



Ashington Parish Council

Minutes of the meeting held on Thursday 7th June 2018 at 7:45p.m. in Ashington School, Foster Lane, Ashington

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

Also present: Clerk – Emma Johnston, Tony Moss (Councillor candidate), Karen Dare (Neighbourhood Plan Clerk & RFO), County Councillor – P Marshall
5 Members of the Public

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.

133/18 Vice-Chairman signing of Declaration of Office

Cllr Ball signed the Declaration of Acceptance of Office after her appointment on 17th May 2018.

Apologies for absence

134/18 Apologies for absence were received and approved from P Circus, J. Blackall and D. Jenkins (District Councillors).

135/18 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).

136/18 Minutes of the Parish Council meeting held on 17th May 2018

The minutes of the meeting dated 17th May 2018 were approved as a true record and signed by the Chairman. Proposed by Cllr L. di Castiglione, seconded by Cllr T. Currell and agreed by all.

The Chairman explained although not on the agenda, having a councillor short was making meetings hard to meet minimum numbers. Having already followed due process regarding advertising to fill a Councillor vacancy, co-option was now the only option available to Council, as per the email from the Chairman in advance of the meeting. As only one candidate had put his name forward it was agreed by Councillors to co-opt the candidate on to the Council. All Councillors showed hands in agreement.

Tony Moss introduced himself.

Tony Moss's application was nominated by Cllr Spiers and Second by R Strudwick, all councillors agreed.

137/18 Neighbourhood Wardens Report (Appendix 1)

Cllr Ball gave an overview of the report.
The chair invited questions, there were none.

138/18 Youth Worker Report (Appendix 2)

Cllr Spiers gave an overview of the report
The Chair invited questions, there were none.

139/18 Report from District and County Councillors

Cllr Marshall reported the following:

1. Local resident has reported concerns with speed limits on Rectory Lane. Applying for a TRO has been suggested to the resident. Cllr Marshall is happy to support any decision the Council makes.
2. Crowdfunding gives grants up to 130K. WSCC has a crowdfunding pot now. May not be all the cost, but WSCC are able to contribute if requested as part of that application process.
3. Consultation school effectiveness survey – was primarily looking at primary education. The deadline has been extended to 25th June. Cllr Marshall was encouraging participation.

A question from the Chairman regarding Rectory Lane and the length of time to achieve a TRO. Cllr Marshall suggested it was down to ease of implementation and cost dependent. The Chairman suggested the resident attends the next PC to explain further to Councilors and the public. Cllr Ball also suggested the neighborhood watch may be in support.

Cllr Ball updated Cllr Marshall that the CLC Grant already received by the Youth Club is being used, and quotes are being obtained to buy a DJ Deck. Additional funds are being raised by the Youth club to make up the additional money needed to pay for the lighting for the Youth Shelter. Cllr Marshall suggested Crowdfunding could be used for this.

Cllr Spiers asked Cllr Marshall to pass on our thanks to Cllr Blackall for achieving shared payment for our Warden's sick leave and agreed to the proposal by Greg Charman on 01/06/18 by email, with it needing ongoing review.

140/18 Public Adjournment

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

A member of the public asked if the hedges are due to be cut from Blackiston Close towards Penn Gardens. Clerk to log issue on 'I Love West Sussex'.

A member of the public commented on the hanging baskets, and they were advised they were due to go up tomorrow, but the resident was worried about the verges looking bad. Clerk to contact WSCC to find out when the next cut is due.

Residents commented on witnessing the verges being left when last cut.

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

141/18 Young Persons Adjournment

None present

142/18 Action List Update

The action list was reviewed and the following was noted

a) Mill Lane Culvert

Nothing new to report

b) ACCT working together

Cllr Woolley commented on an email from Bruce Wallace last week suggesting the two working groups get together again. The Chairman suggested the ACT Committee spoke initially, then a date agreed with both parties.

c) Data Protection

Nothing new to report

d) New War Memorial

Cllr MacPherson confirmed our bid to the covenant fund has been considered by the Regional Board and passed on to the National board for final determination. We should hear the outcome in the next couple of weeks.

In the meantime, a separate bid for up to £500 has been submitted to the Covenant Armistice fund for the purchase of up to 10 'there but not there' silhouettes to support a community event.

Cllr Spiers thanked Cllr MacPherson for all his efforts.

e) Footpath to Big Plant Nursery

Nothing new to report

143/18 Correspondence received for action

- a) Velo South Roadshow Invite (Partridge Green Village Hall Friday 22nd June, 5pm-8pm, 1-2-1 sessions. Other day and evening sessions - as per information shared with all PC)

Cllr Kearney received a leaflet a week ago as a resident. Cllr Currell commented how her husband complained and they replied suggesting the event was good for wellbeing/socialising.

Cllr Ball suggested that we make contact with organisers as some residents still don't know about the event. Cllr Spiers will take this action. Cllr Spiers suggested organisers are going to repair all road surfaces for the safety of the riders. Leaflets says they are within the law to tow incorrectly parked cars.

- b) School Effectiveness Strategy Consultation – survey by 25th June 2018
c) Have Your Say - Southern Water's commitments to customers – 8th June 2018
d) Proposed permanent TRO The Pike Washington - TRO/CHA1802/RC
e) Safer West Sussex Partnership Survey 2018 – 10th June 2018

144/18 Correspondence received for information

The following were distributed to councillors

- a) NPPF - consultation response from HDC
b) Rectory Lane speed limits

Rob wrote to Cllr P Marshall - As you would have seen I approached Stephen Douglas regarding the road. Day by day the road is getting busier and faster due to the fact more and more people use it to avoid Washington. Stephen has suggested I apply for a TRO but advises that I speak with you first. I'm no expert at this but feel pretty determined to get something done about it. What is the best approach here? Do I get everybody in the surrounding area to sign a short explanation about the dangers of the road?

Perhaps Celia can help? Just need direction and some help. For what we are asking it's really not a major deal and do not see the complication of reducing a limit and installing traffic calming measures. It seems that the powers that be make a big song and dance over it when it's not really necessary. This road has no vision and carries a higher speed limit than parts of the A24. Cllr Stillwell noted there should be street lights also. Cllr Strudwick commented on subsidence on the speedbumps. Cllr T Currell was in favour.

- c) Temporary Traffic Regulation Order - A24 Southbound slip road - Proposed start date 20/06/2018
- d) Temporary Traffic Regulation Order - A24 Southbound slip road - Proposed start date 28/06/2018
- e) Horsham District Joint Action Group (Crime and Disorder) – new JAG procedure launch.
- f) Footpath bridge behind Church Close - Darren Rolf fixed the footpath with the Ashington Rangers.

It was agreed to note the information. Also see notes from District and County Councillors regarding point b.

145/18 Meetings attended by Councillors;

The following meetings were attended by councillors;

Period covered

Previous Parish Council Meeting: 17th May 2018

Current Parish Council Meeting: 7th June 2018

Date	Meeting	Attendees
05 June 2018	Youth Partnership Meeting	Cllr Spiers
06 June 2018	Auditor Meeting	RFO
06 June 2018	Warden Steering Group	Cllr Ball
11 June 2018	Auditor Meeting	RFO

146/18 Matters raised by Councillors

Cllr J Stillwell enquired about the Rectory Lane to Penne Gardens footpath. The Clerk to log on 'Love West Sussex'.

Cllr K Wood commented on 16 Chanctonbury, as adjoining property has put electricity down the public side of their fence and two electric wires are hanging down. Mark has been cutting brambles there, and this is a health and safety issue for the public. Cllr Spiers suggested we will write to the residents again. (Backs on to PC land with permissions path on it). Clerk to progress issue.

147/18 Chairman's announcements

a) Jayne's sick leave has been extended for a further 6-8 weeks.

Greg Charman agreed (as raised with him by Cllr John Blackall); As the Parish Council are not in a financial position to pay for additional hours for Bryony or cover by another Warden, we have taken a decision to meet the costs of some limited additional cover from central HDC funds although I must make clear that this arrangement would be a fixed number of hours for the period until Jayne returns which is to be decided. We have asked Bryony to provide a clear understanding of the level of cover / support needed and she has agreed to come back to us early next week. From this we will have a look at budgets and discuss with our wider Warden team who I hope can assist in backfilling cover.

We have also considered the issue of costs passed onto the Parish Council associated with Jayne's absence and as a gesture of good will as long-standing partners in the service, we would like to propose that HDC and the Parish Council split these costs 50/50. This will in effect mean that at the end of this financial year there will be a reduction to the invoice raised totalling 50% of the time Jayne was absent from her role.

Further treatment is required in that 6-8weeks. The Clerk to arrange flowers with Councils best regards.

Greg Charman (email 06/06/18) Further to my e-mail of last week, I am writing with an update on the situation as regards additional Warden hours. After discussion with Bryony, she has explained that she is currently pairing up with Police colleagues on occasion that she needs back up or support. As such at this stage we are not planning to use other wardens to support Bryony. Linked to this however we have agreed to pay Bryony some additional hours (up to 8 or 1 shift initially) each week in overtime to help cover some of the duties. We will review this after two weeks to see if it is working or the hours need further adjustment.

Planning

There was no planning meeting held on 30th May 2018.

148/18 Planning correspondence

None

149/18 Neighbourhood Plan update

An update from the Neighbourhood Plan Clerk; We are currently waiting for Site Promoters to respond to our request for information regarding which of our Community Needs & Priorities they are prepared to deliver on their sites. Deadline is 22nd June. We are also waiting for any feedback from our consultation with Statutory Bodies on our SEA & HRA, deadline is 6th June. I am preparing our latest grant application - we benefitted from a grant of £6500 for previous Plan work and will be applying for more funds for future work. The next Stage of the Plan is to shortlist our 'Preferred Options' and consult with residents and many other stakeholders on these. All our work is currently being written up into a draft Plan.

The Neighbourhood Plan Clerk is positive that all the hard work is coming together. Just waiting for the promoter's feedback on what they will give the community.

Cllr Spiers thanked Karen Dare for all her hard work on the plan.

It was resolved that the information be noted.

150/18 New Enforcement Allegations

None

151/18 Planning Applications

The following application was reviewed and discussed.

Cllr S Ball left the room in conjunction with her Register of Interest.

DC/18/1023 – 18 Chanctonbury

Proposed loft conversion over existing garage/ground floor including installation of front & rear rooflights.

The application was reviewed and there were no objections. All Cllrs agreed.

Cllr Ball re-joined the meeting.

DC/18/1086 – Pinewood, Billingshurst Road

Erection of a single storey side infill extension.

The application was reviewed and there were no objections. All Cllrs agreed.

DC/18/1110 – Old Orchard, Billingshurst Road

Demolition of existing detached garage and erection of single storey side extension featuring rear balcony.

Cllr Woolley noted the application isn't single story.

The application was reviewed and there were no objections. All Cllrs agreed.

152/18 Horsham District Council Decisions

Approvals

DC/18/0548 - 3 Blacksmiths Close

Erection of a single storey rear extension and installation of side dormer with eastern roof slope.

DC/18/0535 – Elmside, Billingshurst Road

Single storey rear pitched roof extension

DC/18/0628 – 21 Cricketers Close

Demolition of existing rear conservatory and erection of a replacement rear conservatory with tiled roof.

DC/18/0483 - Ashington Community Centre

Installation of wall three mounted fascia signs on the front and side elevations

Refusals

None

Withdrawals

None

Appeals Lodged

DC/17/2418 – 16 Covert Mead

Retrospective change of use to incorporate adjacent open land with residential curtilage and erection of 1.8m fence

It was resolved that the information be noted.

Finance

153/18 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 4 of the Annual return). Agreed by all.

Councillors have been provided with a copy of the annual accounts, Accounting Statements and supporting documentation.

154/18 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 10th June.

155/18 Correspondence

- a) Community Rights - End of Grant Report Underspend NPG-03339
RFO advised; Whilst we have to re-pay some unspent grant we have benefitted from £6,500 in grant funds and will be applying for a second phase of grant funding to cover forthcoming Neighbourhood Plan Grant expenditure. I am just preparing the grant application.

156/18 Income

No income to report.

157/18 Expenditure (Appendix 3)

It was resolved that the schedule of invoices for payment totalling £6,895.77 for June 2018 be approved.

Emma Johnston	Telephone	7.00
	Home Office	10.00
Sam Ball	Previous Clerk Gift	33.50
Ashington PCC	Invoice: YW201803 Youth Worker (April 2018)	1083.33
Ashington PCC	Invoice: YW201803 Youth Worker (May 2018)	1083.33
Mrs Karen Dare	Home Office	5.00
	Hanging basket drill bits	13.66
HDC	Quarterly emptying of bins/dog bins	336.63
Groundway UK	End of Grant Report Underspend NPG-03339	2,302.50
Intratest Limited	Structural Inspection of Steel rooted lighting columns	324.00
WSCC	Inv: 800130376 Salaries and on-costs May 2018	<u>1,696.82</u>
	June 2018 Total expenditure	<u>6,895.77</u>

Agreed by all.

Date of Next meetings

The next Planning Committee meeting is at **7:30pm on Wednesday 27th June 2018** at the Community Centre, Foster Lane (Committee Room 2)

The next Parish Council will be held at **7:45pm on Thursday 5th July 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 it's 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.

Meeting closed at 8.43pm

Signed:

Dated:

Appendix 1 – Warden Report

Appendix 2 – Youth Worker Report

Appendix 3 – Expenditure

Appendix 4

Funds held by the Parish Council on behalf of others (as at 31 March 2018):

Ashington Rangers	£724.01
First Responders	£ 3,556.30
Bingo Club	£ 264.19