



Ashington Parish Council

Minutes of the meeting held on Thursday 6th December 2018 at 7:45p.m. in Ashington School, Foster Lane.

Present: Councillors: N. Spiers (Chairman), S. Ball (Vice-Chairman), Cllrs: R Strudwick, T Kearney, G MacPherson, T Moss, J. Stillwell, K Wood, M Woolley, T. Watson.

Also present: Acting Clerk – Karen Dare
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.

The Chairman explained that the Clerk was absent from work due to sickness so the RFO & Neighbourhood Plan Clerk had stepped in as Acting Clerk.

228/18 Apologies for absence

Apologies for absence were received and approved from Cllr L. di Castiglione, District Cllrs P Circus, D Jenkins and County Cllr P Marshall.

229/18 Declaration of Interests and notification of change of interest

None. 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 1st November 2018

The minutes of the meeting dated 1st November 2018 were approved as a true record and signed by the Chairman. Proposed by Cllr M Woolley, seconded by Cllr T Watson and agreed by all.

231/18 Neighbourhood Wardens Report (Appendix 1)

Cllr Stillwell gave an overview of the report. The Chair invited questions:

1. Cllr Moss thanked Bryony Sparks for organising an excellent Wardens Xmas party.
2. Cllr Spiers clarified that the dog attack mentioned in the Wardens report had occurred the previous month
3. Cllr Watson asked for clarification on what the ASB referred to in the Wardens report – this is congregation of youths in the Scout Hall car park and associated noise, litter. ACCT are investigating remedial options.

232/18 Youth Worker Report (Appendix 2)

Cllr Ball gave an overview of the report and invited questions:

1. Cllr Moss asked for clarification of the ages of youngsters in the quoted school years (+5 is a good general rule)
2. Cllr Stillwell mentioned that some attendees are not Ashington children but friends of Ashington children. The Youth Worker is aware of this and will look at other local youth clubs to see how they deal with this and how they attract the older aged youths into their clubs.
3. The Youth Worker is aware that this is a village youth club, not a church youth club.

233/18 Report from District and County Councillors

None present.

Questions were invited from Councilors - there was one but this will be carried forward to the next meeting.

234/18 Public Adjournment

1. Asked the Parish Council to pass on their Thanks to Pat Webb and Bryony Sparks for the Wardens Party, suggested that the invitations be sent out a little earlier next year. It was explained that Bryony Sparks had organised it all as a lone Warden and had suffered from some sickness which had led to late delivery of invitations.
2. Will we have any Wardens next year? HDC are working on providing Warden cover while one Warden is on sickness absence and the other is on maternity leave.
3. There was some fly tipping on Old London Road and Park Lane which had been reported via LoveWSussex but it was unclear as to whether this report had been passed to HDC by WSCC or whether the reporter had to do this themselves. Clerk to report to hopoast.depot@horsham.gov.uk
4. When will the Neighbourhood Plan be published? It was explained that Ashington's Plan was particularly time consuming due to the sheer number of sites that had been submitted for consideration and the need for full diligence on each site. The Steering Group had agreed on the Preferred Option on 4th December, with one alternative Option and these would be presented to residents in January 2019.

235/18 Young Persons Adjournment – none present

236/18 Action List Update

- a) **ACCT working together** (see closed meeting)
- b) **Data Protection/IT/Website**
Council had agreed a quote for website redesign at the meeting of 1st November 2018 and this was being prepared by EcomSolutions. EcomSolutions had quoted for hosting the website on its servers, hosting email addresses and providing security certificates for the website but the Acting Clerk had some outstanding questions about the quotes. Defer to next meeting to allow for more investigation.
- c) **New War Memorial/ Ashington Armistice 100/There but not There event**
Several members of the public had reported that they had thoroughly enjoyed this event and thanks should go to Cllr MacPherson and the Parish Council. The Chairman proposed a vote of thanks to Cllr MacPherson for all of his hard work. Agreed by all.
- d) **Risk Register** – nothing new to report.
- e) **Assets Register** – All land that has been given free of charge to the Parish Council must be valued at £1 according to Governance & Accountability for Parish Councils 2018.
- f) **Village speed concerns** – no volunteers have come forward. PCSO Erica Baxter could help villages set up Speedwatch schemes but these need volunteers. Cllr Moss asked if the Neighbourhood Plan could help with speeding issues in the village. The Acting Clerk replied that any new planning applications would need to be accompanied by full Highways Assessment reports and these would be useful in determining if and where there are speeding issues and possible solutions as part of new developments.

- g) **Trees around balancing pond** (backing on to Church Close) – no progress
- h) **Equipment on the one acre play area** - Two pieces of equipment need decommissioning and/or replacement in the next 6-12 months as their wooden legs are rotting in the ground. The play area is on a one-year rolling lease from ACCT and, whilst some s106 monies are available, a longer lease may be needed to secure funds (as had been provided by ACCT when the new play area was installed). Further consideration of options & replacement costs is needed.
- i) **Skatepark annual service findings and recommendations** - 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. Agreed by all. Clerk to arrange the works.
- j) **RFO Laptop** – purchase of a new laptop had been agreed in November 2017, however had not yet been made. The Clerk had sent the RFO an email with specification but it was unclear whether the RFO needed to purchase the laptop herself as previously agreed was that the PC were going to purchase it through an IT company. Checks should be made whether the specification is up to date. Defer to next meeting to give the RFO time to investigate.
- k) **Online Banking** – on hold until the Clerk/RFO can map the process and work out edit/signature authorities.

237/18 Correspondence received for Action

- a) Government published updated model byelaws
 - b) Sussex Police funding 2018-2022 – Survey
- No actions, Cllrs to respond individually if they so wish.

238/18 Correspondence received for Information

- a) Horsham Weekly NHW Bulletins
- b) WSCC Members Information Service E-Newsletters
- c) HALC Presentations – Year of Culture 2019 Update, Waste Collection, Planning Policy Update
- d) The Office of the Sussex Police & Crime Commissioner, Rural Crime updates
- e) Old Peoples Forum Agenda for public meeting & AGM 4th December 2018 Ashington
- f) Ditch the Problem - Riparian Ownership – Operation Watershed
- g) Invitation to Gatwick Airport and Noise Management Board Public Meeting – 5th Dec 2018
- h) Gatwick draft master plan 2018 – consultation updates. Cllr Woolley had attended a meeting and gave a brief report on the Gatwick Masterplan: Gatwick are currently consulting on using the standby runway for commercial traffic. This is not only an emergency runway but is used when the other runway is out of action for maintenance etc. In the longer term there will be a consultation on a possible 3rd runway. Nationally, airports are looking at better use of airspace to reduce delays, less circling, climbing faster, less noise pollution – likely consultation is 2021.
- i) NALC Newsletters
- j) Draft Minutes of Annual Meeting of HDC and HALC
- k) Surrey And Sussex Police Fraud Newsletter October 2018
- l) Schedule of Horsham Health & Leisure Walks - Ashington - Nov 2018

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

Cllr Kearney had attended an ACCT meeting as an Observer and had sent out a report to Councillors.

Cllr Ball attended the Youth Club AGM and reported that: the new Youth Worker had been provided with a list of 'jobs' needing doing to the Youth Club building; new volunteers are desperately needed as the Committee is small and the Chairman wishes to stand down and needs replacing.

240/18 Matters raised by Councillors

Cllr Strudwick provided an example of stretched Police resources not being able to respond to suspicious behaviour near the Chemist. Cllr Watson suggested ANPR cameras could be utilised at the entrances to the village, however, resources were likely not available for this.

Cllr Ball reported that the PC Hamper at the Wardens party had raised £114 and the raffle £133. A donation of £100 had been made to the Community Minibus Association as the minibus provides a vital lifeline for many residents in Ashington.

Cllr Stillwell reported that a number of parents are driving their cars onto the pavement outside school to drop off their children. This is highly dangerous as there are many pedestrians around at the time. Cllr Watson volunteered to take photos/videos and sent to the Clerk who would approach WSCC about possible bollards or other 'school safety zone' engineering solutions.

Cllr Wood had inspected the large oak trees in the village as previously requested by the Parish Council and reported that the only works that needed to be done were to remove dead wood from the oak trees at Posthorses play area. Clerk to speak to Mark Adsett about providing a quote.

Cllr Stillwell reported that the rear fence of 58 The Sands was leaning dangerously over the public footpath (The Sands path). Clerk to report to PROW.

241/18 Chairman's Announcements

The Chairman welcomed Tony Watson as a new Councillor, appointed at the November meeting. Since the departure of Cllr Currell there are vacancies on the following groups/committees: ACCT Observer; Finance Committee, Staffing Committee.

Cllr Watson agreed to join all 3, agreed by all.

PLANNING

242/18 Minutes of the Planning Meeting held on 14th November 2018

Amended minutes of the planning meeting held on 14th November 2018 had not yet been distributed to Councillors by the Clerk. Acting Clerk would circulate prior to approval at the next meeting.

243/18 Planning Correspondence -none

244/18 Neighbourhood Planning Update

The Steering Group will meet on Tuesday 4th December to review the 'Preferred Option' to deliver the number of homes that are needed in Ashington and what best fits the Vision, Objectives and Policies of the draft Neighbourhood Plan. There are a couple of alternative options and it is the recommendation of the Planning Consultant that the residents and other stakeholders be consulted on these options prior to formal insertion of the Preferred Option into the draft Plan. A consultation exercise is currently being planned. Councillors will be aware that there are many sites that have been considered during the preparation of the Neighbourhood Plan and many options were available to fulfil the housing obligations of the Parish and it has taken considerable time and effort to narrow these down to a very small number.

245/18 New Enforcement Allegations - none

246/18 Planning Applications

DC/18/2409 6 Broadbridge Cottages – Surgery to 1 x Oak

The Parish Council discussed the application and, whilst it has no objections in principle, it is concerned that the extent of trimming works is very vague. The tree has good amenity value and trimming should not be detrimental to the health of the tree.

DC/18/2354 Land South of Oxcopse Farm, Hooklands Lane - Mixed use of land for agricultural and private professional equestrian activities, replacement barn, stable building, sand school, horse walker, muck storage area and associated hard surfaced area and re-topping of existing access track.

The Parish Council object to the application on the grounds of:

1. Highways access - the proposed development is very large (not represented clearly in the submitted plans) and would lead to an intensification of use by large vehicles. This is a very narrow country lane with no passing places
2. Overdevelopment - the proposed development is significant in scale and size for this rural location

247/18 Horsham District Council Decisions

Approvals

None

Refusals

None

FINANCE

248/18 Correspondence

1. End of Q2 Budget Report (to 30th September) shows the following area of budget overspend: Subscriptions: Actual expenditure 1009, Budget 1000. No other Subscriptions are due for the financial year so no additional overspend is expected for this category. Noted.
2. The External Auditor has approved the Annual Return with only the following comment to make: "The Council holds an investment in a bank that failed. The liquidator's final distribution had not been made at the financial year end, but is expected to be 15,000 less than the full balance."
RFO comment - this figure has been presented on the Annual Accounts since the collapse of the Bank in 2008/09 and Councillors are well aware of the potential loss. Noted.
3. The RFO has prepared the quarterly bank reconciliations (June & September) and these are available for a Councillor to sign. Cllr Woolley signed the documents. The RFO apologises for the delay in presentation of the June reconciliation. Bank reconciliations are prepared each month and signed by the RFO but on a quarterly basis a Councillor is required to check and sign the reconciliation.
4. The RFO has prepared a preliminary budget following consultation with the Clerk, Cllrs Spiers & Cllr Woolley. This will be discussed at the Finance Committee meeting on Wednesday 19th December (time to be agreed) prior to presentation to full Council at the January meeting. At the January meeting the Council will be asked to approve the Precept figure and the budget.

249/18 Income

£272.85 from the Administrators of Singer & Friedlander Bank on 30th August 2018, taking the total amount of money recovered to 85.8% (which is ALL of the capital invested plus some of the accumulated interest)

250/18 Expenditure (Appendix 3)

It was resolved that the schedule of invoices for payment totalling £5,623.89 for November 2018 be approved. Agreed by all.

Emma Johnston	Home Office	10.00	2035
	Telephone	7.00	2035
	Stamps	6.96	2035
Mrs Karen Dare	Home Office	5.00	2036
Mark Adsett	Landscape Gardening - Nov2018	533.75	2037
Cadential	Setup & Configuration of Microsoft Bitlocker encryption Clerk laptop	48.00	2038
Truffles Bakery	Afternoon Tea Armistice Event - Balance (Grant)	1,077.30	2039
Moore Stephens	Audit of APC Annual Return yr ended April 31 March 2018	480.00	2040
ICO	Data Protection Fee	40.00	2041
Ashington PCC	Invoice: YW201806 Youth Worker (Nov 2018)	1,083.33	2042
Ecom Solutions	Website redesign (50% of cost)	414.00	2043
WSCC	Payroll costs	90.58	2044
WSCC	Salaries and on-costs Nov 2018	1,491.34	2045
HDC	Litter & dog bin emptying	336.63	2046
December 2018 Total expenditure		5,623.89	

Meeting close at 8.50pm

Signed: **Dated:**

Date of Next meetings

The next Planning Committee meeting is at **7:30pm on Wednesday 19th December 2018** at the Community Centre, Foster Lane (Committee Room 2)

The next Finance Committee meeting is **on Wednesday 19th December 2018 (time to be agreed)** at the Community Centre, Foster Lane (Committee Room 2)

The next Parish Council will be held at **7:45pm on Thursday 10th January 2019** 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

Criminal damage
Christmas lights were damaged in Blakiston Close overnight on 30 th November/1 st December
Anti-Social Behaviour

Reports of ASB at the scout hall car park have continued to be a prevalent issue over the past month. Horsham District Council have managed to acquire additional help from other wardens within the district for key times that I have identified when I'm off duty.

Anti-social Driving/Parking

I am doing a joint patrol with parking services to walk around the whole of the village looking at any parking issues.

Litter

Continued with regular litter picks of known hotspots. I have enquired about two extra bins. One to be put at the scout hall car park giving two bins there and one for the community centre car park.

Cold callers

A resident reported having suspicious characters visiting her property and entering her garden, incidents of this have been captured on her CCTV system and I am working with the Police in relation to a Vehicle Registration number that was obtained. We would like to remind residents to be vigilant and report any suspicious activity to ourselves and the Police.

Neighbourhood disputes

No New Neighbourhood Disputes

Fly-tipping

No reports of fly tipping seen this month and none seen on patrols.

Dog fouling / issues with dogs

There was a vicious Dog on Dog attack on the recreation ground. The resident who's dog was Attacked sustained serious injuries and I have since been in contact with one of the local Police dog handler in relation to how we can prevent future occurrences of this nature. This is ongoing.

Other

The Warden Christmas Party was a huge success and was well attended. I would like to thank all the volunteers who came forward, without them it wouldn't have been possible to run. We are so lucky to have people in Ashington like this who really embody the community spirit of the Town. I would also like to thank Pat for the crash course in mince pie making!

Elderly and vulnerable

Ongoing work as reported over the past two months. This mainly involves keeping people in their own homes for longer by looking at what support there is out there to help them.

Appendix 2 – Youth Worker Report
Senior Youth Worker's report
November Report

November Activities

- We ran the following activities throughout November:

- Quiz night, with six rounds of general knowledge, music, Christmas and logo knowledge required!
- Hot dog night, where the young people could buy a hot dog with onions, ketchup, cheese and mustard!
- Decorating the hall for Christmas!
- Create a poster for the walls - I wanted to encourage the young people to get arty and draw what they love about where they live.

Youth Club Evenings

- I'm learning most of the names now, and I feel like I have their respect and that we get on!
- The older youth have been very inconsistent with their attendance so I will work with Bryony to address that, but at AYCC AGM this week, we talked about going for the low hanging fruit and actually approaching Ashington School or Rock Road to attract the younger ones might be a better use of my time.
- I've replaced the ceiling tiles so there are no more holes and all the coloured ones have been replaced. I've also spent a morning clearing out the back room to start dreaming about what to do with the space.
- We had one complaint from a mum who felt their daughter was shouted at by one of my volunteers, but we exchanged emails and the girl has returned to the club and explanations have been accepted and apologies received.
- I need to get more volunteers on board, and have asked in the most recent newsletter.

Pastoral

- One child said he had suicidal thoughts but sees a counsellor so I will follow this up with his parents.
- I've had to deal with low-level bullying and name-calling and I plan to introduce a yellow/red card system in the new year.

Numbers

- Average year 6-7 numbers on a Monday night are 32.
- Average year 8-9 numbers on a Thursday night 7.
- Average year 10+ numbers on Mon and Thurs nights are 5.

Nick Taylor - Senior Youth Worker - nick@ashingtonyouth.co.uk - 07966 985921

Appendix 3 – Expenditure

See above

Appendix 4

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

First Responders £0

Ashington Rangers £724.01

Ashington Residents Association £615.85

Bingo £0