



Ashington Parish Council

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

Present: Councillors: N. Spiers (Chairman), Cllrs: G MacPherson, T Moss, K Wood, L. di Castiglione, J. Stillwell, T Kearney, M Woolley

Also present:

Clerk – Karen Dare
District Cllrs J. Blackall, P Circus & D Jenkins
County Cllr P Marshall
9 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.

049/19 Apologies for absence

Apologies for absence were received and approved from: Cllr S. Ball (Vice-Chairman), T. Watson, R Strudwick

050/19 Declaration of Interests and notification of change of interest

Cllr Wood declared an interest in planning application DC/19/0463 as he is a near neighbour. The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).

051/19 Minutes of the Parish Council meeting held on 7th February 2019

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

052/19 Neighbourhood Wardens Report (Appendix 1)

Cllr Stillwell gave an overview of the report. There had been no Steering Group meeting this month.

The Chair invited questions: none

053/19 Youth Worker Report (Appendix 2)

The Chairman gave an overview of the report. There had been no Youth Steering Group meeting this month.

The Chair invited questions: none

054/19 Report from District and County Councillors

Ashington Parish Council
Email: clerk@ashingtonpc.org.uk

County Councillor P. Marshall reported:

1. The Clerk had been in contact regarding issues that a resident was having with HGV overnight parking & littering near the BP/M&S service station. He would arrange for a Highways Engineer to visit and look at options.
2. WSCC are currently consulting on their soft sand extraction sites & policy. The PC had discussed this at its January meeting.
3. WSCC are looking at potentially fencing around the Steyning Grammar School Shooting Field site as it is open to the public resulting in potential safeguarding issues.

District Councillor J. Blackall reported:

1. The Govt. had very recently announced an additional £400 million for pothole repairs, he asked Paul Marshall how much WSCC would receive and what impact it would have. Paul Marshall responded that WSCC had already received a one-off fund for emergency pothole repairs from Govt. that had to be spent by April and had a list of all of the repairs it had undertaken. This new money would be spent in due course.

District Councillor Philip Circus reported:

1. There has been a number of gypsy & traveller planning applications recently. HDC are trying to get a G&T Policy with site applications written but it is proving very difficult. A Policy is needed to prevent unauthorised development but finding sites is difficult due to local opposition. Only one planning authority in the country has a G&T Policy.

Questions were invited from Councillors –

1. Cllr MacPherson asked if advisory notices could be installed near the BP/M&S instead of TRO's which can be expensive and difficult to get approved? Paul Marshall responded that highway rules would need to be followed but simple solutions may be possible, perhaps involving maintenance work, rather than a TRO.

055/19 Public Adjournment

1. Introduced himself as Gordon Button of Tollgate House, London Road. He reported parking problems in the layby outside his house – long term parking (for work and holidays), blocking driveways, lack of parking for the Pharmacy & Carpet shop potentially leading to a loss of business. The Chairman explained the difficulties of getting a TRO (parking restrictions). The Clerk will give the resident details of an 'Access Protection Line' that WSCC can paint across driveways to deter blocking. When the Clerk meets the Highways Engineer (see Minute 054/19) she will raise this issue.
2. Where will the memorial garden go? The Chairman responded that it will be discussed by Councillors shortly.
3. Old London Road would benefit from a 'No Through Road' sign and litter is a big problem. The Chairman stated that all options would be discussed with the Highways Engineer.
4. What has happened to Ashington Together group and will it be taking part in the Festival this year? The Chairman was waiting for the next meeting of this group to be arranged.
5. Why can no action be taken against 'pavement parking' and parking across dropped kerbs? The Police nor traffic enforcement have any powers to take action against offenders unless they are blocking very busy routes.

056/19 Young Persons Adjournment – none

057/19 Action List Update (CFWD = carry forward to next meeting, D = delete)

a) ACCT working together

There are still some 'tidying up' of actions from the ACCT/PC agreement:

1. The skatepark insurance invoice is on this agenda for payment - done.

2. The skatepark equipment ownership letter from ACCT – not received.
 3. The One acre lease extension letter from ACCT – not received. We need to make some repairs/replacement of equipment on the one-acre but don't want to commit expenditure until we've got the extended lease. It is possible that the rot in some of the equipment may be covered under guarantee and the Clerk is investigating this.
 4. Given that RoSPA inspections take place in June it makes sense for this to be the trigger for the 'handover' of part costs & safety inspections to the PC – proposed to ACCT
 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. **CFWD**
- b) **Clerk's contract** - The new Clerk has prepared an up to date contract of employment and circulated it to Councillors for comment prior to approval. This will take effect from 1st March 2019 as agreed at the last meeting (Minute 048/18). Agreed by all.
- c) **There but Not There Armed Forces Covenant grant** – The outstanding balance of the grant money plus income from the Armistice event (£760.69) is to fund a commemorative steel bench. The bench is manufactured by a company called David Ogilvie Engineering, they have quoted the following:
- Bench: £695+VAT (20 year guarantee)
 Delivery; 125 + VAT
 Fixing kit (depending on how it is to be fixed) £10 or £27.
 Commemorative plaque (optional) £49.
- In the original grant bid the Parish council were to fund installation and ongoing maintenance of both a bench and a steel silhouette. The funds need to be spent by June otherwise they are to be returned.

Cllr MacPherson confirmed that there are no plans for a Cenotaph at this stage. July 2019 sees the centenary of the signing of the Treaty of Versailles (marking the end of WW1) and this could be a good date for the unveiling of the garden. The Council could fund an opening event.

It was proposed:

1. To purchase the bench, fixing kit and pay for delivery immediately
 2. To publicise in the Newsletter/around the village that a small 'memorial garden' is to be created and to ask for input/volunteers to decide where, what, design etc..
 3. At the end of the financial year the Council allocate some 'unspent budget' to this project
- Agreed by all. **CFWD**

058/19 Correspondence received for Action

- a. Wiston Parish Council are applying to WSCC for a TRO to reduce the speed limit on Hole Street to 40mph (from National Speed limit) in the section of road that is in Ashington Parish. Looking for support from Ashington PC. The Council agreed to support Wiston and asked that Wiston consider moving the gateway signs to the true parish boundary and/or adding an Ashington Parish sign to the rear of the gates. **D**

059/19 Correspondence received for Information

- a. Southern Water – water bills for 19/20
- b. HALC Minutes and Health & Wellbeing update
- c. HDC – Faith in Action Invitation
- d. NHS – Our Health and care Our Future Invitation
- e. WSCC – Velo South 2020, establishment of Major Events Protocol
- f. WSCC – PROW maintenance 19/20
- g. HDC – Great British Spring Clean 22 March-23 April
- h. Horsham District Older People's Forum meeting 18th March.
- i. West Sussex Local Access Forum – looking for volunteers.

060/19 Meetings attended by Councillors

The Clerk & Cllr Moss met with Erica Baxter from Sussex Police (at her request) on 4th March to talk about rural policing.

Cllr Moss & Kearney are meeting Lewis Jackson from Metrobus on 8th March.

061/19 Matters raised by Councillors

1. Cllr Kearney reported that a van had been parked in the shopping layby for 4 days solid. A note had been put on the windscreen and it had been moved almost immediately.
2. Cllr Wood reported that a road sign was missing from the southern slip road by Monza garage (already reported to WSCC)
3. Cllr Wood also reported that he would not be standing for re-election in May and was stepping down from the Council after 30+ years of service.

062/19 Chairman's Announcements –

The annual Village Litter Pick would take place on Saturday 13th April, meet at Ashington Youth Club. This is a village activity, not a Council event.

PLANNING

063/19 Minutes of the Planning Meeting held on 20th February 2019

Minutes of the planning meeting held on 20th February 2019 had been distributed to Councillors. Agreed by all.

064/19 Planning Correspondence - none

065/19 Neighbourhood Planning Update

The consultant & Clerk have been working hard post-Exhibition and have completed the draft Neighbourhood Plan. It has been circulated to the Steering Group for comments. It will be sent to HDC for a 'healthcheck' before going out to formal Regulation 14 consultation. It will also be circulated to the full Parish Council.

The likely timetable is as follows:

HDC Healthcheck – March to late April

Plan Amendments – April-mid May (no consultation stage can take place during the Election period)

Regulation 14 Consultation – mid/late May to July (minimum of 6 weeks)

The NHPlan clerk attended a meeting at HDC regarding Neighbourhood Plans and reports that HDC are happy with the progress of Ashington's Plan but momentum must be maintained. HDC are offering to 'step-in' to some Parishes to help with site allocations because if insufficient housing numbers are coming forward from parishes then HDC will not be able to deliver the number of homes it requires and the District will be vulnerable to speculative applications.

066/19 New Enforcement Allegations - none

067/19 Planning Applications

DC/19/0397 Erection of a single storey side and rear extension – 2 Magnolia, London Road

The Council has no objections but asked that no part of the extension overhang the adjacent footpath.

Cllr Wood left the room.

DC/19/0463 Demolition of existing single storey side extension and erection of a two storey side Extension – 18 Fairfield Road

The Council has no objections.
Cllr Wood returned to the meeting.

068/19 Horsham District Council Decisions

Approvals

DC/18/2701 Erection of a single storey rear extension – Stoneleigh, Mill Lane

Refusals

None

Withdrawals

None

Appeals

None

FINANCE

069/19 Correspondence

1. HDC has provided the Parish Council with:
 - a. Warden cost for 2018/19 is £31,127 (budget was £50,000). This is because HDC have part-funded sickness absence pay. This arrangement will not continue beyond March 2019.
 - b. Projected budget for 19/20 is £55,550 (budget was set in December 2018 at £52,500)
 - c. Partnership Agreement document – circulated to Councillors for scrutiny. This is a new document, with many proposed changes to the scheme that need to be discussed. It was proposed to set up a PC Working Party to discuss and bring recommendations back to Council at the April meeting. Agreed. Cllrs Di Castiglione, Woolley, MacPherson, Stillwell & Spiers volunteered.
2. Approval of Clerk's overtime for February - 65 hours (5 weeks). Agreed.
3. Consider a quote for this years' hanging baskets of £1,124.32. This is consistent with the budget. Baskets should be ordered after street light testing and permission to hang them is given (expected late March). Agreed.

070/19 Income

None

071/19 Expenditure (Appendix 3)

It was resolved that the schedule of invoices for payment totalling £38,088.48 for March 2019 be approved. Agreed by all.

072/19 Date of Next meetings

The next Planning Committee meeting is at **7:30pm on Wednesday 20th March 2019** in Committee Room 2, Ashington Community Centre.

The next Parish Council will be held at **7:45pm on Thursday 4th April 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 9.25pm

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

- On-going regular foot and vehicle patrols in the parish.
- One warden arrived on a shift to find the Community Centre car park strewn with litter and a few broken beer bottles. She cleared it up but was disappointed as this happened after she spoke to the young people about not leaving litter!
- Litter pick of the play area.
- Engagement with some young people playing football on a school inset day.
- Positive engagement with dog walkers.
- Reported a number of incidents of fly-tipping on London Road.
- Cleared some tree branches that had fallen onto a road due to adverse weather (early Feb).
- Regular checks on a local woman with safeguarding issues.
- 2 vehicles reported to Op Crackdown.
- 2 vehicle owners issued with Yellow Card Warning Notices.
- Engaged with young people in the car park.
- Engaged with young people outside the co-op.
- 1 pothole reported to WSCC.
- 1 obscured sign reported to WSCC.
- Discussions with 7 people about inconsiderate parking. All moved on.
- On-going patrols of a known burglary hot spot.

- Received feedback from a resident that fly-tipping has now 'significantly reduced' due to increased patrols in the area.
- The HDC Community Link Alarm team have shared the list of their Ashington clients with the wardens providing cover, so they can now make regular welfare checks on these 24 residents and carry out checks on their Link Alarms. This will happen in March.

Appendix 2 – Youth Worker Report

February Activities

- We ran the following activities throughout February:

- Laminating fun - during the parent's evening we had volunteers run a laminating evening where young people could make stained glass windows and bookmarks. This wasn't well liked but was easy to run alongside the parents night where I was needed there instead of 'on the floor'.

- Decorate a T-shirt - we experimented with sharpies, ironing transfers and alcohol rub patterns to decorate t-shirts. We discovered that the DIY iron-on transfers didn't work at all, but we had great results with the alcohol rub! The youth then hacked away at their t-shirts to create crop-tops and stylish vests! I ended up charging only £2 per t-shirt because the young people initially complained about the cost.

- Nutella Night - to celebrate the annual Nutella Night we gave away free Nutella on toast, Nutella on pancakes and sold banana-Nutella wraps and Nutella milkshakes.

Youth Club Evenings

- Attendance has been up and down, with a record-breaking evening of 35 on the t-shirt night!

- Parent's Information Evening - we had 4 parents turn up and although they all seemed very keen to help, none of them have offered anything concrete. I am at a crossroads wondering what to do next. One idea is to put all parents on a compulsory rota asking them to commit to one evening every 30 or so weeks (assuming we have 30 different parents on the rota).

Thoughts?

- I am meeting with Steph from Sussex Clubs for Young People on Thursday 7th to finalise getting the youth achievement award off the ground. We have managed to secure a grant of £200 from Storrington Rotary Club towards the cost of the young people doing the award.

- We are starting to think about Ashington Festival and the AYC Committee has proposed a theme for the float and I will start talking about this with the young people during the month to gauge interest.

Pastoral

- Behaviour has been good with regards to name-calling but there are two boys whose parents I need to pursue a conversation with. They are regularly rude and disrespecting towards volunteers and not treating the club well. They are good at hiding away and not being caught so I will pursue this over the next month and see what happens.

Other

- I have signed up and started to build a website. You can see it at www.ashingtonyouth.co.uk - constructive feedback is very welcome!

- I have signed up to run a half-marathon in September to raise funds for the youth club.

Numbers

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

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

- We've stopped opening for older youth drop-in sessions, as we haven't seen a single older youth since December. I will speak with Bryony once she is back from maternity leave to plan ways to engage with them again.

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

Appendix 3 – Expenditure

Mrs Karen Dare	Home Office (February)	£20.00	2065
	Postage (Online banking registration)	£1.01	2065
	Postage (HR Services)	£2.36	2065
	Travel (HDC Neighbourhood Plan meeting 8th February 2019)	£9.00	2065
	Parking (HDC Neighbourhood Plan meeting 8th February 2019)	£3.60	2065
Mark Adsett	Landscape Gardening - February 2019	£533.75	2066
Ashington PCC	Invoice YW-201902 (February 2019)	£1,083.33	2067
Kenads Printers	Neighbourhood Plan posters	£117.60	2068
Came & Company	Skatepark insurance premium	£282.12	2069
WSCC	Salaries and Costs (February 2019)	£3,431.50	2070
Horsham District Council	Neighbourhood Wardens 2018/19	£31,127.00	2071
WSCC	Payroll costs Oct 2018-March 2019	£90.58	2072
Horsham District Council	Litter & dog bin emptying	£336.63	2073
Mark Adsett	Church Close pond tree works	£1,050.00	2074
	March 2019 Total expenditure	£38,088.48	

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