



## **ARDINGLY PARISH COUNCIL**

Parish Clerk: Bernadette Cox  
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### **Minutes of the Remote Ardingly Parish Council Meeting held on Tuesday 5<sup>th</sup> May 2020 at 7.30pm 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)

#### **1554. Public Questions**

There were three members of the public present and the following issues were raised:

Fiona Rocks approached the Council to communicate her thanks to the members of the PC and the Community who created and distributed the recent advice leaflet. She then went on to explain that she has placed Foodbank collection boxes in the Post Office and Bakery to support the Haywards Heath Food Bank. She also thanked Councillor K. James for her work with the School to ensure all families in need receive everything they need.

Sarah Chapman approached the Council to request that the Climate Change Tab be added to the Ardingly Parish Website. Councillor Taylor agreed he would look at this.

<p><b>1555</b></p>	<p><b>Procedural Matters</b></p> <p><b>1555.1</b> There were no apologies received.</p> <p><b>1555.2</b> There were no declarations of interest in respect of any matters on the agenda.</p> <p><b>1555.3</b> The minutes of the Parish Council meeting held on 3<sup>rd</sup> March 2020 were duly <b>APPROVED</b> 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><b>1555.4</b> The minutes of the Extraordinary Parish Council meeting held on 26<sup>th</sup> February 2020 were duly <b>APPROVED</b> 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><b>1555.5</b> The minutes of the Extraordinary Parish Council meeting held on 21<sup>st</sup> March 2020 were duly <b>APPROVED</b> 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><b>1555.6 To resolve that the public and press be excluded from discussion on item 1563.1 due to its confidential nature</b></p> <p>The Chairman proposed that due to the confidential nature of the business to be transacted under agenda item 1563.1 matters of a legal nature/affecting staff/ sensitive commercial nature – the press and public should be excluded from this part of the meeting. This was seconded by Councillor Chalk.</p>	
<p><b>1562</b></p>	<p><b>Correspondence</b></p> <p><b>The Chairman agreed item 1562.1 could be discussed at this point in the meeting as a member of public had attended to hear the discussion on this item specifically.</b></p> <p><b>1562.1 To discuss the email received by the Clerk re the Pavilion Refurbishment and agree the Parish Council response.</b></p> <p>The Clerk asked for confirmation that all Councillors had received and read the correspondence in question prior to the meeting, this was confirmed. The Clerk then gave a brief overview of the correspondence as follows: The email suggested that in light of the fact the planned refurbishment on the Pavilion can not take place during Covid-19 and that the building continues to deteriorate rapidly that perhaps the Parish Council could consider a smaller refurbishment appx 60k that would essentially “wash and brush up” the existing building and maintain it to be fit for purpose.</p> <p>There was discussion around the practicalities of a smaller “wash and brush up” of the Pavilion and the key points were as follows. It was felt that it would be irresponsible to use the existing 60k of funds to “wash and brush up” the building as after Covid-19, the building would still need to be refurbished and the possibility of securing grants after the financial impact of the pandemic has been realised is currently uncertain. The Planning application does not run out until April 2021 and once the pandemic and the associated restrictions are over, it was acknowledged it will be Parish Council priority to begin works on the refurbishment prior to the planning application running out.</p>	
<p><b>1556</b></p>	<p><b>Clerks Report</b></p> <p><b>1556.1</b> Members had been supplied with a copy of the Clerks Report prior to the meeting. The contents of the Clerks report were accepted and <b>APPROVED</b>.</p>	
<p><b>1557</b></p>	<p><b>Governance Matters</b></p> <p><b>1557.1 To approve the remote meetings amendment to Standing</b></p> <p>Councillor Hotblack requested that a point (k) be added to the amendment that states: Where practicable during remote meetings, members should be able to see other members and</p>	

	<p>be seen by those members. The previously circulated “proposed” amendment to Standing Orders was <b>APPROVED</b> unanimously via roll call of all Councillors present.</p> <p><b>1557.2 To approve that Councillors Hotblack and J. James are the Parish Council representatives on the Covid-19 Community Support Group</b></p> <p>The Parish Council <b>APPROVED</b> that Councillors Hotblack and Councillors J. James will be the Parish Council representatives on the Covid-19 Community Support Group</p>	
<p><b>1558</b></p>	<p><b>Finance</b></p> <p><b>1558.1 To receive and approve the schedule of payments since the last meeting</b></p> <p>The RFO summarised the payments since the last meeting totaled £5606.07 and asked Councillors to note there was an outstanding Dog Bin bill to be added to that amount. The schedule of payments since the last meeting was <b>APPROVED</b></p> <p><b>1558.2 To receive the Finance Report</b></p> <p>The Finance Report was <b>ACCEPTED</b> and <b>APPROVED</b>, and the following was noted: that half of the precept had been received from MSDC for the first half of the year and that the RFO had submitted the VAT refund for that last half of 2019. The RFO also explained that the End of Year audit has taken place and there were no issues raised but this will need formal approval at the June Parish Council Meeting.</p> <p>The RFO raised the issue of the invoice for the toilets as she was unsure if the Council had opted to have them cleaned as per pre Covid-19 or whether the cleaning schedule had been reduced and would like confirmation for when she receives the invoice. The Clerk explained she would speak with the Cleaners to confirm the level of Cleaning that was still taking place during the “lockdown” and to ascertain confirmation of the next invoice amount.</p> <p>Councillor Chalk asked Councillor J. James when the minutes from the most recent Finance meeting were to be circulated. Councillor J. James explained he had yet to create the minutes due to his workload. The Clerk suggested that Councillor J. James send her his notes and she would create a draft for circulation.</p> <p><b>1558.3 To approve the transfer of £1,798.20 from General Reserves to cover the necessary overspend on tree work during 2019-20</b></p> <p>The transfer of £1798.20 from General Reserves to the Tree Budget to cover overspend during 2019-20 was <b>APPROVED</b></p>	
<p><b>1559</b></p>	<p><b>Planning Committee</b></p> <p><b>1559.1 The Planning Committee to give a verbal report on any outstanding applications of particular interest to the Parish Council</b></p> <p>Councillor Hotblack asked for confirmation that all circulated plans had been received by Councillors and whether all Councillors felt they had, had enough info to comment on the applications, confirmation was given, and all Councillors felt able to comment.</p> <p><b>1559.1 DM/20/1317 Position new fascia signage to courtyard east elevation. Signage assembly to comprise individually built-up metal letters. 40mm thickness. All to be pin mounted to existing transom. Signage to be non-illuminated. Stables Restaurant, Wakehurst Place, Selsfield Road Ardingly</b></p> <p>The above application was discussed at the Parish Council <b>RESOLVED</b> a comment of <b>NO OBJECTION</b></p>	

	<p><b>1559.2 DM/20/1260 Single storey rear extension, 6 Stanbridge Way, Ardingly, Haywards Heath, West Sussex</b></p> <p>The above application was discussed at the Parish Council <b>RESOLVED</b> a comment of <b>NO OBJECTION</b></p> <p><b>1559.3 DM/20/1315 Construction of single storey extension to the rear, 6 Stanbridge Way, Ardingly, Haywards Heath, West Sussex</b></p> <p>The above application was discussed at the Parish Council <b>RESOLVED</b> a comment of <b>NO OBJECTION</b></p> <p><b>1559.4 DM/20/1239 Single storey side and rear extension, 11 Munnion Road, Ardingly, Haywards Heath, West Sussex</b></p> <p>The above application was discussed at the Parish Council <b>RESOLVED</b> a comment of <b>NO OBJECTION</b></p>	
1560	<p><b>Matters requested for inclusion on the agenda at the last meeting</b></p> <p><b>1560.1 To discuss the previous Parish Council suggestion to submit a planning application for public parking in Street Lane</b></p> <p>Councillor Aloof explained this application was discussed historically and then it was just “dropped”. His query and discussion point was, is it still a valid application/option that the Parish Council want to consider. There was some discussion on why it was “dropped” and it was thought there had been local opposition. It was <b>RESOLVED</b> that the Clerk would arrange a meeting between the Chairman and Highways where the application could be discussed and the information from that meeting would be reported back to Full Council at the June Meeting.</p>	
1561	<p><b>General Matters</b></p> <p><b>1561.1 To discuss and approve the Communication WP's SA25 Survey recommendations</b></p> <p>Councillor J. James explained that at the Comms WP meeting held on the 14th of April it was discussed what would be the best way to distribute and collect the survey including the timing of the survey process to ensure an inclusive process could occur. He explained they had agreed that the recommendations were as follows:</p> <ul style="list-style-type: none"> <li>• That the survey be made available online using Survey Monkey</li> <li>• That a link be placed on the Ardingly Website to the online survey.</li> <li>• That a link to the Ardingly Website and notification of the online survey be communicated via the Village Facebook and on the hardcopy survey.</li> <li>• That a hard copy of the survey be made available to every home in the village via a leaflet drop ensuring social distancing is observed.</li> <li>• That any completed hard copy surveys be collected by prior arrangement through the Clerk (details of how to do this will be included on the hard copy leaflet) who would task volunteers from the Parish Council to collect ensuring social distancing is observed.</li> </ul> <p>He went on to explain the discussed timing of the survey process was based on the belief there would be a Parish Council meeting on the 28<sup>th</sup> of April, which did not happen. He explained originally it was thought that both the paper survey and the online survey would “go live” on the 8<sup>th</sup> of May and submissions to the survey would be closed at midnight on the 15<sup>th</sup> May.</p> <p>Councillor Hotblack suggested that the timing of the survey should be in lock step with the MSDC consultations and currently that had been put on hold, so the distribution of the survey should go on hold until MSDC confirm the dates of their 2<sup>nd</sup> Consultation.</p>	

There was then full and frank discussion amongst Full Council on Councillor Hotblack's suggestion and it was **AGREED** that the timing of the 2<sup>nd</sup> consultation was a separate issue to the survey. It was **AGREED** the survey's purpose was to inform the Parish Council's vote as to whether the proposed reduction at SA25 was "substantial" a vote that did not need to be in lockstep with the MSDC Consultation.

It was then **AGREED** that the survey would be distributed/made live on the 15<sup>th</sup> of May 2020 and that it would close to submissions on the 22<sup>nd</sup> May 2020 with the understanding that the results would be available to the Parish Council for the June Parish Council Meeting.

The Parish Council **RESOLVED** via roll call vote of all Councillors (9/2) that the SA25 Survey be printed ready for distribution on the 15<sup>th</sup> of May 2020 to be returned on the 22<sup>nd</sup> May 2020 and that the results received would be made ready for the 2<sup>nd</sup> June Parish Council Meeting.

#### **1561.2 To discuss and approve the SA25 Site Allocation WP's Draft SA25 Survey**

The Clerk shared the DRAFT Survey on her desktop for all meeting attendees to see. Minor grammatical and wording errors were corrected that did not affect the content of the document. The date of return for the survey was amended to the 22<sup>nd</sup> of May 2020. Question 3 was removed as it was felt asking Parishioner opinion on the type of houses gave false hope that the Council could influence this when they cannot. There was further discussion on the DRAFT Survey and the following points were discussed, was the survey and supporting information to "wordy"? and would this restrict participation?, should the Parish Council be asking its Parishioners if they feel SA25 should be removed from the DPD?, has the GDPR element of the survey been considered? All queries were discussed and satisfied, and no further amendments were made to the survey.

The Parish Council **APPROVED** the amended survey via roll call vote of all Councillors (10 and one abstain).

Councillor Aloof then raised the issue that he felt that a third option needed to be available to the Parish Council besides accepting the proposed revision or seeking to remove SA25 from the DPD. The Clerk advised Councillor Aloof that his request would require revisiting a previous resolution and he should write to the Proper Officer requesting a special motion as per Standing Orders.

#### **1561.3 To approve the cost of printing the SA25 Survey up to a maximum of £100.00**

The Clerk requested that the amount for approval on this agenda item be given an "upto" limit of £250 as since the publication of the agenda the approved survey is now on three pages so there will be an increase in the expected cost.

The Parish Council **APPROVED** an "upto" limit of £200 for the printing of the SA25 Survey.

#### **1561.4 To discuss and agree that the Parish Council underwrite the Spring/May Edition of the Village Voice**

The Clerk explained that the Editor of the Village Voice had asked that the Parish Council underwrite the cost of printing the Spring/May Edition. The Editor has already secured advertising to cover £160 of the printing costs but due to Covid-19 business are not willing to pay for advertising currently and she requires the Parish Council to agree to underwrite the remaining amount.

It was **RESOLVED** via roll call vote of all Councillors unanimously that the Parish Council will

	<p>underwrite the next Edition of the Village Voice “up to” the value of £250.</p> <p><b>1561.5 To receive an update from Councillor Hotblack and Councillor J. James on the Parish Council involvement with the Covid-19 Ardingly Community Support Groups</b></p> <p>Councillor J. James gave a verbal report on the work of the Covid-19 Community Support Group, He explained that currently the group is providing support with shopping, prescriptions, and mental health as a result of the isolation of lockdown. He explained that there is a remote call held weekly between the members of the support group and the Parish Council. He went on to say that the Parish Council has supported the group to send out two communications, one leaflet with the details of how to access support and one advice leaflet. He suggested it might be fitting that the Parish Council look to arrange a village “street party” once Covid-19 is over so the efforts of all the volunteers can be recognised.</p> <p>Councillor K. James then explained she sits on the group as an admin member in a non-Council capacity and that the volunteers are successfully sharing the support and that there is a strong sense of community sprit within the group.</p>	
<b>1563</b>	<p><b>Staffing Matters</b></p> <p><b>1563.1 To discuss and agree how the grievance process will be “run”</b></p> <p>After discussion it was <b>RESOLVED</b> via roll call vote of all Councillors (8/3 abstains) that the grievance process be deferred until direction had been received from the External Advisors employed by the Council.</p>	
<b>1564</b>	<p><b>Matters of public urgent importance or for future inclusion on agenda</b></p> <p><b>1564.1 To agree a date for members of the Emergency Planning Committee to meet and consider the longer-term effects of Covid-19 and produce a report to be presented to Full Council at the July Meeting</b></p>	
<b>1565</b>	<p><b>Future Meeting Dates</b></p> <p><b>1565.1 Parish Council meeting 2<sup>nd</sup> June 2020 at 7pm</b></p>	