

ARDINGLY PARISH COUNCIL

Parish Clerk: Sarah Mamoany

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Minutes of the meeting of Ardingly Parish Council Annual General Meeting held on Tuesday 14 May 2013 at 7.30pm in the Reading Room at Hapstead Hall

Present:

Mr W Meldrum (Chairman)	Mr N Moorey
Mr M Brixey	Mrs F Rocks
Mrs R Chalk	Mr G Ruse
Mrs S Chapman	Mrs P Dennis
Mr D Walker	Mrs R.Jarvis (RFO)(part of meeting)

Apologies

Mr T Clement
Mr K Monk

In Attendance:

Mrs S Mamoany (Clerk)
Four members of the public

74.	<p>Procedural Matters</p> <p>74.1 MB nominated WM for the position of Chair and this was seconded by FR and carried unanimously</p> <p>74.2 WM signed the Declaration of Acceptance of Office</p> <p>74.3 GR nominated MB for the position of Vice Chair and this was seconded by PD and carried unanimously</p> <p>74.5 Apologies were received from TC and KM</p> <p>74.6 No declarations of interest were declared.</p> <p>74.7 The Minutes of the Meeting held on Tuesday 2 April 2013 were signed by the Chair as a true and accurate record. It was requested by SC that the Clerk should write to the lorry companies requesting them to drive more considerately through the village as noted in point 62.1 and also requested the Clerk obtain copies of the reports from Hansons regarding HGV movements (point 62.2)</p> <p>74.8 The minutes of the Trustees of Hapstead Hall meeting were not available as the meeting was rescheduled to 14 May at 7pm</p> <p>74.9 The Minutes of the Annual Village Meeting held on the 7 May 2013 were signed by the Chair as a true and accurate record</p>	Clerk
75.	<p>Committee Membership and Representatives on Outside Bodies</p> <p>75.1 The list of Committees and their Memberships were discussed. It was agreed to disband the Communication Committee as it was felt that these issues could be dealt with under the General Parish Meeting.</p> <p>The Committee Membership were agreed by all Councillors as follows:</p> <p>Hapstead Hall Trustees – All Councillors</p> <p>Hapstead Hall Management – Mr N Moorey (Chair), Mr G Ruse (Vice Chair), Mr K Monk, Mrs P Dennis, Mrs R Chalk, Mr D Walker. Co-opted Members: Mrs D Ruse, Mrs B Monk, Mr V Stone, Mrs R Hodgson, Mr B Ball and Mrs J Bartsch</p> <p>Recreation Ground Committee – Mr N Moorey (Chair), Mrs R Chalk (Vice Chair), Mr M Brixey, Mr T Clement, Mr G Ruse, Mr K Monk. Representatives from Cricket & Football Clubs – David Port (Cricket), Steve Korniotis (Football)</p>	

The Pavilion Project Working Party – Mr K Monk, Mr May, Mrs R Chalk, Mr N Moorey, Mr G Ruse, Mr M Brixey, Mr Port and Mr N Cooper.
Planning Committee – Mrs S Chapman (Chair), Mr M Brixey (Vice Chair), Mr K Monk, Mrs P Dennis, Mr T Clement, Mrs F Rocks and Mr D Walker.
Neighbourhood Plan Committee - Mr W Meldrum (Chair), Mrs S Chapman (Vice Chair). All Councillors and Berly McNulty, Ceri Sansom, Roy Simmonds, Mr David Hadden, Peter Simpson, Sue Karle, Alma Howell and Sara Fromader.
Village Plan Monitoring Committee – Mr D Walker (Chair), Mrs S Chapman (Vice Chair), Beryl McNulty and Mrs C Sansom.
Finance Committee – Mr G Ruse (Chair), Mr W Meldrum (Vice Chair), Mr T Clement, Mr N Moorey and Mrs R Chalk.
Emergency Planning Committee – Mrs R Chalk (Chair), Mrs F Rocks (Vice Chair), Mrs P Dennis and Mr N Moorey.
Traffic and Environment Committee – Mr D Walker (Chair), Mrs Shelia Brown (Vice Chair), Mrs R Chalk, Mrs F Rocks and Mrs S Chapman.
Youth Management Committee – Mrs F Rocks (Chair), Mr Andrew Lambert (Vice Chair), Mr M Brixey, Mrs S Chapman, Mrs R Chalk, Mr Lewis and Mrs Crutchley.

75.2 The terms of reference for each committee were reviewed, with some minor amendments that were agreed by all Councillors. The Clerk was asked to retype the terms of reference with the amendments. SC mentioned that the Planning Committee adopted the MSDC procedure where responses were delegated to the Planning Committee however that if two or more two parish councilors ask for a planning application to be ‘called in’ it would be considered at an open meeting of the Planning Committee. Major planning applications will be considered by all Parish Councillors and all applications will be circulated each week.

Clerk

The Clerk was asked to ensure that Hapstead Hall Trustees have two meetings annually.

Clerk

The Youth Committee was asked to ensure they have discussions about budget on an annual basis, as the council and committees need to be accountable for funds. FR and WM to discuss.

FR/WM

The Clerk was asked to check the amount to people that made up a quorum of any committee.

Clerk

75.3 Representatives on outside bodies.

The following representatives on outside bodies were agreed:

S.E.A.S. – Mr K Monk

MSALC – Mr G Ruse, Mr K Monk, Mr W Meldrum and Mrs R Chalk

Police Forum – Mrs P Dennis

Waste Management – Mrs P Dennis and Mr G Ruse

WS CLC – Mrs S Chapman, Mr G Ruse and Mr D Walker

Sports & Social Club – Mrs R Chalk

Mid Sussex Rural Links (AiRS) – Mrs S Chapman

North Mid Sussex Cluster Meetings – Mrs S Chapman

Hanson Liaison Group – Mr D Walker and Mrs S Chapman

Public Rights of Way – Mr N Moorey and Mrs S Chapman

St Peters School – Mrs R Chalk

It was suggested that the Clerk should attend some meetings relating to outside bodies if time was available.

75.4 WM requested that all Councillors read the Hedleys Legal Topic Note No 112 “Committees” prior to the next meeting so they understand and are familiar with it’s contents.

76.	<p>Finance</p> <p>76.1 The end of year accounts were circulated by RJ, and were unanimously approved.</p> <p>76.2 The accounting statements in the annual return for the year ended 31.3.2013 were presented by RJ and unanimously approved and signed by WM.</p> <p>76.3 The annual governance statement 2012/13 was signed by WM and the Clerk.</p> <p>76.4 GR advised that insurance quotations were supplied by Aviva, Aon and Zurich. All policies offered the same cover, but varied in price. The best quote was a 3 year fixed price of £2866.86 p.a from Zurich. GR proposed that we accept this quotation, WM seconded the proposal and it was unanimously agreed. The Clerk was asked to write to Zurich to accept the quotation and advise the others that they were not successful with their quotes, the renewal date being 1 June 2013.</p> <p>76.5 The Sussex Wildlife Trust were looking for funds for a crisis appeal, it was decided that no contribution would be made.</p> <p>76.6 The schedule of payments for May were circulated by RF and accepted by the council.</p>	Clerk
77.	<p>To introduce and welcome the new Clerk Sarah Mamoany.</p> <p>WM welcomed Sarah Mamoany and advised that her official start date was Monday, 20 May 2013. The current phone number and email address will remain in place for the Clerk.</p>	
78.	<p>Matters arising from the previous minutes, not covered elsewhere on the agenda.</p> <p>PD advised that Juliet Birch was going to run the village column in the Mid Sussex Times. PD to pass contact details to the Clerk for circulation.</p> <p>WM advised that the trees at Tinkers Croft had been reported to MSDC who had been in direct contact with the owner. The trees were considered to be dangerous, photographs were supplied. MSDC stated that had they been asked in advance they would have granted permission. Given the owner was going to plant a replacement tree no further action would be taken.</p>	PD
79.	<p>Highways Cluster Partnership</p> <p>WM reported that we have now entered the Cluster Partnership from the 1 May 2013. The Clerk will liaise direct with Steve Trice as to the process that needs to be followed with regard to reporting issues, which can be reported through Love West Sussex website or Clerk to Clerk in the form of a works list. Also to clarify who is responsible for works of different size, ie HHTC or WSCC/Belfour Beattie.</p>	Clerk
80.	<p>Emergency Planning Committee</p> <p>RC confirmed that she wished to invite Andrew Elliott to the next meeting to discuss requirements for snow clearing to be able to understand better the nature of the work involved. Three quotations need to be obtained before a contractor is chosen for this winter. RC to liaise with the Clerk to arrange a date for next meeting soon.</p>	Clerk/RC
81.	<p>Environment and Traffic Committee</p> <p>81.1 Minutes have not yet been prepared for meeting held on 9 May 2013.</p> <p>81.2 DW advised that the Consultant's had presented the Ardingly Traffic Appraisal Report at the meeting and requested that the recommendations points 1-9 listed on page 21 of the report were approved by the Parish Council. Councillors voted unanimously to approve the reports recommendations. DW noted that the report was a plan for safety in the village in relation to traffic, expense comes afterwards. If we had a plan ready and waiting to put forward for the village we are in a much stronger position to get this through and meetings were to be held with Local District County Councillor and Highways Authority. WM noted that consultation input from the villages is critical as the more backing the plan can gather,</p>	

	<p>the greater the chance of this being adopted by WSCC, as the Parish cannot afford to pay for this. RC advised it was important that the village are made aware this is not a quick fix and it is a long term project that will not happen immediately.</p> <p>81.3 SC highlighted the issues that local residents are experiencing with Hansons. It was reported that although the Environmental Officer is involved, nothing seems to be happening and that due to the issue not being continuous it is difficult to monitor. It was agreed that the Clerk should write to the Environmental Health Office expressing the Councils concerns for local residents and enclosing copies of correspondence received from residents. Residents are encouraged to ring or write directly to EHO as well.</p> <p>81.4 Hilary Smith agreed to take over the responsibility of maintaining the flower beds on the corner of Munnion Road. The Parish will supply the plants.</p>	Clerk
82.	<p>Hapstead Hall Management Committee</p> <p>Nothing to report.</p>	
83.	<p>Neighbourhood Plan Committee</p> <p>Draft minutes have been circulated by WM, awaiting comments. Letter received from Mr & Mrs Entwisle confirming that Middle Lodge is an available for consideration as a potential residential development site (568). It was noted that although the site is of a reasonable size, it was identified on the sites report as being well outside the village centre and did not score well due to this factor.</p> <p>WM and MB had a meeting with Borde Hill who confirmed that the site was available, although they are not putting it forward at the current time as villagers are not in support and there were difficulties with access.</p> <p>The Sites Committee are meeting w/c 27 May to update the sites appraisals.</p> <p>WM reported that a Strategy Group Meeting is to be held on the 15 May 2013 with the NP Consultant.</p>	
84.	<p>Planning Committee</p> <p>SC reported that an application was received from the The Showground with regard to a temporary change for use for the NFU Building - no objections were received.</p>	
85.	<p>Recreation and Open Spaces Committee</p> <p>MB reported that no progress was being made on the replacement of the pavilion and due to costs they would be looking at repairing or possibly building a small extension. FR suggested looking at other smaller pavilions to get ideas for other types of building that could be less expensive. Next meeting is on the 11 June 2013.</p>	
86.	<p>Youth Management Committee</p> <p>No minutes were available from meeting held on 23 April 2013.</p>	
87.	<p>Reports from Representatives on outside bodies</p> <p>GR reported that he had attended a MSLC meeting.</p> <p>PD reported she has spoken to the new Police Community Officer, Nicola Green and invited her to come along to a Parish Council Meeting to introduce herself.</p>	

88.	<p>Training and Events</p> <p>88.1 It was agreed to accept the Clerk's training and associated costs for the Certificate in Local Council Administration.</p> <p>88.2 It was agreed for the Clerk to attend the New Clerk's Training Day on 22 May 2013.</p> <p>88.3 It was agreed to invite Trevor Leggo to provide a training session for the Council. A suggested date of 27 June at 7.30pm was put forward, The Clerk to liaise with TL.</p> <p>88.4 It was agreed for WM to attend the Chairmanship Course on Tuesday, 2 July. The Clerk will arrange the booking for this course.</p>	<p>Clerk</p> <p>Clerk</p>
89.	<p>To approve the proposed logo design for Ardingly Parish Council</p> <p>WM asked if anyone had the logo available in a larger format, as he would like to arrange for wording to be put around the logo and knows someone who can do this for free. SC will send WM everything she has on file.</p>	<p>SC</p>
90.	<p>To discuss and agree whether to set up litter picking days.</p> <p>WM proposed the council set up some litter picking days as the roads leading into the village have lots of rubbish on them.. This would involve volunteers to encourage the community to work together. Provision of safety equipment and insurance liability needs to be looked into prior to this going ahead.</p>	<p>WM/Clerk</p>
91.	<p>Village voice distribution – to agree whether more should be sent to the houses north of the Gardeners Arms.</p> <p>It was agreed that these areas should be delivered by postage, due to it being dangerous and time consuming to deliver by hand. KM to provide addresses to the Clerk.</p>	<p>KM/Clerk</p>
92.	<p>Summer Fete and Christmas Fayre updates</p> <p>The date of the Christmas Fayre is 30 November 2013.</p>	
93.	<p>Consultations</p> <p>SC advised the Mid Sussex District Plan has been published and comments are required by 17 June 2013. SC will look at documents and report at next meeting.</p>	<p>SC</p>
94.	<p>Correspondence</p> <p>Gary Wall from MSDC has written to Nick Bowles (Planning Minister) to encourage him to give more weight to the Neighbourhood Plan. It was agreed that the clerk should write acknowledging this letter and supporting his comments.</p> <p>WM reported that we had received letters and emails regarding potential sites. He had take advice from Trevor Leggo regarding replying to an anonymous email which was received. It was agreed that council policy was not to respond to anonymous correspondence. Formal responses are to be given to letters and emails.</p> <p>GR reported the surround around the village sign is breaking up and in need of repair. As we have a village sign fund, it is our responsibility to arrange a repair. Three quotations will be obtained, one being from Pat Killian.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

95.	Items for information only or inclusion on future agenda PD mentioned that the bus service needs to be improved in the village. The Clerk is to investigate this further. PD advised that we should be vigilant as a lot of local crime is currently occurring.	Clerk
96.	Future meeting dates Parish Council Meeting – Tuesday 4 June 2013 Recreation Ground Committee – Tuesday 11 June 2013	

MEETING CLOSED 9.30pm