

## ANSTY AND STAPLEFIELD PARISH COUNCIL

### **The minutes of the meeting of Ansty and Staplefield Parish Council held in Staplefield Village Hall on 16<sup>th</sup> January 2023 at 7:30pm.**

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

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

#### **1. Public Session.**

A member of the public spoke regarding the appeal against the enforcement notice and the appeal against refusal of planning application DM/22/0678 at Cuckfield Golf Centre/Land at Upper Sparks Farm. The appellant has not been able to demonstrate that the development is necessary for the running of Cuckfield Golf Centre. The development is contrary to policies in the Mid Sussex District Plan and the Neighbourhood Plan. The planning inspectorate should be asked to dismiss the appeals.

A member of the public asked that the Parish Council object to retrospective application DM/22/3875 for the retention of the garden room. The site is in the AONB and is surrounded by fields which are being used as wildlife corridors. The garden room for domestic use is inappropriate in this rural setting.

#### **2. Apologies for absence.**

Apologies were accepted from Nuala Hampshire.

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

Crispin Salimbeni declared an interest in agenda item 7a because he owns some land adjacent to it.

#### **4. Minutes of the Parish Council meeting held on 12<sup>th</sup> December 2022.**

The minutes were AGREED and signed by the Chairman.

#### **5. Update on the District Plan Review.**

The Parish Council submitted the response to the District Plan Review in December and have asked the District Council to provide an update in March.

#### **6. Planning decisions.**

The following decisions were noted:

- a. DM/22/2897. Description: three storey side extension (amended plans received 08/11/2022 to amend redline). Location: 1 Keepers Cottages, Mallions Lane, Staplefield. Granted.
- b. DM/22/2858 and DM/22/2841. Description: demolition of existing single-storey pitched roof kitchen, utility and boot room. Erection of a single storey extension to build a new entrance porch, kitchen and family living/dining room and a new bay window. Location: Old Beech Farm, Staplefield Road, Cuckfield. Refused
- c. DM/22/2869 Description: garage conversion and first floor side extension (amended description 10/10 and amended plans showing 25-degree angle

- 17/11). Location: 4 Buckeridge Way, Haywards Heath. Granted.
- d. DM/22/2553. Description: application for reserved matters, pursuant to outline application DM/21/3279 for the erection of a secondary school, including specialist support centre, car parking (including electric vehicle charging), cycle parking, drop off area, access, multi-use games area, all weather pitch, substation, bin storage, means of enclosure and lighting, with associated landscaping and infrastructure Location: Burgess Hill Northern Arc, Land North And North, West Of Burgess Hill, Between Bedelands Nature, Reserve In The East And, Goddard's Green Waste, Water Treatment Works In The West. Granted.
  - e. DM/22/3454. Description: demolition of 6 livery and ancillary buildings and erection of 3 commercial class e(g) and b8 units. Location: The Forge, Cuckfield Road, Staplefield. Granted.
  - f. DM/22/3593. Description: single storey rear extension and the replacement of an existing orangery. Location: Bridge Farm, Cuckfield Road, Burgess Hill. Granted.

## 7. Planning applications.

- a. DM/22/3767 Application Type: Householder Application Proposal: Proposed two storey side extension to provide additional habitable accommodation. Site Address: Court Cottage, Brantridge Lane, Staplefield. No objection.
- b. DM/22/3775 Application Type: Householder Application Proposal: Retrospective application for the retention of a home office with changes to the fenestration. Site Address: Sherwood, Bolney Road, Ansty. No objection.
- c. DM/22/3863 Application Type: Full Application Proposal: Demolition of 2no store buildings and erection of a Local Meeting Hall; Change of use of 1no store building to create an ancillary community hall. Application to renew planning permission Reference DM/19/2350 Site Address: Highways Access Land North of Poplar Cottage, Nursery Lane, Warninglid. The Parish Council do not object to this application but request that the planning condition applied to the previous application which ensured that the building should be used solely by the members of the church should also be applied to this application.
- d. DM/22/3875 Application Type: Full Application Proposal: Retrospective application for retention of domestic garden room on agricultural land to north-west of South Meadow Cottage. Site Address: South Meadow Cottage, Brantridge Lane, Staplefield. The Parish Council object to this application. The garden room is on agricultural land and outside the boundary of the house, permission should not be granted for domestic use.
- e. Notification of Appeals AP/23/0001 and AP/22/0052. Land At Upper Sparks Farm Staplefield Road Cuckfield Haywards Heath Proposed Development: Two appeals have been submitted one against the enforcement notice and one against planning application DM/22/0678. The Parish Council agreed to write to the planning inspectorate to object strongly to both appeals.

## 8. Parish Council Finances

- a. **Budget and precept for the next financial year (1/04/23-31/03/24).**

It was AGREED that the precept for the next financial year will be raised by 3% per household to £79.54. This is a raise of £2.32 per annum per average Band D household. The total precept raised will be £112 668.

It was also AGREED that the Community Projects reserve will be split into two reserves, one for Maintenance of Community Assets and one for Community Capital Grants. The Clerk will create a grant application form.

**b. Monthly Finances.**

The financial statement including the schedule of payments, the receipts and bank reconciliation was AGREED and signed by the Chairman.

**c. Appointment of the internal auditor.**

The scope of the internal audit was AGREED, and Peter Frost was appointed as the internal auditor.

**9. To review the license with Unique Pub Properties.**

The Clerk was asked to draft a letter to Unique Pub Properties to request the removal of tables and chairs from Staplefield Common for the winter as per the license agreement.

The Clerk was asked to add parking outside Brantridge School to the next agenda.

**10. Tree survey in Staplefield.**

The Clerk presented quotes to the Parish Council who agreed to the basic tree survey which only records trees needing work.

**11. To receive an update on the ditch clearance in Staplefield.**

The ditch clearance is now complete.

**12. Inspection report for Staplefield Play Park.**

The inspection report was noted.

**13. Bench near the Jolly Tanners.**

It was AGREED that Elliott Fielding will remove the bench which is no longer safe.

**14. Deaks Lane Operation Watershed scheme and agree small addition to the scope.**

Two out of the required three quotes have been received and the other should be received shortly. The grant application can then be submitted, and the final scope of funding agreed with Highways. A meeting will be held next week to update the Deaks Lane residents on the project.

**15. Clerk's working pattern.**

It was AGREED that the Clerk will now work 21 hours per week on Monday, Tuesday and Wednesday. The number of hours has not changed but the hours will be condensed into three days. Time will be taken in lieu of evening meetings or time worked outside of these days if needed. The Clerk will put this on her email signature and on the Parish Council website.

**16. Minor matters and items for the next agenda.**

- a. **Water running on Handcross Road.** The Clerk has already reported this and to Highways and to the County Councillor. Highways have confirmed that they are

investigating the issue.

- b. **Flooding near bridge on Cuckfield Road.** The Clerk was asked to report the large pool of water on the road that will be hazardous in icy conditions.
- c. **List of projects.** The Clerk was asked to add Staplefield Bus Shelter, the surface in front of the notice board and the surface of the car park outside the pub to the list of Parish Council projects.

MEETING CLOSED

DRAFT MINUTES SUBJECT TO CONFIRMATION

**Ansty and Staplefield Parish Council Monthly Finances 16<sup>th</sup> January 2023**

**Payments for approval**

Voucher	Date	Supplier / customer	Description	Net	VAT	Total
153	28/12/2022	Castle Water	Staplefield Pavilion	5.00	0.00	5.00
154	31/12/2022	Unity Trust	Bank Charges	23.85	0.00	23.85
155	30/12/2022	Unity Trust	Bank Charges	0.90	0.00	0.90
159	16/01/2023	EDF Energy	Staplefield Pavilion	8.57	0.43	9.00
160	16/01/2023	Castle Water	Staplefield Pavilion	5.00	0.00	5.00
161	16/01/2023	GB Sports and Leisure	Playpark Inspection	95.00	19.00	114.00
162	16/01/2023	WSSC	staff salaries and on costs	2,725.51	0.00	2,725.51
163	16/01/2023	Matmos	New laptop	574.00	114.80	688.80
164	16/01/2023	Vodafone	Phone	24.51	4.90	29.41
165	16/01/2023	Elizabeth Bennett	Clerk's Expenses	39.48	0.00	39.48
166	16/01/2023	Staplefield Village Hall	Room Bookings	15.00	0.00	15.00
167	16/01/2023	Public Works Loan Board	Public works loan repayments	3,261.50	0.00	3,261.50
168	16/01/2023	Brad Williams	Councillor allowances	387.00	0.00	387.00
169	16/01/2023	Bob Birthwright	Councillor allowances	257.00	0.00	257.00
170	16/01/2023	Jon Gilley	Councillor allowances	257.00	0.00	257.00
171	16/01/2023	James Steadman	Councillor allowances	257.00	0.00	257.00
172	16/01/2023	Dhana Mahendran	Councillor allowances	257.00	0.00	257.00
173	16/01/2023	Simon Stokes	Councillor allowances	257.00	0.00	257.00
174	16/01/2023	Crispin Salimbeni	Councillor allowances	257.00	0.00	257.00
177	16/01/2023	Maria Fielding	Councillor allowances	257.00	0.00	257.00

**Receipts in December**

Voucher	Date	Supplier / customer	Account	Total
156	14/12/2022	Wivelsfield Parish Council	street lighting	285.23
157	23/12/2022	EI Group PLC	Common	1,375.00
158	31/12/2022	Unity Trust	Bank Interest	339.65

**Bank Transfers from Deposit to Current Account**

Voucher	Date		
175	12/01/2023	Paid from Deposit Acct	15000.00
176	12/01/2023	Receipt in Current Acct.	15000.00

NB: The following Vouchers are also presented for signing because they were missed at previous meetings:

Voucher	Date	Supplier / customer	Description	Net	VAT	Total
15	11/4/2022	Npower	Staplefield Pavilion	19.87	0.99	20.86
41	31/5/2022	ASPC	Transfer from Current Acct to Deposit acct.			50000
42	31/5/2022	ASPC	Receipt in Deposit account from current acct			50000
76	8/8/2022	EDF Energy	Staplefield Pavilion	7.62	0.38	8.00
77	8/8/2022	Castle Water	Staplefield Pavilion			5.00

**Bank reconciliation**

31st December 2022			
Bank Accounts		Cashbook	
Current	10,855.76	Opening	76,631.21
Deposit	115811.49	Total receipts	120,416.28
less uncashed payments	0	Total payments	-70380.24
<b>Totals</b>	<b>126,667.25</b>		<b>126,667.25</b>

Signed by Chairman of PC meeting 16<sup>th</sup> January 2023