



# Ashington Parish Council

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## Minutes of the meeting held on Thursday 1<sup>st</sup> November 2018 at 7:45p.m. in Ashington School, Foster Lane.

**Present: Councillors:** N. Spiers (Chairman), S. Ball (Vice-Chairman), Cllrs; L. di Castiglione, T Kearney, G MacPherson, T Moss, J. Stillwell, K Wood, M Woolley.

**Also present:** Clerk – Emma Johnston,  
District Councillor – J Blackall  
7 Members of the Public  
Invited guest: Nick Taylor, Senior Youth Worker

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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.

- 228/18      **Apologies for absence**  
Apologies for absence were received and approved from Cllr R Strudwick, District Cllrs; P Circus, D Jenkins and County Cllr P Marshall.
- 229/18      **Declaration of Interests and notification of change of interest**  
Cllr Moss excused himself from the close element of this meeting, being an ACCT Trustee. The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).
- 230/18      **Minutes of the Parish Council meeting held on 4<sup>th</sup> October 2018**  
The minutes of the meeting dated 04<sup>th</sup> October 2018 were approved as a true record and signed by the Chairman. Proposed by Cllr J Stillwell, seconded by Cllr T Kearney and agreed by all.
- 231/18      **Neighbourhood Wardens Report (Appendix 1)**  
Cllr Stillwell gave an overview of the report. The Chair invited questions, there were none. Cllr Spiers reported a dog attack in the village and asked residents to be vigilant. 2 car thefts had recently been carried out in the village.
- 232/18      **Youth Worker Report (Appendix 2)**  
Cllr Spiers introduced Nick Taylor who is now running the Youth Club. Nick gave an overview of the report. The Chair invited questions, Cllr Stillwell enquired about youths from outside the village and whether there is a priority given to village youths if reaching capacity. Nick will find out about capacity.

- 233/18 **Report from District and County Councillors**  
 Cllr Blackall mentioned the opening of the Bridge Leisure Centre (the people running the new centre are paying for its use). Other focus was on the 'Year of Culture'.  
**Questions were invited from Councillors** - there were none.
- 234/18 **Public Adjournment**  
 -A member of the public commented on the fence around the pond. Cllr Spiers informed the public Mark Adsett is due to schedule this work with the Ashington Rangers.  
 -A member of the public commented on Rectory Lane, the first speed bump has a huge dip. Clerk to report to highways.  
 -A member of the public commented that parking wardens have never been seen in the village. Cllr Blackhall responded that rural car parking rules, Ashington should get the same support as the other villages and again asked for the Warden to inform him of where there are issue.  
 -Cllr Stillwell enquired about parking allocations guidance from planning per house for rural villages, and was informed there are national guidelines that are not modified for rural villages. We are advised to always ask regarding new planning applications etc. When the law in the village is established we will ensure communications go out to the village regarding parking on the road.  
 -A member of the public commented on the hedges on Rectory Lane coming over the carriageway and reducing the width of the road. Members of the public were reminded to report these issues via Lovewestsussex <https://love.westsussex.gov.uk/help>  
 -A member of the public suggested a dogs on leads, ACCT bylaw. Not all council agreed.  
 -A member of the public commented on the path from the village to Big Plant Nursery. Cllr Spiers communicated that the application for a community highway scheme was turned down 31<sup>st</sup> October 2018, but another application would be made considering the reasons why it was turned down.  
 -A member of the public from Church Close commented on the trees surrounding the bottom of their garden being tall and blocking out light from their garden. This relates to the trees surrounding the balancing pond owned by the PC. Request to trim the trees to reclaim some sunlight.
- 235/18 **Young Persons Adjournment – none present**
- 236/18 **Action List Update**  
 a) **ACCT working together** (see closed meeting)  
 b) **Data Protection/IT/Website**
  - A meeting took place on 5<sup>th</sup> October 2018 with GDPR-info Ltd and the audit findings were sent to all Council. Report highlights actions that need to be taken. Training was completed by all attending Councillors prior to this meeting.
    - a. Adoption of;
      - i. Breach Notification Policy – All council in agreement
      - ii. Document Retention & Disposal Policy- All council in agreement
      - iii. Subject Access Request Policy – All council in agreement
      - iv. Data Protection Training Policy – All council in agreement
    - Council were presented with 3 quotes for website redesign in advance. Council agreed to proceed with ecomSolutions for the website redesign.
  - c) **New War Memorial/ Ashington Armistice 100/There but not there event**  
 Cllr MacPherson gave an update on the event. Project spend is in budget and VAT gives a further opportunity which Cllr MacPherson suggested, coupled with the £300 ticket sales, that we could purchase a memorial bench as a legacy to the project. June deadline to finalise decision. Cllr Spiers asked Cllrs to think about a location for the bench.

- d) **Risk Register** – nothing new to report.
- e) **Assets Register** – nothing new to report.  
Chair to enquire with RFO as to the value of land.
- f) **Village speed concerns** - nothing new to report. Clerk arranged for a message to be put in the newsletter for volunteers, and no-one has come forward. Clerk to put on Facebook.
- g) **Trees around balancing pond** (backing on to Church Close) (new action)  
Cllr Wood gave the history of the trees around the pond. 2010-2012 had South Downs Rangers to thin out the trees. 9 months ago both ponds had a very positive ecological review. The trees were planted to act as drainage. Some Church Close properties have pipes running down to the pond for drainage.  
Advise is needed to check how it would affect Mill Lane flooding. If the height of the PC trees was reduced, the trees on the far side of the stream would also need to be trimmed.
- h) **Co-option of new councillor** (new action)  
Tony Watson visited the meeting and talked briefly about why he would like to become a Councillor for Ashington Parish Council. All Council were agreement, Mr Watson was co-opted on to Council. Tony signed a Declaration of Office. Clerk to send new Councillor paperwork.
- i) **Ashington Emergency Plan (new action)**
  - a. Coordinator required – Clerk to remain in position irrespective of not being in the village.
  - b. Community Winter Resilience - Stage 2 (Deadline 24th Oct 2018) – Application submitted and successful.
- j) **Equipment on the one acre play area** (new action)
  - a. Cllr Spiers and Kearney carried out an inspection on the Fosters Lane/One Acre play area 23/10/18 and sent a summary of findings to all Councillors. Advise needed on decommissioning. Chair to talk to SALC. Youth worker to ask Youths whether equipment is in use.
- k) **Skatepark annual service findings and recommendations** (new action)
  - a. The skatepark annual service took place 19<sup>th</sup> October 2018 where RADII Ramps also checked out the contents of the Play Safety report and took action as required. Email was sent to all Cllrs with full details.
  - b. To carry out the suggested riding surface replacement to the halfpipe at Ashington Skatepark before next summer, the cost will be £ 1195.00 all-inclusive which brings it back up to 'as new' status. This will meet the 5-year life expectancy.
- l) **APC Noticeboard guideline to be created** (new action)  
A5 posters (where possible), and an order of relevance. Suggest;
  - 1.PC notices
  2. Village activities that are charity based
  - 3.Village clubs and societies
  - 4.Warden notices
  - 5.HDC advisories

Due to limited space, no adverts for commercial bodies/private business, or event adverts in other towns e.g. Horsham can be accommodated.

237/18

#### **Correspondence received for Action**

- a) SALC - Disqualification Criteria for Councillors and Mayors - updated rules
- b) Bus User Survey - 18 November 2018 [buses@westsussex.gov.uk](mailto:buses@westsussex.gov.uk) - added to APC Facebook page.
- c) West Sussex County Council Cybercrime/Online Safety Surveys 2018 – added to APC Facebook page - close at midnight on Monday 19<sup>th</sup> November, 2018.

d) Charles Arnold Baker 11th edition now available £110.99  
The book can be ordered through the SLCC (Society of Local Council Clerks) or directly from the publishers LexisNexis. The cost to order through NexisLexis has been reduced by 20% from £129.99 to £103.99, with delivery the total cost is £110.99.

e) Horsham Area Highways Team update from Chris Stark (for info)

f) Gatwick unveils ambitious draft Master Plan for sustainable future growth - closes at 5pm on 10 January 2019

g) HDC email - Appeal judgement involving a parish council – trees

The large trees that could cause concern, belonging to the Council, are;

1. 3 large oaks in Church Close,
2. 1 large oak behind Church Close pond
3. 1 large oak beside the footpath towards Chanctonbury Nurseries.
4. Oak trees in and around Turnpike play area.
5. Posthorses tree branches dropping could be a risk to the kids.
6. Trees near Church Close could hit the houses or the Church, and branches hang over the drives of properties.

The Chair confirmed a professional was not budgeted for. Suggestion that Cllr Wood can take a view of key trees.

238/18

#### **Correspondence received for Information**

a) Wardens Christmas Party 24<sup>th</sup> November 2018 Ashington Village Hall

b) Horsham Weekly NHW Bulletins

h) WSCC Members Information Service E-Newsletters

i) HALC Presentations – Year of Culture 2019 Update, Waste Collection, Planning Policy Update

j) The Office of the Sussex Police & Crime Commissioner, Rural Crime updates

k) Southwater Neighbourhood Plan - Regulation 14 Consultation, six-week consultation which started on 5<sup>th</sup> October and ends at midnight on 16<sup>th</sup> November 2018

l) Brighton Main Line Improvement Project update - Brighton Main Line will be closed from Three Bridges to Brighton and Three Bridges to Lewes for all four weekends this October

m) Video - Sussex Police & Crime Commissioner- The Sussex Police & Crime Commissioner has recently filmed a short video discussing the recruitment of new officers for Sussex Police and clarifying the figures being reported in the press.

n) Invitation to Join Sussex Country watch

o) NALC SPRING CONFERENCE 2019 – 11<sup>th</sup> February 2019 - London

p) coldAlert – Live on 1<sup>st</sup> November – added to APC Facebook page

q) Surrey and Sussex Police Fraud Newsletter October 2018

r) HDC - Community Partnerships – November Safeguarding Month & National Council for Voluntary Organisations – 14<sup>th</sup> November open to volunteers, and trustees of voluntary and community groups

239/18

#### **Meetings attended by Councillors**

5.10.18	GDPR Meeting/Audit	Clerk
18.10.18	Budget Planning & Precept Setting Workshop	Clerk
24.10.18	Website needs analysis with Simon and Clive of Ecomsolutions	Clerk
29.10.18	Wardens Meeting	Cllr Ball, Cllr Spiers, Cllr Stillwell
29.10.18	Youth Meeting	Cllr Spiers, Cllr Ball

240/18

#### **Matters raised by Councillors**

Cllr Kearney asked for confirmation of the winter plan. It was confirmed the plan was the same as last year, within the Emergency Plan, and Sussex Manures, the snowplough contractor, is

lined up. The WSCC Community Winter Resilience Plan 2018/19 with trigger process has been circulated to all Councillors.

Cllr Ball asked for a volunteer for an ACCT representative, Cllr Watson agreed.

241/18 **Chairman's Announcements**

Reported issues with ball games on ACCT open space.

## PLANNING

242/18 **Minutes of the Planning Meeting held on 17<sup>th</sup> October 2018**

Minutes of the planning meeting held on 17<sup>th</sup> October 2018 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 Kearney and agreed by all.

243/18 **Planning Correspondence -none**

244/18 **Neighbourhood Planning Update**

We are awaiting some final information from one site before we are in a position to finalise our Preferred Site Options. With 18 potential development sites we have many ways of achieving the required numbers of homes but the Steering Group will narrow down the options to those that can achieve the Vision, Objectives and Policies of the emerging draft Neighbourhood Plan. The next step in the process will be to hold a public exhibition where a small number of 'options' are presented to residents and stakeholders and they are given a chance to vote on the option that they prefer.

245/18 **New Enforcement Allegations - none**

246/18 **Planning Applications**

**DC/18/2112** 9 Posthorses

Retrospective application for the demolition of conservatory and erection of an orangery to the rear. **No objections.**

**DC/18/2185** - Telecom Securicor Cellular Radio Ltd Telecommunications Mast Spring Gardens Nursery

Prior Approval for the installation of 1 No 300mm dish antenna and development ancillary thereto. **THIS APPLICATION SHOULD NOT HAVE BEEN SENT TO COUNCIL FOR COMMENT – APPLICATION REMOVED/CLOSED.**

247/18 **Horsham District Council Decisions**

**Approvals**

DC/18/1601 - 3 Brookside

Erection of a two-storey side extension.

DC/18/1626 – Red Lion, London Road

Internal alterations including removal of internal lobby, internal decorations and wall finishes, replacement floor finishes and installation of new lighting. (Listed Building Consent)

DC/18/1484 The Willows, London Road

Fell 7 x Cupressus Trees, 4 x Leylandii

DC/18/1569 Yew Tree Collage, Billingshurst Road  
 Reserved matters application for the erection of 4 dwellings and appearance, landscaping, layout and scale, following approval of previous outline application DC/14/1944 relating to the erection of 4 dwellings.

DC/18/1731 Westlands Old Farm House Billingshurst Road  
 Repair of south elevation roof tiles, replacement of timber battens underneath and chimney flashing (Listed Building Consent)

## FINANCE

- 248/18 **Correspondence**  
 a) change to the Reference quoted when PWLB collects repayments from nominated account.
- 249/18 **Income**  
 Refund of Clerk overtime payment of £260.16 for September 2018, with confirmation of the correct overtime procedure to submit additional hours with standard salary.
- 250/18 **Expenditure (Appendix 3)**  
 It was resolved that the schedule of invoices for payment totalling £5,389.17 for November 2018 be approved. It was noted that £1,108.82 of this expenditure was attributed to the Armistice Grant awarded to the PC.

Nov-18	Emma Johnston	Home Office	10.00
		Telephone	7.00
		Mileage to RH20 1LZ 8.66 miles one way	6.93
	Mrs Karen Dare	Home Office	5.00
	ClIr G MacPherson	BookPrintingUK - Armistice Event Book Printing (Grant)	389.32
	Mark Adsett	Landscape Gardening - Oct 2018	533.75
	SSALC	Clerks Networking Day - 6th November 2018	96.00
	SSALC	Budget & Precept Training 18th October 2018	72.00
	Truffles Bakery	Armistice Afternoon Tea Service 50% deposit (Grant)	598.50
	ACCT	Armistice Tea room booking (Grant)	121.00
	RADII Ramps	Skatepark Annual Service	375.00
	GDPR-info Ltd	GDPR Audit & Report & 12 month DPO Services	600.00
	Ashington PCC	Invoice: YW201806 Youth Worker (Oct 2018)	1,083.33
	WSCC	Salaries and on-costs Oct 2018	1,491.34
		<b>November 2018 Total expenditure</b>	<b>5,389.17</b>

**Meeting close at 9.28pm**

**Signed:** ..... **Dated:** .....

**Date of Next meetings**

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

The next Parish Council will be held at **7:45pm on Thursday 6<sup>th</sup> December 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.*

**Appendix 1 – Warden Report**

As distributed to all councillors

**Appendix 2 – Youth Worker Report**

As distributed to all councillors

**Appendix 3 – Expenditure**

As distributed to all councillors

**Appendix 4**

Funds held by the Parish Council on behalf of others (as at 26<sup>th</sup> October 2018):

First Responders £0

Ashington Rangers £724.01

Ashington Residents Association £615.85

Bingo £0