

ANSTY AND STAPLEFIELD PARISH COUNCIL

The minutes of the Annual Meeting of Ansty and Staplefield Parish Council held in Staplefield Village Hall on 10th May 2023 at 7:30pm.

Members present: Brad Williams, Bob Birthwright, Simon Stokes, Jon Gilley, Crispin Salimbeni, James Steadman, George Morley

Also present: 2 members of the public, Pete Bradbury (WSCC Councillor).

1. Election of Chairman.

Brad Williams was elected as Chairman.

2. Election of Vice Chairman.

Bob Birthwright was elected as Chairman.

All Councillors signed their Declarations of Acceptance of Office.

3. Public Session.

A member of the public asked when Sigma Homes would be installing the Vehicle Activated Sign that they are required to provide as a planning condition for the Bolney Road development in Ansty. The Parish Council are aware of this issue and will chase them again. She will also report it MSDC Planning department.

A member of the public reported that the drains are blocked on the A272 in Ansty on the right-hand side as you drive down the hill. The Clerk suggested that this is reported through the WSCC Highways online reporting system, but she will also take it up with Highways. Pete Bradbury offered to assist with this, although the new Highways Manager is not in place yet.

A member of the public spoke regarding application DM/22/1705 and asked that the Parish Council request a caveat to ensure that if permission were to be granted for this development that the garage cannot become a separate dwelling. This item is not on the agenda for the meeting tonight and the Parish Council has already objected to the application. The Clerk will add the item to the next PC meeting so that the Council can consider the request.

4. Apologies for absence.

Apologies were accepted from Nuala Hampshire and Amanda Saunders. Maria Fielding was absent from the meeting. It was AGREED that their declarations of acceptance of office can be signed at the next meeting.

5. Declarations of interest in items on the agenda.

Councillors were reminded to complete their Register of Interest forms by the end of May.

Brad Williams declared an interest in agenda item 12e because he is a near neighbour.

6. Minutes of the Parish Council meeting held on 3rd April 2023.

The minutes were AGREED and signed by the Chairman.

7. Co-option a new Councillor.

George Morley was co-opted to fill the vacancy on the Ansty Ward and signed the Declaration of Acceptance of Office

8. Roles and responsibilities on the Parish Council:

The following roles were AGREED:

a. Finance Working Group

Brad Williams, Bob Birthwright, James Steadman, Crispin Salimbeni, Simon Stokes.

b. Staplefield Review Group

This group is no longer required.

c. Quarterly review of Parish Council finances

James Steadman

d. Appointed trustees on Ansty Village Hall Trust

James Steadman and George Morley were appointed as Parish Council trustees on the AVHT.

e. Appointed trustees on Ansty Village Centre CIO

Jon Gilley resigned from this position. Crispin Salimbeni and Brad Williams were appointed as Parish Council trustees.

f. Noticeboards.

Crispin Salimbeni, Jon Gilley and Nuala Hampshire

g. Parish Capital Projects Working Group

Brad, Simon (Chair), Bob, Jon, Crispin

h. Bank signatories.

The Clerk was asked to see if Nuala Hampshire would be happy to become a bank signatory.

9. General Power of Competence.

The Parish Council confirmed it is eligible to use the General Power of Competence.

10. District Plan Review.

Pete Bradbury provided an update on the recent election results at MSDC. A new leader will be elected at the next Council meeting, and they will then select the cabinet.

Officers continue to work on the District Plan Review, and it is not known whether the changes arising from the election will impact this work.

Pete Bradbury left the meeting.

11. Planning Decisions.

The following planning decisions were noted:

- a. DM/22/3524 and DM/22/3525. Description: proposed conversion of brick-built barn into 1 no. Dwelling. Location: Broxmead Farm, Broxmead Lane, Cuckfield.

Granted.

- b. DM/22/3863. Description: demolition of 2 no store buildings and erection of a local meeting hall. Change of use of 1 no store building to create an ancillary community hall. Application to renew planning permission reference DM/19/2350 Location: Highways Access Land North Of Poplar Cottage, Nursery Lane, Warninglid. Granted.
- c. DM/23/0629 Description: variation of condition 7 relating to planning application dm/22/0721 - to remove the proposed boundary fence and retain existing hedge. Location: Sunnyside, Bolney Road, Ansty. Granted.
- d. DM/23/0361. Proposal: proposed use of the land for siting a mobile home for use incidental to the main dwelling and the proposed mobile home meets the definition of a caravan as set out in the caravan sites act 1968, and as amended in October 2006 (csa). Location: Furnival Cottage, Cuckfield Road, Ansty. MSDC declare this to be lawful.

12. Planning Applications.

- a. DM/23/0853 Application Type: Removal/Variation of Condition Proposal: Variation of Condition No: 2, of planning permission DM/20/1760 to amend the approval plans to allow for changes in design which would create additional habitable space, including a bedroom and mezzanine, as well as extend the Gross Internal Area of the scheme by increasing it's length by 4.5 metres to accommodate the garage. This only applies to plot 1 of the proposed scheme. Site Address: Oaktree Farm, Burgess Hill Road, Ansty. No objection.
- b. DM/23/0120 Application Type: Householder Application Proposal and DM/23/0121 Listed Building Consent. Conversion of cart barn and piggeries to use as ancillary to the main dwelling Site Address: Great Thorndean Farm House, Slough Green Lane, Warninglid. No objection.
- c. DM/23/0868 Application Type: Lawful Development Certificate -Proposed Proposal: Outbuilding for Garden Room 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. Site Address: 21 Rocky Drive, Haywards Heath, RH16 4WQ. Noted.
- d. DM/23/0903 Application Type: Householder Application Proposal: Proposed single storey rear extension, two storey side extension, first floor rear extension with associated internal alterations. Site Address: Crabtree, Copyhold Lane, Cuckfield. Brad Williams declared his interest and left the room for the discussion and vote on this item and the next (e). No objection.
- e. DM/23/0904 Application Type: Householder Application Proposal: Erection of a new detached garage with accommodation over following demolition of existing detached garage. Site Address: Crabtree, Copyhold Lane, Cuckfield. No objection.
- f. DM/23/0947 Application Type: Tree Surgery Proposal: Oak to be reduced by up to 2m to 30cm above old pollards as tree report. Due to decay. Site Address: 2 Crouch Fields, Ansty, Haywards Heath. The Parish Council do not object provided that the MSDC Tree Officer confirms that the work is necessary.
- g. DM/23/0971 Application Type: Removal/Variation of Condition Proposal: Variation of Condition 2 (drainage) and Condition 5 (landscaping) of planning applications DM/22/2243 and DM/22/2018 (relating to planning application

- DM/17/1837). Site Address: The Old Dairy, Great Thorndean Farm, Slough Green Lane, Warninglid. No objection.
- h. DM/22/2141 Application Type: Full Application and DM/22/2142 Listed Building Consent. Proposal: (Amended Plans received 13.04.2023) Proposal to convert the Grade II listed outbuilding into residential accommodation as a single two bedroom dwelling. To rebuild the stable's lean-to element as a like for like massing replacement, with new openings, upgraded insulation and new weatherboarding. To amend the landscape to form a sunken private terrace. Site Address: Brook Farm, Brook Street, Cuckfield. Noted.
 - i. DM/22/3775. Sherwood, Bolney Road, Ansty. Amended description: Retrospective application for the use of former garage as ancillary accommodation with changes to the fenestration and roof. This application has already been determined.
 - j. DM/23/1148 Application Type: Householder Application Proposal: Erection of a single storey side extension. Erection of an outbuilding incidental to the enjoyment of the dwellinghouse. Site Address: Soles Coppice, Brantridge Lane, Balcombe. No objection.

13. Finances

- a. **Monthly finances:** The financial statement including the schedule of payments, the receipts and bank reconciliation was AGREED and signed by the Chairman.
- b. **Income and expenditure against budget for financial year 2022/2023.** Noted.
- c. **Revised budget and reserves for the financial year 2023/2024.** Noted.
- d. **West Sussex Pension fund letter of variation.**
The letter was AGREED and signed by the Chairman.

14. Parish Council name change.

It is felt that the name "Ansty and Staplefield Parish Council" no longer reflects the communities that are covered by the parish. A change back to Cuckfield Rural Parish Council might be preferable. The Clerk was asked to investigate the process of name changes, which may have changed since the last name change.

15. Disconnection of showers at Staplefield Pavilion.

The main reason for disconnecting the showers is because they are rarely used and because of the risk of legionella. James Steadman may know someone who can help with a legionella risk assessment and will report back at the next meeting.

16. Improvements to Staplefield Play Park.

This will be considered by the Parish Capital Projects Working Group.

17. Parking issues in Staplefield.

The Clerk was asked to write to Brantridge School to ask why so many cars park outside the school on Staplefield Common as this is a safety issue.

18. Traffic issues on Cuckfield Road, Ansty.

The Parish Council has received an email regarding parking issues in Ansty. The Parish Council has no powers in respect of parking offences or introducing parking restrictions

on the public highway. It was suggested that the residents contact WSCC Highways and Pete Bradbury, the WSCC County Councillor.

19. Minor matters and items for the next agenda.

- a. **Infrastructure Levy consultation.** It was agreed that NALC are best placed to respond on behalf of the Parish Council.
- b. **Cricket square and Ansty Green.** There have been several complaints regarding the poor condition of Staplefield cricket square and of Ansty Green. The Clerk will arrange a meeting between the contractors and Simon, George and Bob.
- c. **Date for finance committee.** The Finance Committee will meet on 5th June.

MEETING CLOSED

DRAFT MINUTES SUBJECT TO CONFIRMATION

Ansty and Staplefield Parish Council Monthly Finances

Schedule of Payments and Receipts

Ref	Date	Supplier/cust	Account	RECEIPTS	PAYMENTS		
					Net	VAT	Total
203	06/04/2023	Castle Water	Common	452.59			
204	11/04/2023	EDF Energy	Staplefield Pavilion		8.57	0.43	9.00
205	13/04/2023	Vodafone	Equipment and software		27.92	5.58	33.50
206	20/04/2023	NPower	streetlighting		47.01	2.35	49.36
207	28/04/2023	Castle Water	Staplefield Pavilion		5.00	0.00	5.00
208	14/04/2023	zoe carlisle	Cricket	32.25			
209	17/04/2023	SHW	Cricket	150.00			
210	18/04/2023	HMRC	VAT Repayments	4,869.86			
211	28/04/2023	MSDC	Precept	56,334.00			
212	10/05/2023	WSALC	Subscription		919.97	0.00	919.97
213	10/05/2023	Absolute Arboriculture	Trees		75.00	15.00	90.00
214	10/05/2023	Peter J Consultants	Audit		97.50	0.00	97.50
215	10/05/2023	Elizabeth Bennett	Clerk's Expenses		29.99	0.00	29.99
218	10/05/2023	Parish Online	Subscriptions		50.00	10.00	60.00
219	09/05/2023	EDF Energy	Staplefield Pavilion		8.57	0.43	9.00
220	09/05/2023	MSDC	Ansty RMA	411.50			
221	10/05/2023	WSSC	Salaries / staff costs		2224.85	0.00	2224.85

Bank Transfers

216	02/05/2023	Current Acct	- 50000.00
217	02/05/2023	Deposit Acct	+ 50000.00

Bank Reconciliation 30/04/2023

Council name Ansty and Staplefield Parish Council
Bank account Current Acct and Deposit Account

Current Account balance 30/04/2023	70,598.89
Deposit Account balance 30/04/2023	101,292.30
TOTAL NET BANK BALANCES AT 30/04/2023	171,891.19
Cash book	
Opening_balance	113,112.89
Total receipts	61,838.70
Total payments	-3,060.40
Total transfers	
Closing balance per cash book (must equal net bank balances above)	171,891.19

Signed by Chairman of Parish Council Meeting 10/05/2023