



ARDINGLY PARISH COUNCIL

Parish Clerk: Sarah Mamoany
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Minutes of the Ardingly Parish Council Meeting held on Tuesday, 6th November 2018 at 7.30pm in the Reading Room at Hapstead Hall, Ardingly

Present:

Mr. M. Brixey (Chairman)	Mr. D. Stutchbury (DS)
Mr. S. Noel (SN)	Mr. B. Strutton (BS)
Mr. J. Aloof (JA)	Mr. R. Lawson (RL)
Mrs. F. Rocks (FR)	Mrs. P. Dennis (PD)
Mr. C. Hotblack (CH)	Mr. J. Horsman (JH)
Mrs. R. Chalk (RC)	

In Attendance:

Mrs. S. Mamoany (Clerk)
 Mrs. H. Schofield (RFO)

Councillor Andrew MacNaughton

Comments from the public: 1 member of the public was present.

1371.	<p>Procedure Matters</p> <p>1371.1 No apologies for absence were received.</p> <p>1372.2 No declarations of interest were made on items on the agenda.</p> <p>1373.3 The minutes of the Parish Council meeting held on 2nd October 2018 were resolved by the Council as a true and accurate record, signed by the Chairman.</p>	
1372.	<p>Clerks Report</p> <p>1372.1 The Clerk's Report was circulated to all members prior to the meeting on updates and background information on agenda items.</p> <p>It was noted the Cricket Club had made a direct payment of £250 to the Parish Council relating to the excess on the claim for repairs to the damaged garage.</p> <p>The Clerk had received an invoice in relation to the work carried out by gardeners for the poppy planting, but it was for the incorrect amount and MB/DS advised the Clerk this was not acceptable to send to WSCC Highways.</p>	
1373.	<p>Finance</p> <p>1373.1 The schedule of payments for October totaling £7,140.71 were circulated by the RFO, the Council resolved the schedule.</p> <p>1373.2 The RFO circulated the Finance Report. An appointment has been made with HSBC bank for December, the RFO and RC will attend.</p>	RFO/RC

	<p>1373.3 Allotment water charges and invoices. The Clerk reported that an email had been received from Ardingly College to advise that an error had been made in relation to the invoice for the supply of water. Therefore, the Parish Council would be owed a credit which would need to be dealt with in view of the fact that allotment holders will have been overcharged. The RFO/Clerk will look at the figures once received from the College and report back to the Council.</p> <p>1373.4 St Peters Churchyard Grant for churchyard maintenance. The Parish Council resolved the grant of £350 to be paid to St Peters Church towards the upkeep of the churchyard. It was noted a letter had been received from St Peters Church detailing the increase in expenditure for maintenance and the Council would look to discuss the possibility of an increase within the 2019/20 budget. The Clerk was asked to request a copy of the accounts.</p>	<p>RFO/Clerk</p> <p>Finance Committee</p>
<p>1374.</p>	<p>Environment and Traffic Committee</p> <p>1374.1 SN reported that following the minutes being received of the last CLC meeting, it was noted that Ardingly Traffic Calming Phase 2 was on the list as not meeting the criteria required. Richard Speller advised the Clerk that the minute related to the 4th September moderation meeting and did not reflect the fact that they have now received the Parish Council submission which is being scored. RS will point this out to the CLC meeting to be held on the 13th November. SN/RC/DS will look to attend the CLC meeting on behalf of the Council.</p> <p>SN reported that problems were occurring with the SID rota and the system would need reviewing and possibly changing to 3 weekly. It was noted at the next Traffic Committee meeting a map needed to be put together as to where new posts were required so that Richard Speller could arrange for these to be fitted.</p> <p>BS reported that the bracket on the High Street was causing an issue still to the resident that uses a mobility scooter.</p>	<p>RC/SN/DS</p> <p>SN</p> <p>Traffic Committee</p>
<p>1375.</p>	<p>Planning Committee</p> <p>1375.1 The minutes of the meeting held on the 2nd October 2018 were circulated and noted.</p>	
<p>1376.</p>	<p>Recreation Ground Committee</p> <p>1376.1 The minutes of the meeting held on the 16th October 2018 were circulated and noted.</p> <p>1376.2 Pavilion refurbishment update. DS reported that new drawings had been received and would be discussed at the Working Party meeting to be held on the 8th November. DS reported that the surveyor had advised he would not be able to provide a specification, so another company would have to be found. The builder had been away, and nothing had therefore progressed with prices. The Chairman noted concerns about the length of time it is taking to procure the information required to move forward with the project.</p> <p>David Port had joined the Working Party following the Recreation Ground Meeting held on the 16th October.</p> <p>1376.3 Review of dog survey and actions. JH had produced a report in relation to the surveys that were carried out recently in relation to dog walkers. It was noted from those surveyed that half of dog walkers bring more than one dog to the village, half of dog walkers do not live in Ardingly, but in Mid Sussex area. An equal number think provision of dog waste is good, as those that think it is inadequate. A large majority of dogwalkers said they take waste home with them if the bin is full, although some admitted to leaving it around the bin. A slight majority believe the penalty for leaving dog waste should be £1,000; the remainder agreed there should be a penalty of £100. The subject was discussed further in relation to how the issue of dog waste could be dealt with, suggestions including fencing off the recreation ground, fines, signage, banning dogs. The Council resolved that they would look to put additional signage to include dogs on leads at all times and signs advising owners they would be fined if they did not pick up dog waste. JA/DS will put together a report with wording, locations and size of signs and the council resolved a budget of £750 to purchase these from general reserves. It was noted that promoting the issue of dog owners picking up dog mess was important and RC would speak to St Peters School and articles could be produced for VV and social media.</p> <p>Councillor MacNaughton advised he would ask MSDC dog wardens if they would service the Recreation Ground, obviously costs would be involved if they were able to provide a service.</p> <p>1376.4 Repairs in Recreation Ground. The Clerk had received a quotation to replace the spring on the main gate to the playground area for £65, the Council resolved to proceed. In addition a wooden bench near the tennis courts needs repairs which would be in the region of £100, the Council resolved to proceed.</p>	<p>DS</p> <p>Working Party Committee</p> <p>JA/DS</p> <p>RC/Clerk</p> <p>Clerk</p>

	<p>1376.5 Contract/Replacement handwasher dryer units in Public Toilets. The Clerk had circulated a report on the units noting that the current maintenance contract had expired and the contract could only be renewed for another 5 months due to the units being over 30 years old. The Clerk explained the options available and the Council resolved to purchase new units for the sum of £3,617.54 to include commissioning, installation costs were not included in the quotation and the Clerk is in the process of obtaining a quote for this work. The Clerk was requested to speak to MSDC in relation to the possibility of obtaining a grant towards the cost of these units prior to placing the order. The Council noted that due to the age of the units and no contract being in place the work needed to be completed as soon as possible.</p> <p>1376.6 Public Toilet refurbishment works. The Clerk noted in her report that one of the contractors who originally quoted was prepared to do the works for the sum of £1,980 (excluding the soil pipe), the Council resolved to instruct the contractor and the Clerk was requested to liaise in relation to getting the handwasher dryer units installed at the same time.</p> <p>1376.7 Tree tagging and survey. As discussed at the Recreation Ground Committee meeting two quotes had been received and the Council resolved to proceed with the quotation of £400 for a full tree survey and tagging of all the Council owned trees.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
1377.	<p>Emergency Planning Committee</p> <p>1377.1 The minutes of the meeting held on the 4th October were circulated and noted.</p> <p>1377.2 Winter Management Plan and Procedures. The Council resolved the updated 2018/19 Winter Management Plan and Winter Management Procedures.</p> <p>1377.3 Emergency Plan. The Council resolved the updated Emergency Plan.</p>	
1378.	<p>Training, events and attendance at outside meetings</p> <p>1378.1 Wakehurst Meeting – 8th October 2018 MB reported on the meeting.</p> <p>1378.2 Ardingly College Meeting – 10th October 2018 MB reported on the meeting.</p> <p>1378.3 MSDC Site Allocation Update Meeting – 11 October 2018 MB/DS attended, and it was noted that the sites that had come forward were being reviewed and a lot of unsuitable sites had already been discounted. MSDC will work with Parish Councils when further assessment work has been carried out by the Officers at MSDC. The Clerk had sent a copy of the Ardingly Landscape and Character Assessment (2012) which was completed in support of the Ardingly Neighbourhood Plan to Judy Holmes at MSDC.</p> <p>1378.4 MSALC Meeting – 11th October 2018 – BS reported on the meeting.</p>	
1379.	<p>Remembrance Beacon Event – 11 November 2018</p> <p>1379.1 The working party confirmed that a meeting will be held at 3pm on Sunday 11th November prior to the evening event RL/CH/MB/FR to attend. RL to bring BBQ and First Aid kit from pavilion. The timing of the church bells ringing needs to be confirmed. St Peters School and Ardingly College students have been confirmed to read out names and poems. BS will light the beacon. JH to read poem. FR to source plastic cups and vegetarian sausages. CH to source the wine. The Summer Fete Committee have donated some drinks to the event.</p> <p>The Clerk had produced a risk assessment which had been circulated prior to the meeting and the Council resolved the document.</p>	<p>Working Party</p>
1380.	<p>Elections 2019</p> <p>1380.1 Election engagement. SN circulated an article from NALC in relation to election engagement and explained that he felt the Council needed to reach out to the village to make residents aware of the Council and what it does and how they can get involved and had produced a draft document in relation to engagement. It was agreed that SN/CH/JA would work on the document to bring back to the next Council meeting on a plan of how the Council could engage, encourage and promote becoming a Councillor to as wider audience as possible to encourage the democratic process.</p>	<p>SN/CH/JA</p>
1381.	<p>Parish Council Business Plan</p> <p>1381.1 SN had circulated the revised Business Plan and asked all Committee Chairman to provide feedback on the document.</p>	<p>Committee Chairman</p>
1382.	<p>Christmas Events</p> <p>1382.1 Financial support for the Christmas Children's Theatre production organised by Ardingly Films. The event is to be held on the 2nd December and in order to keep the ticket prices reasonable Ardingly Films were requesting £500 from the Parish Council to underwrite the production should this be required; however it was hoped the event would cover its costs. The Council resolved the £500 should it be needed.</p>	<p>JA/DS/FR/</p>

	1382.2 Hapstead Hall Christmas Fayre/Carols around the Oak Tree. JA/DS/FR/CH offered to help with the setting up on the 1 st December at 3pm together with RL. MB will provide barriers for the road closure which has been submitted by the Clerk.	MB/CH/RL
1383.	Village Voice 1383.1 A meeting was held with the new editor of the Village Voice, Cathy Buss on the 16 th October with the Clerk, RFO, MB/SN/RC. It was agreed that moving forwards to improve communication between the Council and the Village Voice team that meetings should be arranged on a regular basis. 1383.2 Village Voice volunteer gifts. The Council resolved a budget of £80 to give a small thank you gift to the volunteers who distribute the magazine and the editor. MB to arrange.	Clerk MB
1384.	Consultations 1384.1 Statement of Community Involvement – Consultation Draft Advice on Use of Planning Performance Agreements in the district – no comments were made by the Council. 1384.2 Bus User Survey – comments by the 18 th November 2018 – The Council resolved to support the bus routes on the survey as they are an important link in rural areas, in particularly for the youth and elderly.	Clerk
1385.	Correspondence As reported in the Clerks report. Email from resident in relation to the Silent Soldier Silhouettes. The resident was informed that MB was putting up two silhouettes. They advised the Clerk that a group of residents were funding a silhouette from the Royal British Legion which would go up by the oak tree outside Hapstead Hall. Email from a resident in Hett Close in relation to the suggestion of a parking restriction at the top of the High Street, opposite the turning to Hett Close; where the road narrows off towards the end of the High Street and when people park in that area it is hard to traffic to pass. The Council referred this to the Traffic Committee for discussion at their next meeting. Email from Rowena Chalk as Vice Chair of Governors and Chair of Finance formally thanking the Parish Council for the donation of £1,000 which will be spent on refurbishing St Peters School Library, which was agreed in relation to the Mary Puckle Reserves.	Traffic Committee
1386.	Matters arising or for future inclusion on agenda Agenda Items – Parking	
1387.	Future meeting dates Finance Committee Meeting – 14 th November 2018 at 7.30pm Planning Committee Meeting – 4 th December 2018 at 7.00pm Parish Council Meeting – 4 th December 2018 at 7.30pm Planning Committee Meeting – 8 th January 2019 at 7.00pm Parish Council Meeting – 8 th January 2019 at 7.30pm	

MEETING CLOSED AT 10.10 PM