



ARDINGLY PARISH COUNCIL

Parish Clerk: Sarah Mamoany
Tel: 01444 226 209
Email: ardinglypc@hotmail.co.uk
Office: Tuesdays 10a.m - 12noon in Hapstead Hall, Ardingly

Minutes of the Ardingly Parish Council Annual Meeting held on Tuesday, 3rd May 2016 at 7.30pm in the Reading Room at Hapstead Hall, Ardingly

Present:

Mr. M. Brixey (Chairman)	Mr. R. Lawson
Mr. S. Noel	Mr. B. Strutton
Mrs. P. Dennis	Mr. D. Stutchbury
Mr. J. Aloof	Mr. K. Monk (part of the meeting)
Mrs. R. Chalk	Mr. W. Meldrum

In Attendance:

Mrs. S. Mamoany (Clerk)
Mrs. R. Jarvis (RFO)

Comments from the public:

No members of the public were present at the meeting.

A minute silence was held in respect of Clive Izard who sadly passed away, aged 96. Clive had been a committed member of the Parish Council for many years and was Clerk to the Council for a total of 30 years and had been very involved in the community of Ardingly throughout his life.

Following Will Meldrum standing down as Chairman this year, Mick Bixey thanked Will for his work as Chairman over the past 4 years on behalf of the Council and noted that the Council has moved forward with many projects during his time as Chairman.

825.	Procedural Matters 825.1 WM nominated Mick Brixey as Chair, seconded by DS and unanimously agreed. 825.2 Mick Brixey signed the Declaration of Acceptance of Office, witnessed by the Clerk. 825.3 MB nominated Derek Stutchbury as Vice Chair, seconded by RC and a majority agreed. 825.4 Derek Stutchbury signed the Declaration of Acceptance of Office, witnessed by the Clerk. 825.5 Apologies were received from Fiona Rocks. 825.6 MB declared an interest in item 838 relating to the South of England Show. 825.7 The minutes of the meeting dated 5 th April 2016 were AGREED and signed as a true and accurate record. 825.8 Meeting dates were agreed as follows 2016 – 7 th June, 5 th July (no August meeting), 6 th September, 4 th October, 1 st November, 6 th December. 2017 – 3 rd January, 7 th February, 7 th March, 4 th April, 2 nd May.	
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	<p>825.9 The Chair reminded members that they should keep their Register of Interests up to date at all times and it would be a good opportunity to review this document if they have not done so recently.</p>	
<p>826.</p>	<p>Matters arising from the previous minutes not covered elsewhere on the agenda</p> <p>WM was thanked for the work he put into the Queens 90th Birthday Beacon Celebration with the support of DS/KM/MB. The event was a success and around 100 people had attended. Thanks were given to the South of England Agricultural Society for their support in holding the event and building the beacon. The Clerk has written to Iain Nicol to thank the Society for their support. It was reported that expenses for the event amounted to £227.45 with donations received on the evening of £102.65 therefore the cost of the event was £124.80. The South of England Agricultural Society had offered a donation of £100, however the Council AGREED that due to the support they had given the Council with the event the Council would fund the event and advise the Society that their donation was not required.</p> <p>KM wished to note that the felt the Council had made a good decision in deciding not to register the list of Community Assets with the exception of the Car Park.</p> <p>It was confirmed JA as Chair of the Emergency Planning Committee now has a set of keys for Hapstead Hall.</p> <p>The Clerk confirmed a copy of the IDP as marked up and circulated to Councillors on the 30th March has been sent to MSDC.</p> <p>Village Car Park – no further information has been received from MSDC, this is expected next week.</p> <p>British Legion – the Clerk has chased but no response from David Arnold.</p> <p>It was reported that the waste freighter visit in April was a success and thanks were given to RL/SN/BS/FR who helped residents on the day. The next visit will be in October.</p>	<p>Clerk</p>
<p>827.</p>	<p>Committee Membership and Representatives on Outside Bodies</p> <p>827.1 The following Committees were reviewed and AGREED unanimously. Recreation Ground & Open Spaces Committee – DS (Chair) RC (Vice Chair), MB, KM, RL, BS, SN and representatives from Football, Cricket and Tennis Clubs. Planning Committee – MB (Chair) KM (Vice Chair), FR, PD, JA, DS, RL Finance Committee – WM (Chair) RC (Vice Chair) KM, DS Emergency Planning Committee – JA (Chair) RC (Vice Chair), FR, PD, RL, SN Traffic and Environment Committee – FR(Chair) WM (Vice Chair), RC, DS, SN, KM and residents Sarah Chapman, Roger Harris, Andrew Lambert and Paul Burr Youth Management Committee – It was AGREED to disband this Committee as it was not currently active. Allotment Working Party – WM/MB/KM/SN Legion Working Party – WM/MB/RL/DS</p> <p>827.2 It was AGREED that the Terms of Reference should be reviewed by each Committee individually.</p> <p>827.3 Representatives on Outside Bodies were reviewed and unanimously AGREED as follows: SEAS – KM MSALC – WM/PD/DS SSALC – BS/DS Police Forum – PD WS CLC – All Councillors Mid Sussex Rural Links (AiRS) – All Councillors North Mid Sussex Cluster Meetings – All Councillors and Clerk Hanson Liaison Group – All Councillors</p>	

	<p>Public Rights of Way – JA St Peters School – RC Gatwick Liaison Group – All Councillors</p> <p>827.4 The Code of Conduct was reviewed and AGREED no amendments were required.</p> <p>827.5 The Clerk advised that the Standing Orders should be reviewed and the Chair and Vice Chair would look at these together and bring them back to Council for discussion.</p>	Clerk/Chair
828.	<p>Finance</p> <p>828.1 The schedule of receipts/payments were circulated for April and these were AGREED and signed by the Chair.</p> <p>828.2 The Clerk had circulated a report relating to the insurance renewal. The recommendation was to accept the proposal from Hiscox via the broker Came & Company for a three-year period at £2,339.93 per annum. The Council unanimously AGREED noting that the policy was competitive and offered additional cover.</p> <p>828.3 The RFO and Clerk advised the Council that a grant was available to assist Councils with compliance for the Financial Transparency. However, following further research it advised Ardingly would not qualify under the terms of the grant.</p> <p>KM raised the issue of the Hapstead Hall Grant and the current procedures in place and it was agreed this would be put on the Finance Committee agenda for further discussion.</p>	Clerk Clerk/RFO
829.	<p>Environment & Traffic Committee</p> <p>829.1 The minutes of the meeting held on the 13th April had not yet been circulated by the Clerk.</p> <p>829.2 FR was not present at the meeting. DS gave a brief update advising that the focus groups were being set up and the meeting held on the 13th April had been a productive one moving forward. WSCC were in the process of obtaining speed data. It was important to be aware of the budget constraints. The design cost budget is £33,000 and it was confirmed by WSCC that any funds left over from this would go into the delivery/build costs of the project.</p> <p>829.3 The Clerk advised a further round of grant funding is available under the Operation Watershed Scheme should any members be aware of any suitable projects in the Parish.</p> <p>829.4 The Clerk confirmed that the fingerpost has been installed and the insurance company made a payment of £1,554.25 to cover the whole costs of the repairs, including the additional works.</p>	
830.	<p>Planning Committee</p> <p>830.1 The minutes of the held on the 5th April 2016 were circulated and noted.</p>	
831.	<p>Recreation Ground Committee</p> <p>831.1 DS updated the Council with regard to progress on the Pavilion refurbishment and further structural drawings were required. The cost of these would be £660, which had been agreed at the Recreation Ground Committee meeting held last week. In addition, the Committee wished to request a further £1,500 budget from the Pavilion Refurbishment Reserves in order that the Committee could agree additional costs if required so that the project can move forward. The Council AGREED unanimously that this was acceptable.</p> <p>The Clerk will instruct the structural engineer to proceed with the works for the sum of £660.00.</p> <p>831.2 Memorial Bench/Trees. The Parish Council had received a request for a memorial bench on Oaklands and a tree in the Recreation Ground by residents. The Recreation Ground Committee wished to advise the Council that they have AGREED to these requests and the Clerk will contact the residents concerned to make the required arrangements.</p> <p>These memorials will be at no cost to the Council other than insurance and possible future maintenance costs.</p>	Clerk Clerk
832.	<p>Emergency Planning Committee</p> <p>The Clerk noted she had not circulated the draft Emergency Plan as yet. Nothing further to report.</p>	Clerk

833.	Youth Management Committee It was noted this Committee has been disbanded as has not been active for over 12 months.	
834.	Training, events and attendance at outside meetings 834.1 CiLCA Training Programme – The Clerk confirmed that she attended the first training session on the 11 th April. The Clerk noted there is lot of work ahead in preparing the portfolio. 834.2 Fracking Meeting – BS attending a meeting relating to Fracking in the area on the 16 th April. BS reported that the South East falls in a green area where fracking could take place in the future and one of the issues raised was the impact on water supplies due to the large amount of water used when fracking.	
835.	Allotments 835.1 Further to the discussions at the previous meeting regarding the installation of the gates to the allotment site the Council AGREED the costs of £250 for materials, on the basis that the Allotment Association will provide the gates and install them.	Clerk
836.	Highways Cluster Group 836.1 Clerk noted if any member has anything to report that needs attention please advise.	
837.	Village Street Party – 18th June 2016 837.1 KM advised that residents are organizing a Street Party to celebrate the Queens 90 th Birthday and requested a donation, if needed of £100. This was AGREED and it was also noted the Council would request the road closure notice and arrange the necessary risk assessment and insurance cover for the event.	Clerk
838.	South of England Agricultural Show 838.1 DS proposed to the Council that they should have a presence at the Show this year having a stand to promote the work of the Parish Council and village groups and organisations. DS had spoken to several clubs in the village including Cricket, Twinning Association, Tennis and they all were keen to be involved with the stand. It was noted that volunteers would be required to man the stall and FR/JA/DS/BS confirmed they would be available. KM/MB advised they would not be available on the three days. Iain Nicol had offered a discounted rate of £420 for the trade stand pitch. Other items required would be signage, posters, tickets for those offering to man the stand and a budget of £1,000 was requested for the event. The Council discussed the matter and AGREED (7 for and 1 against) to proceed with event with a £1,000 budget. It was noted that it was important for any material that was printed to be reusable for other events if possible. DS agreed to lead and manage the event.	DS
839.	Transport/Parking 839.1 BS reported that he had received several complaints from residents in Holmans regarding parking issues at school drop off/pick up times. RC as Governor of St Peters Primary School noted that the school are aware they have issues and are trying to get a 'walking bus' organized and they frequently remind parents to park considerately in newsletters. It was noted that it does not come within the Parish Council remit to get involved with parking issues and the school are doing what they can. RC will talk with the Headmaster and report back to the Council at the next meeting. 839.2 PD noted that some recent changes had been made to the bus services within the village. The main issue for older residents is that they cannot use their bus passes on the service running at 9.25 am. The Clerk was asked to contact Metrobus to see if anything can be done to assist with this issue.	RC Clerk
840.	Gatwick Airport Noise Management Board 840.1 The Council had received correspondence where they were invited to nominate a Community Noise Group Representative for the Gatwick Airport Noise Management Board. Many different organisations were available to choose from, but it was felt the Council did not have enough information on these to make a nomination, so it was AGREED they would not nominate a body on this occasion to represent them.	
841.	Volunteering 841.1 An email had been received regarding Burgess Hill Schools Community Day where the girls are offering assistance with any projects. It was suggested that perhaps they could come	

	and do some litter picking in the village and the Clerk was asked to contact them to see if this would be a suitable project. It was noted that insurance cover would need to be in place if this went ahead.	Clerk
842.	Consultations No consultations were noted. The Minerals Plan will be added to the next meeting and MB has asked the Clerk to find out further information on the document and circulate before the June meeting.	Clerk
843.	Correspondence The Clerk had received a letter from a resident relating to traffic in College Road and will respond on behalf of the Traffic Committee. A letter had been received and circulated from Tom Clark at MSDC regarding determination of planning applications when the District Council cannot demonstrate a 5-year land supply. A letter from Home Start requesting a donation from the Council was received. It was AGREED that the policy of the Council is not to donate to charities.	
844.	Matters arising or for future inclusion on agenda It was noted that MSDC confirmed that the Parish Council do not need planning permission for the free standing metal notice boards on the condition they are put up 28 days before an event and removed 14 days after. PD noted that she is working with Mrs Stutchbury to update the Village booklet. Items requested for the next meeting agenda – The Oak Pub, Village Voice.	
845.	Future meeting dates Finance Committee Meeting – Wednesday, 11 th May 2016 at 7.30 pm Planning Committee Meeting – Tuesday, 7 th June 2016 at 7.00pm Parish Council Meeting – Tuesday, 7 th June 2016 at 7.30 pm Planning Committee Meeting – Tuesday, 5 th July 2016 at 7.00pm Parish Council Meeting – Tuesday, 5 th July 2016 at 7.30 pm	

MEETING CLOSED AT 9.25 PM