

ANSTY AND STAPLEFIELD PARISH COUNCIL

The minutes of the Annual Meeting of Ansty and Staplefield Parish Council held in **Ansty Village Hall on Monday 21st May** at 7:30pm.

Members present: Bob Birthwright (Chairing the meeting), Jon Gilley, Simon Stokes, James Steadman, Crispin Salimbeni, Dhana Mahendran, Maria Fielding, Andrew Keiller.

Also present: Liz Bennett (Clerk), 5 members of the public.

Public Session.

Two members of the public spoke in objection to agenda item 10f, an application for a new 5 bedroom house at The Wellfield, Bolney Road, Ansty. The new house would be positioned half way down the plot and so would be overbearing and impact the privacy, light and views of the neighbours. It is inconsistent with the Neighbourhood Plan, which calls for smaller properties and it does not preserve the rural identity of the area. Parking spaces on the road will be removed causing traffic issues.

A representative from DMH Stallard spoke regarding a proposal for 9 houses at the rear of 1-2 North Cottages, Ansty. The development will provide a mix of housing including affordable housing and complies with policy DP9 in the District Plan and AS1 in the Neighbourhood Plan. The Parish Council are invited to comment in advance of a planning application that will be submitted later this week.

1. Election of Chairman.

Brad Williams was elected as Parish Council chairman.

2. Election of Vice Chairman.

Bob Birthwright was elected as Parish Council vice chairman.

3. Apologies for absence.

Apologies were accepted from Brad Williams.

4. 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.

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

5. Minutes of the meeting held on 16th April 2018.

The minutes were AGREED and signed by the Chairman.

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

The Parish Council agreed that the phone box can be used to house a defibrillator and will

pay the extra annual cost of approximately £20 for the additional electricity. Staplefield Residents Association will maintain the defibrillator. The Parish Council will consider working with the Association to restore the phone box itself which is quite badly rusted.

7. Committees and membership, planning representatives, responsibility for notices on notice boards and financial checker.

The following committees and membership were agreed:

Finance – Brad, Bob, James, Crispin, Simon, Dhana.

Staplefield Review Group – Brad, Bob, Crispin, Maria

Both these committees operate as working parties rather than formal committees because they have no delegated powers and meet on an ad hoc basis.

James Steadman agreed to review the books and finances again this year.

Jon, Crispin and Andrew will continue to put the agendas and minutes on the notice boards.

8. General Power of Competence.

It was confirmed that the Parish Council still qualify to hold the General Power of Competence.

9. Planning decisions.

The following decisions were noted:

- a) DM/18/0858 DESCRIPTION: Proposed amendments to planning approval dm/17/2623 to include render to the entire property (excluding extension) with smooth white render. All windows and doors in new extension to be grey aluminium. Timber cladding to commence from corner of property and change bi-fold doors to sliding doors. Location: The Old Lodge, Ditton Place, Brantridge Lane, Balcombe. Granted.
- b) DM/17/4202 DESCRIPTION: Proposed refurbishment to ground floor of granary, to turn the garage/store into a habitable space. Location: Great Thorndean Farm, Slough Green Lane, Warninglid. LBC granted.
- c) DM/18/0846 Single storey rear extension, built into garden bank to provide family/garden room. Location: Bridge Farm, Cuckfield Road, Burgess Hill, West Sussex. Granted.
- d) DM/18/0764 Description: Variation of condition 2 relating to planning application DM/17/2187 to update plans to show the locations of 4 additional roof windows. (velux windows). Location: Millfield Barn, Pickwell Lane, Ansty. Granted.
- e) DM/18/1122 Description: T1 - beech stem: reduce further down to a 4m stump. T2 - leaning birch: fell. T3 - cypress tree: remove the bent curved limb over the west side, back to stem. Location: St Marks Church Of England Primary School, Brantridge Lane, Staplefield. Granted.
- f) DM/18/1138 DESCRIPTION: Renewal of pitched roof. Location: St Marks Primary School, Brantridge Lane, Staplefield. Granted listed building consent.
- g) DM/18/1063 Description: 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. Location: Hook Place Lodge, Cuckfield Road,

Burgess Hill. Granted.

10. Planning applications.

It was agreed to change the order of the planning applications discussed so that application WD/18/1379 would be heard first whilst the interested members of the public are present.

- a) DM/18/1379 Application Type: Full Application Proposal: The demolition of an existing annexe/garage for the proposed erection of a five bedroom house and two detached garages, one being a double bay with a store and another a single with a store. The single with store is to be built for the donor house. New vehicular and pedestrian access with block paving. Site Address: The Wellfield, Bolney Road, Ansty. The Parish Council object to this application because it represents significant overdevelopment of the site and is inconsistent with Neighbourhood Plan policy AS4, which calls for smaller houses in the early part of the plan period. The Parish Council considers that the new access will exacerbate parking issues in the area and could compromise pedestrian safety. It also notes that the application is misleading because it refers to demolition of an annexe. The Parish Council understand that it was a shed rather than annexe and so the application should be considered as a new build. The Parish Council also noted that there was no site plan on the website.
- b) DM/18/1612 Loft conversion with rear dormer. Sunhurst, Cuckfield Road, Ansty. No objection.
- c) DM/18/0347 Application Type: Householder Application Proposal: Conversion of double garage with single storey extensions and link to cottage. Demolition of rear conservatory and construction of single storey rear extension. Single storey front extension to cottage. Revision to parking and turning arrangements to front of the property. Amended plans received 26.04.2018. Site Address: Barn Cottage Cuckfield Road Ansty. No objection.
- d) AP/18/0016 Planning Inspectorate Ref: APP/D3830/W/17/3189591 Land At: Millfield Yard Pickwell Lane Ansty Haywards Heath Proposed Development: Retrospective full planning application for the re-siting of an agricultural barn. Noted.
- e) AP/18/0017 Planning Inspectorate Ref: APP/D3830/W/17/3189612 APP/D3830/W/17/3189591 Land At: Millfield Yard Pickwell Lane Ansty Haywards Heath Proposed Development: Retrospective full planning application for the erection of stables. Noted.
- f) DM/18/1653 Application Type: Advertisement Application Proposal: The retention and continued use of current aluminium and plastic sign with laminate finish and the replacement with a new 1900mm x2570mm main sign and a 1900mm x225mm grey medium streamer of the same materials. Site Address: Wychwood Park, Rookery Farm, Rocky Lane. No objection.
- g) DM/18/1694 Application Type: Full Application Proposal: Proposed calf rearing barn Site Address: Holmbush Farm, Isaacs Lane, Haywards Heath. No objection.
- h) Letter from DMH Stallard re proposal for 9 houses at "Ansty Fields" at the rear of 1-2 North Cottages. This will be considered when a full planning application is received.

11. Annual Governance and Accountability Return. (AGAR)

- a) **Report from internal auditor.** The report from the Internal Auditor was noted.
- b) **AGAR section 1 Annual Governance Statement.** Section 1 was approved by the

Council and signed by the Chairman and Clerk.

- c) **AGAR section 2 Accounting Statements.** Section 2 was approved by the Council and signed by the Chairman and RFO.

12. General Data Protection Regulations.

The GDPR impact assessment and the following policies and notices, based on NALC models, were approved by the Council:

- Email contact privacy notice
- General privacy notice
- Subject access requests policy
- Data subject access wording for website.

The Clerk reported that the Government has amended the GDPR so that Town and Parish Councils no longer need to appoint a Data Protection Officer. However, NALC still consider it to be best practice and so the Parish Council will stay with the DPO appointed at the last meeting.

Email addresses using the Anstystaplefield-pc.gov.uk domain name can be provided to each Councillor at a cost of £18 per address per annum. It was agreed that this is not necessary but that each Councillor should create their own email address that they will use specifically for parish council emails.

The Clerk will produce a guidance note on the implications of the GDPR for Councillors.

The advice from NALC is that the Clerk's laptop should be under the ownership of the PC and it should be encrypted in case it is stolen. This is not currently the case. It was agreed that storing documents in the cloud with password protection will ensure that data cannot be accessed if the laptop is stolen. It was agreed that other than email addresses and other contact details very little personal data is held that is not already in the public domain. The Parish Council risk assessment will be amended to consider the risks of a data breach and the steps the Parish Council has taken to mitigate them.

13. Update re traffic from Burgess Hill Northern Arc.

The clerk is waiting for a response from MSDC and the Highways Agency to her letters re the traffic from the Northern Arc. Pete Bradbury has arranged a meeting at WSCC to discuss this with other Parish Councils.

14. Speed limit on the Cuckfield Road.

An Ansty resident has asked if the Parish Council would support a reduction in speed limit to 30mph on the Cuckfield Road from Ansty to Goddards Green. The Clerk will email Highways and ask them to consider extending the 30mph limit.

15. Finance Matters.

- a) The finance report showing the schedule of payments for approval, the receipts, and bank reconciliation was approved and signed by the Chairman. It is attached to these minutes.
- b) Clerk's annual pay rise with effect from 1st April 2018. The Clerk left the room whilst

the Council considered the pay rise recommended by NALC. This was agreed.

16. Refurbishment of Brook Street phone box.

The Parish Council agreed to provide a grant of £973.80 so that the phone box at Brook Street can be converted into a book exchange with shelving and a fold down seat. Money for the materials can be paid up front with the labour cost to follow.

17. Ansty Village Centre

A draft letter to HMRC re the VAT has been reviewed by PWC and they believe that there is a strong case for the cost of the building to not incur VAT. Brad Williams has offered to produce a promotional video to help with the fund raising. This will be shot during June.

18. Road safety issues in parish.

Andrew reported that the new signs placed along Brook Street by the Police are barely visible because they are obscured by the trees. The Police are due to revisit.

Dhana reported that the Sandrocks residents are meeting with Highways to discuss road safety issues in their area including the entrance to Cedar Avenue.

19. Fingerpost repairs.

The contractor has reported that he will be finishing in June and will repaint the post outside The Victory in Staplefield to stop the tannin leak.

20. Street names for Rookery Farm development.

Jon Gilley agreed to suggest some street names for this development.

21. Jewson Building Better Communities grant scheme.

This scheme has now ended but consideration should be given to applying for it next year. Suggestions were replacement notice boards and painting the Staplefield phone box.

22. Nominations for the MSDC Community Service Award.

The Parish Council nominated Ben Drake for this award. He has just stepped down as Chairman of the Staplefield Association after many years.

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

None were received. The Clerk and Jon Gilley are attending a Neighbourhood Plan update meeting at MSDC on Wednesday.

24. Reports from County and District Councils.

Pete Bradbury was not present.

25. Chairman's Correspondence.

The following correspondence was noted:

- WSCC Bus Strategy Consultation, closes 6th June 2018.
- Email from Gerard Conway re Cuckfield Golf Centre
- Email from Rhys Hutchings, chairman of SCC re Staplefield Fete. The Clerk was asked to arrange a pavilion audit.

- Email from Staplefield Association re trees and lighting. It was noted that the trees on upper common will be left unless any resident decides to remove the ivy. The Clerk was asked to speak to request that the lights are switched off between 12 and 5am.

26. Minor matters and items for the next agenda.

- a) The Clerk was asked to chase the grass cutting contractor regarding the grass at Ansty and Brook Street. The annual cut around the outer parts of Staplefield common should also be carried out in June.
- b) The Clerk was asked to report to MSDC that the top part of Ansty recreation ground, where the houses back on to it has not been cut.

MEETING CLOSED

APPROVED MINUTES

Ansty and Staplefield Parish Council Finances 21st May 2018

Payments for approval

	Ref	Description	Amount
E.on	8	Light in phone box	28.99
TalkTalk	9	Phone (April)	26.00
EDF Energy	10	Pavilion electricity	16.00
South East Water	11	Pavilion water	5.00
Gritbins.net	12	2 grit bins for Sandrocks	146.26
Pied Piper	13	Mole clearing – 2 invoices	220.00
Staplefield Village Hall	14	Meeting room	32.50
Satswana	15	Data Protection Officer	180.00
WSCC	16	Salaries, pension, NICS	1959.47
Elizabeth Bennett	17	Expenses	58.88
TalkTalk	18	Phone (May)	28.63

Receipts in April.

	Ref	Description	Amount
MSDC	A	Final RMA Payment (last year)	351.08
MSDC	B	First RMA Payment (this year)	230.72
HMRC	C	VAT refund	4717.02
MSDC	D	Precept – 1 st instalment	29809

Ansty and Staplefield Parish Council: Bank Reconciliation 30/04/2018

Bank		Cashbook	
Current Account	42148.62	Balance forward	73516.51
Deposit Account	64729.32	Receipts	35107.82
	106877.9	less payments	-2142.39
Less unpaid transactions			
Chq	-387		
Ansty Village Hall	-9		
	106481.9		106481.9

Signed Chairman of PC meeting 21/05/2018