



## **ARDINGLY PARISH COUNCIL**

Parish Clerk: Bernadette Cox  
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### **Minutes of the Remote Ardingly Parish Council Meeting held on Tuesday 9<sup>th</sup> March 2021 at 7pm on the Microsoft Teams Platform**

#### **Present**

Councillor D. Stutchbury (Chairman)  
Councillor C. Hotblack (Vice Chairman)  
Councillor P. Burr  
Councillor R. Chalk  
Councillor L. Davis  
Councillor J. Horsman  
Councillor J. James  
Councillor K. James  
Councillor M. Meldrum

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

#### **1658.1 Public Questions**

Fiona Rocks approached the Parish Council to explain that the Ardingly Connected Together Group have on this agenda asked for a small donation from the Parish Council to support their Easter Egg Hunt for the children of the village. She went on to say that the group would like permission from the Parish Council for the Ardingly Connected Together Group to cultivate a vacant plot at the Parish Allotments to provide fruit/vegetables for those most in need in the village.

A representative from the Football Club advised the Parish Council that the new season on the 3<sup>rd</sup> of April and the Football Club would very much like to see the pavilion open for use. The Clerk advised that legally the building cannot be open until the earliest of the 12<sup>th</sup> due to Covid restrictions and that she has completed a Risk assessment for PC approval to support the reopening.

David Port advised the Parish Council that it had come to his attention today that there may be moles on the Recreation Ground and that he had emailed the Clerk to advise of the location. He then spoke about the Pavilion project remarking it was Good to see that a revised pavilion works plan will be presented later in the agenda.

He advised that the perspective of the football and cricket clubs is as follows;

- The current pavilion configuration and room sizes remain fit for purpose.
- Completion of backlog maintenance and refurbishment asap will be most welcome.

He then went on to say that

- Football has separate competitions for men and women. Cricket has mixed competitions.
  - In the winter (football season) the upstairs is dedicated for football referees changing. They are appointed by the FA who require it to be separate from players (safety concerns)
  - In the summer (cricket season) the upstairs is used for women’s changing for cricket. (umpires are players and do not require dedicated changing facilities )
  - If the football club get promoted, at that time a referees toilet will be required
- The pavilion heating, lighting and hot water all have electrical services which fits well with the government’s green guidelines and the APC Environmental Policy.
  - The showers are point of use heated and have low but adequate water flow which also meets with the APC Environmental Policy.
  - The lounge would benefit from a renovation and disabled toilet to make it more welcoming and easier to use for other village activities. This work would simply be a nice to have for the football and cricket clubs.
  - A meeting of the full WP within the next few days would be welcome to clarify any issues.

<b>1659</b>	<p><b>Procedural Matters</b></p> <p><b>1659.1 To accept apologies for absence</b> Councillor Taylor offered his apologies</p> <p><b>1659.2 To accept any declarations of interests</b> There were no declarations of interest received</p> <p><b>1659.3 To confirm and sign the minutes of the Parish Council meeting held on the 9<sup>th</sup> February 2021</b> The minutes of the Parish Council meeting held on the 9<sup>th</sup> of February 2021 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>	
<b>1660</b>	<p><b>Clerks Report</b></p> <p><b>1660.1 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>	
<b>1661</b>	<p><b>Finance</b></p> <p><b>1661.1 To receive and approve the schedule of payments since the last meeting</b> The schedule of payments since the last meeting were <b>APPROVED</b></p> <p><b>1661.2 To receive the Finance Report</b></p> <p>The RFO highlighted that the payments in January totaled £9500. The RFO explained the significant payments were £3600 on salaries for December, £500 for WSCC Mediation Service, £929 for the cleaning of the Pavilion for Oct/Nov/Dec/JAN as these invoices had been sent to a historical email account and £2700 for January salaries. He explained that £220 for Village Voice advertising was received as income.</p>	

	<p>He updated the Council on the “charge” cards and explained that Councillor Chalk had been reviewing the Terms and Conditions so these had not yet been submitted to Unity Trust, however once submitted the expected processing time is 4 to 5 weeks.</p> <p>He also explained that he had not yet submitted the VAT return for the period July to December 2020</p> <p>Councillor J James requested a time line for the receipt of the charge cards and the VAT return</p> <p>The RFO advised that if the application was submitted by Friday the charge cards would be available in early April and that he would be submitting the VAT return imminently</p> <p>The March Finance Report was accepted and <b>APPROVED</b></p> <p><b>The RFO left the meeting at this point</b></p>	
1662	<p><b>Planning Committee</b></p> <p><b>1662.1 DM/20/0403 Rose Cottage Day Nursery, The Old Sawmills, Copyhold Lane, Lindfield; New First Floor Porch Extension</b></p> <p>Councillor Hotblack confirmed all Councillors had reviewed the circulated information concerning this application.</p> <p>After brief discussion a comment of NO OBJECTION was APPROVED</p>	
1663	<p><b>General Matters</b></p> <p><b>1663.1 To approve the responsibilities of the Maintenance contract for circulation to contractors</b></p> <p>The Clerk shared the document being discussed live on Teams. Councillor K James explained this was a combination of already circulated documents from the Clerk and Councillor K James herself,</p> <p>There was discussion as to why the Streetlights and SIDs had not been added to the list of responsibilities and it was explained that the Parish Council pay WSCC to maintain the Streetlights and that the Traffic WP currently hold the responsibility of the SIDs</p> <p>Councillor K James explained that the successful contractor would initially conduct a full review of all PC assets and report back to the Council</p> <p>It was suggested that it needed to be made clearer the expectations of the PC that the successful contractor would have the necessary resources and insurances to manage the responsibilities.</p> <p>The document detailing the responsibilities of the Maintenance Contract with an amendment that detailed the expectation around resources and insurances was APPROVED</p> <p><b>1663.2 To approve that the Annual Parish Meeting be held remotely on the 4<sup>th</sup> of May 2021 at 6pm</b></p> <p>The Clerk explained that remote meeting legislation expired on the 7<sup>th</sup> of May 2021 and to ensure the safety of parishioners with the ongoing risk of Covid 19 it may be pertinent</p>	

to hold the Annual Parish Meeting remotely. After Discussion it was AGREED that the Annual Parish Meeting will be held remotely on the 4<sup>th</sup> May 2021 at 6pm

**1663.3 To approve the content of the Annual Parish Meeting**

After brief discussion it was AGREED that the Communication Working Party will meet to consider the format of the meeting and report back to the Parish Council at the April PC Meeting

**1663.4 To approve the request for £50 from the Ardingly Connected Together Group to be used for the purchase of Easter Eggs to support an Easter Egg Hunt for the children of the village**

It was APPROVED that Ardingly Connected Together Group be granted £50 from S137 funds to be used for the purchase of Easter Eggs to support an Easter Egg Hunt for the children of the village

**1663.5 To approve the quote for the refurbishment of the Tennis Courts**

The Clerk explained that she had only received one returned quote for the refurbishment of the Tennis Courts as previously circulated.

After discussion it was APPROVED that the Proline quote for the refurbishment of the Tennis Courts be accepted subject to an acceptable timeline of works

**1663.6 To receive a verbal report from the SA25 meeting between the Parish Council and the Showground**

Councillor J James asked how the meeting “came about” as he felt that if the meeting was a SEAS meeting Councillor Meldrum should have also attended as the other PC representative and if it was an SA25 Meeting he felt that he as the most informed member of the SA25 Working Party should have attended.

The Chairman explained the Showground were not present and it was a meeting with the promoters of the site similar to the ones held throughout the SA25 process and these were only ever attended by himself, Councillor Hotblack and the Clerk

Councillor J James accepted this but asked that it be noted that all external meetings should involve all relevant PC representatives moving forward.

The Chairman confirmed all members had read the Clerks notes on the Meeting in the Clerks report. He then suggested that the SA25 Working Party be tasked with considering the next steps in terms of SA25.

After brief discussion it was APPROVED that the SA25 Working Party would consider the “next steps” in terms of SA25 and provide the Full Council with their recommendations at the April Parish Council Meeting

**1663.7 To discuss and approve the top three priorities for the Parish Council for the Spring/Summer Season**

After discussion it was APPROVED that the Parish Councils priorities for the Spring/Summer Season will be as follows:

- Supporting the reinstatement of the Post Office service to the Village

- Completion of The Pavilion Refurbishment
- Successful appointment of a Maintenance Contractor
- To continue to represent the Village Interests in relation to the potential SA25 development

To complete all of the above whilst continuing their ongoing response to the Covid 19 Pandemic

### **1663.8 To receive the Pavilion Working Party Update**

Councillor Meldrum confirmed all Councillors had received and read the notes circulated by the Working Party prior to the meeting.

Councillor Stutchbury explained “we are in a really good place with Comber” and that currently the cost of the Pavilion Project minus the extension was being negotiated.

Councillor Chalk explained that in terms of funding the Parish Council had available £56,376 in S106 Funds and that she had spoken to residents in the village who knew Mary Puckle and that they felt the £16,604 in the Mary Puckle Fund could be used for the Pavilion Project and that as a “Thank you” for her donation the Parish Council could rename the Pavilion the Mary Puckle Pavilion.

She then went on to explain that currently there is £176,203 in General Reserves which is the Parish Council’s “working capital” and that the RFO had explained that a Parish Council can only hold a maximum of 50% of its precept in General Reserves. Which meant that the Parish Council could move appx £50k into the Pavilion Refurbishment EMR that currently stands at £8,358. She then explained that these amounts would mean a total of £131,338 would be available for the Pavilion refurbishment and that there was till the possibility of grant funding or refinancing the loan on Hapstead Hall.

Councillor K James asked Councillor Chalk what had happened to the School Element of the Mary Puckle reserve and Councillor Chalk explained that the school had already received their element of the Mary Puckle Reserve in interest paid.

Councillor Stutchbury explained the current figure Comber have provided for the smaller refurbishment without the extension is £155k plus VAT

The Clerk advised that she felt that the specification of the refurbishment had changed significantly and now amounted to a new project and as such the Tender process would need to be carried out for this new option as per the Parish Councils Finance regulations.

Councillors Stutchbury, Chalk and Meldrum did not feel this was necessary as line items were being removed from the tender and the tender in principle was the same. The Clerk advised she did not agree.

Councillor Burr suggested that the original 2<sup>nd</sup> contractor be invited to provide a quote for the tender with the line items removed to negate the need for the tender process to be repeated.

Councillor J James explained that removing 50k from General reserves left appx 45% of the precept in General Reserves which he believed was the minimum you should hold as a Parish Council.

After prolonged discussion the following votes were taken

	<p>The Parish Council voted unanimously that the Finance Committee will meet to consider the funding options for the Pavilion Refurbishment in more detail</p> <p>The Parish Council voted unanimously that Councillors Stutchbury, Chalk and Meldrum will proceed in their talks with Comber and offer the amended specification to the second original contractor to provide a quote</p> <p><b>1663.9 To approve the Risk Assessment for the reopening of the Pavilion</b></p> <p>The Covid 19 Risk Assessment for the Pavilion previously circulated was APPROVED by the Parish Council. It was noted that a normal “day to day” Risk Assessment also needed to be approved before the Pavilion can be reopened.</p>	
<p><b>1664</b></p>	<p><b>Matters of public urgent importance or for future inclusion on agenda</b></p> <p><b>1664.1</b> Councillor K James asked that it be noted that the long standing volunteer coordinators of the Village Voice, Ken and Barbara Monk are stepping down and George and Deb Ruse will be taking over this role.</p> <p>Councillor K James asked if the Parish Council could purchase a gift for recognition of the Monks support of the Village Voice and the Clerk advised she was unsure if the PC had authority to do this without GPC and she would clarify this asap.</p> <p>Councillor Meldrum suggested a bottle of wine or something similar be purchased for the editor of the village voice also if possible.</p> <p>1664.2 Councillor Horsman advised that Russel Watson was attending an event at the Showground on the 18<sup>th</sup> of July and the event was sure to draw a significant crowd and suggested the SEAS representatives meet with the Showground asap to discuss the management of this and other upcoming events.</p>	
<p><b>1665</b></p>	<p><b>Future meeting dates</b></p> <p><b>1665.1</b> The next meeting of the Parish Council will be held on the 9<sup>th</sup> April 2021 at 7pm</p>	