



## **ARDINGLY PARISH COUNCIL**

Parish Clerk: Bernadette Cox  
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### **Minutes of the Remote Ardingly Parish Council Meeting held on Tuesday 3<sup>rd</sup> November 2020 at 7pm on the Microsoft Teams Platform**

#### **Present**

Councillor D. Stutchbury (Chairman)  
Councillor C. Hotblack (Vice Chairman)  
Councillor R. Chalk  
Councillor L. Davis  
Councillor J. Horsman  
Councillor J. James  
Councillor K. James  
Councillor M. Meldrum  
Councillor B. Strutton  
Councillor G. Taylor

In Attendance Mrs. B Cox (Parish Clerk)  
Mr. R. Wheatley (RFO)

#### **1611.1 Public Questions**

The following issues were raised by a member of the public:

Sarah Chapman asked that the Finance Committee consider an element in next years budget against the Climate Change Action Group. Councillor Taylor enquired as to what such a budget would be used for. Discussion was had about such a budget being used for forward planning around Climate Change. Councillor Meldrum raised the point that the PC could consider impact/general overview of climate change in everything "they" do. Councillor Stutchbury explained the PC would need more detail before a budget can be considered and it was agreed that Councillor Chalk will meet with Sarah Chapman to discuss her suggestion. Councillor J. James asked if there were any PC representatives on the CCAG and Councillor K. James and Councillor Strutton identified themselves as the representatives. It was agreed that the PC representatives should attend this meeting also.

Fiona Rocks spoke to offer thanks to Councillor K. James for delivering food boxes to the local families identified by the school and nursery as needing support. She then asked if the PC could consider what “they” can do to support these families. Councillor K. James agreed she would like the PC to consider this but there was an item later on the agenda for this purpose.

<p><b>1612</b></p>	<p><b>Procedural Matters</b></p> <p><b>1612.1 To accept apologies for absence</b> Councillor P. Burr was absent, there were no apologies for absence received</p> <p><b>1612.2 To accept any declarations of interests</b> There were no declarations of interest received</p> <p><b>1612.3 To confirm and sign the minutes of the Parish Council meeting held on 6<sup>th</sup> October 2020</b> The minutes of the Parish Council meeting held on the 6<sup>th</sup> October 2020 were duly <b>APPROVED</b> by the Council and the Chairman will sign a copy of the same as a true and Accurate record of the proceedings once the government restrictions in place for Covid19 are lifted.</p> <p><b>1612.4 To confirm and sign the minutes of the Parish Council Planning Committee meeting held on 26<sup>th</sup> October 2020</b> The minutes of the Parish Council Planning Committee meeting held on the 26<sup>th</sup> October 2020 were duly <b>APPROVED</b> by the Committee and the Chairman will sign a copy of the same as a true and Accurate record of the proceedings once the government restrictions in place for Covid19 are lifted.</p>	
<p><b>1613</b></p>	<p><b>Governance Matters</b></p> <p><b>1613.1 To annually review and adopt Ardingly Parish Council Code of Conduct</b> The Ardingly Parish Council Code of Conduct was reviewed and ADOPTED</p> <p><b>1613.2 To appoint the Parish Council representative on the SEAS Council</b> Councillor Hotblack suggested that the representative should be a member who is already on the SEAS representative. Councillor Chalk proposed that Councillor Stutchbury be the Parish Council representative on the SEAS Council and Councillor Meldrum seconded. Councillor Stutchbury was formally appointed as the PC representative on the SEAS Council.</p>	
<p><b>1614</b></p>	<p><b>Clerks Report</b></p> <p><b>1614.1 To receive the Clerks Report</b> Members had been supplied with a copy of the Clerks Report prior to the meeting. The contents of the Clerks report were accepted and <b>APPROVED</b></p>	
<p><b>1615</b></p>	<p><b>Finance</b></p> <p>The RFO asked Councillors to note that there had been some issues setting up his access to the Unity Trust Online Banking but that had now been resolved. He explained he had pulled a report together using the previous RFO’s format and suggested that if any Councillors had any suggestions on a change of format he would be happy to discuss them. Councillor Taylor also mentioned that the RFO’s current laptop was struggling but the RFO had agreed he is happy to use his personal Mac instead of a replacement being purchased. Councillor Chalk asked the RFO if he had everything he needed for his role, he replied that he did.</p> <p><b>1615.1 To receive and approve the schedule of payments since the last meeting</b> The schedule of payments since the last meeting were APPROVED</p> <p><b>1615.2 To receive the Finance Report</b> The RFO highlighted that the payments in September totaled £3,702.53 and October’s</p>	

	<p>payments totaled £1,196.94. Incoming amounts included the second half of the year precept payment of £43,960.00 and advertising from the Village Voice.</p> <p>The RFO explained that the end of year auditor found no issues and that his fee of £360.00 was paid by cheque as the RFO did not yet have access to the online banking</p> <p><b>1615.3 To agree a date for the Finance Committee Meeting to consider the 2021/22 budget/precept</b></p> <p>It was agreed that the Finance Committee will meet on Thursday the 19<sup>th</sup> of November at 6pm to consider the initial DRAFT budget</p>	
<p><b>1616</b></p>	<p><b>Planning Committee</b></p> <p><b>To consider planning applications as below and any others which may arise in the meantime</b></p> <p><b>1616.1 DM/20/3611 Removal of Shed with replacement outbuilding, 40 High Street, Ardingly</b></p> <p><b>1616.2 DM/20/3612 Listed Building Consent, Removal of shed with replacement outbuilding, 40 High Street, Ardingly</b></p> <p>Councillor Hotblack asked if all Councillors had received the aforementioned applications for their consideration, all members agreed they had. Councillor Hotblack explained the applications were identical, but one was for “listed building consent” after discussion a comment of NO OBJECTION was AGREED</p>	
<p><b>1617</b></p>	<p><b>Licensing Application</b></p> <p><b>1617.1 To consider application ref LI/20/1109, New premises license, Garage of 20 Gowers Close, Ardingly</b></p> <p><b>Councillor Hotblack informed the Council the application had been withdrawn but suggested it may still be valuable for the PC to submit their comments as per the Clerks Report. It was AGREED that the PC will submit comments as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. The prevention of crime and disorder:</b> Having stocks of alcohol in a non-purpose-built domestic garage away from the owner's home greatly increases the likelihood of vandalism or theft from the premises.</li> <li><b>2. Public safety:</b> Increased traffic from 5pm till 2am in a residential close increase the danger to the public and residents in particular.</li> <li><b>3. The prevention of public nuisance:</b> It is completely unsuitable for this type of commercial business to be operating in a small residential close. The delivery and restocking of alcohol up to 2am will cause additional noise and significantly detract from the quality of life of the residents. Parking in the close can be difficult and this would be further exacerbated by commercial traffic.</li> <li><b>4. The protection of children from harm:</b> The second point in the applicant's response implies that customers will visit the garage.</li> </ol>	

	Increased traffic at 'playtime' (5-7pm) in a residential close increase the danger to children.	
1618	<p><b>General Matters</b></p> <p><b>1618.1 To receive a brief from the Wellbeing and Events Working Party on the planned Remembrance Event to be held on the 8<sup>th</sup> of November 2020</b></p> <p>Councillor K. James explained that guidance is being issued and re issued constantly and that currently the Risk assessment and Event Plan had been given the green light by MSDC but this may change if guidance from Central Government changes.</p> <p>The event will be a 30-minute service as an act of remembrance. This will be from 10.45am on the 8<sup>th</sup> of November on the recreation ground. The guidance from Central Government is that attendance should not be encouraged but if members of the public are passing through the recreation ground, they can observe within their social bubbles. Members of the Armed Forces, Veterans and their carers are authorised to attend as are those laying wreathes in an official capacity.</p> <p>The Clerk asked if Councillor K. James required support for the Event and Councillor K. James said she did not require any support but someone would need to amend the posters to reflect the permitted attendance at the Event. Councillor Meldrum agreed to amend the posters.</p> <p>Councillor Meldrum explained that the Parish Council need more of the street poppies for around the village and Councillor Stutchbury suggested she contact “Pam Dennis” who had previously been the Parish Council contact with the British Legion.</p> <p><b>1618.2 To approve the risk assessment for the planned Remembrance Event to be held on the 8<sup>th</sup> of November 2020</b></p> <p>The Risk Assessment circulated to Councillors prior to the meeting was APPROVED and ADOPTED by the Parish Council.</p> <p><b>1618.3 To approve the cost of printing for the Remembrance Event Posters up to the amount of £50</b></p> <p>The Clerk explained that Councillor K. James and Councillor Meldrum had been approached by St Peters Church for support in the cost of posters for the Remembrance Event.</p> <p>Councillor Stutchbury proposed that the costs up to the value of £50 for the Remembrance Event Posters be approved this was seconded by Councillor J. James</p> <p><b>1618.4 To receive a verbal brief on the recent Wellbeing and Events Working Party Meeting from Councillor K. James</b></p> <p>Councillor K. James explained that the Wellbeing WP met on the 27<sup>th</sup> of October and she apologised that she had been unable to circulate notes of the meeting. She explained that the Events that had been concentrated on were Remembrance and the suggestion of a Christmas Service and the Lighting of the Old Oak Tree. Councillor K. James wanted authority from the Full Council to plan for both Christmas Events with a “should they be able to go ahead attitude”. It was agreed by the Full Council that the Wellbeing and Events WP will plan for the aforementioned events pending Central Government</p>	

Advice and Parish Council approval of the Final Risk Assessments and Event Plans

Councillors had a brief discussion on lighting for any potential events and it was agreed that the Wellbeing and Events WP should approach the Cricket Club and Ardingly College for support ref lighting.

**1618.5 To discuss potential supportive arrangements for the vulnerable, elderly, and single residents in the village over the Christmas Period**

Councillor K. James suggested the Wellbeing WP need to “brain storm” on how the PC can support the Community Covid Response. Councillor K. James explained the Covid Community Support Group would like to circulate an advice leaflet as was done in the first lockdown and would like the PC to support with the cost of this.

Councillor Meldrum then explained the PC could look at supporting events such as supportive phone calls to the most vulnerable and lunches or food boxes for those most in need. The Clerk advised that the RFO would need to be confident that the PC had the “power” to offer financial support as the PC does not have general power of competence. She advised she will research this and let Councillor K. James know ref a funding stream.

It was agreed that the Wellbeing and Events WP need to meet again before the December PC Meeting to expand on ideas to present to the PC at the December PC Meeting.

**1618.6 To consider the WSALC Survey**

It was AGREED that Councillors D. Stutchbury and K. James will complete this survey “live” with support from the Clerk.

**1618.7 To receive a report from Councillor Stutchbury on the SEAS AGM**

**Councillor Stutchbury gave a brief summary of the SEAS AGM. Key points to note were as follows:**

The new president Nick Somes was welcomed  
SEAS have £2.3 Million Pounds worth of assets and £500,000 worth of investments  
The Parish Council was Thanked for their ongoing support of SEAS  
It was explained that next year’s S of E Shows would be smaller and more focused on the agricultural element.

**1618.8 To receive an update from the Communication Working Party on the migration of the Parish Council IT to Outlook 365 and the Website Tender**

Councillor J. James explained that the PC had been migrated over to Outlook 365 over the weekend. He went on to say that over the coming weeks other functionality would be slowly disseminated and that live training over teams would be available for members and 121 sessions if necessary. Councillor Hotblack asked if the PC should consider drafted a protocol/policy around the new system, Councillor J. James agreed this would be part of the process

Councillor Taylor explained that tender went out to four potential providers and Node15 had been selected/instructed to commence phase 1 of the Website works.

	<p><b>1618.9 To consider quotes for the repair of the pothole at the entrance to the recreation ground</b></p> <p>The Clerk explained she only had one company respond to her request for a quote to repair the pothole and the cost of which was at a cost of £1125 plus VAT. The Full Council felt this was too expensive and instructed the Clerk to continue to look for further quotes. There was discussion that members of the PC could fill it in themselves and the Clerk advised she was unsure of the liability connected with such an undertaking and advised against such an action.</p> <p><b>1618.10 To consider quotes for no parking markings outside the Parish Council Garage in the recreation Ground</b></p> <p>There was discussion on the need for the PC to have no parking markings placed outside the garage. It was agreed that the PC allow the Cricket Club to use the PC garage and if the Cricket Club have issues around access that they should be responsible for any cost to resolve such issues.</p> <p>It was AGREED that the Cricket Club should provide the PC with any proposal of works they undertake re No Parking Markings before any works take place and that the PC will not support the cost of any such works.</p> <p><b>1618.11 To consider quotes for the repair of the Hand washer/dryer in the men's public toilets</b></p> <p>The Clerk explained she has not yet received any quotes to present to the PC and had put this item on as a precaution had she received anything back.</p> <p><b>1618.12 To approve the purchase of a third SID machine for the Village</b></p> <p>Councillor J. Horsman explained he had been approached by a resident asking if a third SID machine could be purchased for the Lindfield Road end of the Village. The Clerk had obtained a quote of approx £3000 for the purchase of a third SID of the same model the PC currently have.</p> <p>There was discussion about the need for such a purchase and whether this should be budgeted for. Councillor Andrew MacNaughton suggested the PC look into other funding streams such as S106 funds or funding direct from MSDC.</p> <p>It was agreed that the Traffic Working Party will research the need for a third SID and any possible funding and present this to the PC. It was also agreed that in the meantime Councillor J. Horsman with support from Councillor C. Hotblack will move the current SIDS around the village more regularly.</p>	
1619	<p><b>Matters of public urgent importance or for future inclusion on agenda</b></p> <p><b>1619.1 Charge Card for PC Unity Trust Account</b></p> <p>There was discussion around the current PC outgoings that the Clerk pays for from her own personal bank account. The Finance Committee feel this is not best practice and would like the RFO to arrange "charge" cards linked to the PC Unity Trust Account. The RFO explained that the PC would need to pay a £15 set up fee and then a £3 monthly fee per card.</p> <p>There was discussion as to whether another card provider should be considered but the</p>	

	<p>RFO advised that the PC use the facility offered by the PC's current account provider as this would mean one monthly amount being debited from the account as opposed to individual transactions.</p> <p>The Parish Council voted unanimously in favor that the RFO will set up "charge" cards for the RFO/Clerk to be used for all PC transactions not covered by Direct Debit arrangements to be charged against the PC Unity Trust Account.</p> <p><b>1619.2 Parish Council Meetings to be arranged</b></p> <p>It was noted that meetings need to be arranged for the Pavilion Working Party and the Community Land Trust Working Party (Councillors Chalk, Davis, K. James, Stutchbury)</p> <p><b>1619.3 Removal of Post Box in College Road</b></p> <p>Councillor Strutton explained he had spoken to the Post Office reference the removal of the Post Box in College Road and they understood that the Post Box was to be removed not relocated. It was agreed the Clerk would contact the Post Office to ascertain if "they" would be replacing the removed box.</p>	
<b>1620</b>	<p><b>Future meeting dates</b></p> <p><b>1620.1</b> Parish Council Meeting 1<sup>st</sup> December 2020 @ 7pm</p>	