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MINUTES OF THE ANNUAL MEETING OF ASHURST PARISH COUNCIL, HELD AT ASHURST VILLAGE HALL ON THURSDAY 4th JULY 2019 AT 8.00PM

Attendance

Chairman	Cllr Fischel
Ashurst Parish Council	Cllrs Hammond, Hedley, Knight, Nicholson and Russell
Horsham District Council	Cllr Platt
Clerk	Elizabeth Leggo
Public	1 member of the public was present

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

Cllr Fischel welcomed everyone to the meeting, especially Cllr Bob Platt, the newly elected councillor to represent Ashurst & Steyning on Horsham District Council. Cllr Platt introduced himself to the Council.

1. Apologies for Absence.

Apologies were received and accepted from Cllrs Barling and Lloyd.

2. Declaration of Members' Interests.

None for this meeting.

3. Approve the Minutes of the Meetings of 16th and 30th May 2019

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

4. Outstanding Actions.

Action	Update
Clerk to draft letters to send to Michael Willett and Cllr Platt.	Emails sent to both councillors
Cllr Russell to obtain further quotes for the parts to repair the climbing frame and to ask if any further reduction on the existing quote was available.	Completed – no reduction available
Clerk to contact Football Club regarding a clear up and about playing in April.	Completed – Chairman of Club agreed to organise a clean up
Clerk to draw up a rota for the weekly playground inspections and water running at the Recreation Ground.	Completed
Clerk to add items to the agenda for the extraordinary meeting of 30 th May – to decide upon ordering parts to fix the climbing frame and to agree the date of the Annual Recreation Ground Meeting.	Completed
Clerk to receive a signed copy of the lease from the school and send a copy to WSCC (including the invoice department) as requested by the School.	Pending – Cllr Fischel to follow up

Clerk to send revised annual lease running from April 2019 to the Chairman of Ashurst Cricket Club.	Completed – signed copy received back by Clerk
Cllr Fischel to write to the Diocese of Chichester as above regarding the sewage treatment works.	Completed and response received
Clerk to write to the bank again to find out what the safe custody charge is for and cancel the standing order if no documents are being held.	Response to Clerk’s letter awaited
Clerk to confirm with WSCC the 2019/20 deadline for applications and to check how many signatures are needed to demonstrate public support.	Completed – deadline is 31 st July, no specific number of signatures needed
Cllr Nicholson to contact WSCC and find out about the Community Partnership Option.	Completed
Clerk to thank Tree Warden for her report	Completed
Clerk to book Cllr Fischel on to SSALC Chairmanship Training	Completed – Cllr Fischel has attended
Clerk to scan remaining declaration of interest forms, send to Horsham District Council and post on the website.	Completed, including Cllr Hedley following his co-option
Clerk to set up an email address for Cllr Hedley	Completed
Clerk to find out the dates for new councillor training with SSALC.	Completed – Cllr Hedley has attended

5. Reports from District & County Councillors

Cllr Platt informed the Council that he has attended two full Council meetings. The first was mostly procedural regarding the new Council appointments. The second was a motion to declare a ‘Climate Emergency’. This had been amended by a member of the cabinet, but still passed. He gave a further update on the Horsham District Plan which is to be published later in 2019.

6. Recreation Ground Matters.

The bank balance at HSBC as at 20th June 2019 was £8,126.51

Income received 16th May – 4th July 2019		
Ashurst Parish Council	Grant	£2,700
Ashurst Cricket Club	2019 - Use of ground for half-year	£250
Expenditure authorised 16th May – 4th July 2019		
Horsham District Council	Playground inspections: October-March	£86.40
Sussex Land Services	Grass cutting –April & May	£630
EDF Energy	Electricity	£85.71

It was noted that HSBC has announced new Business Banking changes, which appear to be £6.50 per month. The Clerk was asked to confirm this and research alternative bank accounts.

To review Horsham District Council Playground Inspections – The issues identified were noted by the Trust and are to be acted upon as part of the repairs below.

To discuss and agree the costs of the replacement parts for the play equipment - It was agreed that Cllr Russell would place the order for the replacement parts for the climbing frame which amounted to £882 + VAT including transport as discussed at the extraordinary meeting of 16th May 2019.

Update on leases – It was noted that the lease for the Ashurst Cricket Club had been signed and returned by the Chairman, but nothing has yet been received from the Primary School.

To receive an update on the sewage treatment plant works.

The contractor has been advised that a soakaway under the carpark will not be allowed, so alternative options are being considered. This may result in a delay to the start date for the project, currently set for the end of July 2019. The Recreation Ground Trust has indicated that it must be involved in the process.

Actions:

- Clerk awaiting reply from Bank re charges.
- Clerk to call Southern Water to check if there was a leak at the Recreation Ground.
- Cllr Russell to place order for play equipment replacement parts.
- Clerk to Email School, Cricket and Football Club about the Recreation Ground AGM.
- Cllr Fischel to speak to the School about the Recreation Ground lease.
- Sewage treatment works – Cllr Fischel to remind the Project Manager that the Trust must be included in any meetings and decisions made regarding any necessary revisions to the project.

7. Planning Matters.

No planning applications were received for consideration at this meeting.

8. Planning Decisions from HDC

None for this meeting.

9. Financial Matters

The bank balance at Lloyds TSB as at 10th June 2019 was £9,564.04

Income received 16 th May – 4 th July 2019		
HMRC	VAT refund 2018-19	£162.92
Expenditure authorised 16 th May – 4 th July 2019		
HMRC	E Leggo Tax April, May, June	£166.80
E Leggo	Office Allowance - April, May, June	£40.00
E Leggo	E Leggo - salary April, May, June	£667.61
Norris & Fisher Insurance	PC insurance 19/20	£542.44
Information Commissioner	Data protection fee	£40
Mulberry & Co	Internal Audit	£132.30
SSALC Ltd	Cllr/Chairman training	£168.00
E Leggo	Expenses	£9.99
West Sussex Community Minibus	Grant	£50
St Barnabas House	Grant	£50

The Council noted that the internal audit by Mulberry & Co had been passed, with the Auditor signing off the Annual Governance and Accountability Return. No changes to current practice were recommended.

The External Auditor, Moore Stephens, acknowledged receipt of the Certificate of Exemption from external audit.

10. Update following the election

It was noted that all seven councillors had submitted their Declaration of Interest forms and that the Clerk had uploaded these to the website and sent them to Horsham District Council. Additionally, the Clerk had confirmed that there were no outstanding actions with regard to the co-option of Cllr Hedley.

Sometimes the Clerk needs to contact councillors urgently.

Actions:

- Clerk to contact SSALC to suggest that it should not be necessary to submit a nil return (especially if there is an uncontested election).
- Councillors to advise Clerk of best method to contact them if there is an urgent matter.

11. SSALC Update

Cllr Hedley had attended the New Councillor Training and had found the training very informative and useful. Cllr Fischel updated the Council on the recent Chairman's Training. Aspects she found of particular interest were:

- The Nolan Principles (the principles that the Code of Conduct was founded on).
- Councillors must take care not to put forward their private view point as being that of the Council's.
- Councils are reliant on a Clerk who is up to date with current legislation and who always acts professionally.
- As much of the Council's business as possible should be conducted through the Clerk.
- Although the Chair person's role is to chair efficient and relevant meetings, all decisions taken are Council decisions.

The Clerk brought a SSALC Training Brochure for the Council to consider. It was noted that parishes in the Horsham District have been issued with 'Training Passports' for SSALC Training Events. This is a trial within the District with an aim is to encourage councillors to keep abreast of issues affecting them. These Training Passports were handed out to councillors.

Actions:

- Clerk to send out the Nolan Principles to all councillors.
- Clerk to send out the SSALC Training Brochure to all councillors.

12. To receive an update on Section 106 funds and the Community Highways Scheme (CHS)

The Clerk and Cllr Nicholson had provisionally completed the application for funding a vehicle activated sign to be positioned on the northbound side of the B2135 to the Community Highways Scheme, as available on the West Sussex County Council website. The application included an analysis of the speed data commissioned by the Parish Council in 2018, the petition of support from the local community and support from Cllr David Barling (WSCC). The Council approved the application and the Clerk was asked to submit this application.

Action: Cllr Fischel to proof-read the application and the Clerk to submit to WSCC.

13. Trees and footpaths

It was noted that the dangerous tree sited next to a footpath in the Parish has now been cut down. The Council was concerned over the Ash dieback and would like more information.

Actions:

- Clerk to email WSCC to check if there are any further updates on Ash dieback, and to email the Tree Warden to ask if she has any updates.
- Cllr Fischel to contact the owner of the dead oak tree adjoining the Recreation Ground.

14. Operation Watershed

Cllr Russell advised the Council that he submitted the Operation Watershed application in mid-May. WSCC has confirmed that it has received the application.

Action: Clerk to email Cllr Barling to ask how long the application process usually takes.

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

Cllr Fischel had attended the meeting of HALC on 25th June. Cllr Terry Oliver is the new Chairman, he is keen to promote working with Sussex Police, who were at the meeting to speak about engaging with parishes. Cllr Oliver also plans to work more closely with Horsham District Council.

Additionally, Cllr Fischel reminded the Council that all councillors are welcome to attend the HALC meetings, but to please let the Clerk know first, who would inform the Secretary of HALC.

There is a move to try and increase the sanctions available for dealing with recalcitrant councillors!

16. General Data Protection Regulations

Cllr Fischel updated the Council following an informative GDPR session given at the HALC meeting.

Councils must stick to their GDPR policies and only keep relevant documents. In addition to the Council being registered with the Information Commissioner, individual councillors all need to be registered. Any GDPR approaches to individual councillors should be referred immediately to the Clerk. The Council then has 30 days to deal with and respond to the request.

Actions:

- Clerk to email ex Cllr Hedley and confirm that he has destroyed all Council data.
- Check with the ICO how to register councillors
- Councillors to delete all Council emails older than 6 months
- Clerk to add standing item on the agenda to remind councillors to delete emails
- Cllr Fischel to find out if one can ascertain what is a reasonable period of time to be spent by a part-time clerk on answering any FOI request. This will then be written into our policies.

17. Update on Broadband for Ashurst

Cllr Nicholson informed the Council that the main issue with the Open Reach Scheme is that if not all households contribute to the cost of installation, those that did not contribute can still get the broadband.

Action: Cllr Nicholson to speak to Cllr Barling and draft a letter for the Clerk to send to Nick Herbert MP about the lack of Broadband in the Parish.

18. To organise the Clerk’s Annual Performance Review.

It was AGREED that Cllrs Nicholson and Knight would carry out the Clerk’s Annual Performance Review.

The Clerk was satisfied with her current position. There were no additional courses that she wished to attend at the moment.

Action: All parties above to agree a date.

19. Correspondence.

Creative Play Clerks and Councils Direct

20. Reports from Outside Bodies.

It was reported that Flix in the Stix has a vote soon to decide which film will be screened next.

21. Information Items.

Cllr Fischel informed the Council that the newsletter will be out soon. She will e-mail a copy to those who don’t normally receive one.

Date of the next Meeting of the Council: Thursday 5th September 2019 at Ashurst Village Hall at 8pm
The Annual Recreation Ground Meeting will be held prior to this meeting at 7.15pm on 5th September.

The Chairman closed the meeting at 9.30

Signed Chairman Dated