

## ARDINGLY PARISH COUNCIL MINUTES

Minutes of Annual General Meeting of the Parish Council held on Tuesday 8 May 2012 at Hapstead Hall

Present: Mr G Ruse (GR) Mrs F Rocks (FR)  
Mr K Monk (KM) Mrs R Chalk (RC)  
Mr N Moorey (NM) Mrs S Chapman (SC) In attendance: Mrs R Jarvis  
(RFO)  
Mr M Brixey (MB) Mr W Meldrum (WM) 5 members of public  
Mr D Walker (DW) Mr T Clements (TC)  
Mrs P Dennis (PD)

### 1. Questions/comments from members of public

Mrs Knight gave update on Butchers Field appeal, and asked whether the parish council will take part in the public inquiry. She explained that at a recent appeal at Hurstpierpoint, the parish council were represented by a planning consultant. She also asked whether the parish council would contribute towards the £9000 needed by the action group to fight the appeal.

Chair read out a letter requesting contribution to cost of a smoothie bike for Jubilee party on 20 May. Mr Tester asked when accounts will be available. RFO replied that they will be reported to June PC meeting.

### 2. Election of Chair

Mr Brixey nominated Mr Ruse. Mrs Chapman nominated Mr Meldrum and this was seconded by Mrs Rocks. After a show of hands Mr Meldrum was elected as chair for the year 2012/2013. Mr Meldrum signed the declaration of acceptance of office.

### 3. Election of Vice Chair

Mr Monk indicated that he was not seeking re-election. Mrs Chapman nominated Mr Ruse, who said he would like a break from office. Mrs Rocks nominated Mr Brixey, seconded by Mr Monk. There being no other nominations Mr Brixey was duly elected and signed the declaration of acceptance of office.

### 4. Apologies

None

### 5. Declaration of Interests

The Chair suggested these should be identified at the appropriate agenda item.

### 6. To confirm and sign the minutes of the meetings held on Tuesday 3 and 23 April 2012 and matters arising from previous minutes.

KM asked about a letter on lorries and DW confirmed this had been forwarded to WSCC at Hanson Liaison meeting the previous week. KM asked about road closures and arrangements for Jubilee, including insurance. **Action:** KM to investigate.

Minutes of meetings on 3 April and 23 April AGREED and signed.

### 7. Membership and chairmanship of committees/sub committees/working parties

#### Hapstead Hall Management Cttee.

NM nominated as Chair by FM, seconded by GR. GR nominated as Vice Chair by RC, seconded by PD.

#### Environment Cttee

NM proposed as Chair by KM, seconded by RC.

#### Recreation Ground Cttee

TC proposed as Chair by GR, seconded by RC.

#### Planning Cttee

SC to continue as Chair, membership to remain the same.

#### Neighbourhood Plan Steering Committee

TC proposed as Chair by SC, seconded by RC. SC proposed as Vice Chair by WM, seconded by TC. Membership to remain the same. Strategy Group to be chaired by TC.

#### Village Plan Monitoring Cttee

DW to continue as Chair, membership to remain the same.

#### Finance Cttee

KM resigned from the committee, NM joined as member of the committee

#### Emergency Planning Cttee

RC proposed as Chair by KM, seconded by FR. WM resigned from the committee, TC and GR joined.

#### Traffic Cttee

DW to continue as Chair, other members to remain the same.

#### Communications Cttee

WM to continue as Chair, membership to remain the same.

#### Youth Club Cttee

FR nominated as Chair, other members to be MB, SC, RC and coopted members Sally Crutchley, Mike Lewis and Andrew Lambert.

It was noted that Chair and Vice Chair of Parish Council are ex- officio members of each committee.

## **8. Review terms of reference**

8.1 Terms of reference for Neighbourhood Plan Steering Committee and Youth Club Committee submitted prior to meeting were reviewed in detail and following a number of amendments were AGREED by councillors.

Chair proposed terms of reference be adopted for all committees for current year, seconded by FR, and AGREED by councillors.

## **9. Representatives on outside bodies**

As existing with following amendments:

West Sussex County Local Committee- GR, SC, DW

North Mid Sussex Cluster meetings- SC

Hanson Liaison Group - DW, SC

## **10. Review and adoption of Standing Orders, Code of Conduct and Complaints procedure**

Chair proposed that councillors review and adopt these documents, seconded by NM and AGREED by councillors.

## **11. Annual Parish Meeting of Trustees of Hapstead Hall and Annual Parish Meeting, 1 May 2012**

Matters arising to be dealt with elsewhere on the agenda.

### **12. Finance**

**12.1 Financial Regulations** reviewed and AGREED

**12.2 Inventory of land and assets** reviewed and AGREED

**12.3 Review and confirmation of arrangements for insurance cover in respect of all insured risks.** In absence of Parish Clerk, it was AGREED that current arrangements be continued for another year, and chair would discuss with Parish Clerk. **Action:** chair, clerk

In response to question from NM, RJ confirmed that Parish Council VAT form makes it clear that returns include Parish Council and Hapstead Hall

### **12.4 Requests for funding**

It was AGREED that request for donation to Butchers Field appeal would be discussed at next meeting.

Request for donation of £100 for Jubilee party: Due to short timescale it was proposed by DW, seconded by TC and AGREED that this funding should be supported at chairman's discretion. **Action:** RFO

**12.5 Schedule of payments** – schedule of payments circulated by RJ. Proposed by FR, seconded by TC and AGREED that payments be made. **Action:** RFO

**12.6 Request for funding of night vision goggles for use by PCSO.** It was AGREED to fund one pair of goggles at cost of £179. **Action:** RFO

### **12.7 Vandalism costs 2011/2012**

RFO indicated that there had been no costs arising from vandalism in past year. Costs of vandalism for current financial year to be recorded by RFO. **Action:** RFO

## **13. Neighbourhood Plan**

**13.1 Update on current status:** FR reported that Housing Needs Survey is about to be mailed to households, but any changes to wording of questions would result in increased charge from AirS.

TC confirmed that Hankinson Duckett Assocs were undertaking a landscape assessment of the parish.

**13.2 The Plan area** was confirmed to be the whole parish and it was AGREED that the Plan area application and map should be sent to MSDC by the clerk. **Action:** clerk

**13.3 Draft housing supply.** Four sites in the parish had been put forward by landowners as being available. It was AGREED that chair/ SC would send holding letter replying to MSDC. **Action:** chair, SC

## **14. Hapstead Hall**

KM reported that following meeting with MSDC's Conservation Officer the replacement of windows with UPVC frames would not be pursued.

## **15. Planning Matters**

SC reported observations had been sent to MSDC as follows:

12/00992/FUL: pavilion at nine acre playing fields- recommended approval subject to conditions

12/00998/FUL: rear extension to 41 College Rd- no objection subject to moving soakaway.

12/01017/COU: change of use to office at Showground- no objection to temporary consent.

12/01057/FUL: extensions and timber cladding, 11 Ardings Close- no objection to extensions but question whether timber cladding appropriate in this location.

12/01122/FUL: replacement windows and doors, Ardingly College- no objection.

12/01194/COU and 12/01195/LBC: conversion of outbuilding, Bolney Farmhouse- recommend approval subject to condition linking use of building to main dwelling.

12/01305/TCA felling of trees at Fairhaven, Church Lane. Current application. WM declared an interest.

The responses sent to MSDC in respect of these applications were confirmed and AGREED.

**16. Youth activities**

Terms of reference for management committee AGREED as indicated in item 8.

**17. Reports from representatives on outside bodies**

SC had attended the SALC conference on localism with interesting seminar from Ringmer PC who undertake publicity and consultations on their Neighbourhood Plan by email alerts.

The next cluster meeting with neighbouring parishes takes place on Wednesday 20<sup>th</sup> June. Councillors and clerk are encouraged to attend.

DW reported attendance at Hanson Liaison Group on 2 May, and that new plant is due to be commissioned within next month.

**18. Reports from Committees**

**18.1 Communications Committee:** Chair reported that he will seek assistance with maintenance of website.

**18.2 Village Plan Monitoring Committee:** DW distributed schedule of actions, for confirmation by councillors at next pc meeting.

**Action:** all councillors

**18.3 Environment Committee:** Following meeting with WSCC, wildflower sowing at Joe's bank had been agreed subject to signing of licence and confirmation from clerk on public liability insurance (for volunteer work).

**Action:** clerk

**18.4 Traffic Committee:** DW reported that brief for traffic study has been drafted and suggested that Peter Simpson should be asked to check it. Meeting with National Trust to be held on 18<sup>th</sup> May. Bill Acraman has been asked to investigate complaints about parking in Street Lane. FR had spoken to woman who runs Koorana centre who said she was unaware of complaints. DW proposed response on change to speed limit in College Road was AGREED.

**Action:** DW

**18.5 Recreation Ground Committee**

MB had nothing to report.

**18.6 Jubilee Celebrations Working Party:** Update had already been received from member of the public.

**19. Correspondence**

**19.1 Response to letter from Collinwood Neptune** to be undertaken by chair.

**Action:** chair

**19.2 Freedom of Information Request from J Nelson** – noted.

Complaint from Beverley Rosling on dog fouling at Recreation Ground.

**Action:** Rec.Grd

*Meeting closed at 9.35pm*

Mrs Knight asked how the Parish Council will be participating at the public inquiry on Butcher's field. FR suggested that the Inspectorate should be contacted to see whether a decision can be made at a later stage to participate. PD thought it important that the parish council should take part.

**Action:** SC

*Meeting reopened at 9.40pm*

**20. Chairman's announcements**

PD announced her attendance at Neighbourhood Police meeting.

FR suggested the Parish Council should have sign boards made for publicity for different events.

Councillors gave the chair and vice chair authority to deal with matters as discussed.

Meeting ended 10pm.

SC/11 May 12

CONFIRMED MINUTES

SIGNED ..... DATED .....