



## ARDINGLY PARISH COUNCIL

Parish Clerk: Bernadette Cox  
c/o The Post Office, 37 High Street, Ardingly, West Sussex, RH17 6TB  
Email: Clerk@ardingly.org

### **Minutes of the Ardingly Parish Council Meeting held on Tuesday 8<sup>th</sup> March 2022 at 7pm at Hapstead Hall**

#### Present

Councillor D. Stutchbury  
Councillor C. Hotblack (Chairman)  
Councillor P. Burr  
Councillor R. Chalk  
Councillor J Horsman  
Councillor K. James  
Councillor Port  
Councillor B. Strutton

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

#### **0643.1 Public Questions**

Mr. Samson asked the Clerk when the Allotment Invoices would be issued to plot holders and if the leak in the Allotment tap had been fixed

The Clerk advised the Invoices would be issued in the next few days and that the leak in the Allotment Tap has been repaired

<b>0644</b>	<b>Procedural Matters</b>
	<b>0644.1 To accept apologies for absence</b>
	Apologies were received from Councillors MCcaig and Meldrum
	<b>0644.2 To accept any declarations of interests</b>
	There were no declarations of interest received

**0644.3 To confirm and sign the minutes of the Parish Council meeting held on the 8<sup>th</sup> of February 2022**

The minutes of the Parish Council meeting held on the 8<sup>th</sup> of February were duly **APPROVED** by the Council and the Chairman signed a copy of the same as a true and Accurate record of the proceedings

**0644.4 To confirm and sign the minutes of the Extraordinary Meeting of the Parish Council meeting held on the 2<sup>nd</sup> March 2022**

The minutes of the Parish Council meeting held on the 2<sup>nd</sup> of March were duly **APPROVED** by the Council and the Chairman signed a copy of the same as a true and Accurate record of the proceedings

**0644.5 To confirm and sign the minutes of the Finance Committee Meeting of the Parish Council meeting held on the 2<sup>nd</sup> March 2022**

The minutes of the Parish Council meeting held on the 2<sup>nd</sup> March 2022 were duly **APPROVED** by the Council and the Chairman signed a copy of the same as a true and Accurate record of the proceedings

**0645 Governance  
Governance**

**0645.1 To review and approve the Parish Council Committee Membership**

The Council reviewed the Parish Council Committee Membership the following amendments were made;

Councillor K James was added to the Hapstead Hall Committee

Councillor Strutton was added to the Wellbeing and Events Working Party

Councillor Port asked to be added to the Finance Committee and the Clerk/Chairman advised the membership for that Committee was “full” and another Member would need to stand down for Councillor Port to be appointed none offered and Councillor Port asked for a vote for him to join the committee and by default the membership be increased by one

It was agreed by majority vote that Councillor Port would not be added to the Finance Committee and by default the membership of said committee would not be increased by one

Councillor Port was added to the Legion Working Party

The Traffic and Environmental Working Party was separated into two working parties and the Membership of the Environmental Working Party was agreed as Councillors Meldrum, Port and James with the following non Councillor members; Ben Samson and Sarah Chapman

In relation to the Membership of outside bodies the following amendments were made;

Councillor Port was added to the SEAS, Hanson’s and Ardingly College liaison teams

	<p>Councillor MCcaig was added to the Wakehurst Liaison Team</p> <p><b>0645.2 To review and adopt the Parish Councils updated Environmental Policy</b></p> <p>The Environmental Policy was unanimously approved and adopted by the Parish Council</p> <p><b>0645.3 To receive an update from the Clerk on the current Councillor Vacancy</b></p> <p>The Clerk advised that there is a notice on Facebook and the Ardingly.org website advertising the current Vacancy on the Council. The Parishioners have the right to put in a request for an Election to MSDC for the Vacancy before 5pm on the 21<sup>st</sup> of March 2022.</p> <p>If no request is received then “we” the Council can Co opt. Co Opting is where “we” invite Parishioners to request (in writing) that they be considered for Co-option for said Vacancy. Usually, they are advised to attend a PC Meeting, chat informally with current Councillors and then they are invited to a meeting to address the Council formally to be considered. The Members of the Council then vote to see who will be Co Opted</p> <p>The Clerk advised it is likely the Co option for the vacancy will take place at the April PC Meeting</p>
<b>0646</b>	<b>0646.1</b> To receive and approve the Clerk’s report
<b>0647</b>	<p><b>Finance</b></p> <p><b>0647.1 To receive and approve the schedule of payments since the last meeting</b></p> <p>The schedule of payments since the last meeting was accepted and APPROVED</p> <p><b>0647.2 To receive the Finance Reports</b></p> <p>The Finance Report was accepted and APPROVED</p> <p><b>0647.3 To receive the recommendations from the Finance Committee on the Mary Puckle Fund</b></p> <p>The Clerk referred the Councillors to her clerk’s report where the following recommendations had been detailed;</p> <ul style="list-style-type: none"> <li>• To repay the Mary Puckle EMR £5000 of the original capital used to pay for the rescheduling of the existing pavilion loan from the in appx 2002/03 (from General Reserves)</li> <li>• To take on ownership of the Mary Puckle Fund as per her will that states “Mary Puckle leaves £20,000 to the Parish in her will: “£20,000 to APC to be utilised as it sees fit for the benefit of the Parish”</li> <li>• To honor Mary Puckle’s unsigned codicil (that she passed before signing) by approving the allocation of a (Mary Puckle) Yearly Grant of £500 to be made available to St Peter’s School for the foreseeable (from General Reserves)</li> </ul>

	<p><b>0647.4 To vote on the recommendations from the Finance Committee on the Mary Puckle Fund</b></p> <p>Councillor Port requested that the report sent out to all Members by the Clerk prior to the meeting be amended to provide more information for record purposes</p> <p>The Clerk explained that her report was to support the Members understanding of the timeline based on the information available to her and suggested Councillor Port share this additional information</p> <p>Councillor Port quoted a minute from December 2017 that appeared to mirror the current recommendations of the Finance Committee in relation to the Mary Puckle Fund the Clerk agreed this additional information was “helpful” and requested that if Councillors had additional information to support discussion that they provide it prior to the meeting so all Members and Officers could be made aware</p> <p>However Councillor Port then offered a further minute from February 18 and an email correspondence to the previous Clerk involving a current Member of the Parish Council the Clerk again stated that her previously circulated report was to support the Members understanding of the timeline and she did not feel this particular additional information offered any understanding and was purely to “throw mud” at other members and as such she advised she would not be willing to include it in her report due to its irrelevance to the current decision</p> <p>She did however suggest that the Council could vote on its inclusion/relevance if they disagreed</p> <p>After discussion the Parish Council voted 1/8 and one abstain against the inclusion of the latter minute and email correspondence being added to the previously circulated report</p> <p>After discussion the Parish Council unanimously voted to approve all the recommendations made by the Finance Committee in relation to the Mary Puckle Fund</p>
<p><b>0648</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>DM/22/0135</b> Proposed rear extension and new porch, 60 College Road Ardingly Haywards Heath West Sussex</p> <p>After Discussion a comment of NO OBJECTION was agreed</p>
<p><b>0649</b></p>	<p><b>General Matters</b></p> <p><b>0649.1 To agree a date for the Full Council Training Day</b></p> <p>After discussion it was agreed the Clerk would approach WSALC with the following dates;</p> <p>16<sup>th</sup> May 2022  13<sup>th</sup> June 2022  20<sup>th</sup> June 2022</p> <p><b>0649.2 To receive and assign responsibilities against the Jubilee Master Plan</b></p> <p>After discussion it was acknowledged that only Councillors available to support the Jubilee</p>

	<p>Street Party “on the day” were as follows;</p> <p>Councillor Hotblack Councillor Chalk</p> <p>The Clerk advised she would attend to support “on the day”</p> <p><b>0649.3 To grant permission for the Clerk to apply to the National Lottery for a grant towards the Village Jubilee Celebrations</b></p> <p>It was unanimously approved that the Clerk apply for the aforementioned National Lottery Grant</p> <p><b>0649.4 To receive and discuss the quote for the replacement of the Hand Wash Units located in the Village Public Toilets</b></p> <p>After discussion it was agreed that the PC should attempt to retrieve three “current” quotes for the replacement of the Hand Wash units before they can approve their replacement or any associated costs</p> <p><b>0649.5 To discuss the content of the Annual Meeting and delegate actions</b></p> <p>It was agreed that the Annual Meeting be delegated to the Wellbeing and Events Working Party to arrange</p>
0650	<p><b>Matters of public urgent importance or matters to be considered under the scheme of delegation</b></p> <p><b>0650.1 Councillor James requested permission for St Peter’s Church to use the Recreation Ground to hold the Good Friday Outdoor Service and an Outdoor Service on the Sunday of the Jubilee weekend</b></p> <p>The use of the Recreation Ground by St Peter’s on the aforementioned dates was unanimously approved</p>
0651	<p><b>Future meeting dates</b></p> <p><b>0651.1</b> The next meeting of the Parish Council is to be held on the 13<sup>th</sup> of April 2022 at 7.30pm</p>