



Ashington Parish Council

Minutes of the meeting held on Thursday 1st June 2017 at 7:45p.m. in Ashington School, Foster Lane, Ashington

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

Parish Clerk: Celia Price

County Councillor: P. Marshall

District Councillor: J. Blackall, P. Circus

4 members of the public

0 young people

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.

155/17 APOLOGIES

Cllr Cox, Cllr Strudwick and Bryony Sparks (Warden), David Jenkins (District Councillor)

156/17 DECLARATION OF INTERESTS

The Chairman reminded Councillors that previous declarations still stand.

157/17 APPROVAL OF MINUTES

The minutes of the meeting dated 4th May 2017 were approved as a true record and signed by the Chairman. Proposed by Cllr Woolley, seconded by Cllr Currell and agreed by all.

158/17 NEIGHBOURHOOD WARDENS

Neighbourhood Wardens Report (Appendix 1)

The clerk gave an overview of the monthly report.

159/17 Youth Worker Report (Appendix 3)

Cllr Ball gave an overview of the monthly report. In addition, she advised that unfortunately it had been difficult to get any volunteers to help with the purple bus project resulting in some visits being cancelled. Cllr Kearney volunteered for 6th June, Cllr Ball volunteered for 13th and 20th June.

160/17 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

The Chairman welcomed Paul Marshall who introduced himself to the meeting. Having only been in post a very short time he had nothing to report but is keen to be working with the council and will be attending a meeting with the PC and highways on 12th June.

Cllr Circus reported that HDC have agreed outline planning permission for the north Horsham development. This is a very important decision for the HDPF and neighbourhood plans. Cllr Blackall advised that preparations for fortnightly waste collections are well under way and will start early next year.

161/17 YOUNG PERSONS ADJOURNMENT

None present

162/17 PUBLIC ADJOURNMENT

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

- The footpath along London Road, opposite Bluebird garage is very overgrown and is impassable for a wheelchair.

This will be reported via Love West Sussex.

- Has permission been received for the hanging baskets this year?

Yes, they are going up tomorrow.

- The village newsletter will be asking residents on the route for the Ashington Carnival if they would like bunting for their hedges as permission to display it from the lamp posts has been refused by TPA.
- Representatives from ACCT provided additional information regarding their request for S106 monies to infill the ditch alongside the recreation ground. (see item 164/17). They believe that by infilling the ditch health and safety concerns will be alleviated, maintenance will be easier and it will be more aesthetically pleasing. Questions were invited.
 - Are the 'underground' rat boxes effective as it certainly seems that there are fewer rats and the PC haven't had any complaints this year.
In response, it was confirmed that the bait is regularly checked and it seems it is deteriorating rather than being taken. Rats can sometimes be seen in the early morning and late evening but they are nowhere near as bad as previous years.
 - This project was not put forward by ACCT to the NP team, it is therefore difficult to gauge community support as it was not included in the survey nor was it raised by any residents as a concern.
In response, this was confirmed, however the ACCT believe this project has many benefits and will generally improve the area.

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

163/17 ACTIONS OUTSTANDING

Highways

- a) Old London Road
A meeting has been arranged with the Parish Council on 12th June with the Chris Stark (WSCC Highways Manager), Paul Marshall (County Councillor) and Bryony Sparks (Neighbourhood Warden).
- b) London Road (grass verge outside The White Cottage)
Due to Highways workload it is not known when the licence will be issued, however email confirmation has been received to enable this project to progress.
- c) A24 Southbound, subsidence
Work completed
- d) Give Way Line Painting from North Bound Slip Road
Work completed

Health Needs Working Party

There are now three members of the health working party. Tony Moss has agreed to lead the group, he has reported that so far, limited response has been received.

Mill Lane Culvert

Nothing new to report

Emergency Plan Review

The emergency plan review is underway and will be presented to councillors for approval at the next meeting.

Annual Inspection of Parish Council Land

The clerk, Karen Dare, Cllr Spiers, Cllr Woolley and Cllr Wood will be carrying out the annual inspection of Parish Council land on 6th June.

CORRESPONDENCE

164/17 For action:

- a) Request from resident regarding hedgerow maintenance to the boundary of 27 Covert Mead
Councillors were forwarded correspondence prior to the meeting. The residents of 27 Covert Mead have been maintaining the hedge abutting their property since moving in 16 years ago. They would like to continue to maintain this at their cost, they will notify the council should the situation change or if they move from the property. All agreed.
- b) Request from resident regarding tree surgery at the rear of 57 The Sands
Councillors are asked to consider in principal the surgery of the trees at the rear of 57 The Sands. The resident would like to reduce the height of the trees at his cost and will obtain written agreement from the neighbours affected should councillors agree in principal. The trees will be inspected as part of the annual inspection of council land and all agreed that the clerk can respond with initial feedback following the inspection.
- c) ACCT S106 grant application
An application has been made by ACCT for S106 funding to install a pipe and infill the ditch running along the edge of the recreation ground, this would then be planted with wild flowers. The objective being to make it easier to collect litter, therefore reducing the chance of rats. Councillors requested further information from ACCT and raised questions prior to the meeting. Responses have been circulated and consideration was given to the comments made in the public adjournment. Councillors discussed the application and all agreed to request that HDC temporarily delay their decision whilst the PC put together proposals for S106 funds as highlighted via the NP survey. There are also reservations with regard to the effectiveness of the proposal in both terms of vermin control and drainage and the PC request this is investigated further. The PC propose to work with ACCT in prioritising community requests and it was agreed that a working party should be established. The working party will consist of the clerk, the NP clerk, Cllr MacPherson, Cllr Ball, Cllr di Castiglione and Cllr Currell.
- d) Councillors email accounts
The chairman explained that following the SALC conference it is recommended that councillors have a dedicated email address. This is being actioned and councillors will be kept informed.

165/17 For information:

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

- a) The Clerk Magazine
- b) WSCC member's information service newsletters

- c) WSCC e-newsletter
- d) HDC Think before your throw campaign
- e) HALC minutes
- f) NALC bulletin
- g) Warden parking notice

166/17 PLANNING.

The was no planning meeting in May.

167/17 Correspondence

- a) CIL – notification of the adoption of Horsham District Council's community infrastructure levy charging schedule – April 2017

168/17 Neighbourhood Plan update

The Neighbourhood Plan Clerk has obtained two 'quotes' from Planning Consultants regarding assistance with the Neighbourhood Plan. Both have experience of assisting with Neighbourhood Plans in Horsham District and both are similarly priced, giving an indicative cost of up to 15k. Cost comparisons are difficult as it is almost impossible to predict how much support is needed at each stage of the Plan process. One consultant was asked to prepare the Housing Needs Assessment and has done an excellent job. The Neighbourhood Plan Clerk considers that, whilst both would be capable, the consultant that prepared the Housing Needs Assessment has a good background knowledge of Ashington and is best positioned to assist the Neighbourhood Plan.

Given that the Parish Council has a sufficient level of 'cash reserves', (not open spaces funds nor earmarked reserves), it is in a healthy financial position and could agree to use some of these reserves as necessary to fund the Neighbourhood Plan. It is suggested that the Parish Council agree a fund of 15k for Planning Consultant services with any additional necessary funding to be approved by the Parish Council on an 'as and when necessary' basis. There is a possibility of up to 9k grant funding and this option will be explored by the Neighbourhood Plan Clerk. Agreed by all.

169/17 New Enforcement Allegations

EN/17/0246

Alleged running of a shop at 30 Merios Way

EN/17/0265

Estate agent boards at Mousdell Close following occupancy. Signage now removed.

170/17 Amendments

None

171/17 Applications

DC/17/1042 Carbank, East Wolves, London Road

Creation of 7 x parking spaces, erection of non-illuminated sign to the face of the building.

Concerns were raised by Cllr Wood that the original planning permission granted 24 spaces but this application states there are 40 existing spaces. Concerns were voiced that this area is slowly turning into an industrial estate with several small applications regularly coming forward. On these grounds councillors object.

DC/17/1120 The Springs, Tricklewood Lane, Hole Street

Application for lawful development.

The plans were reviewed and there were no comments.

DC/17/1088 The Oast House Barn, Billingshurst Road

Proposed installation of old Wendy House on 3ft legs in corner of garden
The plans were reviewed and councillors have no objections.

Horsham District Council

172/17 Approvals

DC/17/0209 Land West of BP garage
Fell 1 x oak tree and surgery to 1 x oak tree

173/17 Refusals

None

174/17 Withdrawals

None

175/17 Appeals made/ decisions

None

176/17 FINANCE

The minutes of the meeting dated 17th May 2017 were approved as a true record and signed by the Chairman. Proposed by Cllr Stillwell, seconded by Cllr Currell and agreed by all.

177/17 Report and approval of the annual accounts by the internal auditor

Councillors have undertaken a review of the systems of internal financial control and are satisfied with their effectiveness. Copies of the Council's Financial Control document are on the Parish Council website.

It was proposed that Councillors approve the Annual Governance Statement as prepared by the RFO and that the Clerk & Chairman are approved to sign the Annual Governance Statement (page 2 of the Annual return). Agreed by all

Councillors have been provided with a copy of the annual accounts, Accounting Statements and supporting documentation. These were discussed at the Finance Committee meeting on 17th May and all Councillors have been provided with a copy of the minutes of the meeting.

178/17 Parish Council Approval of the Annual Return

It is proposed that Councillors approve the Accounting Statements and that the RFO and Chairman sign the Accounting Statement. Agreed by all.

The 'Notice of Public Rights and Publication of Unaudited Annual Return' has been prepared and will be displayed on the village noticeboards by Sunday 5th June

179/17 Correspondence

Cllr Ball, Cllr Stillwell and the clerk are attending a First Aid training as offered by the British Red Cross via SALC. Councillors proposed a £50 donation (the course is free), all agreed.

180/17 Income

None

181/17 Expenditure

Jun-			
17	Mrs Celia Price	Home Office - May 2017	10.00
		Telephone	7.00
		Printer cartridges	39.98
		Mobile phone top-up	10.00

		Total	66.98
Mrs Karen Dare	Home Office - May 2017		5.00
Mark Adsett	Landscape Gardening (May 2017)		508.33
Ashington PCC	Invoice: YW-201705 Youth Worker (May 2017)		1083.33
WSCC	Inv: 800122403 Salaries and oncosts (April 2017)		1476.06
Navigus	Invoice: 398 - NP housing needs assessment		1800.00
Intratest	Invoice: 396 - structural testing for lampposts		612.00
St Johns Ambulance	Donation (first aid course)		50.00
	June 2017 Total Expenditure		5601.70

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

182/17 MEETINGS

Cllr Ball attended the Youth Club committee meeting on 17th May. She reported that the main areas for discussion were fundraising and the carnival float.

Cllr Ball attended the ACCT AGM and trustee meeting on 23rd May. She reported that a new chairman (Simon Kinrade) had been appointed' along with a new vice-chairman (Jim Latter). In addition, Nick Wilmoth will be assisting the treasurer with the day to day book-keeping allowing for the treasurer to focus on projects. All were disappointed that no members of the public were present and will try and encourage greater attendance next year.

Cllr Stillwell, Cllr Ball, Cllr Spiers and the clerk attended the Neighbourhood Warden Steering Group on 26th May. Cllr Ball reported this was a productive meeting, Greg Charman (HDC) was also in attendance.

Cllr Ball, Cllr Spiers and the clerk attended the monthly Youth Partnership meeting on 30th May

183/17 MINOR MATTERS RAISED BY COUNCILLORS

Cllr MacPherson reported that litter was bad and it was particularly disappointing that beer cans had been shredded by the mower causing dangerous shards of metal. This should have been noticed and cleared whilst mowing and it was requested ACCT follow this up, in the meantime Cllr MacPherson has removed the debris.

Cllr Stillwell advised that she had been approached by a member of the public concerned that a resident may be re-citing their fence to encroach on Parish Council land. The clerk will investigate as a matter of urgency.

Cllr Stillwell also reported that the roundabouts at the north of the village are very overgrown making it difficult to see. The clerk will investigate.

The next Planning Meeting at **7:30pm on Wednesday 14th June and 7:30pm on Wednesday 28th June 2017** at the Sports Pavilion, Church Lane.

The next Parish Council will be held at **7:45pm on Thursday 6th July 2017** at Ashington School, Foster Lane.

The meeting closed at 9:15pm

Signed.....

Dated.....

Appendix 1
Warden report – May 2017

Criminal damage/ theft

There have been verbal reports made to us about several incidents regarding theft and vehicle crime within the village. We were concerned because we hadn't heard anything via the Police, we contacted them and they stated that there weren't any reports after checking their systems. We need to stress to everybody that is a victim of crime that they need to report it on 101 or 999 in an emergency or the website sussexpolice.co.uk

Reports have been made to us this month of damage being made to fences and gardens by youth playing football on play area that is adjacent to several properties. The youth have been using a fenced area to kick footballs against which has caused holes in fencing. We are trying to identify offenders. Thanks to the residents concerned we have good descriptions of offenders and we will be having words with them. We have added this area to our patrols.

Anti- social behaviour

It has been a very busy month for ASB. Most of the reports have been to do with children/youth and ball games.

There was a report made to us this month of an anti-social behaviour incident of youths fighting in the village. Police were called and are dealing with the incident.

There have been reports of a strong smell of cannabis coming from the Skate park area. We have spoken to the youths concerned regarding these issues and we have signposted those to relevant agencies for help and support for substance misuse.

An offender has come forward and interacted with us regarding their anti-social behaviour driving within the village. We highlighted the penalties he may face if he is caught driving in an anti-social manner, one being that he could be issued section 59 warning which leads to a vehicle being confiscated.

We have suggested that maybe he attend a safer driving course which we can signpost to.

We have noticed an increase in substance misuse across the younger youth within the village, at present we are trying to educate about the detrimental effects it can have on their health and well-being. We will liaise with the youth worker to see if substance misuse awareness sessions can be organised.

With the nicer weather coming we have noticed that we are receiving more calls about anti-social behaviour regarding noise levels and ball games and generally children/ youth playing. Unless an offence is being committed there is not much that can be done for noise. We are trying to encourage some residents to be a little more tolerant during the warmer months of children and youth playing outside which can create a bit of extra noise.

Fly posting

We have 8 items of fly posting removed this month. Thank you to some of the residents who on their walks around the village will remove any illegal fly posting they come across.

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

Fly tipping

An issue of fly tip was reported to us in the car park area by the scouts hut. We reported to HDC for removal. Signage will be placed in this area to remind people not to place rubbish in this area.

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

Litter has been particularly bad this month around the village; we have been visiting hot spot areas litter picking and educating those that use these areas to dispose of their litter in the correct manner. We gave black sacks to the youth sitting on the recreational ground to put their rubbish in, which seemed to work.

Old London Road is becoming a real issue with litter, mainly food items and packaging where people are parking and eating then dropping their litter before leaving. We will add to our patrols and if anyone is spotted littering we will be issuing on the spot fines.

Dog Foul

Lots of dogs foul patrols this month of hot spot areas. Hot spot areas are the recreational ground, Fairfield Road, corner of Hillcrest Road, and all alleyways.

This month has not been too bad for dog fouling, but we are having problems with people dumping their dog foul bags at the base of the dog bag dispenser. There is a bin further on down the recreation ground for the correct disposal of dog foul. We have also been reminding people that they can take their dog foul home with them and place in their normal bin.

Parking

There have been lots of complaints of parking issues this month again.

We now have a letter ready to be distributed to hot spot areas. A lot of the complaints we are receiving are about some properties having three or more cars each, which makes parking difficult. Unfortunately there is little that can be done about parking except to educate and try and stop obstructions working with parking services. Those that are having issues with parking problems, we are trying to encourage to speak to their neighbours to come up with a compromise that suits everyone. We have noticed on our patrols that the parking has got worse over the last year. Once again there are no parking restrictions.

Youth

We will now be doing outreach work where the youth like to hang out of an evening across the village; due to the better weather we are not going to have a venue for this but will work with them out and about.

We will be delivering educational work, support and advice to those that wish to engage. We will be armed with hot chocolate flasks and biscuits.

We are still trying to finalise arrangements for the youth/ elderly intergenerational tea. Hopefully this will start in September. A venue has been secured and volunteers have come forward.

We have had a volunteer that has come forward that has offered to clean the youth club every week free of charge in exchange for her son not paying his weekly £1 sub. We have passed all the information onto the youth worker and asked the volunteer to make contact.

Warden's newsletter/ advertising

We are currently working on the summer edition of the Warden newsletter. Included in this newsletter will be parking issues, keeping safe in the hot weather, securing properties when going out, and information and advice about scams. There will also be an updated version of the all the clubs and activities that take place.

Street Briefings:

Over the summer months we are planning to do some street briefings. This is a good opportunity for residents to approach us with any issues they may have.

Elderly and vulnerable

Our annual trip has taken place to Bognor. The trip was enjoyed by all.

Lodge hill trip for the elderly and vulnerable will be taking place in July once booking has been confirmed.

At Vintage Tea this month there was an informal session delivered to all who attended about scams and bogus callers at their doors. It was advice on what to do should they be in a situation where a bogus caller contacts them on the phone or knocks at their door. There was also advice about keeping their purses/ valuables safe when out and about.

Lots of help and assistance within the elderly and vulnerable bracket this month, regarding filling in forms etc.

Carnival preparations are taking place among the elderly and vulnerable group. Many ideas have been put forward and many are excited about the float that we will be having.

We have been doing more health and welfare checks. Sadly this is due to some of the elderly/ vulnerable health is deteriorating and they now find that they need more support, i.e. personal care etc. which we signpost towards relevant agencies. It is hard for some of them to accept that they need the extra help, but we are encouraging and reassuring them that it's the right decision. We are working closely with all agencies concerned.

Minibus

It is good news to report that a new minibus is on its way to be in the village by the end of this month. We can't emphasise how important this service is to the village, with a lot of the elderly and vulnerable relying on this service to do their weekly shopping and get them out to socialise. For some elderly/ vulnerable without this service they would not be able to go out and could go long periods of time without seeing anybody. To keep this service going we need to get some sort of fundraising in place to help fund the running of the minibus. We still need more volunteers to come forward as a driver for the mini bus or an escort. At present we find that we are dealing with the mini bus hire and standing in for trips as driver /escort when needed. This takes quite a bit of our time at the moment and if we had more volunteers it would free us up and we could organise more trips with the extra help.

Appendix 2

Senior Youth Worker's report - May 2017 - Headlines & Highlights

Youth Club Nights

Following on from this terms' change in formats, splitting up age groups and creating more space, I've had extremely positive feedback from young people and parents within the community.

Attendance has continued to be high, with approximately 60 different young people engaging with the 4 sessions running at the youth club each week (Not including additional Youth gym & Purple bus session)

We continue to operate 4 sessions per week with the loyal support of a dedicated team of 14 volunteers. This has resulted in the youth club never having

Over the last few terms, we have had an increase in parent helpers with 6 individuals supporting the running of youth club sessions through volunteering while their young person attends. .

It is always huge help to encourage members of the community known to you, who would be both suitable and able to help supporting the youth club and investing in this generation of young people.

Having more volunteer support in the youth club is one of the key areas to take this service we're providing from good to great.

In June, I will be taking a week of annual leave. During this week, the youth club will remain open by a number of our volunteers taking the lead on these evenings. (June 12th & 15th).

Visibility in the community, Comms & Social Media

With the more obvious change in the seasons, I have been able to engage with more young people around the community outside of youth club sessions. This has often taken the form of engaging young people in sports activities in and around the rec field. This has served as another medium to develop relationships with young people and trust in the youth club as a service provider.

The neighbourhood wardens and myself have continued to maintain informal communications, keeping each other aware of relevant issues arising amongst our young people (As well as sharing positive things).

During May I also attended Rydon school delivering an Assembly to Students. Over the past few years, I have found this to yield positive feedback from young people and parents from the community. AYC management committee met this month to specifically begin plans for AYC involvement in this Summer's Carnival.

We are delighted that a number of individuals from the community have kindly been able to support the youth club outside of youth club sessions, using their own skills and experience to help AYC. This has included gardening around the exterior and also cleaning the youth club during the day.

Purple Bus

This term, WSCC have provided the purple bus youth project to Ashington on Tuesday nights.

Unfortunately, without having regular volunteers, this hasn't been able to run every week.

This service has been extremely well received by young people, but unfortunately cannot run without further assistance from volunteers within the community.

Any further encouragement to potential volunteers is always extremely well appreciated to support this project.

25.5.17 - Paddy Donovan, Senior Youth Worker // paddy@ashingtonyouth.co.uk

Appendix 3

Funds held by the Parish Council on behalf of others

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