



Ashington Parish Council

Minutes of the meeting held on Thursday 6th June 2019 at 7:45p.m. in Ashington School, Foster Lane.

Present: Councillors: N. Spiers, S. Ball, T. Moss, T. Kearney, J. Morris, M. Woolley, J. Stillwell, L. di Castiglione

Also present:

Clerk – Karen Dare

District Cllrs J. Blackall & J Saheid

Youth Worker – Nick Taylor (arrived 8.15pm accompanied by 2 youth club members)

13 Members of the Public

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.

131/19 Apologies for absence

Apologies for absence were received and approved from: Cllrs T. Watson & G. MacPherson, District Councillor P Circus, County Cllr P Marshall

132/19 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).

133/19 Minutes of the Parish Council meeting held on 16th May 2019

The minutes of the meeting dated 16th May 2019 were approved as a true record and signed by the Chairman. Proposed by Cllr Ball, seconded by Cllr Kearney and agreed by all.

134/19 Neighbourhood Wardens Report (Appendix 1)

Update from the Chairman on the Warden Working Party – the new 3 year agreement has been signed and HDC are in the process of sorting out the Warden resources for Ashington. Warden Bryony Sparkes will be returning to work shortly with almost the same shift pattern as previously, including evening cover. HDC will be advertising internally for the new Warden post followed by advertising externally if no suitable candidates come forward. The new recruit would shadow Bryony until they are fully trained and up to speed.

The Chair invited questions: Cllr Woolley asked about the new rota and it was confirmed that the PC had previously agreed the shift pattern.

135/19 Youth Worker Report (Appendix 2)

Nick Taylor (Youth Worker) gave a presentation of the work of the Youth Club, ably assisted by two young people. He is delivering the presentation to schools in the near future to promote the Youth Club and recruit new members.

Summary of discussions & questions:

Mondays sessions are for School Years 6/7, attendance is 25-35 per week

Thursday sessions are Years 8/9 attendance is 4-6 per week

Older youths tend not to go to Youth Club either because they are: able to drive; playing online games; at other clubs eg football, Scouts, cadets; homework & exams. The Youth Worker will be doing some 'Outreach' work to engage with the older youths who hang around in the village.

The Club is fundraising – Car Wash on 15th June and Cake Sale on 30th June (outside the Church). The Youth had made posters for both events and they would be put in Parish Council noticeboards. The Parish Council had previously agreed to match-fund any fundraising by the Youth Club (up to £2k).

Nick has recently passed his minibus driving test so he can now arrange some trips.

The two young people said that they attend youth club to: meet friends that they don't see during the school day; fun activities; play outside together; tuck-shop; play games; meet away from online games. They would like to fundraise to have money for away trips eg lazerquest and to improve the Youth Club building. Better wifi for the club would mean that gaming with friends could be possible.

The Chair invited other questions:

1. Will Youth Club have a stall at the Festival? Nick will be at the Festival and a float is being organised. He will talk to the Festival organisers about a stall.
2. The village is very lucky to have such a motivated and enthusiastic Youth Worker as Nick.
3. It was suggested that the Youth Club could plant hanging baskets to decorate the outside of their building.

136/19 Report from District and County Councillors

District Councillor J. Blackall reported:

1. He introduced new District Councillor Jack Saheid.
2. Complimented the Parish Council on the way that it had conducted the last meeting's public adjournment with respect to answering questions/concerns from members of the public about the Neighbourhood Plan. The Parish Council was very open, honest and willing to answer any questions that were put forward and should take credit for this.
3. Following the Elections, District Councillors are getting used to their new roles.
4. Housing and numbers remain a big challenge for HDC
5. HDC Finances are healthy and will remain so as long as the 'new homes bonus' keeps coming in.

District Councillor Jack Saheid reported:

1. Introduced himself and explained that he had been a Councillor and Mayor of Worthing but that it is 11 years since he's been involved as a Councillor so he is getting back into it.
2. Thanked voters for electing him.

Questions were invited from Councillors – none

Questions from Members of the Public:

1. How many of the new homes will be social housing?
District Councillor Blackall responded – affordable homes will be built but these may not be what people consider to be 'affordable'. There is also a need for 'council housing' for private rental. HDC are setting up a construction company to build affordable homes. Some Developers don't build affordable homes but give HDC money to build them. This company should be up and running in 2019. HDC are also helping the homeless to get out of temporary B&B accommodation, into homes with a permanent address which enables them to apply for benefits, jobs etc. This is an ongoing project.
2. Are there any plans for a new reservoir to supply water to all the new homes?

District Councillor Blackall responded – the Environment Agency and Southern Water are statutory consultees on all development plans and planning applications and haven't raised any concerns about water supply for the new homes.

137/19 Public Adjournment

Items NOT relating to the Neighbourhood Plan:

1. When is the Posthorses fence going to be replaced? The Council has approved the work and the contractor has purchased the materials. Clerk to chase him up.
2. The Southern Water drain at the southern end of The Sands is very smelly. Clerk to report to SW.
3. What has happened about the Wiston gateway signs being in Ashington Parish? This had been raised with Wiston and their position was determined by the width of the verge and it is not possible to put Ashington Parish signs on the rear. For the sake of good relations with a neighbouring Parish this matter would not be pursued further.

The Chairman asked if there were any Neighbourhood Plan questions. As there were no hands raised it was not necessary for Cllr Woolley to leave the room because of his declared interest.

Neighbourhood Plan items: none

138/19 Young Persons Adjournment – none

139/19 Action List Update (CFWD = carry forward to next meeting, D = delete)

- a. ACCT working together - As per the agreement a Litter Warden needs to be agreed and sought. The Clerk has drafted some thoughts and these have been circulated to Councillors for discussion. ACCT have not yet installed the new bins. Until these are in place and usage is monitored it was felt to be difficult to gauge how many hours per week a Litter Warden would need to work. It was agreed to put this 'on hold' until the new bins are in place. **CFWD**
- b. There but Not There Armed Forces Covenant grant – Creation of a Memorial Garden. The bench has arrived and Cllrs Spiers, MacPherson to sort out location. One resident had raised concerns about it being installed at the entrance to Church Close but this had been agreed as the best location and is Parish Council owned land. **CFWD**
- c. Annual Review of Council documents: Freedom of Information, Social Media Policy & Training Policy. No changes were proposed. The documents were agreed by all. The Clerk had circulated a meeting calendar to show Councillors which documents would be reviewed at which meetings.
- d. Councillor Vacancy – update on candidates. No applicants, Councillors agreed to extend the deadline until 30th June.
- e. Clerk's Annual Appraisal – Cllr Ball volunteered to do this and dates would be arranged
- f. Review of Emergency Plan – following update of contact details post-Election it was agreed to delay issuing until after a new Councillor is recruited. **CFWD**

140/19 Correspondence received for Action

- a. Grants are available for planting new trees to combat climate change. It was agreed that sites for new trees are identified during the Annual Inspection of Council land (Minute 154/19(b)). A beech hedge could be installed along the fence line in the new memorial garden. **CFWD**
- b. Safer in Sussex Community Fund – no projects identified.

141/19 Correspondence received for Information

- a. Horsham Older People's Forum Meeting 29th May (circulated to Councillors by email)
- b. West Sussex Adult & Social Care Vision & Strategy meetings 6th June (circulated to Councillors by email)

142/19 Meetings attended by Councillors

Cllrs Spiers & Ball had attended the Youth Partnership meeting on 3rd June 2019.

Cllrs Woolley & Kearney had attended HDC's Planning Training on 6th June 2019. They reported that this was an interesting meeting, with lots of changes to the Planning process in the pipeline at HDC and Government changes that allowed 'permitted development' ie no requirement for a planning application in a larger number of situations than previously.

143/19 **Matters raised by Councillors**

1. Cllr Kearney suggested that as the Parish Council is responsible for maintenance of the skatepark it would be useful to have a key to open the service gate. In addition, the notices need updating and amending. Clerk to liaise with the ramp contractor. A key was given to the Clerk immediately after the meeting. **CFWD**
2. Cllr Woolley asked if the Council was aware of the plans for an incinerator in Horsham District. He was informed that the location is near the Langhurst Wood landfill site (some distance away) but that several councillors & Clerk are keeping up to date via the local newspaper.

144/19 **Chairman's Announcements**

The Chairman stated that with much sadness he reports the deaths of 3 long-standing residents of the community who had been involved in village groups/societies/activities: Bob Penfold, Edna Silversen & Doug Harris. It is customary for the Parish Council to be consulted on road names in new housing developments and these should be borne in mind.

PLANNING

145/19 **Minutes of the Planning Meeting held on 29th May 2019**

Meeting cancelled as there were no applications to discuss.

146/19 **Planning Correspondence - none**

Cllr Woolley left the room

147/19 **Neighbourhood Planning Update**

The Chairman reported that the Steering Group had finalised the draft Plan (following HDC's 'healthcheck') and both HDC and the Planning Consultant agreed that it is ready to enter the next phase, Regulation 14 consultation. It would be put out to public consultation for an extended 8 week period. Normally 6 weeks is required but, as the consultation runs into the school summer holidays, it will be an 8 week period. During this time anyone can comment.

The draft Neighbourhood Plan is a 'conceptual/strategic' Plan. All planning details will come at the planning application stage. All normal planning application regulations, processes etc will still happen in the usual way for any new developments. Residents will be consulted again at this stage.

Councillors agreed, unanimously, to the draft Plan proceeding to Regulation 14 stage.

Cllr Woolley returned to the meeting.

148/19 **New Enforcement Allegations – none.**

The fence in Covert Mead hasn't been moved yet following an unsuccessful appeal. Clerk to report to HDC

149/19 **Planning Applications**

DC/19/1042 Raise part of roof with the installation of a roof light to front - 2 Hole Street

The Parish Council has no objections.

DC/19/1091 Erection of a two storey front extension, south and east window alterations to elevation - 3 Swan Orchard

The Parish Council has no objections.

150/19 Horsham District Council Decisions

Approvals

DC/19/0598 Demolition of existing outbuilding and erection of a replacement outbuilding (Householder Application) - Batts Farm Billingshurst Road

DC/19/0599 Demolition of existing outbuilding and erection of a replacement outbuilding (Listed Building Consent) - Batts Farm Billingshurst Road

DC/19/0620 Retrospective application for the change of use of ground floor to 1no. studio flat, 1no. 1-bed flat, and 2no. 2-bed 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

DC/19/0778 Prior Approval for change of use from B8 storage / warehouse use to C3 residential dwelling(s) - Lodge Farm Malthouse Lane

Refusals

None

Withdrawals

None

Appeals

None

FINANCE

151/19 The minutes of the meeting dated 20th May 2019 were approved as a true record and signed by the Chairman. Proposed by Cllr Woolley, seconded by Cllr Moss and agreed by all.

152/19 Report and approval of the annual accounts by the internal auditor

It was agreed that Councillors have undertaken a review of the systems of internal financial control and are satisfied with their effectiveness. Copies of the Council's Financial Control document are on the Parish Council website. The Internal Auditor raised no matters of concern with the accounts.

It was proposed that Councillors approve the Annual Governance Statement as prepared by the RFO and that the Clerk & Chairman are approved to sign the Annual Governance Statement (page 2 of the Annual return). Agreed by all

Councillors have been provided with a copy of the annual accounts, Accounting Statements and supporting documentation. These were discussed at the Finance Committee meeting on 20th May and all Councillors have been provided with a copy of the minutes of the meeting. Agreed by all.

153/19 Parish Council Approval of the Annual Return

It was proposed that Councillors approve the Accounting Statements and that the RFO and Chairman sign the Accounting Statement. Agreed by all.

The 'Notice of Public Rights and Publication of Unaudited Annual Return' has been prepared and was displayed on the Parish Council website by Monday 3rd June 2019.

154/19 Correspondence

- a) Risk Management Schedule amendments – Cllrs Moss, MacPherson & the Clerk were working on some amendments. **CFWD**
- b) Review of Landscape Gardener's contract and payment – a working party of Cllrs Morris, Kearney & the Clerk would look at this and undertake the Annual Inspection of Council Land at the same time. Clerk to arrange. **CFWD**

155/19 Income

None

156/19 Expenditure (Appendix 3)

It was resolved that the schedule of invoices for payment totalling £5,086.60 for June 2019 be approved. Agreed by all.

157/19 Date of Next meetings

The next Planning Committee meeting is at **7:30pm on Wednesday 19th June 2019** in Committee Room 2, Ashington Community Centre.

The next Parish Council will be held at **7:45pm on Thursday 4th July 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

Meeting closed at 8.55pm

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

None

Appendix 2 – Youth Worker Report

Senior Youth Worker's report

May Report

May Activities

- We ran the following activities throughout May:

- We had a fantastic evening making chocolate treats with the help of Temper Temper Chocolate. The young people had loads of fun making fantastically decorated buttons and lollipops!

- On the food challenge night, the young people competed to win best-decorated cup cakes, played the after-eight game, ate baby food and dog food, made words from alphabet spaghetti and drank milkshakes made with mushrooms, salad cream or gravy granules!

- We experimented with using nail polish to decorate cutlery to be given as gifts. Some of the young people did some amazing designs but the boys weren't that keen.

- For the UK Youth Achievement Award, we spent one evening making a healthy dinner - cooking chicken, broccoli and mashed potatoes - and learning about food hygiene along the way!

Youth Club Evenings

- The Co-op has started giving us free fruit each week for the young people to enjoy as a healthy alternative to the tuck shop. The fruit has gone down very well!

- The boys are loving being able to play football outside now that sky is light and weather is fine! We have had to wrestle with some pastoral issues on the football pitch, but seem to be making progress.

- It was good to have Jamie and Sarah turn up one evening to help push the carnival. We have

had two positive responses of people willing to help and be available on the day. We will continue to push it over the next month.

- Two new volunteers have joined the team and have settled in well. Both Steve and Jo are keen to help fortnightly and it is wonderful to have new helpers get stuck in.

Pastoral

- We have had a recurring issue with the football, whereby one boy turns up to play football and tries to 'own' the game, expelling people he doesn't want to play and being hurtful and rude to youth who aren't his friends. I have stepped in to deal with this twice and both times we have had a resolution but I am unsure if the message is getting across. I will speak to the boy's father if it happens again.

Other

- I haven't had any feedback from the website so I assume it's amazing!! Still more to do with it!

- I have applied for the Co-op fund-raising scheme with results due in October this year.

- We are running three fund-raising events in the next month or so, with a car wash on 15th June, a cake sale on 30th June and a quiz night on 6th July. I need people to sign up to have their car washed and I need people to buy tickets for the quiz night please.

- Regarding the detached youth work, I will be starting this in June on Thursday nights with either Nev Clark or Jack Roberts (one of my volunteers). I hope this will have a positive impact on the anti-social behaviour we are seeing from time to time.

- Cathy Clark and I attended a training day run by the Romance Academy - this was with a view to learning how to deliver a course on healthy relationships in the new year.

Numbers

- Average year 6-7 numbers on a Monday night are 29.

- Average year 8-9 numbers on a Thursday night 3.

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

Appendix 3 – Expenditure

Mrs Karen Dare	Home Office (May)	£20.00
	Print cartridges	£27.65
Mark Adsett	Landscape Gardening - May 2019	£533.75
	Basket watering 24/5 to 31/5	£65.00
Ashington PCC	Invoice YW-201905 (May 2019)	£1,083.33
WSCC	Salaries and Costs (May 2019)	£1,873.54
SSALC	Local Council Review magazine	£17.00
Ferring Nurseries	Hanging baskets invoice 17392	£1,129.70
Horsham District Council	Litter & Dog bin emptying	£336.63

All to be paid by Bank Transfer

Appendix 4

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

Ashington Rangers £724.01

Ashington Residents Association £615.85