



ARDINGLY PARISH COUNCIL

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

Minutes of the Ardingly Parish Council Meeting held on Tuesday, 1st July 2014 at 7.45pm in the Reading Room at Hapstead Hall

Present:

Mr. W. Meldrum (Chair) Mrs. P. Dennis
Mr. M. Brixey Mrs. R. Chalk
Mr. G. Ruse Mr. J. Aloof
Mr. D. Stutchbury

Apologies

Mr. K. Monk, Mrs. F. Rocks, Mr. N. Moorey, Mr. P. Simpson
Mrs. R. Jarvis (RFO)

In Attendance:

Mrs. S Mamoany (Clerk)
2 members of the public

Public Questions

Hilary Smith wished to raise concerns about a possible planning application being submitted in the next month in College Road. The Chair advised that the Clerk would advise Hilary if any applications were submitted and the Planning Committee would meet if required to discuss an application. Hilary will provide the Clerk with contact details of interested parties.

Hilary Smith also wished to ask if any 106 money from the Standgrove site could be used to improve sewage capacity as it is currently an issue to residents. The Chair advised that this would possibly be an issue for MSDC; however 106 monies would be discussed at item 365.

A resident present at the meeting wished to object to planning application AR/14/02111/FUL. He raised concerns about the visibility for pedestrians, drainage, no gardens and lack of parking on the site. The Chair advised this application would be discussed further at item 359.2

353.	Procedural Matters 353.1 Apologies were received from Peter Simpson, Fiona Rocks, Ken Monk and Nick Moorey. 353.2 No declarations of interest were received. 353.3 The minutes of the Parish Council Meeting held on the 3 rd June were circulated and it was noted that paragraph 4 should read Joyce Day. These were then AGREED and signed by the Chair as a true and accurate record.	
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354.	<p>Matters Arising from the previous minutes not covered elsewhere on the agenda</p> <p>The Chair had been informed by the Clerk that following the last meeting she had checked on the procedure to register Community Assets as was agreed. Each of the 12 assets need a form completed. It was agreed that each Councillor would complete a form each and the Chair will provide a template and email round.</p> <p>Community Owned Power Companies – The Clerk reported she had not had the time to research this subject and RC reported she had not yet spoken with Oathall on the subject.</p>	<p>Chair/All Councillors</p> <p>Clerk/RC</p>
355.	<p>Finance</p> <p>355.1 The RFO reported that the Internal Audit was completed and the auditor approved the controls and procedures that the Council have in place. The accounts have been forwarded to the external auditor.</p> <p>355.2 The schedule of payments for June had been prepared by the RFO and circulated; these were AGREED and signed by the Chair.</p>	
356.	<p>Environment and Traffic Committee</p> <p>356.1 WSCC have been provided with all the required information from the Council including the consultation responses which the Clerk had broken down into groupings and circulated. Sylvie Hardcastle will be putting a feasibility study together using all the information received from the Council and from Helen Card, which included recent traffic analysis.</p> <p>356.2 The Chair advised that we had received the final invoice from CJDA Ltd, which had been discussed at the Traffic Committee Meeting. It had been agreed to pay 80% of the total bill for the work carried out. The remaining amount will be discussed and agreed when Stakeholders are present at the next Traffic Committee Meeting.</p> <p>356.3 The Clerk reported that we are no further forward with the Community Speedwatch project and are awaiting further news from the Police/WSCC with regard to setting up the scheme. .</p>	
357.	<p>Hapstead Hall Management Committee</p> <p>Nick Moorey was not present at the meeting to report on this item.</p>	
358.	<p>Neighbourhood Plan Committee</p> <p>358.1 It was noted that MSDC had started the 6 week public consultation on the 19th June, ending on the 31st July 2014. The Council would encourage anyone to submit comments to MSDC. An examiner will then need to be selected which will involve MSDC and the Parish Council.</p> <p>It was noted that a meeting will be held on the 17th July with WM/MB and the Clerk at Ardingly College to discuss allotments.</p> <p>358.2 DS advised he is doing some research on affordable housing sites and will report back at the next meeting.</p>	
359	<p>Planning Committee</p> <p>359.1 The minutes of the meeting held on the 3rd June were circulated and noted.</p> <p>359.2 AR/14/02111/FUL – Units 2-4 College Road, Ardingly, West Sussex – Development of site to provide 4 No Terraced townhouses, 2 No semi-detached houses and 1 No detached house including access road and parking. Revised plans have been submitted for this site, which the Council objected to previously. The Clerk read out the previous comments and these were slightly amended and it was unanimously AGREED to object to the application.</p>	Clerk
360.	<p>Recreation Ground and Open Spaces Committee</p> <p>360.1 The Clerk reported that a job description had been agreed for the caretaker position which was circulated.</p> <p>The Council will still have a contractor to carry out quarterly inspections and the annual safety inspection and the Clerk was asked to check that they have the necessary qualifications prior to proceeding.</p>	Clerk

	<p>360.2 The annual playground inspection was carried out in June and the Clerk is awaiting the report. The Chair had returned the repaired item to the playground.</p> <p>360.3 RC informed the Council that Bartletts had agreed to put the lights in the oak tree and take them down as a goodwill gesture in the past, however they are not in a position to do this any longer. Therefore, the Clerk was asked to obtain quotes for this work.</p> <p>It was also noted that a tree survey needs to be carried out and the Clerk was asked to get quotes for this work.</p>	<p>Clerk</p> <p>Clerk</p>
<p>361.</p>	<p>Emergency Planning Committee</p> <p>361.1 No members were able to attend the EPLG Meeting held on the 26 June.</p> <p>RC reported that an Emergency Planning Committee meeting was held in June and winter plan has been prepared in preparation for WSCC. It was agreed to obtain quotes again for the gritting contract. The Committee will meet on 15th September to discuss the preparation of the Emergency Plan which MSDC are encouraging Parish Councils to have in place.</p> <p>The Clerk reported that a salt audit had been requested by MSDC to be completed by the 27 June. RC will check salt bins and MB will check the condition of the salt stored at the Showground and report back to the Clerk.</p>	
<p>362.</p>	<p>Youth Management Committee</p> <p>362.1 The Clerk reported that a meeting has been arranged with Paul Myles (Sussex Clubs for Young People), Peter Barnes (Youth Worker) and FR on the 3rd July to ascertain how the Youth Club is running. Membership has increased following a flyer being sent out. The Clerk has made enquiries at MSDC for some funding in order to run some additional sessions in the summer holidays and is waiting a response.</p> <p>The Clerk confirmed the final figure for the 10 week summer term is £2,127.50 which is within the budget of the grant funding available.</p>	
<p>363.</p>	<p>Training and Events</p> <p>363.1 The Clerk confirmed costs for the South of England Show Parish Fayre were £30 for the tickets and £36 printing of the posters. DS reported that those who manned the tent were very disappointed in the footfall through the area and felt lack of signage was an issue. It was generally felt that the Parish Council should attend the show in future, but not as part of another group.</p> <p>363.2 The Clerk attended the Parish & Town Communications Meeting on the 12th June at MSDC offices and reported that the meeting was interesting and useful as further information on Youth Services and Neighbourhood Plans had been available. Subjects for future meetings are to include elections.</p> <p>363.3 The Clerk had circulated details of the SSALC Training Course, however no members wished to attend.</p> <p>It was AGREED that the RFO could purchase the Governance & Accountability Practitioners Guide for the sum of £20.00.</p> <p>MB to attend the LEADER workshop on the 8th July which is a European funding programme that benefits rural economic and community development.</p> <p>The Clerk will attend the North Cluster Meeting to be held at Turners Hill on the 16th July. Councillors were invited but no one was available to attend.</p>	
<p>364.</p>	<p>Highways Cluster Group</p> <p>364.1 The Clerk had attended a meeting with Steve Trice and Clerks from Lindfield and Lindfield Rural. ST advised that the HHTCIC had a surplus of approximately £5,000 at the year end and suggestions for a suitable project to involve all the cluster members were invited. ST reiterated that reporting is important to ensure each Parish is getting fair share of work completed.</p> <p>It was noted that the HHTCIC have a standard letter that they use to request residents to cut back overgrown hedges/vegetation that affect footpaths.</p>	

365.	<p>106 Agreement – Standgrove 365.1 A copy of the 106 agreement has been forwarded to the Clerk by MSDC as requested. Steve Ashdown (MSDC Officer) suggested writing to them and requesting money for projects the Council has in mind for the future. The Council discussed options for projects, including the refurbishment/rebuild of the pavilion, improved tennis club facilities. It was suggested that residents are asked for ideas. The Clerk will contact Steve Ashdown and report back at the next meeting.</p>	Clerk
366.	<p>Summer Fayre Arrangements The Fayre will be held on Sunday, 20th July.</p>	
367.	<p>Christmas Tree Lights RC reported that new lights will probably be required this year. Costs need to be researched for replacements for the next meeting.</p>	RC/Clerk
368.	<p>Notice Boards/Display Boards/Village Sign Notice Board – KM and the Clerk met with Dale West from Ardingly College to discuss the possible refurbishment of the notice board, signs etc. Dale offered to refurbish both the large freestanding notice board and the ‘Best Kept Village’ sign. The Clerk had obtained a quote for a replacement oak post which would be in the region of £60 and this was agreed by the Council. Ardingly College would provide the other materials required for the work.</p> <p>It was agreed the Council would purchase a display board for use at Planning Meetings and other events at the cost of £100. The RFO confirmed this could be purchased using general reserves budget. The Clerk will order.</p> <p>The Ardingly village sign is in need of repair/maintenance. The Clerk will investigate further and arrange for quotes.</p>	Clerk Clerk
369.	<p>Supporting Local Businesses 369.1 The Clerk met with owners of the Gallery Café and Fellows Baker, Helen Card (WSSC) and Georgina Callini (MSDC) on the 30th June to try and resolve issues of signage being displayed in the village. Helen Card will ask Highways about further signage being a possibility in the future, but did advise that waiting list for signage is at least 9 months.</p>	
370.	<p>Cinema 370.1 FR was not at the meeting to update the Council.</p>	
371.	<p>Bus Services in the Village The Clerk had received a response from Metrobus advising we need to find additional funding for new services. PD was liaising with Councillor Acraman with regard to the issue of funding. The Clerk is also contacting Sussex Bus Company.</p>	Clerk/PD
372.	<p>South of England Show 372.1 RC reported that a few issues occurred with HGV vehicles who removed cones to get round, however other than that it was felt the traffic run well through the village.</p>	
373.	<p>Village Voice The Chair confirmed the missing income had been located. It had been banked in the new financial year which is why it had been overlooked. The Clerk and RFO have put a procedure in place for the RFO to take over the invoicing for the Village Voice in the future. The RFO will liaise with Mrs Meldrum about taking over this work.</p>	
374.	<p>Royal British Legion A meeting is to be held on 3rd July. GR & DS will represent the Parish Council. It was noted that GR declared an interest as he is a member of the Royal British Legion.</p>	
375.	<p>Consultations 375.1 Fire & Rescue Service – the consultation was circulated. The Council made no comments.</p>	

	375.2 Joint Minerals Local Plan – The Clerk had circulated details of an Engagement Event to be held on the 8 th July 2014 – no members were available to attend.	
376.	<p>Correspondence</p> <p>WM reported he had received a letter from a resident in a neighbouring parish concerning the Joint Minerals Plan.</p> <p>Letter from residents regarding possible development of 65 College Road.</p> <p>Email from Jennifer May regarding the Twinning Event. It was agreed that the land opposite The Oak pub that belongs to the Parish Council would be a suitable area to bury the time capsule. WM will represent the Council at the ceremony. The request for a donation towards a sign will be discussed at the next meeting.</p> <p>Nominations were being asked for the MSDC Chairmans’ Community Awards. WM will put together wording for the two nominees that were agreed.</p>	
377.	<p>Matters arising or for future inclusion on agenda</p> <p>Allotments</p> <p>Replacement bench (Dr Whitfield)</p> <p>British Legion Lease</p> <p>Air Ambulance – request for donation</p> <p>Community Owned Companies</p>	
378.	<p>Future Meeting Dates</p> <p>Planning Committee Meeting – 2nd September 2014 at 7pm</p> <p>Parish Council Meeting – 2nd September at 7.30 pm</p>	

MEETING CLOSED AT 9.20 PM