



## ARDINGLY PARISH COUNCIL

Parish Clerk: Sarah Mamoany  
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### Minutes of the Ardingly Parish Council Meeting held on Tuesday, 7<sup>th</sup> November 2017 at 7.30pm in the Reading Room at Hapstead Hall, Ardingly

**Present:**

Mr. M. Brixey (Chairman)	Mr. K. Monk (KM)
Mrs. R. Chalk (RC)	Mr. S. Noel (SN)
Mrs. P Dennis (PD)	Mr. B. Strutton (BS)
Mr. W. Meldrum (WM)	Mr. J. Aloof (JA)

**In Attendance:**

Mrs. S. Mamoany (Clerk)  
Mrs. H. Schofield (RFO)

**Comments from the public:**

**5 members of the public were present**

A neighbor of 11 College Road spoke to object to the applications DM/17/4117, DM/17/4133 and DM/17/4135. This was in relation to the applications going against policies in the Ardingly Neighbourhood Plan, concerns with additional traffic, pedestrian safety, damage to trees and the size of the dwellings.

The agent associated with applications DM/17/4117, DM/17/4133 and DM/17/4135 located at 11 College Road, spoke on behalf of his clients supporting the applications for three separate dwellings to include a conversion of a barn. The agent advised that the applications were adjacent to the built-up area and were sustainable being in walking distance of facilities, he also noted the issue with MSDC lack of land supply.

The owners of the site in relation to the applications at 11 College Road spoke in support of the applications and had advised they had worked with the agent and surrounding neighbors. They noted the ownership of adjacent field was separate to these applications.

<b>1169.</b>	<b>Procedure Matters</b> 1169.1 Apologies were received from Derek Stutchbury, Fiona Rocks, Rob Lawson and Councillor Andrew MacNaughton. 1169.2 No declarations of interest were noted on any items on the agenda. 1169.3 The minutes of the Parish Council meeting held on the 3 <sup>rd</sup> October 2017 were AGREED and signed as a true and accurate record.	
<b>1170.</b>	<b>Matters arising from the previous minutes not covered elsewhere on the agenda</b>	

	<p>KM thanked those that helped on the Silver Saturday Tea Party. 56 residents had attended, and he had received thank you cards and personal thanks from those that came along. The Council thanked KM and Barbara Monk for running the event.</p> <p>It was noted approximately 40 people attended the SEAS residents meeting that was held on the 1<sup>st</sup> November held by Iain Nicol.</p> <p>The Clerk reported she had spoken to Reverend Crutchley to confirm that BS would be representing the Parish Council at the Remembrance Service. The Reverend invited all members of the Council to attend the service.</p> <p>It was noted that the SID unit had been repaired under warranty and needed to be collected from the Post Office.</p>	<p>Councillors</p> <p>WM/FR</p>
<p><b>1171.</b></p>	<p><b>Finance</b></p> <p>1171.1 The schedule of payments for October totaling £15,207.01 were circulated by the RFO, the Council <b>resolved</b> the schedule.</p> <p>1171.2 The RFO circulated a financial report advising that a VAT refund for the second half of 2015-16 and for 2016-17 of £9,789.25 had been received and £5,000 grant from MSDC towards the cost of the new zip wire in the playground. It was noted some issues had occurred with WSCC Capita and salary payments, invoices needed to be adjusted and the Clerk had requested a credit note. It was <b>resolved</b> that a cheque should be raised if required, but ideally a credit note should be received first.</p> <p>It was <b>resolved</b> that the zip wire contractors should be paid when the snagging list is completed and checked by two members of the Council and the Clerk.</p> <p>1171.3 The RFO noted that the bank had made several errors following a request to remove the previous RFO from the account. She was investigating the matter and awaiting a response from the mandate team.</p>	<p>Clerk/RFO</p> <p>Clerk</p> <p>RFO</p>
<p><b>1172.</b></p>	<p><b>Environment &amp; Traffic Committee</b></p> <p>1172.1 It was noted that the minutes of the meeting held on the 12<sup>th</sup> October 2017 had not been circulated by the Clerk.</p> <p>1172.2 The Clerk had chased Simon Osbourne in relation to the completion date of the Traffic Calming scheme and had been advised dependent on weather conditions it will be completed by the 10<sup>th</sup> November. The Traffic Committee had agreed to walk around the village when the works were completed and compile a report to note any issues and concerns, some of which were raised by residents and also the Traffic Committee. Richard Speller advised a formal complaint could be registered.</p> <p>Simon Osborne also confirmed that the gateway in College Road will only have one sign on it. The location of this gateway was also discussed, and SN noted that during Traffic Committee meetings it was felt it was the best balance for the location due to width of verges and other signage. It was noted that positive feedback had been received on the scheme.</p> <p>SID's – JA identified two sites in Little London area that would be suitable for posts.</p> <p>1172.3 The Traffic Committee had discussed the bulb planting and at least 6 volunteers had come forward from the Ardingly Gardening Club. FR/SN will arrange a date for the Clerk to circulate and the Clerk will purchase the bulbs. A risk assessment will need to be carried out and the Clerk will check insurance. Fluorescent jackets will be required.</p> <p>1172.4 The Clerk advised that following the request for an access protection line in Street Lane (opposite Brickyard Cottages) Richard Speller had put forward a suggestion to include a hatched area to discourage parking. It was noted that Richard had discussed a parking scheme with FR/DS which had been put forward to the Community Highways Scheme, however the Clerk had not been informed by Richard if this was accepted. The Council requested the Clerk check the situation on the parking scheme first before a decision was made.</p> <p>1172.5 SN proposed that Tamara Nelson was co-opted onto the Traffic Committee, the Council <b>resolved</b> for her to join the Committee. It was noted that Roger Harris had resigned from the</p>	<p>Clerk</p> <p>SN/FR</p> <p>SN/FR</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	Traffic Committee.	
<b>1173.</b>	<p><b>Planning Committee</b></p> <p>1173.1 The minutes of the meeting held on the 3<sup>rd</sup> October 2017 were circulated and noted.</p> <p>1173.2 DM/17/4117 – 11 College Road, Ardingly – Proposed erection of a link building between two existing barns and the conversion into a single residential dwelling. The Council <b>resolved</b> to make no objection to this application, as there was already a building on the site.</p> <p>1173.3 DM/17/4133 – 11 College Road, Ardingly – Proposed erection of a 3 bedroom residential dwelling. The Council <b>resolved</b> to object to the application as it was outside the built up area and concerns were raised regarding the access and additional traffic onto College Road.</p> <p>1173.4 DM/17/4135 – 11 College Road, Ardingly – Proposed erection of a 4 bedroom residential dwelling with garage. The Council <b>resolved</b> to object to the application as it was outside the built up area and concerns were raised regarding the access and additional traffic onto College Road.</p>	
<b>1174.</b>	<p><b>Recreation Ground Committee</b></p> <p>1174.1 The minutes of the meeting held on the 18<sup>th</sup> October 2017 were circulated and noted.</p> <p>1174.2 DS confirmed that the planning application had been submitted and thanked the Chair and Clerk. It was noted the tree officer had no objections. The surveyor was currently working on costings for the project and quoting for a tender specification which had been requested by the end of November.</p> <p>DS met with an electrical contractor to obtain a quotation for replacement of the heater, which is not working and some light fittings. The quote was £222.50 plus VAT and it was <b>resolved</b> to proceed with the work from pavilion maintenance budget.</p> <p>1174.3 The Clerk is awaiting the completed tree report from the contractor.</p> <p>1174.4 The Clerk reported that the hand dryer unit service contract was due to be renewed at the cost of £460 per annum for the two units. It was noted the units are over 20 years old and would need to be replaced in the future, this would be in the region of £2,500 per unit. The Council <b>resolved</b> to renew the contract.</p> <p>1174.5 Hire of pavilion to child care provider. Following discussions at the Recreation Ground Committee meeting the Clerk circulated a report detailing the offer that had been received and advising the Council of the costs and advice that had been received from a solicitor. It was noted that possible management of the rental would be needed. The Council agreed that they would rent the building and asked DS to contact the potential hirer and look at negotiating a better rent and confirm that at this stage the Council could not commit to a further rental once the building had been refurbished as advised by the solicitor.</p>	<p>Clerk</p> <p>Clerk</p> <p>DS</p>
<b>1175.</b>	<p><b>Emergency Planning Committee</b></p> <p>1175.1 It was noted that the condition of the salt stored at the Showground has deteriorated and MB met with the farmer who will be using it and it was agreed that it was not useable in a spreader. Therefore, other options needed to be considered for storing the salt so that it does not deteriorate in the future. JA advised that a container could be purchased for in the region of £1000. The Clerk had been asked by MB to obtain a quote for a salt bin suitable to store one ton and one ton of salt and she had obtained a quote for £488.48 plus delivery and VAT. The Council resolved to purchase this using Winter Reserves and it would be located on the Recreation Ground. DS/JA requested the Clerk provided measurements of the bin and would check if it would fit in the area adjacent to the garage.</p>	<p>Clerk</p> <p>DS/JA</p>
<b>1176.</b>	<p><b>Training, events and attendance at outside meetings</b></p> <p>1176.1 North Cluster Meeting – 11<sup>th</sup> October 2017 – Clerk/KM attended meeting topics discussed included District Plan, SID Machines and Conservators of Ashdown Forest. The Clerk noted that they only have 3 meetings a year and Councillors should try to attend. East Grinstead had offered to host the meetings next year.</p> <p>1176.2 Clerks Networking Day – 2<sup>nd</sup> November 2017 – The Clerk attended and noted that it was clear that the role of Clerk is changing as time progresses. Data Protection laws coming into effect from May 2018 will create additional work.</p> <p>1176.3 MSDC Training Event – 10<sup>th</sup> November 2017 – MB/DS attending</p>	
<b>1177.</b>	<p><b>Allotments</b></p> <p>1171.1 The Clerk noted she is looking into the water charges prior to issuing invoices.</p>	
<b>1178.</b>	<p><b>Highway Cluster Group</b></p> <p>1178.1 Steve Trice has advised that the future of the HHTCIC does not look promising moving</p>	

	forwards beyond 31 March 2018. However, Steve is still working hard to see what can be retained. The invoice has been settled for £500 for 17/18 that was agreed by the Council earlier in the year.	
<b>1179.</b>	<b>BUC Adventurer Camporee 2018 and TED Pathfinder Camporee 2019</b> 1179.1 DS/RL/FR met with Trevor Davis and DS reported that at the meeting they had given Trevor contacts within the community. The first event was 3 days in 2018 and the second 6 days in 2019.	
<b>1180.</b>	<b>Christmas Carols around the Oak Tree</b> 1180.1 The Council <b>resolved</b> a budget of £150 to provide mulled wine and mince pies for the carols around the tree to be held on the 2 <sup>nd</sup> December.  It was noted help was needed at this event and also setting up on the Friday afternoon before the Christmas Fayre.	
<b>1181.</b>	<b>Waste Freighter</b> 1181.1 Following the visit from the waste freighter in October BS reported that it was well attended, although had some issues with cars being parked in inconvenient places. The Clerk was asked to see if MSDC could put up some signage prior to the next visit to see if this would assist with the problem.	Clerk
<b>1182.</b>	<b>Village Voice</b> 1182.1 As in previous years the Council discussed giving the volunteers who distribute the magazine a small thank you gift. The Council <b>resolved</b> a budget of up to £100 and £25 garden voucher for the editor.	KM
<b>1183.</b>	<b>Consultations</b> 1183.1 St Peters Primary School – routes to school improvements. The Council <b>resolved</b> to support this consultation to improve safety around the school.  It was noted that Balcombe Parish Council had highlighted some concerns with the District Plan Modification Consultation and after reviewing these concerns the Council resolved to support Balcombe Parish Councils response and to put together a response themselves. Policy DP6 was of concern and issues with affordable housing. The Clerk was asked to draft a response for the Council to review prior to submitting before the deadline date of the 13 <sup>th</sup> November, WM offered to assist. The Chairman was also asked to speak to Balcombe Parish Council. It was generally felt that if several parishes made comments then this would have more impact.	Clerk/MB/ WM
<b>1184.</b>	<b>Correspondence</b> The letters of thanks from those who attended the Silver Tea Party were acknowledged.	
<b>1185.</b>	<b>Matters arising or for future inclusion on agenda</b>  PD noted that the large poppies looked lovely in some of the surrounding villages, including Lindfield and Turners Hill to mark Remembrance Day. The Clerk was asked to investigate how you include your village or where you can purchase these from.  It was noted that a dog attack had occurred on the Recreation Ground where another dog had attacked a dog and killed it. The Council had receive no formal report of this incident.  Items for future agenda – Mary Puckle Fund Reserves	
<b>1186.</b>	<b>Staffing</b> 1186.1 Following the three month probationary period for Helen Schofield (RFO) the Council <b>resolved</b> to confirm her permanent appointment and to increase her salary by one point to the next SCP scale from 1 <sup>st</sup> November 2017. 1186.2 Following the Clerk's staff appraisal carried out in July, the Chairman feed back to the Council the areas that were discussed.	
<b>1187.</b>	<b>Future meeting dates</b> Planning Committee Meeting – 5 <sup>th</sup> December at 7.00pm Parish Council Meeting – 5 <sup>th</sup> December at 7.30pm Planning Committee Meeting – 9 <sup>th</sup> January 2017 at 7.00pm Parish Council Meeting – 9 <sup>th</sup> January 2018 at 7.30pm	

**MEETING CLOSED AT 9.55 PM**