



# Ashington Parish Council

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## **Minutes of the meeting held on Thursday 1<sup>st</sup> March 2018 at 8p.m. in Ashington School, Foster Lane, Ashington**

**Present: Councillors: N. Spiers (Chairman), J. Stillwell (Vice-Chairman), T. Currell, G. MacPherson, R. Strudwick, M. Woolley, K. Wood.**

**Also present:** Clerk - Celia Price, Youth Worker – Paddy Donovan, County Councillor – P Marshall, District Councillors – J Blackall, P. Circus, 7 Members of the Public

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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.

### **049/18 Apologies for absence**

Apologies for absence were received and approved from Councillors S. Ball, L. di Castiglione and T. Kearney and District Councillor Jenkins

### **050/18 Declaration of Interests and notification of change of interests**

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).

### **051/18 Minutes of the Parish Council meeting held on 1<sup>st</sup> February 2018**

The minutes of the meeting dated 11<sup>th</sup> January 2018 were approved as a true record and signed by the Chairman. Proposed by Cllr Currell, seconded by Cllr Woolley and agreed by all.

### **052/18 Neighbourhood Wardens Report (Appendix 1)**

Cllr Stillwell gave an overview of the report and an update following the steering group meeting on Monday.

The chair invited questions. None.

### **053/18 Youth Worker Report (Appendix 2)**

The chairman welcomed Paddy Donovan, Senior Youth Worker who gave an overview of the work of the youth team. Once again, the purple bus will be in the Community Centre carpark on Wednesday evenings in the summer term (this is basically a youth club on wheels) and the wardens have organised some ad-hoc sport session in the summer holidays.

Paddy also reported that grant applications have been completed for some lights at the youth shelter as well as some music equipment for the youth club. Cllr Spiers and Cllr Ball will be attending the CLC meeting on 7<sup>th</sup> March to support the application.

In addition, the working relationships with both the wardens and other organisations such as the co-op are good with collaborative working as appropriate.

The positive shift in attitude toward towards the youth club continues and Paddy has had some great feedback from volunteers, parents and residents alike.

Finally, Paddy advised that the Church are also thrilled that the community youth work is going from strength to strength and are looking to employ a further part time youth worker.

There were no questions so the Chairman thanked Paddy for his report and for attending the meeting.

#### **054/18 Report from District and County Councillors**

For the District Council, Cllr Jenkins provided some additional facts regarding the reasons behind changing the refuse lorries from side to rear loaders.

On behalf of the County Council, Cllr Marshall reminded everyone that the CLC meeting will take place on 7<sup>th</sup> March and the funding mechanism for grant applications will be changing to include crowd funding encouraging local business and communities to support grant applications.

The Chairman invited questions from Councillors

- Cllr Strudwick raised some issues regarding waste not being collected as well as misinformation and delays when reporting the problem.

Cllr Circus expressed his disappointment, took details and will investigate.

The Chairman invited questions from members of the public

- Questions were raised regarding collection times of recycling bins as well as location and positioning of the bins.

Cllr Circus responded advising that bins can be placed on both sides of the road and handles must face the road. Bins should be placed so they are 'safe and sensible'.

- Will the schedule be looked at if fortnightly collections don't work?

Cllr Circus reported that three quarters of all local authorities operate a fortnightly waste collection service and so this with no problems.

#### **055/18 Public Adjournment**

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

- Highways have placed a new double bend sign on Rectory Lane outside Blakiston Close which is in the middle of the footpath so a double buggy can no longer get past.

The clerk will report to WSCC Highways

- Objection to planning application DC/18/0388. The oak tree in question is over 400 years old and is robust providing a great public amenity. The applicant suggests the tree is unsafe but in January 2013 the tree was inspected by WSCC inspector advising the tree is sound and not dangerous. In 1997 a second storey was added to the original one storey building. Could this be causing the issues with the property rather than the tree? Other provisions should be put in place to protect the house before removing the tree.

It was resolved to note the comments when considering the application later in the meeting.

- Planning application DC/18/0421. It is an excellent idea to out a new gate in. Will the paths be improved and/or added to as it is very difficult to push a wheelchair on the shingle.

The chairman responded advising that the council can only comment on the application in front of them and advised the resident to contact the Church.

- Is there an update from Southern Water regarding the smell at the bottom of The Sands.

The clerk advised that to date no response has been received.

The chairman closed the public adjournment, thanking members of the public for their comments and attendance.

**056/18 Young Persons Adjournment**

None present

**057/18 Action List Update**

The action list was reviewed and the following was noted

**a) Mill Lane Culvert**

Nothing to report

**b) Warmingshurst and Posthorses play areas**

Cllr Spiers and the clerk met with Kompan on 22<sup>nd</sup> February for the pre-start meeting. Work started on Posthorses play area on Monday (27<sup>th</sup>). The clerk advised councillors prior to the meeting of additional costs of a) £1362 for the removal of the old equipment and b) post installation inspection by an independent company (The Play Inspection Company) £495 if both sites inspected on the same day or £590 if inspected on different day. The additional costs can be covered by the play area maintenance budget.

It was resolved that the expenditure be agreed with both inspections being carried out on the same day.

**c) ACCT working together**

The working party are awaiting a reply to correspondence sent on 6<sup>th</sup> February. Further discussions will take place in part 2 of this meeting.

**d) Data Protection**

Nothing new to report

**e) Potential New War Memorial**

Cllr MacPherson continues with research

**f) Footpath to Big Plant Nursery**

Cllr Spiers and the Clerk met with Chris Stark, Highways Manager on 19<sup>th</sup> February. Advice received indicates the project is feasible and further advice and information was given to progress this. The whole process takes 2-3 years.

**058/18 Correspondence received for action**

**a) Resignation of the Clerk.**

The chairman announced the clerk has resigned for the position of Parish Clerk and is added to Part 2 of the agenda.

**b) Indian Cottage Premises Licence – LI/17/0752**

The consultation period has been extended to 21<sup>st</sup> March as the Indian Cottage had failed to display details of the application. Cllr Wood noted that the form states the applicants date of birth is 2018 and asked the clerk to make the licencing officer aware. There are no changes to the original application and it was resolved that the council have no other comments.

**c) Annual Litter Pick**

The date of this year's annual litter pick is Saturday 28<sup>th</sup> April from 10am – 1pm. This is being organised by the Rangers and will be advertised on the village noticeboards and Facebook as well as in the village newsletter. All welcome.

d) Proposed permanent Traffic Regulation Order Consultation – School Keep Clear. Councillors were provided with the relevant information prior to the meeting, there were no comments and it was resolved to note the application which included all schools across the area.

**059/18 Correspondence received for information**

The following were distributed to councillors

- a) WSCC – members information service newsletters
- b) Chanctonbury CLC – Grant funding event details (7<sup>th</sup> March)
- c) SALC – Sussex Police meeting
- d) WSALC – Spring Conference Programme
- e) SALC – South East in Bloom
- f) WSCC – Sussex Day (16<sup>th</sup> June)
- g) HDC – Great British Spring Clean
- h) HDC – Safer internet day, new discretionary disabled facilities grants, dementia action, healthwatch.
- i) WSCC – Winter Service message and updates

It was agreed to note the information

**060/18 Meetings attended**

The following meetings were attended

<b>Date</b>	<b>Meeting</b>	<b>Attendees</b>
14 <sup>th</sup> February	Planning Committee	Cllr Stillwell, Cllr Spiers, Cllr Wood, Cllr Woolley and the clerk
19 <sup>th</sup> February	Highways	Cllr Spiers and the clerk
20 <sup>th</sup> February	ACCT working party	Cllr Currell, Cllr Woolley, Cllr Wood and the clerk
20 <sup>th</sup> February	Youth Club Committee	Cllr Ball
22 <sup>nd</sup> February	Play area pre-start meeting with Kompan	Cllr Spiers and the clerk
26 <sup>th</sup> February	Warden Steering Group	Cllr Stillwell, Cllr Ball and the clerk
27 <sup>th</sup> February	Youth Partnership	Cllr Spiers and Cllr Ball

**061/18 Matters raised by Councillors**

Cllr Wood reported that the overflow pond behind Posthorses contains water and believes the sump is blocked. To gain access for maintenance the old sewage farm road needs clearing. It was resolved to request the Rangers carry out the road clearance work.

**062/18 Chairman's announcements**

None

**Planning**

**063/18 Minutes of the planning meeting held on 14<sup>th</sup> February 2018**

The minutes of the planning meeting held on 14<sup>th</sup> February were distributed to councillors prior to the meeting. The minutes were agreed as a true and accurate record of the meeting, proposed by Cllr Woolley seconded by Cllr Stillwell and agreed by all.

**064/18 Planning correspondence**

There was no planning correspondence.

**065/18 Neighbourhood Plan update**

The Neighbourhood Plan team have recently completed an Audit of Community Facilities including Existing assets and Future needs. In addition, some draft Plan Policies have been prepared and both pieces of work are awaiting Planning Consultant comments. The team is also consulting with residents as to what they consider to be the 'centre' of Ashington. Any comments should be sent to the Neighbourhood Plan Clerk asap.

The Planning Consultant has prepared the SEA and HRA and invoiced for the work. The cost will be met from the grant received from Groundwork UK.

It was resolved that the information be noted.

**066/18 New Enforcement Allegations**

None

**067/18 Planning applications**

The following application was reviewed and discussed.

DC/18/0388 – Old Orchard, Billingshurst Road  
Fell 1 x Oak Tree

It was resolved that the decision be deferred to Will Jones, HDC tree officer with the council communicating concerns.

DC/18/0267 - Winstons Farm, Muttons Lane  
Erection of two-storey dwelling

The application was discussed. Consideration was given to the following: proximity of listed building (Winstons Farm, formerly Jinxes Farm), the site is not in the Neighbourhood plan and is outside the built up area boundary. In addition, there is no direct road access and agricultural buildings should not be replaced with a residential dwelling.

On these grounds it was resolved that the council object to the application. (Votes: 1 councillor abstained, the remaining 6 object to the application.)

DC/18/0370 – Westlands Farm, Billingshurst Road  
Removal of all conditions to previously permitted DC/12/1276. Material change to approved scheme as advised EN/17/0415

The application was discussed and there were no objections.

DC/18/0421 – St Peter and St Pauls Church, Church Lane  
Removal of 1.2m length of hawthorn hedge and associated timber post and rail fence. Erection of single pedestrian gate to create new access.

The application was discussed and there were no objections.

**068/18 Horsham District Council Decisions**

Approvals

DC/17/2130 Robin Cottage, 23 Church Lane  
Retrospective application for exterior rendering works (listed building consent)

DC/17/2419 Eastlands Farm, Billingshurst Road

Proposed part two-storey / part single storey rear extension

Refusals

None

Withdrawals

None

Appeals Lodged

None

It was resolved that the information be noted

**Finance**

**069/18 Correspondence**

**a) Summer hanging baskets**

The clerk distributed the following estimated costs to all councillors prior to the meeting

Ferring Nurseries	1093.82
Replacement Brackets	556.56
Neoprene strips	23.75
Labour (Mark estimates 3 days to take down old brackets and put up new ones – probably 2 man job) this estimate is a guide based on Marks current day rate	360.00
Watering (assuming no increase)	960.00
<b>TOTAL</b>	<b>2993.13</b>

TPA advised that we should be taking the brackets down each year. Next year lamp post corrosion testing will need to be performed (bi-annual requirement).

After discussion, the expenditure was unanimously agreed.

**b) Quarterly bank reconciliation**

The Clerk reported that the RFO has prepared the quarterly bank reconciliation which has been checked and signed by the Chairman.

**c) Budget report (Q3)**

The RFO has reported Overspends:

Description	Budget £	Spent £	Over Spend £
Clerks Travel (both)	50.00	74.90	24.90
Training	500.00	854.10	354.10
Stationery	250.00	376.20	126.20
Subscriptions	930.00	956.14	26.14
Insurance	1100.00	1226.18	126.18
Total Overspent			657.52

All overspends can be covered by the contingency budget or underspent budgets.

Councillors are also advised that both clerks salary costs will be budget overspends by the end of the financial year. Some of the NP clerk's costs could be offset against the NP grant.

It was resolved that the information be noted

**070/18 Income**

Singer & Friedlander bank (Iceland) £382.00 taking the total recovered to 85.6% (All of the capital was recovered some time ago, interest is now being recovered)

**046/18 Expenditure (Appendix 3)**

It was resolved that the schedule of invoices for payment totalling £6153.16 be approved.

**Date of Next meetings**

The next Planning Committee meeting is at **7:30pm on Wednesday 14<sup>th</sup> March 2018** at the Community Centre, Foster Lane (Committee Room 2)

The next Parish Council will be held at **7:45pm on Thursday 5<sup>th</sup> April 2018** at Ashington School, Foster Lane.

*Members of the public should be aware that being present at a meeting of the Council or one of its Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.*

Part 1 closed at 9:25pm

**Appendix 1 – Warden Report**

**Appendix 2 – Youth Worker Report**

**Appendix 3 – Expenditure**

**Appendix 4**

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

Ashington Rangers	£ 1024.00
First Responders	£ 3190.42
Bingo Club	£ 264.19