



Ashington Parish Council

Minutes of the meeting to be held on 2nd December 2010 at 7.30 p.m. in the Methodist Church, London Road, Ashington

Present: Councillors M. Woolley (Chairman), N. Clark, K. Wood, R. Brennan, J. Stillwell, R. Lancaster, R. Strudwick, T. Kearney

Parish Clerk Karen Dare

No members of the public

367/10 APOLOGIES AND REASONS FOR ABSENCE

Cllrs N. Carver, D. Harbour & B. Norton (holiday), District Councillor Roger Arthur (bad weather) County Councillor Frank Wilkinson (personal).

368/10 DECLARATIONS OF INTERESTS

None. The Chairman reminded Councillors that previous declarations still stand.

369/10 APPROVAL OF MINUTES

The Minutes of the meeting held on the 4th November 2010 were approved as a true record and signed by the Chairman. Proposed by Councillor Clark and seconded by Councillor Brennan, and agreed.

370/10 REPORT FROM THE NEIGHBOURHOOD WARDENS

None. The Chairman reported that new Wardens would start work imminently. He asked the Clerk to write to Paul Conroy to thank him for his years of good service to Ashington and wish him well in his new role at Steyning. The Chairman thanked Cllr Stillwell for attending the Wardens interviews and Cllr Clark for working on the Service Level Agreement with HDC.

371/10 YOUNG PERSONS ADJOURNEMENT

The Clerk met with a Skatepark design company and is still waiting for drawings and a quote for new skatepark ramps as suggested by the young people at the July Council meeting.

To list

372/10 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Update on Mill Lane flooding – on Tuesday 9th November the road at Mill Lane culvert had flooded resulting to flooding at 3 properties and damage to several cars. Properties at Mill Mead, Brookside and beyond the flood were cut-off and could not be accessed by Emergency Services (see Correspondence for Information no. 3). A meeting between residents and WSCC had been held and

the Parish Clerk had attended. WSCC only have responsibility for the road culvert, HDC are the Land Drainage Authority but have no powers to request landowners to improve the stream, only powers to ensure landowners maintain the stream. The Parish Council has no power or responsibility and can only facilitate actions by other authorities.

WSCC has agreed to build up the height of the culvert and to install a vented/grilled manhole cover on the grass verge in order to try to improve the situation. However, these actions would not have prevented the recent flood as it was simply due to a huge excess of rainfall. To redesign the culvert would cost WSCC @£250,000 and they simply do not have the funds at present. WSCC have advised the owner of The Willows that some 'contouring' of his front garden could direct the flow of water away from his house and the owner will be considering this work.

It was understood that Rock Common Quarry has a Licence from the Environment Agency to pump water into the stream and this may contribute to the overflows. It was agreed that the Clerk write to the EA about this issue. The Parish Council will aim to work with or put pressure on the responsible agencies to continue to seek to alleviate the problem, and will have it as an agenda item to track progress.

KD C/F

Chanctonbury CLC are meeting on 8th December and will be discussing the reduction in the speed limit along Billingshurst Road. The Chairman would try to attend, work commitments permitting. No other volunteers came forward.

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

373/10 Item 180 Freedom of Information

Councillors are asked to review the Council's FOI publication to make sure it is up to date. There were no amendments proposed and the document was agreed as written.

373/10 Item 215 Hanging baskets

The nursery made a number of suggestions about why the baskets were disappointing this year eg overwatering, lack of feed. The nursery informed the Clerk that they are retiring shortly and 2011 would be the last year that they are able to prepare the baskets should the Council ask them to do so.

The baskets have been taken down and the Clerk is storing them until a decision about the nursery is taken.

The Clerk has asked WSCC for permission to install the 10 new baskets on 5 lampposts (as agreed by the Parish Council in July 2010). WSCC's new Street Lighting Contractor has specified that in the future a corrosion test needs to be carried out on each lamppost before ANY baskets can be installed (including existing baskets). The Clerk has contacted a company for a quote and it is likely to be @£450. The testing may need to be done each year or less frequently but

this would not be known until the first tests had been done. No money has been included in the budget for this cost. Councillors to consider this additional expenditure. The Clerk has discovered that previous agreements with WSCC for putting up baskets are no longer valid.

It was agreed that

1. the Clerk & Cllr Clark look into the testing, obtain competitive quotes and arrange for the 30 lampposts to be tested asap. A budget of £450 was approved.
2. The purchase of new baskets be delayed until the results of the tests are known
3. 10 existing baskets will be given to Ferring Country Centre and the remainder (existing and possibly new baskets) be given to Ferring Nurseries for planting next year.

KD C/F

374/10 Item 216 Decorative signs for the Queen's Diamond Jubilee

Cllr Wood to provide some examples of signs with a Coach and Horses design – currently being prepared.

Northwood Forestry has quoted £294 (exc. VAT) for two 15cm square, 6m long oak mounting posts.

The Clerk has included £500 in the 2011/12 budget towards the cost of this project, although it might be possible to apply for s106 Community Facilities funds.

KD/KW C/F

CORRESPONDENCE

375/10 For action:

1. SECAMB – ballot paper for election of Governors. Clerk to complete.

KD D

376/10 For information:

1. Minutes of annual HALC/HDC meeting
2. Sussex Police messages
3. Letters from residents re: Mill Lane flooding. Clerk to write to residents to inform them of the outcome of the recent meeting.

KD D

377/10 General:

1. AiRS Newsletter
2. HDC Annual Report
3. The Clerk magazine

378/10 PUBLIC ADJOURNMENT

Nothing.

379/10 PLANNING.

The Planning Committee did not meet in November as there were no applications to discuss.

380/10 Proposed Open Composting Facility at Broadbridge Farm

No further progress. The Clerk has written to the Planning Officer at WSCC for an update and expressing concern that the matter is not progressing and is causing some concern to local residents.

381/10 Proposed Gypsy/traveller site at Penn Retreat

Southern Water have revised their comments and have confirmed that there is a problem with a lack of capacity in the sewers in Ashington and the Developer would need to provide additional sewage capacity to serve this development should it be given permission. The matter is in the hands of the applicant to address some of the issues raised during the public consultation.

382/10 Correspondence

None

383/10 New Enforcement Allegations

EN/10/0623 Alleged breach of condition 2 of DC/09/2281 (Working hours) - New Highfield Works, Spring Gardens

EN/10/0625 Alleged unauthorised track - Burys Meadow, Malthouse Lane Case Closed

EN/10/0627 Untidy Site - Glebe Farm, Rectory Lane

384/10 Amendments

None

385/10 Applications

DC/10/2291 & 2292 Conversion and extension of existing three-bay barn to form residential annexe accommodation to be used in association with Warminghurst House - Warminghurst House, Park Lane
Councillors had no objections as long as the barn was not used as a separate residence.

DC/10/2386 & 2385 Installation of 2 roof windows within roof of dwelling and erection of a garden shed (Listed Building Consent) - Mitchbourne House, Malthouse Lane

Councillors had no objections although were confused as to why roof windows are needed for an unconverted roof space.

Horsham District Council

386/10 Approvals

DC/10/2183 Surgery to 1 Hornbeam (T1) and row of Oak (G2) trees – 10 Covert Mead

DC/07/2372 Erection of petrol filling station, kiosk/mini-store, restaurant and private and commercial vehicle parking (Approval of Reserved Matters) - Land South East Of Martins Farm London Road

387/10 Refusals

None

388/10 Withdrawals

DC/10/1489 Surgery to Beech trees – 13 Rectory Close

HDC has studied the TPO maps and discovered that these trees are outside the TPO protected area and therefore planning permission is not required.

DC/10/2196 Lay concrete base and erect wooden apex roofed garden workshop / shed east side of site between function room and existing fence line (Listed Building Consent) - Mill House Hotel Mill Lane

DC/10/2200 Change of use from office to residential (c3) (permission for a change of use) - Penmaen House London Road Ashington West Sussex

389/10 Appeal decision

DC/10/1419 First floor rear extension – East View, London Road.

HDC's refusal has been overturned by the Planning Inspector.

The next Planning Committee meeting is scheduled for 15th December 2010 at 7.00pm in the Parish Office.

There will be no Planning Committee meeting on 29th December due to the Xmas holidays.

FINANCE

390/10 Annual Review of Financial Controls and Internal Audit

Councillors are asked to review the Council's Financial Regulations and Risk Management procedures. The Clerk had provided Councillors with a copy of the Council's current Financial Regulations and confirmed that the procedures are followed as written. The Clerk had previously provided Councillors with a summary of the experience and competence of the appointed Internal Auditor (minutes reference 501/07, December 2007).

By approving the Annual Return each year the Council is agreeing that these 2 statements are correct.

1. 'We have maintained throughout the year an adequate and effective system of Internal audit of the Council's accounting records and control systems ***and carried out a review of its effectiveness***'
2. 'We have arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and ***reviewed the impact of this work***'

In simple terms Councillors should ask themselves:

Are you 100% happy that the risk of financial impropriety is negligible – are the procedures for control and review effective? Have we taken action on any suggestions made by the Internal Auditor? Agreed by all.

391/10 Annual Review of Assets and Insurance Cover

The Clerk has provided Councillors with an up to date Asset Register for approval. The Clerk has received the Council's renewal documents and the premium for 2011 with the current Insurer (Zurich) is £3012.75. The Clerk has received a quote from a new Insurer (Came & Company, underwritten by Aviva) of £2219.35 (or £2108.38 for a 3 year long term agreement). The new laptops and router would need to be added to the Zurich Policy but are included within the Aviva Policy. Annual renewal is due in January 2011.

Policy differences:

	Zurich	Came & Company
Policy excess	£100	£250
Index linking	2%	5%
Personal Accident	£20,000	£50,000
Libel & slander	not included	£250,000
Officials Indemnity	not included	£250,000
No claims discount	not included	5% each year up to 20%

All other aspects of the insurance cover appear to be equal if not better with the Came & Company Policy.

It was agreed by all to switch insurance cover to Came & Company for a 3 year period. Clerk to arrange.

KD D

392/10 Budget & Precept 11/12

The Clerk has prepared a preliminary budget & precept forecast for 11/12 and a Finance Committee meeting took place on 17th November 2010. Councillors have been provided with a copy of the minutes and the supporting documentation. The minutes were agreed and duly signed by the Chairman. Councillors were asked to approve the Finance Committee's recommendation of a 0% rise in precept.

Agreed by all.

KD D

393/10 Correspondence

None

394/10 Income

None

395/10 Expenditure

			Cheque no.
	Donation to Ashington Methodist Church (meeting 2 nd December £20)	£20	1130
Mark Adsett	Gardeners contract payment	£446.25	1131
Mrs K. Dare	Clerks expenses (home & telephone)	£17	
	Stationery	£68.32	
	Padlocks (sandbag container)	£44.98	
	Total	£130.30	1132
WSSC	Salary and on costs (November)	£738.51	1133

	Payroll costs	£37.65	1139
Plusnet	Broadband	£11.49	DD
ACCT	Play Area lease	£12	1135
	Skatepark insurance	£222.97	1136
ICO	Data Protection renewal	£35	1137
SOS Systems	Delivery of Toner cartridges	£9.34	1138
Came & Company	Insurance	£2108.38	1140

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

396/10 MEETINGS

Cllr Wood had attended the meeting with Southern Water (see below).

Cllr Stillwell had attended the Wardens interviews.

397/10 MINOR MATTERS RAISED BY COUNCILLORS

The Clerk has made arrangements with Ashington School to hold Council meetings in the School Hall from January 2011 for a cost of £20 per meeting. The Clerk had circulated this to Councillors by email and all those who responded agreed to this venue. The Clerk would become a keyholder and would be responsible for locking up the school after each meeting. Meetings would need to start at 7.45pm as the hall was not available until 7.30pm and time would be needed to put out tables & chairs. Agreed by all. **D**

A meeting with Southern Water will take place on 15th November. Two issues were discussed:

1. Penn Retreat planning application – in light of the requirement for the Developer of Meiros Farm to provide additional sewage capacity to serve his development Southern Water were asked to re-visit their comments on the Penn Retreat planning application. See Minute 381/10 above.
2. Sewage overflow in the area of the Scout Hall was discussed. This is part of the ‘normal’ problems that the village experiences during periods of heavy rain due to the lack of sewer capacity. Southern Water is currently putting together a project justification for OFWAT to consider whereby they propose to add additional capacity to the new sewer that the Meiros Farm Developer will be installing along the Recreation Ground. This additional capacity will be calculated to ensure that sewers do not overflow during periods of heavy rain and should solve the problems outside the Scout Hall. However, OFWAT may not approve the project. There are no short-term solutions to the Scout Hall problems as any would move the problem elsewhere and could result in overflows affecting houses. A recent blockage of the sewer in Church Lane had exacerbated the problems at

the Scout Hall but it was hoped that this had been resolved. It was agreed that a Newsletter article urging people not to dispose of nappies and sanitary products down toilets. **KD D**

Cllr Stillwell reported that she had been told that if a car driver failed to clear the snow off the car roof then the Police could issue a FPN of £60 and 3 point penalty as the snow could slide off the roof and obscure the vision of the driver of the car or the driver of the car behind. Clerk to check and add to the next Newsletter. **KD D**

Cllr Wood reported that there are loose tiles on the roof of Hoots House. Clerk to report to HDC Planning. **KD D**

Cllr Strudwick asked if a Newsletter article had been written about sponsorship of hanging baskets. The Chairman had written an article but space issues may mean that it does not appear in the December Newsletter but will appear in the March edition.

Cllr Clark asked about grit supplies from WSCC. The Clerk confirmed that WSCC would be delivering grit shortly to the 3 nominated drop-off points (London Road/Turnpike Way junction, Community Centre and Rectory Lane/Close junction).

Cllr Kearney reported that a large number of youths had been hanging around in the village late at night recently, throwing snowballs at houses. Clerk to report to PCSO's. **KD D**

Cllr Lancaster reported that a large amount of litter is blowing from the shopping area around Turnpike Way. Clerk to report to shopping centre management. Litter would improve when the new Wardens are in post. **KD D**

398/10 DATE OF NEXT MEETING

The next meeting will be held at **7.45pm on Thursday 6th January 2011 at Ashington School, Foster Lane.**

The Chairman thanked everyone for their efforts during the year and wished all a Merry Xmas and Happy New Year.

The meeting finished at 8.30pm

Signed.....

Date.....

399/10 Items awaiting action:

Item No	Description	Last Action & Date
32b	Spur road of The Sands & Viney Close – streetlights & laybys	WSSC & HDC dealing with. Persimmon are not co-operating and HDC/WSSC continue to pursue the matter (Nov 09)
202	Parish Office	Waiting for ACCT to amend lease.
	Village seats/noticeboards need repainting	Clerk to organise 2011
215	New hanging baskets	Clerk to buy 10 more baskets. Agreed July 2010

400/10 WSCC Highways Issues

Fault	Date reported	Reference no	Comments
Trees on north side of recreation ground need cutting back	24 th July 2007	Email to Highway Rangers	County Councillor to ask WSCC to cut as ownership unclear
tree on London Road opposite the Methodist Church is dead	3 rd August 2007	WSEK-75QDJG	Has been felled, April 08. Awaiting replacement
Sign beside A24 at Mill Lane junction discouraging crossing at that point	WSCC are designing a sign and will pass to the PC for approval	July 08	
large white concrete blocks on the highway verge opposite the entrance to Holmbush House, Old London Road	Reported to Highways Sept 08 Reported again Dec 08		
Reduce speed limit on Hole Street to 40mph	WSCC to add to TRO priority list	Clerk to write to WSCC Written to WSCC	August 2009 Sept 09
Overgrowing vegetation to north of Greenacres	WSCC written to landowner		August 2010