



ARDINGLY PARISH COUNCIL

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Office: Tuesdays 10a.m - 12noon in Hapstead Hall, Ardingly

Minutes of the Ardingly Parish Council Annual Meeting held on Tuesday 13 May 2014 at 7.30pm in the Reading Room at Hapstead Hall

Present:

Mr. W. Meldrum (Chair)	Mrs. P. Dennis
Mr. M. Brixey	Mrs. R. Chalk (part of meeting)
Mr. K. Monk	Mr. N. Moorey
Mrs. F. Rocks	Mr. J. Aloof
Mr. G. Ruse	

Apologies Mr. P. Simpson, Mr. D. Stutchbury

In Attendance: Mrs. R. Jarvis (RFO)
Mrs. S Mamoany (Clerk)
5 members of the public

Public Questions

Melanie (Fellows Bakery) and Jo (The Gallery Café) expressed concerns that they were having issues with Mid Sussex District Council regarding the A-boards that they used to advertise their businesses. Both businesses have noted that their revenue is affected quite substantially if the boards are not up and asked the Parish Council for assistance and support to try and resolve the issues so they could have some form of advertising on the roadside. Both businesses were keen to look after flower beds to support the village. This matter was discussed by the Council in item 323.

A resident raised concerns about the bus services in the village being inadequate. The Chair requested that this was put on the agenda for discussion at the next meeting, although he stated the Council need to understand the demand and service that residents are seeking.

308.	Procedural Matters	
	308.1 MB proposed WM as Chairman, seconded by RC and this was unanimously AGREED	
	308.2 The Chairman signed the Declaration of Acceptance of Office, witnessed by the Clerk.	
	308.3 RC proposed MB as Vice Chair, seconded by WM and this was unanimously AGREED.	
	The Vice Chair signed the Declaration of Acceptance of Office, witnessed by the Clerk.	
	308.4 Apologies were received from Peter Simpson and Derek Stutchbury	
	308.5 No declarations of interested were received.	
	308.6 The minutes of the Parish Council Meeting held on Tuesday, 1 st April 2014 were	

	<p>AGREED and signed by the Chair as a true and accurate record. It was noted that the Church donation will be made although the accounts have not yet been received.</p> <p>308.7 It was agreed that the minutes of the Trustees of Hapstead Hall meeting held on the 6th May 2014, should be signed at the next Annual Trustees meeting.</p> <p>308.8 It was agreed that the minutes of the Annual General Meeting held on the 7th May 2013 had already been signed and the minutes of the 6th May 2014 should be signed at the next Annual General Meeting.</p>	
<p>309.</p>	<p>Committee Membership and Representatives on Outside Bodies</p> <p>309.1 The following Committees were reviewed and agreed.</p> <p>Hapstead Hall Trustees – all Councillors Hapstead Hall Management – NM (Chair), GR (Vice Chair), KM, PD, RC, MB. Co-opted Members – Mrs. D Ruse, Mrs. B Monk, Mr. V Stone, Mrs. R Hodgson, Mrs. J Bartsch, Mr. D Walker. Recreation and Open Spaces Committee – NM (Chair), RC (Vice Chair), MB, GR, KM, DS. Representatives from Cricket & Football Clubs – Mr. D Port (Cricket), Mr. S Korniotis (Football) Planning Committee – MB (Chair), KM (Vice Chair), PD, FR, PS, JA, DS Neighbourhood Plan Committee – WM (Chair), FR (Vice Chair) and all Parish Councillors. Co-opted members Mrs. B McNulty, Mr. D Hadden, Mrs. S Karle, Mrs. A Howell, Mrs. S Frohmader and Mrs. S Chapman. Finance Committee – GR (Chair), WM (Vice Chair), KM, NM, RC. Emergency Planning Committee – RC (Chair), JA (Vice Chair), FR, PD. Traffic & Environment Committee – WM (Chair), GR (Vice Chair), RC, FR, MB, DS Youth Management Committee – FR (Chair), WM, MB, RC, DS. Co-opted members, Mr. Lewis, Mrs. Crutchley, Mr. A Lambert and Mrs. S Chapman.</p> <p>It was AGREED that the Pavilion Working Project Party would be stood down for the current time and can be reformed in the future if required and the Village Plan Monitoring Committee was dissolved.</p> <p>309.2 The Terms of Reference for each Committee were discussed and reviewed. Minor amendments were made to the Youth, Emergency Planning and Neighbourhood Plan Committees. It was suggested the Traffic Committee Terms of Reference were reviewed at the next meeting as they needed some substantial changes, although minor amendments were made to the membership. The Clerk will circulate the amended Terms of Reference.</p> <p>309.3 In addition the representation on outside bodies was discussed and it was AGREED that any Councillor could attend meetings on behalf of the Council and the Clerk always forwarded any invitations received to outside meetings to all members. Although it was felt in some instances that the representatives should remain and the following were AGREED.</p> <p>S.E.A.S – KM MSALC – GR, KM, WM Police Forum – PD WS CLC – all Councillors Mid Sussex Rural Links – all Councillors North Mid Sussex Cluster meetings – all Councillors and Clerk Hansons Liason Group – all Councillors Public Rights of Way – NM & JA St Peters School – all Councillors Gatwick Liaison Group – all Councillors</p> <p>309.4 The Chair, Vice Chair and the Clerk had met to discuss both the Code of Conduct and Standing Orders. It was AGREED that the Code of Conduct required a few minor grammar corrections; with the exception of this the document was unanimously AGREED.</p> <p>309.5 The Clerk had circulated the amended Standing Orders in mark up to all Councillors and the amendments were unanimously AGREED.</p>	<p>Clerk</p>
<p>310.</p>	<p>Finance</p> <p>310.1 The RFO circulated the final end of year accounts for 2013/14 at the meeting. One amendment was made to the draft accounts which had been approved at the Finance Meeting held on the 28 April 2014; £75 interest had been received from HSBC. It was requested that the</p>	

	<p>RFO circulate the budget figures. The final accounts were unanimously AGREED.</p> <p>310.2 The RFO read out the figures and which were unanimously AGREED and the Chair signed the accounting statements for the annual return for the year ended 31 March 2014.</p> <p>310.3 The RFO read out the figures, which were unanimously AGREED; the Chair and Clerk signed the annual governance statement 2013/14.</p> <p>310.4 It was AGREED that no amendments were required to the insurance cover. The Clerk noted that the policy had increased from £2866.86 to £2906.48; although a fixed 3 year policy had been put in place last year. The Clerk will check this with the insurance company and report back to the Council</p> <p>310.5 The schedule of payments for April had been prepared by the RFO and circulated; it was AGREED and signed by the Chair. FR queried the salary payments and the RFO explained that during her maternity leave WSCC had made some errors in the staff payments which she was currently checking. The Chair asked if it could be noted on the schedule in future if the payments were annual, monthly, quarterly, etc.</p> <p>The Chair expressed concerns that not all the Village Voice income had not been accounted for, the RFO reported that any monies received had been banked and accounted for. It was unclear who was responsible for invoicing and the Chair was concerned that some of the main sponsors had not been invoiced and the matter needed to be looked into.</p> <p>310.6 The Clerk advised she had worked 6 additional hours between 03/02/14 and 17/03/14 whilst covering maternity leave, this was unanimously AGREED.</p> <p>310.7 The RFO advised she had worked an additional 10 hrs 45 minutes last month this was unanimously AGREED. The RFO left the meeting.</p>	<p>Clerk</p> <p>RFO</p> <p>RFO/Clerk</p>
<p>311.</p>	<p>Environment and Traffic Committee</p> <p>311.1 MB reported that he and the Clerk had met with Sylvie Hardcastle who has been assigned as the Project Manager for the Ardingly Traffic Appraisal and Helen Card from WSCC on the 28th April 2014. Moving forward it was arranged that Helen would arrange traffic counts, the Clerk would forward the consultation responses and Sylvie would arrange for a feasibility study to be carried out. Delivery timescales for implementation of the scheme were 2016/17 and the main aim is to achieve a safer village for pedestrians and cyclists. MB noted that it was important to have the Clerk fully involved in work with Consultants which did not appear to have happened with the Traffic Appraisal.</p> <p>WM reported that the consultant, Colin Davies was still awaiting a response and the Clerk and Chair would draft this in due course.</p> <p>311.2 The Clerk reported more volunteers had come forward and the project would move forward working alongside WSCC and with PCSO Nicola Green as she had offered her support at the last meeting. Ideally one volunteer needs to be in charge of the project and WSCC advised 6 should be enough. The Clerk will get in touch with Horsted Keynes as they are also working on putting a Community Speedwatch in place. The Council will have to apply for funds for the equipment and the two Parishes could work together.</p> <p>It was noted that the contractor had been in touch regarding the Operation Watershed works at Brickyard Cottages and work should commence shortly.</p>	<p>Clerk</p> <p>Chair/Clerk</p> <p>Clerk</p>
<p>312.</p>	<p>Hapstead Hall Management Committee</p> <p>NM reported that a meeting was to be held last week. Issues that were discussed were hire rates; it was possible these would need to be reduced as it was felt in comparison with other halls Hapstead Hall was at the top end for the facilities that it had available. In addition, the boiler has been giving problems and this needed to be investigated further.</p> <p>The Chair offered to manage a remote timer for the heating controls if one could be sourced to assist with savings on gas/electricity. Additional ideas for saving money were suggested, including double glazing and better management of waste.</p> <p>It was also suggested that the Clerk should note the reasons why people move to other halls or why they decide not to book should they come and look at the facilities. Marketing of the hall</p>	<p>NM</p>

	needed to be improved to attract new bookings, it was suggested that any bookings made at the South of England Show where the Council will be represented this year should be offered a discount.	
313.	<p>Neighbourhood Plan Committee</p> <p>313.1 No further updates have been received from MSDC with regard to moving forward with the consultation.</p> <p>The Clerk confirmed she had completed the 2nd monitoring grant report and requested an extension for the project so the Council could still use the £280 for printing/advertising costs set aside for the referendum.</p> <p>The Council had received an invitation from Locality to attend a meeting on Friday, 16 May. DS had offered to attend, the Chair thanked him for his offer of attendance, however it was agreed that due to the meeting being about process as DS was not involved on the onset of the NP then it was felt that it would be preferable for the Chair to attend, as only one place was available.</p>	Chair
314	<p>Planning Committee</p> <p>314.1 The minutes of the Planning Committee Meetings dated 23rd January, 4th March and 1st April 2014 were noted.</p> <p>It was noted that a letter had been received from MSDC regarding Housing Supply, the Clerk was to check if a response was required but it was AGREED the Council were not aware of any further sites.</p>	Clerk
315.	<p>Recreation Ground and Open Spaces Committee</p> <p>315.1 NM/KM and the Clerk had met with Helen Card from WSCC on 28th April at the pavilion to discuss possible funding sources for refurbishment of the building. Helen Card put forward several suggestions including the possibility of working with Ardingly College and other local businesses to improve the facility. Helen will report back to the Council in due course now that she has a better understanding of the building and its use in the community.</p> <p>315.2 The idea of having a caretaker was discussed at the last Recreation Meeting and the Council unanimously AGREED that this should be put in place. The Committee needs to put together a job description. Brian Jones is happy to add this role to his caretaking position at Hapstead Hall, the amount of hours will need to be agreed within the job description.</p> <p>The Chair reported that the rotospinner had been delivered back by Foster Playscapes and he was looking at carrying out the repairs to the equipment. The Clerk was in the process of obtaining a parts and maintenance manual.</p>	Rec Committee Clerk/Chair
316.	<p>Emergency Planning Committee</p> <p>Helen Card (WSCC) has offered to attend the June meeting to assist with resilience planning (general emergency plan).</p>	
317.	<p>Youth Management Committee</p> <p>317.1 The Clerk met with Paul Myles from Sussex Clubs for Young People, Peter Barnes (Youth Worker) and Nicky Dodds (Affinity Sutton) to discuss using Sussex Clubs for Young People as the new provider for the Youth Club in the village. The estimated costing had been sent through this evening and these were £1992.00 for the 10 week session and associated costs. This was within the budget of the grant funding received and it was therefore AGREED that the Council would instruct them to proceed with the supply of the service. The Youth Club would run from the bus and not the pavilion and would be on a Tuesday evening and not a Thursday. The Clerk was asked to contact the Tennis Club with regard to availability of the multi-courts, although it was noted that they had already changed their days due to an earlier request.</p>	Clerk
318.	<p>Training and Events</p> <p>318.1 FR advised that she is putting together the posters for the South of England Show 'Parish Fayre' – the subject being 'This is what we do, come along and be a Councillor'. FR/WM and</p>	

	<p>the Clerk will liaise to get them printed and it was AGREED that FR would lead on this project.</p> <p>West Hoathly has pulled out of the event so it will be Ardingly and Turners Hill on the Friday.</p> <p>It was suggested we could offer a discount on Hapstead Hall bookings made on the day.</p> <p>318.2 RC attended the SEAS meeting to discuss Traffic arrangements. She advised that 'Children Crossing' signs will be in place and the Police will be overseeing together with assistance from Parish Councillors. Friday will be an inset day at St Peters Primary School. The traffic information will be posted on the website.</p>	FR/Chair/Clerk
319.	<p>Highways Cluster Group</p> <p>The Clerk had requested a meeting with Steve Trice, but not heard back from him as yet. The Clerk was asked to report the hedges along the footpath to the school. The verges were also raised by several residents, but this was a Highways matter and the Clerk will also investigate.</p>	Clerk
320.	<p>Summer Fayre</p> <p>Volunteers are required to run the Fayre. The Chair reported that money can be made at this event and offered to get some people together to organise it this year. The Clerk will request dates from the Cricket Club as to when the Recreation Ground is available.</p>	Chair/Clerk
321.	<p>Flower Bed Maintenance</p> <p>The maintenance of borders in The Close and Munnion Road and type of flowers that are currently planted were discussed. It was AGREED that KM would meet with Jean Griffin to discuss the options of planting some small trees, bulbs or perennials instead of bedding plants that require more maintenance and watering throughout the summer months. KM will report back to the Council on ideas and costing.</p> <p>It was noted that the Gallery Café and Fellows Bakery were keen to sponsor a border in return for some signage if this was viable.</p>	KM
322.	<p>Christmas Tree Lights</p> <p>RC reported that Barletts have not had time to take the tree lights down and it was proposed to leave them up ready for next year and this was AGREED. Ideally new rope lights need to be purchased for the future. It was noted that it would be nice to have the second Christmas tree up for this year as well.</p>	
323.	<p>Supporting Local Businesses</p> <p>Following on from comments made by the owners of the Gallery Café and Fellows Bakery concerning the issues they have with signage, it was agreed that the Council wished to support the local businesses and encourage them to thrive. The Clerk will contact MSDC to discuss the situation with the signage and see how this can be moved forward. Brown signage was a possibility for the Bakery as it has historical interest.</p>	Clerk
324.	<p>Cinema</p> <p>324.1 FR reported that Sarah Chapman was happy to run the cinema evening. It was agreed previously that the Parish Council would underwrite the first performance. Moving forward refreshments could be provided by clubs within the village. The event will be held in Hapstead Hall.</p>	
325.	<p>Consultations</p> <p>Claire Tester had forwarded a general response to the Gatwick Airport 2nd Runway Consultation and it was AGREED that the Council was happy with the content. The Clerk also sent an individual response to the consultation from Ardingly PC, which was circulated to Councillors.</p>	
326.	<p>Correspondence</p> <p>An email was received from Birchens Field Action Group inviting Councillors to attend a meeting on site. It was recently agreed at a Planning Committee Meeting that action groups could not be supported. Therefore the Clerk was asked to speak to Lindfield Parish Council with regard to their concerns about the site before any comments were made on the application.</p>	

327.	<p>Matters arising or for future inclusion on agenda</p> <p>FR requested that Community Assets were added to the agenda for discussion following an email received from Mark Bristow at MSDC.</p> <p>PD requested Bus Services were added to the agenda. Community Owned Power Companies, ie Balcombe Solar Community</p>	
328.	<p>Future Meeting Dates</p> <p>June – Parish Council Meeting – 3 June 2014 Emergency Planning Committee Meeting – 10 June 2014 Recreation and Open Spaces Committee Meeting – 17 June 2014 Traffic Committee Meeting – 24 June 2014</p>	

MEETING CLOSED 9.45 pm