



## ARDINGLY PARISH COUNCIL

Parish Clerk: Sarah Mamoany  
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### Minutes of the Ardingly Parish Council Meeting held on Tuesday, 6<sup>th</sup> February 2018 at 7.30pm in the Reading Room at Hapstead Hall, Ardingly

**Present:**

Mr. M. Brixey (Chairman)	Mr. D. Stutchbury (DS)
Mrs. P Dennis (PD)	Mr. B. Strutton (BS)
Mrs. F. Rocks (FR)	Mr. J. Aloof (JA)
Mr. W. Meldrum (RL)	Mrs. R. Chalk (RC)

**In Attendance:**

Mrs. S. Mamoany (Clerk)
Mrs. H. Schofield (RFO) (part of meeting)

#### Comments from the public:

3 members of the public was present

The organiser of the Ardingly Fun Run spoke to the Council with regard to the dates of the event this year. They would like to run the event again but need more help on the day. The date is important to the event due to making sure it does not clash with other major runs in the area as this can affect attendance. The date of the 2<sup>nd</sup> September works well with other races in the area. It was discussed if it was possible to run the event together with the Ardingly Fete as has been the case in the past two years. Both events have supported each other with attendance. Will Meldrum who organises the Summer Fete will liaise with the Fun Run organization team as to what dates will work with both events.

<b>1223.</b>	<b>Procedure Matters</b> 1223.1 Apologies were received from Rob Lawson, Stuart Noel, Councillor Andrew MacNaughton and Councillor Gary Marsh. 1223.2 No declarations of interest were made on items on the agenda. 1223.3 The minutes of the Parish Council meeting held on the 9 <sup>th</sup> January 2018 were AGREED and signed as a true and accurate record.	
<b>1224.</b>	<b>Co-Option of Parish Council Vacancy</b> 1224.1 The Chairman advised that two applications had been received and both applicants were present at the meeting. A request was made for voting to be carried out using a signed ballot paper and the Council <b>resolved</b> this request.  The two applicants Graeme Duncan and James Horseman were invited to speak about their	

	<p>experience and what they could bring to the Council. Councillors then voted using ballot slips and were asked to sign their name alongside the candidates name they wished to co-opt. The Council <b>resolved</b> to co-opt James Horsman onto the Council following the signed ballot vote.</p> <p>James Horsman signed the Acceptance of Declaration of Office, witnessed by the Clerk and was given a copy of the Code of Conduct. The Chairman welcomed James to the Council and invited him to join the meeting.</p>	
<b>1225.</b>	<p><b>Committee Membership</b>  <b>1225.1 To discuss current vacancies on Committees and membership.</b>  The Clerk had circulated the Committee Membership showing the vacancies that were available. The Council <b>resolved</b> to add James Horsman to the Planning and Recreation Ground Committee, DS to become Vice Chair of the Planning Committee and JA to become the SEAS representative.</p>	Clerk
<b>1226.</b>	<p><b>Matters arising from the previous minutes not covered elsewhere on the agenda</b></p> <p>The Clerk noted that SEAS had assisted with the installation of the flagpole, which would be completed next week.</p> <p>RC reported that St Peters Primary School had indicated they would like to put the Mary Puckle Donation towards the refurbishment of the library and would be communicating with the Parish Council in due course.</p> <p>The Clerk confirmed the precept had been submitted to MSDC by the deadline date of 31<sup>st</sup> January 2018.</p> <p>The Clerk reported to MSDC that the dog bin in the playground has broken and was checking the frequency of visits was correct.</p>	Clerk
<b>1227.</b>	<p><b>Finance</b></p> <p>1227.1 The schedule of payments for January 2018 totaling £4,355.09 were circulated by the RFO, the Council <b>resolved</b> the schedule.</p> <p>1227.2 The RFO circulated the financial report. It was noted the RFO would issue a replacement cheque to W Meldrum as he had lost the previous cheque issued, which would need to be cancelled. Receipts were noted at £6,331.23 which included the VAT return for the first half of 2017/18.</p> <p>1227.3 Internal Auditors Report. The RFO noted the internal auditor had visited on the 24<sup>th</sup> January and met with both the Clerk and RFO. The following points were noted:</p> <ul style="list-style-type: none"> <li>• The Clerk was required to investigate if the Village Voice should be made available to the British Library reference archive.</li> <li>• The Clerk was required to check the costs of increasing Fidelity Guarantee to £200,000 or £250,000 as currently it is set at £150,00.</li> <li>• Cyber Crime – the Council will need to consider this insurance if they moved to online banking.</li> <li>• Back up of records – the Clerk has purchased a safe for the use of keeping PC backup files which will allow the Clerk, RFO and Hall Clerk to keep secure backups in separate locations.</li> </ul> <p>1227.4 Financial contribution to Christmas tree lights. The Council <b>resolved</b> to make a donation of £20 to the resident that had provided electric supply for the small tree at the top of College Road.</p> <p>1127.5 Traffic Calming Reserves – The RFO noted that this reserve is £728.27 overspent. The RFO was asked to provide a breakdown of these costs for the next meeting. It was noted no money had been set aside for Traffic Calming related projects in 2018-19. The Clerk was enquiring from MSDC if the cost of the SIDs could be claimed from S106 funding.</p>	RFO  Clerk Clerk Clerk RFO/Clerk RFO/Clerk
<b>1228.</b>	<p><b>Environment &amp; Traffic Committee</b></p> <p>1228.1 The Clerk had circulated the response received from WSCC Highways in relation to the Stage 1 complaint submitted by the Parish Council. It was a general feeling that the Council should progress to a Stage 2 complaint and that a meeting with Richard Speller should be arranged to look at the areas noted in the letter as many of them were referred to the Area</p>	Clerk/SN

	<p>Highways Officer.</p> <p>1228.2 The Clerk noted the minutes of the meeting held on the 23<sup>rd</sup> January 2018 had not yet been circulated.</p> <p>1228.3 Traffic Committee recommendation in relation to speed buffer 30/40mph College Road. The Clerk advised that the Traffic Committee had put forward a recommendation that this buffer zone should not be looked at any further. At the Traffic Committee meeting Ardingly College had raised concerns about this suggested increase in speed. The Council <b>resolved</b> to inform WSCC Highways that they did not wish to proceed any further with this suggestion.</p> <p>1228.4 SID Update – WM had taken data from one of the units and forwarded this to Councillors for information. It was explained that it was not easy to take the data off the units and very time consuming. The SID's have been marked with the Parish Council's name and the final details are being worked on before the volunteer rota system can be put in place. It was noted from the data provided by WM that the traffic was not speeding, however it was discussed that a 'blind' test should also be set up to see if without the machine working would the traffic travel at faster speeds. It was noted more brackets might be required and locations for Little London needed to be identified, one area might be suitable by the hedge would need cutting back.</p> <p>1228.5 Repairs to roadway and parking area adjacent to tennis courts and costs. JA offered to contact Hansons in regard to if they would be able to contribute any materials. A price had been obtained for the labour and it was noted 60 ton of type 1 material would be needed for the work. The Clerk had made enquiries from MSDC in relation to using S106 monies for the labour and this would be a possibility; otherwise the money would have to come from general reserves.</p>	<p>Clerk</p> <p>WM/FR/JA</p> <p>Clerk</p> <p>JA/Clerk</p>
<b>1229.</b>	<b>Planning Committee</b>	
	1229.1 The minutes of the meeting held on the 9 <sup>th</sup> January 2018 were circulated and noted.	
<b>1230.</b>	<b>Recreation Ground Committee</b>	
	<p>1230.1 Pavilion refurbishment, planning application and associated costs. Following further advice from the MSDC planning office it was noted that WSCC Highways needed further information in relation to a car park layout showing the existing and new parking areas in bays and data of traffic using the recreation ground car park during school times. The Chairman would draw up the required car park layout and BS advised he would collect the car park data between 8.30 -9.15am and 2.45-3.30pm on Monday and Tuesday next week.</p> <p>1230.2 Update on progress of hire of pavilion. MSDC advised that the pavilion did not have the correct usage in order for the building to be hired out to a childminder. The Parish Council <b>resolved</b> to submit a new application for change of use from D2 to D1/D2 mixed usage. The cost of this would be £231. The option was available to add this change of use to the current application, but the Council <b>resolved</b> to put in a separate application, this would take approximately 6-8 weeks. The Solicitor has been put on hold regarding drawing up the licence and the client has been advised of this issue.</p> <p>1230.3 Repairs to roof and associated costs. The Clerk advised that the contractor was making progress and the repairs externally had been completed. A dehumidifier had been put in the building to dry out the internal walls ready for redecoration. The Council <b>resolved</b> that these emergency repairs needed to be carried out as the building was not watertight and the cost will be in the region of £350-£450.</p> <p>1230.4 Update on public toilet refurbishment The Clerk confirmed a grant application form has been submitted to MSDC for the sum of £1,500. The Clerk was asked to confirm the date the Grant Funding Panel met so that Councillors could attend.</p>	<p>Chairman/BS</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<b>1231.</b>	<b>Emergency Planning Committee</b>	
	The Clerk was in the process of checking with WSCC Highways in relation to the location of an additional salt bin in Street Lane.	Clerk
<b>1232.</b>	<b>Training, events and attendance at outside meetings</b>	
	<p>1232.1 North Cluster Meeting – RL attended and minutes and notes were circulated. DS to attend next meeting to be held on the 25<sup>th</sup> April 2018 at 10am</p> <p>1232.2 GDPR Compliancy Training- 1<sup>st</sup> February 2018 – The Clerk attended this training and had circulated a report to all Councillors noting recommended actions points. The first action points noted were to set up all Parish Councillors with email addressed to be used for Parish Council communications only, rather than them using work or personal email addresses for example name@ardingly.org and the Clerk to create a data retention policy. WM offered to set up the email</p>	<p>DS</p> <p>Clerk/WM</p>

	<p>addresses.</p> <p>1232.3 MSALC Annual Conference – 23<sup>rd</sup> February 2018 10am to 3pm FR/DS to attend</p> <p>1232.4 MSDC Town &amp; Parish briefing Site Allocations Plan Meeting – 1<sup>st</sup> March 2018 – DS/MB</p> <p>1232.5 New approach to Grant Funding drop in sessions from 6pm 1<sup>st</sup> March 2018 followed by North Mid Sussex CLC Meeting from 7pm – RC/JH/FR to attend</p>	FR/DS DS/MB RC/JH/FR
<b>1233.</b>	<p><b>Highways Cluster Group</b></p> <p>1233.1 Steve Trice confirmed at a meeting held on the 30<sup>th</sup> January 2018 that the CIC will disband from the 31<sup>st</sup> March 2018. From the 1<sup>st</sup> April to the 30<sup>th</sup> June the service will be covered by HHTC staff only, so a longer turn around for work will be expected. Steve has worked hard to try and save the service. The Clerk noted that the CIC has assisted with many additional projects including gutter cleaning, pavement clearing, car park clearing, painting benches and this will now have to be done by outside contractors at additional expense to the Council.</p>	
<b>1234.</b>	<p><b>Remembrance Day 2018</b></p> <p>1234.1 Silent Soldier WW1 Centenary Commemorations. The Clerk advised the Council that the cost would be £250 and WSCC Highways had raised some concerns about where these silhouettes could be placed. The Council <b>resolved</b> that as it had been agreed that this year poppies would be purchased then it was felt this would be an acknowledgement of the Centenary.</p>	
<b>1235.</b>	<p><b>Ardingly Summer Fete and Fun Run</b></p> <p>1235.1 WM advised the Council that dates were still in discussion and he would liaise with the organisers of the Fun Run with regard to if they could come up with a date that worked for both parties.</p>	WM
<b>1236.</b>	<p><b>Annual Parish Meeting – 24<sup>th</sup> April 2018</b></p> <p>1236.1 The Clerk confirmed the Annual Parish Meeting will be held from 7.30pm on Tuesday, 24<sup>th</sup> April 2018. The Council agreed to ask if representatives of Ardingly College and the Bluebell Railway would like to come along and speak.</p>	Clerk
<b>1237.</b>	<p><b>Commonwealth Day - 12<sup>th</sup> March 2018</b></p> <p>1237.1 The Clerk confirmed that the road closure order had been submitted to MSDC. It was noted that the Revd Crutchley would attend to say a prayer and all schools had confirmed attendance. PD will read the Commonwealth Affirmation and the Chairman will make a welcome speech. It was noted the large hall will be in use until just prior to 10am, but the kitchen area would be free for preparations. Refreshments will need to be arranged but it was felt that the budget should be reduced from last year. The Clerk has submitted an article for the Village Voice.</p>	PD/Chair
<b>1238.</b>	<p><b>Consultations</b></p> <p>1238.1 Joint Minerals Local Plan – Proposed modifications – The Clerk had circulated to all members, comments need to be submitted by the 15<sup>th</sup> March 2018.</p>	
<b>1239.</b>	<p><b>Correspondence</b></p> <p>Email from resident in relation to the possibility of having an open morning/afternoon in the village hall for all associations/groups to come and promote themselves. The Council suggested that associations/organisations could be encouraged to attend the Village Fete. The Parish Council have a stand at the event which has proved successful over the past 2 years.</p> <p>Sussex Day – it was noted this will be held in June 2018</p> <p>Email in relation to a proposal for cycle storage in Street Lane – The Council noted that the land was not owned by the Parish Council, however they would support storage facilities in the right location within the village. It was suggested that the Clerk provides contact details for WSCC Highways and MSDC.</p> <p>Email requesting a memorial tree/bench for parents who lived in the village for over 50 years. It was agreed that the Clerk would suggest they met with DS to look at suitable locations and a native tree would be required.</p> <p>A third application was received for the vacancy of Councillor just prior to the meeting, but the applicant was informed it could not be accepted as the closing date was 12 noon on the 5<sup>th</sup> February 2018.</p> <p>The condition of the footpath was discussed along Selsfield Road from the Showground towards Wakehurst and WSCC Highways had advised it required no work and was acceptable. The Clerk had asked HHTCIC if they could have a look at it and report back.</p>	Clerk  Clerk  DS/Clerk  Clerk

<p><b>1240.</b></p>	<p><b>Matters arising or for future inclusion on agenda</b>  The Clerk was asked to contact Barcombe Landscapes to request the border by the Close has a tidy up as per the new contract.</p> <p>JH noted that that a lot of deer accidents have been reported and would it be possible to put some signs up in the village. This would be referred to the Traffic Committee for discussion.</p> <p>The tree to celebrate the Centenary of the Guides will be planted on the 3<sup>rd</sup> March in the Recreation Ground.</p> <p>Items for March Agenda:  Document Retention Policy  Social Media Policy</p>	<p>Clerk</p> <p>Traffic Committee</p> <p>Clerk</p>
<p><b>1241.</b></p>	<p><b>Future meeting dates</b>  Planning Committee Meeting – 6<sup>th</sup> March 2018 at 7.00pm  Parish Council Meeting – 6<sup>th</sup> March 2018 at 7.30pm  Planning Committee Meeting – 10<sup>th</sup> April 2018 at 7.00pm  Parish Council Meeting – 10<sup>th</sup> April 2018 at 7.00pm  Annual Parish Meeting – 24<sup>th</sup> April 2018 at 7.30pm</p>	

**MEETING CLOSED AT 9.50 PM**