



Ashington Parish Council

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

Present: Councillors: N. Spiers (Chairman), S. Ball, T. Kearney, R. Strudwick, M. Woolley, K. Wood.

Clerk: Celia Price

County Councillor: P. Marshall

District Councillors: P. Circus, D. Jenkins

7 members of the public

2 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.

234/17 APOLOGIES

Cllr Blackall (District Councillor), Cllr Currell, Cllr di Castiglione, Cllr Stillwell (Parish Councillor), Bryony Sparks (Neighbourhood Warden)

235/17 DECLARATION OF INTERESTS

The Chairman reminded councillors that previous declarations still stand. Cllr Woolley declared an interest in correspondence for action, Church Close tree surgery request.

236/17 APPROVAL OF MINUTES

The minutes of the meeting dated 2nd November 2017 were approved as a true record and signed by the Chairman. Proposed by Cllr Ball, seconded by Cllr Woolley and agreed by all.

237/17 INVITED GUESTS

The Chairman welcomed representatives from Ashington Primary School. The head boy and head girl introduced themselves. Responsible citizens, more involved in the community. Hope to attend more often. The chairman explained about the fund matching for the youth club. The chairman thanked the guests.

238/17 Neighbourhood Wardens Report (Appendix 1)

The chairman gave an overview of the report.

239/17 Youth Worker Report (Appendix 2)

Cllr Ball gave an overview of the monthly report. Questions and comments were invited from councillors, none were raised.

240/17 REPORT FROM DISTRICT AND COUNTY COUNCILLORS

On behalf of West Sussex County Council, Councillor Marshall reported the following:

- Meeting with Rectory Lane resident with the clerk regarding national speed limit. Highways safety officer will also be visiting. Look at when developments are proposed.

On behalf of Horsham District Council, Councillor Circus reported the following:

- Fortnightly residual waste collections, moving ahead, will soon be told which day of the week. Handles need to be road facing, some residents may have new locations.
- HDC are concerned about increased housing demands for the area and have approached the government minister regarding the issues, including appropriate sustainability and unfulfilled planning applications.

Questions were invited from councillors.

Cllr Ball asked if the developments that have been approved but not been delivered been 'counted' in the figures?

Cllr Circus responded advising that HDC do have a five-year land supply but the government want to increase this further. Cllr Jenkins added that uncompleted developments cannot be considered as part of future numbers.

Cllr Spiers asked if the 150 houses taken from the Crawley area can be allocated back to them?

Cllr Circus responded advising that HDC has a duty to cooperate with neighbouring authorities. Cllr Marshall added that it is interesting to note that average house purchase prices in the district are much higher than other areas being 14 times average earnings.

241/17 PUBLIC ADJOURNMENT

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

County Council

- The cost of housing in the area means we are losing our communities as young people can't afford to stay in the area.
Cllr Marshall agreed but HDC have no control over house prices.

District Council

- Please communicate with other departments eg grass cutting regarding the new bin collection day.
Cllr Circus responded by advising communication between HDC and WSCC is striving for improvement but is a problem with a two-tier system.
- There is not enough space in Penn Gardens to put all the bins on recycling days. Where should they be placed?
Cllr Circus responded advising that the roll out of the new scheme will be done over a 10 week period, during and after this time the situation with all areas will be reviewed and adjusted accordingly with residents being advised as appropriate.

Parish Council

- The phone from the phone box in Rectory Lane, when will the box be removed?

- The chair responded advising that it is BT's responsibility and we are awaiting action from them
- Thank you to all councillors with best wishes for a Merry Christmas

242/17 YOUNG PERSONS ADJOURNMENT

None present.

The Chairman thanked residents for their comments and wished them a Happy Christmas.

243/17 ACTIONS OUTSTANDING

Highways

- a) London Road (grass verge outside The White Cottage)
The rangers will be installing the bollards on Saturday 9th December
- b) London Road bus shelter
Nothing to report

Mill Lane Culvert

Very limited responses have been received from residents so a community group is not viable at this stage, however the Clerk is investigating further with Operation Watershed and WSCC.

Pond maintenance

The clerk met with the HDC Countryside Warden on the 21st November and inspected the 4 ponds owned by the Parish Council. The written report was forwarded to Councillors prior to the meeting. A maintenance schedule will be prepared in accordance with the report and associated works be carried out.

S106 applications

Warmingshurst and Posthorses play areas

The S106 application has been submitted to HDC. The planning obligations panel will be meeting on 11th December and where the application will be reviewed.

Multisports Court

A presentation was made to ACCT regarding the various options and report distributed to councillors. The Parish Council are awaiting feedback from ACCT.

Councillors email addresses – Data protection regulations

The IT audit took place on 9th November and a report has been distributed to councillors. Further discussion under confidential matters later in the agenda.

Additional litter bin near the youth shelter

Prices have been obtained from HDC and all information passed on to ACCT. The Parish Council are awaiting feedback from ACCT. Cllr Wood suggested fencing to stop the litter spreading.

ACCT Working Party

The working party has been formed and is awaiting a date for a meeting with ACCT.

CORRESPONDENCE

244/17 For action:

Resident request for tree surgery in Church Close

Cllr Woolley left the meeting.

Councillors were forwarded the request to remove a young oak tree close to the drive of a property in Church Lane. Advice has been sort from HDC countryside warden and tree officer. The clerk was asked to seek further advice and a decision is deferred awaiting further information.

Cllr Woolley returned.

245/17 For information:

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

- a) HAMSVA – Health and wellbeing events
- b) HDC – Year of Culture 2019
- c) Southern Water – Lets talk about water
- d) SSALC – Watch Out magazine
- e) Clerks and Councils Direct – November magazine
- f) SSALC – NALC legal briefings – GDPR
- g) SSALC – Sussex policing model

246/17 PLANNING.

The minutes of the planning meeting held on 15th November were distributed to councillors prior to the meeting. The minutes were agreed as a true and accurate record of the meeting, proposed by Cllr Wood, seconded by Cllr Woolley and agreed by all.

247/17 Correspondence

None

248/17 Neighbourhood Plan update

The Steering Committee recently approved the Vision & Objectives of the Neighbourhood Plan and these are available to view on the Parish Council website.

The draft Site Sustainability Appraisals were prepared by the Planning Consultant, reviewed by the NHPlan Clerk & Steering Committee and amendments are currently being made. The Planning Consultant is completing these, prior to the NHPlan Clerk sending them to each Site Promoter for correction of any factual errors, comments and an indication of any community infrastructure offers they may wish to make. Site Promoters have a deadline of 12th January to return this information. The Steering Committee will be organising public consultation event(s) and publicity so that all residents and stakeholders can view and comment upon the Site Offers. It is anticipated that this will take place in early 2018.

249/17 New Enforcement Allegations

EN/17/0564 – Ashington Autos, Showroom 2 and service centre

Alleged removal of trees and vegetation and the laying of additional hardstanding.

250/17 Amendments

None

251/17 Applications

DC/17/2512 - Ivy Lane

Fell 1 x oak tree. Defer to Will Jones

DC/17/2619 - Tricklewood Stables, Hole Street

Application to confirm the use of Tricklewood Stables as DIY stables and livery yard with storage for a continuous period of over 10 years. Certificate of lawful development.

This application was discussed and councillors noted that planning permission was originally refused, therefore enforcement should have investigated. The clerk will submit this comment to HDC.

DC/17/2563 - The Springs, Hole Street Fisheries

Application for certificate of lawful development for the use of land as a private garden curtilage for over 10 years.

The application was reviewed and there were no objections.

DC/17/2583 – 16 Cricketers Close

Proposed erection of two storey side extension and single storey rear extension

During a review of the plans councillor noted that the proposed extension seems close to the boundary, whilst there are no objections to the design the clerk will make the observations made by councillors known to HDC.

Horsham District Council

252/17 Approvals

DC/17/1945 Land parcel north of Baden House, London Road

Revised scheme DC/14/2761 for two storey, three bedroom dwelling

DC/17/1966 Land parcel at Muttons Lane

Fell 16 x oak trees, 2 x willows, 1 x silver birch, 1 x field maple, surgery to several other trees and re-coppicing

DC/17/2083 Fallow/brownfield site next to BP filling station

Removal of condition 2 re: non-permanent residential unit

DC/17/2162 Co-Op, London Road

Installation of signs

253/17 Refusals

None

254/17 Withdrawals

None

255/17 Appeals made

None

256/16 FINANCE

The minutes of the Finance Committee held 29th November, were approved as a true record and signed by the Chairman. Proposed by Cllr Spiers, seconded by Cllr Woolley and agreed by all.

257/16 Correspondence for action

a) Annual Review of Risk Management Schedule and Financial Regulations

A review of the Risk Management Schedule has been completed by the Finance Committee and forwarded to all councillors along with 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.

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***'

All agreed that the risk of financial impropriety is negligible and the procedures for control and review are effective.

b) Budget Precept 18/19

The RFO has prepared a preliminary budget & precept forecast for 18/19 and a Finance Committee meeting took place on 29th November 2016. Councillors have been provided with a copy of the draft minutes and the supporting documentation.

Councillors reviewed the Finance Committee's proposals and agreed with the recommendation to adopt the budget. The precept will be set at the January meeting.

258/17 Income

None

259/17 Expenditure

Month	Payee	Description	Amount	Chq No.
Dec-17	Mrs Celia Price	Home Office - November 2017	10.00	
		Phone - November 2017	7.00	
		Total	17.00	1923
	Mrs Karen Dare	Home Office - November 2017	5.00	1924
	Mark Adsett	Landscape Gardening - November 2017	508.00	1925
	Ashington PCC	Invoice: YW-201711 Youth Worker (November 2017)	1083.33	1926
	WSCC	Invoice tbc - salaries	1539.50	1927
	WSCC	Invoice: 800125873 - payroll admin April - Sept 2017	88.42	1928
	Information Commissioner	Data protection registration	35.00	1929
	HDC	Invoice: 6613918. Bin Emptying	323.70	1930
	Glasdon UK Limited	Invoice: 741418. Bollards	108.67	1931
		December 2017 Total Expenditure	3599.95	

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

260/17 MEETINGS

The clerk and NP clerk attended the IT audit meetings on 9th November

Cllr Spiers, Cllr Ball and the clerk attended the HALC meeting on 13th November

The clerk met with the Headteacher at Ashington Primary School on 14th November

The clerk met with a resident and County Councillor Marshall on 16th November

The NP clerk, Cllr Currell, Cllr McPherson and Cllr Spiers attended the Neighbourhood Plan Steering group meeting on 20th November

The clerk met with the HDC countryside ranger on 21st November

The clerk attended a Highways meeting on 24th November

Cllr Spiers attended the community forum meeting on 30th November

Cllr Spiers and Cllr Stillwell attended the Wardens Steering group meeting on 1st December

Cllr Spiers and Cllr Ball attended the Youth Partnership meeting on 5th December

261/17 MINOR MATTERS RAISED BY COUNCILLORS

Cllr Strudwick observed that vehicles are cutting across the roundabout by the Red Lion. The council noted that roadworks have been on-going in the area and will monitor the situation now that these are finished.

Cllr Wood observed that there is only one surface water drain on the road outside Swan Close and is concerned this may result in future flooding of the area. The council noted that WSCC highways would have agreed the design but will monitor.

The next Planning Committee meeting is at **7:30pm on Wednesday 20th December 2017** at the Sports Pavilion, Church Lane.

The next Parish Council will be held at **7:45pm on Thursday 11th January 2018** at Ashington School, Foster Lane.

Members of the public left the meeting at 9pm and the council moved onto to part 2 of the agenda.

The meeting closed at 9:45pm

Signed.....

Dated.....

Appendix 1
Warden Report

Appendix 2
Senior Youth Worker's report - December 2017
November Headlines & Highlights

Appendix 3
Funds held by the Parish Council on behalf of others

Ashington Rangers	£ 1011.01
First Responders	£ 2779.85
Bingo Club	£ 264.19