

ARDINGLY PARISH COUNCIL

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MINUTES

Minutes of the Annual General Meeting of the Parish Council held on Tuesday, 10 May 2011 in the Reading Room at Hapstead Hall.

Present: Mr G Ruse (Chair) Mr D Hadden
 Mr M Brixey Mr K Monk In attendance: Mrs A Rumble (Clerk)
 Mrs R Chalk Mr W Meldrum Mrs R Jarvis (Responsible Finance Officer)
 Mrs S Chapman Mrs F Rocks
 Mr T Clement Mr D Walker
 Mrs P Dennis 1 Member of the Public

1.	<p>Questions/comments from members of the public. Mr Ruse recommended that Item 16.2 – School Travel Plan be moved up the agenda following the election of the Chair and Vice-Chair, along with Declarations of Acceptance of Office. This was AGREED by Councillors.</p> <p>The Chair welcomed Mrs Sally Crutchley to the meeting. <i>The meeting closed.</i> Mrs Crutchley addressed the meeting in her capacity as a School Governor to St Peters CofE School. She reported that the school was undertaking a review of the School Travel Plan and whilst the school promotes travelling to school other than by car such as; walking, cycling and public transport, for some, this was the only choice. Another option was to set up a “park and stride” scheme to encourage parents to park away from the school gate in a car park and for the children to walk the last part of their journey to school. There were several alternatives available for car parking in the village, one of which was the Recreation Ground Car Park, which provided a safe access route to the school via the footpath. <i>The meeting opened.</i> In debate, although supportive of the school to try to target ways of reducing the parking problem in nearby streets, Councillors raised a number of concerns about: poor access to and from the entrance to the recreation ground car park; the number of vehicle movements and the Council’s liability if an accident were to occur. Councillors considered the proposal made by Ms Chapman and AGREED in principle to support the use of the recreation ground car park for a “park and stride” scheme, subject to confirmation from WSCC that access to and from the recreation ground is acceptable; a full risk assessment being undertaken in respect of the School Travel Plan and WSCC Legal Department confirming that the Parish Council will not be liable to claims arising out of use for this purpose.</p> <p>Those in favour 10, those against 1. It was RESOLVED and AGREED in principle to support a “park and stride” scheme subject to the above conditions.</p> <p>The Chair thanked Mrs Crutchley for attending and she left the meeting.</p>	
2.	<p>Election of Chair Mr Hadden nominated Mr Ruse to serve as Chair for the year 2011/2012. This was seconded by Mr Brixey. There being no other nominations, Mr Ruse was duly elected.</p>	
3.	<p>Election of Vice Chair Mr Ruse nominated Mr Hadden to serve as Vice-Chair for the year 2011/2012. This was seconded by Mr Monk. There being no other nominations, Mr Hadden was duly elected.</p>	
4.	<p>Result of Uncontested Election/Declaration of Acceptance of Office The results of the uncontested Parish Council election having been previously circulated, Councillors signed the Declaration of Acceptance of Office.</p>	
5.	<p>To confirm and sign the minutes of the meeting held on Tuesday, 5 April 2011 The Chair called for approval of the minutes of the Council meeting held on the 5 April 2011. With no alterations these were AGREED and the minutes were signed by the Chair as being a true record of the meeting.</p>	
6.	<p>Matters arising from previous minutes There were none.</p>	

7.	<p>Membership & Chairmanship of Committees/Sub-Committees/Working Parties Hapstead Hall Management Chair to be elected by the Committee. Members of the committee are to be Mr Monk, Mr Ruse, Mrs Dennis, Mr Hadden & Mr Walker.</p> <p>Environment Committee – It was RESOLVED and AGREED that Ms Chapman should Chair the Environment Committee. Other members of the committee are to be Mr Ruse, Mr Monk and Mrs Rocks.</p> <p>Recreation Ground Committee – It was RESOLVED and AGREED that Mr Brixey should Chair the Recreation Ground Committee. Other members of the committee are to be Mr Ruse, Mr Clement, Mr Hadden, Mrs Chalk and Mr Monk.</p> <p>Planning Committee – It was RESOLVED and AGREED that Mr Monk should Chair the Planning Committee. Other members of the committee are to be Mrs Dennis, Mr Clement, Mrs Rocks. Mr Walker and Ms Chapman.</p> <p>Village Plan Monitoring Committee – It was RESOLVED and AGREED that Mr Walker should Chair the Village Plan Monitoring Committee. Other members of the committee are to be Mr Hadden and Ms Chapman.</p> <p>Finance Committee/Mary Puckle Trust – It was RESOLVED and AGREED that Mr Hadden should Chair the Finance Committee. Other members of the committee are to be Mr Meldrum, Mr Monk and Mr Ruse.</p> <p>Emergency Planning Committee – It was RESOLVED and AGREED that Mr Meldrum should Chair the Emergency Planning Committee. Other members of the committee are to be Mrs Dennis, Mrs Rocks, Mr Ruse and Mrs Chalk.</p> <p>Village Guide Committee – It was RESOLVED and AGREED that this committee be merged with the Communication Committee.</p> <p>Communication Committee – It was RESOLVED and AGREED that Mr Meldrum should Chair the Communication Committee. Other members of the committee are to be Mrs Chalk, Ms Chapman, Mrs Rocks and Mrs Dennis.</p> <p>Traffic Committee – It was RESOLVED and AGREED that Mr Walker should Chair the Traffic Committee. Other members of the committee are to be Mrs Chalk, Mrs Rocks and Ms Chapman.</p> <p><u>It was noted that the Chair & Vice-Chair of the Parish Council are ex-officio members of each committee.</u></p>	
8.	<p>Terms of Reference Terms of Reference submitted prior to the meeting, were reviewed in detail and following a number of additions and amendments, were AGREED by Councillors.</p>	
9.	<p>Representatives on Outside Bodies South of England Agricultural Society – Mr Monk; Mid Sussex Assoc. of Local Councils – Mr Ruse and Mr Hadden; Police Forum – Mrs Dennis; Waste Management – Mrs Dennis and Mr Ruse; W.S. Central CLC – Ms Chapman and Mr Ruse; Sports & Social Club – Mrs Chalk; Mid Sussex Rural Links (AiRS) – Ms Chapman.</p>	
10.	<p>Review and Adoption of; Standing Orders, Code of Conduct and Complaints Procedure. The Parish Council RESOLVED to re-adopt Standing Orders and Code of Conduct without amendment and AGREED to undertake a review of the Complaints Procedure.</p>	
11.	<p>Financial matters</p> <p>11.1 Review of Financial Regulations</p> <p>11.2 Review of Inventory of land & assets (to include buildings & office equipment)</p> <p>11.3 Review and confirmation of arrangements for insurance cover in respect of all insured risks.</p> <p>That the Finance Committee be given the remit to review the documents outlined in items 11.1, 11.2 and 11.3 for endorsement at the next meeting of the Parish Council. This was AGREED by Councillors.</p> <p>11.4 Any grant/donation requests – there were none.</p> <p>11.5 Schedule of Payments - Schedule of payments circulated at the meeting. Proposed by Mr Hadden, seconded by Mr Monk and AGREED that payment be made.</p> <p>11.6 2010/11 Accounts – That the Finance Committee be given authority to submit the Accounts for audit subject to agreement and presented at the next meeting of the Parish Council. This was AGREED by Councillors.</p> <p>11.7 P O Box alternative – Reported that an alternative solution had been investigated following receipt of a substantial increase in fee to £170 for 2012. Councillors RESOLVED</p>	

	<p>and AGREED to the arrangement between the Ardingly Post Office and the Parish Council for providing this service, of £50 for one year.</p> <p>11.8 Street Operative – salary increase – referred to Environment Committee.</p> <p>11.9 Training – AGREED that the Clerk make arrangements with SALC for a briefing and update event to be held in the autumn for Councillors and relevant staff.</p>	<p>Env. Comm.</p> <p>Clerk/ALL+ Hall Clerk</p>
12.	To accept apologies for absence - There were no apologies.	
13.	Declaration of Interests Item 16.1 Pavilion Refurbishment – Mr Brixey declared an interest (SEAS). Item 17.2 Planning Applications - Ms Chapman declared an interest (Ardingly College).	
14.	The Annual Parish Meeting of the Trustees of Hapstead Hall & Annual Parish Meeting – 3 May 2011 – Councillors expressed disappointment at the poor public attendance and plan to improve promotion of the event. Mr Monk, Chair of Hapstead Hall Management Committee reported that several members of the public raised questions in relation to energy efficiency, promotion of the hall and ways of reducing expenditure by switching to payment by Direct Debit. A report will be submitted to the Management Committee following an evaluation of these items. <i>Mrs Jarvis left the meeting.</i>	ALL
15.	Hapstead Hall An update was received with regard to utility bills and a suggestion that meter readings are taken on a monthly basis by the Hall Manager to monitor usage was noted.	
16.	Recreation Ground 16.1 Pavilion Refurbishment – Mr Monk reported that at the moment the South of England Agricultural Society were unable to provide specific timescales with reference to the Parish Council's request for a new pavilion to be built on their land. To ensure the right course of action, Councillors AGREED to await the outcome from SEAS's review of their facilities. 16.2 School Travel Plan – use of car park (see item 1 above). Mr Clement reported on the problem of dog fouling and to urge dog walkers to use the bins provided. It was suggested that the provision of bio-degradable bags and additional signage may improve the problem. Councillors agreed to refer this matter to the Recreation Ground Committee.	Rec. Grd Committee
17.	To consider planning matters <u>MSDC</u> 17.1 Decisions - None received. 17.2 Applications AR/11/00897/FUL South Oaks, Paddockhurst Lane, Balcombe Proposed demolition of porch and rear single storey extension and construction of two storey and single storey front and rear extensions – RECOMMEND APPROVAL. AR/11/01047/FUL Little Deerswood, High Street Erection of a 1 bay timber framed garage - RECOMMEND APPROVAL. AR/11/00878/LBC Ardingly College, College Rd Rearrangement of internal partitions to create 2 no. new classrooms and new office and reception rooms - RECOMMEND APPROVAL. AR/11/00883/LBC Ardingly College, College Rd Division of Room and erection of new stud walls - RECOMMEND APPROVAL. AR/11/00992/FUL Ardingly College, College Rd Change of use from squash courts to grounds man's workshop and welfare facilities. New access doors and hard standing - RECOMMEND APPROVAL. AR/11/01140/LBC Ardingly College, College Rd Rearrangement of partition walls to create temporary classrooms - RECOMMEND APPROVAL. Licensing Application: 11/00943/LAPRM Ardingly College, College Rd - New premises license. It is understood that the College had written to the Chair to offer reassurance outlining the reason for the application, which is for a comprehensive year round "events" license to replace an "event by event" application. This would reduce administration and save on costs for the College. This was accepted by Council.	
18.	Village Guide Merged with Communications Committee.	
19.	Youth Activities Councillors remained unhappy that no response had been received from West Sussex	

	County Council to their offer of a contribution to cover the cost of a neighbourhood youth worker. Councillors agreed it was important to protect youth services in rural areas which are under threat through recent budget cuts and supported Ms Chapman and Mrs Rocks efforts on behalf of the Parish Council.	
20.	Sports and Social Club - There was nothing to report.	
21.	Village Plan 21.1 Ordnance Survey Maps – It was proposed by Mr Hadden, seconded by Mr Ruse and AGREED to the purchase a set of maps of the village at a cost of £70. A map on display in the centre of the village for visitors and the community to use was suggested. 21.2 Village Plan Actions – minor amendments were AGREED by Councillors.	
22.	Traffic Committee A progress report was received from Mr Walker who outlined that funding letters had been mailed and significant support received from Ardingly College, with arrangements underway for a meeting with Hansons, Wakehurst and SEAS. Two prospective tenderers for the Traffic Impact Study have responded, with one still outstanding. A request from the Traffic Committee for Ms Chapman and Mr Walker to meet and discuss the proposals with WSCC Highways Department was AGREED by Councillors. A meeting of the Traffic Committee will be held in June and an update will be given at a subsequent meeting of the Parish Council. Councillors AGREED to the circulation of information by email in place of a presentation on the scheme.	SC
23.	Reports from representatives on outside bodies - There were none.	
24.	Communication Committee 24.1 Website – Mr Meldrum reported that information is continuing to be added on a regular basis and for Chairs to view and provide feedback on Committee information displayed. It was established that chosen photographs of Councillors will be exhibited on the website.	
25.	Reports from committees 25.1 Environment Committee – 27.4.11 (minutes circulated prior to meeting) was noted. 25.2 To recommend to the Parish Council adoption of the Environmental Policy approved by the Environment Committee at their meeting on the 27 April 2011. – It was RESOLVED and AGREED to adopt the Environmental Policy.	
26.	Village Voice Mr Meldrum updated Councillors on expenditure of the Village Voice Newsletter and confirmed that the copy deadline date is the 21 May for contributions.	
27.	Correspondence 27.1 Email 26.4.11 WSCC Deputy Leader & Portfolio Holder for Highways & Transport – Community Action Plans. It was AGREED that the final response will be prepared by Ms Chapman and approved by Mr Ruse and Mr Hadden	SC/GR/DH
28.	Chairman's announcements Items for information Mr Walker requested ideas for the Christmas Draw prizes. Mrs Dennis voiced her concern about the the lack of proper pruning by tree services hired by utility companies, for example, the group of trees at the junction of Street Lane and Holmans. Future Agenda Items: <ul style="list-style-type: none"> • Community 21 (AiRS) • Review of Complaints Procedure 	
29.	Future meeting dates Pavilion Refurbishment Working Party – to be advised Emergency Planning Committee – 23 May 2011 Ardingly Parish Council - 7 June 2011 Ardingly Parish Council – 5 July 2011 Recreation Ground Committee – May 2011 Environment Committee – 12 October 2011 Finance Committee – 11 May 2011 Traffic Committee – June 2011 Communications Committee – to be advised Village Plan Monitoring Committee – to be advised	