

ANSTY AND STAPLEFIELD PARISH COUNCIL

The minutes of the Annual Meeting of Ansty and Staplefield Parish Council held in Ansty Village Hall on 13th May 2023 at 7:30pm.

Members present: Brad Williams (Chairman), Bob Birthwright, Crispin Salimbeni, Nuala Hampshire, Amanda Saunders, Mandi Graves, Jon Gilley, George Morley, James Steadman, Simon Stokes.

Also present: Liz Bennett (Retiring Clerk), Laura Mann (New Clerk), 5 members of the public.

1. Election of Chairman.

Brad Williams was elected as Chairman.

2. Election of Vice Chairman.

Bob Birthwright was elected as Vice Chairman.

3. Public Session.

A member of the public spoke regarding agenda item 9 – footpath 45CR. Cuckfield Golf Centre have worked hard to deliver a first-class sporting facility and would be happy to show Councillors around. He asked that if there are any issues in future that the Golf Centre is contacted to discuss them.

A member of the public spoke in support of agenda item 21a – grant application for car park lighting at Ansty Village Centre. The lighting is needed for the safety of visitors to the centre and staff leaving the centre late at night. The spec ensures that the lighting will not be intrusive for the neighbouring properties and baffles could be fitted if needed.

A member of the public spoke regarding agenda item 12a – the Southern Water application for wetland at Staplefield. Southern Water have recently submitted a revised application which still includes the car park and hard landscaping which will have an adverse visual impact in an area of AONB. The scheme will remove phosphate but will not prevent raw sewage going into the river. The Parish Council were urged to object to the application.

4. Apologies for absence.

Apologies were accepted from Maria Fielding and Heinrich Schmidt.

5. Declarations of interest in items on the agenda.

All Councillors have a dispensation for matters concerning the District Plan review.

Crispin declared an interest in agenda items 12f and 12g – planning applications at the Old Vicarage and St Mark's school.

Amanda and Nuala declared an interest in agenda item 21d - community grant.

James declared an interest in agenda item 21b – grant application for Ansty Winter Film Nights.

James, Brad, George, and Crispin declared an interest in agenda item 21a – grant request for Ansty Village Centre.

6. Minutes of the Parish Council meeting held on 8th April 2024.

The minutes were AGREED and signed by the Chairman.

7. Roles and responsibilities on the Parish Council

The following roles and responsibilities were AGREED:

a. Finance Working Group

Brad Williams, Bob Birthwright, James Steadman, Crispin Salimbeni, Simon Stokes. plus a Rocky Lane representative

b. Staplefield Play Park Working Party

Brad Williams, Bob Birthwright, Maria Fielding, Crispin Salimbeni, George Morley,

c. Staplefield Pavilion Working Group. To manage the interior refurb. Brad, Bob, James and George

d. Quarterly review of Parish Council finances

James Steadman

e. Appointed trustees on Ansty Village Hall Trust

James Steadman and George Morley

f. Appointed trustees on Ansty Village Centre CIO

Crispin Salimbeni and Brad Williams

g. Noticeboards.

Crispin Salimbeni, Simon Stokes and Nuala Hampshire

h. Parish Capital Projects Working Group

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

8. General Power of Competence.

The GPC is valid from each Parish Council election until the next election. Elections took place in in 2023 and so the GPC is valid until 2027.

9. Footpath 45CR.

The Chairman confirmed that the Parish Council is keen to draw a line under this matter now which is the responsibility of WSCC Rights of Way team. The Freedom of Information request is being handled by the Information Commissioner. Bob supported the statement from the Chairman and said that the Parish Council and the Golf Centre should talk to each other regarding any future issues.

10. District Plan Review and grant request for expert report.

MSDC will shortly be submitting Reg19 consultation responses to the examiner. The next stage is to prepare for the examination of the District Plan Review. The Stop Cuckstye Action Group are raising funds to engage a barrister to represent their interests in ensuring that the Cuckstye site remains out of the plan. They have asked for £2500 to engage a consultancy to prepare a briefing paper for the barrister. After some discussion it was AGREED to pay £2500 for the briefing paper.

11. Planning decisions.

The following planning decisions were noted:

- a. DM/23/2647 description: discharge of conditions 4, 5, 6, and 17 relating to planning reference DM/23/1403. Location: Westup Farm, Deaks Lane, Cuckfield. Conditions 4 and 5 discharged. More information needed for conditions 6 and 17.
- b. DM/23/2307 proposal: certificate of lawfulness application (existing) for the retention of the bund at Cuckfield Golf Course, Location: Cuckfield Golf Course, Staplefield Road, Cuckfield. Certificate refused.
- c. DM/24/0001 description: discharge of conditions 3, 7, 8, and 9 relating to planning reference DM/23/1403. Location: Westup Farm, Deaks Lane, Cuckfield. Partial discharge of conditions.
- d. DM/23/3210 description: variation of condition no. 2 relating to planning application DM/23/0421 - to amend the approved plans to include revisions to the design of the extension, increased soft landscaping and reduction in hard landscaping, and modest increase in size of the external plant room (amended plans received 21 March 2024) Location: Stable Block, Borde Hill Garden, Borde Hill Lane, Haywards Heath. Granted.
- e. DM/23/0121 description: conversion of cart barn and piggeries to use as ancillary to the main dwelling. Amended heritage statement received 30.08.2023 and revised plans received. Location: Great Thorndean Farm House, Slough Green Lane, Warninglid. Granted.
- f. DM/24/0632 description: proposed single storey side extension. Over cladding of face blockwork to rear elevation. Replacement of existing second floor high-level window with glazed French door/sidelight with glass Juliette balustrade. Location: Waterside, Ditton Place, Brantridge Lane, Balcombe. Granted.

12. Planning applications.

- a. WSCC/007/24 Location Staplefield Wastewater Treatment Works, Cuckfield Road, Staplefield, West Sussex, RH17 6ES Proposal Installation of Integrated Constructed Wetland (ICW) and associated infrastructure at land adjacent to Staplefield Wastewater Treatment Works. The application was resubmitted today and the deadline is now 3rd June. The Clerk was asked to request an extension so that comments can be submitted after the next meeting on 10th June.
- b. DM/23/3210 Application Type: Removal/Variation of Condition Proposal: Variation of condition no. 2 relating to planning application DM/23/0421 - to amend the approved plans to include revisions to the design of the extension, increased soft landscaping and reduction in hard landscaping, and modest increase in size of the external plant room (Amended plans received 21 March 2024) Site Address: Stable Block, Borde Hill Garden, Borde Hill Lane. No objection.
- c. DM/24/0880 Application Type: Prior Notification - Telecommunication Proposal: The proposed installation of a shareable 25-metre-high lattice tower supporting up to 12 no. antennas and up to 4 no. dishes, together with up to 6 no. ground based cabinets, 1 no. meter cabinet and ancillary development thereto including compound fencing. Site Address: Land At Clearwater Lane, Haywards Heath. The Parish Council object to this application because it will have an adverse visual impact in an open area of countryside which is next to ancient woodland and a

listed building.

- d. DM/24/1026 Application Type: Full Application Proposal: Proposed conversion/extension of part of stable in to a home office. Site Address: Midwyn House Cherry Lane Cuckfield. No objection.
- e. DM/24/1087 Application Type: Householder Application Proposal: Proposed single storey rear extension and outbuilding. Site Address: Blackthorn Cottage, Brook Street, Cuckfield. No objection.
- f. DM/24/1128 Application Type: Tree Surgery Proposal: T1 Beech - Fell. T2 Beech - Fell Site Address: The Old Vicarage, Brantridge Lane, Staplefield.
- g. DM/24/1052 Application Type: Full Application Proposal: The proposed project is to undertake roofing works to include the replacement of associated window locally to the roof areas. Site Address: St Marks Primary School, Brantridge Lane, Staplefield. No objection.
- h. DM/24/1060 Application Type: Householder Application Proposal: Retrospective application for an external balcony and additional windows to replacement two storey double garage building (works complete following planning app ref DM/21/4229). Site Address: Lodge Farmhouse, Copyhold Lane, Cuckfield. No objection.
- i. DM/24/1047 Application Type: Full Application Proposal: Demolition of existing dwelling and erection of a replacement 4no. bedroom dwelling to include an extensive planted roof and a secure garage building with an air source heat pump enclosure, bicycle and waste and recycling storage. Site Address: Soles Coppice, Brantridge Lane, Balcombe. No objection.

13. Monthly Finances

- a. **Monthly finances.** The financial statement including transactions since the last meeting and bank reconciliation were AGREED and signed by the Chairman.
- b. **Income and expenditure against budget for financial year 2023/2024.** The report was noted.
- c. **Reserves for the financial year 2024/2025.** The report was noted.

14. Annual Governance and Accountability Review (AGAR)

- a. **Report from the Internal Auditor.**
The report from the Internal Auditor was noted.
- b. **AGAR section 1 Annual Governance Statement.**
The Parish Council approved AGAR section 1 which was signed by the Chairman.
- c. **AGAR section 2 Accounting Statements.**
The Parish Council approved AGAR section 2 which was signed by the Chairman.

15. Bank Signatories.

It was AGREED that the retiring Clerk will be removed as a bank signatory and the new Clerk, Laura Mann will be added as a signatory with full rights to access the account including setting up payments. It was also AGREED that Heinrich Schmidt will become an additional signatory.

16. Staplefield Play Park Inspection report.

The report was noted.

17. Refurbishment of Staplefield Play Park.

It had been suggested that the waste from the WSCC drainage scheme could be used to raise the level of the play park which would prevent water accumulating in the park. It was AGREED that this could be risky because the nature and quantity of the waste is unknown. A play park contractor has not been engaged but when one is appointed, they may consider that the waste is not a suitable base for the new equipment and safety surfaces.

The effect of the new WSCC drainage scheme at the play park needs to be monitored. If it is felt that the play park still needs to be raised, then waste could be brought in from other projects in the area. This would mean that the nature of the waste could be specified and approved by the play park contractor.

18. Review of licensing agreement with Unique Pub Properties.

James Steadman agreed to review the current license with the aim of amending it to allow The Victory Inn to keep the outside seating all year round. It was also AGREED that a sign should be erected at the car park to state that it is a public car park owned by the Parish Council.

19. Rota for future meeting venues.

Ansty Village Hall is currently booked for Parish Council meetings until August. The Clerk was asked to also book it for September. A rota will be agreed at the next meeting for the meetings after September. This will include holding meetings at Staplefield Village Hall and possibly Haywards Heath Rugby Club once it is complete.

20. Training courses for Councillors.

Some Councillors wish to attend training courses being delivered by Mulberry. Councillors were asked to book their own courses with invoices being sent to the Clerk.

21. To consider grant applications from:

a. Ansty Village Centre for Car Park Lighting.

James, Brad, Crispin and George declared their interest and left the room. After some discussion a grant of £6000 was AGREED.

b. Ansty Winter Film Nights

James declared his interest and left the room. This grant request was refused.

c. Sussex 4sight.

A grant of £160 was AGREED as this organisation supports people in the parish.

d. Community group events.

Amanda and Nuala declared their interest and left the room. It was AGREED to give £500 each to Rocky Lane and Brook Street for a community event.

22. Minor matters and items for the next agenda.

None raised.

MEETING CLOSED.

DRAFT MINUTES SUBJECT TO CONFIRMATION

Ansty and Staplefield Parish Council Monthly Finances: 13th May 2024

Transactions for approval

Voucher	Date	Supplier / customer	Account name	Net	VAT	Total
388	18/04/2024	NPower	streetlighting	-74.86	-3.74	-78.60
389	18/04/2024	O2	Equipment /software	-11.96	-2.39	-14.35
390	13/05/2024	Mijan Limited	Subscriptions	-120.00	0.00	-120.00
391	13/05/2024	Staplefield Village Hall	Room Bookings	-33.00	0.00	-33.00
392	13/05/2024	GB Sports and Leisure	Playpark inspections	-112.50	-22.50	-135.00
393	12/04/2024	Hindu Unity Cricket Cl	Cricket	348.30	0.00	348.30
394	26/04/2024	HMRC	VAT Repayments	0.00	4,755.48	4,755.48
395	26/04/2024	Business Stream	Staplefield Pavilion	-64.78	0.00	-64.78
396	29/04/2024	Castle Water	Staplefield Pavilion	-5.00	0.00	-5.00
397	30/04/2024	MSDC	Parish Precept	61,490.00	0.00	61,490.00
398	13/05/2024	WSCC	staff salaries and on costs	-2,778.14	0.00	-2,778.14
399	13/05/2024	Ansty Sports and Social Club	Room Bookings	-35.00	0.00	-35.00
400	13/05/2024	Mulberry and Co	Audit	-243.75	-48.75	-292.50
401	13/05/2024	Parish Online	Subscriptions	-50.00	-10.00	-60.00
402	18/05/2024	O2	Equipment /software	-11.96	-2.39	-14.35
403	08/05/2024	EDF Energy	Staplefield Pavilion	-23.81	-1.19	-25.00
404	13/05/2024	Elizabeth Bennett	Clerk's Expenses	-60.43	0.00	-60.43
405	01/05/2024	MSDC	Ansty RMA	187.50		187.50

Bank Reconciliation

Bank account

Current Acct

Balance per bank statement at 30/04/2024 89,139.60

TOTAL NET BANK BALANCES AT 30/04/2024 89,139.60

Opening_balance 26,859.00

Total receipts 66,593.78

Total payments -4,313.18

Total transfers

Closing balance per cash book (must equal net bank balances above) 89,139.60

Deposit Account Balance 125,301.41

Total Balances 214,441.01

Signed by Chair of Parish Council meeting 13th May 2024