

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 3<sup>RD</sup> MAY 2022 AT THE ARK**

PRESENT: Mr B Forbes (Chairman) Mrs S Hughesdon (Vice Chairman) Dr I Gibson Mrs C Jarvis Mr O O’Grady Mrs C Steggles and 1 member of the public Mrs C Marsh (Clerk) Mrs L Bannister (RFO)

001 **Election of Chairman and to Receive the Chairman’s Declaration of Acceptance of Office** Mr Forbes was nominated and duly elected to serve as Chairman for the coming year and signed the Declaration of Acceptance of Office of Chairman which was duly witnessed by the Clerk as the Proper Officer of the Council.

002 **Apologies** Mr Palin

003 **Election of Vice Chairman** Nominations were received for Mrs Hughesdon and Mrs Jarvis. Mrs Jarvis declined therefore Mrs Hughesdon was duly elected to serve as Vice Chairman for the coming year.

004 **Report on Past Year** Mr Forbes presented the Annual Report. A copy of the report is on file and will be published in the Two Villages magazine, space permitting and on the website.

005 **Signatories for Parish Council Bank Account** It was RESOLVED the signatories be Mr Forbes, Mrs Jarvis and Mr O’Grady. Mrs Bannister is a signatory in order to manage the bank accounts only and Mrs Marsh is a signatory in order to have use of the Council debit card only.

006 **West Sussex Association of Local Councils** It was RESOLVED Mr Forbes and Dr Gibson be appointed as Council’s representatives.

007 **West Sussex County Local Forum Meetings** It was RESOLVED Mrs Steggles be appointed as Council’s representative. It was noted that the next meeting will be held in East Grinstead on the 7<sup>th</sup> June from 7pm-9pm.

008 **Mid Sussex Association of Local Council Meetings** It was RESOLVED Mr Forbes and Dr Gibson be appointed as Council’s representatives.

009 **Allotment Inspections** It was RESOLVED Mrs Hughesdon and Mr O’Grady will carry out the allotment inspections in June and September.

010 **Staff Management Committee** It was RESOLVED Dr Gibson, Mr Palin and Mrs Steggles be appointed together with the Chairman and Clerk.

- 011 **Ark Community Executive** It was RESOLVED Mrs Hughesdon and Mrs Jarvis be appointed to ACE together with the Chairman, Clerk and Deputy Clerk. Committee dates for the coming year are Thursdays at 10am on 16<sup>th</sup> June, 13<sup>th</sup> October 2022, 19<sup>th</sup> January and 13<sup>th</sup> April 2023.
- 012 **Finance Committee** It was RESOLVED Mrs Hughesdon and Mrs Jarvis be appointed to the Committee together with the Chairman, Vice Chairman, Clerk and Deputy Clerk.  
It was RESOLVED the Clerk will provide a quarterly report with meetings being held at the end of the Financial Year and to set the budget. Committee dates for the coming year are Thursdays at 10am on 10<sup>th</sup> November 2022 and 20<sup>th</sup> April 2023.
- 013 **Neighbourhood Plan/VES Committee** It was RESOLVED Dr Gibson Mrs Hughesdon and Mrs Jarvis be appointed to the Committee together with the Chairman, Clerk and Deputy Clerk.
- 014 **Payment of Annual Subscriptions** It was RESOLVED that the following subscriptions now due, be paid:  
G.A.C.C. £10.00  
National Association of Local Councils £96.77  
West Sussex Association of Local Councils £448.19
- 015 **Statement of Accounts** It was RESOLVED the Accounts for the year ended 31 March 2022 be approved and adopted subject to audit.
- 016 **Quarterly Bank Reconciliation** It was RESOLVED that Mrs Jarvis be appointed to verify bank reconciliations.
- 017 **Gatwick** It was RESOLVED that Dr Gibson be appointed as Council's representative to attend the CAGNE, GACC and Gatwick meetings.
- 018 **Mid Sussex District Council Health and Wellbeing Meetings** It was RESOLVED that Mrs Steggle be appointed as Council's representative.
- 019 **Dates and Times of Ordinary Meetings** It was RESOLVED that meetings of the Parish Council be held on the first Tuesday of the month except in January 2023 when the meeting will be on the second Tuesday. Meetings will commence at 7.30pm.
- 020 **Record of Attendance** at Parish Council Meetings was noted.

## PARISH COUNCIL MEETING

- 021 Public Participation None
- 022 Declarations of Personal and Disclosable Pecuniary Interests None
- 023 Chairman's Announcements The Chairman reminded Members of the presentation at the Annual Meeting on 17<sup>th</sup> May 2022 by Mr Alex Sewell of East Grinstead Museum. Mr Forbes has purchased a new Union Jack flag and advised the flag pole needs painting. A resident known to one of the Members will be asked if they would consider painting the flag pole.
- 024 The Minutes of the Parish Council Meeting held on 5<sup>th</sup> April 2022, as circulated, were confirmed and signed by the Chairman.
- 025 Matters currently being pursued by the Clerk  
The Clerk hopes as many Councillors as possible will be able to attend the Annual Parish Assembly on 17<sup>th</sup> May at 7:30pm, it will be an interesting talk. The insurance company have accepted the full quote to replace the street light and finger sign following the road traffic collision on 10<sup>th</sup> January 2022, therefore, the companies involved in replacing both items can be instructed to commence the work.  
The new contract with Streetlights is working well with their maintenance crew already bringing problems to the Clerk's attention and resolving them quickly. Enerveo have been advised the Council will no longer be using their company to maintain the street lights in Turners Hill.
- 026 Planning Applications  
It was RESOLVED that MSDC be informed that:  
  
DM/22/0545 Worth School, Worth Abbey, Paddockhurst Road  
The Parish Council supports this planning application.
- 027 Report on Previous Applications  
  
DM/22/0537 Burleigh Quarry Farmhouse, East Street Permission  
DM/22/0676 The Rheedings, East Street Permission
- 028 Report on the Mid Sussex Health and Wellbeing Meeting held on 31<sup>st</sup> March 2022, as circulated, was noted. Mrs Steggle suggested the Breakeven Gamcare Counselling and Pathfinder Service should be included in the Two Villages magazine. The Clerk will arrange this.
- 029 Central Sussex Rotary No Members wanted to become an honorary member through their newly established 'Councillors Forum', therefore it was RESOLVED to say thank you and reject their invitation.

- 030 Minutes of the Finance Meeting held on 14<sup>th</sup> April 2022, as circulated, were noted and approved.
- 031 Walkabout meeting with WSCC's Highways Manager held on 21<sup>st</sup> April 2022 and attended by Mrs Marsh and Mrs Bannister, were noted.
- 032 New lease for the photocopier It was RESOLVED to enter into a five year lease with Konica Minolta at a cost of £78.60 per quarter.
- 033 Waterproof Cabinet by the Village Green Street Light It was RESOLVED to have the cabinet installed at the same time the street light on the Village Green is installed in order for the Christmas Tree lights to be connected to the power at a maximum cost of around £2,000.00.
- 034 Accounts Due for Payment  
It was resolved that:
1. The Accounts shown on the schedule as being due for payment be paid and
  2. The Accounts shown on the schedule as being paid since the meeting held on 5<sup>th</sup> April 2022, be approved.
  3. The Accounts schedule was duly signed.
- 035 Correspondence  
Gatwick Airport have advised they are resurfacing the main runway which will be closed from 21:00 to 05:30 every night from mid-April to early July. This means the Northern Runway will be used by aircraft for both take-off and landing at this time.  
MSDC have advised, following the installation and independent safety inspection of the half-pipe, they will be installing a path to connect the ramp and youth shelter to the main path during the next few months.  
South of England Summer Show - Tickets are no longer available to residents of Turners Hill at a discount, only to Ardingly residents. A 10% discount will be given for advance online bookings and if anyone cannot access the internet they can call the South of England Agricultural Society up to a week before the event to request the discount. A reminder will be set to question the lack of discount for Turners Hill residents next year.  
Mid Sussex District Council is hosting a virtual 'Street party scrapbook' showing celebrations of the past alongside those of the Platinum Jubilee and a competition for children to design a royal woodland seat which will be placed near to 250 new trees planted as part of the Queen's Green Canopy. Young people up to the age of 16 are being asked to design the woodland seat and volunteers at Burgess Hill Shed will use the winning design to create a beautiful bench in remembrance of the occasion.

Finally, MSDC will be shining a beacon of light, which will shine up above from their offices between dusk and midnight during the extended bank holiday weekend (2<sup>nd</sup> to 5<sup>th</sup> June) as part of the Queen's Platinum Jubilee celebrations. Full details of the Platinum Jubilee celebrations can be found at [www.midsussex.gov.uk/platinum-jubilee](http://www.midsussex.gov.uk/platinum-jubilee)

Meeting closed at 8:19pm

Signed .....Chairperson

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7<sup>th</sup> June 2022