



## **ARDINGLY PARISH COUNCIL**

Parish Clerk: Bernadette Cox  
Email: Clerk@ardingly.org

### **Minutes of the Ardingly Parish Council Meeting held on Tuesday 12<sup>th</sup> July 2022 at 7.30pm at Hapstead Hall**

#### **Present**

Councillor C. Hotblack (Chairman)  
Councillor R. Chalk  
Councillor P. Burr  
Councillor J. Paul  
Councillor M. Meldrum  
Councillor D. Port  
Councillor B. Strutton

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

Vice Chairman Councillor Chris Hotblack chaired the meeting due to the absence of the Chairman Councillor Derek Stutchbury

#### **1422.1 Public Questions**

There were three Members of the public present including Councillor Jenny Edwards

Fiona Rocks raised the issue of activities for the children in the village over the Summer particularly that the MSDC playday wouldn't be visiting the Village this year. The Clerk advised that MSDC had informed her that the Play Day would not be visiting Ardingly this year to give other villages the opportunity to host the Event.

After varied discussion on what was needed in terms of activities for children in the village, Councillor Meldrum suggested that what needed to be captured was what "we" the Parish Council intend to do to support activities for children in the village

Sarah Chapman approached the PC to request that APC part fund the “Silver Tea” to be held in Hapstead Hall on Sunday 2<sup>nd</sup> October 2022, she explained this was a nationwide event. The Chairman advised this item was an item on the agenda to be discussed at this meeting.

<b>1522</b>	<p><b>Procedural Matters</b></p> <p><b>1522.1 To accept apologies for absence</b></p> <p>Apologies were accepted from Councillors Horsman, McCaig and Stutchbury. The Clerk advised that Councillor Chalk was running late but would be arriving shortly.</p> <p><b>1522.2 To accept any declarations of interests</b></p> <p>There were no declarations of interest received</p> <p><b>1522.3 To confirm and sign the minutes of the Parish Council meeting held on the 10<sup>th</sup> of May 2022</b></p> <p>Councillor David Port queried item 0674.5 and asked if the contractor had been instructed to carry out this work, the Clerk advised he had but she would check with the preferred contractor to see if and when the works were/would be completed.</p> <p>The minutes of the Parish Council meeting held on the 10<sup>th</sup> of May 2022 were then duly <b>APPROVED</b> by the Council and the Chairman signed a copy of the same as a true and An accurate record of the proceedings</p>
<b>1622</b>	<p><b>Governance</b></p> <p><b>1622.1 To receive an update on the Councillor Vacancy</b></p> <p>The Clerk advised the Council has now been notified that they are free to “Co-Opt to fill the vacancy on the Council.</p> <p>She suggested advertising is done over the month of August with a view to “Co-Opt” at the September PC Meeting</p> <p><b>1622.2 To review and adopt Ardingly Parish Council Standing Orders</b></p> <p>The Clerk advised that the Standing orders have been amended under Section 18 Financial Controls and Procurement as per recent guidance issued by NALC.</p> <p>Councillor David Port advised that he noted an error on Standing Order 20. e whereby the Clerk is referred to as the Clerk, not the Proper Officer as per the rest of the document.</p> <p>With the aforementioned amendment noted the Council UNANIMOUSLY voted to approve and adopt the Standing Orders</p> <p><b>1622.3 To review and adopt Ardingly parish Council Finance Regulations</b></p> <p>After a short discussion, the Council voted UNANIMOUSLY to defer the review and adoption of the Finance Regulations until the September PC Meeting</p>

	<p><b>1622.1 To review and approve the Council Risk Management Policy</b></p> <p>Councillor Hotblack asked the RFO if the amendments agreed at the recent EO Meeting had been made. The RFO confirmed they had but the risk after mitigation column needed to be reviewed and he suggested this be done by the Finance Committee.</p> <p>Councillor David Port volunteered to review the risk after the mitigation column on behalf of the Finance Committee of which he is a Member</p> <p>After a short discussion, it was UNANIMOUSLY voted that Councillor David Port would review the risk after mitigation column and once complete represent the document back to the Full Council</p> <p>The RFO suggested the document be approved as a “working document” and it was UNANIMOUSLY voted that the Council Risk Management Policy be approved and adopted as a “working document”</p>
1722	<p><b>1722.1 To receive and approve the Clerk’s report</b></p> <p>The Clerk’s report was unanimously accepted and approved</p>
1822	<p><b>Finance</b></p> <p><b>1822.1 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>1822.2 To receive the Finance Reports</b></p> <p>The RFO requested permission to contact Allotment Holders who had outstanding invoices to be paid. The Council UNANIMOUSLY approved that the RFO could “chase” the Allotment Holders that have outstanding invoices to be paid.</p> <p>The RFO advised that the AGAR was sent to the External Auditor in time for the 30<sup>th</sup> June Deadline and that once a reply is received this will be posted on the Village Website</p> <p>The RFO also advised that he was now in possession of his corporate card</p> <p>The Finance Report was accepted and APPROVED</p>
1922	<p><b>Planning Committee</b></p> <p><b>1922.1 DM/22/1774 Demolition of existing agricultural buildings (with those of heritage value to be retained), formerly known as Havelock Farm, and the development of a new conservation and research nursery consisting of four glasshouses of varying size, polytunnels, shade structures, standout area, mechanical plant building, and associated hard and soft landscape works, Havelock Farm Wakehurst Place Selsfield Road Ardingly</b></p>

	<p>After discussion, the Parish Council agreed a comment of NO OBJECTION be submitted in relation to this application</p> <p><b>1922.2 DM/22/1977 Single storey rear extension off main house and single storey infill to existing garage joining with rear extension, garage conversion, raise height of garage roof to meet new proposed flat roof, Horsecroft Lindfield Road Ardingly Haywards Heath</b></p> <p>After discussion, the Parish Council agreed a comment of NO OBJECTION be submitted in relation to this application</p> <p><b>1922.3 DM/22/1680 Erection of guest accommodation block with associated parking, infrastructure and landscaping works, The Gardeners Arms Selsfield Road Ardingly Haywards Heath</b></p> <p>After discussion, the Parish Council agreed that a Site Visit be arranged before a comment is made against this application</p>
<p><b>2022</b></p>	<p><b>General Matters</b></p> <p><b>2022.1 To receive an update on the Pavilion Tender Process and agree “next steps” for the process</b></p> <p>The Clerk advised that she received two responses, one of which declined to provide a tender because the project was too small and the other because they felt the turnaround time to provide a Tender, was too short and would expect at least 6 weeks.</p> <p>The other two contractors did not provide a Tender and after discussion with DS/CH she contacted those that did not provide the Tender and the Contractor that expressed the time frame was too short to ask if they would consider providing the tender if the deadline was extended. They have not responded which means the Tender process now needs to be started again from the beginning</p> <p>Councillor David Port asked the Clerk to name the Contractors and she advised that this is not best practice to avoid occurrences of Councillors contacting Contractors directly to assist them in their Tender</p> <p>After discussion it was agreed that the Tender Process be started again as follows;</p> <p>EOI’s Advert to be published with the dates 18<sup>th</sup> July to the 18<sup>th</sup> of August 2022 with a view to Tender Packs being supplied on the 19<sup>th</sup> of August 2022 to be returned by the 14<sup>th</sup> of October 2022</p> <p>Councillor David Port ask the Clerk if she had received hard copy proof that the last Tender Advert had appeared in the Mid Sussex Times as he had not seen it. She advised she had not and would contact the Mid Sussex Times requesting this.</p> <p><b>2022.2 To receive an update on the Pavilion Contractor Administrator Recruitment Process and agree next steps for the process</b></p> <p>The Clerk advised the advert for the role was published on the Village Website, Facebook Village Page, and the Village Noticeboards. There have been two responses and the PC needs</p>

to decide if they want to interview/hire the Contract Administrator asap or wait until a Pavilion Contractor is selected.

After discussion, it was agreed that the Contract Administrator Interviews would be arranged for September

**2022.3 To discuss the “next steps” in relation to the Village Voice magazine in response to the resignation of the Editor**

The Clerk advised that Advertising was placed on Facebook and in the Village Voice to try and recruit a replacement Village Voice Editor. To her knowledge, no applicants have made themselves known and the PC needs to make at least an interim decision on this issue

After discussion, it was UNANIMOUSLY approved that Councillor Meldrum would edit the next Issue while further advertising and hopefully recruitment of an Editor took place

**2022.4 To discuss the “next steps” in relation to the Pavilion Cleaning Contract in response to the retirement of the existing contractor**

After discussion, the PC UNANIMOUSLY accepted the quote provided by the existing toilet cleaning contractor to provide an interim cleaning contract for the Pavilion until October 2022

**2022.5 To consider and approve the WI’s request for £400 to support the funding for the 2022 Silver Sunday Event**

After discussion, it was UNANIMOUSLY approved that the PC will underwrite the Silver Sunday Tea up to the value of £400

**2022.6 To receive a report and approve a budget for the review of the Parish Website**

Councillor Paul spoke to his previously circulated report. He advised that after research it would seem that the PC’s website does not appear to have the level of information being displayed on other PC’s websites and most of the information displayed is outdated.

Councillor Paul advised he feels the website requires updating and then in order to ensure it remains current, updating of the information needs to be distributed to the various committee Chairs and any other documents need to be assigned to individuals to update and a schedule of updates needs to be created.

Councillor Paul explained he needs to have further discussions with NODE the PC’s current contractor for the website prior to finalising the work required and associated costs, but he anticipates this to be appx £170 initially and then a further £170 yearly thereafter

After discussion the PC UNANIMOUSLY approved a spend of up to £170 towards the initial review of the website and agreed that the yearly cost would be reviewed and agreed once the initial review is completed

**2022.7 To receive a report on the information received from the Charity Commission in relation to Hapstead hall**

The Clerk verbally briefed the Council on this matter as per her Clerk’s report she advised

There has been some “confusion” for some years now on who is responsible for Hapstead Hall the asset and Hapstead Hall the Charity. The then Chair of the Hapstead Hall Committee

emailed the Charity Commission with some questions to seek clarification on the aforementioned. The Charity Commission has confirmed the following;

The Parish Council, as sole trustee, is ultimately responsible for the management and administration of the charity however, it can delegate functions and responsibilities to a committee. It will fall to the Council to determine the composition of the committee and agree on any terms of reference, however, they should be compatible with the charity's trusts. What this means is that the Hall Committee should behave as a Committee of the Council to do this it requires robust Terms of Reference.

Her recommendation was that she and at least two Members attend the up-and-coming training (provided by AIRS) on this subject and then work alongside the Chair, Vice-Chair, and Clerk of the Hall Committee to create a DRAFT Terms of Reference for the PC to review/approve and adopt at the September PC Meeting.

As an interim measure after discussion with DS/CH the Hall Clerk/Committee has been advised that the HH Clerk has the authority to spend up to £500 monthly on necessary or urgent tasks/repairs but any spending that does not fall into necessary or urgent will need to be referred to the PC for approval

After discussion the PC voted UNANIMOUSLY for the Chair, Vice Chair and Clerk to attend the AIRS training and then work alongside all named parties to create a DRAFT Terms of Reference for the PC to review/approve and adopt at the September Meeting

#### **2022.8 To receive an update on the Tennis Court Refurbishment**

Councillor Hotblack gave a brief update in the Tennis Court Refurbishment the key points to note were as followed;

The deposit has been paid

The contractor has not committed to a start date but has advised this is anticipated to be mid-September

He also advised that the colour and the game lines still need to be decided by the Recreation Committee

#### **2022.9 To receive a report on the cost of the Jubilee celebrations**

The Clerk advised that she has totalled all the Invoices she is aware of, and they total £1442.30

She advised that the PC already approved £600 towards the Celebrations and then ACT secured a further £400 from MSDC but this still leaves an overspend of £442.30 however the Job Father works which were approved under the Scheme of Delegation account for this overspend so no further action is required

The Council took this opportunity to thank all those in the village responsible for the success of the day, they noted that it was an amazing success and it was really positive to see all the village coming together

	<p><b>2022.10 To receive a report on discussions between Wakehurst and Hapstead Hall in relation to landscaping the land in front of the hall and the legion</b></p> <p>Councillor Hotblack advised that there had been various conversations about how best to use/develop the area outside the British Legion in the village centre</p> <p>He asked if the PC could create a WP to pursue information on funding options and local agencies that could support to develop the area</p> <p>After discussion, it was agreed that a WP would be created at the September PC Meeting</p>
<p><b>2122</b></p>	<p><b>Matters of public urgent importance or matters to be considered under the scheme of delegation</b></p> <p><b>2122.1</b> Councillor Meldrum advised she would be giving an update on the Knepp Safari she attended on behalf of the PC at the September PC Meeting</p>
<p><b>2222</b></p>	<p><b>Future meeting dates</b></p> <p><b>2222.1</b> The next meeting of the Parish Council is to be held on the 13<sup>th</sup> of September 2022 at 7.30 pm</p>