

ANSTY AND STAPLEFIELD PARISH COUNCIL

The minutes of the meeting of Ansty and Staplefield Parish Council held in the **committee room above Staplefield Village Hall on Monday 16th April 2018** at 7:30pm.

Members present: Brad Williams (Chairman), Bob Birthwright, Dhana Mahendran, Maria Fielding, Crispin Salimbeni, Simon Stokes, Jon Gilley, James Steadman.

Also present: Liz Bennett (Clerk), 2 members of the public.

Public Session.

A member of the public spoke regarding his planning application (6d) for a new house at the back of Stanbridge Place North. He has followed the pre-application advice given by MSDC and the Conservation Officer and has ensured that the building is sympathetic to the surroundings and that it is positioned to minimise the noise impact from the A23. His neighbours do not object to the proposal.

1. Apologies for absence.

Apologies were accepted from Andrew Keiller. Pete Bradbury (District and County Councillor) also sent his apologies.

2. Declarations of interest in items on the agenda.

Jon Gilley and Crispin Salimbeni declared that they are Parish Council nominated members of the Ansty Village Centre CIO.

James Steadman and Simon Stokes declared that they are Parish Council nominated members of Ansty Village Hall Trust.

Crispin Salimbeni declared a personal interest in agenda item 6a because he is a neighbour of the school.

Dhana Mahendran declared a personal interest in agenda item 6b because she lives in the same road.

Bob Birthwright declared a prejudicial interest in agenda item 6d because he is a close neighbour.

All other member interests are shown in their Register of Interests.

3. Minutes of the meeting held on 12th March 2018.

The minutes were AGREED and signed by the Chairman.

4. Proposal for placing a defibrillator in Staplefield phone box.

This item was carried forward to the next meeting.

5. Planning decisions.

The following decisions were noted:

- a) DM/18/0363 Proposed clock turret on existing garage. Single storey side extension. Nutbourne, Deaks Paddock, Ansty. Granted.
- b) DM/18/0063 Proposed change of use and conversion of agricultural building to form 2 business units falling within flexible B1/B8 use. Land at farm building to the east of, 1 and 2 Tyes Cottages, Brantridge Lane, Staplefield. Granted.
- c) DM/17/5000 Demolition of outbuildings and erection of annexe building. Old Hall, Brantridge Lane, Staplefield. Granted.
- d) DM/18/0651 Certificate of lawful use. Proposed planting of vines for the purposes of growing grapes for wine. Dillions Farmhouse, Tanyard Lane, Staplefield. MSDC confirmed that the use is lawful.
- e) DM18/0159 and DM/18/0158 Construction of a single storey rear extension. Internal alterations to the ground floor to include the removal and insertion of partition walls, and the blocking up and insertion of new internal door openings. Conversion of existing attached outbuilding for incorporation within proposed rear extension. Insertion of roof window within valley to the north. Replacement of three existing windows to the south elevation. Demolition of existng porch and construction of new porch. Demolition of existng detached garage and construction of a replacement detached garage with room above. Associated hard and soft landscaping works. Cleavers Cottage South, Cleavers Lane, Cuckfield, Haywards Heath. Granted.
- f) DM/17/5141 proposed erection of a replacement dwelling. Great Thorndean Farm Cottage, Slough Green Lane, Warninglid. Refused.

6. Planning applications.

- a) DM/18/1138 Listed Building Consent. Renewal of pitched roof and internal waterproofing works. St Marks Church of England Primary School, Brantridge Lane, Staplefield. No objection.
- b) DM/18/1226 Two storey side extension to replace existing single storey garage and single storey rear extension with roof terrace. 80 Cedar Avenue, Haywards Heath. No objection.
- c) DM/18/1063. Change of use of garden office/annexe to mixed use (business and annexe), for the purpose of a dog grooming business to be run from Monday to Saturday 9 am - 6 pm. Hook Place Lodge Cuckfield Road Burgess Hill. No objection.
- d) DM/18/1046 Proposed detached 5 bedroom two storey dwelling with extensive landscaping. Land to the north of Stanbridge Place, Standbridge Lane, Staplefield. The Parish Council object to this application because it was not allocated in the Neighbourhood Plan.
- e) DM/18/1280 Full Application Proposal: New dwelling with associated hard and soft landscaping. Land at Weald Chase Staplefield Road Cuckfield. The Parish Council object to this application because it was not allocated in the Neighbourhood Plan.

7. Data Protection Regulations.

- a) **Document retention strategy.**
The Document Retention Strategy was circulated prior to the meeting and was AGREED.
- b) **Appointment of Data Protection Officer.**
It was agreed that Satswana will be appointed as the DPO at a cost of £150 per

annum. There is still a lack of clarity regarding the implications for Councillor email addresses and whether they can download documents to their own devices. A protected cloud solution might be the best option. It was agreed that the Clerk will attend the next Satswana workshop and that the Parish Council will wait for firm guidance before making any changes to the way that it operates.

8. Traffic from Burgess Hill Northern Arc.

The Parish Council has been concerned for some time about the impact on the parish and surrounding villages of the traffic that will travel north from the Northern Arc development. The impact could be reduced if cars are encouraged to travel west out to the A23 before travelling north. The Parish Council has the support of other parishes and has raised the issue at several meetings with the MSDC and has written to WSCC. The Parish Council understands that a traffic study is to be commissioned that will look at the traffic from the Northern Arc and the PC wish to ensure that the scope includes traffic travelling north. The PC also understand that Highways England are planning to improve the junctions along the A23.

The Clerk was asked to write to MSDC and WSCC to request a copy of the scope of the Traffic Study and to the Highways Agency to request that the junction at Hickstead is prioritised in their improvement programme.

9. Mourning protocol in event of death of a Senior Royal or other senior figure.

It was AGREED that no action will be taken.

10. Trees in Staplefield and play park.

A resident has emailed to say that ivy is choking some of the mature trees on Upper Common. He has dealt with two of them, but the others might possibly require a chainsaw. The Parish Council does not own Upper Common and so the Clerk was asked to write to the Staplefield Association to ask if they can help.

The Clerk drew attention to the latest play park inspection report which identified the poor condition of the surfaces in the park and showed them as a medium risk. The ideal solution would be to replace the whole area with wetpour or similar but this would cost £10k to £20k which the Parish Council cannot afford and it would not be worthwhile given the age of the play park equipment.

It was agreed that it is the mud that makes the surfaces so slippery and so the Clerk was asked to find someone to power wash the surfaces which will help in the short term.

11. Finance Matters.

The financial report showing the schedule of payments, receipts and bank reconciliation was AGREED and signed by the Chairman and is attached to these minutes.

12. Ansty Village Centre.

There was nothing new to report and so this item will be carried forward to the next meeting.

13. Road safety issues in parish.

The Police Officer visited Ansty and Brook Street again. He is unable to find a suitable location for fixing a sign in Ansty but has added a new 30mph limit sign in Brook Street.

14. Fingerpost repairs.

The contractor has confirmed that the remaining signs will be fitted week commencing 30th April 2018.

15. Reports from meetings attended, not covered elsewhere on the agenda.

Dhana provided a report from the Mid Sussex Association of Local Councils AGM. She was thanked for attending the meeting.

16. Reports from County and District Councils.

Pete Bradbury sent his apologies for not being able to attend the meeting.

17. Correspondence.

The following correspondence was noted:

- MSDC consultation re ethical standards.
- Public Rights of Way inspection will be carried out next month. Councillors are requested to notify issues by the end of April.
- Email from Staplefield Resident asking if street lights could be switched off at night. The Clerk was asked to get views from the Staplefield Association and add this to the agenda of the next PC meeting.

18. Minor matters and items for the next agenda.

- a) The Clerk was asked to obtain a list of all the cricket bookings at Ansty for this season.

MEETING CLOSED.

APPROVED MINUTES.

Next Meeting: May 21st at 7:30 in Ansty Village Hall.

Ansty and Staplefield Parish Council Finances 16th April 2018

Payments for approval

| | Ref | Description | Amount |
|--------------------------|-----|-------------------------|----------------|
| TalkTalk | 118 | Phone | 26.00 |
| Unity Trust | 119 | Service Charge | 18.00 |
| EDF Energy | 001 | Pavilion electricity | 16.00 |
| Se Water | 002 | Pavilion water | 5.00 |
| WSSC | 003 | Salaries, pension, NICS | 1962.50 |
| Staplefield Village Hall | 004 | Room Hire | 10.00 |
| Ansty Village Hall | 005 | Room Hire | 9.00 |
| Elizabeth Bennett | 006 | Expenses | 15.30 |
| GB Sports and Leisure | 007 | Play park inspection | 69.60 |

Receipts in March

| | | | |
|--------------------------|----|-------------------------|--------------|
| Fletching Parish Council | AC | Share of phone expenses | 91.63 |
| Unity Trust | AC | Bank interest | 29.81 |

Ansty and Staplefield Parish Council: Bank Reconciliation

31st March 2018

| Bank | | Cashbook | |
|--------------------------|-----------------|-----------------|-----------------|
| Current Account | 9945.19 | Balance forward | 42044.27 |
| Deposit Account | 64729.32 | Receipts | 90814.16 |
| | 74674.51 | less payments | -59341.92 |
| Less unpaid transactions | | | |
| Chq 74 | -387 | | |
| chq 75 | -257 | | |
| chq 76 | -257 | | |
| chq 79 | -257 | | |
| | 73516.51 | | 73516.51 |

Signed by Chairman of PC meeting 16th April 2018