



ARDINGLY PARISH COUNCIL

Parish Clerk: Sarah Mamoany
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Minutes of the Ardingly Parish Council Meeting held on Tuesday, 10th April 2018 at 7.45pm in the Reading Room at Hapstead Hall, Ardingly

Present:

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

In Attendance:

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

2 members of the public

Comments from the public:

A resident raised concerns about the condition of the roadway to the tennis court, which she understood was being dealt with and was also worried about large vans parking and staying overnight. She felt this was a concern in the summer months, especially with young children using the areas surrounding the parking. The Council suggested that they could look to put up 'no overnight parking' signs as a deterrent.

1260.	Procedure Matters 1260.1 Apologies were received from Will Meldrum, Pamela Dennis, Councillor Andrew MacNaughton and Councillor Gary Marsh. 1260.2 MB declared an interest in item 1268 in relation to the South of England Agricultural Society. 1260.3 The minutes of the Parish Council meeting held on the 6 th March 2018 were AGREED and signed as a true and accurate record.	
1261.	Matters arising from the previous minutes not covered elsewhere on the agenda The new surface under the seesaw rocker has been installed. The Chairman thanked everyone for supporting the Commonwealth Day, which due to the weather had to be held in the hall, however it was felt that this worked well and made more of an atmosphere. The Clerk had sent thank you letters to the schools and Vicar. It was felt that the Council needed to promote the event more for next year to encourage more to attend.	

1262.	<p>Finance</p> <p>1262.1 The schedule of payments for March 2018 totaling £6,649.50 were circulated by the RFO, the Council resolved the schedule.</p> <p>1262.2 The RFO circulated the financial report. The RFO is meeting with the internal auditor on the 30th May 2018.</p> <p>1262.3 HSBC Signatories and progress on changes. The RFO reported that WM had not been able to visit the bank as yet in order to resolve the issue of signatories. The Council raised concerns that this had not been sorted and asked the Clerk to chase WM on his return from leave in relation to this issue.</p>	Clerk
1263.	<p>Environment & Traffic Committee</p> <p>1263.1 Meeting with Richard Speller (WSCC Highways) 12th March 2018. SN reported on the meeting also attended by MB and the Clerk and explained that the stage one complaint response was discussed, and each response was discussed with action points noted. Richard Speller was to obtain costs and information in order for the Parish Council to make decisions on what they wished to do.</p> <p>1263.2 Review of Stage 2 complaint letter. The Clerk had circulated the draft letter prior to the meeting. The Council resolved to send the letter and it will be copied to Councillor Bill Acraman, Nathan Elvery (WSCC) and Jonathan Ullmer (WSCC). Once a response was received from Richard Speller and the Stage 2 complaint the Traffic Committee could move forward with looking at the second phase of the Traffic Calming.</p> <p>1263.3 SID Update – As WM was not at the meeting it was unclear as to the situation with the units. Both were not working but WM was in possession of the batteries. The Clerk will ask WM where we are with the maps and marking of post positions and also with regard to the brackets and had the new sets been put up. SN offered to mark the maps.</p>	Clerk Clerk/Traffic Committee Clerk SN/WM
1264.	<p>Planning Committee</p> <p>1264.1 The minutes of the meeting held on the 6th March 2018 were circulated and noted.</p>	
1265.	<p>Recreation Ground Committee</p> <p>1265.1 Update on pavilion refurbishment, planning applications and associated costs. DS advised that permission had been granted for the pavilion extension. The Working Party Committee had agreed to remove the car parking extension from the application due to issues with WSCC Highways and felt that it was holding up moving forwards with the pavilion refurbishment. They had met with a resident who had experience in Highways matters and he advised that he felt it might not be necessary to obtain permission for a grass crete area of parking. The Pavilion Working Party will now arrange a meeting to move forward with the specification in order that quotes can be obtained from structural engineers and builders. DS was asked to put forward dates when he was available.</p> <p>1265.2 Next stages for repairs to tennis court roadway and associated costs. The Clerk had obtained two quotes for the labour to make the repairs to the roadway and replace the gateway at the entrance, these were in the region of £1,500. The Council resolved that they felt this would be good use of the S106 Local Community Infrastructure money that was available and the Clerk was asked to put forward a request to MSDC for these funds.</p> <p>1265.3 To discuss tennis court future maintenance. The Clerk noted that the Tennis Club have been in contact and felt that the surface would need to be replaced next year. The cost of a new surface had been quoted in the region of £22,000 and the Tennis Club had put forward a donation of £1,000 to assist. The Council resolved that they need to consider this and work towards acquiring funding for 2019/20 and also consider the fencing which could also need replacing.</p> <p>1265.4 To discuss quotes for public toilets refurbishment works. The Clerk confirmed the grant of £1,500 from MSDC had been approved and a contractor needed to be instructed. Two quotes had been received, one from a local contractor who the Council had experience of his work and were keen to use him again however the quote was more expensive. The Council resolved to delegate the Clerk to discuss the costs with the local contractor to obtain the best price possible. It was also noted that the soil pipe was asbestos, and this would have to be removed.</p> <p>1265.5 Draft dog walkers survey. JH had drafted a survey which was circulated to all members. It was resolved that the survey would be carried out at different times of the day, weekdays and weekends by members of the Council, working in pairs, wearing identity lanyards and fluorescent jackets. JH to organise Councillors who are able to volunteer.</p>	DS Working Party Clerk Clerk/Rec Committee Clerk JH

1266.	Emergency Planning Committee The Clerk needs to arrange for the licence from Highways for the new grit bin in Street Lane.	Clerk
1267.	Training, events and attendance at outside meetings 1267.1 New approach to Grant Funding drop in sessions from 6pm 21 st March 2018 followed by North Mid Sussex CLC Meeting from 7pm. Attended by RC who reported an interesting meeting in particular issues of school transport and the increasing costs to students moving forwards. RC has a paper on the subject which she will circulate. 1267.2 MSDC Grant Funding Cabinet Meeting – 14 th March 2018 at 3pm – JA attended and confirmed the Council were successful with their application for £1,500 in relation to works at the Public Toilets. 1267.3 SLCC Training Seminar – 21 st March – Clerk attended and circulated report. 1267.4 AGM – MSALC – 12 th April at HH Town Council – apologies to be sent 1267.5 North Cluster Meeting – 25 th April at East Grinstead at 10am – DS/RL to attend. 1267.6 MSDC Comms Meeting – 22 nd March 9.30pm – Clerk and FR to attend 1267.7 MSDC EPLG Meeting – 29 th March at 11am – FR to attend	RC
1268.	South of England Agricultural Society 1268.1 Meeting held with Iain Nicol (SEAS) on the 12 th March. SN/JA/FR/RC who attended reported that in theory due to the different demographics of the two concerts this year as opposed to the Little Mix concert in 2017 less issues should arise and in addition the Event Centre have learnt from what happened last year and plans were in place relating to parking which should ease the pressures on the surrounding roads. It was suggested a further meeting was held prior to the first concert in June. 1268.2 Parish Council attendance to 2018 South of England Show. The matter was discussed, and the Council resolved not to attend due to costs and lack of Councillors available to assist.	SN/JA/FR/ RC/Clerk Clerk
1269.	Business Plan 1269.1 Draft template of Parish Council Business Plan – The Chairman thanked SN for producing a draft template. It was suggested that all Councillors, in particular Chairman of each Committee look at the document in detail and make any comments to be brought back to the next meeting.	Councillors/ Clerk
1270.	Village Voice 1270.1 Future production of Village Voice. The Chairman advised that Mrs Meldrum was resigning from the role of Editor, but would be happy to carry on alongside a new editor until the end of the year. The Chairman thanked Mrs Meldrum for her hard work and commitment to this voluntary role over the past eight years. The Council resolved to advertise the voluntary role and see what interest came forward. DS had approached Ardingly College who advised they could be possibly assist with students getting involved.	Clerk
1271.	Safer Streets Scarecrow Festival 1271.1 Parish Council support for event. The Council resolved that £100 would be available to support this event if it was required, although the Clerk advised that Hansons had come forward as a sponsor this year; so it was unlikely that additional financial support would be needed.	Clerk
1272.	Waste Freighter Visit – 22nd April 2018 1272.1 RL/JA and possibly SN would attend.	RL/JA/SN
1273.	Allotments 1273.1 Invoices and water charges for allotments. The Clerk explained that Ardingly College had confirmed all meter readings were correct and she had informed the Chairman of the Allotment Association of the fees, which he raised concerns over that some tenants might leave their plots due to them being on the high side and noted an issue with the troughs leaking some time ago. The Council resolved that these charges would stand and requested the Clerk sent out the invoices with the water rates added to them charged according to the plot size.	Clerk
1274.	General Data Protection Regulations 1274.1 Parish Council Registration as data controller and data protection office. The Clerk confirmed that the Council need to register as a data controller the fee being £35 for the year. The role of data protection officer is still being considered by MSDC and the Clerk advised that the Council wait until they confirm if they are able to assist with this role before looking at	Clerk

	<p>alternative options.</p> <p>1274.2 Use of ardingly.org email accounts for the Parish Council. It appeared that some members are having issues setting up these accounts and as WM was not at the meeting these could not be resolved. It was discussed that perhaps some further research into other options of email accounts should be considered, as it was important everyone could use them without difficulties. SN advised he would investigate this further.</p> <p>1274.3 General GDPR update. The Clerk advised that SSLC had produced lots of information including templates but she had not had the opportunity to digest all the information. A data audit is one of the first areas that needs to be looked at, but there are many other areas to cover as well.</p>	<p>SN</p> <p>Clerk</p>
1275.	<p>Silver Sunday Event</p> <p>1275.1 Silver Sunday Event 2018 The Clerk advised that a grant was available of £250 for the Silver Sunday events this year. The Council resolved to apply and ask if the WI if they would be interested in running the event this year.</p>	Clerk
1276.	<p>Consultations</p> <p>1276.1 Review of Local Government Ethical Standards Consultation 18th May 2018 – no comments made.</p> <p>Consultation Draft MSDC Supplementary Planning Documents 21st May 2018 – no comments made.</p>	
1277.	<p>Correspondence</p> <p>Email from residents concerning dangerous parking around Oaklands. The Clerk had advised to report to Operation Crackdown and had contacted Richard Speller (WSSC Highways) in relation to the possibility of double yellow lines. Councillors raised concerns about the lack of parking in the village and it was to be added to the next Traffic Committee meeting agenda for further discussion.</p> <p>Email from Mrs Meldrum in relation to strengthening Wakehurst involvement in the village and she had provided contact details for the Marketing Manager. JA/FR advised they would arrange to meet with Wakehurst, a possible idea suggested was an open evening for residents.</p> <p>Email from MSDC Mourning Protocol in the event of a death of a Senior Royal or other national figure. The Council agreed they would like to open a book of condolence and the Chairman agreed to read out the Proclamation at 2.30pm on the day after the death. The Clerk was asked to contact Revd. Crutchley to see if it would be possible for the Church to hold the book of condolence.</p> <p>Email from Neill Homer in relation to Neighbourhood Plan and the NPPF and how it may affect NP's. No comments were made.</p>	<p>Traffic Committee</p> <p>JA/FR</p> <p>Clerk</p>
1278.	<p>Matters arising or for future inclusion on agenda</p> <p>RL/MB will put up one of the free standing notice boards on the public toilet wall as it was felt it would be better to find a permanent home. Annual Parish Meeting posters were to be put up in the boards. RL has the key to the notice board.</p> <p>The Clerk was asked to write to The Police Commissioner to invite her to the Annual Parish Meeting and also query the question regarding rural communities detailed in the Sussex Police Precept 2018/19.</p> <p>It was noted that several home owners had been written to in the village by a developer seeking to purchase their properties.</p> <p>Items for future agenda: Business Plan and Ardingly Fun Run</p>	<p>MB/RL</p> <p>Clerk</p>
1279.	<p>Future meeting dates</p> <p>Annual Parish Meeting – 24th April 2018 at 7.30pm Planning Committee Meeting – 1st May 2018 at 7.00pm Parish Council Meeting – 1st May 2018 at 7.30pm Planning Committee Meeting – 5th June 2018 at 7.00pm Parish Council Meeting – 5th June 2018 at 7.30pm</p>	

MEETING CLOSED AT 10.10 PM