



ARDINGLY PARISH COUNCIL

Parish Clerk: Bernadette Cox
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Minutes of the Ardingly Parish Council Meeting held on Tuesday 9th November at 7pm at Hapstead Hall

Present

Councillor D. Stutchbury (Chairman)
Councillor C. Hotblack (Vice Chairman)
Councillor R. Chalk
Councillor L. Davis
Councillor K. James
Councillor M. Meldrum
Councillor MCcaig
Councillor Port

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

5621.1 Public Questions

Sarah Chapman raised a planning issue not on the agenda and asked if the application could be considered at this meeting. The Clerk advised this application could and would be discussed under planning as there is a catch all under this agenda item. SC explained to the Council that the application was the trimming of a Yew Tree in the Church yard informing the Council that previous advice had been not to trim it. She explained that this tree/application has been ongoing for some years and there has been back and forth over who owns it, the Church or MSDC. She explained that the Church own the tree but MSDC are responsible for the maintenance.

5721	Procedural Matters	
	5721.2 To accept apologies for absence	
	Councillors Horsman, Strutton and Burr offered their apologies.	

	<p>5721.2 To accept any declarations of interests</p> <p>Councillor Chalk declared an interest on planning application DM/21/3536</p> <p>5721.3 To confirm and sign the minutes of the Parish Council meeting held on the 12th of October 2021</p> <p>The minutes of the Parish Council meeting held on the 12th of October 2021 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>5721.4 To welcome Councillors V. MCcaig and D. Port after their uncontested election to the office of Ardingly Parish Councillor</p> <p>The Chairman formally welcomed the Councillors V. MCcaig and D. Port</p> <p>The Chairman then agreed to move agenda item 6121.1 prior to item 5821.1 at the request of Councillor L. Davis</p>	
6121	<p>6121.1 To receive a brief from Wakehurst on their aspirations for a new Research Nursery on the Havelock Farm site</p> <p>A representative from Wakehurst gave an informative brief to the Council on Kew's plans to build a Research Nursery including background on Kew's historical and current achievements around Bio Diversity</p> <p>The Key points noted were as follows;</p> <ul style="list-style-type: none"> • Kew currently has 3 sites that study Bio Diversity • The current nursery located at Wakehurst is used for growing to allow Bio diversity to be studied • The Current nursery was built in 1975 and has aged poorly and is in disrepair and no longer fit for purpose • Kew has applied for funding from Wolfson Foundation to support the new research nursery and have passed the stage 1 process of the grant scheme • Stage 2 requires Kew to provide a full architectural design, a science case, 25% match funding and planning permission and all of which has to be provided before March 22 • The plan for the nursery will be shared with the PC electronically • It is expected that the planning application will be placed with MSDC at the end of November 21 • A further meeting will be arranged between Kew and the PC representatives to discuss the Masterplan 	
5821	<p>Clerks Report</p> <p>5821.1 To receive the Clerks Report</p> <p>After discussion the contents of the Clerks report were accepted and APPROVED</p>	
5921	<p>Finance</p> <p>5921.1 To receive and approve the schedule of payments since the last meeting</p>	

	<p>The schedule of payments since the last meeting was accepted and APPROVED</p> <p>The key items highlighted were as follows;</p> <p>£2305.00 for Octobers Salaries £1705.00 for the Hapstead Hall catering Trolley approved using the Scheme of Delegation due to it's time sensitive nature to be repaid to the Parish Council in full.</p> <p>Income from Village Voice £295.00</p> <p>5121.2 To receive the Finance Report</p> <p>The Finance Report was accepted and APPROVED</p> <p>The key items highlighted were as follows;</p> <p>Councillor Meldrum asked for an update on the External Audit, the RFO explained that Moore had provided a statement for the PC to be published on the website explaining that the audit was still in process. The Clerk confirmed this was posted as described.</p> <p>The RFO explained that the Clerk had her APC Card but as yet he did not.</p> <p>Councillor Chalk asked the RFO to explain to Full Council payments made for Hapstead Hall. The RFO explained that Hapstead Hall had lost access to their bank account and as such could not administer/pay their own funds/invoices/DDs and as such he had set up these payments against the PC account and agreed that Hapstead Hall could repay these as had been agreed for the aforementioned Catering Trolley detailed under item 5121.1</p> <p>These payments totaled £3164.45</p> <p>The Clerk quired the RFO under what authority these payments had been authorised and by whom. She explained that any payment made from the PC account must have approval by either the Scheme of Delegation or resolution of the Council and these payments did not have either. This meant they were illegal and would require investigation and ratification by Full Council.</p>	
<p>6021</p>	<p>Planning Committee</p> <p>To consider planning applications as below and any others which may arise in the meantime</p> <p>Councillor Hotblack asked if everyone reviewed the documentation, all Councillors stated they had</p> <p>6021.1 DM/21/3536 Demolition of pair of semi-detached houses (C3) and steel portal frame barns currently used for commercial purposes (B8) as well as removal of hardstanding and silage clamp. Construction of 2 detached four-bedroom dwelling houses (C3) with outbuildings incidental to the enjoyment of the properties Townhouse Farm, Church Lane, Ardingly, Haywards Heath</p>	

	<p>Stakeholders associated with this application were in attendance at the meeting and after discussion it was agreed that a site visit was necessary was required to agree a response to the application. It was agreed one of the Stakeholders would email the Clerk to arrange a site visit.</p> <p>6021.2 DM/21/3708 Single storey rear extension, re-arrangement of part ground floor layout including opening up ground floor walls to north elevation, new levelled landscaping to rear and a glazed link to enclose and form connection to ancillary building. Great Strudgates, Paddockhurst Lane, Balcombe Haywards Heath</p> <p>6021.3 DM/21/3710 Listed Building Consent (DM/21/3708) Single storey rear extension, re-arrangement of part ground floor layout including opening up ground floor walls to north elevation, new levelled landscaping to rear and a glazed link to enclose and form connection to ancillary building. Great Strudgates, Paddockhurst Lane, Balcombe Haywards Heath Grid Ref: 533875</p> <p>After discussion a comment of NO OBJECTION was AGREED for applications DM/21/3708 and DM/21/3710</p> <p>6021.4 DM/21/3654 Remove Deadwood and 1m reduction to branch to clear power lines</p> <p>After discussion it was agreed a site visit was required to inform a decision on this application.</p>	
<p>6121</p>	<p>General Matters</p> <p>6121.2 To receive and vote on the proposal prepared by Ardingly Cricket/Football Clubs in relation to the purchase of a defibrillator at Ardingly Pavilion</p> <p>Councillor Hotblack advised the Council of the previously circulated 3 options for discussion under this agenda item.</p> <p>He then proposed that the PC resolve to accept option 3; £1519 + £96 VAT and installation of appx £200 within this option the Football and Cricket Club had asked for the cost of the defibrillator to be split three ways between the PC/FC/CC.</p> <p>However, with the understanding that the CC would lead on the purchase to ensure the discount for sports clubs and at the end of the three year initial period the PC would then take ownership of the item.</p> <p>Councillor Port who is also a member of ACC advised it may be that the CC may have to purchase it anyway without the PC support if the PC cannot approve an option/contribution but if this were the case it would remain a FC/CC asset and would be mobile rather than fixed.</p> <p>Councillor K James reminded all that at the previous PC meeting it was agreed that the PC felt that in principle, they supported the request but would require more details before formally approving a contribution to the costs.</p> <p>The Clerk said she was unsure if the PC had the power to support the clubs in this manner to purchase an item they did not own, the RFO was also unsure if this was</p>	

possible. It was agreed the Clerk would confirm if this was the case before the PC could vote to approve the PC's contribution.

6121.3 To receive quotes and approve one of the aforementioned quotes for the identified tree works within the Parish

The Clerk explained that she had only received a returned quote from one contractor previously circulated to Councillors. It was APPROVED that the quote from Cedarwood Tree Care be accepted as the work was considered to be of an urgent nature.

6121.4 To receive quotes and approve one of the aforementioned quotes for the refurbishment of Ardingly Tennis Courts

Councillor Hotblack explained that there were three quotes all of which had been circulated prior to the meeting. He said he felt that they similar in terms of costs and works although one contractor was slightly higher in terms of costs and there did not appear to be a clear reason for this.

He proposed that the Council accept the 3rd quote from Trevor May as this was under budget and included optional extras.

After discussion the PC voted to accept the Trevor May base quote with the caveat that he was able to commence the works prior to the end of March 22 and if he was not the 2nd contactor would be approached.

The Trevor May quote was UNANIMOUSLY accepted with the aforementioned caveat.

6121.5 To receive and approve two quotes provided by the PC's preferred contractor for identified works within the Parish

After discussion the two previously circulated quotes were APPROVED

6121.6 To receive an update and approve recommendations from the Pavilion Working Party

Coucnillor Meldrum advised not much progress had occurred since the last update. She advised that Alan Sharpe had been tasked to provide the final soce for the Pavilion refurb including updated drawings for the WP to review and currently the total cost of this stands at £1050.00.

The Clerk advised that currently only £850 had been authorised so if the updated drawings were to cost a further £200 this would need to be approved by Full Council.

The Council voted to approve the extra £200 for the completion of the updated drawings for the Pavilion refurb this was UNANIMOUSLY approved.

There was discussion around the Tender process and the Clerk advised this could not begin until the Full Council approve the Final Specification for the Pavilion Refurb.

6121.7 To receive an update from the Traffic Working Party

No update was received from the Traffic working Party, Councillor Davis advised she is still awaiting an update form Richard Speller at WSCC Highways

	<p>6121.8 To receive an update and approve recommendations from the Wellbeing and Events Working Party</p> <p>Councillor K James advised she had no update from the Wellbeing and Events WP</p> <p>6121.9 To receive an update and approve recommendations from the Asset Review Working Party</p> <p>Councillor Hotblack explained that on initial meeting the asset review WP had agreed to review each asset on its use, maintenance, improvements and that all assets would be divided between the WP's 4 members. He advised they are aiming to have an initial report for Full Council by the February 22 PC Meeting.</p> <p>6121.10 To receive a brief from the Climate Action Group on their progress on the PC's environmental policy</p> <p>Ben Sampson explained to the Council the update of the earlier PC policy he and others from the Climate Action group had been working on. He explained ideally the PC needed to have viewed the updated document to support discussion and understanding which had not happened and he suggested the document be circulated before any further discussion or its approval be considered.</p> <p>Councillor L. Davis was asked to ensure the updated policy was circulated to Full Council asap.</p> <p>However, Ben did say that ultimately the running theme of the policy is that the PC agree to be mindful of the impact on Climate Change their decisions are making.</p> <p>6121.11 To approve the purchase of 12 bottles of wine to thank the volunteers who deliver the Village Voice throughout the year</p> <p>After discussion it was UNANIMOUSLY agreed that 13 bottles of wine be purchased under the S137 authority to thank the volunteers who deliver the Village Voice</p> <p>6121.12 To approve the request for a memorial bench from the family and friends of Thomas May</p> <p>The PC APPROVED the request for a memorial bench from the family and friends of Thomas May as per the terms of the pre circulated email.</p>	
6221	<p>Matters of public urgent importance or for future inclusion on agenda</p> <p>To consider an external Post Box for the PC and Hapstead Hall's mail located at Hapstead Hall</p> <p>To send a letter of Thanks to the WI for the poppies they provided around the village for Remembrance Day 21.</p>	
6321	<p>Future meeting dates</p> <p>6321.1 The next meeting of the Parish Council is to be held on the 14th of December 2021 at 7pm</p>	

