



22 Elder Close  
Portslade  
Brighton  
BN41 2ER

**Clerk to the Council:** Elizabeth Leggo  
**Tel:** 07738664449  
**e-mail:** [ashurstclerk@outlook.com](mailto:ashurstclerk@outlook.com)

## **MINUTES OF THE MEETING OF ASHURST PARISH COUNCIL, HELD AT ASHURST VILLAGE HALL ON THURSDAY 3<sup>rd</sup> JANUARY 2019 AT 8.00PM**

### **Attendance**

<b>Chairman</b>	Cllr Hammond
<b>Ashurst Parish Council (APC)</b>	Cllrs Fischel, Jesse, Knight, Nicholson and Russell
<b>Horsham District Council (HDC)</b>	Cllr Willett
<b>West Sussex County Council</b>	Cllr Barling
<b>Clerk</b>	Elizabeth Leggo

**To provide an opportunity for members of the public to ask questions or make statements at the Chairman's discretion.**

**1. Apologies for Absence.**

Apologies were received and accepted from Cllr Hedley.

**2. Declaration of Members Interest.**

None for this meeting.

**3. Approve the Minutes of the Council Meeting 1<sup>st</sup> November 2018:** The minutes were circulated to all Cllrs and taken as read. It was noted that Cllr Nicholson had not been present at the meeting and the minutes amended. It was then **RESOLVED** that the minutes were a true record of the meeting and were signed by the Chairman.

**4. Outstanding Actions.**

- Clerk ordered Wickstead play inspection and is awaiting contact from the Inspector to organise the appointment. Following this will order replacement wood for the climbing frame and a new swing seat.
- Cllrs Fischel and Russell have been researching other companies to provide water safety maintenance and are to meet with TSS Facilities for discussion over which inspections are essential.
- Clerk downloaded speed check data from WSCC and shared with Council.
- Clerk chased up Satswana about individual councillors registering with the ICO.
- Clerk reported to WSCC the dangerous stile on the public footpath at Batts and a dangerous tree on a separate public right of way, as well as the stile at the Recreation Ground – see appendix 1.
- Clerk reported the faulty speed sign on the B2135 to WSCC, who confirmed that there was a blown fuse and that this has now been fixed.
- Clerk confirmed with insurer that the Cricket Club requires a separate insurance policy and its actions are not covered by the current schedule. In addition, this has brought to light the insurance cover for the Recreation Ground Trust which is being queried.

- Cllr Fischel will put a copy of the Public Liability Insurance Certificate up in the John Eaton Hut & Cricket Pavilion.
- Clerk has written to Lloyds to find out what the safe custody charge paid twice a year is for – the document requires signatures from councillors.
- Clerk contacted Mark Mulberry to ask how to show the offset for village hall use/dog show in the precept and budget calculations and was advised that the fee for use of the Hall must be included in the precept calculation.
- Clerk emailed Jeremy Page to update the Rural Housing Trust on the Council's position on affordable housing – the reply is included in appendix 2.
- Clerk emailed the Environment Agency to raise the concerns of the Council over the filling in of a pond in the Parish.
- Clerk emailed Cllr Fischel the materials for a Dementia Friends Information Session, which can be run at the Annual Parish Meeting.
- Clerk submitted Winter Maintenance Plan to WSCC and uploaded to the website.

**Actions:**

1. Clerk to report dangerous tree to Jonathan Perks at WSCC and copy in Cllr Barling
2. Clerk to report vehicle activated sign on B2135 again as still not working
3. Cllr Fischel to put up copy of public liability insurance in John Eaton Hut/Cricket Pavilion

## 5. Reports from District & County Councillors

Cllr Barling reported that he has been assured by the Director of Highways at WSCC that there is no large scale event planned for 2019 as was Velo South in 2018. Many councillors at WSCC raised their concerns over the idea, and Cllr Barling assured the Council that as soon as he hears of any event, he will let residents know.

Cllr Barling informed the Council that the WSCC budget will increase by 5% to meet the large deficit. He also noted that there will be a large decrease in funding of services to support the homeless as these are discretionary services, whilst adult social care is statutory and with ever increasing demands.

Finally, Cllr Barling reported that the Soft Sand part of the Draft Minerals Plan consultation has been reopened by WSCC, again including Ham Farm as previously. Councillor Barling will email the Clerk the link.

Cllr Willett reported that it has been a quiet time at HDC over Christmas. He informed the Council that 2019 is the Horsham District Year of Culture and that there are a lot of exciting events coming up in the District.

**Action:** Clerk to add the plans for Ham Farm Soft Sand Proposal to the agenda for 28<sup>th</sup> February, to enable the Council to make comments.

## 6. Recreation Ground Matters.

The bank balance at HSBC as at 20<sup>th</sup> December 2018 was £5207.90

Incomes received 1 <sup>st</sup> November 2018-3 <sup>rd</sup> January 2019		
<b>None for this period.</b>		
<b>Expenditures authorized 1<sup>st</sup> November 2018-3<sup>rd</sup> January 2019</b>		
EDF	Electricity	£104.75
Sussex Land Services	Grass Cutting October	£310.80

*Water safety update:*

Cllr Fischel spoke to TSS Facilities and agreed that they would provide a breakdown of what testing and maintenance is necessary and would meet with Cllr Russell & herself to discuss. Cllr Russell will get a quote from the company that provides services for the Primary School.

*Weekly playground inspection:*

It was agreed that a rota would be set up to inspect the playground for general safety, as stipulated in the Parish Council insurance policy. Cllrs Fischel, Russell and Hammond agreed to inspect the playground and will organise dates amongst themselves. The Clerk was asked to type up a form and share with councillors which would be displayed in the window of the John Eaton Hut.

*Leases:*

The leases for both the Cricket Club and Ashurst Primary School were shared with all councillors. The final drafts and hire charges were agreed.

*Charges for use of Ground:*

Charges were agreed for the Cricket Club and Primary School for the next 3 years, and are to be discussed with both parties.

*Business Smart Meters:*

The Clerk was asked to obtain quotes from different electricity providers before requesting a smart meter.

**Actions:**

1. Clerk to draw up a sheet to be signed by Cllrs for the weekly playground inspection;
2. Clerk to make final amendments to the leases for the Cricket Club and Primary School;
3. Cllr Hammond to meet with Janet Williams, Head of Ashurst Primary School, to discuss the new agreement;
4. Clerk to send copy of new agreement to the Chairman of Ashurst Cricket Club for signing;
5. Clerk to obtain quotes from different electricity providers.

**7. Planning Matters.**

None for this meeting.

**8. Planning Decisions from HDC**

**Application Number: DC/18/1804**

**Site:** Land North of Gratwicks House Church Lane Ashurst Steyning West Sussex BN44 3AR

**Description:** Change of use of agricultural land to mixed agricultural/sui generis use and the installation of 12x solar panel arrays for domestic electricity generation.

**Decision: Application Permitted**

**Date of Decision:** 06/11/2018

**9. Financial Matters**

The bank balance at Lloyds TSB as at 26<sup>th</sup> November 2018 was £13,240.21

<b>Incomes received 1<sup>st</sup> November 2018-3<sup>rd</sup> January 2019</b>		
None for this period		
<b>Expenditures authorized 1<sup>st</sup> November 2018-3<sup>rd</sup> January 2019</b>		
E. Leggo	Expenses	£25.20
E. Leggo	Office Allowance	£40
E.Leggo	Salary	£644.92
HMRC	Tax – E Leggo	£161.60
Ashurst Recreation Ground	Annual Grant	£1300

*Precept:*

The precept had been amended by the Clerk and shared with the Council following the meeting of 1<sup>st</sup> November. It was **RESOLVED** to ask HDC to collect a precept of £11,490 – an increase of 3.5% on last year. It was noted that the precept had not been increased since 2016.

*Grant application from Age UK Horsham District:*

The Council **RESOLVED** to donate £50 to the Charity.

**Actions:**

1. Clerk to publish precept on the website & submit figure to HDC
2. Clerk to organise payment of £50 to Age UK Horsham District

**10. To discuss Operation Watershed**

Cllr Barling signed the application form to WSCC.

**Action:** Clerk to scan in and email to Sue Furlong at WSCC and copy in Cllr Barling.

**11. Parish Council Elections, May 2019**

The Clerk shared with the Council a recent update from Horsham District Council.

**12. To review the speed data for the B2315 and decide how to proceed**

The Council had commissioned West Sussex County Council to undertake seven days of speed checks on the B2315, at two points – outside Blakes and South of School Lane. Data were obtained in both the North and South direction and is available on the West Sussex County Council website.

Cllr Russell had looked at the data and compared with national averages of the anticipated speeds within different speed limits. The data on the B2315 was in line with the national average of 52% of cars speeding, and 6% 10 miles per hour or more above the limit.

It was agreed that speeding is an issue on the road through the Village and the Council **RESOLVED** to use this data in supporting an application to WSCC for Section 106 funds to be used to purchase of a speed sign.

In addition, it was agreed to discuss speeding traffic with residents at the Annual Parish Meeting in April.

**Action:** Clerk to prepare application for Section 106 funds for Vehicle Activated Sign

**13. Cattle Grazing Rights on the common land at Bines Green**

Recent correspondence from a resident asking about cattle grazing rights was discussed. This was discussed at full and Cllr Barling noted that it would be very unlikely that Highways would approve a cattle grid on the B2315.

**Action:** Cllr Hammond to contact the resident concerned.

#### **14. Councillors registering with the Information Commissioner's Office**

The responses from the ICO via Satswana and from SSALC are included in Appendix 3. The Council discussed these responses. However, it was RESOLVED not to take this advice and not to register councillors individually as the Clerk redacts personal electronic data.

#### **15. Social Prescribing & Dementia Friendly Communities**

Cllr Fischel reported that there are no updates at present.

#### **16. To receive an update from Horsham Association of Local Councils.**

Cllr Fischel reported that there are no updates for this meeting, but that she and the Clerk would be attending the next meeting on 23<sup>rd</sup> January.

#### **17. Annual Parish Meeting:**

It was agreed to hold the meeting on Thursday 4<sup>th</sup> April at 8pm in the Village Hall. A Dementia Friends Information Session would be delivered by the Clerk, who is Dementia Champion, in addition to the usual updates. Cllr Hammond will organise refreshments and the Council approved the invitation designed by the Clerk, which will be delivered by the Councillors following the meeting on 28<sup>th</sup> February.

#### **18. Correspondence.**

The Council discussed correspondence about a memorial plaque for George Cockman, former Horsham District Councillor who passed away two years ago. It was RESOLVED to make a £50 donation.

Gatwick Master Plan Consultation responses must be submitted by 10<sup>th</sup> January.

Action: Clerk to organise payment of £50 for the memorial plaque.
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#### **19. Reports from Outside Bodies.**

None for this meeting.

#### **20. Information Items.**

None for this meeting.

**Date of the next Meeting of the Council: Thursday 28<sup>th</sup> February 2019 at Ashurst Village Hall at 8pm**

**The Chairman closed the meeting at 9.20pm**

Signed ..... Chairman Dated .....

## **Appendix 1:**

### **Response from Countryside Access Ranger, WSCC, regarding dangerous tree**

*Dear Liz, thank you for raising this issue with me. I can confirm that I have brought the issue of the ash tree – issue 17707 – to the attention of the landowner previously, in August 2018. At this time he agreed to take professional advice regarding the tree.*

*I inspected the footpath on 21/11/18 and met the landowner whilst undertaking this inspection. He confirmed again that he would be taking professional advice regarding the tree. I also made him aware that the Ashurst Parish Council had raised the matter WSCC.*

*I have made the landowner aware of his responsibility to the public and he has agreed to take professional advice regarding the safety of the tree.*

*Accordingly, I feel that I have done all that is reasonable, at this time.*

### **Appendix 2: Reply from the Rural Housing Trust**

*Dear Liz*

*Thankyou for the update and I have advised [the landowner]. We are of course disappointed that we cannot work with the Parish Council at this time. I am sure that the concern about access to the site could be overcome and there are ways to reduce the initial share being sold if that was also a concern.*

*I am sorry that the Council did not feel able to discuss the proposal any further. Please do not hesitate to contact me if we may be of assistance at some time in the future.*

*Kind regards*

## **Appendix 3:**

### **Response from the ICO via Satswana regarding individual Councillor registration with the ICO**

*A data controller is defined as a person (who alone or jointly in common with others) decide why and how any personal data is to be processed.*

*In the case of Councillors, they determine how they deal with complaints and respond to issues raised by constituents in their ward. The council does not tell them how they should deal with the issues raised; it is the individual Councillor themselves who diary surgery appointments, write letters as they see fit on behalf of their constituent and determine how and why that personal data is to be processed.*

*When the Councillor sits on a council committee (for instance to decide whether a taxi licence is to be renewed or a council tenant should be evicted) then that data is processed as part of the council's statutory function and will be covered by the council's data protection registration.*

*There is a clear distinction between when the Councillor is a data controller in his/her own right in their advocacy work when dealing with constituency casework as they decide how personal data is processed and handled and when they are carrying out their duties as a representative of the council rather than a representative of the constituent.*

*It is our opinion therefore that elected Councillors who process personal data electronically for the purpose of "constituency casework" will be required to have their own registration (the same as an MP, MLA, MSP and an AM has to) under the terms of the Data Protection Act 1998.*

### **Response from SSALC**

*Our advice is that all councillors as data users should register individually.*

*There was talk of the fee being waived but I need to check to see where this has got to.*