



Ashington Parish Council

Minutes of the meeting held on 1st May 2014 at 7.45 p.m. in Ashington School, Foster Lane, Ashington

**Present: Councillors R. Brennan, J. Gichovi-Elias, B. Norton, K. Wood, N. Clark, N. Carver, R. Lancaster, D. Harbour
Parish Clerk Karen Dare
2 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.

118/14 APOLOGIES AND REASONS FOR ABSENCE

Cllr M. Woolley (business), Cllr R. Strudwick (personal), Cllr T. Kearney (holiday), Neighbourhood Warden Jayne Jeffrey (off shift), County Councillor Philip Circus & District Councillor Roger Arthur (both illness), District Councillor David Jenkins (holiday), PCSO Bryony Sparks (personal).

119/14 ELECTION OF CHAIRMAN

Cllr. Woolley was nominated by Cllr. Clark and Seconded by Cllr. Norton. There being no other nominations Cllr. Woolley was unanimously elected as Chairman and the Clerk will ensure that he signs the declaration of acceptance of office.

120/14 ELECTION OF VICE CHAIRMAN

Cllr. Clark was nominated by Cllr. Brennan and Seconded by Cllr. Norton. There being no other nominations Cllr. Clark was unanimously elected as Vice Chairman and signed the declaration of acceptance of office.

Cllr Clark then took the Chair for the rest of the meeting.

121/14 ALLOCATION OF COMMITTEES

Current Committee allocation:

Finance - Cllr Norton, Cllr Carver, Cllr Brennan, Cllr Clark, Cllr Woolley

Planning Committee –Cllr Norton, Cllr Carver, Cllr Wood, Cllr Kearney, Cllr Woolley, Cllr Gichovi-Elias, Cllr Harbour

It was agreed that, at present, no new Committees were needed.

122/14 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Current situation:

Ashington Community Centre – Cllrs Clark & Gichovi-Elias share the position of Observer.

Horsham District Association of Local Councils - Cllr. Clark.

Ashington Youth Club – Cllr. Clark (observer)

BTCV (Tree Warden scheme) – Cllr. Wood

Ashington Residents Association Committee – Cllr. Norton

It was agreed by all that the appointments continue unchanged.

123/14 SCHEDULE OF MEETINGS FOR 2014-2015

The Clerk had circulated a proposed list of dates. Agreed by all.

124/14 CODE OF CONDUCT

The Clerk confirmed that there were no amendments to the Code that had been previously adopted by the Council. Councillors confirmed their adoption of the Code of Conduct.

125/14 ANNUAL REVIEW & APPROVAL OF STANDING ORDERS

The Clerk has circulated new Model Standing Orders for Councillors to scrutinise. Comments to be sent to the Clerk prior to the next Council meeting so that the document can then be adopted by the Council.

C/F

126/14 REVIEW OF REGISTER OF MEMBERS INTERESTS

The Clerk reminded all Councillors to review their Register of Members Interests documents (available on the Parish Council website) and submit new forms if amendments are necessary.

127/14 ANNUAL REVIEW OF COUNCILS RISK ASSESSMENT DOCUMENT

The Clerk will circulate new Model Financial Regulations and Councillors are asked to provide comments prior to formal approval of the document at the next meeting. **C/F**

128/14 REVIEW OF COUNCILLORS ALLOWANCES AND CHAIRMANS ALLOWANCE

The Clerk explained that the Council does have a Scheme of Members Allowances and that the current claimable allowance for Councillors is £430. All Councillors present informed the Clerk that they did not wish to claim the allowance for the forthcoming year but wished to retain the right to claim out of pocket expenses. The Chairman also declined to receive a special 'Chairman's Allowance'.

129/14 DECLARATIONS OF INTERESTS

The Chairman reminded Councillors that previous declarations still stand.

130/14 APPROVAL OF MINUTES

The Minutes of the meeting held on the 3rd April 2014 were approved as a true record and signed by the Chairman. Proposed by Councillor Norton and seconded by Councillor Brennan, and agreed.

131/14 REPORT FROM THE NEIGHBOURHOOD WARDENS & PCSO

PCSO report (see Appendix 2).

Questions: None

Wardens report (See Appendix 1).

Questions for the Wardens from Councillors: None

Youth Worker

Report (see Appendix 3)

It was proposed that the Council extend the current youth workers temporary contract until the end of the summer term (25th July). Agreed by all.

Update on the joint PC/Church Youth project: The paperwork has been signed and recruitment is underway with the closing date for applications 29th May. Some interest has been registered already. Interviews will take place over the weekend of 21/22 June and the successful applicant will start as soon as they have worked their current notice period. Cllr Clark will be involved in the recruitment and selection process. Ashington youngsters will be involved on interview weekend. The total annual cost of the project is £40k which includes salary, NI, pension and project costs. **C/F**

Youth Shelter – the Clerk met with the skatepark contractor and he is going to produce some sketch plans/costs of a shelter attached to the back of the new half pipe. This is just one option for provision of a shelter. The Warden & Cllr Clark have tried to meet with youngsters & parents to discuss other options but no response has been forthcoming. **C/F**

Warden recruitment

HDC management has now approved the paperwork and the recruitment process can now begin. **C/F**

132/14 YOUNG PERSONS ADJOURNMENT

None present.

133/14 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

County Councillor Philip Circus sent the following report:

1. Highways Rangers - they are going to be used for one year more and then there will be a review. As far as signs that need cleaning is concerned, these should be reported directly to Highways. Perhaps you can identify the signs that need cleaning and report them and if you need support let me know.

2. Damaged signs - they are not aluminium, but plastic and they replace signs as and when giving priority to signs that have a relevance to safety.
3. I have asked for action on the replacement of street lights in Penn Gardens.
4. As far as Kate's Cakes are concerned, I have explained the problem and Cali Sparks will have a look at the signage when she takes her new assistant around to familiarise him with our patch.
5. Speed bumps - Bramber is really an exception because of the damage that was being caused to a number of listed buildings. Also, the nature of the road is such that it is very difficult to speed along that road in any event. Having said that, the cost of modifying the speed humps in Bramber - and they are not all being modified - is very considerable. As far as Ashington is concerned, the view is that a long straight clear road such as the London Road, must have traffic calming measures and in the short run this will involve the repair of the existing speed humps.

ACTIONS OUTSTANDING:

D = Minuted but deleted from next agenda.

C/F = Minuted and carried forward to 'Actions Outstanding' on the next agenda.

To list = moved to the list at the end of the minutes until some progress is made

134/14 Trees at Northern Edge of Recreation Ground

Update from Philip Circus - This has been discussed internally at County and further enquiries are to be made. However, it appears to be absolutely clear that it is not land in ownership of the County Council, but is believed to be in ownership of the Housing Association. The County is double checking with Saxon Weald about the issue of responsibility. The street lights are there by virtue of an easement and does not indicate ownership or general responsibility for the strip of land. I am told that work on the trees has in the past been done 'as a favour' rather than an indication of responsibility. Anyway, I expect to hear further on this issue in due course. **C/F**

135/14 Ashington Multi Sports Court

The Clerk has received a number of comments over the years from residents about the fact that the court is rarely used. It is suggested that the PC could ask ACCT to open up the court on a permanent basis for free use by the youth (and other residents) of the village (no floodlights - just daytime/early evening usage. Going home when it gets dark.)

ACCT would be looking for some income to cover their costs eg insurance, there are minimal maintenance costs if the lights are not used.

Councillors were favourable to the idea and asked the Clerk to open up discussions with ACCT and possibly ask for a trial period (preferably to incorporate the summer holidays). Progress to be reported at the next meeting. **C/F**

CORRESPONDENCE

136/14 For action:

1. HDC – Economic Development Seminar 7th May 6-8pm. No volunteers.
2. HDC – Invitation to Annual Reception 21st May 7pm. No volunteers.

3. Consultation on proposals for a second runway at Gatwick Airport. Councillors acknowledged that Gatwick is a major employer in this area. Clerk to respond. A number of Councillors commented about additional aircraft noise over Ashington due to the 6month flight navigation trial currently underway at Gatwick. Clerk to send comments about this to the relevant Authorities. **KD D**

137/14 For information:

1. Southern Water update on Business Plan for 2015 to 2020.
2. Sussex Police – Pathwatch info
3. WSCC Operation Watershed funding 2014
4. WSCC – will be performing an ‘electrical upgrade’ to the pump under the southern flyover later in 2014. This will ensure that it re-starts after a power cut.
5. WSCC Better Broadband update – Ashington goes live ‘in the coming weeks’.

138/14 General:

1. Parish Matters bulletin
2. CPRE Sussex Review

139/14 PUBLIC ADJOURNMENT

The Chairman explained that, in order that residents got the most benefit from their 5 mins maximum participation time, Councillors would listen to residents questions without debate or comment but would follow up on the items either by reporting back at the next meeting or directly to the individual outside of the meeting.

Members of the public reported:

1. There have been increasing amounts of litter on the Recreation Ground and it was suggested that a new litter bin is needed by the bridge on the Recreation Ground. A new bin had recently been positioned at the skatepark and bin provision would be reviewed when the Youth Shelter location is agreed.
2. Building work has now started at Penn Retreat. Will there be a new fence between Penn Gardens and Penn Retreat or are the fences of Penn Gardens to be the only boundary? The Clerk has plans and will pass information to the member of the public. **KD D**
3. The road haunchings have collapsed and there are many potholes from Warminghurst Church to Meiros Way. Clerk to report to WSCC. **KD D**

The Chairman thanked residents for their comments and closed the public adjournment.

140/14 PLANNING.

The Planning Committee met on 16th April and Councillors have been provided with a copy of the minutes. Agreed by all.

141/14 Correspondence

Neighbourhood Plan –update. The Clerk & Chairman met with Parker Dann planning consultants on 24th April and a proposal is awaited. The Clerk will speak to HDC’s Neighbourhood Planning Officer about the next steps in the process. **KD C/F**

HDC Strategic Housing Land Availability Assessment update - The Parish Council put forward Hoots House and ACCT land to HDC some months ago as possible development sites and HDC have added them to their 'masterplan'. They show Hoots as being 'undeliverable' because the owner had not indicated a desire to sell but a planning application is currently awaiting determination by HDC and the Clerk has sent info to HDC about this.

The ACCT 'one acre' site has been included as 'deliverable in 6-10 years' but if Phase 2 gathers pace it could be sooner. However, if new developments are approved then s106 funds for Phase 2 would be available.

142/14 New Enforcement Allegations/Information

None

143/14 Amendments

None

144/14 Applications

None

Horsham District Council

145/14 Approvals

DC/14/0286 Demolition of existing conservatory to rear of property and erection of replacement single storey orangery – 11 Posthorses

DC/14/0362 Conversion of garage into study/hobby room and change of garage door into a window. Construction of timber shed with flat roof between the house and boundary wall - 6 Cricketers Close

146/14 Refusals

DC/14/0219 Redevelopment of existing house and site to provide 3 new homes and a replacement Dwelling – Four Acres, Rectory Lane

Reasons: overbearing & intrusive, does not relate to surroundings, poor landscaping, effect on amenities of neighbours, does not fulfil social needs of Districts population.

147/14 Withdrawals None

148/14 Appeals made/ decisions None

The next Planning Committee meetings are scheduled for 14th & 28th May at 7.30pm in Ashington Sports Pavilion.

FINANCE

149/14 Contract Reviews:

Clerk - That the Council reviews the salary and hours worked of Karen Dare Parish Clerk currently SCP 32 (£14.06 per hour or £8773.62 per annum). The Clerk suggested that an additional 2 hours per week are necessary due to the Neighbourhood Plan,

Youth Worker, new housing developments etc, to be reviewed in 12 months if not sooner. The new Salary would be SCP 33 (£14.619 per hour) or £348.64 extra for the Council on 12 hours per week or £1869.01 if 14 hours are agreed. Figures exclude pension/NI. It was agreed that the Clerks salary be increased to SCP33 and working hours be increased to 14 per week effective from 1st June 2014. **KD D**

Landscape Gardener – the current cost is £5900pa. It was proposed to increase this to £6000pa (+1.7%). Councillors are very pleased with the service provided as evidenced by the lack of complaints about the condition of Council land. It was agreed by all to increase the contract payment to £6000pa.

150/14 Correspondence

1. The Internal Auditor inspected the accounts and found no areas of concern. The Finance Committee met on 16th April and Councillors had been provided with a copy of the minutes of the meeting. Councillors approved the annual return and accounts. Agreed by all. **KD D**
2. Update on new half pipe installation – the ramp is complete. There is additional expense of £875 for the groundwork necessary to get a level surface.
3. WSCC Pensions – update of contribution rates from 2014.
4. HDC – Environmental Cleansing Grant has increased from £3403.39 to £3498.69. This is very slightly higher than the predicted budget figure. No details of cost increases for emptying of dog and litter bins yet.
5. New signage for the skatepark is needed urgently. Councillors agreed that the Clerk consult RoSPA and purchase 2 new signs, total budget £200. **KD D**
6. Cllr Wood asked what happens to additional Parish Precept paid to HDC when new houses are completed part-way through a financial year. Clerk to ask HDC. **KD D**

151/14 Income

Precept (6 months) £45,478

Council Tax support grant (6 months) £1,953

HDC Environmental Cleaning grant (6 months) £1,749.35

152/14 Expenditure

		Cheque no.	
Mark Adsett	Gardeners contract payment	£491.66	1512
Mrs K. Dare	Clerks expenses (home & telephone)	£17	
	Total	£17	1513
WSCC	Salary and on costs (April)	£879.11	1514
ACCT	Planning committee 19/03/14	£7.40	1515
	Bingo Club (March)	£37.00	1516
	Lunch Club (March)	£59.20	1517
Radii Ramps	additional groundworks at skatepark	£1050.00	1518

Ashington School	hall hire 2014/15	£216.00	1519
Horsham Matters	youth worker (March)	£900.00	1520
Liss-Ard Ltd	Internal Audit	£200.00	1521

It was resolved that the schedule of payments shown above be approved for payment.
Agreed by all.

153/14 MEETINGS

The Clerk, Cllrs Gichovi-Elias & Clark had attended the Wardens Steering Group meeting.

Cllr Gichovi-Elias had attended an ACCT meeting.

Cllrs Woolley, Carver, Wood, Norton & Harbour had attended a meeting with Nick Herbert MP.

Cllrs Norton & Harbour had attended a Residents Association meeting.

Cllr Harbour had attended a HALC meeting (main topic was flooding resilience).

154/14 MINOR MATTERS RAISED BY COUNCILLORS

1. Potholes in Mill Lane & Fairfield Road – Clerk to report to WSCC Highways.
KD D

The next meeting will be held at **7.45pm on Thursday 5th June 2014** at **Ashington School, Foster Lane.**

The meeting finished at 8.35pm

Signed.....

Date.....

155/14 APPENDIX 1: REPORT FROM NEIGHBOURHOOD WARDENS

THEFT

There have been several reports of theft this month across the village. Hub caps were taken from a car and garden ornaments were taken from a property in church lane. Other garden items have also been taken from gardens. Although the owners stated they weren't of any real monetary value they were more upset of the fact someone had been in their property late at night. It seems all items stolen were taken during night time hours.

I have had intelligence given that indicates a white van was involved in one of the thefts. I have checked CCTV cameras and all intelligence have been passed to police.

I must remind any resident that if they are a victim of theft to call it through to the police on 101, this forms a data record of where incidents are happening and also any links that might occur.

This then will hopefully lead to identifying the offender or offenders more quickly.

I do have access to ultra violet marker pens to mark your property so if stolen they can be identified as your property. If anyone requires one of these pens please contact me. I am also able to provide other security items i.e. door chains, window locks, window alarms, shed alarms etc., at discounted prices.

It is also a good time to remind residents of property security, i.e. security lights, making sure sheds are locked, windows and doors on their property are all secure.

SUSPICIOUS VEHICLES

Several reports made to me this month of people and vehicles acting suspiciously. I must just remind residents to get registration details of vehicles and a brief description of vehicle and offenders. Without this information there is not a lot I can do. Most important the vehicle registration should always be taken.

Once again anything that residents find suspicious they must phone it through to the police 101 non urgent or 999 if an emergency.

WARDEN VEHICLE

It is with sadness that I have to report that the warden vehicle was a casualty of a hit and run driver. This is a criminal offence and I have reported it to the police.

Whilst installing a community alarm for an elderly/vulnerable in the village, my vehicle which was parked legally and not causing an obstruction was hit by another vehicle on the rear offside causing damage to bumper and paintwork. In their wisdom they have then decided to drive away without leaving their details.

I do believe it was a van or 4x4 that hit my vehicle. If they have an ounce of decency they should confess to what they have done and I am sure we could deal with it with a positive outcome for both parties concerned.

DRUGS

Residents across the village have been calling police when they have seen drug related issues going on. Due to this several drug paraphernalia items have been confiscated and police cautions have been given to offenders.

Loads of intelligence has been passed to the police. I am sure this will lead to some positive outcomes regarding the supply and usage of drugs in Ashington.

I continue to work with the youth educating them on the dangers of drug usage. I will also try and work with the current youth worker to keep her up to date on what is happening within the youth groups.

Once again I am asking all residents to contact me with intelligence regarding drugs.

LITTER

Litter has been really bad across the village this month. The worst areas have been the Skate Park and recreation ground. I have spent the last week litter picking hot spot areas.

I would like to report that several of the youth from the village have helped me litter pick.

Two youths in one hour collected six bags of litter from skate park and rec area, around community centre and ball court.

A very big thank you to the youth for their help and co-operation in litter pick.

I feel that another waste bin is needed in the skate park and also one at rear of youth club.

SKATEPARK

Following replacement of ramp in Skate Park it is nice to see the area being well used by skate boarders and Bikes.

When patrolling this area I have come across a few concerns. One being the rules of the skate park, notices have been removed. This needs to be replaced as a matter of urgency. I have asked the youth that use this area to collaborate etiquette of skate park usage rules. I also feel that there should be signage stating that the people using the skate park do so at their own risk and that the parish should not be responsible for any accident or injury that happens in this area.

The biggest concern is the usage by very small children in the skate park area when older youth are using the ramps at speed with their scooters, skateboards or bikes. I noticed that small children were climbing onto the ramps when the older youth were trying to use ramps.

Skate parks are categorised as an extreme sport area and I feel that there should be an age limit put in place to use this area. I feel over twelves would be good.

The scooters that use the skate park are also causing me some concern. They are damaging the ramps and are also a safety issue to other skate park users.

The youth are also designing litter posters for this area; hopefully they will be ready soon.

YOUTH

Once again the youth in the village have been very helpful this month with Litter picking and helping with the elderly/vulnerable.

Some youth have been on foot patrol with me around the village doing playground inspections and removing fly-posting.

I am still waiting for the parents to give me a date to schedule a meeting regarding the youth shelter.

Horsham District Council has agreed to offer diversionary activities for the summer for the youth. I am still trying to find a suitable location to carry out these activities. Hopefully this will be for one or two evenings a week.

I am doing Lots of sign posting to relevant agencies for some of the youth in the village. This is to help them with any personal issues that they may be dealing with and they feel they just may need a little extra support.

Due to the youth and their good behaviour around the village I have spoken with them and have agreed to take them on a trip to Chessington World of Adventure in the next school half term.

This has proved to be very popular and I have already got ten names that would like to do the trip.

Quite a few youth also attended Bingo club this month. It was so nice to see them all there.

This month I have had several complaints regarding children playing football and being noisy in playground areas of village. Residents have been concerned with the footballs going into their properties and causing damage. Have spoken to the children concerned explaining that the

football might damage something and they are going to try and keep it in the playground area. I have suggested that they use the rec for football.

As regards the noise these children are in the play areas early evening playing. There is not a lot I can really do about this.

The lighter evenings and nicer weather we will see more children playing out.

FLY-POSTING

Busy again this month with fly posting across the village. Several posters have been removed.

ELDERLY/VULNERABLE

It has been a very busy month with the elderly/vulnerable group.

A trip to Bognor proved very popular with in the elderly/vulnerable group. We had our lunch at the Felpham Boat house. Fish and chips were enjoyed by all followed by a walk along the promenade. Due to the success of this day out I was asked if I could arrange another trip. I did manage to find time for another trip. On Thursday 24th April we arrived in Bognor Town for a day's shopping followed by a trip to Asda on the way home.

It was really nice that some ashington residents made their own way there and met up with us.

The elderly/vulnerable also asked if it would be possible for a trip to Horsham on the 29th April. I have arranged this trip.

Theatre trips to Worthing or Horsham have also been requested. I am looking into events, dates and times.

Two more residents have agreed to a community alarm. This is good news as I know now that if they need help they will just need to press their alarm button.

One of the elderly/vulnerable will be one of the first to try a new alarm that will detect if they have a fall and are unable to press their button. It will automatically dial for assistance.

I have had a meeting with members of the local church to see ways forward to provide more services within the village for the elderly/vulnerable. Ideas were for more volunteers within the village to provide transport when required by the elderly/vulnerable group. A discussion also of putting together a village directory of local volunteers who could assist this group in any odd jobs that they might need doing or shopping or perhaps just a visit for a cup of tea and a chat.

I am still doing lots of family intervention work within this group.

ASHINGTON AFTERNOON TEA CLUB

Our first Ashington afternoon club following lunch club was a success.

Ten elderly/vulnerable stayed on for afternoon tea. Entertainment was armchair exercises which everyone thoroughly enjoyed.

This month following lunch club we will be having a beetle drive prizes for the winner and loser.

We will be serving sausage rolls and cake for tea.

156/14 APPENDIX 2 – PCSO Report April
To follow

157/14 APPENDIX 3 April/May 2014 Report on Ashington Youth Centre - Summer Term 2014 - Kris Page (youth leader)

The first session back was very busy with 4 new junior members joining us for a game of Rounder's on the field; we also looked at the draft programme for following term. We made good use of the nice evening with the seniors and also used the field to play a shorter game of rounder's due to it getting dark.

The seniors are growing in confidence when talking about their views and opinions' and this is very positive when engaging with them about issues that affect them or discussions that provoke them to openly debate issues, allowing them to make informed choices.

Some seniors have taken on a more peer educator role within their own peer group and with the juniors and this is a credit to them as they continue to develop into young adults within the community.

James di Castiglione will be joining us this term to say hello and meet the young people attending, he will also be able to answer and discuss any concerns that they might have with the pending changes.