



## **ANSTY AND STAPLEFIELD PARISH COUNCIL**

**The minutes of the Parish Council Meeting of in Whitemans Green Sports Club, function room, on Monday 13<sup>th</sup> January 2025 at 7:30pm.**

**Members present:** Bob Birthwright, Maria Fielding, Jon Gilley, Nuala Hampshire, George Morley, Crispin Salimbeni, Amanda Saunders, Heinrich Schmidt, Simon Stokes (Chairman) and Brad Williams.

**Also present:** Sarah Abellan (Clerk) and MSDC Cllr Richard Bates.

**Meeting started at 7.37pm.**

**1. Public Session.**

No members of the public in attendance.

**2. Apologies for absence.**

Mandi Graves, MSDC Cllr Malcolm Avery and WSCC Cllr Pete Bradbury.

**3. Declarations of interest in items on the agenda.**

No new DOIs were declared.

**4. Minutes of the Parish Council meeting held on 9<sup>th</sup> December 2024.**

The minutes were AGREED and signed by Cllr Stokes.

**5. To receive updates from District and County Councillors.** Cllr Richard Bates advised that planning meetings had not yet resumed since the Christmas break and the next District budget meeting would be until February 26<sup>th</sup> 2025. The re-organisation of Local Government was discussed and what potential impact that may have on us as a Parish Council.

**6. Planning decisions.**

- **DM/24/2088** Orchard House Weald Chase Staplefield Road Cuckfield. Variation of Conditions 2,5,6 and 7 relating to planning reference DM/23/3198. (Amended description and Ecological Mitigation, Enhancement & Management Plan & Bat Plan received 21/10) Mitigation. **Decision: Granted**
- **DM/23/1902** Cuckfield Golf Course Staplefield Road Cuckfield Haywards Heath. Amended description and application: Retrospective full Planning Application to relay 70m of an existing track with new material at Cuckfield Golf Club. **Decision: Granted**

## 7. Planning applications.

- **DM/24/2993** Crabtree, Copyhold Lane, Cuckfield, Haywards Heath. Variation of condition no 2 of planning application DM/23/0904 -to allow for design changes. **No Objections.**
- **DM/24/2735** North Hall Cottage Mallions Lane Staplefield Haywards Heath. Demolition of existing outbuilding and conservatory, replacing conservatory with a glass canopy. New extension and glass link, internal alterations, new laid patio and paths. New protecting timber box frame window and door in existing historic openings. Existing oil tank to be replaced with a new tank on a concrete base in a different position and to be screened by a fence and the existing cesspit is to be replaced with a new treatment plant. **No Objections.**
- **DM/24/2887** North Hall Cottage Mallions Lane Staplefield Haywards Heath. Demolition of existing outbuilding and conservatory, replacing conservatory with a glass canopy. New extension and glass link, internal alterations, new laid patio and paths. New protecting timber box frame window and door in existing historic openings. Moving oil tank with additional screening and replacing cesspit / septic tank with treatment plant. **No Objections.**
- **DM/24/2165** 103 Barrack Cottages Brook Street Cuckfield Haywards Heath. Proposed detached car port/garage (Arboricultural Details received 23/12). **No Objections.**
- **DM/24/3063** Holmsted Farm Staplefield Road Cuckfield Haywards Heath. Proposed erection of an Agricultural machinery store for the storage of the business machinery, on land in agricultural use, maximum height is 6.0m to the ridge and the eaves measure 5.3m. **No Objections, however councillors would like to request, that should this be considered for planning, that it is restricted to purposes for agricultural use only to avoid urbanisation of an agricultural area.**
- **DM/24/0346** Keepers Cottage Pickwell Lane Ansty Haywards Heath. Erection of 3 bay garage timber framed garage with enclosed ground floor workshop and first floor studio space. (Amended Plans received 23/12/2024). **No Objections.**

**8. Update from grant working group on applications.** Cllr Brad Williams advised that all grant applications over £1000 had been contacted to request financial information for the last year. There is a meeting being held by the grants working group on Wednesday 22<sup>nd</sup> January, to invite all of these applicants along for a 20 minute slot each, to discuss their applications with the working group. The working group will then go through all the applications and report back with their recommendations at the next full council meeting in February.

## 9. Finance

- **Budget Report and update on meetings held 5<sup>th</sup> December 2024 and 6<sup>th</sup> January 2025. Decide on precept.** Cllr Simon Stokes updated council on the meeting held 6<sup>th</sup> January by the finance working group to go through the budget and look at the precept for next year. Cllr Stokes advised that the tax base had gone up very little which seemed unusual considering the amount

of planning applications that have been approved and new houses built. It was suggested that this should be looked into in more detail next year. All outgoings and income was presented and projects discussed and how much these would cost, in particular, Staplefield Park, Pavillion and the grants. Having been presented with all the figures, the following suggestions were voted on.

0% increase – 3 votes

3% increase – 0 votes

5% increase – 7 votes

It was therefore agreed that the precept would be increased by 5%. Clerk to action.

- **Bank Mandate** – due to issues with last month's mandates, these needed to be re-signed to add Sarah Abellan and remove Elizabeth Bennett.
- **Update on Cuckstyle ringfenced funds.** – The Clerk has been unable to find any information on this.
- **SLCC Membership.** – Agreed to spend what was required to allow the Clerk to update the membership.
- **Monthly finances** - Monthly finances. The financial statement including transactions since the last meeting and bank reconciliation were AGREED and signed by the chairman. The bank statements for both the Current and Reserve account were noted and signed.
- **Councillor Allowances** – It was agreed to go with the NALC recommendation, but councillors wanted it stressing that going through payroll causes some councillors huge problems with tax brackets, including affecting their pension so has to be paid as an expense.

**10. Interim Audit** – It was agreed to request that this be moved to a later date to allow the Clerk time to prepare due to issues with being able to access the bank account.

**11. Working Group – Staffing/HR** – It was agreed that this would be the Chair and Vice Chairs.

**12. Note Play Park Inspection report** – This was noted and nothing urgent required.

**13. Staplefield Pavillion** – It was agreed to arrange a date for some councillors that have yet to see that Pavillion, to meet to take a look around. Clerk to organise. It was also agreed to arrange a date to organise a working party to have a clear out of the Pavillion to better see what work is required. This will include giving fair notice to all users to remove anything they would like to keep and anything left that is not usable will be put into a skip. Clerk to organise.

**14. Update on Youth Worker appointment.** No update available.

**15. Salt Bins** – Cllr Heinrich Schmidt has sent the Clerk details of how much salt is required to fill the bins on Sandrocks (approximately 6 bags). Clerk to action.

**16. Water Leak, B2114.** – Further to last months meeting, the Clerk reported the leak.

The email has been acknowledged though no response has yet been received. Cllr Maria Fielding reported that traffic lights were temporarily put up, however these have since come down. The leak is still there and the surface has again broken under the pressure of the water.

**17. Parish Council Meetings – Discuss when and where Parish Council meetings are to be held for 2025. Confirm date and place of next meeting. –**

Unfortunately, meetings can no longer be held in Ansty Village Hall as they have rented the hall out to a regular user on a Monday. It was suggested that we contact Ashenground Community Centre to see if they can accommodate us as it's near the Sandrocks estate. Other meetings will be held at Staplefield Village Hall and Whiteman's Green Sports Club with working group meetings being held in the meeting room at Ansty Sports Club. Clerk to contact Ashenground.

**18. Minor matters for consideration on the next agenda. Grant conditions for 2025.**

**19. Confirm date and place of next meeting.** The next meeting on 10<sup>th</sup> February will be held at Staplefield Village Hall at 7.30pm.

**MEETING CLOSED AT 9.08PM. DRAFT MINUTES SUBJECT TO CONFIRMATION**

**Schedule of receipts and payments**

Ansty and Staplefield Parish Council							
Bank account: Current Acct							
Date range: 10/12/2024 to 13/01/2025							
Date	Reference	Supplier / Customer	Description	Receipt	Payment	Balance	Date reconciled
			Opening balance b/fwd		97,267.99		
13/01/2025		WSCC	December Payroll		4,506.34	92,761.65	13/01/2025
13/01/2025		Elizabeth Bennett	365 renewal		76.78	92,684.87	13/01/2025
13/01/2025		Ansty Sports and Social Club	Working group meeting		15.00	92,669.87	13/01/2025
13/01/2025		Wessex IT	IT Support		35.74	92,634.13	13/01/2025
13/01/2025		Castle Water	Water		34.83	92,599.30	13/01/2025
13/01/2025		EDF Energy	Electricity		25.00	92,574.30	13/01/2025
13/01/2025		Sarah Abellan	Mileage		12.06	92,562.24	13/01/2025
13/01/2025		GB Sports and Leisure	Annual Inspection		168.00	92,394.24	13/01/2025
13/01/2025		Sarah Abellan	Shredder		89.99	92,304.25	13/01/2025
13/01/2025	0777	Mulberry and Co	Finance Training Course		54.00	92,250.25	13/01/2025
13/01/2025	34948771	O2	Phone		14.35	92,235.90	13/01/2025
13/01/2025	56269	Wessex IT	Laptop		1,132.08	91,103.82	13/01/2025
13/01/2025	VTP11893	velocity	Objection Preparation		1,440.00	89,663.82	13/01/2025

**Transactions presented for approval**

Ansty and Staplefield Parish Council								
Listing of transactions dated between 10/12/2024 and 13/01/2025								
Voucher	Date	Description	Supplier / customer	Account name	VAT rec?	Net	VAT	Total
499	13/01/2025	Phone	O2	Equipment and software	No	-11.96	-2.39	-14.35
500	13/01/2025	Shredder	Sarah Abellan	Clerk's Expenses	No	-74.99	-15.00	-89.99
501	13/01/2025	Annual Inspection	GB Sports and Leisure	Playpark inspections	No	-140.00	-28.00	-168.00
502	13/01/2025	Finance Training Course	Mulberry and Co	Clerk's Expenses	No	-45.00	-9.00	-54.00
503	13/01/2025	Objection Preparation	velocity	District Plan/Cuckstye	No	-1,200.00	-240.00	-1,440.00
504	13/01/2025	Laptop	Wessex IT	Equipment and software	No	-943.40	-188.68	-1,132.08
505	13/01/2025	Mileage	Sarah Abellan	Clerk's Expenses	N/A	-12.06	0.00	-12.06
506	13/01/2025	Electricity	EDF Energy	Staplefield Pavilion	No	-23.81	-1.19	-25.00
507	13/01/2025	Water	Castle Water	Staplefield Pavilion	N/A	-34.83	0.00	-34.83
508	13/01/2025	IT Support	Wessex IT	Equipment and software	No	-29.78	-5.96	-35.74
510	13/01/2025	Working group meeting	Ansty Sports and Social Club	Room Bookings	N/A	-15.00	0.00	-15.00
511	13/01/2025	365 renewal	Elizabeth Bennett	Clerk's Expenses	N/A	-76.78	0.00	-76.78
512	13/01/2025	December Pavroll	WSCC	Pavroll Admin	N/A	-4,506.34	0.00	-4,506.34

**Bank Reconcilliations for December 2024**

Ansty and Staplefield Parish Council

Bank account: Deposit Acct Reconciliation as at: 13/01/2025

<b>Balance per bank statement at 13/01/2025</b>	127034.98
<b>TOTAL NET BANK BALANCES at 13/01/2025</b>	<b>127034.98</b>
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2024	125301.41
Total receipts	1733.57
Total payments	-
Total transfers	-
<b>Closing balance per cash book as at 13/01/2025 (must equal net bank balances above)</b>	<b>127034.98</b>

Signed by Chair of Parish Council, meeting 10<sup>th</sup> February 2025

Council name	Ansty and Staplefield Parish Council		
Bank account	Current Acct		
Balance per bank statement at 13/01/2025			89,663.82
<b>TOTAL NET BANK BALANCES AT 13/01/2025</b>			<b>89,663.82</b>
Opening_balance			26,859.00
Total receipts			132,077.79
Total payments			-69,272.97
Total transfers			
<b>Closing balance per cash book (must equal net bank balances above)</b>			<b>89,663.82</b>