussion that perhaps her attendance had not been explicitly approved but it was implicitly improved and therefore as she had attended the PC should ratify the full invoice.</p> <p>It was APPROVED that the RFO was to pay the Full SSALC invoice.</p> <p>1593.2 To receive the Finance Report</p> <p>The RFO outlined the key points of the report. Namely that the VAT refund for the first quarter had been received as had the £300 from the Tennis Club to support the cost of cleaning the courts. That the end of year accounts were with the external auditor and that Councillor K. James had now been added as signatory for the PC Bank accounts.</p> <p>She also advised that currently the interest from the Hampshire Trust bond had been placed into an easy access savings account until it could be reinvested as agreed.</p> <p>Councillor Horsman asked if there was any budget for the website given the pending compliance requirements. It was confirmed this had not been budgeted for.</p> <p>Councillor J. James suggested that the Comms WP should look at this along with reviewing the PC's IT infrastructure.</p> <p>Councillor Taylor agreed that in the meantime he would look at the compliance requirements on the PC website.</p>	
<p>1594</p>	<p>Planning Committee</p> <p>1594.1 DM/20/3070 Trees in a conservation area, Orchard Glebe, Church Lane, Ardingly Birch Trees (T1-T4) – Fell</p> <p>The above application was discussed and there was no specific objection but it was strongly felt that it was not appropriate to remove heathy trees within the Parish as a rule.</p> <p>A comment of NO OBJECTION was agreed and the Clerk was instructed to include a comment that conveyed the PC's regret in the removal of healthy trees within the Parish.</p>	

	<p>After the publication of the agenda applications DM/20/2908 and DM/20/3039 were received and Councillor Hotblack suggested these applications be considered over email as the Councillors had not had time to view them comprehensively enough to agree comments.</p> <p>It was APPROVED that DM/20/2098 and DM/20/3039 would be deferred and considered by email.</p> <p>Councillor Burr enquired why the consultation period appears to be getting shorter on applications. The Clerk explained that she had been holding applications until a shorter period before comments were due as she found that Councillors did not respond to her request for comment and often she spent considerable time chasing for comment. She felt that when given more of a deadline Councillors responded without chase.</p> <p>The Clerks comments were noted but she was instructed not to hold applications in future.</p>	
1595	<p>General Matters</p> <p>1595.1 To approve the purchase of the Parish Council remembrance wreath to be laid on Remembrance Sunday The amount of £50.00 was APPROVED for the purchase of the Parish Council remembrance wreath</p> <p>1595.2 To receive an update from Councillor Chalk on informal discussions with Ardingly Tennis Club and the Tennis Coaching Team currently using the PC Tennis Courts Councillor Chalk explained that herself supported by the Clerk met with the Tennis Coaches and the Tennis Club to discuss the future of the courts and all parties needs in terms of their use. This was felt necessary given the anticipated costly repair to the facility. The key points raised for consideration were that currently the coaches pay no fee to use the courts but they do actively improve membership at the club by ensuring all clients join the Tennis Club prior to coaching. That the Tennis Club is working on a booking system to improve accessibility and to monitor actual use/revenue for the PC and Club.</p> <p>1595.3 To approve the display of the Tennis Coaching Teams poster at Ardingly Tennis Courts TMU Sport are the named coaches associated with Ardingly Tennis Club and had asked the Clerk if they could out up signage for their coaching services. It was APPROVED that TMU sport could erect signage but if their relationship with the club changed, they would be asked to remove the signage.</p> <p>1595.4 To receive Councillor K. James identified tasks for a Parish Council maintenance role. Councillor K. James referred to the “job Description” she had circulated prior to the meeting. She explained that this was with the view of there being monthly scheduled works as well as adhoc responsibilities.</p> <p>1595.5 To agree the role remit of the Parish Council maintenance role with which the Clerk will approach local contractors It was agreed that the Clerk with support from Councillor K. James create a tender requirement for the role to be approved by Full Council</p> <p>1595.6 To receive an update from the RFO recruitment panel Councillor Chalk advised that there was only one applicant in the first round of recruitment and the applicant was not felt to be suitable. The next round for applications closes on the 4th September at Midday and interviews will take place the week of the 7th of September. It was agreed that an EO Meeting would need to eb called to appoint prior to the current RFO’s end date.</p> <p>1597.7 To discuss the Parish Council purchase of the Village Telephone Box</p>	

	<p>There was discussion that the phone box outside of the Post Office had been offered for purchase by BT for a £1. Councillor Stutchbury advised that although the Post Box was a £1 the land it sits on belongs to the Post Office owners not the PC and any owners would have the right to charge the PC rent. It was felt by the majority that should this occur the PC would consider this when it became relevant.</p> <p>Councillor K. James proposed that the PC look to purchase the Phone box from BT, Councillor Hotblack seconded this motion and it was APPROVED.</p>	
<p>1596</p>	<p>SA25 Update</p> <p>1596.1 To receive an update from the SA25 Working Party on the planned APC Open Event and APC response to the 2nd MSDC DPD Consultation</p> <p>Councillor Hotblack advised that the Open Event had been communicated on electronic platforms and PC notice boards as had the Online Presentation and Q&A session. He advised that the format and slides very closely mirrored those used in the first consultation Open Event by the PC and that the risks associated with Covid had been identified and mitigated where possible.</p> <p>It was agreed that the final slides for the Open Event would be agreed by email.</p> <p>Councillor Hotblack also advised that the SA25 WP had not yet begun the work on the 2nd consultation response and that this would be considered after the Open Event. It was agreed that an EO Meeting of the PC would be called to approve the final response prior to its submission.</p> <p>1596.2 To approve the printing costs of the SA25 Open Event literature</p> <p>The Clerk requested an amount of up to £300 be approved for the printing costs as, as yet he SA25 WP was unsure of the amount of printing required.</p> <p>It was APPROVED that the SA25 WP be authorised to spend up to £300 on printing costs to support the SA25 Open Event.</p>	
<p>1597</p>	<p>Emergency Planning</p> <p>1597.1 To receive an update from Councillors C. Hotblack and J. James on the Community Support Group created during the Covid 19 pandemic</p> <p>Councillor J. James advised that the group felt they were running successfully and had identified regular support required within the village. The group had decided to cease the two weekly remote calls with the PC under the understanding that if any support from the PC the group would make contact via the Clerk.</p> <p>Councillor K. James who sits on the group as a member of the public advised that the majority of support identified has been around shopping for essentials and mental health and that the volunteers are still offering support to those identified as most in need. She explained the group has taken the decision to continue this support and the group in anticipation that a 2nd spike might occur in the Covid Pandemic.</p> <p>Councillor K. James offered her thanks to the members of the public who have and continue to facilitate this group and the support it has provided during the pandemic.</p> <p>1597.2 To agree a date for the autumn/winter meeting of the Emergency Planning Committee</p> <p>It was agreed that the Emergency Planning Committee would meet in the 23rd</p>	

	September to consider the winter and emergency plans for the 2020/2021 season	
1598	<p>Matters of public urgent importance or for future inclusion on agenda</p> <p>1598.1 Food Trolley at Hapstead Hall Councillor Chalk raised the issue of the food trolley at Hapstead Hall. She advise there had been email traffic on the need for a replacement and she wanted to advise the PC it is not a PC asset.</p> <p>1598.2 Pavilion Refurbishment update to be included on the October PC agenda</p> <p>1598.3 Declaration of interest forms</p> <p>The Clerk advised she had not received completed DOI forms from all Councillors</p>	
1599	<p>Staffing Matters</p> <p>1599.1 To receive a verbal report from Councillor K. James on a confidential staffing matter</p> <p>Councillor K. James gave a verbal report on the confidential staffing matter and it was AGREED that Councillor K. James and Councillor Horsman would consider a “way forward” on the matter for the full council to consider at the October PC meeting.</p>	
1600	<p>Future meeting dates</p> <p>1600.1 Parish Council Meeting 6th October 2020 @ 7pm</p>	