



## Ashington Parish Council

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### **Minutes of the meeting held on Thursday 10<sup>th</sup> January 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, T. Watson, L. di Castiglione

**Also present:**

Acting Clerk – Karen Dare  
District Cllrs D Jenkins, J. Blackall and County Cllr P Marshall.  
4 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.

The Chairman explained that the Clerk was still absent from work so the RFO & Neighbourhood Plan Clerk had stepped in as Acting Clerk. The Chairman thanked the RFO for stepping in at such short notice.

**001/19 Apologies for absence**

Apologies for absence were received and approved from: Councillors M Woolley, J. Stillwell, R Strudwick, T Kearney and District Councillor P Circus

**002/19 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).

**003/19 Minutes of the Parish Council meeting held on 6<sup>th</sup> December 2018**

The minutes of the meeting dated 6<sup>th</sup> December 2018 were approved as a true record and signed by the Chairman. Proposed by Cllr MacPherson, seconded by Cllr Watson and agreed by all.

**004/19 Neighbourhood Wardens Report (Appendix 1)**

Cllr Ball gave an update:

There had been no Steering Group meeting this month and no report as both Wardens are currently on sickness absence. A 'phased return to work' is being planned for Jayne Jeffrey which will happen over the coming months. Wardens within the District have been offered extra shifts at Ashington to help provide cover and the cost of this would be met by HDC. One Billingshurst Warden has been covering Ashington over the recent month. The Warden Supervisor has asked permission to install a key box at ACCT for the Wardens vehicle keys so that any covering Warden can use the vehicle.

The Chair invited questions: none

### 005/19 Youth Worker Report (Appendix 2)

Cllr Ball gave an overview of the report and added: a Giant Scalextric night is planned for next week involving 4 tracks and the cost £450 is being covered by a sponsor. The Youth Worker is contacting other Youth Clubs to see how they attract certain age groups as there are low numbers attending the Thursday sessions. There is a Partnership review meeting with Ashington Church in the coming week to review the service provision and set objectives for the coming year.

The Chair invited questions: none

### 006/19 Report from District and County Councillors

District Councillor J. Blackall reported:

1. HDC is well aware of the reduced Warden service that Ashington has received because of long term sickness absence and other issues. With new Warden Schemes being established in the District HDC has agreed to appoint a Warden Supervisor and they will be able to manage this situation better and provide Warden cover where needed.
2. HDC have been working on their budgets for the next financial year and it is likely that Council Tax will rise in line with inflation (@2-3%)

County Councillor P. Marshall reported:

1. Velo South (CSM Active) had applied to WSCC for support in putting on the event in 2019. WSCC had said that they would support a cycle event but not if it was managed by CSM Active again. WSCC felt that this company had badly managed Velo South in 2018, including poor communication, and had lost credibility with all affected by, and involved with, the event. CSM Active could still try to hold the event as they only rely on WSCC for the TRO but WSCC would not support this.
2. WSCC have been working on their budget and, subject to Cabinet approval, it is likely to rise by 4.99% made up of @3% on general expenditure and @2% on Adult Social Care. This is with no central funding from Government. WSCC is still facing financial challenges and needs to find further savings in the coming years but has been able to maintain some non-statutory services eg libraries.

### Questions were invited from Councillors –

1. Cllr Ball asked J. Blackall if the Warden Supervisor will spend any time ‘wardening’ – it was confirmed that @50% of the time would be ‘on the ground’ and Wardens could be directed to problem areas as necessary and cover sickness absence across the District.

### 007/19 Public Adjournment

1. What is happening to the Warden funds that are not needed to pay for the service that the Parish Council has not received? The Chairman explained that the Parish still has to pay some costs while Wardens are absent through sickness but that surplus monies can be re-routed to other expenditure items and would be used to help keep the 2019/20 budget down.

### 008/19 Young Persons Adjournment – none

### 009/19 Action List Update (CFWD = carry forward to next meeting, D = delete)

- a) **ACCT working together** Cllr Woolley had circulated an updated ACCT-PC Working Agreement 2018. The Acting Clerk confirmed that likely additional expenditure had been accounted for in the 2019/20 budget. Councillors approved the document. One acre play equipment condition needs a project plan. **CFWD**
- b) **GDPR**

The Acting Clerk has checked where the Council is with the GDPR document implementation – the Policies that Council adopted in November 2018 are all correct (Retention & Disposal of Documents, Subject Access Request Policy, Data Breach Notification, Training Policy). There are two other policies, not included in November, that would also be useful to adopt:

1. Website Privacy Notice November 2018 – this is basically a general Data Protection Policy
2. IT Security Policy (staff) December 2018 – this is quite a nice little policy that sets out the ‘ground rules’ for employee use of Council IT equipment, services etc.. Councillors have their own computers & email addresses currently so it’s hard to do an IT security policy for Councillors.

At the September 2018 meeting some policies/documents were presented to Council (supplied by the previous supplier) but these were superseded by the November documents.

Both documents were approved by Councillors.

**D**

The Acting Clerk has reviewed the Audit that was carried out by GDPR-info Ltd and (since the Council has approved the 2 policies above) then the only outstanding items are:

1. Getting a ‘written contract/service agreement’ from our website/email provider – this will be done when we agree on the supplier & cost (see below)
2. Privacy notices on website – this is being dealt with as we build the new website. The Acting Clerk met the developer in December and provided him with a copy of the Website Privacy Notice November 2018 (see above)
3. Email addresses for Councillors – it is not a requirement of GDPR for Councillors to have Council email addresses but it is recommended. This was going to be part of the move from current IT provider to the new one but the Acting Clerk has put it ‘on hold’ because: it’s not urgent and there are other more urgent things that need to be done; it’ll cost an extra £11 per month; I’m not sure it’s been discussed properly & agreed; we have elections in May and some Councillors may not stand for re-election so it could be a waste of time/money for a few months for some Councillors.

By the end of January the Council should only have the email addresses outstanding so can demonstrate that we’ve addressed the majority of matters raised in the data audit.

Councillors agreed that this was the correct course of action.

**D**

### c) **IT/Website**

The Council approved design of a new website in late 2018 and a link to a prototype was circulated in December. Feedback was positive. The NHPlan Clerk met with the Designer in December and amendments have been made to the Neighbourhood Plan page. Final design changes are currently being made prior to launch. The website has been designed by EcomSolutions and they have quoted a figure of £21 per month to host the website and both the [clerk@ashingtonpc.org.uk](mailto:clerk@ashingtonpc.org.uk) and [np@ashingtonpc.org.uk](mailto:np@ashingtonpc.org.uk) email addresses and the website Security certificate. There is no additional charge to move email addresses from the current server to a new provider although the technicalities of this are being explored. Additional email addresses could be added at a cost of £1 per month per address. The website is able to be edited by the Clerk but they cannot make design changes. Any additional IT support work for website design changes, email support etc would be charged as extra.

An additional charge of £10 + VAT is required to move the name Ashingtonpc.org.uk to the new contract.

The Council’s current website and both the clerk & np email addresses are hosted by Powered by Vision Ltd. The Council paid £120 pa in 2018 for the hosting services and this quote remains valid for 2019.

The new website could be 'moved' to Powered by Vision Ltd servers but there would be a conversion cost of up to £300 as the new website would need to be re-developed/re-written.

The emails could stay with Powered by Vision Ltd but the Council would then have website and emails hosted separately and would pay two monthly charges.

Given the expenditure on the new website already incurred and the need for simplicity (emails and website under one contract) Councillors approved hosting and launching of the new website and two employees email addresses by EcomSolutions for a 12 month period and the creation of one Council email address for Cllr Woolley as a test to see how this will work in the future. Acting Clerk to communicate this to Powered by Vision Ltd and Ecomsolutions. **KD D**

**d) Review & Approval of Emergency Plan**

Emma had been through the process of checking & amending the Plan but it had yet to be issued. Councillors had been asked to check through the document prior to approval & Distribution. It was explained that in the event of an Emergency then 'blue light' services take charge and the Parish Emergency Plan would only be activated at the request of the Emergency Services. It was agreed that the Acting Clerk would add T. Watson contact details and then send electronic copies to key people (ACCT, Chemist) but to delay full distribution until after Parish Council elections in May as many contact details could change. **KD D**

**010/19 Correspondence received for Action**

- a. Metrobus – looking to work with Parish Councils to improve bus shelters on a limited budget. It was agreed that the Acting Clerk arrange a meeting as a small number of shelters could possibly be improved. **KD D**

**011/19 Correspondence received for Information**

- a. WSCC PROW Maintenance schedule – Ashington will be inspected in October 2019
- b. HDC – recruitment of a full time Warden Supervisor
- c. WSCC – CLC meeting dates for 2019
- d. NALC – Spring Conference 11<sup>th</sup> February 2019
- e. SALC – Elections briefing & Awareness workshops
- f. HDC – new procedure for reporting of drug paraphernalia litter
- g. AiRS – Village Halls week 22-28 January 2019
- h. HDC – Year of Culture 2019 information. It was reported that there will be a Ukulele Festival in Ashington and that Ashington Community Theatre are looking to take part in a One Act Play Festival as part of the Year of Culture.

**012/19 Meetings attended by Councillors**

Cllrs Spiers & Ball had attended the Youth meeting on 7<sup>th</sup> January 2019.

**013/19 Matters raised by Councillors**

Cllr Watson noted that in some communities there are sponsors for bus shelters and this helps to keep them maintained well. There have been issues in the past with bus shelters being hotspots for ASB and this is a design consideration. The metrobus meeting (above) would be used to assess village bus shelters.

**014/19 Chairman's Announcements**

None

**PLANNING**

#### **015/19 Minutes of the Planning Meeting held on 14<sup>th</sup> November 2018**

Amended minutes of the planning meeting held on 14<sup>th</sup> November 2018 had been distributed to Councillors. Agreed by all.

The Planning Committee scheduled for 19<sup>th</sup> December 2018 had been cancelled as there were no applications to discuss.

#### **016/19 Planning Correspondence -none**

#### **017/19 Neighbourhood Planning Update**

The Steering Group has chosen its Preferred Option of Site(s) to deliver the number of homes that are required and that best fits with the Vision, Objectives and Policies of the emerging Neighbourhood Plan. They are intending to hold a public consultation event in late January/early February to show the Option and information about how it reached this selection.

All residents, community groups, stakeholders, site promoters etc will be invited to attend the event. Once feedback has been analysed the draft Neighbourhood Plan will be completed and sent off to HDC for a 'Health Check' before going into the formal consultation phases of the project.

#### **018/19 New Enforcement Allegations**

EN/18/0575 Breach of condition 3 of DC/17/1312 involving parking of vehicles of site operatives and visitors and wheel washing facilities – Coatings, London Road

#### **019/19 Planning Applications**

DC/18/2701 Erection of a Single Storey rear extension – Stoneleigh, Mill Lane

No objections

#### **020/19 Horsham District Council Decisions**

##### **Approvals**

DC/17/2619 Application to confirm the use for DIY Stabling & Livery yard with associated storage for a continuous period in excess of 10 years - Tricklewood Stables, Hole Street

DC/18/2106 Erection of single storey rear extension and front porch – 7 Greenacres

DC/18/2112 Retrospective application for the demolition of conservatory and erection of orangery to the rear – 9 Posthorses

DC/18/2020 Demolition of timber building and erection of larger steel building – Bell Leisure

DC/18/2228 Erection of rear and side extension with roof light – 7 Foster Lane

##### **Refusals**

DC/18/2136 Erection of decking in rear garden – 5 Mill Lane

##### **Withdrawals**

None

##### **Appeals**

Dismissed: DC/17/2418 Retrospective change of use to incorporate adjacent open land within residential curtilage and erection of 1.8m high boundary closeboard fence – 16 Covert Mead

## **FINANCE**

#### **021/19 Correspondence**

- a. Approval of Budget & Precept 19/20 and Approval of the Minutes of the Finance Committee Meeting 18<sup>th</sup> December 2018

The chairman advised Councillors of the proposed budget and a small number of recommended actions that the Finance Committee had agreed at its meeting dated 18<sup>th</sup> December. Councillors approved the Minutes, Budget and Actions.

It was agreed that the precept for 2019/20 be set at £ 100,837 (0% increase from 2018/19)

b. Annual Review of Assets & Insurance cover

A copy of the current Asset Register has been circulated to Councillors and Councillors are asked to approve.

The Council's Insurance Policy is due for renewal on 15<sup>th</sup> January 2019. The Council uses Came & Company as a broker and they have provided 3 quotes (all providing the same or enhanced cover as currently exists). The Acting Clerk has checked through the documentation and is satisfied with the recommended Inspire via Axa Policy at a renewal premium of £1499.41 for 1 year or £1,376.94 pa for a 3 year Long Term Agreement (budget for 18/19 is £1400). Councillors approved a 3 year agreement.

c. Approval of Acting Clerk's overtime and expenses arrangements - The RFO has been providing Clerking cover since 3<sup>rd</sup> December 2018. She has worked a total of 49 hours overtime in December. It was proposed that she be able to claim overtime for the additional hours worked, until further notice. It was also proposed that a small increase of £3 per week in 'home office' expenses be allowed for the cover period. Both proposals were agreed.

d. Consider a quote from M. Adsett for re-fencing Posthorses pond £850 – remove & replace old fence, new posts & stock fencing around the pond with metal gate for access to mow. Agreed by all.

e. The RFO reported that she had completed the bank mandate to change the Council's Lloyds bank accounts correspondence address to her own so that she receives the monthly bank statements. Cllrs Kearney & Wood had signed the form and it had been sent to Lloyds for action and confirmation of the change had been received on 10<sup>th</sup> January 2019.

**022/19 Income**

Ticket Sales Armistice 100 Event £358.40

The RFO will produce a grant balance sheet and excess funds would be used to purchase a commemorative bench.

**023/19 Expenditure (Appendix 3)**

For information – the Clerk's salary payment includes overtime of 48 hours for September and October 2019 (24 hours each month).

It was resolved that the schedule of invoices for payment totalling £9,360.44 for January 2019 be approved.

**Meeting closed at 8.45pm**

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

**Date of Next meetings**

The next Planning Committee meeting is at **7:30pm on Wednesday 23<sup>rd</sup> January 2019** in Committee Room 2, Ashington Community Centre.

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

*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**

None this month

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

Senior Youth Worker's report  
December Report

December Activities

- We ran the following activities throughout December:
- Movie night - we converted the stage into a cinema and served popcorn whilst watching the movie 'Elf'.
- Pat and her friend came along to help run a baking evening where the young people made 'cake in a mug', with varying degrees of success!!
- On the last club night, we ran mini games where young people could win a prize by taking part in a selection of random games throughout the evening.

Youth Club Evenings

- I have really enjoyed the busy-ness of Monday nights, and the young people are growing in confidence, owning the club and getting to know me and the volunteers.
- I have spoken with both heads of Ashington and Washington Schools who are happy for me to go in and promote the club later this year.
- We have had some bullying - two evenings with the same two boys. Both have been given stern words and both have threatened not to come back. One did come back the following week and it is yet to be seen whether the other will in Jan.
- I met with a rep from Horsham Council who gave me contacts for young people awards which I hope to run this year.
- I am running a parent's evening in Jan to promote the club and hopefully get more parental support.
- On 14th Jan, we have a very generous anonymous sponsor supplying us with a giant scalextric for the night - so all youth will be invited to that!

Pastoral

- The safeguarding issue mentioned in the previous report has been dealt with my passing onto my safeguarding lead at the church and a conversation with the young person's mother.
- I am introducing a yellow and red card behavioural system from January. This will help to eliminate bullying and poor behaviour as the young people who are given red cards will have their parents called to collect them and go home.

Numbers

- Average year 6-7 numbers on a Monday night are 30.
- Average year 8-9 numbers on a Thursday night 7.
- Average year 10+ numbers on Mon and Thurs nights are 2.

Nick Taylor - Senior Youth Worker - [nick@ashingtonyouth.co.uk](mailto:nick@ashingtonyouth.co.uk) - 07966 985921

### **Appendix 3 – Expenditure**

HR Services Partnership	HR Consultancy	£414.00	2047
Came & Co	Insurance renewal	£1,499.41	2048
Ashington Community Trust	Inv: 1012 - Skatepark Insurance April 2017-March 2019	£500.00	2049
Emma Johnston	Home Office - December 2018	£10.00	2050
	Telephone	£7.00	2050
Mrs Karen Dare	Home Office - December 2018	£5.00	2051
	Postage	£2.11	2051
Mark Adsett	Landscape Gardening - December 2018	£533.75	2052
Ashington PCC	Invoice: YW-201812 Youth Worker (Dec 2018)	£1,083.33	2053
WSSC	Invoice: 800127308 Salaries and Costs (December 2018)	£2,195.72	2054
Public Works Loan	PWLB reference 123 07040	£3,110.12	BACS 23/1
	<b>January 2019 Total expenditure</b>	<b>£9,360.44</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