



ARDINGLY PARISH COUNCIL

Parish Clerk: Bernadette Cox
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Minutes of the Remote Ardingly Parish Council Meeting held on Tuesday 1st December 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. James
Councillor K. James
Councillor M. Meldrum
Councillor G. Taylor

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

Due to the Chair experiencing technical difficulties it was agreed that the Vice Chair would begin the meeting until the technical difficulties could be resolved.

1621.1 Public Questions

The following issues were raised by members of the public:

Fiona Rocks explained to the PC that the residents group Connected at Christmas was going well and a similar group in Balcombe Parish had approached the group for support managing the same initiative. She then went on to say she had emailed Councillor Chalk ref Youth Funds being identified for activities within the Parish during 2021 as she felt that more should be done for the youth in the village. Councillor Chalk suggested Fiona speak with the RFO as this was discussed at the Recent Budget Meeting of the Finance Committee. Councillor Kathryn James spoke to echo Fiona's comments and to mention that as part of her role as Chair of Governors of St Peters she had recently spoken with David Port about the return of Youth Cricket in the Village.

The Chair's technical difficulties resolved and it was agreed the Chairman would resume Chairmanship of the meeting.

<p>1622</p>	<p>Procedural Matters 1622.1 To accept apologies for absence Councillor P. Burr was absent, Councillor Chalk offered his apologies on his behalf. Councillor Strutton offered his apologies. Councillor J. Horsman was contacted and advised he would be unable to attend. The Clerk explained she would send an email to advise Councillors of the expected apologies procedure. 1622.2 To accept any declarations of interests There were no declarations of interest received 1622.3 To confirm and sign the minutes of the Parish Council meeting held on the 3rd November 2020 The minutes of the Parish Council meeting held on the 3rd November 2020 were duly APPROVED 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>1623</p>	<p>Clerks Report 1623.1 To receive the Clerks Report Members had been supplied with a copy of the Clerks Report prior to the meeting. The contents of the Clerks report were accepted and APPROVED</p>	
<p>1624</p>	<p>Finance 1624.1 To receive and approve the schedule of payments since the last meeting The RFO explained that aside from the payments listed on the schedule of payments there were further payments that were awaiting signatory these were salary payments for Sept/Oct/Nov and these amounted to appx £2.5k per payment. These payments would be made in the next few weeks. Councillor J. James asked if this meant the staff had not been paid for 3 months and the RFO explained this was not the case, the staff are paid and then WSCC invoice APC for the amount. These invoices had been going to a historical email so they had gone unnoticed, this has now been corrected. The schedule of payments since the last meeting were APPROVED 1624.2 To receive the Finance Report The RFO highlighted that the payments in October totaled £1196.94 and November's payments totaled £3262.00 Incoming receipts included £250 for Village Voice advertising received in October and £932 Interest received on the Hampshire Trust Bond, which has now been reinvested for a further 12 months. Councillors questioned the amount of electricity used for the Public Toilets as they felt this amount was high, the RFO explained that it appeared that a number of utilities were being billed on estimated charges. It was agreed the Clerk would look to submit meter readings for all utilities. Councillors questioned the amount against the cleaning contracts of the Public Toilets and the Pavilion, Councillor Chalk explained this had been noted during the budget meeting and it was suggested these may need to be reviewed. It was AGREED the Clerk would review the cleaning contracts and feedback her findings to the PC for consideration. The RFO requested that he be allowed to attend some online training to support him in his understanding of the Rialtas software. He explained that there was a free group session available and if required there was a one-to-one training session available at a cost of £200.</p>	

	<p>It was AGREED that the RFO would attend the free session and feedback to the Council should he feel he requires the paid session.</p>	
<p>1625</p>	<p>Planning Committee</p> <p>To consider planning applications as below and any others which may arise in the meantime</p> <p>1625.1 DM/20/4265 Erection of an Oak Framed Garden Room, 66 Naldred Cottages, Borde Hill Lane, Haywards Heath, West Sussex</p> <p>1625.2 DM/20/4267 Erection of an Oak Framed Garden Room, 66 Naldred Cottages, Borde Hill Lane, Haywards Heath, West Sussex *Listed Building Consent</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 it was felt that the development was reasonable and not visible from the road or by the neighbours and a comment of NO OBJECTION was AGREED</p> <p>1625.3 To consider any potential breach of operating conditions outlined in the decision notice WSCC 070 10 AR</p> <p>Councillor Hotblack asked the Chairman if a resident could speak on the aforementioned item and it was AGREED she could. Nicky Brown gave background on the planning conditions placed on the Hanson Plant in Ardingly. She explained that namely the areas being breached are the Lorry Movements in and out of the plant and the out of normal hours operating times of the plant itself. She explained that there used to be a regular meeting hosted by Hansons between the company and the local residents but due to a change in management this had dropped away, the planning conditions are very clear in terms of the number of Lorry Movements permitted and the number of out of normal operating hours operations. Nicky explained that the local residents would like the PC’s support to approach Hansons and WSCC to discuss this breach in planning conditions and that this support was particularly time sensitive as the residents have been advised of a further out of normal operating hours operation sometime in December (Date TBC). After discussion it was AGREED the Clerk would contact WSCC to ensure there had been no amendment to the original planning condition and simultaneously the PC representatives Councillor Stutchbury and Hotblack will liaise with Hansons directly. Nicky Brown gave the email of Planning Enforcement at WSCC to assist the Clerk.</p> <p>1625.4 To consider the Parish Council response to the Haywards Heath Town Centre Master Plan consultation</p> <p>Councillor Hotblack asked if all Councillors had received the documents for the aforementioned consultation for their consideration, all members agreed they had. He summarised the Master Plan and explained that the plan looks to unify the two sections of the town and add a mix of leisure/restaurants units and to expand parking with a multi-story. Councillor Hotblack then asked if there were any areas of concern to Councillors</p>	

	<p>and whether the PC should submit a PC response or Councillors should submit responses as individuals rather than Councillors. Andrew MacNaughton suggested that as residents Councillors should submit individual responses, but the PC should also submit its own response.</p> <p>Councillor Stutchbury asked whether the funding for the plan had been identified and Andrew MacNaughton explained it had not, but this funding would likely come from S106 funding. Councillor Taylor enquired about the recent closure of Claire Hall and asked if this would be reopened or another site identified for a community facility. Andrew MacNaughton explained that Claire Hall was not making incoming and was staying open at a cost to MSDC. He explained that Haywards Heath want a Community Facility so something may replace Claire Hall but currently MSDC is supporting the leisure centres to remain open and this is a large financial commitment.</p> <p>Councillor Meldrum suggested MSDC should be looking to subsidise centres of culture over new retail and she then asked how Ardingly “links in” to the plan. Andrew MacNaughton explained that the consultation is for the Town Centre Plan only and not for the surrounding areas. Councillor Hotblack suggested the Planning Committee be delegated with responding to the consultation. It was AGREED that the Planning Committee will meet on the 8th of December at 6pm to consider and submit the PC response to the consultation.</p>	
<p>1618</p>	<p>General Matters</p> <p>1626.1 To receive a proposal from the Pavilion Working Party on the Pavilion Refurbishment to date</p> <p>Councillor Stutchbury explained that there was a Working Party Meeting held and he explained at that meeting that the project can not progress until the contractors provide the updated itemised quote.</p> <p>Councillor K. James asked if a rough draft grant application had been created by the Working Party. The Clerk advised it had not. Councillor Stutchbury again explained until the updated quote was received nothing could progress. Councillor Chalk suggested that perhaps the PC should consider a retender of the contract if the Contractor does not come back within a certain timeframe. The Clerk confirmed this would be acceptable.</p> <p>Councillor J. James asked if the proposal agreed at the November PC Meeting had been completed by the Working Party as this would allow the new members of the council to understand what was being proposed re the refurb. The Clerk explained this had not been completed and the Working Party would need to meet to do this as it was agreed at Full Council.</p> <p>There was further discussion around the plans and particularly whether these met the requirements of the village. David Port informed the Council that to his knowledge the Football and Cricket Clubs felt the current plans were adequate for their needs.</p> <p>Councillor K. James asked when the current planning expires, the Clerk informed the Council the current plans expire Apr 2021. Councillor J. James asked if the build could start before funding was secured and the Clerk advised it would be best practice to have the funding secured first.</p>	

1626.2 To receive an update from the Clerk on the adoption of the Telephone Box in the High Street

The Clerk explained that she had spoken with BT and they require written permission from the owners of the land that the Telephone Box stands on before they can allow the PC to purchase the Telephone Box. It was AGREED that Councillor Taylor would approach the owners of the village store and discuss the PC plans to purchase the box and request the written permission required by BT.

1626.3 To receive an update and any actions for approval from the Wellbeing and Events Working Party

Councillor K James explained she was a member of the “Connected at Christmas” residents’ group that had recently been created. She explained she and Councillors Davis and Meldrum were volunteers on this group, as residents not in their roles as Councillors. She explained she would like to share a number of activities that the group had agreed on and advise the PC that the group had created a flyer to inform residents in the village of the activities. These activities were listed as but not limited to, offering meals or food boxes, offering phone calls or doorstep chats, offering presents for children, decorating the community tree, Christmas scarecrows, and socially distanced carol singing in various locations around the village. Councillor K James elaborated on the groups idea of residents placing a decoration from their home on the Christmas trees in the village to create Community Trees. She then went on to say that the Connected at Christmas group had arranged a competition for the brightest/most decorated house in the village and that the Chairman of the Parish Council, Councillor Stutchbury will be judging the winner.

Councillor K James then moved on to the Wellbeing WP brief and Councillor Stutchbury explained the tree at the top of college road had been placed in location the proceeding day and that the lights work, he explained Councillor Hotblack had borrowed an extension cable from Rob Lawson and a near by resident will be supplying the electricity. Councillor K James explained that the College Road Tree will be used a part of the initiative that local residents can place their own family decoration on create the community tree. It was agreed if residents are to be hanging the decorations on the tree themselves a risk assessment will be required. She then moved on to the Christingle Service being conducted by St Peters Church at the recreation ground. She explained that the Event Plan and Risk Assessment that had been previously circulated had now been submitted to MSDC on behalf of St Peters. She did mention that the Showground are hosting a similar event on the same day.

The Clerk asked Councillor K James what the WP needed specifically from the Full Council in terms of approval on any spend. Councillor K James explained the Connected at Christmas Group and St Peters Church had asked for support in the cost of printing the information flyers for the Christmas activities and the Posters for the Christingle Service. The flyers would cost appx £110 for 800 double sided A4 and the posters would be around £30.

The Parish Council took a vote to approve the cost of printing for the Connected at Christmas Group Flyer and St Peters Church posters up to the value of £150.

This was unanimously APPROVED.

Councillor K James asked the Parish Council for any volunteers to help distribute the flyers. Councillors Hotblack, J James and Taylor volunteered.

	<p>Councillor K James then raised the issue of the extra Christmas Tree donated to the Parish by Wakehurst. There was discussion on where this tree would be located and it was AGREED it would be placed on the Recreation Ground by the Pavilion. Councillor K James asked about how any costs that are incurred would be authorised and the Clerk suggested the scheme of delegation could be used should any costs be incurred.</p> <p>1626.4 To consider the impact and any required actions by the Parish Council of the Tier 2 restrictions due to be placed on the community as at the 2nd of December</p> <p>After discussion it was felt that the Parish Council did not have any direct actions to consider as between the connected at Christmas Group and the Original Residents Covid Support Group there was already a robust support system in place for the village. However, it was suggested that the Parish Council could support the cost of printing an information flyer similar to the ones circulated in the first lockdown sign posting residents to wider initiatives and advising them of the conditions of each tier. It was AGREED that the PC would cover the cost of an information leaflet to be sent to each home in the village up to the value of £110.00. It was also AGREED that this leaflet would be dropped to homes in January when it would be most in need.</p> <p>1626.5 To discuss and agree a response to correspondence received from a local resident concerning “village issues”</p> <p>Councillor Hotblack suggested that the reply to the correspondence circulated prior to the meeting would be to thank them for their suggestions and to advise them that they would be kept on file and revisited when the Parish Council looks to revise the Neighbour Hood Plan.</p> <p>This suggestion was APPROVED by the Parish Council</p>	
<p>1627</p>	<p>Matters of public urgent importance or for future inclusion on agenda</p> <p>1627.1 Booze Spot Temporary License</p> <p>It was raised that the “Booze Spot” that previously cancelled their application for a license to operate had posted on Facebook they were now operating on a temporary license. After Discussion it was AGREED that the Clerk would contact licensing at MSDC to confirm if “Booze Spot” did have a license to operate as they had suggested.</p> <p>1619.2 To receive quotes for the refurbishment of the Tennis Courts</p> <p>1627.3 To invite a representative from the Showground to attend the January PC meeting to share their plans for 2021 with the Parish Council.</p> <p>1627.4 To review and approve a “handy man” job description for distribution to local contractors.</p>	
<p>1628</p>	<p>Future meeting dates</p> <p>1628.1 Moving the PC meeting to the 2nd Tuesday of the Month for the duration of 2021</p>	

Moving the PC meeting to the 2nd Tuesday of the month for the duration of 2021 was raised, it was highlighted this would support the RFO to provide more up to date reports to the Council and after discussion the PC voted as follows:

To move the Parish Council Meetings for the duration of 2021 to the second Tuesday of the month. This was unanimously APPROVED.

The next meeting of the Parish Council will be held on the 12th of January at 7pm (remotely)