



## ARDINGLY PARISH COUNCIL

Parish Clerk: Sarah Mamoany  
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Office: Tuesdays 10a.m - 12noon in Hapstead Hall, Ardingly

### Minutes of the Ardingly Parish Council Meeting held on Tuesday, 3<sup>rd</sup> February 2015 at 7.30pm in the Reading Room at Hapstead Hall

**Present:**

Mr. W. Meldrum (Chair)	Mr. P. Burr
Mr. M. Brixey	Mr. D. Stutchbury
Mr. K. Monk	Mrs. R. Chalk (part of meeting)
Mr. G. Ruse	Mr. J. Aloof (part of meeting)
Mrs. P. Dennis	

**Apologies**

Mrs. F. Rocks, Mr. R. Lawson and Mrs. R Jarvis (RFO)  
Mrs. S Mamoany (Clerk)

**In Attendance:**

Councillor Gary Marsh  
Councillor Andrew MacNaughton  
5 members of the public

#### Public Questions

Karin Alton spoke regarding the progress of the allotment site and ways of moving forward.

Sarah Chapman spoke regarding the possibility of the Allotment Society applying to WSCC Community Initiative Fund for funding for some of the set up costs. Sarah advised that WSCC were more likely to consider an application if the Parish Council put an amount of money towards the scheme, a figure of £1000 was suggested.

The Chair advised that the allotments would be covered under item 515 on the agenda.

Councillor Gary Marsh congratulated the Parish Council and all those who had worked on the Neighbourhood Plan that it had now moved forward to the Referendum.

Councillor Gary Marsh advised that Mid Sussex District Council would support the allotment project and the Parish Council could apply for funding for 50% of the set up costs. This was subject to completing the funding application form. The Chairman thanked Councillor Marsh for his help and support with the project.

<b>504.</b>	<b>Procedural Matters</b> 504.1 Apologies were received from Fiona Rocks, Rob Lawson and Rachel Jarvis. 504.2 No declarations of interest were made. 504.3 The minutes of the meeting dated 6 <sup>th</sup> January 2015 were AGREED and signed as a true and accurate record by the Chair.	
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	504.4 The Clerk had circulated the revised Code of Conduct produced by MSDC and it was AGREED the Council would adopt this and the Clerk will draft up the new Code of Conduct for the Annual Meeting in May.	Clerk
505.	<p><b>Matters arising from previous minutes</b></p> <p>KM reported that he had distributed the gifts to the Village Voice helpers at the cost of £107.00. Mrs. Meldrum had not received her plant/tree as yet. The Clerk reported she had received a thank you note from Beryl McNaulty.</p> <p>KM wished to note that he had experienced a delay in receiving his cheque for expenses</p> <p>KM confirmed that the Custodians of Hapstead Hall should meet twice yearly, the Clerk is now aware and will arrange the necessary meetings in the calendar.</p>	Clerk
506.	<p><b>Finance</b></p> <p>506.1 The schedule of payments had not been received by the Council.</p> <p>506.2 The Clerk confirmed that she had checked with SSALC and expenses could be claimed for mileage and she had passed the figure to the RFO who is putting an expense form together.</p> <p>506.3 The RFO was not present to report on the Internal audit report.</p> <p>506.4 The Clerk reported that she is making enquiries with WSCC Payroll services about auto enrolment procedures for pensions. WSCC have not yet responded and the Clerk will hopefully have costs for them to provide this service within the Payroll at the next meeting.</p> <p>506.5 It was AGREED that the Council would purchase a laminator within a budget of £70 and laminating pouches as required.</p>	RFO RFO Clerk Clerk
507.	<p><b>Environment and Traffic Committee</b></p> <p>507.1 The Clerk has circulated the notes provided by the Project Manager, Keith Budd. A meeting is due to be held on the 4<sup>th</sup> February at 11am with Councillor Acraman, Helen Card, Keith Budd, FR, RC, PB and the Clerk to discuss the way forward with the Traffic Calming project. It was confirmed that the process would be another consultation by WSCC with the village prior to anything being implemented and we would need to work with them to come up with the final details of the project.</p> <p>507.2 The Chair reported that he had met with the PCSO and residents in Lindfield Road regarding the potential site and moving forward with the Community Speedwatch. It was agreed that in general the project has been slow in moving forward and the Clerk was asked to arrange a meeting with the volunteers that have come forward to confirm their interest. It was also AGREED that a letter should be drafted to the Police Commissioner to advise her of the slow procedures with implementing the project.</p> <p>507.3 Operation Watershed – The Clerk reported that she is still awaiting quotes prior to submitting the applications. Helen Card had also highlighted another area on College Road that has been vulnerable to flooding and will work with the Clerk to see if this can be put forward to the project as well.</p>	Clerk Clerk
508.	<p><b>Neighbourhood Plan Committee</b></p> <p>508.1 The Chair confirmed the Referendum date of the 5<sup>th</sup> March 2015. Residents have received voting cards.</p> <p>508.2 The Clerk confirmed that MSDC had provided the Parish Council with an expenses budget of £2,438.75 for the Referendum. The Council will arrange for leaflets, posters, banners, boards and copies of the plan to be printed to encourage residents to come and vote on the 5<sup>th</sup> March. Articles will be published in the Village Voice and Parish Magazine.</p> <p>The Chair circulated a draft referendum information leaflet that will be produced and hand delivered to all residents. The Council AGREED the content of the leaflet and this will be printed in the next few days for distribution at the weekend. This will be distributed by volunteers including KM/JA/GR/WM/FR/PB/DS/RC, Sarah Chapman and David Hadden.</p> <p>Radio advertising was suggested and the website will also be used for information.</p>	
509.	<p><b>Planning Committee</b></p> <p>509.1 The minutes of the Planning Meeting held on the 3<sup>rd</sup> January 2015 were circulated and noted.</p> <p>509.2 AR/14/04211/FUL – 1 Munnion Road, Ardingly, RH17 6RR – new two storey detached house and single storey double garage. MB reported that following a site visit and discussions at the Planning Meeting it was AGREED that the application would be recommended for refusal as overdevelopment of the site.</p>	

510.	<p><b>Recreation Ground and Open Spaces Committee</b> DS confirmed the tennis courts were now open for use following repairs, cleaning and treatment for moss. It was AGREED that the Recreation Committee would arrange for the old goalposts to be removed from the courts as they are not used.</p> <p>The tree survey has been completed and the Clerk is looking at obtaining quotes for the recommended work in order of priority.</p>	Clerk
511.	<p><b>Emergency Planning Committee</b> 511.1 RC reported that a meeting was held on the 26<sup>th</sup> of January with Committee members to draft up the Emergency Plan. The document is work in progress and the Committee will prepare the document for Council approval.</p>	RC
512.	<p><b>Youth Management Committee</b> Nothing to report</p>	
513.	<p><b>Training and Events</b> 513.1 PD reported she had attended the Police Panel Meeting and the PCSO is looking for further panel members. PD reported that lots of thefts were occurring in villages.</p> <p>It was AGREED the Clerk would attend the SSALC Clerk's Networking Day to be held in March at the cost of £60.00</p> <p>The Clerk will attend the North Cluster Meeting and KM will also attend.</p>	
514.	<p><b>Highways &amp; HHTCIC Cluster Group</b> 514.1 Nothing to report, all working well. 514.2 No further updates from Highways on Westhill/Balcombe Road. 514.3 The Clerk had been advised that the fingerpost located at the top of Burstow Hill. B2028 had been damaged. The Clerk was arranging for a quotation for repairs.</p>	Clerk
515.	<p><b>Allotments</b> 515.1 The Chair reported that a meeting will be held for all those interested in the allotments to update then on the project. The Council cannot move forward until Planning situation is confirmed. 515.2 The Chair reported we are awaiting a response from MSDC regarding any planning consents required as Ardingly College will not execute the lease until this has been confirmed. The draft lease is all ready for signature when this has been resolved. 515.3 Funding for the project was discussed and it was confirmed by Councillor Gary Marsh that MSDC would fund 50% of the set up costs and the Clerk will need to complete the appropriate funding forms.</p> <p>It was AGREED that the Council will fund any costs from reserves if needed, however if funding can be obtained for the project then this would be the preferred route. It was AGREED that if appropriate the Council would contribute a sum of money to the Community Initiative Fund if this would assist the Allotment Society in obtaining the funding. The Chair will liaise with Sarah Chapman with regard to the application which has a deadline date of the 24<sup>th</sup> February. It was noted the maximum grant amount was £2500.</p>	Clerk  Chair
516.	<p><b>Cinema</b> 516.1 The Chair reported another successful cinema evening in January. 516.2 The next cinema evening will be held in March and the film is 'Mr. Turner'</p>	
517.	<p><b>Annual Parish Meeting</b> 517.1 It was AGREED that the Council would base the Annual Parish Meeting on the same format as last year involving local business and asking for speakers. The Clerk will make the necessary arrangements. Due to the Elections the meeting will be held on the 28<sup>th</sup> April 2015.</p>	Clerk
518.	<p><b>Community Transport</b> 518.1 PD had not managed to speak to Councillor Acraman and would try again. The Clerk offered to speak to Councillor Acraman following the Traffic Meeting regarding the funding matter.</p>	Clerk/PD
519.	<p><b>Gatwick Consultation</b> 519.1 RL attended the meeting held by Mid Sussex District Council and had circulated notes. Councillor Gary Marsh noted that MSDC had voted to oppose the development of a 2<sup>nd</sup> runway at Gatwick and the response from MSDC is available online. MB thanked MSDC for their support.</p>	
520.	<p><b>Royal British Legion</b> 520.1 A new meeting date has been arranged for 25<sup>th</sup> February at 7 pm. The Chair and DS will attend on behalf of the Council.</p>	Chair/DS

521.	<b>Consultations</b> Nothing to report	
522.	<b>Calendar of Meetings</b> The Clerk will circulate the calendar for 2015	Clerk
523.	<b>Correspondence</b> The Clerk advised a letter had been received from the WI requesting if they could plant a tree to commemorate the centenary of the WI. It was AGREED that the Recreation Committee would look to find a suitable site and suggest a type of tree.	Rec Committee
524.	<b>Daffodil Planting</b> 524.1 JA advised that it was too late to plant spring flowering bulbs for this year. It was AGREED that a sum of £50 could be spent on bulbs for planting to the north of the village, which can be planted in the autumn this year. JA will organise this on behalf of the Council.	JA
525.	<b>Matters arising or for future inclusion on agenda</b> DS raised concerns that Committee's were not making the decisions in the areas that they were dealing with and all matters were brought to the Parish Council. The matter was discussed and it was explained that if expenses were not within budget, then items had to go to the Parish Council for agreement and in addition, some items could not wait until a Committee Meeting as they do not meet monthly. It was noted that items such as the daffodil planting could have been passed directly to the Recreation Committee to deal with and the Clerk will try to delegate such matters in the future directly to the Committee if appropriate.	
526.	<b>Future Meeting Dates</b> Planning Committee Meeting – 3 <sup>rd</sup> March 2015 at 7pm Parish Council Meeting – 3 <sup>rd</sup> March 2015 at 7.30 pm	

**MEETING CLOSED AT 9.35 PM**