ANSTY AND STAPLEFIELD PARISH COUNCIL

The minutes of the Parish Council Meeting held at

Whiteman's Green Sports Centre on Monday 13th October 2025.

Members present: Maria Fielding (MF), Jon Gilley (JG), Candida Lewis (CL) Mandi Graves (MG), Crispin Salimbeni (CS), Amanda Saunders (AS), Heinrich Schmidt (HS), Simon Stokes (SS) (Chair) and Brad Williams (BW).
Also present: Sarah Abellan (SA) (Clerk), MSDC Cllr Richard Bates (RB), Cllr Malcolm Avery (MA), MSDC Cllr Gary Marsh (GM).

Meeting Started at 7.30pm.

1. **To receive apologies for absence.** Bob Birthwright (BB), Chris East (CE), Nuala Hampshire (NH).
2. **Public Session.** 5 MoP's attended.

2.1 Cllr Marsh asked if he could speak first as he wanted to apologise publicly for his comments made at the scrutiny committee meeting regarding the CGR. Cllr Marsh apologise to council and personally to the Clerk and advised that he worded his comments badly and it was never intended to come out the way it sounded. He was defending our council and criticizing HHTC for a clear money grab with regards to trying to take over the Rocky Lane Wards. Comments were made by Cllr Lucraft regarding ASPC's lack of office and part-time clerk and Cllr Marsh was merely trying to close the conversation down and move it on. His apology was very welcome and accepted in full by council and the Clerk and he was thanked for coming with council noting it was a very brave thing to do and it was much appreciated.

2.2 2 Mop's attended to discuss planning application DM/25/2373 and asked if they could add their comments when this was discussed on the agenda. The Chair agreed.

2.3 1 MoP attended to discuss planning application DM/25/2332 asking for Council to consider approving as it was a self-build intended for her own use. MF asked if they had signed up to the self-build register and advised her to do so if she hadn't already.

2.4 2 MoP's attended to discuss an email they sent regarding the pavilion refurb. The Chair advised this could not be discussed as it was not on the agenda. They asked if the plans could be sent to them regarding the refurb which was declined. They suggested a big overspend is to be made which is unnecessary and as a stakeholder they want a say in how it is refurbished. They asked if the public is going to be consulted. SS advised that this would likely be discussed further at the next meeting and they were welcome to attend.

3. **To receive declarations of interest in items on the agenda.** AS declared an interest in the grant application.

4. **To agree the minutes of the Parish Council meeting held on 8th September 2025.** The minutes were agreed and signed by the Chair.

5. **To receive updates from District and County Councillors.** Apologies from Cllr Pete Bradbury. MA reminded council of the meeting on Thursday to decide the fate of the Ansty Farm (Cuckstye)

planning application. He and RB did a site visit today with Steve Ashdown and discussed the area of titled balance amongst other things. SS noted he had registered to speak at Thursday's meeting. MA said Andy Burton had discussed an open vote, MA said this wasn't possible. GM clarified that MSDC's current system voted for was a confidential vote, however if 5 people request a public vote, it can happen. This is unlikely but not impossible. RB and GM also noted the 321 bin rollout. GM advised it would be chaotic for the first few weeks. He also advised he has been helping many Staplefield residents with planning applications, particularly as there have been a rash of properties wanting to extend their gardens onto open fields. MF asked about the district plan. GM has a briefing this week to get an update which he will filter down. The Government have made a slight concession, although it isn't known at this stage what this is.

6. **Cuckstye.** Cllr Stokes updated council on the letter sent to Judy Holmes outlining further information/evidence to support the objection to the development. SS and SA also updated on the S106 meeting they attended jointly with Cuckfield Parish Council. Although both councils wanted to make it very clear they are still opposed to the development, they were advised to put a wish list together to pass on to the S106 team. This was finalised at the meeting, Clerk to send. GM advised to add in a request to every planning application for things required such as cycle paths etc when commenting.

7. **CGR.** It was agreed to draft another response to send for this second round of public consultation and to organise either an online session for residents who may have questions for the councillors regarding the boundary review, or set up a councillor surgery on site. It was agreed to look at both and update social media/websites etc with the new version of our response. It was also agreed that all councillors should respond individually and encourage as many people as we can to also do so.

MA left the meeting.

8. **To consider the following planning applications and any others that arrive before the meeting.**

DM/25/1495 – Update on the 5G mast, Rocky Lane – Cllr Marsh that an identical one was approved last week, although this was a mile away. Council to look at how they can respond on behalf of the residents to object to this proposal.

RB and GM left the meeting.

DM/25/2332	Birch Trees Farm, Cuckfield Road, Ansty, Haywards Heath	Erection of a single 3 no bedroom dwelling and associated development. **Comment**: No Objections. It was noted this is one of the few planning applications that is a brownfield site. 1MoP left the meeting.
DM/25/2373	6 Highfields, Brighton Road, Warninglid, Haywards Heath	Outline planning permission with all matters reserved for the construction of four detached dwellings with garages. ** 2 MoP's also advised of their comments on this application, both objecting, one of behalf of Slaugham PC and the other on behalf of a residents association ** **Comment:** ASPC to object, it is not in the neighbourhood plan, conflicts with the district plan, it doesn't agree with the countryside constraints,

		being a travellers site, there is nothing in it to allow it to become houses, it doesn't hit the biodiversity quota, the proposal fails to conserve or enhance the High Weald Area of Outstanding Natural Beauty and fails to protect the intrinsic character and beauty of the countryside. 2 MoP's left the meeting.
DM/25/1422	Red House, Cuckfield Road, Staplefield, Haywards Heath	Loft conversion and two-storey and single-storey rear extensions to the existing detached house with a garden room extension to the existing garage; associated landscape and drainage alterations to incorporate a new outdoor pool. (Amended Plans received 22/08/2025) **Comment**: No Objections.
DM/25/1050	Land Adj. To Barn Cottage, Cuckfield Road, Ansty, Haywards Heath	Proposal to erect a single four-bedroom house in land adjoining Barn Cottage (Certificate B and Amended Plans Received 26.09.2025 and) **Comment**: ASPC's Objection still stands.
DM/25/1996	5 The Holt, Haywards Heath, West Sussex RH16 4XR	Proposed front ground floor extension to extend the existing garage. Side first floor extension over the existing garage and utility room. Hip-to-gable loft conversion with dormers containing juliette balconies, to both front and rear elevations. **Comment**: ASPC's Objection still stands.
DM/25/2271	Hill House Cottage, Handcross Road, Staplefield, Haywards Heath	Proposed access track **Comment**: No Objections.
DM/25/2091	Chideok, Valebridge Road, Burgess Hill, West Sussex	Construction of a single storey, flat roofed, rear extension together with 3 no. hip to gable extensions to the sides and rear of the existing property. This is an application to establish whether the development is lawful. This will be a legal decision where the planning merits of the proposed use cannot be taken into account. **Comment**: No comment.
DM/25/2464	The Barn House, Cuckfield Road, Ansty, Haywards Heath	Listed Building Consent - Conversion of the existing timber framed barn outbuilding in to living accommodation for guests of the main house. **Comment**: No Objections.
DM/25/2463	The Barn House, Cuckfield Road, Ansty, Haywards Heath	Conversion of the existing timber framed barn outbuilding in to living accommodation for guests of the main house. **Comment**: No Objections.

9. Staplefield.

9.1 Orchard Update – After many emails, SA asked RB to assist and he managed to get a response from MSDC regarding the situation with the Common Land. They advised that ASPC owned the land, however when it was transferred to them, MSDC retained the role of 'scheme of administrator' meaning we need to ask permission for certain things. CS is sure that ASPC looked into this previously and engaged a Senior Counsel's opinion, one specialising in law relating to common land and local authorities, to resolve this. The clerk advised there is nothing on file but will go through the paperwork to see if anything has been filed and not uploaded to the system. ASPC cannot do anything further until this has been done.

9.2 Play Park – SA advised that £5000 has been pledged by a local resident towards the play park refurbishment. The clerk has sent out all quotes to council prior to the meeting and it was **agreed** to award the contract to Caloo for their design and quote, costing £34965 plus VAT. They agree it is the quote most in line with the village requirements and offers best value. Their reviews are also good. The Clerk also requested that we run a competition for both the schools and any children in the village to design a new sign for the park. Council agreed this was a great idea and was **approved** as part of the refurb project. Amount to be agreed at a later date once clerk has costings.

9.3 Pavilion – The Clerk updated council that the roller has been removed from site, the sight screens are going to Balcombe CC, the frames have already been removed and they are returning to collect the slats. These were the property of Staplefield CC who actioned this. The legionella RA has been completed with areas that need actioning, but this can wait until the refurb is underway as the pavilion is currently closed. The cleaner has finished for the season and will return next Spring. Quotes are being looked at for the refurb and discussions had with builders about refurbing the space in the most cost-effective way, whilst achieving all the requirements. This will need to go out to tender if it is looking higher than the budget. Compliance wise, the electrics are safe though again, will need fixing as part of the refurb as the toilet block is currently switched off. A basic smoke alarm has been put in and we are waiting the insurance company to come back to us regarding the locks to check they are adequate and will be covered by the policy we have. A Risk assessment is now also in place for the pavilion and hopefully by securing it, we can better control the use of electricity and water. The water is now turned off. The Jolly Tanners CC advised they have been asked by ID Verde to use the roller to roll the pitch, the clerk has contacted ID Verde to advise that this is in their contract so needs to be done by themselves.

9.4 Tree Survey – SA has contacted numerous companies for quotes but has so far only had one response. Symes Tree Surgery has split his quote into 2 as 3 of the trees named on our survey to be felled, he felt they didn't need felling at this time. It was agreed that as these have a 6-month time requirement, to continue to obtain quotes for these along with a second opinion. It was **agreed** that as the other 6 requiring felling have timelines of between 1-6 months, these should go ahead on a health and safety basis at a cost of £1425. It was **agreed** that the information would be put on our website and social media as to what and when was happening.

9.5 Enterprise Inns License Agreement – No update at this time, communications are ongoing. Council asked for a reminder to be sent to the Victory Inn to remove their items from the land outside as per the license agreement, however they would like to extend the date from 31st October to 5th November to allow them to use the area for the village bonfire celebrations on 4th November. Clerk to action.

10. Policies –

10.1 Update section 5.15 of the FR's to reflect the scheme of delegation.

10.2 Update section 5.18 to match the scheme of delegation amount. Council **agreed** to amend the FR amounts and allow changes on the scheme of delegation to be in line with the FR's. Both policies were **ratified**.

10.3 Assertion 10 – IT Policy was **agreed** and **ratified**.

11. **WSALC Reps.** SS and BW were both approved as ASPC's WSALC reps with voting power.

12. **Remembrance Wreaths and attendance.** It was agreed that CS would attend.

BW left the meeting at 9pm

13. **Finance.**

13.1 Monthly finances – Councillors agreed the financial statement including the schedule of payments, the receipts, bank statements and bank reconciliations. Signed off by CS and HS.

13.2 Payments approved since last meeting – Council Insurance, ILCA.

13.3 Insurance renewal – The clerk advise that this was the last year of a 3-year plan, something she wasn't aware of until she tried to review. The cost of this was approved at the start of the 3 years.

13.4 Budget Review -Clerk had previously circulated the up-to-date budget and everything is on track apart from salary. This is due to lots of overtime and an increase in the clerks' hours. Budget meeting set for 3rd November at 7.30pm with the finance working group.

13.5 Councillors Allowances – The clerk advised, as previously that they cannot take their expenses as a payment. It will either need to be paid as PAYE, they can claim expenses or not take it at all. They asked the clerk to look further into the expenses to know what they can and can't claim.

13.6 Grant Application – The Beeches £7,320 – This application was previously agreed in principle providing they set up their own resident's association with a proper constitution and bank account. They have now done so and council have **agreed** to release the grant. They have clarified though it can only be spent on items listed in the original grant application. Invoices must be shown to prove spend and any unspent money returned to council.

Other grant applications received from CAB, Cool4Schools and 4Sight have all been rejected. ASPC agreed not to spend money on grants this year unless they were deemed urgent or emergencies. None of these fit the criteria and one is a business.

14. **Interim Audit**. Items discussed were the FR's/scheme of delegation, councillor's allowances and assertion 10, all of which are being resolved. The one outstanding item is to open a second bank account. Clerk to action.

15. **Local Publications –** A write up was submitted to the Common Interests magazine with a heavy focus on the park and pavilion refurbishment projects and a small section of the CGR with links to the relevant pages. BW to send a write up to the Cuckfield Life on the CGR.

16. **Training:**

16.1 SIDS Update – the clerk attended an online training course and has spent time with NH to pass on the training. A SIDS file is now stored in the shared folder for councillors to download the data directly into. The clerk has offered to show any councillor how to read the data if they would like to be able to do this themselves.

16.2 ILCA – the clerk has started the ILCA course. It was **agreed** to spend £52.90 on the Clerks Manual 2023. Clerk to action.

17. **Clerks Hours** – This was moved into a closed session at the end of the meeting.

18. **Meetings Attended/Attending.**

18.1 WSALC AGM – 4th November 25. **–** SS, BW and SA to attend.

19. **Winter Maintenance –** Previously, Stephen Whiting was listed with WSCC as part of an agreement as the hired contractor/farmer. WSCC would like clarification on whether we want this re-instating for this year and if so, with whom. Clerk to look into.

20. Minor matters for consideration and items for the next agenda. JG advised council that restriction signs have now been erected at the entrance to Deaks Lane.

(17). Confidential Business:

It was AGREED that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following items:

Clerks Hours. All members of the public left the room to discuss confidential matters relating to the clerk's workload and use of hours. It was **agreed** to increase the clerk's hours for 3 months to 30 hours per week as from 1st November and for the clerk to present any additional hours at each monthly meeting for council to approve if deemed necessary. This will be reviewed at the end of the 3 months. Clerk and chair to action.

21. Confirm date and place of next meeting. 10th November, Staplefield Village Hall, 7.30pm.

Meeting closed at 9.30pm.

These minutes are in draft form until agreed and signed at the next full council meeting.

Listing of transactions dated between 09/09/2025 and 30/09/2025

Voucher	Date	Description	Type	Supplier / customer	Account name	Reserve	Bank Account	Net	VAT	Total
714	10/09/2025	ILCA Training	Payment	slcc	Miscellaneous Payments	General	Current Acct	-120.00	-24.00	**-144.00**
715	18/09/2025	Annual Insurance Premium	Payment	Gallagher	Insurance	General	Current Acct	-2,064.97	0.00	**-2,064.97**
722	13/10/2025	September Mileage	Payment	Sarah Abellan	Clerk's Expenses	General	Current Acct	-10.26	0.00	**-10.26**
723	13/10/2025	Audit Expenses	Payment	Sarah Abellan	Clerk's Expenses	General	Current Acct	-7.55	0.00	**-7.55**
724	13/10/2025	September Cleans	Payment	Astrid Hardy	Staplefield Pavilion	General	Current Acct	-30.00	0.00	**-30.00**
725	13/10/2025	13th August Room Hire	Payment	Ansty Sports and Social (	Room Bookings	General	Current Acct	-20.00	0.00	**-20.00**
726	13/10/2025	August Bill	Payment	Castle Water	Staplefield Pavilion	General	Current Acct	-12.36	0.00	**-12.36**
727	13/10/2025	Emails	Payment	Hugofox Ltd	Equipment and software	General	Current Acct	-24.99	-5.00	**-29.99**
728	13/10/2025	Bronze	Payment	Hugofox Ltd	Equipment and software	General	Current Acct	-9.99	-2.00	**-11.99**
729	13/10/2025	September salaries	Payment	WSCC	staff salaries and on costs	General	Current Acct	-3,750.76	0.00	**-3,750.76**
730	13/10/2025	Legionalla RA	Payment	Absolute Water Complia	Staplefield Pavilion	General	Current Acct	-350.00	-70.00	**-420.00**
731	13/10/2025	Interim Audit	Payment	Mulberry and Co	Audit	General	Current Acct	-197.65	-39.53	**-237.18**
732	16/09/2025	mobile phone	Payment	Plan.com	Equipment and software	General	Current Acct	-22.00	-4.40	**-26.40**
733	13/10/2025	remembrance Wreath	Payment	Sarah Abellan	Miscellaneous Payments	General	Current Acct	-24.49	0.00	**-24.49**
734	30/09/2025	service charge	Payment	Unity Trust	Bank Charges	General	Current Acct	-8.40	0.00	**-8.40**
716	15/09/2025	RMA 24	Receipt	MSDC	Ansty RMA	General	Current Acct	260.10	0.00	**260.10**
717	11/09/2025	August Matches	Receipt	Jolly Tanner Cricket Club	Cricket	General	Current Acct	320.00	0.00	**320.00**
718	11/09/2025	July Matches	Receipt	Jolly Tanner Cricket Club	Cricket	General	Current Acct	240.00	0.00	**240.00**
719	24/09/2025	S106 Rocky Lane Noticeboar	Receipt	MSDC	Grants	General	Current Acct	2,068.30	0.00	**2,068.30**
720	30/09/2025	Precept second payment	Receipt	MSDC	Parish Precept	General	Current Acct	65,266.00	0.00	**65,266.00**
721	30/09/2025	Credit Interest	Receipt	Unity Trust	Bank Interest	General	Deposit Acct	734.11	0.00	**734.11**