



Ashington Parish Council

Minutes of the meeting held on 2nd May 2013 at 7.45 p.m. in Ashington School, Foster Lane, Ashington

Present: Councillors R. Lancaster, K. Wood, R. Brennan, J. Gichovi-Elias, B. Norton, N. Carver, N. Clark, D. Harbour & R. Strudwick
Parish Clerk Karen Dare
3 members of the public

The Vice Chairman took the Chair for the meeting and reminded members of the public the requirement that they limit their participation to the Public Adjournment sections of the meeting.

124/13 APOLOGIES AND REASONS FOR ABSENCE

Cllrs M. Woolley (business) & T. Kearney (holiday), Neighbourhood Wardens Jayne Jeffrey (illness) & Peter Newell (personal), District Councillor Roger Arthur & County Councillor Frank Wilkinson (Council elections).

125/13 ELECTION OF CHAIRMAN

Cllr. Woolley was nominated by Cllr. Harbour and Seconded by Cllr. Brennan. 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.

126/13 ELECTION OF VICE CHAIRMAN

Cllr. Clark was nominated by Cllr. Norton and Seconded by Cllr. Lancaster. 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.

127/13 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 Stillwell, Cllr Harbour

It was agreed that, at present, no new Committees were needed and committee members remain the same.

128/13 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Current situation:

Ashington Community Centre – Cllrs Clark & Stillwell 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 representatives remain the same.

129/13 SCHEDULE OF MEETINGS FOR 2013-2014

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

130/13 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.

131/13 ANNUAL REVIEW & APPROVAL OF STANDING ORDERS

The Clerk confirmed that there were no amendments to Standing Orders that had been previously adopted by the Council. Agreed by all.

132/13 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. Agreed by all.

133/13 ANNUAL REVIEW OF COUNCILS RISK ASSESSMENT DOCUMENT

The Clerk had circulated the financial risk assessment document and Councillors confirmed that no amendments are necessary. Agreed by all.

134/13 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 in line with current policies. The Chairman had also declined to receive a special 'Chairman's Allowance'.

135/13 DECLARATIONS OF INTERESTS

The Chairman reminded Councillors that previous declarations still stand.

Councillor Clark declared a personal, prejudicial interest in item 141/13 as his wife is an allotment holder.

Councillor Lancaster declared a personal, prejudicial interest in planning applications DC/13/0680 and DC/13/0731 as he is the next door neighbour.

Councillor Gichovi-Elias declared a personal, prejudicial interest in item 157/13 as she is a member of Ashington Festival Committee.

136/13 APPROVAL OF MINUTES

The Minutes of the meeting held on the 4th April 2013 were approved as a true record and signed by the Chairman. Proposed by Councillor Brennan and seconded by Councillor Strudwick, and agreed.

137/13 REPORT FROM THE NEIGHBOURHOOD WARDENS & PCSO

PCSO report (see Appendix 2).

Wardens report (See Appendix 1). The Chairman thanked the Wardens for their report.

Peter Newell has resigned and will leave as Warden in May. The Steering Group met on 30th April to discuss the implications and had agreed to review the role of the Wardens and present some recommendations to a future Council meeting. **KD C/F**

Questions for the Wardens from Councillors & Members of the public: None

138/13 YOUNG PERSONS ADJOURNMENT

None present.

139/13 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

None present.

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

140/13 Community Action Plan

Updated list on the PC website.

KD C/F

141/13 Assets of Community Value (Community Right to bid)

Cllr Clark moved to the public gallery and the Clerk explained the situation to Councillors:

The owner of the allotments has told HDC that if the Parish Council continue with the application to register the allotments as a Community Asset they will close down the allotments. There are no formal agreements between landowner and allotment holder and allotments are offered on an informal basis and holders are aware that the landowner could remove the allotments at any time.

It was proposed that the Council withdraw the application. The Council could investigate other allotment opportunities as part of any new developments in the village. Agreed by all. **KD D**

Cllr Clark resumed the Chair.

Parish Church – HDC Legal advise that in relation to an application to list a church as an ACV the statutory provisions state that a disposal of a church, pursuant to a scheme under Part 6 of the Mission and Pastoral Measure 2011, is not a disposal to which the moratorium provisions apply. Therefore, although it is possible for a church to be listed as an ACV, a disposal under the above Measure would not trigger the moratorium; a community group would not have the benefit of any moratorium period and the owner is free to dispose of the land without having to notify the local authority. (See para 12, Sch 3 of the ACV Regulations 2012 (No. 2421) and Section 95(1) of the Localism Act 2011).
Councillors agreed not to pursue this application. **KD D**

142/13 Annual Inspection of Council Land

Councillors Woolley, Norton, Carver & Clark volunteered to accompany the Clerk around the village. **KD C/F**

CORRESPONDENCE

143/13 For action:

1. Invitation to Annual Reception at HDC on 22nd May at 7pm (held at The Capitol). No volunteers.
2. Sussex Police – PCSO Bryony Sparks will leave us in May and Ashington will be covered by Neville Warner. The Clerk wrote to the NPT Inspector to express the Council's dissatisfaction and was informed that the PCSO had been moved to a gap in cover in Horsham Town as it is a higher crime area than Ashington. Ashington is considered a 'very low crime area'. The Clerk has asked for crime data for Ashington and this will be used as part of the Warden review process.

144/13 For information:

1. Project Rampion update
2. WSCC – submission of Waste Local Plan to Govt. for soundness testing. Neither Broadbridge Farm nor Laybrook are included as allocated sites.
3. West Sussex Local Access Forum - information

145/13 General:

1. Horsham Business Directory
2. Horsham District Older Persons Directory

Cllr Lancaster moved to the public gallery.

146/13 PUBLIC ADJOURNMENT

Members of the public reported:

1. The Parish Council should provide allotments if people ask for them. The Clerk confirmed that anyone contacting the Council about allotments was directed to the local farmer who had provided new allotments upon request. She was not aware of anyone on a 'waiting list'.
2. Poor state of the unadopted section of Mill Lane. It was explained again that the residents did not support the repair of this section of road despite many attempts to persuade them.
3. The Parish Council needs to support the Youth of the village more. It was explained that the Parish Council is working with the Wardens, HDC, Horsham

Matters to put a youth project together, more details would be available in due course.

4. The Parish Council should support the Festival. One Councillor is a member of the Festival committee and the Parish Council has provided grants in the past.

One member of the public wished to speak about planning applications DC/13/0680 and DC/13/0731:

Proposed side extension – use of matching materials is essential, this will create additional storage space for the store and is welcomed. Why does the applicant not consider an extension the full length of the southern side of the store as this would look better and would reduce the undercover area where youths congregate at night.

Palisade fence – this is out of keeping with the street scene and would be visible from the street. A different material/colour should be considered.

External Polycarbonate roof – generates a significant amount of noise in the rain. Is there a quieter material/better design that would reduce noise generated from this roof?

Refrigeration units – any new units installed should be at least the same noise level as current units, if not lower.

Storage container – this unit was meant to be temporary but has been in place a very long time. Is it not possible to remove this if the additional storage is built? It is visible from the street and is an eyesore. If it is to be retained then there should be some screening installed.

Windows – it is proposed to spray the windows grey. This would be out of keeping in the area and make the shop less aesthetically appealing.

Signage – the proposed totem sign at the pavement edge is totally out of keeping in the street scene. The proposed lighting should be switched OFF during closing hours as there is no need for signs to be illuminated when the shop is shut. The new signs should be no more prominent than existing signs.

The Chairman thanked members of the public for their comments.

Cllr Lancaster returned to the meeting table.

147/13 PLANNING.

The Planning Committee met on 17th April and Councillors have been provided with a copy of the Minutes. Agreed by all.

148/13 Correspondence

1. Draft s106 agreement for Penn Retreat – The Chairman & Clerk have passed comments to the agent for Penn Retreat and met with Andrew Smith, HDC, to discuss the mix of 'affordable homes' that is needed. It was agreed that all 6 properties should be managed by a Housing Association and be available to people with an Ashington connection (on the HDC Housing Register including Band C local connection candidates and concealed households eg youngsters still living with Mum & Dad). The tenure would be affordable rent (80% market rent). **C/F**
2. HDC are now encouraging all Parishes to produce a Neighbourhood Plan. The Clerk has contacted HDC to see what needs to be done and will report at a future

meeting.

KD D

149/13 New Enforcement Allegations/Information

None

150/13 Amendments

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

Previous comments (Planning Committee 14th November 2012 & PC meeting 4th April 2013):

“The Parish Council have no objections however it does have some concerns, as stated in the letters of representation by neighbours:

1. This is a very tight access driveway to numbers 7,9 & 11 Warminghurst Close. Residents need space to turn their vehicles so that they are not reversing long distances out onto the main road. Construction of this garage will result in a much reduced turning area. However, we do not know what permissions, if any, the owners of numbers 9&11 Warminghurst Close have to use the driveway in front of number 7 to turn their vehicles but the proposed garage will reduce this option. The ability of vehicles from number 7 to turn around will also be reduced. Highway safety implications should be considered.
2. It is not clear how surface water will be dealt with. A single water butt is not ideal.
3. The new garage may result in the necessary removal of shrub beds in this area. This will affect the appearance of the area and the amenity of neighbours.
4. Access into the garage for a vehicle appears inadequate/impossible because of the proximity of the shrub beds and access to the garage appears to require removal of shrubs that may possibly belong to a neighbour.
5. The front door of the garage is shown as being on the south side, directly facing the garden fence of number 5. Are the drawings correct?
6. The garage is to have cavity walls. This is an unusual garage construction and suggests that this structure may not be a garage at all in the long term.”

The amended application addresses issues 2,5 and 6 and the single garage will not interfere with the shared access drive. However, it is to be constructed 45cm from nearby neighbours fences and will result in loss of shrub beds and screening from neighbours views. The proposed ridge height is 3.35m which will be clearly visible over 1.8-2m high fences. Access into and out of the garage in a vehicle for the property owner could be difficult. It was agreed that the Clerk send these comments to HDC.

151/13 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

The Council has no objections.

Cllr Lancaster left the room.

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

Councillors were in agreement with the comments from the member of the public and agreed the following response:

Proposed side extension – use of matching materials is essential, this will create additional storage space for the store and is welcomed. Why does the applicant not consider an extension the full length of the southern side of the store as this would look better and would reduce the undercover area where youths congregate at night.

Palisade fence – this is out of keeping with the street scene and would be visible from the street. A different material/colour should be considered.

External Polycarbonate roof – generates a significant amount of noise in the rain. Is there a quieter material/better design that would reduce noise generated from this roof?

Refrigeration units – any new units installed should be at least the same noise level as current units, if not lower.

Storage container – this unit was meant to be temporary but has been in place a very long time. The container should be removed. It is visible from the street and is an eyesore. If it is to be retained then there should be some screening installed.

Windows – it is proposed to spray the windows grey. This would be out of keeping in the area and make the shop less aesthetically appealing. If they must be sprayed then a colour more in keeping with the area should be used.

Councillors noted that deliveries to the store by large lorries are extremely difficult and cause significant disruption to local residents. Deliveries should be made by appropriately sized vehicles and these proposed changes to the store, eg palisade fence, should not adversely affect the ability of delivery vehicles to access the rear of the store.

Signage – the proposed totem sign at the pavement edge is totally out of keeping in the street scene and the Council object to this proposed sign. The proposed lighting should be switched OFF during closing hours as there is no need for signs to be illuminated when the shop is shut. The new signs should be no more prominent/visible than existing signs.

Cllr Lancaster returned to the meeting.

Horsham District Council

152/13 Approvals

None

153/13 Refusals

None

154/13 Withdrawals

None

155/13 Appeals made/ decisions

None

The next Planning Committee meetings are scheduled for 15th & 29th May 2013 at 7.00pm.

FINANCE

156/13 Contract Reviews:

Clerk - That the Council reviews the salary and hours worked of Karen Dare Parish Clerk currently SCP 31 (£13.657 per hour or £8521.95 per annum). The Clerk is happy to remain on 12 hours per week. The new Salary would be SCP 32 (£14.06 per hour or £8773.62 per annum) or £251.67 extra for the Council. Agreed by all.

Landscape Gardener – the current cost is £5800pa. It is proposed to increase this to £5900pa (+1.7%). Agreed by all.

157/13 Correspondence

1. The Internal Auditor inspected the accounts and found no areas of concern. He made two suggestions – more detailed recording of Councillors mileage claims (the Clerk will design a new claim form) and a different way of presenting the bank reconciliation that will satisfy the new External Auditor (the Clerk will do this). The Finance Committee met on 17th 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. Consider a request for a grant from Ashington Festival. Cllr Norton expressed concern that this year the Festival had awarded grants to organisations outside Ashington Village. The Parish Council's policy is only to award grants that directly benefit Ashington residents. The Chairman of the Festival was in the public gallery and was invited to explain. She told the Council that normally grants are awarded to Ashington organisations but this year they had received few applications. Their Auditor was concerned that they were holding too much money in reserve and had suggested awarding more grants. One of their members was aware of the need for equipment for the Children's Ward at Worthing Hospital (where Ashington children could be treated) and therefore a grant had been made. Councillors agreed that they would like to support the Festival and asked the Clerk to contact the Festival Committee to see if there is a specific item that the Council could sponsor rather than making just a general donation. **KD C/F**

158/13 Income

Refund from BT following cancellation of office phone £34.66
Precept £46,979.50

159/13 Expenditure		Cheque no.	
Mark Adsett	Gardeners contract payment	£483.33	1391
Mrs K. Dare	Clerks expenses (home & telephone)	£17	
	Travel (minute 148/13)	£16	
	Total	£33.00	1392
WSSC	Salary and on costs (April)	£844.93	1393
R. Brennan	Meetings in Horsham (HDC Supporting Local Businesses meetings)	£26.00	1394
SOS Systems	photocopier (final payment)	£52.22	1395
Liss-Ard Ltd	Internal Auditor	£200	1396
S. Fenn	responder expenses	£189.20	1397

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

160/13 MEETINGS

Cllr Gichovi-Elias and the Clerk had attended the Wardens Steering Group meeting on 30th April.

Cllr Woolley and the Clerk had attended a meeting at HDC with Andrew Smith (minute 148/13).

161/13 MINOR MATTERS RAISED BY COUNCILLORS

1. There is some graffiti on the footbridge. Clerk to report to Wardens. **KD D**

The next meeting will be held at **7.45pm on Thursday 6th June 2013 at Ashington School, Foster Lane.**

The meeting finished at 8.45pm

Signed.....

Date.....

APPENDIX 1: REPORT FROM NEIGHBOURHOOD WARDENS

Bingo Club

We had our second session of the bingo club this month. Although we had reduced numbers the evening went well with prizes won all round. We could do with some more people to come and support the club as at present we are barely breaking even. At the moment we are lucky that we have the added advantage of the hall costs being paid up and funding in place from several sources.

Resident Extra Support A+E

This month I have been giving extra support to a family in the village who has been going through a tough time. The stress and strain lead to the teenage daughter taking an overdose and ending up needing to be taken to A+E. Having been called by the lead professional dealing with her care I was asked to take the daughter to A+E to be assessed. I was under the impression that this would be something then dealt with by her professional care team; however circumstances changed leaving me to stay and support the daughter whilst she underwent care in A+E. This resulted in my being tied up from 5pm till past midnight. Something I raised as a concern with her care team about the appropriate level of involvement for us.

This has been added to by the fact that the mother has now been admitted to Worthing hospital and has been there for almost 2 weeks now. I have been working closely to provide an appropriate level of support as there is seemingly no extra support from family or care workers in place.

Fires by school balancing pond

We have had a spate of small fires being set in the area surrounding the balancing pond to the rear of the school. Residents in the area have been vigilant and advised to phone it through to the emergency services. I have also informed the Police who have attended the scene and are also aware of whom potentially might be doing it.

Suspected Drink Driving

Whilst on my way home after one shift late one night I followed a small hatchback from the village out onto the A24. Following the vehicle it became apparent that there was something affecting the drivers ability to drive. I continued to follow and observe and finally after reaching buck barn reported the driver to the Police. Interestingly I have since seen the car in the village several times and continue to monitor its movements.

Anti Social Behaviour

I have had a report from a resident that there were a large group of youths drinking on the Recreation ground on Saturday night (20th) who were loud and confrontational to the extent of threatening to kill the resident's cat. I advised the resident that this really should be reported to the Police but that I would speak to our groups of young persons in the village challenging such behaviour. I was on duty on the same night until Midnight but didn't receive any calls nor did I come across any groups out and about.

Anti Social Driving

I have received several reports of ridiculous displays of driving ability in the village. A couple of youngsters who have recently passed their test have been driving anti socially and to a certain extent dangerously. As I have advised residents I am somewhat powerless to deal with such incidents other than reporting them to the Sussex Police via operation crackdown. My advice would be upon sighting of such displays of driving to report it to the Police either via 101 or using www.operationcrackdown.org

Lunch Club

Once again we have just had another lunch club meeting which was well supported and proving to be a continued success. We had a full roast dinner for only £3.00. We hope that with the nicer weather and wider advertising that numbers will increase our numbers in the near future.

Sorry I'm Leaving

Yes I am sure many of you will know I have decided that it is time to move on from being a Warden in Ashington. I know it is not such great timing with Jayne only just being phased back into work. I can assure you all that It is not through any bad feeling or negative cloud that I find myself moving on. It is more about me seizing an opportunity that will benefit me in the long run. I wish to take this opportunity to thank the Parish council and the parish of Ashington for an interesting varied and ultimately rewarding 2 and a half years or so. I shall still pop my head up from time to time as I plan to continue my involvement with the short mat bowls club as well as try and continue some support for the lunch club too.

APPENDIX 2 -

Ashington Parish Council Meeting Update
April to May 2013

Good Evening.

I apologise for not being able to attend the meeting this evening.

There were several reports throughout the last month that there were vehicles using the two roundabouts at the A24 as a race track. I have informed Roads Policing Unit for their attention, and I have also been patrolling during late shifts to try and deter and prevent any further anti social driving. If anyone sees any anti social driving please call it in on 101 or report to Operation Crackdown.

There have been several reports in the last month about Youths causing a nuisance near the Coop in Ashington. Myself and the Wardens are paying passing attention there to offer reassurance and deter anymore nuisance behaviour.

I am pleased to announce that, 'The Purple Bus' is now in Ashington, and they will attend every Wednesday evening between 7pm and 9pm. Last week was the first time they have attended and I was informed it was a success. The Purple Bus will continue to come throughout the rest of this school term, parking outside Ashington Primary School in the lay by.

Speeding through Ashington- Billingshurst Road and London Road-

I have continued to park up along Billingshurst Road, at every opportunity I have, to continue to act as a visual deterrent to any people speeding in the 30mph zone.

Changes to Local PCSO-

As you may be aware I am leaving on the 13th May; some of you may know PCSO Neville Warner who used to cover Ashington previously. He will be covering Ashington again as of then. It has been a pleasure to cover Ashington for the period I was here.

Best Wishes for the future.

PCSO Sparks