



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, 5th September 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)
Mrs. H. Schofield (RFO)

Comments from the public:

3 members of the public were present

A resident spoke on behalf of the Ardingly Film Nights to advise that they wished to hold a Christmas childrens event for the village with a puppet show at Hapstead Hall. They requested support from the Parish Council of a financial donation, so that the price of tickets could be kept as low as possible. The Chair advised that this will be put on the agenda for discussion in October.

A resident noted that some members of the Council were not familiar with the legal agreements between MSDC and the South of England Showground and requested that all members were sent a copy. The Clerk will circulate the documentation to all Councillors.

1120.	Procedure Matters 1120.1 Apologies were received from Councillor Gary Marsh and Councillor Andrew MacNaughton. 1120.2 MB declared an interest in item 1132.1 in relation to the South of England Agricultural Association. 1120.3 The minutes of the Parish Council meeting held on the 4 th July 2017 were AGREED and signed as a true and accurate record.	
1121.	Matters arising from the previous minutes not covered elsewhere on the agenda The role of Committee Chair was discussed at the previous meeting and it was noted that all Committee members should play an active role within the Council to share the workload between all members.	

	The Clerk confirmed the dog bin adjacent to the playground was now being emptied on a twice weekly basis and the Council would need to budget for this additional service in the next financial year.	
1122.	<p>Finance</p> <p>1122.1 The schedule of payments for July and August totaling £19,565.31 were circulated by the RFO, the Council resolved the schedule.</p> <p>1122.2 The RFO circulated a financial report noting that a claim for VAT had been made totaling £9,789.25 covering half 2015-16 and the full year 2016-17. The bank reconciliation to 31st July 2017 was also presented to the Council.</p> <p>1122.3 The procedure of signing cheques was reviewed by the Council as recommended by the RFO. It was resolved that cheques would be signed on a monthly basis at the Parish Council meetings, as stated in the Councils Financial Regulations, rather than on a weekly basis as is the current arrangement. If urgent cheques were required, then these could be signed outside of the meeting if necessary as noted in the Financial Regulations.</p> <p>1122.4 The RFO noted she was unsure of signatories on some of the bank accounts and was looking into this. It was resolved that the Council would add the RFO onto the current account as a signatory this would then enable internet access to view the account. WM will check the signatories on the HSBC account and report back to the RFO.</p>	<p>RFO</p> <p>RFO/WM</p>
1123.	<p>Environment & Traffic Committee</p> <p>1123.1 Traffic Calming Project is due to be delivered in the autumn, but no dates have been confirmed by WSCC Highways. SID Training will be held on Saturday, 23rd September from 9am at Hapstead Hall, all Councillors welcome to attend with volunteers. Additional brackets have arrived to be located on suitable posts.</p> <p>1123.2 The Clerk reported that she has been in communication with Richard Speller and Simon Osbourne in relation to incorporating the oak tree logo on the gateway signs as was agreed and also the Twinning sign on the Selsfield Road gateway. However, feedback so far is not encouraging that Highways can accommodate this. The Council resolved for the Clerk to write to Highways and copy in Bill Acraman to advise them of their disappointment that the signs are not rural enough in their design.</p> <p>1123.3 The possible verge parking scheme in Street Lane that was discussed with Richard Speller, FR/DS has been put forward as a Community Highways Scheme. The Clerk was advised a decision was to be made on the 26th August, but no feedback has been received from Richard Speller on the outcome, although as it was parking, rather than improvements for pedestrian safety it might not score high enough.</p> <p>1123.4 The Clerk advised the Council that a resident had requested an access protection line along the drop down kerb opposite Brickyard Cottages as vehicles are parking their and residents cannot cross the road. The Council resolved for the Clerk to request this from Highways.</p>	<p>Clerk</p> <p>Clerk</p>
1124.	<p>Planning Committee</p> <p>1124.1 The minutes of the meeting held on the 4th July 2017 were circulated and noted.</p> <p>It was also noted that MSDC had sent out an email on the 4th September in relation to Strategic Housing and Economic Land Availability Assessment (SHELAA) and a call for sites. The Clerk was asked to contact MSDC to check what is required of the Parish Council and also circulate the current SHLAA document to all members. Any comments need to be submitted to MSDC by the 29th October 2017.</p>	Clerk
1125.	<p>Recreation Ground Committee</p> <p>1125.1 Pavilion refurbishment. It was noted that no further progress has been made on the resubmitting of the planning application. DS/MB had met today with an interested party who made enquiries about using the building as a nursery which would bring additional income.</p> <p>1125.2 Pavilion Working Party. The Council resolved to assist with moving the project forward that a working party would be put together comprising DS/MB/JA/FR/RC. The first meeting would be with the surveyor and a planning officer to look at the way forward with the planning application and to confirm up costs. Currently the surveyor has advised a topographical survey is needed and with surveyor's fees the total will amount to £2,425 to complete the planning application stage using the surveyor. Discussions were had relating to if the Council should consider just putting the application in for the pavilion and not the car parking area.</p>	<p>Clerk</p> <p>Working Party</p>

	<p>1125.3 The Clerk advised that the installation of the zip wire was not satisfactory and a snagging list had been sent to them with the issues raised following an inspection made with the Clerk and DS. The contractor is due to return in September to complete these works and the invoice will not be settled until this is completed.</p> <p>1125.4 It was reported that a water leak was present at the public toilets which was located in an underground pipe and a notice was given by South East Water to repair the leak within 14 days. Quotes were obtained and due to the timescales involved and the Council not meeting in August, contractors were instructed. The cost of the works was £1250 plus VAT and this also included putting an additional stop valve on the pipework. It is possible a claim could be made under insurance (excess £500) but you can cannot claim for the actual repair to the pipe as this is wear and tear. Some remedial works are required to the tiles.</p>	Clerk
1126.	<p>Emergency Planning Committee</p> <p>1126.1 The Clerk had circulated the Winter Management Plan for 2017/18 and the Council resolved the plan. This has been sent to WSCC due to the timelines. JA to meet with local farmer to check condition of salt supplies. EPLG Meeting to be held on the 21st September, JA to attend.</p>	JA
1127.	<p>Hapstead Hall Management Committee</p> <p>1127.1 KM advised that the Committee are in the process of obtaining quotes for internal and external painting. The roof repairs have been completed. Accounts have been completed and circulated to all Custodian Trustees. The Committee are looking for new members and an article was produced for the Village Voice and posters have been put up.</p>	
1128.	<p>Training, events and attendance at outside meetings</p> <p>13th September – District Plan Briefing – MB/DS to attend 21st September – EPLG Meeting – JA to attend 28th September – Charimans Networking Day – MB to attend 2nd November – Clerks Technical Networking Day – Clerk to attend 10th November – MSDC District Plan Training Workshop – DS/FR to attend</p>	
1129.	<p>Allotments</p> <p>1129.1 The Clerk advised that she was awaiting a water bill from Ardingly College prior to invoicing. A plot had become available and was promoted on Facebook where it was let within an hour, we currently have one resident on the waiting list.</p> <p>The Chair noted that he was advised three plots were empty at the Wakehurst allotment site and the Clerk was asked to write to see if this could be let to residents of the Parish.</p>	Clerk Clerk
1130.	<p>Flagpole Installation</p> <p>1130.1 The Council had previously agreed to proceed with the purchase of a flagpole. A budget of £250 was resolved to purchase a 5m permanent pole to be erected adjacent to the Parish Council noticeboard. The Clerk will need to check with Richard Speller in relation to Highways licence. The Chair advised that he will arrange the installation.</p>	Clerk/Chair
1131.	<p>Highways Cluster Group</p> <p>1131.1 Nothing to report</p>	
1132.	<p>South of England Agricultural Society</p> <p>1132.1 The Chairmain left the room during this item as he declared an interest.</p> <p>JA/DS/FR/RC and the Clerk had met with Iain Nicol on the 18th July in relation to the Little Mix Event, the Council were shown the arrangements in place for parking and traffic management. Information was put on the Council website to inform residents. JA attended the SAG meeting held on the 14th August to represent the Council.</p> <p>Following the Little Mix concert held on the 1st September, the Council had received 5 email complaints, 1 phone call and 4 comments on social media about traffic and 1 relating to pollution. Positive feedback had also been received from residents to Councillors. The Council issued a press release as below on the 4th September which was posted on the website.</p> <p><i>Following the Little Mix event held at the South of England Showground on Friday 1st September, although the Parish Council has received positive feedback, it has also received several complaints from residents, mainly in relation to car parking issues within the village</i></p>	

	<p><i>and the time it took for ticket holders to vacate the car parks. The Parish Council wish to confirm that they were not involved in the running or management of this event, however they are concerned that some residents and ticket holders were disappointed. They will be communicating with the South of England Agricultural Society to represent the views of residents to encourage the Showground to make improvements for any future events.</i></p> <p>It was resolved that the Clerk would arrange a meeting with Iain Nicol to feedback comments from residents with DS/JA to attend.</p> <p>DS/RC advised the Council that they had received £175 in donations for the Little Mix tickets supplied by the Showground and this money will go towards a community event.</p>	Clerk
1133.	<p>Community Projects 1133.1 FR requested this item was added to next months agenda.</p>	
1134.	<p>Insurance Cover 1134.1 DS raised the issue of corporate liability and expressed concerns in relation to Councillors and employees having adequate cover in place. The Clerk was asked to research appropriate cover and check current cover limits and report back to the Council.</p>	Clerk
1135.	<p>Christmas Lights 1135.1 RC reported she was still working on reducing the costs and would report back in October. If any other Councillors are aware of any companies that supply lighting, please forward this information to the Clerk.</p>	RC
1136.	<p>Silver Sunday – 21st October 2017 1136.1 KM reported that posters have been produced and the event advertised in the Village Voice and Church magazine. The application for a grant from MSDC for this event of £250 had been successful. KM requested help from other Councillors on the Saturday to prepare the hall.</p>	
1137.	<p>Social Media 1137.1 SN reported that the new Facebook site has 160 followers. The management of the site was discussed and how the purpose of social media was an interaction with residents. It was noted that the page does give details of how to formally contact the Parish Council through the Clerk for formal enquiries and complaints.</p>	
1138.	<p>Summer Fayre & Ardingly Fun Run 1138.1 WM reported on the Summer Fayre which had been successful, although the weather had caused it to finish early and not so much money had been raised as in previous years. On behalf of the Summer Fayre Committee WM thanked the Parish Council for providing the crazy golf and supporting the event with a stand. South East Water had also supported the event with a stand and supplied water for the Fun Run. 1138.2 The Ardingly Fun Run organised by Phil and Kim had been very successful with over 100 entries and had raised £1155 for Kent, Surrey & Sussex Air Ambulance. The Clerk was asked to write to the South of England Agricultural Society to thank them for the use of the car park. The Clerk noted she had reduced the cost of the First Aid cover to £88 which was paid for by the Parish Council in support of the event.</p>	Clerk
1139.	<p>Remembrance Sunday 1139.1 It was resolved that the Council would purchase a wreath with a donation of £50 from S137 funds and BS would represent the Parish Council at the Remembrance Service in November at St Peters Church. The Clerk will order the wreath.</p>	BS/Clerk
1140.	<p>Consultations South East Water Drought Policy had been circulated. The Council was asked to review this policy and send any comments to the Clerk prior to the next meeting. Comments will need to be made before the 28th October 2017.</p>	Councillors
1141.	<p>Correspondence Email received from resident in relation to commercial vehicles parking in Munnion Road. Councillors noted that they felt the vehicles belonged to residents in Munnion Road and not from the new development and as they are not parked on double yellow lines, nothing can be done to make them park elsewhere. Email relating to an issue with disabled access on a footpath, which has now been resolved by Wakehurst.</p>	Clerk

	<p>Noted in item 1132.1 correspondence from residents in relation to Little Mix event.</p> <p>Email from pre-school in relation to using the Recreation Ground for a fireworks event. It was felt this would not be a suitable location, but to suggest that they approach the Showground and ask if it would be possible to use the trade lorry park. .</p>	Clerk
1142.	<p>Matters arising or for future inclusion on agenda</p> <p>Ardingly Film Night will be held on the 14th September.</p> <p>Waste Freighter will be visiting on the 15th October – the large posters will need to go up at the end of September.</p> <p>Agenda Items for October – General Power of Competence Investment Account SHELLA – Call for sites from MSDC Childrens Christmas Event Firework Event</p>	
1143.	<p>Staffing Matters</p> <p>1143.1 The Council welcomed Helen Schofield as the new RFO to the Council, who commenced her role from the 31st July 2017.</p> <p>1143.2 Following the Clerks staff appraisal in July the Council resolved to increase her salary grade by 3 points with effect from the 1st August 2017.</p>	
1144.	<p>Future meeting dates</p> <p>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 9.45 PM