



Ashington Parish Council

Minutes of the meeting held on 6th May 2010 at 7.30 p.m. in the Methodist Church, London Road, Ashington

Present: Councillors K. Hayler (Chairman), B. Norton, D. Harbour, R. Brennan, N. Carver, J. Stillwell, , N. Clark, K. Wood, T. Kearney, R. Lancaster

Parish Clerk Karen Dare

Neighbourhood Warden Paul Conroy

Seven members of the public

134/10 APOLOGIES AND REASONS FOR ABSENCE

Apologies received from Cllr M. Woolley (business), District Councillor Roger Arthur & County Councillor Frank Wilkinson (both involved with the General Election).

135/10 ELECTION OF CHAIRMAN

Cllr. Karen Hayler stood down as Chairman and confirmed she was not seeking re-election.

Cllr Woolley had previously indicated that he may consider standing as Chairman if the Council would accept that he would miss a number of meetings each year due to business commitments, he could not attend all of the outside meetings that the current Chairman attends and he does not have the same amount of time to devote to Council business as the current Chairman. Councillors agreed that the Vice Chairman could deputise for Council meetings and that other Councillors could attend outside meetings so that the workload was shared out more evenly.

Cllr. Woolley was nominated by Cllr. Clark and Seconded by Cllr. Carver. There being no other nominations Cllr. Malcolm Woolley was unanimously elected as Chairman and the Clerk would ask him to sign the declaration of acceptance of office as soon as possible.

136/10 ELECTION OF VICE CHAIRMAN

Cllr. Neville Clark was nominated by Cllr. Carver and Seconded by Cllr. Brennan. There being no other nominations Cllr. Neville Clark was unanimously elected as Vice Chairman.

Given that Cllr Woolley was absent, Councillors agreed that Cllr Hayler should take the Chair for the rest of the meeting. Agreed by all.

137/10 ALLOCATION OF COMMITTEES

The following Councillors were elected to serve on following Committees.

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

Planning Committee –Cllr Norton, Cllr Carver, Cllr Wood, Cllr Kearney, Cllr Woolley, Cllr Stillwell, Cllr Harbour

138/10 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Ashington Community Centre – Cllrs Clark & Stillwell were duly elected to 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

Community Action Plan Steering Group – Cllrs Clark, Stillwell, Harbour, Lancaster & Woolley.

Agreed by all present.

139/10 SCHEDULE OF MEETINGS FOR 2010-2011

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

140/10 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.

141/10 ANNUAL REVIEW & APPROVAL OF STANDING ORDERS

The Clerk had previously circulated new model Standing Orders. Councillors are recommended to approve and adopt these. The Clerk has circulated some suggested 'personalisations' as permitted by NALC. Councillors agreed that they were happy with the Clerk's suggestions. It was agreed by all that the Clerk amend the document accordingly and the new Standing Orders be adopted by the Council.

KD D

Councillors resolved to allow distribution of meeting agendas electronically to Councillors unless a Councillor specifically requests the Clerk to deliver a paper copy. Cllr Carver would be given a paper copy each month. Agreed by all.

142/10 REVIEW OF REGISTER OF MEMBERS INTERESTS

The Clerk had provided all Councillors with new Register of Members Interests documents and asked Councillors to complete and return before the end of the meeting.

Monthly Parish Council business

143/10 DECLARATIONS OF INTERESTS

Cllr Stillwell declared a prejudicial interest in the application for a grant from Ashington Festival. Cllr Harbour declared a prejudicial interest in discussions

about the planning refusal of 39 Cricketers Close as this property backs on to her own.

144/10 APPROVAL OF MINUTES

Cllr Norton had 2 minor amendments to make:

Page 8 Planning Application DC/10/0268 – insert ‘Crittal’ and delete ‘cittle’

Page 15 Request for a bank transfer – insert ‘Agreed by all’.

Amendments were agreed by all.

The Minutes of the meeting (as amended) held on the 1st April 2010 were approved as a true record and signed by the Chairman. Proposed by Councillor Clark and seconded by Councillor Harbour, and agreed.

145/10 REPORT FROM THE NEIGHBOURHOOD WARDENS

Reported Crime and Anti-Social Behaviour

Reported Summary of incidents of Crime and Anti-Social Behaviour for the Month of April were as follows:

There were numerous incidents and reports of anti-social driving of Motorcycles and mopeds mainly centring around one group of young males. As a result of continuous monitoring and intervention C.C.T.V. footage was inspected and interviews by the police will be scheduled for the persons concerned.

There was an incident of Credit Card Cloning where an individual had ordered mobile phones and was attempting to intercept the goods on arrival at the address of the cloned card.

There was an attempted break in at a residence in Mill Lane, Police were called and a pursuit made. We do not know the outcome of this incident.

There was a report of a suspicious vehicle outside Chanctonbury Nursery and we have stepped up patrols of the area on our early shifts.

There has been an outbreak of vehicle Crime in the village involving theft from and damage to vehicles. An arrest was made following identification of a suspect on C.C.T.V. and forensic matching of blood types. Residents have been asked not to leave personal belongings in cars and where possible to remove Satellite navigation equipment.

A member of the “New Age” Travellers currently residing in the Old London Rd assaulted a local Government Officer and was consequently arrested. Although a large section of the group had left the area, they have since returned. A decision on eviction by a High Court is scheduled for sometime in June.

Various groups of young males have been intercepted drinking alcohol on the recreation ground and have been moved on.

A residents garage was broken into and various goods stolen.

Community

Freetime football sessions have been rescheduled for Friday evenings with two age groups being catered for. The session time for the older age group has now been moved to 9.00 -10.00pm to reflect the lighter evenings. A new session for the younger group runs from 7.00pm-8.00pm.

The Spice of Life Variety Show for the elderly was a success with over a hundred in attendance. Residents from Pulborough clubs were bussed in and I would like to thank Sarah Jane Thornley from Pulborough Parish Council for her assistance.

I would also like to thank the young people from the two Ashington Dance Clubs and their coaches for their contributions to the evening.

Junior Wardens

At long last the new uniform for the Junior Wardens has arrived with Horsham District Council and Cubitt and West as joint sponsors. A photo event is at present being planned to highlight the sponsorship.

The Wardens were still trying to track down the location of the SID as they wanted to use it for speed monitoring. The Wardens confirmed that Sussex Police had responsibility for managing bookings for SID and it was likely that a failure in the booking system resulted in the temporary misplacement of the device. It was agreed that the Clerk write to Sussex Police about this failure and ask them to locate the device and tighten up their procedures (copy to HALC).

KD D

The Warden thanked Cllr Hayler for all of her support over the years and wished her well in the future.

146/10 YOUNG PERSONS ADJOURNEMENT

An opportunity for young people to speak to the Parish Council. The Wardens were trying hard to persuade young people to attend the meeting. Suggestions were made regarding liaising with young people via the Youth Club. Cllr Clark would liaise with Youth Club members.

147/10 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

None present due to the General Election.

County Councillor Wilkinson had informed the Clerk that the plans for a speed limit reduction on Billingshurst Road were being presented to the CLC in June.

The Clerk confirmed that she had resolved the roundabout sponsorship issues and that new sponsorship signs would be erected very shortly.

Councillors had noticed that the brown tourist signs for Cactus Gardens had been sprayed out as the Gardens had closed. The Clerk would check with WSCC Highways as it was her understanding that the signs would be removed after some time.

KD D

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

148/10 Item 85 Community Action Plan

The final proof of the Plan was available and printing would take place on 7th May. The Plan would be hand delivered possibly with the Annual Report towards the end of May. Spare copies would be available around the village and with the Clerk. Cllr Hayler would resign from the Steering Group at their June meeting and the Steering Group would manage the Plan.

C/F

149/10 Item 193 RASP Programme

A telephone line will be installed in the new office shortly.

Cllr Clark & the Clerk are putting together proposals for the public access internet facility. **KD C/F**

150/10 Item 195 Risk Assessment

The Clerk has circulated the Council's risk assessment document no changes have been made since last year. Councillors approved the document - agreed by all. **KD D**

151/10 Item 196 Annual Report

The Clerk & Chairman have drafted an Annual report and circulated to Councillors for comment. Councillors approved the document. The Clerk is obtaining quotes for printing. Councillors agreed a budget of £350 maximum. **KD D**

152/10 Item 211 Enquiry from resident of Covert Mead re: purchase of land

The resident has not responded to the Council's proposals. **KD D**

153/10 Item 213 Annual Inspection of Council Land

The Clerk has arranged for 1.30pm on Monday 10th May **KD C/F**

CORRESPONDENCE

154/10 For action:

1. NHS West Sussex – Review of Mental Health services consultation document. The Chairman would prepare a draft response for the next meeting. **KH/KD C/F**
2. Invitation to join the HDCP Transport Group, meeting 27th May
3. HDC – invitation for Parish Chairman to attend Annual Reception 26th May. To Cllr Woolley. **D**

155/10 For information:

1. NALC Conference & Exhibition – Localism in Action 2nd July
2. Sussex Police update
3. Department for Transport – stopping up of highway at Kensetts Corner
4. HDC – Road Closure for Ashington Carnival
5. Sussex Police – Operation Crackdown leaflets

156/10 General:

1. Ashington Festival – does the Parish Council wish to enter a float for the Carnival.
2. AiRS Newsletter
3. Clerks & Councils Direct

157/10 PUBLIC ADJOURNMENT

A member of the public reported ragwort on the east side nature trail. Clerk to ask Mark Adsett to pull it out. **KD D**

A member of the public asked if the dry balancing pond could be tidied up. Councillors to inspect during the Annual Inspection.

A member of the public stressed the importance of remembering horses riders when formulating traffic plans (Correspondence for Action no. 2). The Clerk confirmed that public consultation on WSCC Local Transport Plan would begin shortly and members of the public could submit comments.

A member of the public asked about the land for sale at the northern end of the village – this has planning permission for a petrol station/restaurant but permission had been recently granted by HDC but would expire in 12 months and HDC had indicated that it could not be renewed again (having been renewed several times over many years). The member of the public was advised to contact the selling agent with specific questions.

158/10 PLANNING.

The Planning Committee met on 14th & 28th April and Councillors have been provided with a copy of the minutes. The minutes were agreed by all and signed by the Chairman.

159/10 Proposed Open Composting Facility at Broadbridge Farm

The Clerk reported that since last meeting Nick Herbert MP had voiced his opposition to the proposal on the grounds that it was detrimental to the countryside location. No planning application has been submitted.

Councillors with declared interests did not leave the room for this item as no discussions took place.

KD C/F

160/10 Correspondence

New Enforcement Complaints:

EN/09/0706 - Indian Cottage, London Road, Ashington – HDC are taking further action as no new plans have been submitted by the owner.

EN/10/0192 Widening/enlarging of car park - Mill House Hotel, Mill Lane

EN/10/0195 Change of use from care home to residential use - Glenview and Santrew, Hillcrest Drive

EN/10/0187 Breach of conditions 4 and 6 (use only as short term holiday let) of DC/08/0822 – Springfield, Spring Gardens

161/10 Amendments

None

162/10 Applications

DC/10/0810 Demolition of flat roofed garage and rebuild with pitch roof garage with dormer windows, storage and studio above - Mill Lodge Mill Lane

Councillors had some concerns about the proposed dormers in the east side of the proposed building. Councillors noted that the dormers would not have

windows, however were concerned that in the future attempts may be made to convert these to windows. Councillors agreed that no openings/windows on the east side of the proposed garage should be allowed at all. Otherwise the Council had no other objections.

DC/10/0803 Existing linking corridor increased in width to form utility room and external alterations (Full Planning) - The Oast House Barn Billingshurst Road. The Council had no objections.

DC/10/0804 Existing linking corridor increased in width to form utility room, existing cupboard used currently for washing machine and dryer converted to cloakroom with new window and a pair of half glazed oak doors within existing doorway linking corridor to kitchen (Listed Building Consent) - The Oast House Barn Billingshurst Road
The Council had no objections.

Horsham District Council

163/10 Approvals

DC/10/0336 2 storey rear extension - 10 Posthorses

DC/10/0145 Surgery to Beech hedge - 27 Rectory Close

DC/10/0253 Alterations and conversion of part of garage to form additional home office and utility accommodation - 11 Meiros Way

164/10 Refusals – both contrary to Parish Council opinion.

DC/10/0386 Two storey rear extension, conservatory and conversion of garage to granny annexe - The Wickets London Road

DC/10/0265 Single-storey rear extension, conversion of existing garage into habitable room and erection of detached single garage - 39 Cricketers Close. The Clerk has been informed by the applicant that they intend to appeal this decision and has asked if the Council could provide a letter of support. Councillors agreed that the minutes of the meeting at which this application was discussed made no mention of any concerns about the proposed development other than ensuring that the surface water drain under the proposed garage be protected from interruption/damage. It was agreed that the Clerk write to state the Council's position on this application. **KD D**

165/10 Withdrawals

None

The next Planning Committee meeting is scheduled for 19th May 2010 at 7.00pm **in the new Parish Office.**

166/10 FINANCE

Update from the Administrators of Kaupthing Singer & Friedlander Bank - they will pay the next instalment to Creditors in June/July 2010 and it will be 'a minimum of 5p in the £'

The Finance Committee met on 28th April and Councillors have been provided with a copy of the minutes of the meeting. Councillors approved the annual return and accounts. The minutes were agreed by all and signed by the Chairman.

167/10 Correspondence

Cllr Stillwell left the room.

Consider a request for a donation towards the cost of the Ashington Festival Day. The Parish Council has previously awarded £300 to this organization. The Clerk confirmed that the Council had given a donation of £300 each year for at least 5 years, she reminded Councillors that at the Finance Committee meeting of November 2009 it was suggested that Calor Village of the Year Funds could be used to increase the amount awarded. It was agreed that a total donation of £500 be awarded made up of £300 from the grants budget and £200 from Calor Village of the Year funds. The grant is awarded under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 – provision of recreational facilities. Councillors agreed that the donation could be used for general expenditure incurred by the Festival Committee.

Cllr Stillwell returned to the room.

Councillors considered requests for grants from Sussex Crimestoppers and West Sussex Mediation Service.

SALC has distributed the 'Safer and Stronger Communities' element of the Quality Parish Council grants. Councillors to consider how to spend the grant (SALC suggest to 'further the Council's links with the Community'). Discussion at the next meeting. **C/F**

HDC – final Neighbourhood Wardens costs for 2009/10 and confirmation of budget for 2010/11.

168/10 Income

HDC – Precept £45,900

SALC – QPC payment £925

ACCT – attendance at Playground inspection course £72

HM Revenue & Customs (VAT reclaim 2009/10) £5250.64

SALC – RASP grant £3000

169/10 Expenditure

			Cheque no.
Donation to Ashington Methodist Church (meeting 6 th May £20)		£20	1045
Mark Adsett	Gardeners contract payment	£445.42	1046
Mrs. K. Dare	Clerks expenses (home & telephone)	£17	
	Total	£17	1047

WSSC	Salary and oncosts (March)	£748.57	1048
SOS Systems	Photocopier	£42.65	1049
HALC	Subscription	£15	1050
HDC	Neighbourhood Wardens	£25,119.00	1051
D. Harbour	Travel expenses (training course)	£44.80	1052
ACCT	Office rent	£189	1053
Ashington Youth Club (as agreed at last meeting)	grant	£600	1054

The Clerk requests a bank transfer of £15,000 from current to deposit accounts because the precept has been received. Agreed by all.

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

170/10 MEETINGS

None

171/10 MINOR MATTERS RAISED BY COUNCILLORS

Cllr Harbour had attended an ACCT meeting and they were keen to recruit more volunteers. Publicity had been prepared and circulated. The Community Centre were advised that grants may be available to possibly help recruit a 'Centre Manager'.

Cllr Carver reported that the hedge on the north side of Rectory Lane was still overgrown. The owner had been contacted but had declined to trim the hedge back. Clerk to report to WSSC Highways. **KD To list**

Cllr Hayler informed all present that she was resigning as Parish Councillor with immediate effect because she has recently moved to Pulborough. She thanked all Councillors, Clerk and members of the public for their support over the years and had enjoyed her time on the Council.

On behalf of the Council Cllr Clark thanked Karen Hayler for the commitment to the Council and Ashington in general. The Clerk presented her with a card and a gift from the Council.

Clerk to take the necessary steps to recruit a new Councillor. **KD C/F**

172/10 DATE OF NEXT MEETING

The next meeting will be held at **7.30pm on Thursday 3rd June 2010** at the Methodist Church, London Road.

The meeting finished at 8.45pm

Signed.....

Date.....

173/10 Items awaiting action:

Item No	Description	Last Action & Date
32b	Spur road of The Sands & Viney Close – streetlights & laybys	WSCC & HDC dealing with. Persimmon are not co-operating and HDC/WSCC continue to pursue the matter (Nov 09)
156	Co-op – Manager to be invited to a Parish Council meeting	Clerk to arrange D
178	Hearing Loop	Cllr Clark asked to arrange for a trial of a portable loop Jan 09. D
194	Councillor Training	Clerk to arrange training on s106 procedures and planning matters Autumn 2009. D
202	Parish Office	Waiting for ACCT to amend lease.
207	Drainage of the land to the rear of Chanctonbury	To be done at the same time as the pond silt is moved.
	Disabled ramp at Ashington Pharmacy – a hazard?	Ramp is not of the correct design for disabled access and needs re-building. With HDC Enforcement D
	Front fence at Coings, London Road	Needs to be reduced in height by 20cms. Planning Officer to pursue and check planting is appropriate (July 2009) With HDC Enforcement D
	Add cctv camera to insurance schedule	Clerk wrote in March 09 and December 09
	Trees for new play area	ACCT asked to give their permission. Dec 09 D

174/10 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	
2 chestnut trees on the east side of Billingshurst Road near Holmbush Park were dead and overhanging electricity cables and the road.	WSCC finding out who the trees belong to	July 08	D
Dead end sign on Old London Road	WSCC to trim back vegetation and look at possibly moving the sign	8 August 2008	WSCC to install new signage Nov 09 D
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		
Flooding at The Willows, Mill Lane	WSCC arranging for additional trash screen and will enlarge & vent the manhole cover to allow better flow of water & easier clearance	June 2009	The Environment Agency have inspected and see no reason not to install a second trash screen. Subject to written confirmation.
Visibility at East Wolves roundabout	WSCC asked to trim back highway verges		July 2009 D
Reduce speed	WSCC to add to	Clerk to write to	August 2009

limit on Hole Street to 40mph	TRO priority list	WSCC Written to WSCC	Sept 09
Hole Street road name plate at Kensetts corner is broken.	Clerk reported to HDC	HDC to replace at a slightly different location. WSCC informed that road signs in the area are damaged	December 09