



ANSTY AND STAPLEFIELD PARISH COUNCIL

The minutes of the Annual Parish Council Meeting held at Ansty Sports Club on Monday 11th May 2026.

Members present: Bob Birthwright (BB), Maria Fielding (MF) Jon Gilley (JG), Mandi Graves (MG), Nuala Hampshire (NH), Candida Lewis (CL), Heinrich Schmidt (HS) and Brad Williams (BW) (Chair).

Also present: Sarah Abellan (SA) (Clerk), Malcolm Avery (MA).

Meeting Started at 7.34pm.

- 1. Election of Chairman** (and Chairman to complete Declaration of Office as appropriate). BW called for nominations for the chair. JG Proposed SS, seconded by BW. SS absent but previously advised he happy to take office. There were no other nominations and SS was duly elected.
- 2. Election of Vice Chairman** (and Chairman to complete Declaration of Office as appropriate). BW called for nominations for the vice chair. MF proposed NH, MG seconded. There were no other nominations and NH was duly elected.
- 3. The Chair to open the meeting.**
- 4. To receive apologies for absence.** Chris East (CE), Crispin Salimbeni (CS), Amanda Saunders (AS), Simon Stokes (SS).
- 5. Public Session.**
No public were in attendance.
- 6. To receive declarations of interest in items on the agenda.** None noted.
- 7. To agree the minutes of the Parish Council meeting held on Monday 13th April 2026.** Minutes were **agreed** by full council and the chair signed the minutes from 13th April 2026.
- 8. To receive updates from District and County Councillors.** MA gave Jim Knights apologies for tonight but passed on his congratulations to Lauren Lloyd on being elected as County Councillor for Cuckfield and Lucastes. MA also noted that RB has been elected as a County Councillor for Chichester. MA advised that the short list has been agreed for the district plan and will be announced on Friday. Awaiting result of the Cuckstye appeal, being heard in June.

MA left the meeting.

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

DM/25/3129	Land At Borde Hill Lane, Haywards Heath, West Sussex	Outline planning application for the erection of up to 117 dwellings, together with the provision of landscaping, open space, and associated development works, with access from Balcombe Road. All matters reserved except for access. (Amended plans and supporting statements received 15th April reducing the number of proposed dwellings to up 117 and reducing the size of the proposed roundabout).	Amended plans	ASPC object, as before, still considered over development
DM/26/0854	Chideok, Valebridge Road, Burgess Hill, West Sussex	Alterations and extensions to existing bungalow comprising 4 metre deep, single storey extension, hip to gable extensions to front, sides and rear with increase in ridge height by 500 millimetres.		No objections
DM/25/2149	Land To R/O Keepers, Valebridge Road, Burgess Hill, West Sussex	Construction of 1 no. house with attached garage and retrospective permission for the creation of a new access from Valebridge Road. (Flood Risk Assessment received 12.01.2026. Arboricultural Method Statement and tree plans received 20.04.2026. Revised description agreed 22.04.2026)	Retrospective	Object – ASPC do not consider retrospective applications, it is not in the neighbourhood plan, it is an area of countryside development constraint. Issues with highways
AP/26/0017	Land East Of Ansty Cuckfield Bypass, Cuckfield, West Sussex	Outline planning application (All matters reserved except for access) for the redevelopment of land to the east of Ansty to create a new Garden Community, comprising of the erection of up to 1,450 homes (including 30% affordable housing), up to 90 residential care units (C2 class), a primary school, a SEND school, health hub, sports facilities including all weather hockey pitches and tennis centre, allotments, retail,	Appeal	No further comments, ASPC objection still stands.

		community and employment uses together with ancillary and associated development including new and enhanced pedestrian/cycle routes, open spaces, and landscaping.		
DM/26/1002	Holmbush Farm, Isaacs Lane, Haywards Heath, West Sussex	Engineering works to create clean water storage lagoons to provide off mains drinking water for the cattle housed at the unit.		No objections, however, APSC request that the district council to work with the environment agency to ensure they have a license in place to import soil.
DM/26/0568	Network Rail London To Brighton Railway - Copyhold Junction To Haywards Heath Station Clair Road Haywards Heath West Sussex	The installation of an 8.1m pole supporting four antennas, with one equipment cabinet on steel mesh grillage with a handrail and screw pile foundations (Additional ecology information received 29.04.2026)		Object on same grounds as Rocky Lane Mast.

10. Cuckstye – Discuss latest developments and agree on any decisions needed as a result of the upcoming appeal. BW requested a Consultancy budget of an additional £5000 to support the Cuckstye appeal. This is in addition to the £5000 carried over from 25-26. It was put to the vote with the following results. For – 4, against – 2, abstained – 2. Vote carried over and Council **ratified** to add in the additional amount requested and mark as coming from reserves.

11. To agree the following roles and responsibilities on the Parish Council.

Councillors reviewed membership and roles in the below groups the following were agreed (working group leads in bold):

- 11.1. Finance Working Group.** It was **agreed** to continue with the current members **SS**, CS, HS, BW and SA.
- 11.2. Staplefield Working Group-** No longer required, it was **agreed** to remove this working group.
- 11.3. Staffing Working Group –** It was **agreed** to have the following members: **SS**, NH and HS.
- 11.4. Community Grants Working Group -** No longer required, it was **agreed** to remove this working group.
- 11.5. Appointed trustees on Ansty Village Hall Trust – Maintain** representation if we can but for now request minutes/accounts be provided for council to review.
- 11.6. Appointed trustees on Ansty Village Centre CIO –** BW and CS. BW also wanted to add, that ASPC wish to express their sincere condolences on the recent passing of Owen Travis, who was a valued member of the Ansty community and made significant contributions to the Ansty Sports Centre as well as many other areas within the community. His contribution to the project management of the AVC was instrumental in its success. He will be deeply missed.
- 11.7. Noticeboards –** BW – Ansty, MG – Rocky Lane, NH – Brook Street, CL – Staplefield.
- 11.8. Bank signatories – Agreed** to add CL as an additional signatory.

12. Review Policies.

The following policies were circulated to councillors prior to the meeting for review. All policies were **ratified**. Clerk to upload to the website.

12.1. Review and approve IT Policy.

12.2. Review and approve General Privacy Notice.

12.3. Review and approve list of payments and direct debits.

12.4. Review and approve accessibility statement.

13. Audit.

13.1. The clerk had previously circulated the auditors report to councillors. Council noted and received the report and the clerk highlighted that the auditor had marked that payments were not paid correctly. This is due to one payment to a councillor being made in this financial year and not last year. Due to council agreeing to only taking their allowance as PAYE from now on, this will no longer be an issue. Clerk to send a letter of explanation to the external auditor. No further actions were raised.

14. Agar.

14.1. To consider and approve the Annual Governance Statement for the financial year 25/26.

With the exception of box 3 which was answered No and box 9 which was answered N/A, the council answered yes to the Annual Governance Statements. The Council **APPROVED** the annual governance statement and this was signed as required by the Chair and Clerk. It was also **agreed** to send an explanation to the external auditor regarding Box 3.

14.2. To approve the Accounting Statements for the financial year ending 31.03.2026.

Council **APPROVED** the accounting statements which had been previously signed by the Clerk and was signed by the Chair.

14.3. To confirm the dates of the period for the exercise of public rights.

The dates for the period of the exercise of public rights of 03.06.26 to 14.07.26 were **APPROVED**.

15. CGR

15.1. Working group findings.

15.2. Transfer of assets.

The working group have yet to meet so this has been moved to the next meeting.

16. Brook Street Grant.

16.1. To discuss and approve the use of different fencing. Council reviewed the new fencing requested and approved the alteration. Clerk to action.

17. Finance.

17.1. Monthly finances - the financial statement including the schedule of payments, the receipts, bank statements and bank reconciliation were **agreed** and signed by councillors.

17.2. Payments approved since last meeting – Home from Home Cleaning , £100 for a one off clean of the pavilion, £560 plus VAT for a post installation park inspection. Both were **approved** by councillors.

18. Tree work.

18.1. Quote for work required – The quote was reviewed and it was **agreed** to proceed with the limb removal of a tree next to Stonegate Court. Clerk to action.

19. Playpark Opening. The clerk advised she had added additional grass seed, Haywards Heath Town Council had visited twice to water it, it was being inspected Wednesday morning and if we get the go ahead, we can then open the park. It was **agreed** to open the park asap and arrange an official opening for another date. Clerk to action.

20. Pavilion works, including any additional that arises before the meeting.

20.1. Urinals – Cracked across cistern and sensor not working in men’s toilet. Awaiting the quote, move to next meeting.

20.2. Fire RA – Completed, recommended to move 1 fire extinguisher in the shed. Clerk to action.

20.3. Cricket Nets – Councillors suggested that maybe some takings from the fete fundraising could contribute towards it and that perhaps the cricket club could also do some fundraising. It was agreed to look at in the phase 2 works.

21. Meetings/events Attended.

21.1. Brantridge School – The clerk and SS attended a meeting with the head teacher, who agreed to try and organise the parking outside the school better when the taxi’s are waiting to enter, to allow traffic to still pass through the road as it’s often blocked and causes vehicles to cut across the coming, often getting stuck and causing damage. The parking by staff outside the school was also discussed. It was suggested that putting in matting might be a solution. The head agreed to investigate costs and the clerk would look at the legalities.

21.2. WSALC Meeting – SS attended, unable to provide an update as on leave.

22. Minor matters for consideration and items for the next agenda. JG reported that the fence around the green at Ansty had been knocked over again. The clerk would like to attend a water compliance and legionella testing course on 10th June at a cost of £45 plus VAT.

23. Confirm date and place of next meeting. Monday 8th June Ansty Sports Club, 7.30pm.

Meeting Closed at 9.10am

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

Ansty and Staplefield Parish Council									
Listing of transactions dated between 01/04/2026 and 31/03/2027									
Voucher	Date	Ref.	Description	Type	Supplier / customer	Account name	Net	VAT	Total
832	27/04/2026	INV155	Initial Clean	Payment	Home from Home	Staplefield Pavilion	-100.00	0.00	-100.00
833	11/05/2026	Labels	Labels	Payment	Sarah Abellan	Equipment and software	-4.16	-0.83	-4.99
834	11/05/2026	Grass Seed	Grass Seed	Payment	Sarah Abellan	Staplefield Play Park refurb	-24.99	-5.00	-29.99
835	24/04/2026	Fire Sign	Fire Action Sign	Payment	Sarah Abellan	Staplefield Pavilion	-5.82	-1.17	-6.99
836	11/05/2026	Topsoil	Topsoil	Payment	Bob Birthwright	Staplefield Play Park refurb	-165.00	-33.00	-198.00
837	11/05/2026	4102753928	Bin Collection 25-26	Payment	MSDC	Dog Bins	-405.60	-81.12	-486.72
838	11/05/2026	Clerks Mileage A	April Mileage	Payment	Sarah Abellan	Clerk's Expenses	-19.53	0.00	-19.53
839	11/05/2026	Plumbing Work Sh	Isolating Showers	Payment	S A Hancock Plumbing	Staplefield Pavilion	-95.00	-19.00	-114.00
840	11/05/2026	Website Biennial	Website Biennial Fee	Payment	Vision ICT	Equipment and software	-90.00	-18.00	-108.00
841	11/05/2026	NALC WSALC	WSALC NALC	Payment	WSALC	Subscriptions	-1,136.67	0.00	-1,136.67
842	11/05/2026	1390	Phase 1 Refurb	Payment	CPE Projects Ltd	Pavilion Refurb	-18,487.90	-3,697.58	-22,185.48
843	11/05/2026	March Mileage	March Mileage	Payment	Sarah Abellan	Clerk's Expenses	-15.93	0.00	-15.93
844	11/05/2026	945	26-27 Subscription	Payment	Mijan Limited	Equipment and software	-132.00	0.00	-132.00
845	11/05/2026	Refuse Sacks	Refuse Sacks	Payment	Sarah Abellan	Staplefield Pavilion	-15.49	-3.10	-18.59
846	11/05/2026	Toiletry Supplie	Tea towels and toilet roll	Payment	Sarah Abellan	Staplefield Pavilion	-42.98	-8.60	-51.58
847	11/05/2026	Stationary	Stationary	Payment	Sarah Abellan	Equipment and software	-8.82	-1.76	-10.58
848	11/05/2026	Youth Worker pay	Payment 1	Payment	Holy Trinity Cuckfield PC	Capital Grants	-866.67	0.00	-866.67
849	11/05/2026	2083	Internal Audit	Payment	Mulberry and Co	Audit	-197.65	-39.53	-237.18
850	11/05/2026	0106	Oak Reduction	Payment	Edwoods Tree Care	Trees	-650.00	0.00	-650.00
851	11/05/2026	Water Thermomete	Water Thermometer	Payment	Sarah Abellan	Staplefield Pavilion	-11.00	0.00	-11.00
852	30/04/2026	Service Charge A	April Service Charge	Payment	Unity Trust	Bank Charges	-9.55	0.00	-9.55
853	17/04/2026	24694	Bronze March-April	Payment	Hugofox Ltd	Equipment and software	-9.99	-2.00	-11.99
854	13/04/2026	24531	Emails March-April	Payment	Hugofox Ltd	Equipment and software	-24.99	-5.00	-29.99
855	21/04/2026	10355803	Jan-April Waste	Payment	Business Stream	Staplefield Pavilion	-29.93	0.00	-29.93
856	14/04/2026	FVHZ0YYXJ/005	March	Payment	Smartest Energy	Staplefield Pavilion	-19.31	-0.97	-20.28
857	20/04/2026	202605-93437-1	May	Payment	Plan.com	Equipment and software	-22.00	-4.40	-26.40
858	17/04/2026	INS15223096	Apr25-Mar26	Payment	NPower	Phone Box	-90.34	-4.52	-94.86
859	14/04/2026	KCR-9DF4CC14-000	Refund from Account Closure	Receipt	EDF Energy	Grants	3.99	0.20	4.19
860	23/04/2026	April Matches	April Matches	Receipt	Hindu Unity Cricket Club	Cricket	124.00	0.00	124.00
861	27/04/2026	May Matches	May Matches	Receipt	Hindu Unity Cricket Club	Cricket	744.00	0.00	744.00
862	27/04/2026	April Matches	April Matches	Receipt	The Sunday Seconds Cric	Cricket	124.00	0.00	124.00
863	30/04/2026	Precept 1st Paym	1st Payment Precept	Receipt	MSDC	Parish Precept	70,399.00	0.00	70,399.00
864	11/05/2026	0115	Tree Removal next to transfor	Payment	Edwoods Tree Care	Trees	-1,800.00	0.00	-1,800.00