



Minutes of the meeting held on Thursday 17th May 2018 at 7.45pm

Ashington School, Foster Lane, Ashington

Present: _

Councillors: N. Spiers (Chairman), T. Currell, L. di Castiglione, T. Kearney, G. MacPherson, K. Wood.

Parish Clerk: Emma Johnston

Warden: Bryony Sparks

County Councillor – P Marshall

District Councillor - P Circus and J Blackall

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.

098/18 Election of Chairman and signing of Declaration of Office

Cllr Spiers was nominated by Cllr di Castiglione and Cllr Kearney

Cllr Spiers was re-elected as chairman and signed the Declaration of Acceptance of Office.

Resolved, Cllr Spiers to Chair.

099/18 Apologies

Apologies for absence were received and approved from Richard Strudwick (Councillor), Judith Stillwell (Councillor), Sam Ball (Councillor), Malcom Woolley (Councillor), David Jenkins (District Councillor)

100/18 Election of Vice-Chairman and signing of declaration of office

Cllr Ball was nominated by Cllr di Castiglione and seconded by Cllr Currell. Cllr Ball had advised the Clerk in writing prior to the meeting that she is willing to stand as Vice-Chairman and there being no other nominations Cllr Ball was duly elected.

101/18 Allocation of committees

The following committee membership was proposed

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

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

Staffing – Cllr Ball, Cllr Spiers and Cllr Currell

Warden Steering Group - Cllr Ball and Cllr Stillwell

Youth Partnership Group - Cllr Spiers and Cllr Ball

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.

102/18 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 Currell

Horsham District Association of Local Councils – Cllr Kearney

Ashington Youth Club – Cllr Ball

SALC – Cllr Spiers

103/18 Schedule of meetings for 2018

The schedule of meetings was distributed to all Councillors prior to the meeting and taken as read. It was resolved to accept the schedule of meetings as distributed.

104/18 Annual Review of the Code of Conduct

The Clerk confirmed there were no amendments to the Code of Conduct previously adopted by the Council.

The Council confirmed acceptance.

105/18 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.

106/18 Annual 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.

107/18 Annual Review of the Council's Financial Regulations and Financial Risk Assessment documents

Councillors were reminded that the documents were reviewed in November 2017 and this review was to bring all approvals in-line. The Clerk confirmed there were no amendments to the Financial Regulations and Financial Risk Assessment documents previously adopted by the council. The Council confirmed acceptance.

108/18 Review of Code of Practice for Handling Complaints

The Clerk confirmed there were no amendments to the Code of Practice for Handling Complaints previously adopted by the council. The Council confirmed acceptance.

109/18 Annual Review of inventory of land and assets including buildings and office equipment

Register of Assets as at 31st March 2018 as supplied by the RFO. Cllrs were advised that land donated to the PC by Developers (parcels 3-9 on the previously distributed document), are now given a nominal value of 1GBP, as per the Internal Auditor's recommendations last year.

The Clerk to update the Register of Assets now the new play areas are complete and inform insurers. This should coincide with the Parish Council Annual Land Review.

110/18 Annual Review of Councillors' and Chairman's allowances

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.

111/18 Declaration of interests and notification of change of interests

The Chairman reminded Councillors that previous declarations still stand.

112/18 Minutes from meeting held on 5th April 2018

The minutes of the meeting dated 5th April 2018 were approved as a true record and signed by the Chairman. Proposed by Cllr Kearney, seconded by Cllr Wood and agreed by all.

113/18 Neighbourhood Wardens Report (Appendix 1)

The Chair welcomed warden Bryony Sparks who gave an overview of the monthly report. Questions were invited from Councillors and Members of the Public. There were none.

The Chairman thanked Bryony Sparks for all her hard work in the absence of Jayne Jeffrey.

114/18 Youth Worker Report (Appendix 2)

The Chair gave an overview of the monthly report.

The Chair commented that the interviews took place for a new Youth Worker.

115/18 Young Persons Adjournment

None present

116/18 Report from District and County Councillors

County Cllr P Marshall - Shoreham cement works, sold to Steve Dudman, he has a skeletal plan to build homes and commercial units and feature for South Down Way. Create a focal for South Down National Park. They would like to try to make it a focal point and may do some consultancy work to see what cement works could be. Will have a draw on traffic in neighbouring areas. They will start talking to locals/stakeholders. Key challenge will be Washington roundabout.

District Cllr Circus commented also on the cement works to suggest nothing will happen in the foreseeable future.

WSCC have a joint local minerals plant, Hams Farm designated sand pit. They have to look at South Downs National Park too. They will be calling soon for possible sites for sand extraction.

Gypsy and traveller allocations, all Borough Councils are meant to have a policy for this. Only one local authority out of 350 have a policy. Policy includes site allocations. The policy existing is now in difficulty as the lady who was going to sell her land for this purpose was subject to a social media storm and withdraw.

Fly tipping in the area is DIY waste, so not a result of cutting local waste services. It is possible to prosecute and fine. One such prosecution is in progress - Interview under caution on a household that could result in a fine. A public awareness campaign will be launched to remind the public to ask workmen for their waste carrier licence to show they dispose of waste appropriately.

District Cllr J Blackall – sent apologies for District Cllr Jenkins.

A27 infrastructure key to being able to have development, 800 houses raised to 974 and is expected to rise to 1,100.

Cement works is far from the needed infrastructure. As a PC we can't take all these developments without infrastructure.

Questions were invited from Councillors

Cllr Spiers commented on the sick leave of one of the wardens being at the PC's expense, and thus not being able to afford to increase Bryony's hours as needed. Cllr Circus to take up with Trevor Beadle.

Cllr Spiers commented on the Velo South Cycle Ride expressing his concerns that Ashington will be closed for 6 hours. Businesses will suffer and this is not satisfactory. Confirmed the PC were presented with a fait accompli. The event was a purely commercial exercise. Cllr Blackall confirmed a fait accompli. Cllr Spiers was keen to make the feeling of the village known. Cllr Circus commented on the health and fitness aspect.

Cllr P Marshall commented how we are not the only village that's unhappy.

Cllr Spiers commented on vehicles being removed the night prior.

Questions were invited from members of the public

A member of the public suggested we should get some compensation for the inconvenience of the Velo South Cycle event.

Another member of the public asked for confirmation on emergency services being able to get in to the village, Cllr Spiers confirmed.

A member of the public gave an example of an experience with the tip in Horsham, helping to clear a home of his disabled in-laws. The tip made him fill in some forms as the person who's rubbish it is was, wasn't present. Cllr P Marshall will look at this.

117/18 Public Adjournment

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

A member of the public asked for confirmation that we were paying for the sick warden. Cllr Spiers confirmed we are and Bryony would be happy to do some additional hours, but we can't afford this.

A member of the public requested another waste bin near the BP garage, or land near it. BP garage say its too far from their garage for their customers. Horsham Council advised they need to do a 6-month litter survey. Would like to know what that involves. Garage ask their staff nightly to pick up litter, but their personal are not insured to go off their property to pick litter.

Member of the public advised the Martins Farm sign is on the floor opposite the BP garage. Needs reporting to Chris Starke.

118/18 Action List Update

- a) Mill Lane Culvert
 - Nothing new to report
- b) ACCT working together
 - Nothing new to report

c) Data Protection

SALC/NALC advised that Government has U turned and parishes will be exempt from needing to appoint an external DPO. The general feeling amongst Clerks though is that with GDPR and data security, on and offline, will keep coming under developing rules, it is therefore felt it is still best practice (and to avoid possible conflicts of interest), to appoint someone external.

d) New War Memorial

Cllr MacPherson reports that he has submitted a bid for a covenant fund grant. It is seeking just over £3,000 to support our Armistice project. Community event, booklet, statue. This includes funding for a 'There but not forgotten' statue silhouette. The regional board that will consider these bids sits on 21 May so by then we will know if our bid will go forward to the national board for consideration. There is an additional fund we may be able to also apply to. Towards the end of June will be the decision. Three options; 1. 2. Event 3. Memorial. Grant for £500 for silhouette to open in June 18. Longer term we can go back for something more permanent up to £20K per quarter. 15 bids currently. Degree of scope on how we spend the money.

Cllr MacPherson was thanked.

e) Footpath to Big Plant Nursery

Nothing new to report

119/18 Correspondence received for action

a) Planting on Billingshurst Road

Ashington Rangers to assist with planting. Resident offered to pay for the bare root plants and canes, with spiral guards to protect them. Opposite Lingfield Lane.

b) Additional load testing on columns for hanging baskets

Clerk confirmed May 2017 additional load testing at £570+VAT was actually only for 1 year. Intratest have agreed to do 2 years at £270+VAT per year. Hoping to schedule this week.

Testing complete-passed 16/05. Due to go up Friday 8th June.

c) Vélo South event

Sunday 23rd September. 14th May Resident circulation. People will struggle to get to church.

It was noted that the Parish Council strongly reject this proposal. 15000 cyclists. All Cllrs voted as opposed to event.

Cllr Macpherson commented on the website FAQ and not having an adequate response to his query.

d) WSCC What Matters to You? Survey – 16th July deadline

e) National Rural Crime Survey – 10th June deadline

f) West Sussex Fire and Rescue Service – 28th May deadline

g) Bus strategy consultation – 6th June deadline

Councillors noted actions and there were no further comments.

120/18 Correspondence received for information

a) Postponement of the ACCT AGM until the 22 June

b) Country Local Committee Meeting

c) Invitation to discover Gatwick – 16th May now closed

d) Calor Rural Community Fund – Improving life grants up to £5,000

e) HALC Minutes

f) Action for Deafness Article

- g) West Sussex Crowd Funding
- h) Temporary Traffic Order Muttons Lane Ashington – 2 weeks from 30th April
- i) Section 137 expenditure limit for 2018/19 - £7.86

121/18 Meetings attended by Councillors

The following meetings were attended;

Period covered

Previous Parish Council Meeting: 5th April 2018

Current Parish Council Meeting: 17th May 2018

Date	Meeting	Attendees
18th April 2018	HALC	Cllr Spiers and Cllr Ball
30th April 2018	Warden Steering Group	Cllr Spiers, Cllr Ball and The Clerk
30th April 2018	Review meeting with HDC	Cllr Spiers and The Clerk
1st May 2018	Youth Partnership Meeting	Cllr Ball

122/18 Matters raised by Councillors

Cllr Wood commented on the footpath bridge needing some repairs. A member of the public commented on it being a possible job for Rangers.

123/18 Chairman’s announcements

Cllr Spiers commented on the ongoing concerns with long term parking in the layby outside the chemist and is consulting with WS Highways. Options; residents permit (administration intensive and stops trade), hourly parking (enforcement not possible), hour of not being able to park - in the middle of the day (would need enforcement). Highways to comment.

It was reminded that Warden Jayne Jeffrey is currently on long-term sick to end July 2018.

Celia Price was officially thanked for all her hard work as the Clerk for Ashington PC.

Litter pick was very successful with over 40 people turning up.

HDC confirmed there were no applications for the Parish Council Vacancy thus continue to Co-opt.

Planning

124/18 Minutes of the Planning Meeting held on 2nd May 2018

The minutes of the planning meeting dated 2nd May 2018 were approved as a true record and signed by the Chairman. Proposed by Cllr Spiers seconded by Cllr Wood and agreed by all.

125/18 Planning correspondence

- a) HDPF review consultation

The Neighbourhood Planning Clerk has made the following observations.

Impact on Ashington as follows:

Employment Sites: HDC are proposing to designate both Wiston Business Park and Rock Business Parks as Key Employment Areas. At present they have no such designation and, therefore, no

protection as employment sites. Designation would give them long term protection as Employment sites. I suggest the PC could approve this. Councillors agreed.

Tourist sites: No 'tourist' development sites have been identified in Ashington.

Review of BUAB: HDC are proposing that 2 new areas be added into the BUAB of Ashington (see attached map) -

1. AS1 = gardens to the rear of Oakwood House & Oast House Farm. At present the two new houses on Billingshurst Road are in the BUAB but their gardens are not. I would suggest that it might be difficult to object to this as other neighbouring houses have their gardens included in the BUAB, however, it does mean that the field behind becomes 'adjacent to the BUAB'.

2. AS2 = Ashington Services (BP station but also land south of the 'link' road between roundabouts), interestingly not the Ashington Autos site! I would suggest that the Ashington Autos land be included but not the land to the south of the link road. The reason for including the Service Area is that it has been built on but the land to the south hasn't and it forms a nice 'green buffer' to the A24.

The Chairman commented on agreement to the observations, apart from including Ashington Autos, and excluding the land to the south of the link road, thus agreeing with the original proposal in this instance. (Point 2. AS2).

126/18 Neighbourhood Plan Update

The Neighbourhood Plan team are working on finalising some documents prior to moving forward to the next stage of the Plan. It won't be long now before we are ready to ask all Site Promoters to put forward detailed proposals for the housing and any 'community benefits' that they propose to deliver alongside the homes. Some Site Promoters may also consider delivering some business units/space. It would be the Steering Group's intention to hold a Public Exhibition of all of the proposals as well as using other forms of publicity eg booklets, noticeboards, website, presentations at clubs/events etc to give residents as much opportunity as possible to comment upon the various proposals.

In the meantime, we are consulting with Natural England, the Environment Agency, Historic England and Horsham District Council on some technical documents that support our Neighbourhood Plan – Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA) as it is vital that issues such as environment, flooding, historic buildings and many more are taken into consideration when developing our Plan.

127/18 New Enforcement Allegations

None

128/18 Planning Applications

None

129/18 Horsham District Council Decisions

Approvals

DC/18/0093 - 17 Covert Mead

Surgery to 1 x Oak

DC/18/0421 - St Peters and St Pauls Church, Church Lane

Removal of 1.2m length of hawthorn hedge and associated timber post and rail fence. Erection of a single pedestrian gate to create a new access from the adjacent footpath of the public highway and reinstating the timber post and rail fence.

Refusals

DC/18/0267 - Winstons Farm Muttons Lane

Erection of a two-storey dwelling

Withdrawals

None

Appeals Lodged

None

Finance

130/18 Finance Correspondence

- a) NALC agreed rates of pay for 2018/19

Current RFO salary SCP35 increasing to SCP36 (from £16.001 to £16.753per hour) = £195.52 additional per annum based on 5 hours per week). Effective from 1st April 2018

Cllrs Agreed.

- b) VAT return

The RFO reported that the VAT return has been completed and submitted on 2nd May 2018

131/18 Income

HDC – S106 contribution £43,000.00

HDC – Cleansing Grant £1,869.52

HDC – 1st instalment of precept £49,926.00

Ashington Autos - £2,077.50

132/18 Expenditure (Appendix 3)

May-			
18	Ms Emma Johnston	Telephone	7.00
		Home Office	10.00
	Celia Price	Clerk Hours - April 2018	495.00
	Mark Adsett	Landscape Gardening - April 2018	533.75
	Mark Adsett	Landscape Gardening - May 2018	533.75
	Mrs Karen Dare	Home Office	5.00
		VAT Return Postage	2.11
		Hanging baskets Neoprene	31.92
		Hanging baskets Straps	177.68
	WSALC Limited	WSALC & NALC Subscription 2018/2019	780.92
	WSCC	Inv: 800129743 Salaries and on-costs April 2018	423.05
	HALC	Annual Subscription 01/04/18-31/03/19	15.00
	SSALC Limited	Magazine Annual Subscription 2018/2019	17.00
		May 2018 Total expenditure	<u>3,032.18</u>

Date of next meetings

The next Planning Committee meeting will be held at **7:30pm on Wednesday 30th May 2018 at the Community Centre (committee room 2)**

The next Finance Committee meeting will be held at **10:30am on Wednesday 23rd May 2018 at the Community Centre (committee room 2)**

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

Meeting closed at 9.06pm.

Signed:

Dated:

Emma Johnston, Clerk to Ashington Parish Council. 03rd June 2018

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