

## ANSTY AND STAPLEFIELD PARISH COUNCIL

**The minutes of the meeting of Ansty and Staplefield Parish Council held online by Zoom, on 8<sup>th</sup> February 2021 at 7:30pm.**

**Members present:** Brad Williams, Bob Birthwright, Crispin Salimbeni, Maria Fielding, Jon Gilley, James Steadman, Simon Stokes, Nuala Hampshire, Dhana Mahendran.

**Also present:** Liz Bennett (Clerk), Pete Bradbury (MSDC and WSCC Councillor), one member of the public.

**1. Chairman's introduction and guidance for online meetings.**

The Chairman outlined guidance for an online meeting.

**2. Public Session.**

No members of the public wished to speak.

**3. Apologies for absence.**

All members were present.

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

None were declared.

**5. Minutes of the Parish Council meeting held on 11<sup>th</sup> January 2021.**

The minutes of the last Parish Council meeting were AGREED.

**6. Planning decisions.**

The following planning decisions were noted:

- a. DM/20/1289 Description Proposed change of use of land for up to 35 pitch campsite together with erection of single storey toilet/shower block with associated car parking and landscaping (Amended description and plans received on 15 July 2020). Land At Sparks Farm Former Playing Field Staplefield Road Cuckfield. Refused.
- b. DM/20/3673 Description: Construction of 2 storey side/rear extension, as resubmission of approved, unimplemented application DM/19/4361, with changes to the windows and doors including enlarged front dormer window. (revised plans received and description amended 14.12.2020). Location: West View, Brook Street, Cuckfield. Granted.
- c. DM/20/2920 Description: retrospective householder planning application for various outbuildings (revised plans relating to corrected red line boundary received 23.09.2020). Location: High Point, Brook Street, Cuckfield. Refused.
- d. DM/20/4590 Two new dwellings. Location: Chideok, Valebridge Road, Burgess Hill. Application withdrawn.
- e. DM/20/4178 Proposal: Amendments to Section 106 Agreement relating to DM/18/5114 Location: Burgess Hill Northern Arc, Land North And North West Of Burgess Hill. Granted.
- f. DM/20/4445 Description: proposed first floor extension and ground floor patio doors to the north elevation and balconette to west elevation. (revised

description agreed 21.01.2021. Amended elevations received 21.01.2021).

Location: Leigh Manor Farmhouse, Cuckfield Road, Ansty. Granted

- g. DM/20/4622 Description: t1 yew - crown lift to height of 5m. Location: Jasmine Cottage, Brantridge Lane, Staplefield. Granted.
- h. DM/20/1979 Location: Legh Manor, Cuckfield Road, Ansty. Application withdrawn.
- i. DM/20/3263 Description: variation of condition 12 (approved plans) relating to reserved matters consent DM/17/4190 to alter planning drawings to reflect the latest designed house types. Location: Rookery Farm Development Site, Rocky Lane, Haywards Heath. Granted.
- j. DM/20/1961 Description: erection of electrically controlled entrance gateways and boundary fencing and alteration to existing access. (revised plans received 20.10.2020). Location: Legh Manor, Cuckfield Road, Ansty. Granted.

## **7. Planning applications.**

- a. DM/21/0027. Application Type: Householder Application Proposal: Proposed first floor rear extension and single storey ground extension to rear, including covered porch. Site Address: 54 Diamond Cottages, Brook Street, Cuckfield. No objection.
- b. DM/20/1718 Application Type: Householder Application Proposal: Conversion of timber frame barn outbuilding in to living accommodation for visitors to the main house (Amended plan received 8 January 2021). Site Address: The Barn House, Cuckfield Road, Ansty. No objection.
- c. DM/21/0196 Application Type: Removal/Variation of Condition Proposal: Variation of condition 2 of planning permission DM/20/3978 to replace approved plans to allow alterations in design to accommodate revised staircase. Site Address: Oakfield House, Deaks Lane, Cuckfield. No objection.
- d. DM/20/4591 Application Type: Householder Application Proposal: Existing central ridge raised to create first floor accommodation. Proposed two storey front porch and single storey rear extension. Internal modifications and alterations. Description amended 26.01.2021 to include detached garage building forward of house. Site Address: Green Acres, Deaks Lane, Ansty. No objection.

## **8. Monthly finances.**

The financial statement including the schedule of payments, the receipts and bank reconciliation was AGREED and is attached to these minutes.

## **9. Internal Audit.**

The scope of the Internal Audit was AGREED and Peter J Consulting was appointed as the Internal Auditor.

## **10. Parish Council Asset Register.**

The Parish Council Asset Register was reviewed and AGREED.

## **11. Parish Council Risk Assessment.**

The Parish Council Risk Assessment was reviewed and AGREED.

**12. Permission to metal detect on Parish Council land.**

A request has been received to metal detect on Parish Council land. The Clerk has asked for more information but has not received a response. It was AGREED that the Parish Council will not consider granting permission until the applicant is able to clarify where he wishes to metal detect.

**13. Tree work at Upper Common.**

It was AGREED that Symes Tree Surgery will be asked to proceed with the remaining tree work at Upper Common. The Clerk will talk to him about leaving wood for residents to collect.

**14. Staplefield bus shelter.**

The Clerk reported that the Staplefield Association may be able to make a donation towards the new shelter. It was AGREED that Monarch Oak will be appointed to construct the new shelter. The new shelter will have a cedar shingle roof. The old clay tiles will be left behind the pavilion for the time being.

**15. Response to the WSALC (West Sussex Association of Local Councils) proposal for Council support services.**

The Clerk has circulated a great deal of correspondence on this matter and she provided a brief update. The budget for the next financial year includes a £720 subscription to WSALC which includes a NALC subscription and the support services currently provided by SSALC. WSALC are looking to change the provider of support services which has upset many parish members. It is unclear what services will be provided next year and by which organisation. A lot of parishes are upset at the WSALC handling of the situation and have given notice to WSALC. It was AGREED that the Parish Council will give notice too and wait until there is a clearer picture of service provision. If legal or financial advice is required in the meantime the Clerk can source this directly from local council specialist solicitors, the MSDC solicitor and from Government websites. Clerk training can be sought from the Society of Local Council Clerks if required.

**16. Local Community Infrastructure s106 fund.**

The three new mobile Speed Indicator Devices (SIDs) have now arrived and are in situ. There are some issues with the one at Brook Street which the Clerk and Brook Street Councillor are seeking to resolve with the supplier. Once resolved the new Brook Street SID will be swapped with the one at Rocky Lane. The SIDs will be moved around within each ward to ensure that the message is kept fresh and drivers don't become too used to them. If there is clear evidence of speeding, then the data can be submitted to Sussex Police so they can take enforcement action in the area. The traffic volume data is useful for Highways. The Clerk was asked to arrange a zoom meeting with the SID volunteers across the parish in the next few weeks.

**17. Community Fund.**

The Parish Council AGREED to set up a Community Fund. Bids will be invited from local groups to help them get over what has been a very challenging period or for the creation of new projects. The total fund will be around £2500 and each grant will be capped at around £500. Brad will write a few paragraphs describing the fund that Councillors can

circulate within their community to invite bids.

#### **18. Ansty Village Centre.**

The project was facing some cashflow issues as the MSDC Grants Panel was delayed by three weeks. Pete Bradbury managed to get the MSDC Cabinet to approve the remaining s106 money that was required to complete the main build. The build is on schedule for completion in March. Mims Davies MP and Jonathon Ash-Edwards, Leader of MSDC, are due to visit the site this month.

#### **19. Ansty Village Sign.**

Quotes will be sought for consideration at the next meeting.

#### **20. Street name at the Bolney Road development.**

The Clerk reported that MSDC has written to the residents of Marwick Close to explain their street naming error and to request permission to change the name to Markwick Close.

#### **21. Updates from MSDC and WSCC Councillor.**

Pete Bradbury provided an update from both Councils. Both Councils are setting their budgets and will be able to set a balanced budget despite the challenges of the last year.

He has had a meeting with fellow MSDC Councillors regarding the issues at Cuckfield Golf Course and is expecting a follow up meeting soon.

#### **22. Minor matters and items for the next agenda.**

- a. **AVC fundraising.** An email has been received regarding the Parish Council's role in a programme of events designed to attract people to the new Ansty Village Centre. Brad explained that the funding given to the project by the Parish and District Council was secured on the understanding that the community would work together. The Parish Council is now keen to provide support to the Ansty Village Hall Trust, the Ansty Village Centre CIO and the sports clubs as they work together to raise the profile of the building and make it a success. The Parish Council does not intend to get directly involved. Pete Bradbury agreed with the importance of this and offered his support if required.
- b. **Date of the May meeting.** It was AGREED that the Annual Parish Council Meeting scheduled for May 10<sup>th</sup> will be moved to Tuesday May 4<sup>th</sup> 2021.
- c. **Broken bridge barrier.** The Clerk was asked to report the broken bridge barrier on the road from Staplefield to Cuckfield, to Pete Bradbury. The issue has been repeatedly reported to Highways with no satisfactory outcome.
- d. **Brantridge School.** Bob Birthwright reported that the school plan to put a 7ft high fence around the school which will be very close to the house they sold off at the entrance to the school. He has spoken to the Conservation Officer at MSDC who is discussing this with the planners.

MEETING CLOSED

DRAFT MINUTES SUBJECT TO CONFIRMATION

## Ansty and Staplefield Parish Council Finances 8<sup>th</sup> February 2021

### Payments for approval

	Ref	Description	Amount
Castle Water	81	Pavilion Water - January	<b>8.44</b>
EDF Energy	82	Pavilion Electricity	<b>16.00</b>
Vodafone	83	Phone	<b>21.55</b>
Elizabeth Bennett	84	Expenses	<b>57.14</b>
WSSC	85	Salaries	<b>2073.69</b>
Castle Water	86	Pavilion Water - February	<b>8.44</b>
Debt Management Office	87	Public Works Loan repayment	<b>3261.50</b>
Symes Tree Surgery	88	Upper Common trees – phase 1	<b>3400.00</b>
Information Commissioner	89	Data Protection Registration	<b>35.00</b>
Westcotec	90	padlocks for SIDs	<b>150.60</b>

There were no receipts in January.

### 31st January 2021

Bank		Cashbook	
Current Account	28048.62	Balance forward	56862.78
Deposit Account	15231.49	Receipts	113077.77
			-
		less payments	126660.44
	<b>43280.11</b>		<b>43280.11</b>

Approved at PC meeting on 8<sup>th</sup> February 2021