



# Ashington Parish Council

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**To: All Members,**

You are hereby summoned to attend the following meeting for the transaction of the business stated in the agenda below.

**Full Council Meeting to be held on**  
**Thursday 9th April 2026 at 7:45pm**  
**Ashington Community Centre, Foster Lane, Ashington**

Members of the public and press are welcome to attend this meeting and speak during the public adjournment for a maximum of 5 minutes about an item on the agenda for this meeting, at the discretion of the Chairman. Questions relating to any other items that are not on this agenda should be referred to the Chair of the Council or the Clerk as appropriate and outside this meeting.

Lee English  
Clerk to Ashington Parish Council

2nd April 2026

## AGENDA

084/26	<b><u>Apologies for absence</u></b>
085/26	<b><u>Declaration of Interests and notification of change of interest</u></b>
086/26	<b><u>To approve the minutes of the Parish Council meeting 12th March 2026</u></b> The <a href="#">minutes</a> to be approved as a true record of the meeting.
087/26	<b><u>Parish councillor vacancy</u></b> To receive an application for co-option.
088/26	<b><u>Reports from District and County Councillors</u></b>
089/26	<b><u>Devine Homes</u></b> To receive a presentation regarding a proposed planning application to be submitted to HDC for a housing development on the Billingshurst Road.
090/26	<b><u>Public Adjournment</u></b> Members of the public may make representations, answer questions and give evidence with regards to items on this agenda.
091/26	<b><u>Neighbourhood Wardens Steering Group</u></b> To receive an update from the steering group To receive the Warden's report for March 2026

092/26	<b><u>Parish Council office</u></b> To receive an update from the working party.
093/26	<b><u>Correspondence received for action</u></b> 1. <b>Parish Yard parking</b> – to consider a request from a local business to use the yard for customer and staff parking while building works take place.
094/26	<b><u>Correspondence received for Councillor information</u></b> 1. <b>Horsham Association Local Councils (HALC) minutes</b> – 25th February 2026 2. <b>Sussex Association Local Councils (SALC) Spring <a href="#">newsletter</a></b> 3. <b>Local Government in West Sussex</b> – an update 4. <b>Pre-election period for county elections, 30th March to 7th May</b> - protocols 5. <b>Bus Stop Improvement Programme</b> – WSCC are looking to install a marked Bus Stop box at the bus stop outside the Parish Yard.  Information from Clerk Networking events – passed to Cllrs 6. <b>Use of AI in councils</b> – presentation from Breakthrough Communications <b>LGR update</b> – presentation from Leigh Whitehouse, Chief Executive of WSCC <b>Sussex Community Housing Hub</b> – presentation from Action in Rural Sussex <b>Police and Crime Commissioner</b> – a day in the life presentation for Sussex Police <b>Cyber Security</b> presentation
095/26	<b><u>Meetings attended by Councillors</u></b> An opportunity for Councillors to report back on any parish council related meetings they have attended since the last Full Council meeting.
096/26	<b><u>Chairman’s Announcements</u></b>
	<b><u>OPEN SPACES AND ENVIRONMENT</u></b>
097/26	<b><u>Replacement swing top Foster Lane play area</u></b> To review and approve expenditure for installation of replacement wooden log.
098/26	<b><u>Replacement fence post Church Close</u></b> To approve expenditure for replacement post.
	<b><u>PLANNING</u></b>
099/26	<b><u>To approve the minutes of the Planning Committee meeting 26th March 2026</u></b> The <a href="#">minutes</a> to be approved as a true record of the meeting.
100/26	<b><u>HDC Local Plan</u></b> To receive an update - hearing sessions will start again on 21st April 2026.
101/26	<b><u>Land East of Mousdell Close DC/25/1327</u></b> To receive an update on the HDC Planning Committee decision.
102/26	<b><u>Taylor Wimpey</u></b> To receive a request from the developers to engage with the parish council regarding proposals for a site off Rectory Lane.
	<b><u>Horsham District Council Planning</u></b>

103/26	<p><b><u>Applications</u></b></p> <p>None at time of agenda being published. To consider any new applications received before the meeting.</p>
104/26	<p><b><u>Decisions</u></b></p> <p><b>Prior Approval Required and permitted</b> <b>DC/26/0241</b> Prior notification for the erection of an agricultural barn. Ashington House, London Road, Ashington, RH20 3AT</p>
	<p><b><u>STAFFING</u></b></p>
105/26	<p><b><u>To approve the minutes of the Staffing Committee meeting 26th March 2026</u></b></p> <p>The <a href="#">minutes</a> had been circulated to councillors. Agreement is sought for the following proposals with regards to recruitment of a 2nd staff member –</p> <ol style="list-style-type: none"> <li>1. To recruit an Assistant Clerk</li> <li>2. To be contracted for 12 hours per week</li> <li>3. To use the model NALC contract of employment, terms and conditions</li> <li>4. To enrol the Assistant Clerk in the Local Government Pension Scheme</li> <li>5. That the salary range be between £14-16 per hour</li> <li>6. That the Staffing Committee draft the recruitment documents</li> <li>7. That WSALC review the documents and handle the recruitment process</li> </ol> <p>The minutes to be approved as a true record of the meeting.</p>
	<p><b><u>FINANCE</u></b></p>
106/26	<p><b><u>Correspondence received for Councillor information</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Quarterly bank reconciliation</b> for 31st March 2026.</li> <li>2. <b>Quarterly budget report</b> for 31st March 2026. To be presented at 14th May meeting following processing of year end accounts.</li> </ol>
107/26	<p><b><u>Finance matters to review</u></b></p> <ol style="list-style-type: none"> <li>1. <b>WSCC Payroll Admin</b> – to approve setting up a direct debit.</li> <li>2. <b>Annual Parish Meeting</b> – to propose a new budget code be allocated for expenses related to the annual meeting.</li> </ol>
108/26	<p><b><u>Expenditure to review and approve</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Parish Yard electricity supply</b> – to approve increase in Transmission Network Use of System (TNUoS) charges.</li> <li>2. <b>Annual Parish Meeting</b> – to propose an amount be budgeted for this year’s meeting.</li> <li>3. <b>Rialtas Finance Software</b> – to approve the annual software support and maintenance for 2026-27</li> </ol>
109/26	<p><b><u>Receipts</u></b></p> <p>£135 Parish Yard parking</p>
110/26	<p><b><u>Payments – <a href="#">Appendix 1</a></u></b></p> <p>To approve payments made on the clerk’s debit card in March totalling £950.02 To approve the April schedule of invoices for payment. (Total expenditure TBC pending receipt of all invoices) To consider any invoices for payment received after the agenda has been published.</p>

<b>111/26</b>	<b><u>Date of next meetings</u></b> Held at Ashington Community Centre, unless listed otherwise <b>Finance Committee:</b> 8:00pm Tuesday 21st April <b>Planning Committee:</b> 7:00pm Thursday 23rd April <b>Open Spaces and Environment:</b> 7:30pm Thursday 23rd April (TBC) <b>Annual Parish Council Meeting:</b> 7:45pm Thursday 14th May <b>Annual Parish Meeting:</b> 7:30pm Thursday 21st May
<b><u>CONFIDENTIAL SESSION</u></b> - the Chairman will propose, under the Public Bodies (Admissions to Meetings) Act 1960, and in accordance with Standing Orders 3d, to exclude the press and public on the grounds that the confidential matters to be discussed under item <b>112/26</b> below would be prejudicial in the public interest.	
<b>112/26</b>	<b><u>Clerk overtime</u></b> To consider a request for clerk overtime hours.

Members of the public are advised that they have a right to film and/or record the meetings of Ashington Parish Council. Members of the public are also advised that by attending a meeting or video conference of the Council, they give their consent to being filmed and/or recorded by other members of the public, if such activity is taking place.

## Appendix 1 – Payments

DEB	RJ Meaker Fencing	Materials for fence round Nature Trail pond	£943.02
DEB	HM Gov Land Registry	Land Registry Title Plan (re land ownership)	£7.00
	<b>TOTAL</b>		<b>£950.02</b>

BACS	Lee English	Home office (Mar 2026)	£26.00
BACS	Lee English	Mileage for HDC Planning Committee meeting	£9.55
BACS	Lee English	Parking for HDC Planning Committee meeting	£4.40
DEB	Giff Gaff	Mobile phone topup	£6.00
BACS	Mark Adsett	Landscape gardening (Mar 2026)	£782.50
BACS	Mark Adsett	Replacement fence post Church Close	£23.78
BACS	WSCC	Salaries and oncosts (Mar 2026)	£2,397.93
BACS	Ashington Youth Club	Funding for Q1 2026-27 (Apr-Jun)	£1,500.00
DD	Smartestenergy	Electricity supply - Parish Yard (Mar 2026)	Awaiting invoice
DD	Lloyds	Bank charges (monthly)	£8.50
BACS	Rialtas Business Solutions Ltd	Annual finance package for 2025-26	£252.00
	<b>TOTAL</b>		<b>TBC</b>