



22 Elder Close
Portslade
Brighton
BN41 2ER

Clerk to the Council: Elizabeth Leggo
Tel: 07738664449
e-mail: ashurstclerk@outlook.com

MINUTES OF THE MEETING OF ASHURST PARISH COUNCIL, HELD AT ASHURST VILLAGE HALL ON THURSDAY 9th JANUARY 2020 AT 8.00PM

Attendance

Chairman	Cllr Fischel
Ashurst Parish Council (APC)	Cllrs Hammond, Hedley, Knight, Nicholson and Russell
Horsham District Council (HDC)	Cllrs Lloyd and Platt
Clerk	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 Cllrs Hammond and Jesse (APC) and Cllr Barling (West Sussex County Council).

2. Declaration of Members' Interests.

None for this meeting.

3. Approve the Minutes of the meeting of 7th November 2019

The minutes were circulated to all councillors and taken as read. It was **RESOLVED** that the minutes are a true record of the meeting and were signed by the Chairman.

4. Green Issues in the Horsham District

Cllr Bob Platt, recently elected Horsham District Councillor briefed the Council on green issues in the District as follows:

Horsham District Plan

It has been raised during discussions that current housing standards are not sufficiently energy efficient. At present, Horsham District Council adheres to the mandatory lower standard in energy efficiency, whilst some other councils adhere to the higher standard. When the Plan is published it will be clear what the Council has decided.

Wilder Horsham District Initiative

HDC is working in partnership with Sussex Wildlife Trust (SWT). SWT is able to present HDC with detailed maps indicating the current locations of various wildlife species. The current thinking is to enable better planning around ecosystems. Landowners have been said to be interested in seeing what they can do to encourage more wildlife. It is envisaged that two HDC officers will work closely with and will be trained up by SWT.

Setting up a green reserve

This will run over a 5-year period to provide funding for green-initiatives, the first of which is to appoint someone to look at HDC's carbon footprint, with an aim to reduce it by 2030.

Funds available for green issues

Parish councils and community groups can apply to HDC for funding to do work in the area of green issues, for instance creation of wildlife corridors, replanting hedgerows, tree planting etc. An amount of £40,000 has currently been set aside for this initiative.

5. Reports from District & County Councillors

Cllr Lloyd from HDC was also present and updated the Council on waste management in the Horsham District. HDC is now at 54% of its recycling target, this is in the top 10% of the country. Mid Sussex is currently looking at food waste and, if successful, HDC will be looking at this in the coming months.

Regarding the Local Plan, Cllr Lloyd explained that HDC is hoping to submit this in January 2021 with adoption in December 2021. The biggest concern is the Government's housing target, currently coming out at 1,200 per year in the HDC area, and this could well go up to 1,500. There are six or seven strategic sites being looked at currently for more housing in the District.

6. Outstanding Actions

Action	Outcome
Clerk to speak to Lloyds Bank to find out if they are able to deal with the request about held documents. (Cllr Fischel and the Clerk to visit a branch if necessary.)	Clerk & Cllr Fischel went to Lloyds in Hove, who had some difficulty answering the question. They promised to look into this. The Clerk was contacted asking for a reference number from the bank statements – she has phoned back and subsequently returned to the Hove branch to inform them that there is no such reference number and is awaiting a further response from Lloyds.
Cllr Fischel to draft an email to Chris Stark, Area Highways Manager for West Sussex County Council for the Horsham District to voice the Council's extreme disappointment at the lack of funds available to repair the VAS.	Complete. Reply from Adam Norris of WSCC - No funds currently available to replace any VAS in the county! 'Those signs that are agreed to be retained will then be subject to a capital bid for funding for 2020/1'. See Point 15 below.
Copy of the School lease for use of Recreation Ground to be sent to WSCC.	Clerk has sent a scanned, signed copy of the agreement to WSCC for their records.
Clerk to amend the leases for the Football and Cricket Clubs by removing the following: <i>"In the event that Horsham District Council withdraws the prevailing discretionary relief from non-domestic rates the Club undertakes further to pay to the Trust one third of any such levy"</i> .	Both leases amended and sent to the clubs' chairmen.
Clerk to research the Free Tree Packs Scheme offered by the Woodland Trust.	Completed. Cllr Fischel informed the Clerk she would take this further. See Point 17 below.
The Clerk was asked to contact Horsham District Council to find out about the process of registration of an Asset of Community Value.	Completed – see Point 10 below.
Clerk to research changes to website legislation relating to the Disability Discrimination Act and to chase Yola, the Council's current provider, on what changes they are planning to bring in.	Gov.uk has some useful information. The law changes in September 2020. The Clerk has chased Yola again as it has been seven months since the last communication on this. The Clerk has emailed three other companies to find out about their accessibility and costs, and has so far had one response: <ul style="list-style-type: none">• Vision ICT;• Parish Council Transparency Compliant Websites;• Parish Council Websites.
Cllr Fischel to speak to the Church about applying for a military grant to renovate the war memorial and re-	Cllr Fischel advised that St James' Church was prepared to take this project on so long as the Council confirmed

enamel the names since it is located on church grounds.	its agreement to St James assuming responsibility for this matter. This was unanimously agreed.
Clerk to email Chris Stark to ask when the panel meets to review the Community Highways Scheme.	Clerk emailed on 19 th November, no reply Chased 8 th January.
Cllr Nicholson to register an Ashurst Speedwatch Group and to draft a letter for the Clerk to send to Erica Baxter at Sussex Police regarding the application for funding for equipment.	Outstanding - See Point 16 below.
Cllrs Fischel & Hedley to meet with the Tree Warden to look at the trees on and near the Ground.	There are several overgrown, dangerous trees to cut back at the Recreation Ground and surrounding properties. Cllr Hedley agreed to support on cutting back these trees. Cllr Fischel to contact the landowners in question to advise them of the situation.
Cllr Russell to make the amendments and resubmit the Operation Watershed application.	Completed
Cllr Nicholson to draft enquiry for Clerk to send to Cllrs Lloyd and Platt regarding the extent and use of funds held by HDC.	To carry over
Clerk to invite someone from the WSCC Better Connected Team to the Annual Parish Meeting.	To do – See Point 21.

7. Recreation Ground Matters.

The bank balance at HSBC as at 20 Dec 2019 was £6,708.71

Income received 7th November 2019 – 9th January 2020		
None for this period.		
Expenditure authorised 7th November 2019 – 9th January 2020		
EDF Energy	Electricity – Recreation Ground (Nov & Dec)	£80 (DD)
Sussex Land Services	Grass Cutting – October	£315

To review Horsham District Council Playground Inspections

The medium risk items identified were noted by the Trust. These are in hand with the current planned repairs.

Medium risk: Climbing frame decaying

Low risk: Swing chains wearing

To receive an update on the replacement parts for the play equipment

Cllr Russell informed the Council that he has the parts to fix the climbing frame, but it has been too wet to do the work at present. He will get started as soon as the weather permits.

Grass cutting tender forms: to review quotes and decide upon a grass cutting contractor for 2020-23

The Trustees had received three quotes. These were reviewed and it was RESOLVED to stay with Sussex Land Services. The Clerk was asked to ask if they could do the cuts on Thursday or Friday if at all possible, and to inform the unsuccessful contractors.

Football

The Chairman of the Partridge Green Football Club informed the Clerk that the first match was played on 14th December. They also played on the 4th January and were due to play again on 11th January. The Clerk is keeping a spreadsheet of games played. Cllr Fischel had been advised that PGFC were planning to come up with a proposal regarding an overhaul of the John Eaton Hut.

Actions:

- Cllr Russell to organise a Legionnaires test.
- Replacement parts to be fixed as soon as it is dry enough.

*Draft minutes of the Meeting of Ashurst Parish Council on Thursday 9th January 2020
Minutes subject to approval by the Council on Thursday 12th March 2020*

- Clerk to write to Sussex Land Services to inform them that they have been successful in securing the grass cutting contract at the Recreation Ground and to ask, if possible, to do cuts on Thursday or Friday.
- Clerk to write to the unsuccessful grass cutting contractors.
- Clerk to monitor the number of games played by PFGC.
- Proposals regarding the possible future maintenance of the John Eaton Hut to be considered at the next meeting.

8. Planning Matters.

None for this meeting.

9. Planning Decisions from HDC

Application Number: DC/19/1878 - New Wharf Farm Horsebridge Common Ashurst Steyning West Sussex BN44 3AL

Description: Change of use of agricultural barn to B8 storage use, external alterations to the barn and provision of car parking.

Decision: Application Permitted

Date of Decision: 08/11/2019

Application Number: DC/19/1853 - Wellens Farm Steyning Road Ashurst BN44 3AN

Variation of condition 1 of previously approved DC/19/0299 (Erection of a single storey front/side extension and conversion of loft into habitable living space with the installation of a side dormer window and the erection of a front porch)

Decision: Application Permitted

Date of Decision: 19/11/2019

10. To discuss registering the Fountain Inn as an Asset of Community Value, and to agree how to proceed

The Clerk contacted HDC to find out more information about how to submit an application. This was shared with the Council.

Action

It was AGREED that Cllr Fischel would speak to the Landlord of the Fountain Inn before any application is commenced.

11. Financial Matters

The bank balance at Lloyds TSB as at 17th December 2019 was **£11,838.55**

Income received 7 th November 2019 – 9 th January 2020		
None for this period		
Expenditure authorised 7 th November 2019 – 9 th January 2020		
E. Leggo	Salary (Oct-Dec 2019)	£681.37
HMRC	E. Leggo Tax (Oct-Dec 2019)	£170.20
E. Leggo	Office Allowance (Oct-Dec 2019)	£40
E. Leggo	Admin expenses	£50.17
Parochial Church Council of Ashurst	Newsletter contribution	£100
The following three payments were made at the extraordinary meeting of 26 th September 2019 but omitted from the minutes in error:		
E Leggo	E Leggo - overtime	£167.86
HMRC	E. Leggo – overtime tax	£44.20
E Leggo	Expenses	£10.82

Precept:

The draft precept was shared with the Council. The Clerk was asked to make some minor amendments including a provision for a £250 for 'Green Initiatives'. It was AGREED that the Precept for 2020/21 would be £12,300.

Actions

- Clerk to update the precept form and upload to the website.
- Clerk to submit figure to HDC by 31st January 2020.

12. Website update:

- To agree outdated items which can be removed from the Parish Council Website.
- To discuss accessibility requirements for public sector bodies relating to websites.

Actions:

- Clerk to forward to Cllr Knight the details of accessibility plug ins & forward emails received from potential web designer.s
- Clerk to remove the tabs: Neighbourhood Plan and Youth.

13. SSALC Update

A presentation on Operation Bridge, containing actions to be taken in the event of the death of a senior member of the Royal Family was shared by SSALC with local councils.

14. To agree dates to suggest for Glen Chipp to attend a Parish Council meeting, as he is no longer available on 12th March.

Action: Clerk to suggest either: 3 September or 5 November.

15. To receive an update on the application to the Community Highways Scheme for installation of a Vehicle Activated Sign and on the current faulty Vehicle Activated Sign

Mr Stark, the Area Highway Manager for Horsham District, had sent the Clerk a quote of approximately £10,000 for fixing/replacing the existing sign should Ashurst PC wish to fund this itself!

In addition to this the Council was concerned that its application to WSCC for the Community Highways Scheme, to fund a second VAS for the B2135, would not be considered in light of the lack of funds for fixing existing signs. The Clerk had not received a response from Mr Stark despite chasing up the application on two occasions. The Clerk was asked to leave this as a standing item on the agenda.

16. Community Speedwatch

Cllr Nicholson reported that he had only received one response to his request for Community Speedwatch volunteers in the Newsletter.

Action: It was agreed to create some posters, flag up the issue in the next Newsletter and to discuss this further at the Annual Parish Meeting.

17. Trees and footpaths: To receive an update and to consider:

- Adopting a Footpath Charter
Cllr Fischel shared a copy of a document that Pulborough Parish Council has adopted.
- Taking out the Woodland Trust free saplings initiative
Cllrs Fischel and Hedley had met with the Tree Warden at the Recreation Ground and it was felt that up to 30 trees and possibly a hedge could be planted. It was RESOLVED that Cllr Fischel would look further at the Woodland Trust application.
Another option for the future would be to plant some trees on Bines Green but further research on the popularity and practicality of this suggestion was needed.

Action: The Clerk was asked to add both items for further discussion at the next meeting.

18. General Parish tidy up

Action: It was agreed that the councillors would meet on Sunday 29th March to do some work at the Recreation Ground, to include fixing the climbing frame, painting and cleaning the play equipment, removing any rubbish and generally tidying the ground up.

19. Operation Watershed

Cllr Russell informed the Council that the application has been submitted and that WSCC has said that applications are soon to be reviewed.

Action: Cllr Russell to send the Clerk the document on Riparian responsibilities from WSCC to be linked to the Parish Council website.

20. To receive an update from Horsham Association of Local Councils.

There was an update at the HALC meeting on housing allocations in the Horsham District. Cllr Fischel shared with the Council a map of the large scale development sites in the District that were being considered by HDC.

21. Update on Broadband for Ashurst

Cllr Nicholson informed the Council that there were no updates for this meeting.

Action: The Clerk was asked to invite a member of the Better-Connected Team from WSCC to the Annual Parish Meeting at 7.30 on 30th April.

22. GDPR

Councillors were reminded to delete all emails over 6 months old.

23. To agree meeting dates for 2020/21

The following dates were AGREED:

- 12 March 2020
- 14 May 2020
- 2 July 2020
- 3 September 2020
- 5 November 2020
- 7 Jan 2021
- Annual Parish Meeting: 30 April 2020

Action: Clerk to upload to the website and share with all councillors

24. Correspondence.

- Clerks and Councils Direct

25. Reports from Outside Bodies.

None for this meeting.

26. Information Items.

Actions

- *The Clerk was asked to add an item to the next agenda on what Ashurst Parish Council can do by way of green initiatives.*
- *Cllr Russell updated the Council on the Soft Sand Review. It was AGREED that he would send a draft to the Council before any comments were submitted.*
- *Parish Online – the Council AGREED to retain this subscription if this could be organised at a discounted rate (around £30 p.a.) as a group of small councils. Clerk to contact SSALC to arrange.*

Date of the next Meeting of the Council: Thursday 12th March 2020 at Ashurst Village Hall at 8pm

The Chairman closed the meeting at 9.45pm.

Signed Chairman Dated