

ARDINGLY PARISH COUNCIL

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

Minutes of the Annual General meeting of Ardingly Parish Council, held on Tuesday, 11 May 2010 in the Reading Room at Hapstead Hall.

MINUTES

<p>Present: Mr G Ruse (Chair) Mr D Hadden (Vice Chair) Mr M Brixey Mrs R Chalk Ms S Chapman</p> <p>In attendance: Mrs A Rumble (Clerk)</p> <p>Three members of the public</p>	<p>Mrs P Dennis Mrs B McNulty Mr W Meldrum Mr K Monk Mr D Walker Mrs S Spencer (RFO) (Part)</p>
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		ACTION
1.	<p>Questions/comments from members of the public The Chairman welcomed Mr & Mrs Kennedy-Powe and Mrs Hayler to the meeting. Mrs Powell addressed the meeting in respect of the recent planning application for the construction of an attached annex and garaging at Little Deerswood in the High Street (AR/10/01018/FUL). The Parish Council AGREED that the Planning Committee would conduct a site visit to view and assess the impact of the proposal and assigned the decision of the application to the Planning Committee, who would report back at the next meeting. The Chairman thanked Mr & Mrs Kennedy-Powe and Mrs Hayler for addressing the Parish Council.</p>	Planning Committee
	<i>The meeting opened</i>	
2.	To accept apologies for absence - Apologies were received from Mrs F Rocks.	
3.	Election of Chair Mr Hadden nominated Mr Ruse to serve as Chair for the year 2010/2011. This was seconded by Mr Brixey. There being no other nominations, Mr Ruse was duly elected.	
4.	Election of Vice Chair Mr Ruse nominated Mr Hadden to serve as Vice-Chair for the year 2010/2011. This was seconded by Mr Monk. There being no other nominations, Mr Hadden was duly elected.	
5.	Casual Vacancy It was RESOLVED on the proposal of the Chair and seconded by Mr Hadden, that Mr Will Meldrum be co-opted to fill the vacancy arising from Mr Marchant's resignation. Following a unanimous vote of those councillors present, it was AGREED that Mr Will Meldrum be co-opted to the Parish Council. Mr Meldrum signed a Declaration of Acceptance of Office, which were then signed by the Proper Officer and an undertaking to abide by the Code of Conduct. The Chair formally welcomed Mr Meldrum as a newly co-opted member and hoped he would enjoy his term of office with the Parish Council.	
6.	<p>Membership & Chairmanship of Committees</p> <p>Hapstead Hall Management It was RESOLVED and AGREED that Mr Monk would stand-in as Chair to the Hapstead Hall Management committee following the resignation of Mr Marchant, until a new Chair had been elected. Other members of the committee are to be Mr Walker, Mr Ruse, Mrs Dennis, Mr Hadden & Mrs McNulty</p> <p>Environmental Committee – It was RESOLVED and AGREED that Ms Chapman should Chair the Environmental Committee. Other members of the committee are to be Mr Ruse, Mr Meldrum, Mr Walker, 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, Mrs McNulty, 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 Hadden, Mrs Rocks 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>Village Guide Committee It was RESOLVED and AGREED that Mrs Dennis should Chair the Village Guide Committee. Other members of the committee are to be Mr Ruse, Mrs McNulty, Mrs Chalk and Mr Walker.</p> <p><u>It was noted that the Chair & Vice-Chair of the Parish Council are ex-officio members of each committee.</u></p>	
7.	<p>Members of Working Parties & Sub-committees</p> <p>The Playground Project Working Party – It was RESOLVED and AGREED that Mr Brixey should Chair the Playground Project Working Party. Other members of the working party are to be Mr Monk,</p>	

	Mrs Monk, Mrs Rocks, Ms Chapman, Mr de Ath, Mr Lambert, and Mr Lewis. Emergency Planning – It was RESOLVED and AGREED that Mrs Dennis should Chair the Working Party. Other members of the working party are to be Mr Meldrum, Mrs Rocks, Mr Ruse, and Mrs Chalk.	
8.	Representatives on Outside Bodies South of England Agricultural Society – Mr Monk; South East Water – Mrs Rocks; Mid Sussex Assoc. of Local Councils – Mr Ruse and Mr Hadden; Police Forum – Mrs Dennis; Waste Management – Mrs Dennis; School Governor of St Peter’s School – Mrs Chalk; W.S. Central CLC – Mrs McNulty; Sports & Social Club – Mrs Chalk	
9.	Membership & Subscriptions to Outside Bodies It was RESOLVED to defer this item to the next meeting.	
10.	Declaration of Interests - There were no declarations of interests.	
11.	To confirm and sign the minutes of the meeting held on Tuesday, 6 April 2010 The Chair called for approval of the minutes of the Council meetings held on the 6 April 2010. With no alterations these were AGREED and the minutes were signed by the Chairman as being a true record of the meeting.	
12.	Matters arising from previous minutes Item 259.2 – Hapstead Hall garden refurbishment; Ms Chapman stated that a site meeting had taken place with contractors with reference to the brickwork and foundations. A second quote was being obtained for the manufacture and installation of a handrail. Item 259.3 - Mr Hadden reported that work had commenced on the refurbishment of the tennis courts and that the quotation received from Pro-Line Tennis Courts did include the additional on-court drainage and costs of new posts. Item 260.2 - Removal of blue waste paper bin. The Clerk reported on the response received from Mid Sussex District Council and Councillors AGREED that the Clerk continue to pursue the removal of the container. Item 250 – Chairman’s announcements – The Clerk reported that a reply had been received from the local Police Authority and a meeting had taken place between PC Rachel Mundy and representatives from the Parish Council. A number of initiatives had been identified and were progressing with the relevant parties.	SC Clerk
13	Financial matters 13.1 Any grant/donation requests - St Peter’s Church Centre – Councillors did not feel that this was a formal request and therefore could not support this appeal. 13.2 Schedule of Payments for March & April – The schedule of payments were distributed by the RFO. It was proposed by Mr Hadden, seconded by Mr Monk and AGREED that payment be made. 13.3 End of year actuals to budget – Mr Hadden presented the report to Councillors. 13.4 2009/10 Accounts - The 2009/2010 accounts were examined by the Council. The RFO confirmed that the accounts could not be signed off until after the receipt of the report from the Internal Auditor. Consequently, approval of the Accounts and completion of the Annual Return will be undertaken at the next meeting. (The statutory approval of the annual return by council is the 30 June 2010.) The Council confirmed that the 2009/10 Accounts be adopted and submitted to the Auditor for inspection. 13.5 Early Warning Report: WSCC Pension Fund; Smaller Scheduled Bodies Pool (Ref: Minutes 2.3.10 - Item No. 232.6 - WSCC Pension Fund 2010 Formal Valuation). Mr Hadden reported the Early Warning report received from the Fund’s actuary, providing an estimate of the current funding level and illustrates the likely theoretical contribution rates that may be payable at the 2010 valuation. After some discussion it was RESOLVED by councillors to accept the report and note its contents.	RFO
14.	The Annual Parish Meeting of the Trustees of Hapstead Hall & Annual Parish Meeting – 4.5.2010 Councillors received a verbal report from the Clerk. It was reported that 14 members of the public attended and representations included a presentation from Ms Chapman on the work that is continuing on the Village Plan and the actions arising from issues raised in the consultations. The Chair thanked Ms Chapman for the exhibit of the draft Plan on display at the meeting. In addition, questions from the public involved; parking on the pavement and parking problems around the school, speeding in the village, the condition of the pavements generally and the significance of the multicourts. Mrs Dennis confirmed that she had consulted with the local police with regard to the law and regulations on pavement parking and will pass on this information to the member of the public who raised the query. Mrs Chalk stated that she will consult with the school to try to target ways of reducing the parking problem and encourage alternative parking. It was RESOLVED to hold a meeting of the Trustees of Hapstead Hall on Tuesday, 1 June 2010 prior to the Parish Council meeting.	PD RC Clerk
15.	Review and Adoption of; Standing Orders, Code of Conduct, & Financial Regulations Mr Hadden reported that a review of the <u>Standing Orders</u> had been undertaken, with assistance from the Clerk and drew attention to the recommended changes to the document. Councillors reviewed the Standing Orders, which had been circulated with the agenda and Mr Hadden recommended to Council the adoption of the amended Standing Orders. It was proposed by Mrs Chalk, seconded by Mr Monk	

	<p>and AGREED that the Parish Council adopt the amended Standing Orders. Councillors reviewed the <u>Code of Conduct</u>, which had been circulated with the agenda. It was proposed by Mr Hadden, seconded by Mrs McNulty and AGREED to adopt the Code of Conduct without amendment.</p> <p>Councillors reviewed the <u>Financial Regulations</u>, which had been circulated with the agenda. The RFO drew attention to the recommended changes to the document as AGREED by the Finance Committee. It was proposed by Mr Hadden, seconded by Mr Monk and AGREED to adopt the amended Financial Regulations.</p>	
16.	<p>Hapstead Hall Gifting of Hapstead Hall refurbishment and village clock. It was RESOLVED and AGREED that Mr Hadden and the Clerk will obtain advice on this matter and report back to the Parish Council.</p> <p><i>Mrs Spencer left the meeting.</i></p>	DH/Clerk
17.	<p>Recreation Ground Tree maintenance It was reported that Bartletts had been instructed to undertake these works and that the essential tree work has been carried out. Their report had identified a tree problem due to decay being present and a Picus sonic tomograph system test had been undertaken and the assessment had shown that the tree was sound. This will be reported back to the Recreation Ground Committee at their next meeting.</p>	Recreation Ground Committee
18.	<p>To consider planning matters (Mid Sussex District Council)</p> <p>18.1 Decisions AR/09/03768/FUL - South of England Agricultural Society South Of England Centre, Selsfield Road. To install a 90,000 litre potable water storage tank to supplement the Showgrounds mains supply during periods of high usage. This course of action will be in accordance with recommendations put forward by Southeast Water – GRANTED. AR/10/00436/LBC – Bolney Farmhouse, Selsfield Road Removal of suspended timber floor and construction of solid limecrete floor in ground floor sitting room – GRANTED. AR/10/00405/FUL - 1-8 Withylands View, High Street Erection of double automated gates with pedestrian access (maximum height 1800 mm) at the entrance to Withylands View. Alongside gate will be fencing to match which will extend to the two adjacent front gardens – WITHDRAWN AR/10/00669/FUL – Meadcroft Church Lane Alterations to approved elevations: Change 1st floor render to hanging tile and facing brick. Add canopies to side door and rear French doors. Alter canopy over front door – GRANTED.</p> <p>18.2 Applications AR/10/00060/LBC - Old Boat Shed, Ardingly College, College Road Removal of internal wall and staircase - Comment – Recommend approval. AR/10/00801/FUL – 7 Oaklands Proposed extension to hard surface and removal of existing conservatory to be replaced with dining room extension - Comment – Recommend approval. AR/10/00844/LBC – Pigsty Building, Ardingly College, College Road. Insertion of new door, porch and level access ramp - Comment – Recommend approval. AR/10/00853/FUL - 19 Munnion Road Proposed side extension to form additional bedroom, bathroom, living space - Comment – Recommend approval. AR/10/00996/FUL - Old Knowles Cottage, Church Lane Erection of new detached garage with store, insertion of new window to existing dwelling and replacement of existing septic tank - Comment – Recommend approval. AR/10/00954/FUL - Great Lywood Dairy, Lindfield Road Extension to the west elevation to match existing 1930's extension on the east elevation - Comment – Recommend approval. AR/10/01018/FUL - Little Deerswood High Street Construction of attached annex and garaging - It was AGREED that the Planning Committee would conduct a site visit to view and assess the impact of the proposal.</p>	Planning Committee
19.	Village Guide - Nothing to report.	PD
20.	<p>Youth Activities It was agreed that items 20 & 21 be taken together. Mrs Chalk reported that it was doubtful as to whether a Village Fete would be held this year. It was pointed out that an event of this nature requires a huge commitment in time and effort, and arrangements need to be made well in advance of the event. Mrs Chalk will continue to consult with the Club on their future intentions in respect of the village fete and youth involvement.</p>	RC
21.	Sports & Social Club - See above.	
22.	Twining of Ardingly with Beuzeville	

	The Chair reported on the fund raising event organised by the group and that a commemorative plaque will be presented to a delegation from Beuzeville on their next visit to the UK.	
23.	Parish Plan Ms Chapman confirmed that a draft of the Summary of Actions had been sent to consultees and responses awaited. Comments had already been received from the school and the local Police Authority. A meeting of the Steering Group will be held on Monday, 24 May to finalise the actions and a summary leaflet will be distributed to all households and the main document will be published in the summer. It was proposed by Mr Hadden, seconded by Mrs Chalk that Councillors will pass a formal resolution at the next meeting of the Parish Council and RESOLVED to AGREE in principle the draft of the Summary of Actions.	Steering Group SC
24.	Fingerpost restoration Ms Chapman reported that a small grant had been received from West Sussex County Council towards the cost of renovation. Ms Chapman explained the situation with regard to the contractor's additional premium for £10 Million Public Liability Insurance which was required following advice obtained from the Council's insurance company and WSCC. Councillors RESOLVED and AGREED that they would be prepared to give consideration to assisting with the public liability insurance costs, but requested that Ms Chapman explore ways of reducing these costs.	SC
25.	Parish Council Website - Mrs McNulty updated councillors on progress with the website.	
26.	Reports from representatives on outside bodies - Mrs Dennis confirmed her attendance at the recent Neighbourhood Panel Meeting organised by the local Police Authority. Topics covered included Farmwatch, saddle marking and wildlife crime.	
27.	Reports from committees 27.1 Finance Committee – Councillors received a verbal report from Mr Hadden. 27.2 Environmental Committee – Councillors received a verbal report from Ms Chapman.	
28.	Village Voice The Chair regretted that he and Mrs Rocks had not held discussions with regard to reducing the publications costs and arranging a meeting with the editor. This will be followed up. Mr Monk confirmed that a replacement volunteer to distribute the publication was required for the Little London area following the departure of Mr Marchant.	FR/GR
29.	Correspondence 29.1 A response from the Chairman of Central Mid Sussex County Local Committee dated 13.4.2010 re: New Green Metal Footpath Signs. A request was made to the Clerk as to whether the 9 new signposts that have been erected were metal or oak. (re: Item 29.6). 29.2 To identify one nominee to receive a Community Service Award from the Chairman of MSDC to recognize a voluntary contribution made to the community. It was RESOLVED and AGREED that Mr Gordon Merk, Minister, Ardingly Congregational Church be nominated for his work in the community. 29.3 A letter from Grasstex Ltd., Urban Highways Verge Grass Cutting offering additional verge grass cutting at a cost, due to WSCC Highways decision to reduce highway verge cuts from 9 to 7 for 2010/11 was noted and received. 29.4 Correspondence from a resident in Gowers Close, re: Parking was received. 29.5 2010/11 Environmental improvements - bids have been requested from MSDC for environmental related work undertaken by the parish. Due to the delay in receiving this request, councillors AGREED that they would be unable to meet the deadline to submit a proposal and costings. 29.6 Notification email dated 27.4.10 with regard to Public Rights of Way Routine Maintenance in Ardingly; Works undertaken 9 new signposts and 2 repaired signposts – return visit in 9 months time was received (See item 29.1). 29.7 Draft Mid Sussex Economic Development Action Plan 2011 – Deadline 22 May 2010. Ms Chapman will prepare a response to this Plan.	Clerk Clerk Clerk SC
30.	Training - Notification of a SALC briefing, awareness & training event, Avisford Park, Arundel, 21 & 22 May 2010 was received.	
31	Chairman's announcements - Items for information It was reported that a donation had not been received from the Tennis Club in the sharing of the expenditure and ongoing annual maintenance costs of the multicourts. Mrs Chalk confirmed that arrangements for the Christmas Oak Tree illuminations and carol singing event were underway. Ms Chapman reported on progress with the two funding streams she had identified; one for community projects and MSDC - Sustainability in the Community.	
32	Future meeting dates Ardingly Parish Council – 1 June 2010 Ardingly Parish Council – 6 July 2010 Recreation Ground Committee – 18 May 2010 Environmental Committee – 21 September 2010 Finance Committee – November 2010	