



## Ashington Parish Council

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### **Minutes of the meeting held on Thursday 4<sup>th</sup> October 2018 at 7:45p.m. in Ashington School, Foster Lane, Ashington**

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

**Also present:** Clerk – Emma Johnston,  
District Councillors – D Jenkins and J Blackall. County Councillor P Marshall.  
5 Members of the Public  
Other Attendees: Bryony Sparks - Ashington Community Warden.  
Invited guest - Chris Stark, HDC, Highways

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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.

- 205/18     **Apologies for absence**  
Apologies for absence were received and approved from M Woolley, and Cllr Strudwick. District Cllr Circus.
- 206/18     **Declaration of Interests and notification of change of interest**  
There were no meeting specific notifications of interests. The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).
- 207/18     **Minutes of the Parish Council meeting held on 6<sup>th</sup> September 2018**  
The minutes of the meeting dated 06<sup>th</sup> September 2018 were approved as a true record and signed by the Chairman. Proposed by Cllr J Stillwell, seconded by Cllr L. di Castiglione and agreed by all.
- 208/18     **Neighbourhood Wardens Report (Appendix 1)**  
Bryony gave an overview of the report. The Chair invited questions;  
A member of the public commented on the camera – garage brought a camera which is pointing in the wrong direction.  
Cllr Blackall responded regarding rural car parking – funds should be there and rural villages should be supported, he will assist where required.  
Cllr Wood – mentioned fly tipping on A24.
- 209/18     **Youth Worker Report (Appendix 2)**  
Cllr Ball gave an overview of the report. The Chair invited questions, there were none.

- 210/18 **Report from District and County Councillors**  
Cllr Blackall – awaiting Chancellor budget on 29<sup>th</sup> October. Horsham on budget currently.  
**Questions were invited from Councillors**  
A member of the public asked for the Councils position on Velo potentially going ahead next year. Cllr Marshall is now a member of Cabinet. Velo bike ride event organisers asked for immediate pre-registration, which was refused. It will need to go to roundtable with external involvement. 15,000 numbers may need to be reduced. Potentially rolling roadblocks would need to be looked at.  
Cllr Wood mentioned Village gateways – Wiston Council erected one 115 metres in to Ashington. Chris Stark will look in to it.
- 211/18 **Public Adjournment**  
A member of the public mentioned the hedges from Merios Way junction to Penn Gardens. The Chair confirmed the Clerk had logged this issue previously with LoveWestSussex and they had refused the request as at that time (June 18) the defect didn't reach the required minimum intervention level set out within the county councils' safety plus policy. The Clerk will enquire as to whether this issue has been checked in the 4 months that have passed since this conclusion. The Chair reminded the public they can use the same system to log these issues, that the Parish Council don't have an alternate route.
- 212/18 **Young Persons Adjournment** – none present
- 213/18 **Action List Update**
- a) ACCT working together  
Meeting set for Wednesday 17<sup>th</sup> October 8pm.
  - b) Data Protection/IT/Website  
Data Protection training cancelled due to diminishing numbers requiring the council to run its own session. An email was sent to all Councillors in advance of the meeting with our status. Decision was concluded that due to lack of progress since Dec 2017, a new supplier was required (GDPR supplier to be separate to our IT & website) with a firm time plan in place. All council in agreement. Training to take place before the next Parish Council meeting, 7pm Thursday 1<sup>st</sup> November.
  - c) New War Memorial/There but not there event  
Update was given by Cllr MacPherson. Event is live on Eventbrite, and advertised on APC Facebook page. Info has been sent to Andy for the Ashington offline newsletter. Leaflets due to be delivered. Publication going to print. Cllr MacPherson is trying to locate the old Drill Hall.
  - d) Risk Register  
Ongoing actions. Working party required to ensure document is specific and measurable. Cllr Moss, Cllr MacPherson, Clerk.
  - e) Assets Register  
Chair to speak to the RFO regarding the value of Land.
  - f) Village speed concerns – Rectory Lane TRO, in assessment phase. Delayed this November as they don't have all the information required.  
Suggestion by Cllr Moss for a village wide strategy for traffic control/ speeding. Cllrs to decide if this is a potential project. Chris Stark from Highways suggested it would cost approximately a quarter of a million pounds to remove the speed bumps, he explained there were two options, applying for a TRO or via the Community Highways Scheme, which is a longer process, but if it was a village wide scheme, anything over £3,000 would need to go via this route.
    1. Applicant has to show they have engaged with the community to see if its what the community really want.
    2. Then a community speed watch scheme is required to record

speeds. 3. Determine what deliverables are wanted. 4. County Councillor must be in support.

Closing date for applications is July 31<sup>st</sup> 2019 for next November 2019 review (Design 2020, build 2022).

Cllrs Moss enquired as to evidence of what traffic calming actually works? Pointing out this is not just a speed issue but traffic control. Highways unaware of post project auditing. Suggestion for a working party to be set up. Volunteers from the village from problem areas.

214/18 **Correspondence received for Action**

- a) Co-option process initiation  
Clerk has produced a poster for display on noticeboards and social media, initially until 26<sup>th</sup> Oct for November PC Meeting.

215/18 **Correspondence received for Information**

- a) Horsham Weekly NHW Bulletins  
b) WSCC Members Information Service E-Newsletters  
c) Letter of Variation – Drama Festival  
d) HALC Minutes 17<sup>th</sup> September 2018  
e) Annual General Meeting WSALC Agenda 4<sup>th</sup> October 2018  
f) Annual Meeting of HDC & HALC Agenda 16<sup>th</sup> October 2018  
g) SSALC - Letter of clarification from Sussex PCC, Katy Bourne 6.9.18  
h) Cancellation\* FW: Early Warning Notice - Temporary Traffic Regulation Order - Malthouse Lane, Ashington - Proposed start date 5/11/2018  
i) \*Cancellation\* FW: Early Warning Notice - Temporary Traffic Regulation Order - Hole Street, Ashington - Proposed start date: 22/10/18  
j) Opening Reception of The Bridge Leisure Centre on Friday 19<sup>th</sup> October from 6pm to 8pm  
k) The Office of the Sussex Police & Crime Commissioner, Rural Crime updates  
l) Invitation to Discover Gatwick 2018/19  
m) New permit scheme at Household Waste Recycling Sites from 1 Oct  
n) Community resilience conference – 4<sup>th</sup> October  
o) School admissions process – 1<sup>st</sup> Oct  
p) Police Intelligence Reporting Form (not on agenda but sent to all PC prior to meeting)  
q) New police officers are joining Sussex Police – 7<sup>th</sup> Sept (not on agenda but sent to all PC)

216/18 **Meetings attended by Councillors**

- |             |                                       |                           |
|-------------|---------------------------------------|---------------------------|
| a) 17.09.18 | HALC                                  | Cllr T Moss               |
| b) 1.10.18  | Warden Meeting                        | Cllr Ball, Cllr Stillwell |
| c) 3.10.18  | Youth Meeting/Youth working induction | Cllr Ball                 |
| d) 4.10.18  | Annual General Meeting WSALC          | Clerk, Cllr Moss          |

217/18 **Matters raised by Councillors**

Cllr Wood raised a resident's issue with the growth of the trees around the balancing pond which are now 18 years old. In 2012 Rangers cut these backs. The Chairman commented on the pond inspection revealing Ashington's pond was one of the best he has seen because of the trees around it. Matter to be placed on the agenda for the next meeting.

Cllr Ball mentioned collecting a donation from each Councillor for the warden's party, to create a hamper for them to raffle.

- 218/18 **Chairman's Announcements**
- a) Mill Lane – New Trash Screen – Email from Kevin Macknay 03.10.19  
I understand from our contractor that the screen is now installed, just some final fittings to install and the work is complete.
  - b) Skatepark Maintenance visit with Radium Ramps was not scheduled in September as usual due to a fire at the business property. The Clerk is still attempting to get a date for this to happen.

## PLANNING

- 219/18 **Minutes of the Planning Meeting held on 19<sup>th</sup> September 2018**  
Minutes of the planning meeting held on 19<sup>th</sup> September 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.
- 220/18 **Planning Correspondence – none**
- 221/18 **Neighbourhood Planning Update**  
The NP Clerk advised; We are continuing to gather some final additional pieces of information from a small number of Site Promoters, prior to collating all of the data, assessing all of the options and identifying our 'Preferred Site Options' for delivering the number of homes that Ashington needs. We have many options to deliver housing numbers but will choose the best ones that also satisfy the Vision, Objectives and Policies of the emerging draft Neighbourhood Plan.
- 222/18 **New Enforcement Allegations - none**
- 223/18 **Planning Applications -none**
- 224/18 **Horsham District Council Decisions**
- Approvals**  
DC/18/1735 - Triggles House Hole Street  
Non-material amendment to previously approved application DC/18/0163 (Erection of 2x two storey front extensions). Installation of glazing to front entrance.
- Refusals**  
DC/18/1367 - Yeo's Cottage London Road  
Erection of a front porch
- Appeals Logged**  
DC/17/2418 16 Covert Mead  
Retrospective change of use application to incorporate adjacent open land within residential curtilage and erection of a 1.8m boundary close board fence.

## FINANCE

- 225/18 **Correspondence**
- a) Transfer of Funds held for others, to Friends of Ashington Village account
    - a. First Responders £5,056.30 (**Cheque issued**)
    - b. Ashington Rangers £724.01 (funds to remain in APC account)
    - c. Ashington Residents Association £615.85 (Funds to remain in APC account)
    - d. Bingo £264.19 (**Cheque issued**)

- b) Change of address for Bank Statements – forms to be signed by signatories  
Signatories signed a letter addressed to the bank informing of the address of the new Clerk.
- c) Proposal to add further signatories to PC account
  - a. Cllr MacPherson
  - b. Cllr Woolley

All council in agreement

- d) Online banking – Clerk to advise signatories how online banking would work so that they can decide whether they are able to manage this process.
- e) VAT reminder-expenses procedure  
Message from the RFO for Councillors/Clerk purchasing anything for PC business, please obtain a **VAT receipt** so that VAT can be reclaimed.

226/18 **Income**  
Environmental cleansing grant 18.09.18 £1,869.52

227/18 **Expenditure** (Appendix 3)  
It was resolved that the schedule of invoices for payment totalling £9,438.00 for October 2018 be approved. This was made up of £4,117.50 Parish Council Invoices and £5,320.49 transfer of funds held. **All Council in agreement.**

Oct-18	Emma Johnston	Home Office	10.00
		Telephone	7.00
		Clerk Overtime	260.16
		Stationary - paper Office Outlook	8.98
		Mileage to CILCA Programme Session RH17 6TH 22.4 miles one-way	17.92
		Mileage New Clerks Training Lewis BN7 2FZ 33.8 miles one-way	27.04
	Mrs Karen Dare	Home Office	5.00
	Friends of Ashington Village	Ashington First Responders (Funds held for others)	5,056.30
	Friends of Ashington Village	Ashington Bingo (Funds held for others)	264.19
	Mark Adsett	Landscape Gardening - Sept 2018	806.74
	Ashington PCC	Invoice: YW201806 Youth Worker (Sept 2018)	1083.33
	SSALC Limited	CILCA Clerk Qualification	320.00
	ProcessMatters2	GDPR Review & report	80.00
	WSCC	Salaries and on-costs Sept 2018	1,491.34
		<b>October 2018 Total expenditure</b>	<b>9,438.00</b>

**Meeting close at 8.50pm**

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

**Date of Next meetings**

The next Planning Committee meeting is at **7:30pm on Wednesday 17<sup>th</sup> October 2018** at the Community Centre, Foster Lane (Committee Room 2)

The next Parish Council will be held at **7:45pm on Thursday 1<sup>st</sup> November 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 sent to all Councillors

**Appendix 2 – Youth Worker Report**

As sent to all Councillors

**Appendix 3 – Expenditure**

As sent to all Councillors

**Appendix 4**

Funds held by the Parish Council on behalf of others (as at 28 Sept 2018):

First Responders £5,056.30

Ashington Rangers £724.01

Ashington Residents Association £615.85

Bingo £264.19