



ANSTY AND STAPLEFIELD PARISH COUNCIL

The minutes of the Parish Council Meeting held at Staplefield Village Hall on Monday 31st March 2025.

Members present: Bob Birthwright (BB), Maria Fielding (MF), Jon Gilley (JG), Mandi Graves (MG), Nuala Hampshire (NH), Crispin Salimbeni (CS), Amanda Saunders (AS), Heinrich Schmidt (HS) and Simon Stokes (SS) (Chair).

Also present: Sarah Abellan (SA) (Clerk), MSDC Cllr Richard Bates (RB), Cllr Malcolm Avery (MA), WSCC Cllr Pete Bradbury (PB), and 2 MoP's.

Meeting Started at 7.30pm.

- 1. To receive apologies for absence.** Brad Williams (BW).
- 2. Public Session.** No comments from the public.
- 3. To receive declarations of interest in items on the agenda.** Cllrs MF and CS declared an interest in planning application DM/25/0686.
- 4. To agree the minutes of the Parish Council meeting held on 10th March 2025.** The minutes were agreed and signed by SS.

5. To receive updates from District and County Councillors.

Cllr Pete Bradbury advised that the new highways contract has been awarded and has been split into 2, major & minor works. The strategic traffic survey is now in progress with PB as chair and additional councillors MA, BW and Jill White from Cuckfield. The first task will be to set up the terms of reference and then proceed from there. PB then updated further on the devolution process with all areas now having put in their proposals. Brighton and Hove would like Sussex split into 5 authorities, West Sussex suggested 2 models with their preference being that each West Sussex retain their existing boundary as it's the cheapest model with less to change. However, it could be that parts of West Sussex become B&H.

MA advised that there is no update on the district plan and that he has been in touch with Judy Holmes as all the amendments requested by Louise Nurser have been completed, however nothing has been signed off and no communication received.

RB advised that there is an appeal case ongoing at the moment against an enforcement notice at Cuckfield Golf Club.

Item 16 from the agenda was pulled forward to enable PB to be involved before he left the meeting.

(16.) Meetings Attended

- MSALC Devolution Conference – attended by Cllr Stokes, Cllr Gilley and the Clerk – SS

updated council noting the good turnout with 22 out of the 24 councils in attendance. The chief executive of the council, Kathryn Hall did a presentation on how it would likely work and timescales involved. Katie Bourne and Paul Marshall also addressed the attendees. It was advised that this was seen as a huge opportunity for towns to take on additional projects. There was concern from smaller parishes over the amount of work this may mean and how this would be funded. They have calculated that as a minimum, this would cost £30 million pounds to do.

Cllr's PB and MA left the meeting.

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

- DM/25/0633. Little Tyes, Brantridge Lane, Staplefield, Haywards Heath. Proposed repair work to roof to include the replacement of all existing roof tiles, with roof tiles to match, reclaiming any existing roof tiles where possible. **No objections.**
- DM/25/0686. Rosebank, Handcross Road, Staplefield, Haywards Heath. Variation of condition 3 of planning application DM/15/1421 – to state use by Medlars not Rosebank. This annexe is to remain an annex for use by Medlars. **No objections.**
- DM/25/0711. Saxonmead, Borde Hill Lane, Haywards Heath, West Sussex. Proposed single storey extension to the rear of the property together with new bi-fold doors and new glazed doors. **No objections.**
- DM/25/0761. 6, 9 And 10 Highfields Brighton Road Warninglid Haywards Heath. Proposed creation of a new vehicular access to serve 6, 9 and 10 Highfields. **As this had just come in before the meeting, councillors requested an extension to allow time to look into the application and discuss at next month's meeting. SA to action.**
- DM/25/0795. Whitehouse Farm Cottage Staplefield Lane Staplefield Haywards Heath. Internal and external alterations including replacement of windows, small extension to kitchen and new parking area (Householder Application). **No objections.**
- DM/25/0796. Whitehouse Farm Cottage Staplefield Lane Staplefield Haywards Heath. Internal and external alterations including replacement of windows, small extension to kitchen and new parking area (Householder Application). **No objections.**

To note the following appeals:

- AP/25/0013. Cuckfield Golf Course, Staplefield Road, Cuckfield, Haywards Heath. Bunds created at access to Upper Sparks Farm.
- DM/24/2072. Great Thorndean Farm Gables, Slough Green Lane, Warninglid, Haywards Heath. Retrospective application for the change of use of land to mixed use of residential and agricultural and for the construction of a garage/storage building. existing floor plans and elevations of garage building received 16.10.2024 clarifying proposed amendments to roof form and other alterations to garage as constructed. amended plans received 31.10.2024 showing further revisions to roof form of garage and replacement of roller shutter door with side hung timber doors. updated ecological enhancement plan received 04.12.2024.
All Noted.

7. Update on highways

- Flooding
- Common

Council were advised that as per discussion at the last meeting, these issues were forwarded to PB. We have since been advised that a CCTV/Jetting job has been raised for the flooding, and the contractors who left damaged verges on the common are being contacted to come and make good.

8. **Public Rights of Way Audit** – Council were updated that this is about to take place in our Parish. A couple of known problem areas flagged by NH and SS have been sent over in preparation.
9. **S106 Money** – SA has been in contact with Elizabeth Lancaster to ask what S106 money from the Rocky Lane developments has been spent outside of Parish and what is still available. A spreadsheet was sent over that has been shared with Council but it is difficult to understand without being advised further. SA has requested a meeting with Elizabeth Lancaster to go through it to better understand what can be used.
10. **Rocky Lane Survey** – Cllr BW suggested that a leaflet drop be done to the Rocky Lane residents in anticipation of the boundary review advising them of the pro's and con's of being with ASPC. It was agreed to wait for the boundary review to come in before proceeding with anything. However, as many residents on Rocky Lane don't appear to know they are part of this Parish, it was suggested maybe doing an article for Cuckfield Life. Request that BW action this.
11. **Councillors' emails** – It was noted that only the official ASPC emails should be being used for GDPR reasons and that these would only be used moving forward. However, it was discussed that there are many issues with the emails, one such problem being that if you have it on 2 different devices, it doesn't update on one when you read them on the other. SA to look into and to carry this item over until the issues have been resolved.
12. **Social Media Presence** – After discussing the pro's and con's, it was agreed to set up a Facebook page for the council to allow more community engagement, however this would be carefully monitored by the Clerk to ensure it didn't become problematic. SA to action.

13. Policies.

- **FR – update since last meeting.** – It was resolved to adopt the updated FR's since the update. SA to action.

14. Finance

- Monthly finances - the financial statement including the schedule of payments, the receipts and report on year-end bank reconciliation, movement of reserves were **agreed** and signed by councillors.
- Insurance policy increase of £40.45 due to increasing fraud and dishonesty levels to £200,000 – **this was agreed.**
- Budget Update for 25/26 – SA advised that the 2 grant payments for HHRFC and The Beeches were added in as they were agreed to be carried over until the end of the year, at which point if not used, will be absorbed back into the Council's finances.
- End of year Budget report – SA advised that having taken out the refurb costs which weren't used last year, the budget was overspent by £20000.
- Payments approved since last meeting – 7 Councillors allowances were paid as agreed at the last meeting and the grant payment to SVH as also agreed at the last meeting.
Councillors agreed and signed these payments.

- Councillors' allowances - MF wasn't able to be paid due to awaiting confirmation of bank details. This will be paid once bank details are confirmed.
- Clerk advised that due to an excessive workload, 20 hours overtime were worked this month. It was agreed to pay this. The Clerk advised that she would like to be able to stick to her 21 hour a week contract due to family commitments and would endeavour to get this down to the contracted hours. **Council resolved to pay the overtime.**

15. Works Update

- Pavilion toilets – The men's toilet has now been replaced as agreed. It was noted by the plumber that there could possibly be asbestos on the pavilion ceiling. The Clerk obtained 2 quotes and it was **resolved** to go with one of the quotes for £270. SA to action.
- Noticeboard – Clerk advised the Brook Street sign had now been fixed.
- Signs – both signs for Brook St and Staplefield have been removed and are being collected 1st April for re-painting/repair. The price of the post for the Brook Street sign had come down from £600 to £250.

16. Meetings Attended

- MSALC Devolution Conference – attended by Cllr Stokes, Cllr Gilley and the Clerk. **SEE ABOVE UNDER ITEM 5.**

17. Minor matters for consideration and items for the next agenda – SA advised that she and SS were meeting with The Victory Inn on 2nd April at their request to discuss the outside area. They would report back. SA also advised that St Marks School were doing a project on the Playpark about what they would like to see there. SA has requested that their discussions be shared with the Council so that we can see what the children's ideas are. SA asked Councillor's to consider whether they would like to be Vice-chair in readiness for the annual meeting. NH asked for the Brook Street layby to be added to the next meeting. SA to action.

18. Confirm date and place of next meeting – Staplefield Village Hall – 7pm for Annual Parish Meeting, 7.30pm for Full Council Annual Meeting.

Meeting ended at 9.09pm.

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

Schedule of Payments and Receipts and Payments since last meeting.

Ansty and Staplefield Parish Council							
Listing of transactions dated between 11/03/2025 and 31/03/2026							
Voucher	Date	Description	Supplier / customer	Account name	Net	VAT	Total
547	18/03/2025	Mobile Phone	O2	Equipment and software	-11.96	-2.39	-14.35
554	11/03/2025	Councillors allowance 2024	Amanda Saunders	Councillor allowances	-282.70	0.00	-282.70
555	11/03/2025	Councillors Allowance 2024	Bob Birthwright	Councillor allowances	-282.70	0.00	-282.70
556	11/03/2025	Councillors Allowance 2024	Brad Williams	Councillor allowances	-282.70	0.00	-282.70
557	11/03/2025	Councillors Allowance 2024	Crispin Salimbeni	Councillor allowances	-282.70	0.00	-282.70
558	11/03/2025	Councillors Allowance 2024	Jon Gilley	Councillor allowances	-282.70	0.00	-282.70
560	11/03/2025	Councillors Allowance 2024	Nuala Hampshire	Councillor allowances	-282.70	0.00	-282.70
561	11/03/2025	Councillors Allowance 2024	Simon Stokes	Councillor allowances	-425.70	0.00	-425.70
562	11/03/2025	Grant 2024	Staplefield Village Hall	Capital Grants	-9,395.00	0.00	-9,395.00
577	01/04/2025	Oak Post Brook St Sign	Beacon Fencing Ltd	Boards, signs, shelters	-250.00	-50.00	-300.00
578	01/04/2025	Replacement Toilet	S A Hancock Plumbing	Staplefield Pavilion	-380.13	-76.03	-456.16
579	01/04/2025	Bench Removal Staplefield	Screwed and Glued	Boards, signs, shelters	-70.00	0.00	-70.00
580	01/04/2025	Brook St noticeboard repair	Screwed and Glued	Boards, signs, shelters	-135.00	0.00	-135.00
581	01/04/2025	Increase in premium to cover Fra	Gallagher	Insurance	-39.84	0.00	-39.84
582	01/04/2025	Staplefield Rubbish Bin	MSDC	Staplefield Pavilion	-44.00	0.00	-44.00
583	01/04/2025	Dog bins 24-25	MSDC	Dog Bins	-384.80	-76.96	-461.76
584	01/04/2025	April Expenses	Sarah Abellan	Clerk's Expenses	-23.67	0.00	-23.67