



ARDINGLY PARISH COUNCIL

Parish Clerk: Sarah Mamoany
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Minutes of the Ardingly Parish Council Meeting held on Tuesday, 5th June 2018 at 7.30pm in the Reading Room at Hapstead Hall, Ardingly

Present:

Mr. M. Brixey (Chairman)	Mr. D. Stutchbury (DS)
Mrs. R. Chalk (RC)	Mr. J. Aloof (JA)
Mr. J. Horsman (JH)	Mrs. P. Dennis (PD)
Mr. S. Noel (SN)	Mr. B. Strutton (BS)

In Attendance:

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

Councillor Andrew MacNaughton

Comments from the public:

1299.	<p>Procedure Matters</p> <p>1299.1 Apologies were received from Fiona Rocks and Rob Lawson.</p> <p>1299.2 No declarations of interest were made in respect to any agenda items.</p> <p>1299.3 The minutes of the Parish Council meeting held on the 1st May 2018 were resolved by the Council as a true and accurate record, signed by the Chairman. .</p>	
1300.	<p>Matters arising from the previous minutes not covered elsewhere on the agenda</p> <p>JH distributed dog walker surveys and asked if Councillors could find the time to carry out 10 each before the September meeting it would be much appreciated.</p> <p>The RFO will follow up the HSBC forms that were completed to see if they have been accepted and actioned.</p> <p>JA/DS met with SN prior to the meeting in relation to the Parish Council Business Plan.</p> <p>Two volunteers had come forward in relation to working on the Village Voice and they would be assisting Mrs Meldrum with the autumn issue.</p>	All Councillors
1301.	<p>Finance</p> <p>1301.1 The schedule of payments for May 2018 totaling £6,585.66 were circulated by the RFO, the Council resolved the schedule.</p>	

	<p>1301.2 The RFO reported that WSCC had made payment for the hire of the Recreation Ground/Tennis Courts by St Peters Primary School for last year and the current financial year and the VAT claim was up to date.</p> <p>1301.3 The minutes of the meeting held on the 15th May were circulated and noted.</p> <p>1301.4 The internal auditors report carried out on the 30th May 2018 was circulated and no matters were reported by the auditor.</p> <p>1301.5 The Parish Council End of Year Accounts 31.03.18 was circulated by the RFO and resolved by the Council.</p> <p>1301.6 The Parish Council Annual Governance Statement for the year ending 31.03.18 was circulated and resolved by the Council.</p> <p>1301.7 The Parish Council Annual Statement of Accounts and Variances on Previous year for the year ending 31.03.18 were circulated and resolved by the Council.</p> <p>1301.8 The Clerk and RFO had produced a report in relation to funding for the Pavilion Refurbishment which included funds available, S106 procedures and Council procedures in relation to standing orders and financial regulations. It was also noted by the Clerk that additional administrative hours would be needed for the project. DS advised that the Working Party would be able to assist with the workload on this project. It was noted that grant applications can be time consuming and it was mentioned that the sports clubs could be asked to help with this and the idea of crowdfunding was also discussed.</p> <p>The RFO noted that the financial side of the project needed to be managed noting that current expenditure so far to get to planning stage was £3,828.50 a further £2,000 had been allocated to obtain specification and working drawings. It was noted that where possible three quotes should be obtained for any work.</p>	
<p>1302.</p>	<p>Environment & Traffic Committee</p> <p>1302.1 The minutes of the meeting held on the 22nd May 2018 with circulated and noted.</p> <p>1302.2 SN noted that a response had been received from WSCC Highways in relation to the stage 2 complaint. The Traffic Committee had felt that the response was disappointing as all the issues raised were not addressed. The Committee recommended to the Parish Council that the complaint was taken to the Ombusman. The Council resolved this, and SN/Clerk will prepare a suitable letter.</p> <p>1302.3 A meeting was held with Richard Speller (WSCC Highways), DS/RC/FR on the 24th May 2018. RC reported that the suggestions for Phase 2 were discussed and Richard is coming back with costings for the various options. It was noted that evidence was key to getting the traffic calming measures implemented and RC suggested a survey was carried out in relation to secondary/college students over the two days of the South of England Show, JH offered to assist. The Clerk was requested to contact Richard to see if he would be available to attend on either day.</p> <p>1302.4 The Traffic Committee had discussed the Street Lane parking scheme and it was suggested by Richard Speller that the Council looked to put in the scheme themselves using the S106 funding in relation to community infrastructure. The Council resolved that the Clerk could obtain some quotes as a first point and the Council would then look into the scheme further. Richard Speller had advised that no planning would be required, just a licence from Highways.</p> <p>It was noted the recent Safer Streets Scarecrow Festival was a great success.</p> <p>SN advised the SID rota had been completed and boxes were handed to JH/JA who were first on the list. The Clerk would send out the rota to the rest of the volunteers.</p>	<p>SN/Clerk</p> <p>RC/JH Clerk</p> <p>Clerk</p>
<p>1303.</p>	<p>Planning Committee</p> <p>1303.1 The minutes of the meeting held on the 1st May 2018 were circulated and noted.</p>	
<p>1304.</p>	<p>Recreation Ground Committee</p> <p>1304.1 DS reported on behalf of the Working Party that they were obtaining a price for working drawings/specification on the amended plans. The RFO advised best practice is to obtain three quotations for any works.</p> <p>1304.2 The change of use planning application had been granted by MSDC from D2 to D1/D2 mixed use.</p>	<p>Working Party</p>

	<p>1304.3 The Periodic Electrical Inspection reports had been completed on the 24th May 2018 at the pavilion and public toilets. They confirmed that nothing in the buildings was dangerous and needed immediate attention, although some recommendations were made. These inspections should be made every 5 years.</p> <p>1304.4 The Council discussed the hiring of the pavilion to the childminder and resolved that currently they were not in a position to offer a 6 month licence as the refurbishment work would hopefully commence sooner than expected. The Clerk was asked to write to the interested party to confirm the situation.</p> <p>1304.5 A meeting was held with the Cricket Club, MB and FR in relation to some recent repair work carried out on the outfield. The Cricket Club have since obtained a quotation for £200 to carry out further repairs and the Council resolved to pay these costs on this occasion, however concerns were noted about the increasing maintenance costs. The Clerk was asked to enquire what arrangements were in place at other Councils where they owned the Recreation Grounds and possibly a review of the agreement needed to be considered.</p> <p>1304.6 The Clerk informed the Council that a report had been received from a resident whose garden backs onto the recreation ground in relation to a tree branch falling off and into their garden. The Clerk had requested a contractor attended and a quote was provided for removing deadwood and lowering the canopies of three trees. However, looking at the Council's tree plan it is not certain that these trees are in their ownership. The Clerk was asked to write to Affinity Sutton and with DS check the title deeds of the recreation ground before any work is instructed.</p> <p>1304.7 The Clerk had circulated some designs for signage at the Tennis Courts. It was agreed that a quote should be obtained for 2 x Tennis Court signs at the end of the road and 1 no overnight parking sign in the parking area.</p> <p>1304.8 The Council had been approached by the Church in relation to a Parish Picnic event to be held on the 15th July and it was resolved that no charges would be made for the use of the facilities if they were required as this was a community event open to all residents.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk/DS</p> <p>Clerk</p> <p>Clerk</p>
<p>1305.</p>	<p>Emergency Planning Committee JA and the Clerk would submit the salt audit before the deadline of the 8th June.</p>	<p>JA/Clerk</p>
<p>1306.</p>	<p>Training, events and attendance at outside meetings 1306.1 Wakehurst Meeting – May 2018 JA/FR attended a meeting at Wakehurst with the PR department and the idea of a Village Open Evening was discussed for all residents. 1306.2 MSDC Briefing – 23rd May at 2pm – MB and Clerk attended – notes and presentation circulated by Clerk. Councillor MacNaughton advised that MSDC officers would work with Councils in relation to NP reviews. 1306.3 Alternative Housing Delivery Models – 23rd May – DS was unable to attend.</p>	
<p>1307.</p>	<p>Remembrance Day & Poppies to mark the Centenary of WW1 1307.1 PD reported that the wave of poppies had been planted in College Road with assistance from Sarah Chapman, although not as many seeds were available as was hoped. 50 further event poppies had been donated and MB was in the process of making two soldier silhouettes for the village. It was agreed that poppies should be put up around the village at the end of September. PD advised that she had been offered 10 tablecloths. It was also mentioned that some suitable remembrance signs could be purchased. The Clerk will obtain prices for this.</p> <p>The Clerk had circulated correspondence in relation to Remembrance Beacon events to be held around the country on the 11th November and the Council requested the Clerk to contact SEAS to see if it would be possible to use the trade lorry car park as had previously been used. A grant is available, and the Clerk was asked to apply for the funding.</p>	<p>Clerk</p> <p>Clerk</p>
<p>1308.</p>	<p>Silver Sunday Event 1308.1 The Clerk confirmed that the WI had kindly agreed to run an afternoon tea with entertainment event for Silver Sunday. The grant has been applied for by the Clerk. Assistance was requested by the WI for help setting up the tables and promotion of the event. The event was planned for Sunday 7th, but it is believed the hall is not available, so an alternative date might be required.</p>	<p>Parish Council</p>
<p>1309.</p>	<p>Operation London Bridge 1309.1 The Clerk had produced and circulated a draft Operation London Bridge protocol in the event of marking the death of a senior national figure. The Council resolved to put this in place in the event of the death of HM The Queen and HRH The Duke of Edinburgh. This included</p>	

	making a book of condolence available in Hapstead Hall between 2-4pm and 6-8pm, which would require volunteers. The Clerk will forward this to MSDC for information. A budget of £100 was resolved to purchase condolence books, photo frame, table cloth.	Clerk
1310.	General Data Protection Regulations 1310.1 Update on General Data Protection Regulations and data protection officer. The Clerk advised that further to advice from SSALC a House of Commons ruling was in place that does not require Parish Councils to have a Data Protection Officer, all other obligations apply.	
1311.	Local Bus Service 1311.1 PD reported that she is distributing the Community Transport survey and promoting the excursions provided.	
1312.	2019 Parish Council Elections 1312.1 The 2019 elections were discussed and how these could be promoted to encourage interest in the role of Parish Councillor. Promotional material for the Village Fete stand was discussed and SN will look into this further, SSALC produce material and MSDC hold events.	SN
1313.	Consultations School Effectiveness Strategy Consultation – 25 th June deadline. RC advised she would look at this and report back to the Council.	RC
1314.	Correspondence A resignation letter had been received from Will Meldrum. The Clerk has informed MSDC and the Notice of Vacancy is displayed on the notice boards and website. If no by-election is called within 14 days the Parish Council can then co-opt. An email was received in relation to the he EA (Environment Agency) consulting on the environment permit application received from Cuadrilla for the Lower Stumble hydrocarbon exploration site in Balcombe. The Council resolved to send an objection to this permit on the grounds of previous comments made in relation to applications at this site. It was noted the deadline had passed but it was felt that comments should still be sent.	Clerk Clerk
1315.	Clerks Hours 1315.1 As noted in discussions in 1301.8 the Clerk advised that her workload was currently high and reiterated that the Pavilion refurbishment will need additional administration support.	
1316.	Matters arising or for future inclusion on agenda A discussion was held in relation to the MSDC SHELLA document and it was felt if further sites did come forward in the future the Parish Council should look in advance as to the areas in relation to infrastructure, housing design and affordable housing. This will be added to the Planning Committee agenda for further discussion. Remembrance Beacon – 11 th November 2018 Parish Council Stand at Summer Fete	Clerk Clerk
1317.	Future meeting dates Recreation Ground Committee Meeting – 11 th June 2018 at 7.30pm Traffic Committee Meeting – 26 th June 2018 at 7.30pm Planning Committee Meeting – 3 rd July 2018 at 7.00pm Parish Council Meeting – 3 rd July 2018 at 7.30pm No meeting held in August	

MEETING CLOSED AT 9.52 PM