



# Ashington Parish Council

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## **Minutes of the meeting held on Thursday 4<sup>th</sup> April 2019 at 7:45p.m. in Ashington School, Foster Lane.**

**Present: Councillors:** N. Spiers (Chairman), S. Ball (Vice-Chairman), Cllrs: G MacPherson, T Moss, K Wood, J. Stillwell, T Kearney, R Strudwick

**Also present:**

Clerk – Karen Dare  
District Cllr J. Blackall  
3 Members of the Public

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The Chairman reminded members of the public the requirement that they limit their participation to the Public Adjournment sections of the meeting. If Members of the Public have questions for Police/Wardens & District/County Councillors then the Clerk will pass these on if these individuals have left the meeting. Members of the Public are reminded that Standing Orders allow for 5 minutes maximum participation.

**073/19 Apologies for absence**

Apologies for absence were received and approved from: Cllr M Woolley, L. di Castiglione, T. Watson, District Cllrs P Circus & D Jenkins, County Cllr P Marshall

**074/19 Declaration of Interests and notification of change of interest**

None. The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).

**075/19 Minutes of the Parish Council meeting held on 7<sup>th</sup> March 2019**

The minutes of the meeting dated 7<sup>th</sup> March 2019 were approved as a true record and signed by the Chairman. Proposed by Cllr Stillwell, seconded by Cllr Kearney and agreed by all.

**Minutes of the Annual Assembly meeting held on 7<sup>th</sup> March 2019**

The minutes of the Annual Assembly meeting dated 7<sup>th</sup> March 2019 were approved as a true record and signed by the Chairman. Proposed by Cllr Kearney, seconded by Cllr Stillwell and agreed by all.

**076/19 Neighbourhood Wardens Report (Appendix 1)**

Cllr Stillwell gave an overview of the report.

Update from the Warden Working Party – work is ‘on hold’ as we are in the Election PURDAH period where decisions that might influence the outcome of Elections should not be made. However, Councillors were informed that Jayne Jeffrey had resigned, the Parish Council had asked for a 3 month extension to the Wardens current agreement (but had no response from HDC yet) while they looked at the new proposed Service Level Agreement.

The Chairman informed all present that Bryony Sparkes had given birth to a 7lb 15oz girl and named her Freya. Mother and baby are both well.

The Chair invited questions: None

#### **077/19 Youth Worker Report (Appendix 2)**

The Chairman gave an overview of the report. The Youth Club are in contact with WSCC about the grant that was discussed last month.

The Chair invited questions: None

#### **078/19 Report from District and County Councillors**

District Councillor J. Blackall reported:

1. He thanked Ashington PC for all of their support over the past 4 years.
2. The Year of Culture was progressing well and, although mainly focussed in Horsham, there are events occurring throughout the year in most Parishes.
3. He had met with Adam Chalmers (HDC Director responsible for Community Safety) regarding the Ashington Wardens and how to learn from the past 19 years' experience in Ashington and develop a scheme that was applicable to 2019 and beyond.

#### **Questions were invited from Councillors –**

1. Cllr Moss raised concerns about proposed changes to HDC Planning regarding determination of planning applications. District Councillor John Blackall responded that the changes were only proposals at this stage and were still subject to Council approval. HDC were due to discuss the proposals after the Elections in May. There is a need to streamline the planning application process and HDC has to find a way to deal with frivolous objections without losing a genuine objector's democratic rights. There had been no consultation with Parishes over the proposed changes and it was concerning that an objection from a Parish Council would only count as one objection and carry no more weight than a single resident's objection.
2. Cllr Moss asked District Councillor John Blackall how HDC Planning actually monitor the planning conditions that they impose on planning applications. Basically, they do not have the resources to do this so it is generally left to Parish Councils to file enforcement complaints where conditions are not adhered to. Cllr Moss would pass two enforcement allegations to the Clerk to report.

The Chairman reported that District Councillor David Jenkins is not standing for re-election in May and thanked him and John Blackall & Philip Circus for their service over the past 4 years.

#### **079/19 Public Adjournment**

1. Reported that the recent grass cutting had been very poor quality – Clerk to feedback to WSCC.
2. What are yellow parking warnings (mentioned in the Wardens report)? District Cllr Blackall responded that they are 'warning notices' for people who are parked inconsiderately. If the Clerk contacts HDC Parking Services it may be possible to have the Parking Officers come through Ashington on their way to and from rural car parks and check for parking offences in the village.
3. HomeFix (Saxon Weald) vans always parked on grass verges but she had spoken to their manager and he had requested that they keep off the verges.
4. Some residents Link Alarms had not been checked by the cover Wardens contrary to the Wardens report.

#### **080/19 Young Persons Adjournment – none**

#### **081/19 Action List Update (CFWD = carry forward to next meeting, D = delete)**

a) **ACCT working together**

The ACCT/PC agreement has been signed by both Chairmen:

1. The skatepark insurance invoice has been paid - done.
2. The skatepark equipment ownership letter from ACCT – done.
3. The One acre lease extension letter from ACCT – done. We need to make some repairs/replacement of equipment on the one-acre and the Clerk will present quotes at the next PC meeting. **CFWD**
4. Cllr Kearney had undertaken a safety inspection of the ACCT Play Area and ACCT would be attending to all of the repairs before the 'handover' of part costs & safety inspections to the PC – **CFWD**
5. ACCT has purchased the new litter bins and will be installing them shortly. The Clerk has asked for locations and a date of installation so she can arrange for them to be emptied by HDC.
6. As per the agreement a Litter Warden needs to be agreed and sought. **CFWD**

- b) **There but Not There Armed Forces Covenant grant** – Creation of a Memorial Garden. As we are in the Election PURDAH period where decisions that might influence the outcome of Elections should not be made this matter will be carried forward to the next meeting. **CFWD**

**082/19 Correspondence received for Action**

- a) Letter from Cllr Woolley to the Chairman regarding Declaration of Interests (Appendix 5) - As we are in the Election PURDAH period where decisions that might influence the outcome of Elections should not be made this matter will be carried forward to the next meeting. **CFWD**
- b) Invitation to HDC Annual Reception 22<sup>nd</sup> May 2019 7pm. No volunteers.
- c) Letter from Billingshurst PC and response from Chichester College regarding the cessation of mechanics/motor vehicle courses at Brinsbury campus and the transfer of students to Crawley or Chichester campus. No comments.
- d) SALC meeting with Chief Constable of Sussex Police 24<sup>th</sup> May – any topics to submit for discussion? None.

**083/19 Correspondence received for Information**

- a) WSCC – Re-launch of Better Broadband Scheme
- b) WSCC – Billingshurst Road from Spear Hill to Crays Lane will be closed 4-5 June 2019 for pothole repairs.
- c) SSALC – process to request military attendance at commemorative events
- d) WSCC – proposed permanent TRO to reduce speed limit to 40mph on B2139 Storrington Road, Thakeham.
- e) Discover Gatwick future meeting dates: 21<sup>st</sup> May, 18<sup>th</sup> June. Agendas to be issued nearer the time.
- f) Minutes of the HALC meeting 25<sup>th</sup> March 2019

**084/19 Meetings attended by Councillors**

Cllr Moss & Kearney met Lewis Jackson from Metrobus on 8<sup>th</sup> March: they have no funding but will look into whether they can replace the Perspex in the shelter opposite the Red Lion. It was agreed that this shelter would be better if turned around – Cllr Kearney to try.

There was some uncertainty about whether all bus stops in the village are 'Request' or not. Clerk to confirm.

Cllr Moss attended the HALC meeting on 25<sup>th</sup> March:

- a) A presentation by Sgt Phil Badman on 'Sussex Safer Roads Partnership'. If the P C had any issues on policing that it wishes to bring to the attention of Chief Constable, then it should contact the Joint Liaison Committee who have a meeting very soon.
- b) SSALC – there is a Training Programme for Councillors that includes a 'Passport' and there is a West Sussex award for PC with most 'Passport' points! 'Planning' is a crucial training topic.

- c) WSCC 'Health and Wellbeing' initiative.....What is being done locally? Eg 'Loneliness ' Strategy? Sedentary exercises? Community coffee mornings? (Liz Leggo, Clerk, Ashurst PC a lead, useful contact).
- d) HDC - planned changes to 'Planning' without consultation eg 80% applications decisions made by officers, requirement for 15 letters appealing against Officers decision (PC counts for only 1 vote), 5 minutes allowed to each objector (from 2mins), 'planning in principle' a new category where planners put in application without putting in any details,.....(HALC concerned, suggesting PC to lobby their HDC member)

Cllr Moss had attended a Sussex Health meeting on 19<sup>th</sup> March - An exercise by CCGs to find out residents views of local requirements/ priorities following the recent published NHS 10 year plan. There may be some information relevant to the Neighbourhood Plan and the Clerk has some paperwork to read.

Cllr Spiers had attended the Youth Club Steering Group meeting on 1<sup>st</sup> April 2019.

#### **085/19 Matters raised by Councillors**

None

#### **086/19 Chairman's Announcements**

The PC has recently been challenged by parishioners on our choice of musical Act at this years Festival, under the misunderstanding that the PC is responsible for the Festival. For the sake of clarity the PC needs to record the fact that they are not the organisers of, nor responsible for, the Festival in any way. The concerned residents have been directed to the Festival Committee, the correct route, to raise the issue.

## **PLANNING**

#### **087/19 Minutes of the Planning Meeting held on 20<sup>th</sup> March 2019**

Minutes of the planning meeting held on 20<sup>th</sup> March 2019 had been distributed to Councillors. Agreed by all.

088/19 **Planning Correspondence** - none

#### **089/19 Neighbourhood Planning Update**

The Draft Ashington Neighbourhood Plan (ANP) and supporting evidence is at HDC for a 'healthcheck'. Feedback is expected by the end of April. Pre-submission Regulation 14 will follow soon after.

090/19 **New Enforcement Allegations** - none

#### **091/19 Planning Applications**

DC/19/0598 Demolition of existing outbuilding and erection of a replacement outbuilding (Householder Application) - Batts Farm Billingshurst Road  
The Parish Council has no objections.

DC/19/0599 Demolition of existing outbuilding and erection of a replacement outbuilding (Listed Building Consent) - Batts Farm Billingshurst Road  
The Parish Council has no objections.

DC/19/0620 Retrospective application for the change of use of ground floor to 4no. residential flats, and the change of use and conversion of first and second floors to a House in Multiple Occupation (Class C4) - The Mill House Mill Lane  
The Parish Council has no objections.

## 092/19 Horsham District Council Decisions

### Approvals

DC/19/0252 Surgery 6 x Oak Trees - 10 Covert Mead

### Refusals

None

### Withdrawals

None

### Appeals

None

## FINANCE

### 093/19 Correspondence

- a) Weedkilling – the Council had previously agreed to the Clerk placing a new weedkilling contract for 2019 if the cost was under the £500 annual budget (Minute 032/19 February). Spraying should take place 3 x pa to be effective (April, June, September). The Clerk has obtained 2 quotes but neither are within the budget:

1. Languard Ltd - £350 + VAT per application = £1050pa
2. Complete Weed Control (South Downs) Ltd = £320 + VAT per application but recommends that as the weedkilling has not been done for 3 years the first application uses a combination of residual + total weed control to better kill off the well-established weeds = £1090pa for Year 1, £960 subsequently

The over-spend could come from the open spaces maintenance funds. The previously low price was achievable because the contractors were in the area spraying highways for WSCC but this contract has ceased. Councillors agreed to place a 1 year contract with Option 2.

- b) Church Close pond – the Council had previously agreed tree works around this pond and a budget of £1150-1300 (Minute 032/19 February). Mark Adsett had undertaken some works at a cost of £1050 but, upon further inspection, it was recommended that some additional trees be removed as they were very close to the culvert wall and could potentially cause damage. The cost is an additional £495 which has resulted in an over-spend of £250. The work has been done as it was important to undertake it before the bird nesting season. Cllr Wood expressed disappointment that a Willow tree that had been donated by WSCC had been removed (as opposed to pollarded). The Chairman explained that the pond survey had indicated that trees should be removed to improve the health of the pond and that some trees were dangerous or likely to cause damage to the culvert. He asked Cllr Wood to write a list of 'significant' trees in the village as most Councillors were unaware of them. Councillors approved the additional expenditure.
- c) Online Banking – the Clerk is now setup with online access to the Councils accounts. The current bank signatories are Cllrs Wood, Kearney & Strudwick but with Cllrs Wood & Strudwick not standing for re-election in May new signatories will be required. The Clerk can make online payments in the interim period when signatories are not set-up (subject to an authorisation procedure being agreed).
- d) Clerk's Contractual Annual Salary Review - Current Clerk salary SCP36 increasing to SCP37 (from £16.753 to £17.57per hour = £849.68 additional per annum based on 20 hours per week). Effective from 1st April 2019 using NALC agreed rates of pay for 2019/20. Agreed by all.

### 094/19 Income

Kite & Thomas £2077.50

### 095/19 Expenditure (Appendix 3)

It was resolved that the schedule of invoices for payment totalling £11,627.83 for April 2019 be approved. Agreed by all.

**096/19 Date of Next meetings**

The next Planning Committee meeting is at **7:30pm on Wednesday 17<sup>th</sup> April 2019** in Committee Room 2, Ashington Community Centre.

The next Finance Committee meeting is at **8:00pm on Wednesday 17<sup>th</sup> April 2019** in Committee Room 2, Ashington Community Centre.

The next Parish Council will be held at **7:45pm on Thursday 16<sup>th</sup> May 2019** at Ashington School, Foster Lane.

Members of the public were then asked to leave the meeting as Councillors needed to discuss confidential matters: None

The Chairman thanked Cllr Strudwick for his years on the Parish Council and Cllr Wood for serving 30+ years on the Council. The Chairman presented Cllr Wood with a gift and card. He also thanked all other Councillors.

**Meeting closed at 8.45pm**

**Signed:** ..... **Dated:** .....

*Members of the public should be aware that being present at a meeting of the Council or one of its Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.*

**Appendix 1 – Warden Report**

This update has been collated by Sharon Cadman, Community Safety Officer at HDC.

**Reports / updates from wardens providing cover**

During March, only Barry and Vanessa have been able to offer cover but have worked 77.5 hours between them this month.

- On-going regular foot and vehicle patrols in the parish.
- Regular checks on a local woman with safeguarding issues.
- On-going patrols of a known burglary hot spot.
- Vulnerable persons checks carried out every shift.
- 4 x yellow parking warnings issued.
- 5 x vehicles checked for tax and MOT.

- 7 x cars and 1 x van moved on from road alongside BP garage.
- Litter pick of community centre car park carried out.
- Vanessa visited all 24 people on the HDC Community Link Alarm list to undertake a welfare check and test their Link Alarm units.

## **Appendix 2 – Youth Worker Report**

Senior Youth Worker's Report

March Report

March Activities

- We ran the following activities throughout March:

- Pancake night was very successful! Pat and Doreen came to help the young people and oversaw the mixing, cooking and flipping. The youth took steps of bravery by flipping pancakes, many for the first time! It was great to see them step out and accomplish something practical.

- The following week we held a talent show! The Monday group did a great job of preparing dances and singing and we even had a magic act and a comedian for good measure! It was amazing to see how talented the young people are.

- Make your own milkshakes is always a winner as the youth love them!

- We had a football tournament on the caged football pitch by the community centre. This was a bit of a risk as it meant herding the youth across the park and keeping them focussed and in line while waiting to play. We had six teams which was amazing but only 45 mins to play as there was a booking at 7:30. The boys in the winning team had issues with their behaviour as they were both sore losers and poor winners. I will be addressing this in the weeks to come.

Youth Club Evenings

- We have a young person volunteering with us on Monday nights now which is great - he runs the tuck shop as Maisie Johnstone has left us as she has a new job. We also have a young lad who will be volunteering with us through the summer term as part of his DofE.

- I am in discussion with the youth worker at Splash to see if she wants to commit to volunteering at the club on Monday nights. If so, this would relieve the pressure to get new volunteers from the parent community. If it doesn't work out, I expect to create a parent rota assigning each parent a week of helping through the term.

- We have been successful in obtaining a grant from Sussex Police for £500! This was originally going to be for the UK Youth Award but since that has been paid from a different grant, we are free to use that for something else. To be decided...!

- Four of the young people from the Thursday group have signed up to the UK Youth Award and we started it this month. I hope they will enjoy it and get lots from it, but this is a trial and there is an element of the unknown about it.

- The young people were indifferent about the carnival float and the theme we proposed which was '50 years since the moon landing'. I am not sure how keen they are to get involved but will pursue this again over April and report back to the AYC committee and make a plan.

Pastoral

- I spoke with the parents of the boys mentioned last month and both parents seemed very supportive, with one parent banning his son for a week as a punishment! The other was apparently spoken to but his behaviour hasn't really changed. There is now another boy who has received a yellow card one week and has shown poor behaviour again since then. I am going to be working closely to monitor his behaviour and speak to his parents if need be.

Other

- I have started to process DBS checks for the volunteers. Two have been done and the rest will

follow ASAP.

- One of the mums who also cleans the club has put feelers out for help with equipment and installation help and has had massive success! She has sourced five toilets, three basins and a nearly-new kitchen and installation for free!! She's also got white paint so we can give the outside a paint job and a roofer to redo the gutters. We hope this work can be carried out over the summer holidays, maybe sooner!

Numbers

- Average year 6-7 numbers on a Monday night are 30.

- Average year 8-9 numbers on a Thursday night are 6.

Nick Taylor - Senior Youth Worker - nick@ashingtonyouth.co.uk - 07966 985921

### **Appendix 3 – Expenditure**

Mrs Karen Dare	Home Office (March)	£23.00	Bank transfer
Mark Adsett	Landscape Gardening - March 2019	£533.75	2075
Ashington PCC	Invoice YW-201903 (March 2019)	£1,083.33	2076
WSCC	Salaries and Costs (March 2019)	£3,578.11	2077
Cadential	Lapyop encryption (re-issue of cheque 2038, wrong payee)	£48.00	2078
Navigus Planning	Neighbourhood Plan consultancy services	£2,262.00	2079
Navigus Planning	Neighbourhood Plan consultancy services	£780.00	2080
WSALC Ltd	Subscriptions	£821.68	2081
Intratec Ltd	Lamppost corrosion testing	£324.00	2082
HR Services Partnership	HR Services	£1,668.64	2083
HR Services Partnership	HR Services	£10.32	2084
Mark Adsett	Church Close pond tree works	£495.00	2085
	<b>March 2019 Total expenditure</b>	<b>£11,627.83</b>	

### **Appendix 4**

Funds held by the Parish Council on behalf of others (as at 31<sup>st</sup> December 2018):

Ashington Rangers £724.01

Ashington Residents Association £615.85

### **Appendix 5**

**Malcolm Woolley**

The Chair,  
Ashington Parish Council

March 25<sup>th</sup> 2019

### **ONGOING DECLARATION OF INTEREST**

During my years as a Councillor I have always been aware that as a small landowner, with land close to the centre of the village, eventually there may come a time when I had a potential interest in housing development in the village.

When the Neighbourhood Plan made the "call for sites", along with 25 others I put my land forward for consideration, and then took no part in the work of progressing the Plan.

Last month, after the Exhibition when the Preferred Sites were presented to the village, I found myself an "interested party" in one of the 3 Preferred Sites in the Plan.

In my mind, this means that if I continue as a Councillor after the elections this May, I need to manage very carefully any potential conflict between my personal interests and the duties of a Councillor to act in the best interests of the village as a whole.



I believe that I can do this, by withdrawing from all Council discussions relating to the Neighbourhood Plan, and even absenting myself from the whole of a month's Council meeting where development is a major topic on the agenda.

However, what is important is not that I believe I can be scrupulous in managing any potential conflict, but that residents' faith in the impartiality and objectivity of the Council is not undermined, and that my fellow Councillors are comfortable with me in their ranks.

Given this, I would like to propose that this letter be placed as an item of Correspondence for Action on the agenda of the April PC meeting, where it can become a statement for the record of my ongoing declaration of interest.

Also, I would suggest that it be discussed in my absence in open forum.

Following this, should Councillors feel in any way uncomfortable that I remain on the Council, then I would completely understand, and I think it would be appropriate for me to resign at the May meeting (assuming I am re-elected in the May elections).

In conclusion, my personal feeling is that important though the Neighbourhood Plan is, it won't be the only issue facing Ashington over the coming years, and I would like to think that I could continue to contribute on those other issues, as I have done in the past.

Yours truly,

Malcolm Woolley