



ARDINGLY PARISH COUNCIL

Parish Clerk: Sarah Mamoany

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

Minutes of the Ardingly Parish Council Meeting held on Tuesday, 4th July 2017 at 7.30pm in the Reading Room at Hapstead Hall, Ardingly

Present:

Mr. M. Brixey (Chairman)	Mr. K. Monk (KM)
Mr. J. Aloof (JA)	Mr. S. Noel (SN)
Mrs. R. Chalk (RC)	Mrs. F. Rocks (FR)
Mrs. P Dennis (PD)	Mr. B. Strutton (BS)
Mr. R. Lawson (RL)	Mr. W. Meldrum (WM)
Mr. D. Stutchbury (DS)	

In Attendance:

Mrs. S. Mamoany (Clerk)
Councillor A MacNaughton

Comments from the public:

2 members of the public were present

Kim and Phil organisers of the Ardingly Fun Run updated the Council on progress. 73 entries had been received so far and they have a target of 120. They have a sponsor for the medals and confirmed they will contact local landowners to advise them about the run. South East Water will be providing water bottles. The kids race will start at 12 noon and adults at 12.30 pm. Ken Monk was asked if he would assist with the presentation of medals. Hi-vis jackets, cones and parking need to still be arranged. Money raised will be donated to the Sussex and Surrey Air Ambulance.

1101.	Procedure Matters 1101.1 Apologies were received from Councillor Gary Marsh and Stephanie Sparkes. 1101.2 MB declared an interest in item 1107.1 in relation to the South of England Agricultural Association. 1101.3 The minutes of the Parish Council meeting held on the 6 th June 2017 were AGREED and signed as a true and accurate record. 1101.4 The minutes of the extraordinary Parish Council meeting held on the 19 th June 2017 were AGREED and signed as a true accurate record.	
1102.	Matters arising from the previous minutes not covered elsewhere on the agenda Comments supporting the scheme were sent to WSCC Highways in relation to the TRO associated with St Peters Primary school parking.	

	Bin stickers have arrived and SN is sorting distribution with a letter. JA/RL/BS offered to assist with deliveries.	
1103.	<p>Finance</p> <p>1103.1 The schedule of payments for June were circulated by the RFO, the Council resolved the schedule.</p> <p>1103.2 The internal audit report for the financial year ending 31.03.17 was circulated to all members. The items that need attention are in relation to the Financial Regulations which need updating and the Clerk is checking on the insurance aspects noted.</p> <p>1103.3 It was noted that the Money Market HSBC account will mature on the 31st July 2017. The Council resolved for the Finance Committee to consider future investment of the £50,000 held in this account and report back to the Council.</p> <p>1103.4 It was noted that due to the additional work and meetings required this year to get the end of year accounts and external audit completed the Council resolved to approve 18.5 additional hours to both the RFO and Clerk.</p> <p>1103.5 The Clerk had reviewed the current Financial Regulations and advised they were out of date. The new Financial Regulations were put together using the NALC standard template and had been circulated to all members. The Clerk noted she was unsure if clause 7.4 was required in relation to payroll. The Council resolved to agree and adopt the revised Financial Regulations.</p>	
1104.	<p>Environment & Traffic Committee</p> <p>1104.1 Traffic Calming - It was confirmed that SID training would be carried out by Richard Speller on the 23rd September at 9am. The Clerk will write to all volunteers to advise them of the date. The poles for the units were an issue in the respect of limiting the places available to put the units, so this will need to be discussed and resolved.</p> <p>1104.2 SN advised he had met with the Safer Streets group and they were interested in becoming members of the Traffic Committee. However, they wished to observe a meeting before they were co-opted onto the Committee. The Clerk will invite them to the next meeting, which will be in September/October.</p>	<p>Traffic Committee</p> <p>Clerk</p>
1105.	<p>Planning Committee</p> <p>1105.1 The minutes of the meeting held on the 6th June 2017 were circulated and noted.</p>	
1106.	<p>Recreation Ground Committee</p> <p>1106.1 Pavilion refurbishment, planning application progress and budget costings. The Clerk advised that the planning application had been submitted for the pavilion and parking. However, unfortunately the application was invalid due to some additional information, clearer block plans and tree report being needed. A quote had been received for the sum of £1,500 plus VAT for ML Surveyors to complete the necessary work, in addition the Clerk noted that the topographical survey would be needed according to the quote which was an additional £925. No quote had been received for a tree report. The Council discussed the issue and felt that the plans needed to be submitted so we can proceed with the next stages and that although this would involve more expenditure, it was necessary to be completed. Councillor MacNaughton suggested he could speak with the Planning Officer. The Council resolved to agree the costs on the quote as detailed, this will come from the Pavilion Refurbishment Reserves.</p> <p>1106.2 Zipwire – The contractors have confirmed that the zipwire will be installed the w/c 10th July and completed in time for the school holidays.</p> <p>1106.3 Dog bin collection services and costings. The Clerk advised that MSDC monitored bin collections and the bin adjacent to the playground is quite often full or overflowing and needs twice weekly collections. The cost of this per financial year is £137.85, plus VAT. As the Council have no budget set aside for this they resolved to request if MSDC would pay this service for this financial year. The Clerk was asked to write to Councillor Gary Marsh.</p>	<p>Clerk</p> <p>Clerk</p>
1107.	<p>Emergency Planning Committee</p> <p>1107.1 Meeting with SEAS in relation to Little Mix Concert. JA reported that a meeting has been arranged for the 18th July with Iain Nicol, JA/RC and the Clerk attending.</p> <p>The Emergency Planning Committee will meet on the 25th July and any actions will be discussed at that meeting due to the Parish Council not meeting until September after the event.</p> <p>It was noted that the salt is in poor condition which is stored at the Showground and this</p>	Emergency Planning

	would be discussed at the meeting, together with 'What If' training.	
1108.	Training, events and attendance at outside meetings 1108.1 It was resolved the Chairman would attend the SSALC Chairs Networking Day on the 28 th September and the Clerk would attend the SSALC Clerks Technical Networking Day on the 2 nd November. If workload allows the Clerk will attend the Society of Local Clerks Sussex County Branch meeting to be held on the 6 th July at Crowborough.	Clerk/Chair
1109.	Committee Chairman Role 1109.1 Role of Committee Chair. The Clerk had circulated a document in relation to the role of a Committee Chair to all members. The Chair requested members to add any thoughts to this document for the next meeting.	Councillors
1110.	Highways Cluster Group 1110.1 The Clerk noted she had chased the cutting of the hedges on Street Lane, as complaints had been received from residents.	
1111.	Community Projects 1111.1 FR advised that Ardingly College were looking to get involved in any community projects and asked for suggestions. This will be added to Septembers agenda.	Clerk
1112.	Silver Sunday 1112.1 The Silver Sunday event will be held on the 21 st October and will be an afternoon event with tea and entertainment. The Clerk has applied for the £250 grant from MSDC. Ken and Barbara Monk are running the event with the WI and requested a further £200 from the Parish Council as support for the food. The Village Lunch Club are donating £50. The Council resolved a budget of £200 from reserves under S137 expenditure. The Clerk was asked to put together a poster for the event. KM noted that help would be needed on the day of the event from Councillors.	KM/Clerk Councillors
1113.	Summer Fayre & Ardingly Fun Run 1113.1 Ardingly Fun Run. The Clerk had been in contact with St John Ambulance in relation to getting first aid cover for the event due to higher numbers being expected this year. A quote of £272 for 4 people and a 4x4 to attend had been received but the Clerk had gone back to them to see if 2 people in attendance would be acceptable. The Council resolved to pay for the First Aid cover with a maximum budget of £272 from reserves under S137 expenditure and delegated for the Clerk to confirm the arrangements. The Fun Run is raising funds for the Air Ambulance this year and therefore the Council agreed to support the costs for the First Aid. 1113.2 Ardingly Summer Faye. The Council resolved to support the Summer Fayre with an activity such as a climbing wall up to a budget of £700 from the Youth Project reserves. The Clerk was delegated to write to the Summer Fayre Committee and discuss an appropriate activity suitable for the Fayre and ask if the Parish Council could have a stand as they did last year. FR/JA/DS/MB agreed to assist with the Parish Council stand on the day.	Clerk Clerk FR/JA/DS/ MB
1114.	Christmas Lights 1114.1 RC reported that a further quote was received, however she was still working on reducing the costs of the installation and would report back in September.	RC
1115.	Staffing Matters (members of the public were requested to leave the room during these discussions) 1115.1 Responsible Finance Officer Position. Stephanie Sparkes has resigned from the position of RFO and will leave on the 20 th July. A replacement RFO has been recruited subject to satisfactory references being received. The applicant had applied for the position when last advertised. 1115.2 The Clerk confirmed that she had passed CiLCA and felt that the Council was now in a better position with policies being produced that should have been in place and also updating old policies. She advised she had not fitted the CiLCA work into her normal working hours and had to complete additional hours in order to submit the work within the required timeframe. A total of 77 hours overtime had been required and the Clerk proposed that the Council pay 75% of these hours. The Council resolved this proposal and congratulated the Clerk on passing.	
1116.	Consultations A consultation in relation to MSDC Public Space Protection Orders Dog Control was discussed, but it	

	<p>related to MSDC land and not Parish Council owned land. It was noted that the Parish Council could create a byelaw for its own land in relation to dog control measures. However, this would have to be policed which would be difficult.</p>	
1117.	<p>Correspondence A letter had been received from St Peters & St James Hospice the Council resolved that their policy was not to donate to charities at this time.</p>	
1118.	<p>Matters arising or for future inclusion on agenda</p> <p>KM noted that he would not be able to continue as Chair to the Hapstead Hall Management Committee for much longer and was hoping to find someone to take over as Chair. He had put a note in the Village Hall for residents to come forward to help with the running of the building but had received no offers, which was disappointing as they desperately need new Committee members. However, they had received a generous donation of £500 which was much appreciated. The Management Committee meet next week and KM will report at the next Parish Council Meeting.</p> <p>The Clerk reported that the owners of the land had been contacted by Highways in relation to the vegetation overgrowing the 30mph sign on Lindfield Road.</p> <p>Agenda Items for September – Events at South of England Showground Hapstead Hall Management Committee Flagpole Installation Community Projects Christmas Lighting Committee Chair Role Summer Fayre & Ardingly Fun Run</p>	Clerk
1119.	<p>Future meeting dates No meeting in August Planning Committee Meeting – 5th September 2017 at 7.00pm Parish Council Meeting - 5th September 2017 at 7.30pm Planning Committee Meeting – 3rd October at 7pm Hapstead Hall Custodian Trustees Meeting – 3rd October at 7.30pm Parish Council Meeting – 3rd October at 7.45pm</p>	

MEETING CLOSED AT 9.20 PM