



# Ashington Parish Council

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## Minutes for the meeting held on Thursday 4<sup>th</sup> May 2017 at 7:45p.m. in Ashington School, Foster Lane, Ashington

**Present:** Councillors: J. Stillwell (Chairman), N. Spiers, S. Ball, S. Cox, T. Currell, L di Castiglione, T. Kearney, G. MacPherson, R. Strudwick, K. Wood, M. Woolley.

**Parish Clerk:** Celia Price

**Warden:** Jayne Jeffrey, Bryony Sparks

**County Councillor:** P. Circus

**District Councillor:** J. Blackall, D Jenkins

**5 members of the public**

**0 young people**

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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.

### **119/17 APOLOGIES**

None

### **120/17 ELECTION OF CHAIRMAN AND SIGNING OF THE DECLARATION OF OFFICE**

Cllr Stillwell was nominated by Cllr Strudwick and seconded by Cllr Wood

Cllr Spiers was nominated by Cllr Currell and seconded by Cllr di Castiglione.

Voting papers were distributed by the clerk. The meeting was adjourned at 7:50pm to collate the votes.

The meeting re-convened at 7:55pm. Cllr Spiers was elected as chairman and signed the declaration of office.

Cllr Spiers recorded a vote of thanks to Cllr Stillwell.

### **121/17 ELECTION OF VICE-CHAIRMAN**

Cllr Stillwell was nominated by Cllr Strudwick and seconded by Cllr Wood, there being no other nominations, Cllr Stillwell was elected as vice-chairman and signed the declaration of acceptance of office.

### **122/17 ALLOCATION OF COMMITTEES**

The following committee membership was proposed

Finance – Cllr Currell, Cllr McPherson, Cllr Stillwell, Cllr Spiers, Cllr Woolley

Planning – Cllr Kearney, Cllr Spiers, Cllr Stillwell, Cllr Wood and Cllr Woolley

Staffing – Cllr Ball, Cllr Spiers and Cllr Currell (this is a new committee which will meet twice a year and be responsible for staff appraisal)

Membership of these committees was unanimously agreed by the council.

It was agreed no other committees were needed but working parties would be established for specific tasks as required.

With agreement of the council Cllr Ball and Cllr Stillwell continue as members of the Warden Steering Group and Cllr Spiers and Cllr Ball will be members of the Youth Partnership Group.

### **123/17 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

The council agreed unanimously to be represented on the following outside bodies by the councillors detailed below.

Ashington Community Centre – Cllr Ball

Horsham District Association of Local Councils – Cllr Spiers and Cllr Ball

Ashington Youth Club – Cllr Ball

SALC – Cllr Kearney and Cllr Stillwell

### **124/17 SCHEDULE OF MEETINGS FOR 2017/18**

Dates remain as agreed at the January meeting.

### **125/17 CODE OF CONDUCT**

The clerk confirmed there were no amendments to the code of conduct previously adopted by the council. The council confirmed acceptance.

### **126/17 ANNUAL REVIEW AND APPROVAL OF STANDING ORDERS**

The clerk confirmed there were no amendments to the standing orders previously adopted by the council. The council confirmed acceptance.

### **127/17 REVIEW OF THE REGISTER OF MEMBERS INTERESTS**

Councillors were reminded to complete a new register of member's interest and return to the clerk as soon as possible.

### **128/17 ANNUAL REVIEW OF COUNCILS FINANCIAL REGULATIONS AND RISK ASSESSMENT DOCUMENT.**

Minor amendments have been proposed by the clerk and distributed prior to the meeting. The council agreed the proposed changes and approved the amended documents.

### **129/17 REVIEW OF COUNCILLORS ALLOWANCES AND CHAIRMANS ALLOWANCE**

Councillors were reminded that the council does have a scheme of member's allowances. All councillors agreed they did not want to take the allowance.

### **130/17 DECLARATION OF INTERESTS**

The Chairman reminded Councillors that previous declarations still stand.

### **131/17 APPROVAL OF MINUTES**

The minutes of the meeting dated 6<sup>th</sup> April 2017 were approved as a true record and signed by the Chairman. Proposed by Cllr Woolley, seconded by Cllr Stillwell and agreed by all.

### **132/17 NEIGHBOURHOOD WARDENS**

#### **Neighbourhood Wardens Report (Appendix 1)**

The chair welcomed both wardens and Bryony Sparks gave an overview of the monthly report. Questions were invited from Councillors and Members of the Public. There were none.

### **133/17 Youth Worker Report (Appendix 3)**

The Chair gave an overview of the monthly report.

### **134/17 YOUNG PERSONS ADJOURNMENT**

None present

### **135/17 REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

Cllr Circus officially steps down as county councillor on Monday 8<sup>th</sup> May but remains as a district councillor. The chair thanked Cllr Circus for supporting the parish council throughout his term of office.

Cllr Circus advised that he will fully brief his successor regarding outstanding issues and will introduce him at the next parish council meeting.

Cllr Blackall reported that the Thakeham neighbourhood plan has been accepted. He also advised that an agreement hadn't yet been reached concerning the north Horsham development and a further meeting has been arranged for later in the month when it is hoped that a resolution will be met. The new parking charges for rural carparks are now in force and applications continue to come to HDC for the annual parking discs (many from outside the area).

Cllr Jenkins reported that Southwater Parish Council have made a request to the Secretary of State that the planning applications for Horsham Town Football Club be called in. A decision will not be made until after the general election.

Questions were invited from Councillors.

- The chair pointed out that the new parking information leaflet had a map which did not give details of where the car parks are.

Questions were invited from members of the public

- With Rectory Lane being used more and more is there any money in the budget to improve this road?

It was agreed that this issue should be further investigated with WSCC Highways and discussed at a future meeting. The clerk advised that road has recently been assessed and deemed adequate (Chanctonbury Nurseries planning appeal).

### **136/17 ACTIONS OUTSTANDING**

#### **Highways**

- a) Old London Road  
Nothing new to report
- b) London Road (grass verge outside The White Cottage)  
Nothing new to report
- c) A24 Southbound, subsidence  
Nothing new to report
- d) Give Way Line Painting from North Bound Slip Road  
Nothing new to report

#### **General Maintenance**

Post Horses Pond Fence

Advice has been sort from HDC parks department regarding risk/need. A risk assessment has been carried out and concluded that the fence should be replaced. A formal request by the Ashington Rangers for assistance will be submitted to WSCC rangers.

### **Playground Safety Inspections**

Two places have been booked onto the course being run by HDC on 25<sup>th</sup> July. No volunteers had come forward following advertising in the County Times, on Facebook and in the village newsletter, however Cllr Kearney and Cllr Spiers have to take on the role between them, they are both required to do the course and are available to do so.

ACCT have requested one of the places allocated on the course for their playground inspector, however as both the PC volunteers need to be trained this is not possible.

### **Health Needs Working Party**

A request for community volunteers has been advertised on Facebook, in the County Times and in the monthly newsletter. There has been no response. The clerk will put up posters in the noticeboards and continue to advertise. The Chair reported that Tony Moss has spoken to the Ashington Pharmacy and the Storrington GP surgery.

### **Youth Work / Warden Review**

Nothing new to report

### **Mill Lane Culvert**

Nothing new to report

### **CORRESPONDENCE**

#### **137/17 For action:**

None

#### **138/17 For information:**

The following were distributed to Councillors prior to the meeting for information.

- a) WSCC Members newsletters
- b) SALC Autumn Conference details (4<sup>th</sup> October)
- c) Summer Term new timings for Ashington Youth Club
- d) West Sussex Fire and Rescue Service update
- e) WSCC suspension of charges at household waste recycling centres
- f) NALC employment briefing
- g) NALC direct information service – edition 905
- h) HALC AGM agenda, training passport and standards committee recruitment pack
- i) South Coast Ambulance Service event invitation

### **139/17 PUBLIC ADJOURNMENT**

The Chairman invited questions and comments from the public and the following was raised.

- ACCT are upset that the Parish Council are unable to relinquish a place on the HDC playground inspections course. It was claimed that both the current and previous clerk failed to notify ACCT of the courses. ACCT's playground inspector has not undertaken any training since 2011.

The clerk responded by advising the council that HDC had not advised the council about forthcoming courses as until now the wardens had undertaken inspections and courses had been arranged by them directly with no involvement from the parish council. The clerk researched the course having found out that the wardens would no longer undertake the task.

- Why doesn't the ACCT secretary have a copy of the emergency plan?

ACCT have a nominated officer in the plan, Mr W Whittaker, to which the emergency plan has been distributed. A reminder: The plan should be secured in a safe and secure environment as personal details are included.

- The council were advised that the Festival Committee have received a response from Nick Herbert, MP, stating that bunting permission for bunting is refused.

The chairman voiced the disappointment of the council and offered support if and when necessary or appropriate.

- The new homes sign is still up at Mousdell Close despite numerous requests to have it removed.

The clerk will chase this up again.

- Parking along Rectory Lane is dangerous, please can something be done about it.

Parking is a problem in various locations around the village, there was a section in the NP plan survey and hopefully this evidence can be used to find some possible solutions. In addition the wardens are able to put notices on cars and it is hoped that we will see enforcement officers in the village soon.

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

#### **140/17 PLANNING.**

The minutes of the planning meeting dated 26<sup>th</sup> April 2017 were approved as a true record and signed by the Chairman. Proposed by Cllr Cox seconded by Cllr Kearney and agreed by all.

#### **141/17 Correspondence**

- a) The Gypsy, Traveller and Travelling Showpeople Draft Site Allocations Development Plan Document (DPD) – Preferred Strategy

#### **142/17 Neighbourhood Plan update**

The Neighbourhood Plan Surveys are currently being analysed and results will be published in due course. The NHPlan Clerk is currently drafting the State of the Parish report.

The Housing Needs Assessment is being prepared by a consultant and should be available at the end of April. Discussions will need to be held with HDC and other Statutory Bodies before an agreement on housing numbers is reached.

#### **143/17 Amendments**

None

#### **144/17 Applications**

None

#### **Horsham District Council**

##### **145/17 Approvals**

DC/17/0250 Winstons Farm, Muttons Lane  
Erection of stable with storage room

DC/17/0372 Tile House, Billingshurst Road  
Erection of two-storey side extension

DC/17/0419 39 Crickets Close  
Single storey rear extension and conversion of garage into a habitable room

DC/17/0454 Winstons Farm, Muttons Lane  
Erection of a detached garage

##### **146/17 Refusals**

None

##### **147/17 Withdrawals**

None

### 148/17 Appeals made/ decisions

None

### 149/17 FINANCE

The accounts have been prepared and are ready for the Finance Committee to scrutinise. The Internal Audit has been booked for 30th May. The RFO has emailed all Councillors offering the opportunity to review the accounts.

### 150/17 Correspondence

- a) Report from the clerk regarding maintenance of park benches, including quote for repairs. The council agreed the clerk's recommendations as reported and unanimously accepted the quote of £920 from DS Newland to undertake the recommended repairs.

CLlr MacPherson suggested that going forward local businesses and/or individuals could be contacted to sponsor a bench. All agreed this was a good idea, the clerk to progress.

### 151/17 Income

Kite & Thomas £2077.50

VAT refund £1511.94

HDC 1<sup>st</sup> precept payment £48,794.00

HDC 1<sup>st</sup> environmental cleansing grant payment £1841.89

### 152/17 Expenditure

May-

17	Mrs Celia Price	Home Office - April 2017	10.00	
		Telephone	7.00	
		Postage Stamps	14.52	
			<u>31.52</u>	1868
	Mrs Karen Dare	Home Office - April 2017	5.00	
		Postage - VAT return	2.08	
			<u>7.08</u>	1869
	Mark Adsett	Landscape Gardening (April 2017)	508.33	1870
	Ashington PCC	Invoice: YW-201704 Youth Worker (April 2017)	1083.33	1871
	HALC	Annual Subscription	15.00	1872
		<b>May 2017 Total Expenditure</b>	<b><u>1645.26</u></b>	

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

### 153/17 MEETINGS

The NP Clerk met with Opus on 26<sup>th</sup> April

CLlr Stillwell and CLlr Ball and the clerk attended the Neighbourhood Warden Steering Group on 28<sup>th</sup> April

CLlr Stillwell, CLlr Spiers and the clerk attended the monthly Youth Partnership meeting on 2<sup>nd</sup> May

### 154/17 MINOR MATTERS RAISED BY COUNCILLORS

The chairman thanked all those who helped at the annual village litter pick held on 22<sup>nd</sup> April. There was noticeably less litter this year largely due to the dedicated volunteers and wardens who regularly keep the village tidy.

Cllr Ball asked for an update on the hanging baskets. The clerk advised that verbal confirmation has been received today confirming the lampposts have passed the additional testing as requested. As soon as the certificate arrives a new request for permission will be forwarded to TPA. In the meantime, the baskets will be delivered to Ferring Nurseries in anticipation.

The next Planning Meeting at **7:30pm on Wednesday 17<sup>th</sup> May 2017** at the Sports Pavilion, Church Lane.

The next Finance Committee meeting is at **2pm on Wednesday 17<sup>th</sup> May** in Committee Room 2 at the Ashington Centre.

The next Parish Council will be held at **7:45pm on Thursday 1<sup>st</sup> June 2017** at Ashington School, Foster Lane.

The meeting closed at 8:55pm

Signed.....

Dated.....

**Appendix 1**  
**Warden report – April 2017**

**Criminal damage/ theft**

An incident was reported to us re criminal damage/anti-social behaviour in the village. Police are dealing with the incident and we believe someone has been arrested for the offence.

**Anti- social behaviour**

A report has been made to us and the police this month of a car driving across the recreation ground in a dangerous manner. We have managed to identify the offender and are waiting for them to make contact with us. All details have been passed to the police. We have spoken with the ACCT to make the area more secure and to not make it easy for vehicular access to this area.

There have been several reports of anti –social driving. We are gathering intelligence and will pass to the police to investigate further.

A report has been made to us of youth driver and pillion passenger riding a moped or motorbike around the community centre car park and surrounding area. They were reported to be riding bike with no helmets. We will check CCTV for vehicle details and will pass all information to the police. We are still trying to identify offenders.

A verbal warning has been given to a driver in the village who we witnessed driving whilst on his mobile phone. We did explain that if we provide a statement to the police that he could face prosecution. It would be a large fine and six points on his driving license.

**Fly posting**

No reports or removal of fly-posting this month

Please refer to Horsham District Councils website for guidance on fly posting.

**Fly tipping**

There have been two reports of fly tipping in Old London Road and Park lane. They have been reported to the cleansing department at HDC and are awaiting removal.

A report has been made of fly-tipping in the car park by scout building. We will arrange for removal and will be checking CCTV to see if we can identify offenders.

If anyone spots anything suspicious or they witness someone fly tipping they need to get registration details and description of the vehicle and offenders and then report to police on 101 or 999 in an emergency. They can also report to Horsham district council or via the wardens.

**Litter**

It was a pleasure to help with the organised village day litter pick this month. Once again lots of rubbish was collected. We were quite pleased to hear that most people reported back that the village wasn't too bad with litter. We have been doing a lot of educational work with people. We have seen an improvement. We litter picked the Old London Road; whilst there we were approached by residents of the area and around the village complaining about the continuous amounts of litter and fly tipping and lots of other activities that take place in this area.

We will be talking with local business in the area to see if they can assist in litter picking this area as most of the litter related issues are coming from their business. Perhaps a quick litter pick daily from some of the staff members would help solve the litter issues.

We will continue to patrol this area.

**Dog Foul**

Lots of dogs foul patrols this month of hot spot areas.

New codes of conduct signs have been put up one outside the Coop and one on the recreational ground. Please see listed below: Thanks to ACCT who printed out more posters we have now placed them in notice boards across the village explaining the new code of conduct for all dog owners.

**Code of conduct for dog owners:**

**Do** keep your dog under proper control and make sure your dog is not a nuisance to other people and animals, including wildlife and grazing animals.



**Do** comply with any signage requiring dogs to be on leads, or excluding dogs from an area.

**Do** pick up your dog mess and always make sure you have suitable bags with you to clean up after your dog.

**Do** place your poop scoop bag in the bins provided or take it home to dispose of.

**Do** encourage other dog owners to act responsibly

**Do** be aware that failure to comply with this guidance can result in a fine, legal action or police action.

**Police notice:**

- Your dog must be under prompt control at all times.
- This means that your dog must be within view and must return to you when called.
- You are strongly advised to carry a lead with you at all times.
- Do remember that not everyone likes dogs and some may be scared of your pet.
- Report dangerous dogs to Sussex Police 101, in an emergency dial 999.

There have been several reports made to us this month of aggressive dogs attacking other dogs when out walking in a public space. We have spoken to some owners with offending dogs and have suggested that they use a muzzle when walking their dog. It has been a very distressing time for those dog owners whose dogs have been attacked. The new code of conduct does state that all dogs have to be kept under control at all times.

**Parking**

There have been lots of complaints of parking issues this month. A lot has been to do with building works going on across the village. Some builders have been spoken to about parking a bit more considerately especially with their larger vehicles. We have been patrolling the hotspot areas. Penn gardens is now becoming an issue because of residents with limited parking in nearby houses and flats using Penn gardens as an overflow car park. This has caused issues with the residents and also raises concerns over safety. We have reminded residents that although there may be no restrictions to park there, to try and park considerately and talk to their neighbours to try and resolve some of these issues.

We will be delivering letters to properties in hot spot areas just asking them to be more considerate when parking their vehicles.

**Youth**

We are still waiting to see if it's ok for us to open the youth club on a Friday evening 8-10 as a drop in session for the youth that we are dealing with. We have spoken with the ACCT and they are in full support of the idea. We are just waiting for permission from Youth Club Committee.

We are still getting lots of visits from the youth who have issues they just need help and advice with.

The wardens office has become a meeting place for the youth where they can come and chat and if their lucky may even get a hot drink and biscuits.

**Warden's newsletter/ advertising**

Since the delivery of the warden's newsletter we have received lots of response to our request for volunteers. Residents have come forward to drive the minibus, attend the organised clubs to help, donated items to local clubs , and one local business has offered their services for free to help with housework for two hours a week free of charge to anyone within the elderly/vulnerable group that we feel may just need an extra bit of help. We can't thank them enough as without all the volunteers we would not be able to keep all the organised activities going.

Many of the youth have been volunteering their help with the organised clubs and some have even been doing odd jobs for residents across the village. They have also been helping with litter picks across the village.

**Elderly and vulnerable**

Plans have now been finalised for the elderly/vulnerable trip to Lodge Hill. We will be taking ten from the group to take part in outdoor activities. They will be doing rifle shooting, abseiling and all-terrain vehicles. We will be supplying a picnic lunch. This pilot scheme will be reported in the local newspaper.

Annual trip to Bognor for fish and chips has now been organised for the 24<sup>th</sup> May. We already have a full bus and everyone is looking forward to the trip.

We are still waiting response from the deaf society to see if they can do a quarterly deaf clinic in the village for those within the elderly/vulnerable group. This would provide help and advice on ways to cope with deafness and also help with replacing battery's etc. for their hearing aids. At present a lot within the elderly/vulnerable have to travel to Steyning or Worthing if they have issues with their hearing aids.

We have had six more elderly/vulnerable join our clubs this last month. This we think is due to the newsletter that was delivered to all residents.

We have been busy this month dealing with issues with some residents across the village. One was a medical issue where the resident was unable to get to their medication due to a mobility issue. Luckily they managed to call us and we were able to help.

There has been Lots of reassurance and welfare visits and generally helping with important paperwork and signposting to relevant agencies to help with their issues.

### **Mini bus**

A very big thankyou to the new volunteers who has taken over the running of minibus. They will be dealing with all maintenance and financial issues to do with running the minibus.

We are assisting them by dealing with enquiries to hire minibus. We are keeping the hire diary in our office and our numbers have been given as contact to hire minibus.

We still need more volunteers to come forward to drive the minibus. Please spread the word. It would be to drive minibus for occasional shopping trips locally.

## **Appendix 2**

### **Senior Youth Worker's report - April 2017 - Headlines & Highlights**

#### **Youth Club Nights**

- Following on from last term's encouraging increase in attendance, working with the volunteer team and a number of our teenagers, we explored various options for reformatting age groups as to accommodate more young people.
- We transitioned to 3 age groups based upon school years:
  - 1. yrs 6&7 2. yrs 8&9 3. yrs10+
  - We then adjusted timings, to now host 4 sessions per week in the youth club.
- We have had positive response to this change in the first week. There is a popular belief that once a venue reaches 70%, it will not grow in numbers anymore. We hope that more young people who had stopped attending due to potential fear of being turned away will continue to attend.
- We anticipate continuing these format changes through into the next academic year, continuing to accommodate yr6's once they 'return' to Ashington first school.

#### **Youth Club Stats**

- In previous months, I have received a number of questions about the make up of young people attending the youth club. I hope the following statistics may answer questions of the demographic of those attending youth club over the past 2 years.
  - Total young people - 125
  - 62% boys / 38% girls

- 86% Ashington residents / 14% from outside of Ashington
- 99/125 (79%) of members are in yr6-9.
- Youth Club currently operates with the support of 15 volunteers plus additional parent helpers.

### **Visibility in the community, Comms & Social Media**

- With the help and support of our neighbourhood Wardens, new updates posters have been put up in noticeboards around the community advertising new formats and times.
- The combination of new updated posters, use of social media and our email newsletter, I had positive responses to changes in format as parents and young people were kept well informed of all changes.
- ∴ During May I will be attending Rydon school delivering an Assembly to Students.
- ∴ I will be meeting with the AYC management committee this month for our termly committee meeting.
- ∴ This meeting we will include beginning planning for AYC's involvement in this summer's carnival, approving details of a further Friday night drop-in session for older teens & young adults led by the neighbourhood wardens.

### **Purple Bus**

- ∴ During the spring term, the Snack Wagon **mobile youth project** was able to come to Ashington on Tuesday evenings during the spring term.
- ∴ During the summer term, WSCC have **confirmed that the Purple Bus**, another mobile youth project is available to come to Ashington during the Summer term on Tuesday nights.
- ∴ However, for this project to run, **we need to have at least one additional local volunteer from the community** to support the youth workers overseeing the project each week.
- ∴ Please do encourage any local individuals to be in touch with myself if they are able and willing to help with this project during the Summer Term, or else the Purple bus project won't be able to run.

28.4.17 - Paddy Donovan, Senior Youth Worker

### **Appendix 3**

#### **Funds held by the Parish Council on behalf of others**

Ashington Rangers	£287.00
First Responders	£ 2845.73
Bingo Club	£ 264.19