



ARDINGLY PARISH COUNCIL

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Office: Tuesdays 10a.m - 12noon in Hapstead Hall, Ardingly

Minutes of the Ardingly Parish Council Meeting held on Tuesday, 5th April 2016 at 7.30pm in the Reading Room at Hapstead Hall, Ardingly

Present:

Mr. M. Brixey (Chairman)	Mr. R. Lawson
Mr. S. Noel	Mr. B. Strutton
Mrs. P. Dennis	Mr. D. Stutchbury
Mr. J. Aloof	

In Attendance:

Mrs. S. Mamoany (Clerk)
Mrs. R. Jarvis (RFO)

Comments from the public:

No members of the public were present at the meeting.

799.	Procedural Matters 799.1 Apologies were received from Will Meldrum, Rowena Chalk, Fiona Rocks and Ken Monk. 799.2 No declarations of interest were made. 799.3 The minutes of the meeting dated 2 nd February 2016 were AGREED and signed as a true and accurate record.	
800.	Matters arising from the previous minutes not covered elsewhere on the agenda DS noted that he had not been able to gain access with regard to obtaining a quotation for a building survey for the British Legion building. The Clerk confirmed the fingerpost has been installed this week on Burstow Hill and is dealing with the insurance company to claim back the costs.	
801.	Finance 801.1 The schedule of receipts/payments were circulated for March and these were AGREED and signed by the Chair. The RFO noted that although several signatories were away on holiday RL was returning this week and payments would be made within the 30-day period. 801.2 The internal audit report dated 16 December 2015 was circulated at the previous meeting. The RFO confirmed she had requested the auditor to clarify the position with assets following discussions at Finance meetings. The Clerk confirmed the Hirers Insurance cover had been added to the current policy at no additional charge.	

	The Clerk/RFO needed to work on several procedure documents and it was requested these were completed by September 2016.	Clerk/RFO
802.	Environment & Traffic Committee 802.1 The next Traffic Meeting will be held on the 13 th April. The Chairman gave a vote of thanks to Sarah Chapman for her work on the grant application on behalf of Living Streets to the CLC which was unfortunately declined due to the Council being allocated funds in the 2016/17 Integrated Works Programme. The Clerk was asked to write to Sarah Chapman formally to thank her.	Clerk
803.	Planning Committee 803.1 The minutes of the held on the 1 st March 2016 were circulated and noted.	
804.	Recreation Ground Committee 804.1 DS circulated a proposed sketch plan layout of the pavilion refurbishment. It was confirmed that the changing rooms conform to the size requirements by the Cricket/Football clubs. DS is meeting with a structural surveyor to check the walls/structural support this week and confirmed no planning permission would be needed for the changes. The sketch plan was AGREED by the Council and this will now move forward to detailed drawings and costings. It has been suggested that a different roof material is used so as to avoid tiles being cracked by cricket balls. It was noted that once the building is refurbished the Council will have to consider the caretaking of the facility as it will be important to manage the building so it is kept in good order. BS offered to check the facilities.	DS
805.	Emergency Planning Committee 805.1 JA reported the draft Emergency Plan had been sent to the Clerk. The document had been completed with input from Ben Toogood at MSDC. The Clerk will circulate the document. Members will need to confirm if they wish for mobiles to be listed on the document as it will be on the Ardingly website and possibly District Council. It was noted that the list of volunteers/vulnerable people should not be posted on the internet. The document should be reviewed on an annual basis and any equipment should be stored in Hapstead Hall. Although, JA noted that the Red Cross would attend in an emergency and they have supplied of blankets, clothes, etc. The Clerk will request a set of keys from Hapstead Hall Clerk for JA. Thanks was given to JA for putting the document together.	Clerk Clerk
806.	Youth Management Committee Nothing to report.	
807.	Training, events and attendance at outside meetings 807.1 RL/SN/DS/BS attended the SSALC Councillors Training on the 10 th March 2016. 807.2 EPLG Meeting – JA was unable to attend but will attend the next meeting on the 23 rd June. 807.3 Police Meeting – 24 th March – BS attended and reported that the PCSO system will be changing from the 6 th July and we will not be allocated an individual PCSO in the village. 807.4 NALC Meeting 15 th March – DS attended.	
808.	Allotments 808.1 The Council received a proposal from Ardingly Community Allotments with regard to the installation of a secondhand 14' gate that members are willing to install 'in kind' if the Parish Council contributes £250 to the additional materials required. The Clerk has asked for further details of the style of the gate to put forward to Ardingly College and confirm it is set back from the Highway. The Council AGREED that this proposal was acceptable, but would have to agree on the costs formally at the next meeting as not a specific agenda item. The Clerk had obtained a new quote for the allotment sign, the cost being £380, plus VAT which is within the original budget so will proceed with the order. A proof had been sent round to the Allotment Working Party.	Clerk Clerk

809.	Highways Cluster Group 809.1 Nothing to report.	
810.	CiLCA Training Programme 810.1 The Council AGREED to sign the SSALC CiLCA Programme Learning Agreement which confirms the Council's commitment to support the Clerk through the programme, monitor workload and limit new projects during the study process, recognise the importance of the CiLCA Qualification and it's benefit to the Council and to note updates on achievements and progress. This document is also signed by the Clerk and SSALC. The Clerk will attend the first session on the 11 th April at East Grinstead.	
811.	Community Assets 811.1 MSDC had confirmed in writing that The Oak will not be listed as an asset following the assessment as set out in Section 88 of the Act. The property was not found to have a non-ancillary use either now or in the recent past that furthers the social wellbeing or interest of the local community, nor is it realistic to consider that there could be such a use. of the property. 811.2 Following the recent advice by MSDC regarding Assets of Community Value the Council has learned more about the procedures and reasons and therefore a review was made of the assets listed on the Neighbourhood Plan. The Council AGREED that at the current time, the Car Park (Street Lane) was the only asset that should be listed, this would also be dependent on the possible purchase of the car park, see item 817.	
812.	IDP Review 812.1 The Clerk had circulated the marked up IDP on the 30 th March. As the Traffic Calming was an important part of the document, it was decided to wait for the meeting being held on 8 th April with WSCC Highways before submitting the document to MSDC. The Clerk will ask for an extension of time.	Clerk
813.	Christmas Lighting 813.1 A discussion was held regarding the Christmas lighting and it was AGREED to focus on the Oak tree and to find a long term solution with low maintenance. SN advised this could cost in the region of £5,000 which would include making new supply connections to the electric. SN/RC will obtain quotations and report back to the Council.	SN/RC
814.	Annual Parish Meeting 814.1 The Clerk confirmed that the Annual Parish Meeting will be held on the 26 th April, the Brownies will help set up the hall and the Ardingly Twinning Association and SEAS have confirmed they will attend as speakers.	
815.	Fly the Flag Event 815.1 The event held on the 14 th March was attended by around 70 people and the Clerk had received emails from St Peters School and Ardingly College saying they enjoyed being involved and hope to get involved in the future with other village events. Thanks were given to all those who helped including FR/PD/BS/KM and Barbara Monk for the refreshments. The costs were confirmed at £60 for refreshments, £50 printing and £40 flag. It was AGREED that the Council should build on this event and make it an annual event. It was suggested that the Council should look at the costs of putting in a new flag pole for next year.	Clerk
816.	Waste Freighter Visit 816.1 The Waste Freighter will visit on the 10 th April. Thanks to SN for putting posters up. RL/SN/FR/BS offered to assist on the day. MB offered to supply fluorescent jackets for the day.	
817.	Village Car Park 817.1 The Clerk had been in contact with MSDC regarding making enquiries about the possible purchase of the car park. Chris Riggott (MSDC) advised this would need to be looked into and they will come back to us.	Clerk
818.	Parish Council Objectives and 3 Year Plan 816.1 SN advised that at the recent Councillors Training event it had been recommended that Councils put together a 3 year planning/objectives document to assist the Council with their aims and planning for the future. It was AGREED that this would be discussed at the June meeting and would be a useful document to have in place.	Clerk
819.	Advertising Signs in the Village PD raised concerns with regard to the amount of signage advertising events that were being placed all around the village. In particular, the Korana Centre large advertising boards. It was noted that the Council should keep an eye on the situation, but it was difficult to manage as the Council wish to support events within the village.	

820.	HM Queens 90th Birthday Celebrations – 21st April 2016 820.1 WM had agreed to lead this event on behalf of the Council. The Council AGREED that £200 budget could be allocated to the event for promotion/posters/refreshments.	WM
821.	Consultations No consultations	
822.	Correspondence A letter had been received from St Catherines Hospice requesting a grant, it was AGREED that the Council could not provide donations to charities.	
823.	Matters arising or for future inclusion on agenda BS noted that some residents had approached him regarding parking issues around the Primary School. BS had visited Holmans during school pick up time and observed some unnecessary behavior by drivers. This will be put on the agenda for discussion at the next meeting. PD noted that Bus Passes are now being issued by WSCC and not MSDC.	Clerk
824.	Future meeting dates Recreation Ground Committee Meeting – date to be confirmed Traffic Committee Meeting – 13 th April 2016 at 7.30 pm Annual Parish Meeting – Tuesday, 26 th April 2016 at 7.30 pm	

MEETING CLOSED AT 9.25 PM