

# ARDINGLY PARISH COUNCIL

Parish Clerk: Anne Rumble

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Office: Tuesdays 10 am - 12 noon in Hapstead Hall, Ardingly

Minutes of Ardingly Parish Council meeting held on Tuesday, 7 September 2010 in the Reading Room at Hapstead Hall from 7.30pm.

	<p>Present: Mr G Ruse (Chair) Mrs R Chalk Mr D Hadden Ms S Chapman Mrs P Dennis</p>	<p>Mrs B McNulty Mr W Meldrum Mr K Monk Mr D Walker Mr M Brixey Mrs F Rocks</p>	
	<p>In attendance: Mrs A Rumble (Clerk), Mrs S Spencer (departing RFO)(part) and Mrs R Jarvis (incoming RFO)(part) 3 members of the public.</p>		
			<b>ACTION</b>
	<p><i>The meeting opened</i> The meeting was opened by the Chair who welcomed Rachel Jarvis (incoming RFO) to her first meeting of the Parish Council and greeted members of the public. The Chair agreed to take item 92.2 – Planning Applications at the beginning of the meeting. This was approved by Councillors. <i>The meeting closed.</i></p>		
81.	<p><b>Questions/comments from members of the public</b> Residents attended the meeting relating to planning application AR/10/02359/FUL – 27 College Road - single storey and first floor extension. Mr Koziarski addressed the meeting in respect of his planning application. Mr Koziarski pointed out that following previous objections raised by his neighbour and the Parish Council, he felt that the new proposal had addressed the objections and the proposed new extension had been reduced in size with a number of changes. Mr Denney, neighbour of the applicant (25 College Road), stated that although the revised plans show a smaller extension and changes, he continued to have concerns with regard to the loss of light and privacy to his property. He will therefore put forward an objection to MSDC to this planning application. <i>The meeting opened.</i> It was AGREED that the Planning Committee should meet to review the planning application and submit their comments to MSDC Planning Department on behalf of the Parish Council. The Chair thanked members of the public for attending the meeting.</p>		Planning Committee
82.	<p><b>To accept apologies for absence</b> No apologies had been received.</p>		
83.	<p><b>Declaration of Interests</b> There were no declarations of interests.</p>		
84.	<p><b>To confirm and sign the minutes of the meeting held on Tuesday, 6 July 2010</b> The Chair called for approval of the minutes of the Council meeting held on the 6 July 2010. With one alteration these were AGREED and the minutes were signed by the Chair as being a true record of that meeting.</p>		
84(a)	<p><b>Code of Conduct/Standing Orders</b> The Chair stated that the Code of Conduct is a set of rules outlining the responsibilities of or proper practices for the Parish Council. The Parish Council adopted a revised Code of Conduct with effect from the 11 May 2010.</p>		
85.	<p><b>Matters arising from previous minutes</b> Item 16 – Gifting of Hapstead Hall refurbishment and clock; Mr Hadden reported that he had consulted with solicitors who had confirmed that no action is required. The village clock was a gift from a local resident and a request was made to the RFO to have this removed from the Parish Council's Fixed Asset Register. Item 260.2 – Blue</p>		RFO

	waste bin removed from the Recreation Ground in July 2010 was noted.	
86.	<p><b>Financial matters</b></p> <p>86.1 Any grant/donation requests - A request for a donation had been received from St Peter's Church of £350 for the upkeep of the churchyard. It was proposed by Mr Monk, seconded by Mr Hadden and AGREED that payment be made. A request of the Annual Accounts will be made.</p> <p>86.2 Schedule of Payments - The schedule of payments were distributed by the RFO. It was proposed by Mr Monk, seconded by Mr Hadden and AGREED that payment be made.</p> <p>86.3 External auditors report - Mrs Spencer stated that the external auditor had completed his audit and had written confirming that all matters were in order. However, the auditors wished to draw the Council's attention to a procedural matter as outlined in the NALC/SLCC Practitioners Guide (paragraphs 2.79 and 2.96) – "The Council should ensure that the review of effectiveness of internal audit is formally documented and minuted in future."</p> <p>86.4 New computer hardware/software – Consideration was given to providing the new RFO with a laptop plus relevant software. When deciding on a new finance package it was agreed to consult with the Clerk to Hapstead Hall. It was proposed by Mrs Chalk, seconded by Mr Brixey and AGREED that the RFO, in consultation with Mr Hadden and the Clerk purchase a laptop and software up to the sum of £500. Mrs Spencer stated that consideration needs to be given to reimbursing the RFO for additional hours that will be required during the hand over period and the transfer of the accounts to the new package. It was considered that this was a little premature and while councillors agreed in principle, further consultation was required.</p> <p>86.5 Christmas tree order – It was decided to refer this matter to the Sports and Social Club.</p> <p>86.6 2011/12 Budget Mr Hadden reminded Chairs of the Recreation Ground and Environmental Committees to hold meetings in October to prepare budget estimates for 2011/12.</p> <p>Mr Hadden gave an overview to the Council on "Local Referendum to veto excessive council tax increases" and of the response he was proposing to prepare to the consultation paper. He requested that the Council endorse his comments and he will write a response to the paper. Councillors RESOLVED and AGREED that, Mr Hadden would prepare a response on behalf of the Parish Council and submit comments by the deadline; Friday, 10 September 2010.</p>	<p>Clerk</p> <p>Clerk</p> <p>Mr Hadden, Clerk, RFO &amp; NS</p> <p>Chairs Rec/Env.</p> <p>DH</p>
87.	<p><b>Responsible Finance Officer</b></p> <p>Mr Hadden reported that the recruitment process had been completed and was pleased to announce that Mrs Rachel Jarvis had been appointed as the new Responsible Finance Officer as from the 1 September 2010 to replace Mrs Sheila Spencer who will be leaving on the 30 September 2010.</p>	
88.	<p><b>Hapstead Hall</b></p> <p>88.1 Update on refurbishment of garden area outside Hapstead Hall (2009/10 Environmental Initiatives) – Ms Chapman updated councillors on progress. Mr Monk reported that a quotation had been received for installation of two lights to the exterior of the hall. Two further quotations will be obtained. <i>Mrs Jarvis and Mrs Spencer left the meeting.</i></p>	
89.	<p><b>Recreation Ground</b></p> <p>89.1 Garage – Mr Brixey reported that the MSDC Senior Building Control Surveyor had inspected the garage and although the report considered that the structure was safe (Building Act 1984), some areas of the concrete panels had deteriorated exposing the reinforcement and remedial work required. As the structure was some 40 years+ old it was felt that it would be more cost effective to replace the building. It was therefore AGREED that Mr Walker would investigate costs for a replacement garage and report back to Council.</p>	DW

	<p>89.2 Fixed Wiring Testing – Three quotations had been received from Test2Protect Ltd., PDP Electrical Services and Electrical Solutions 101. In consultation with Mr Hadden and Mr Brixey, the Clerk instructed Electrical Solutions 101 to undertake the wiring inspection at the Pavilion. The report identified serious faults that required immediate rectification and a quote of £850.00 plus £216 for replacement heaters to the showers had been received which was thought to be very reasonable. Consequently, in consultation with Mr Hadden and Mr Brixey, the Clerk instructed Electrical Solutions 101 to undertake the emergency repairs. This was ACCEPTED by councillors. Therefore, it was AGREED that the Recreation Ground Rolling Maintenance Reserve (£3,100) would cover this unforeseen expenditure and any underspend from this year’s budget.</p> <p>89.3 Replacement of gates – Quotes had been received to replace three gates in the recreation ground from Beacon Fencing and Mr C Brand-Spence for £540.30 and £750 respectively. It was proposed by Mrs Chalk, seconded by Mr Hadden to instruct Beacon Fencing to undertake the work.</p> <p>89.4 Activity Wall – An order had been placed with SMP Playgrounds (Ref: S1/52725b) to supply and erect an activity wall. (Mins. July 2010 – Item 61.1; Dec. 2009 – Item 163.1). The Clerk to obtain an update from Mr Lewis with regard to hedging for the playground area.</p> <p>89.5 Budget 2010/11 – overspend. Councillors decided that this point been covered in item 89.2</p>	Clerk
90.	<p><b>Environmental Issues</b></p> <p>90.1 Review of litter bins – Councillors agreed to defer this item to the Environmental Committee.</p>	Env. Comm.
91	<p><b>Village Voice</b></p> <p>91.1 To discuss production, editing and additional “at home” expenditure. It was RESOLVED and AGREED to set up a Working Party to undertake a fundamental review of the publication and overheads. The Working Party will consist of Mr Ruse, Mr Meldrum, Ms Chapman and Mrs Merle Atkins-Phang (the editor).</p>	Working Party
92	<p><b>To consider planning matters</b></p> <p><u>MSDC</u></p> <p>92.1 Decisions</p> <p>AR/10/01276/FUL &amp; AR/10/01277/LBC – Townhouse, Church Lane Erection of new garden room, reconstruction of existing stair tower, reinstatement of the original front door and internal alterations to revert the layout to its original plan. – GRANTED.</p> <p>AR/10/01390/FUL – 27 College Road Erection of a single storey extension to the rear of the property, within existing courtyard space and a first floor extension above an existing single storey extension. Works similar to the buildings in scale and footprint to those erected as extensions at the adjacent semi-detached dwelling at 25 College Road.- WITHDRAWN</p> <p>AR/10/01489/FUL – 3 Bingham Green Cottage, Lindfield Road. Construction of a double garage. – GRANTED.</p> <p>AR/10/02021/FUL – Godmans Cottage South, College Road Proposed extension and associated works – GRANTED.</p> <p>AR/10/02048/FUL - Great Lywood Barn Lindfield Road New detached timber framed garage building – GRANTED</p> <p>AR/10/02007/FUL – 53 College Road Extending existing drawing room to provide sun room to rear of house with further space over the main bedroom to install an additional bathroom upstairs – GRANTED.</p> <p>AR/10/01863/FUL – 43 High Street Two storey rear extension and single storey side extension – GRANTED.</p> <p>92.2 Applications</p> <p>WSCC/070/10/AR – Hansons, Ardingly Depot Replacement of the existing asphalt plant at Ardingly Depot. Comment – It was reported that the Hanson planning application will be determined by</p>	

	<p>the County Planning Committee on Tuesday, 28 September and the Planning Officer's report will be published next Friday, 17 September.  AR/10/02048/FUL - Great Lywood Barn Lindfield Road  New detached timber framed garage building  Comment – no objection.  AR/10/01863/FUL – 43 High Street  Two storey rear extension and single storey side extension.  Comment – The Parish Council recommended approval of this application as the proposals should protect and enhance the character of the Conservation Area, but were concerned as to the loss of an on-site parking space.  AR/10/02007/FUL – 53 College Road  Extending existing drawing room to provide sun room to rear of house with further space over the main bedroom to install an additional bathroom upstairs.  Comment – The Parish Council recommended approval of this application, but note that the Planning Officer’s letter dated 25 March refers to the property as “detached” when in fact it is a “semi-detached” property. It was also noted that the plans were incomplete as they did not display the shed and building line to the rear of the neighbouring property.  AR/10/02224/FUL - Little Deerswood, High Street  Erection of a 2 bay timber framed garage  Comment – no objection.  AR/10/02405/TCA - Land At Butchers Shaw, Street Lane, Ardingly, West Sussex  Fell one Oak, two Goat Willows, 1 Hazel and 1 Horse Chestnut. Raise canopies of three Ash by 4m. Remove lowest limb on north side of a fourth Ash.  Comment – no objection.  The Chair reported that he had been approached by the owner of Butchers Shaw who wished to develop the site. Councillors AGREED that a formal request be made to the landowner to address Councillors at the next meeting of the Parish Council.  AR/10/02479/EOT - Knowles Farmhouse, Street Lane  To extend the time limit for implementation of 07/02256/FUL - Demolition of existing dilapidated greenhouse and erection of two bay garage and store.  Comment – no objection.</p>	Clerk
93.	<p><b>Village Guide</b>  Mrs Dennis reported that good progress was being made towards reproduction of the document.</p>	
94.	<p><b>Youth Activities</b>  Mrs Rocks confirmed that a request had been sent to MSDC for the reintroduction of a youth club or similar, a topic highlighted as high priority in the review of the Village Plan. Mrs Rocks expressed her disappointment that no further progress had been made to open the multicourts during the summer, but acknowledged that this would need to be fully supervised and advertised in advance of the opening. It was anticipated to try and make arrangements to open the multicourts during October.</p>	SC/MB/FR
95.	<p><b>Sports and Social Club</b>  No update had been received, therefore there was nothing to report.</p>	
96.	<p><b>Twinning of Ardingly with Beuzeville</b>  The Chair provided an update on developments.</p>	
97.	<p><b>Parish Plan</b>  97.1 Review of Constitution  Mr Hadden advised the Council that amendments to the constitution were in the hands of the Steering Committee, constrained by the remit from the Parish Council. The Constitution covers only the preparation of the plan up to adoption by the Parish Council and any ongoing monitoring or implementation role would require a further remit (Terms of Reference) from the Parish Council. Both Mr Hadden and Ms Chapman were of the view that an ongoing role for a group, including non Councillors would enhance the implementation process. The Council noted this and AGREED to consider issuing Terms of Reference for such a monitoring group when the full Plan</p>	

	was submitted. Ms Chapman updated Councillors on progress with the final report.	
98.	<b>Parish Council Website</b> Mrs McNulty updated Councillors on progress.	
99.	<b>Christmas Festivities 2010</b> Mrs Chalk confirmed that arrangements for the Christmas activities were well underway and that "Carols under the Oak Tree" will be held on 10 December 2010 commencing at 6.30pm.	
100.	<b>Reports from representatives on outside bodies</b> Several councillors confirmed their attendance at meetings during the summer break; these included – WSCC Waste Management, Sussex Police Forum, AiRS (Rural Links), a South of England Post Traffic meeting and a workshop at Wakehurst Place on the future of the Mansion.	
101	<b>Reports from committees</b> 101.1 Emergency Planning Committee Councillors received a report from Mrs Dennis on a recent meeting of the Committee. The next meeting of the group will be held on the 14 October 2010.	
102.	<b>Correspondence</b> 102.1 Attendance at the Mid Sussex Partnership Conference – 30 September 2010 was noted. 102.2 Action in Rural Sussex Annual Conference - Rural Futures in changing times, policy and practice – 23 September 2010 Ms Chapman confirmed her attendance. 102.3 Attendance at Action in Rural Sussex & Sussex Assoc. of Local Councils AGMs; Mr Hadden and Mrs Dennis confirmed their attendance. 102.4 Correspondence received from editor of VV - The Learning Shop (Learning in the community) was received. The Parish Council welcomed this initiative, but felt that more information was required before full consideration could be given to the proposals. The Clerk will write requesting this additional information.	Clerk
103.	<b>Training</b> 103.1 SLCC 2010 Regional Conference 11 Nov. 2010 – The Parish Council approved the attendance of the Clerk and RFO. 103.2 MSDC Planning Training 11 & 13 October 2010. Mr Monk and Ms Chapman confirmed their attendance on the 11 October.	
104.	<b>Chairman's announcements</b> <b>Items for information</b> – Mr Walker offered his apologies for the next meeting of the Parish Council. Councillors were saddened to hear the news of the departure of the Minister of Ardingly Congregational Church. A request was made to the Clerk to write and thank the Minister for his support and contribution to the village. The Clerk updated the meeting on progress with regard to the failure of the farmer who leased the field from Borde Hill Estates to properly deal with the treatment of Japanese Knotweed. It was reported that two standard letters will be available to send to landowners requesting pruning and continued maintenance of overgrown hedges.	Clerk
105	<b>Future meeting dates</b> The Playground Project Working Party – to be confirmed Emergency Planning Committee – 14 October 2010 Ardingly Parish Council – 5 October 2010 Ardingly Parish Council – 2 November 2010 Recreation Ground Committee – 13 September 2010 Environmental Committee – 21 September 2010 Finance Committee – 25 November 2010	

SIGNED ..... DATED .....