



# Ashington Parish Council

Clerk to the Parish Council: Mrs. K. Dare, Honeysuckle House, London Road, Ashington, Pulborough, West Sussex, RH20 3JR, Telephone 07851 009655  
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**Members of Ashington Parish Council are summoned to** a meeting of the Ashington Parish Council at **Ashington School at 7.45 p.m.** on Thursday 2<sup>nd</sup> May 2013

## A G E N D A

1. Apologies and reasons for absence
  2. Election of Chairman and signing of Declaration of Acceptance of Office
  3. Election of Vice Chairman and signing of Declaration of Acceptance of Office
  4. Allocation of Committees and formation of any new Committees as required by the Parish Council  
Present Committee Allocation:  
**Finance** - Cllr Norton, Cllr Carver, Cllr Brennan, Cllr Woolley, Cllr Clark  
**Planning Committee** –Cllr Norton, Cllr Carver, Cllr Wood, Cllr Kearney, Cllr Woolley, Cllr Harbour
  5. Appointment of Representatives to serve on Outside Bodies  
Present Appointment of Representatives:  
Ashington Community Centre Observer- Cllrs Clark & Stillwell  
Horsham District Association of Local Councils - Cllr Clark  
BTCV (Tree Warden) – Cllr Wood  
Ashington Youth Club – Cllr Clark  
Ashington Residents Association – Cllr Norton
  6. To confirm schedule of meetings for 2013-2014 – see attached
  7. Annual Review & Approval of Code of Conduct – Councillors to make sure they are familiar with the Code
  8. Annual Review & Approval of Standing Orders – Councillors to make sure they are familiar with the Standing Orders
  9. Review of Register of Members Interests – Councillors are asked to review their interests and declare any new interests
  10. Review of Council's Risk Assessment documents – financial & Litter Warden
  11. Review of Councillors Allowances and Chairman's Allowance
- Monthly Parish Council business
12. Declaration of Interests and notification of changes to members' interests.

13. Approval of the Minutes of the Parish Council Meeting on the 4<sup>th</sup> April 2013.

14. Report from the Neighbourhood Wardens.  
Opportunity for members of the public to ask questions of the wardens.

15. Young Persons Adjournment  
Opportunity for young people to speak to the Parish Council.

16. Report from District and County Councillors

17. Actions Outstanding:

- a. Community Action Plan – update
- b. Assets of Community Value – update on progress
- c. Annual inspection of Council land - volunteers

18. Correspondence (for action)

1. Invitation to Annual Reception at HDC on 22<sup>nd</sup> May at 7pm (held at The Capitol)
2. Sussex Police – PCSO Bryony Sparks will leave us in May

19. **Public Adjournment**

Opportunity for members of the public to raise matters of concern

20. Planning

Correspondence:

1. Penn Retreat s106 draft agreement
2. HDC – parishes to produce Neighbourhood Plan

New enforcement allegations: None.

Amendments: DC/13/0465 Construction of detached double garage – 7 Warminghurst Close. Has been amended to a single detached garage.

Applications:

DC/13/0578 Replace rear kitchen window with timber door and install porch canopy for weatherproofing (Listed Building Consent) - Robin Cottage 23 Church Lane

DC/13/0680 Infill extension between brick columns, colour variations to the shop front and entrance, install new palisade fence with gate to include polycarbonate roof covering over with timber supports and to retain existing storage container in rear yard – Co-op, Turnpike Way

DC/13/0731Erection of 1 x fascia sign externally illuminated by overhead trough light to front elevation, 1 x non-illuminated 'Post Office' projecting sign to front elevation, 1 x 'Post Office' services panel to front elevation and 1 x non-illuminated totem sign – Co-op, Turnpike Way

Horsham District Council

Approvals: None

Refusals: None

Withdrawals: None

Appeal decision: None

Appeals: None

21. Finance

Contract Reviews – Clerk & Landscape Gardener

Correspondence:

1. Report from Internal Auditor – no areas of concern
2. Request for a grant from Ashington Festival

Income:

Refund from BT following cancellation of office phone £34.66

The invoices shown on the attached schedule are proposed for payment.

12. Meetings attended and reports by Councillors

13. Minor matters raised by Councillors to be referred to the next agenda

14. Date and Time of Next Meeting

Parish Council - Thursday 6<sup>th</sup> June 2013, 7.45 pm at Ashington School, Foster Lane, Ashington.

Planning Committee – Wednesday 15<sup>th</sup> & 29<sup>th</sup> May 2013, 7pm at the Sports Pavilion, Church Lane

**PUBLIC AND PRESS ARE WELCOME TO ATTEND**

Karen Dare, Clerk to Ashington Parish Council 25<sup>th</sup> April 2013.



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### **Schedule of payments May 2013**

Mark Adsett	Gardeners contract payment	£483.33
Mrs K. Dare	Clerks expenses (home & telephone)	£17
	Travel	£16
	Total	£33
WSCC	Salary and on costs (April)	£844.93
R. Brennan	Meetings in Horsham (HDC Supporting Local Businesses meetings)	£26.00
SOS Systems	photocopier (final payment)	£52.22
Liss-Ard Ltd	Internal Auditor	£200
S. Fenn	responder expenses	£189.20

**REPORT FROM NEIGHBOURHOOD WARDENS MAY 2013**

To follow

**Ashington Parish Council Meeting Update**  
**April to May 2013**

To follow