



Ashington Parish Council

Minutes of the meeting held on 5th December 2013 at 7.45 p.m. in Ashington School, Foster Lane, Ashington

Present: Councillors M. Woolley, N. Clark, R. Brennan, J. Gichovi-Elias, B. Norton, R. Strudwick, D. Harbour, K. Wood
Parish Clerk Karen Dare
District Councillors David Jenkins & Roger Arthur
4 members of the public
Invited Guest Marney Lowe (WSCC Youth Services)

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.

325/13 APOLOGIES AND REASONS FOR ABSENCE

Cllrs T. Kearney & N. Carver (both personal), Cllr R. Lancaster (illness), Neighbourhood Warden Jayne Jeffrey, PCSO Bryony Sparks & County Councillor Philip Circus

326/13 DECLARATIONS OF INTERESTS

The Chairman reminded Councillors that previous declarations still stand.

327/13 APPROVAL OF MINUTES

The Minutes of the meeting held on the 7th November 2013 were approved as a true record and signed by the Chairman. Proposed by Councillor Brennan and seconded by Councillor Wood, and agreed.

328/13 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

Long term plans - Warden recruitment & Youth Worker

Jayne is now slowly returning to her warden role, and making real difference. Health & Safety and Lone Working Rules will mean that some of the jobs she has done previously with Peter will require linking with Kris on youth matters and the team at HDC on other social matters.

For some time the PC has agreed that it is necessary to improve the provision for youth in the village, and the Clerk, Chairman and Vice Chairman have met twice now with the new Rector and Liz Burt of Horsham Matters and John Dubois (who was part of the project team that started the Southwater youth project that was presented to the PC earlier this year) to discuss securing a fulltime youth worker for Ashington.

The youth worker would run a youth club, probably using the existing youth club facilities, and conduct outreach work, aimed at all youth in the village as well as leading a Sunday youth service in the parish church.

The Rector now has the outline support of the 3 churches in Wiston, Washington and Ashington (although Wiston, currently with no youth to speak of, would not be directly involved at this time), and at a meeting of the 3 PCCs on December 12th, he will hopefully secure a commitment to funding two thirds of the cost for a 3 year period. Assuming this happens, James (Rector) will present full details at the January Parish Council meeting, when the Councillors will be asked to formally commit around £13k per year for 3 years; being the PC's one third contribution.

Provision has already been made in the 2014-15 budget that will also be presented at the January Parish Council meeting, and results in no change to the precept, as we will be effectively using one half of the costs of the second warden that we have historically had.

On timing, the church would aim to have a funding commitment in place by the end of February, and the position could be advertised as early as March. It is also envisaged having an open public meeting around this time to get as much input from residents as possible.

The youth worker would be formally employed by the church (as the majority funder), and managed by the Rector, with a steering group on which the PC would be represented, providing input. It will be a requirement that the youth worker be a committed Christian (genuine occupational requirement), but all activities would be open to, and designed for, all youth regardless of faith, or the lack of.

Whilst final details still have to be agreed, the Parish Council would like to be able to confirm to the Rector after tonight's meeting that it supports this project in principle and does not foresee any problems with approving it formally at the January meeting.

If Councillors have any thoughts between now and January please let the Clerk know so that we can alert the Rector and address any concerns in his presentation.

Councillors agreed in principle to the joint Church Youth Worker project and were happy to commit @£13k pa for 3 years from the Wardens budget to allow this to happen. There were some questions about what would happen if the Youth Worker resigned and contingency plans etc but these can be addressed at the January meeting with the Rector in attendance. **C/F**

The final part of the Council's long-term plan for community care is the provision of a resource for tackling the ASBO type activity in the village. As discussed last time, this requires late nights and no lone working. The Clerk is currently discussing with HDC Cllr Brennan's suggestion of getting 2 wardens to do 4 late hours on 2 days at the end of the week and weekend. **C/F**

This would enable Jayne to work with the youth worker and the late night wardens to complete any tasks that are currently difficult to do on her own.

The warden's car comes to the end of its lease in January 2014, and the Clerk is asking HDC to ascertain the costs of extending the lease to tie in with renewal of the warden contract, which is in 2016. The other option is to buy a vehicle outright and this is being explored.

The current Youth Worker's temporary contract ends at Xmas. It was proposed to extend this for a further 3 months as it is not expected that the Church project will have anyone in post until after March. Agreed. **KD D**

Youth Shelter - we now have one quote for a youth shelter and this was presented to ACCT on 4th December. It was agreed to hold off on any decision until we have more information about the youth project, more information from Youth Worker/Warden/PCSO as the Council needs to consider whether the investment is best directed to a shelter or put into opening up the Youth Club more often. **C/F**

329/13 YOUNG PERSONS ADJOURNMENT

None present.

330/13 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

District Councillor Roger Arthur reported:

1. He had met with Nick Boles MP (Planning Minister) and pointed out that HDC's targets for building homes in the next 5 years are unrealistic and whilst HDC may refuse consent for inappropriate development, the Planning Inspector can overturn these decisions based on the targets. This is certainly not planned growth and localism in action.
2. HDC are preparing their budgets for the next 3 years but, as yet, it is unknown if Council Tax will increase.

The Chairman thanked Councillor Arthur for his report.

Questions: None

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

331/13 Trees at Northern Edge of Recreation Ground

WSSC has confirmed that it is not the owner of the land but the Clerk has pointed out their streetlights, verge cutting, drains etc are on the land.

Will Jones (HDC) has refused to inspect the trees as they are not owned by HDC. Clerk to email details to David Jenkins who will speak to Will Jones about this. **KD C/F**

332/13 Parish Council nature trail

There are a couple of issues that need addressing along the nature trail (adjacent to the A24 bund, east side of the village):

1. Tree very close to one house, branches are actually hitting gutters - this tree should be removed as it is far too close to the house (could affect foundations), too big and could actually damage the house. Mark Adsett has quoted £210 (2 person job, including hire of chipper). Agreed by all.

2. Erosion of footpath. This problem has been going on for years. There is now a significant trip hazard (about 8 inches) that needs addressing asap. The Clerk has recently met with 4 contractors (Edburtons, PHB contractors and Landbuild) and quotes are:

Edburtons: not received

PHB: £2663.97 exc VAT. Could increase if more muck-away is needed.

Landbuild: not received

Paul Lewis: £2,100 inc materials & VAT

Both costs would be met from 'Developers funds' which were intended to be used for items such as these.

It was agreed that the Clerk award the contract to Paul Lewis.

KD D

333/13 Freedom of Information document

Councillors are asked to review the Freedom of Information document. The Clerk reports that no amendments are necessary. Agreed by all.

KD D

CORRESPONDENCE

334/13 For action: None

335/13 For information:

1. Notes from Sussex Police engagement event 9th Sept 2013
2. Sussex Police October update
3. Co-op Risk Assessment includes acceptable delivery hours

336/13 General:

1. ERHA – there is a property to let at Blakiston Close for a local person. The Clerk has put up posters around the village.
2. Southern Water – water resources update

3. CPRE review magazine

337/13 PUBLIC ADJOURNMENT

Members of the public reported:

1. ACCT Secretary reported that at their meeting on 4th December they had agreed to a Youth Shelter being installed behind the Scout Hall (on the old cricket practice nets hardstanding). The Parish Council would need to insure it and an agreement to install PC property on ACCT land would be needed. There was some concern that it would not fit in this location without impacting on the run-off from the football pitch and ACCT suggested that the pitch may need to be shortened. A path may also be needed but this could be agreed once the location is sorted out. ACCT has suggested that the Youths undertake fundraising for this project and Councillors were in agreement with this. It was agreed that the Clerk meet with Bill Whittaker (ACCT) to look at the site but a Parish Council decision be deferred (minute 328/13) **KD C/F**
2. Mr T. Walter complained that he had written 3 letters to HDC to have the garden rubbish removed from the verge outside Westwards, Church Lane but nothing had happened. On 1/12/13 someone had tried to set light to the waste using a car tyre. He explained that he was a suspect but that he was at Washington Church at the time that the fire was started.
The Clerk had reported the rubbish on 2/12/13 and it was removed by HDC a few days later.
3. Marney Lowe (WSSC Voluntary Sector Advisor) explained that her role at WSSC is supporting the opening of new Youth Clubs. This is particularly important as WSSC have closed 47 of their own clubs and have only 16 remaining. Due to ongoing funding cuts WSSC statutory duty to provide youth services will now only comprise intervention, prevention and targeted work in West Sussex. She explained how she helps Parish Councils and Steering Groups or Management Committees employ youth workers and provides training and support for youth workers while in post. She can also help train Parish Councils/Steering Groups/Management Committees to manage local youth services. In addition, 'Sussex Clubs for Young People' and 'Run a Club' website can provide support through membership services, including insurance, policy documents etc. Howard Collins at HDC has information about possible funding streams. Marney had listened to discussion about the proposed joint Youth Worker project with the Church and has some concerns about how the Youth Worker will manage issues that may conflict with their faith eg drugs, addiction, sex, religious advice etc and this is something that should be explored at the January meeting with the Rector. She also has questionnaires that can be used to ask the young people what they really want. She is in post at WSSC until 31/1/14 and can be contacted for advice at any time until then. It was agreed that the Clerk & Cllr Clark ask for Marney's input into the joint Church Youth project.

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

338/13 PLANNING.

The Planning Committee did not meet on 20th November as there were no applications to discuss.

339/13 Correspondence

Neighbourhood Plan –HDC are currently consulting with the public (via newspaper adverts, their website etc) on the designation of Ashington Parish as a Neighbourhood Plan area.

340/13 New Enforcement Allegations/Information

None

341/13 Amendments

None

342/13 Applications

DC/13/2193 Division of one house into 2 x semi-detached houses – 11 Cricketers Close
The Parish Council object on the grounds of overdevelopment of the site, impact on parking in the local area and insufficient outside space if the property is divided. There was much discussion about setting a dangerous precedent by allowing an extension to become a separate residence but Councillors were unsure whether this was a genuine planning issue and grounds for objection.

DC/13/2197 First floor side extension and garage conversion – 5 Posthorses
The Council has no objections, although this property has been much extended in the past. There are TPO protected trees in the vicinity of the property that should be considered.

DC/13/2217 Surgery to 3 x Oak trees – The Oaks, 1 Turnpike Way
The Council has no objections.

DC/13/2232 Two storey rear extension, conservatory, and conversion of double garage to granny annex – The Wickets, London Road
The Council has no objections as long as a condition is imposed that the granny annex cannot be used as a separate residence.

DC/13/2258 Proposed loft conversion and front and rear two storey extension –
Brambles, Church Lane
The Council has no objections.

Horsham District Council

343/13 Approvals

DC/13/1446 Fell 3 ash trees and re- coppice one hazel bush – Woods Cottage, Muttons Lane

DC/13/1873 Surgery to 1 oak tree – 14 Covert Mead

DC/13/1808 Surgery to 3 x Beech trees and sectional fell of 1 x Beech tree - 33 Rectory Close

344/13 Refusals

DC/13/1648 Fell 1 x Horse Chestnut tree – 6 Woelfs Close

Reason: The felling of the tree, which would result in a profound loss of amenity to the local area, is unjustified on the grounds put forward, both individually and collectively.

345/13 Withdrawals None

346/13 Appeals made/ decisions None

The next Planning Committee meeting is scheduled for 18th December at **7.30pm** in Ashington Sports Pavilion.

FINANCE

347/13 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 (also available on the website for members of the public) 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.

348/13 Annual Review of Assets and Insurance Cover

The Clerk has provided Councillors with an up to date Asset Register for approval. The Council's insurance cover is due for review this year as the 3 year long term agreement is coming to an end. The Clerk has received 3 quotes: Zurich, Came & Co (underwritten by Hiscox) and Current insurer Came & Co (underwritten by Aviva).

It was agreed by all that the Clerk arrange insurance cover with the cheaper provider for a 3 year period.

KD D

349/13 Budget & Precept 14/15

The Clerk has prepared a preliminary budget & precept forecast for 14/15 and a Finance Committee meeting took place on 20th November 2013. Councillors have been provided with a copy of the minutes and the supporting documentation. Councillors were asked to approve the Finance Committee's proposals and their recommendation to defer precept setting to the January Council meeting. Agreed by all. **C/F**

350/13 Correspondence

1. Consider replacement of half-pipe – Councillors are aware that the 3m wide half-pipe is beyond economic repair and requires replacement. Recently a hole formed due to rotten timber, the Clerk arranged an urgent repair (as it is impossible to close off the ramp) but the ramp is simply rotten from underneath. The Clerk has received 3 quotes for replacement:
 - a. Radii Ramps – 6m wide (double the current width), slightly higher £10,995 timber construction or £11,500 open galvanised steel frame. Includes groundworks, removal & disposal of existing ramp, excludes VAT
 - b. 9c solutions – 3m wide £8,479.19 or 4.5m wide £11,252.05. Excludes groundworks, removal of existing ramp & VAT
 - c. Monster Play (not a timber ramp but skatelite surface, not as good), 2.4m wide £15,450. Excludes groundworks, removal of existing ramp & VAT

The quote from Radii Ramps is the most economic and the Council has good experience of using this company (as has Southwater PC). It was proposed that the Council agree a maximum budget of £11,500 to be spent with Radii Ramps (from Wardens savings in 2013) and the Clerk reach agreement with ACCT about the specifics of the project ie width, height, design, groundworks etc. Clerk to check that galvanised steel is to be used. Agreed by all. **KD D**

2. Consider a request for a grant from West Sussex Rural Mobile Youth Trust (the Purple Bus). Not agreed. **KD D**

351/13 Income

First Responders donation £100
Age UK Grant to Lunch & Bingo Clubs £1000

352/13 Expenditure

		Cheque no.	
Mark Adsett	Gardeners contract payment	£491.66	1459
Mrs K. Dare	Clerks expenses (home & telephone)	£17	
	Total	£17	1460
WSSC	Salary and on costs (November)	£879.11	1461
ACCT	Lunch club hall hire	£59.20	1462
	Bingo club hall hire	£37.00	1463
	Planning committee 16/10/13	£7.40	1464

Horsham Matters	youth worker	£1062.00	1465
Information Commissioner	data protection registration	£35.00	1466
Radii Ramps	urgent skatepark repair & safetycheck	£540.00	1467
Sussex Manures	deposit grit bags in village	£60.00	1468
HDC	dog bin emptying	£119.60	1469
	Litter bin emptying	£179.40	

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

353/13 MEETINGS

Cllrs Clark & Gichovi-Elias and the Clerk had attended Wardens meetings
The Chairman, Cllr Clark & Clerk met with the Rector and with John du Bois & Liz Burt (Horsham Matters) to discuss long term plans for a Youth Worker.
The Chairman & Clerk had met with County Councillor Philip Circus.
Cllr Gichovi-Elias had attended an ACCT meeting.

354/13 MINOR MATTERS RAISED BY COUNCILLORS

1. The Chairman thanked Cllr Norton for preparing a summary of PC minutes from 1934-1968. They made for very interesting reading.
2. Clerk to ask HDC if UK Power Networks can repair the verges opposite the Hole Street sub-station following their recent works. **KD D**
3. Cllr Wood has given the Clerk a list of the large trees on Council land that need to be inspected annually. **KD D**
4. The Hillcrest Drive street nameplate which was removed has been reported to HDC.
5. Cllr Harbour had been asked if it was possible to have a bus shelter at the Hillcrest Drive stop. Clerk to investigate. **KD C/F**
6. The Clerk confirmed to Cllr Clark that she had responded to the WSCC consultation on Waste Local Plan modifications as previously discussed at Council.
7. Work on the new Veterinary Surgery is well underway and is causing some traffic congestion at the southern end of the village. Signs are in place.
8. Is it possible to have grit bins installed at Penn Gardens & Billingshurst Road? It is too late to get them in place for this winter as WSCC have already distributed grit but they could be considered as part of next year's winter plan.
9. Another accident has occurred at the Spear Hill bend – a wall was demolished and the 30mph sign toppled. The Police attended. Clerk to report damaged road sign. **KD D**

The next meeting will be held at **7.45pm on Thursday 9th January 2014 at Ashington School, Foster Lane.**

The Clerk has prepared a list of meeting dates for 2014 and circulated by email. Councillors are asked to approve.

The meeting finished at 9.20pm

Signed.....

Date.....

355/13 APPENDIX 1: REPORT FROM NEIGHBOURHOOD WARDENS

Criminal Damage

Over the last month there have been no reports of criminal damage around the village and community centre. If youths are congregating around the community centre when I have seen them I have been moving them on.

I am working with the community centre to find ways to deter the youth from congregating around in this area.

A community resolution order was issued to a youth who was guilty of criminal damage to the community centre. This meant that he had to write a letter of apology to the community centre committee.

The youth has also agreed to go on an acceptable behaviour contract and has also completed a morning's litter pick with myself around the community centre and other hot spot areas in the village.

Since this incident occurred the youths have been compliant with my wishes to move them on. They are also trying to pick up their litter and use bins provided.

ANTI SOCIAL DRIVING

Intelligence has been passed to police regarding this issue.

I will be passing registration details to police of any vehicles driving dangerously in the village. I will also be educating them on the dangers and consequences of this behaviour.

ILLEGAL DRUGS

I am working to pass any relevant intelligence to the police on any information I receive regarding drug usage in Ashington.

YOUTH SHELTER

I attended a community centre meeting to discuss permission and location for proposed youth shelter. It was decided to postpone any decisions until a proper presentation of what is planned for the youth shelter. A position for the shelter was suggested and this would be near the path entrance to recreation ground adjacent to skate park. We have met with Monster play to discuss designs of youth shelter and we are waiting for them to email details. I will prepare a presentation to present at the next community centre meeting.

The youth are very excited about the youth shelter and have been offering to raise the monies themselves by fund raising. They have all stated it will be so good for somewhere to go that is dry, has lighting and that they won't be moved on continually.

YOUTH WORKER

I have met with the youth worker and the local PCSO to discuss what projects we can all work on with the youth of Ashington. I will continue to meet with the youth worker on a regular basis to discuss any issues I may be having with the youth in the village.

I have been trying to attend youth club nights when my shifts allow.

CO OP

I have received emails and verbal complaints regarding anti-social behaviour in and around the co-op area.

I have spoken with the Manager regarding these issues and have stated if at any time the anti-social behaviour is bothering them they must phone the police.

All residents in this area upon witnessing this anti-social behaviour must phone it through to the police on 101 non-emergency or 999 if it is an emergency. Each time a call is made to the police, information is logged. This will then highlight to the police that there is an issue with anti-social behaviour in this area.

I have myself identified the youths concerned in recent issues outside the co-op and Turnpike Way area, and I have been doing education work with them regarding their unacceptable behaviour.

Names have been identified and they will be sent to the Anti-social behaviour team to start building on acceptable behaviour contracts for them.

I have also passed relevant intelligence onto the police myself when I have witnessed anti-social behaviour from this group.

I, when my patrols allow, will be a high visible presence in this area.

I have also requested assistance from our local PCSO to do the same.

DOG FOUL

Words of advice have been given to a person who was identified to me as not picking up after their dog has fouled. As I did not witness this for myself I could only give a verbal warning and remind them of the consequences of what will happen if they are caught.

FLY POSTING

This seems to be an ongoing issue in the village. I am removing as I see them.

It would be very helpful if any resident sees anyone fly posting to take description of person or persons doing it, and then pass any information to me.

FLY TIPPING

Due to the fact that this area is very overgrown, there have been three separate incidents of fly tipping on the Old London Road.

I have reported to Hop Oast cleansing department for removal.

The issue of fly tipping seems to be getting worse in this area in the last couple of months. This might be due to the overgrown trees and bushes and is looking quite unkempt. I will ask the West Sussex Highways if they could clear some of the overgrowth and generally have a tidy up of this Road.

I will ask Horsham District council to put up warning notices regarding fly tipping in this area.

I will be making regular patrols of this area.

ROAD SIGNAGE DAMAGE

Two members of the youth in Ashington have offered to walk the village checking and photographing pictures of damaged road signs etc. When they have finished they will send me pictures so I can report to West Sussex Highways for repair.

They will also highlight other areas of damage and let me know so I can take relevant action to sort problems.

A big thank you to them for volunteering.

ELDERLY/VULNERABLE

The fire service on my request have visited several elderly/vulnerable homes and have replaced existing fire alarms with new ten year battery life ones.

Community Link Alarm advisor has visited two vulnerable residents in village when their life line alarms were not working. They were replaced and up and running within a few hours of my call to them.

There have been numerous issues this month some serious for some of my vulnerable persons in the village.

A lot of family intervention work has taken place. Partnership working with the police has also helped to deal with some of the more serious issues.

These issues for these elderly/vulnerable are ongoing and I will be following all problems up over the next few months

I am trying to arrange a Christmas shopping trip for the elderly/vulnerable on the 16th Dec 2013.

Age UK representative is meeting with me on a regular basis to help and move forward services within the village for the elderly/vulnerable.

WARDEN CHRISTMAS PARTY

The Christmas party will take place at the Ashington community centre on the 14th December 2013, 3-6 pm.

Invitations have now been sent out and there has been a good response from across the village. Hopefully we will see some new faces attending this year. I look forward to welcoming them all. Once again a very big thank you to all the local businesses support with them donating raffle prizes for this event.

Catering has all been organised and I am expecting 100 plus to attend.

I have also had offers of help from a lot of the youths within the village. At past warden parties their input has been very valuable in making the day run smoothly.

ASHINGTON LUNCH CLUB

I can't believe the club has nearly been running a year. This club has proved very popular with the elderly/vulnerable within the village. It is a lovely meal that is served and a very nice atmosphere for all to enjoy.

Due to its success we have extended the hours to include following on from the lunch to an afternoon tea club. This will start in February 2014.

Due to the Age UK grant we can secure the rental for the premises that we hold the lunch club and the afternoon tea club for the coming year.

If the afternoon tea club become popular we will look into running this every fortnight.

I am pleased to say that the first Christmas lunch club will take place on the 4th December 2013.

I am aware that the elderly/vulnerable are very excited about this event.

BINGO CLUB

It was the Christmas themed Bingo Night and it was a great success.

A fun evening was had by all with a large raffle, many prizes donated by the bingo members and also local businesses in Ashington.

A few more members have joined us and will continue to come in the New Year. Some of the new members are younger persons from the village.

Dates will be booked and it is hoped we can keep this popular club going for the coming year.

I would like to take this opportunity to wish each and every one of you a **MERRY CHRISTMAS AND A HAPPY NEW YEAR**

356/13 APPENDIX 2 – PCSO Report November-December