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MINUTES OF THE MEETING OF ASHURST PARISH COUNCIL, HELD AT ASHURST VILLAGE HALL ON THURSDAY 5th SEPTEMBER 2019 AT 8.00PM

Attendance

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

2. Declaration of Members' Interests.

Cllr Fischel declared an interest in planning application DC/19/1307.

3. Community Speedwatch.

Erica Baxter, Police Community Support Officer (PCSO), attended to speak to the Council about the possibility of setting up a Community Speedwatch Group. Ms Baxter was accompanied by Adrian Bell, PCSO.

Community Speedwatch has become an easier system to use. She had visited all 31 parish councils in the Horsham District. Of the parishes she visited 81% said that speeding was their biggest problem.

The biggest value of Community Speedwatch is educating drivers by making them think and reflect on their speed. The system has been proven to work - areas that use Community Speedwatch on a regular basis have seen an 8% drop in speeding. Drivers who have been recorded speeding get a letter from Sussex Police, and 94% of these are not caught speeding again.

Several other towns and parishes in the District have already set up Community Speedwatch groups, or are in the process of setting one up.

Speedwatch is run by volunteers and they are fully insured.

Setting up a group has three stages:

1. Identification of sites: Ms Baxter has identified a couple of sites in the Parish on the B2135, in either direction. Sites must be approved by Sussex police as suitable.
2. People: a minimum of three volunteers are needed to start a group, but there is no maximum. At least one volunteer must step up as co-ordinator.
3. Equipment: ideally groups buy their own equipment, so they don't need to collect from Horsham every

time. The Bushnell set up box is £428 (£71 of this is VAT) including the camera and two high visibility vests.

Ms Baxter informed the Council that to set things in motion, the appointed co-ordinator should visit the Community Speedwatch site and set up the group.

The Council agreed that it was in favour of the scheme.

Action: Clerk to add an agenda item for November so the Council can consider how best to progress this initiative. If it is decided to pursue the Scheme, the Council will consider the purchase of the equipment,

4. Approve the Minutes of the Meeting 4th July 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.

5. Outstanding Actions

Action	Outcome
Clerk to chase up the reason for the Lloyds Bank £7.50 twice yearly charge	Bank confirmed it is a charge for documents held in a safe custody box. Could not tell us what they are. The Council has been advised to go into a branch and ask them to open a case. At this stage they say that one signatory can go to a branch for this information. The Council's branch is South Street Worthing.
Clerk to find out from Southern Water if there had been a leak at Recreation Ground	Clerk confirmed with Southern Water that there had been a leak that was now fixed. The details have been passed to Business Stream who deal with the billing.
HSBC Bank fees for Recreation Ground Account	The Clerk confirmed with HSBC that as a small charity, the Trust is exempt from paying fees on the bank account
Clerk to contact SSALC to suggest that a nil return for an uncontested election is unnecessary.	Clerk emailed SSALC who advised her to contact the electoral commission. The unhelpful response from the Electoral Commission was shared with the Council.
Cllr Fischel to receive a signed copy of the lease from the school and Clerk to send a copy to WSCC (including the invoice department) as requested by the School.	Cllr Fischel to follow up – some concerns over insurance cover have been expressed by the Chairman of the Governors.
Cllr Russell to place order for the Recreation Ground play equipment replacement parts	Completed
Clerk to send out the Nolan Principles to all councillors	Completed
Clerk to send out the SSALC Training Brochure to all councillors	Completed
Clerk to submit the Community Highways Scheme application for funding for a Vehicle Activated Sign for the B2135	Completed
Clerk to email WSCC to check if there are any further updates on Ash dieback.	WSCC has updates on the website, which was shared with all councillors.
Cllr Fischel to contact the owner of the tree adjoining the Recreation Ground.	Cllr Fischel has spoken to the owners and made them aware of the condition of the tree.
Clerk to email Cllr Barling to ask how long the Operation Watershed application process usually takes	Cllr Barling recommended that Cllr Russell chase this again with the officers at WSCC.
Email ex Cllr Hedley and confirm that he has destroyed all council data	Pending a response – current Cllr Hedley agreed to ask ex-Cllr Hedley if he has done this.

Check with the ICO how to register councillors	Clerk emailed once, no response. Resent query 26/8/19
All councillors to delete emails older than 6 months	A reminder has been added as a standing item on the agendas. Clerk to add standing item on the agenda to remind councillors to delete emails
Cllr Fischel to find out what guidelines there are for reducing time spent on answering an FoI request on a pro-rata basis for a part-time clerk.	Still to do
Cllr Nicholson to speak to Cllr Barling and draft a letter for the Clerk to send to Nick Herbert about the lack of Broadband in the Parish.	Still to do
Clerks Performance Review	Has been undertaken by Cllrs Knight and Nicholson.

Actions:

- Clerk to speak to Lloyds in Shoreham 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);
- Current Cllr Hedley to speak to ex-Cllr Hedley about deleting any remaining Council emails;
- Other outstanding matters from above.

6. Reports from District & County Councillors

Cllr Platt from HDC was present to update the Council. There have been two HDC meetings since Cllr Platt was last at Ashurst. One meeting was to decide whether to invest in digital signage for carparks in the Horsham District.

The second meeting had been to discuss a planning application from WSCC to develop the Novartis site in Horsham to residential and business. A decision has been deferred to a future meeting.

Cllr Platt said that HDC is aiming to be zero carbon in buildings by 2030.

Cllr Barling gave an update about the impact of the proposed Mayfield development, and said that he does not believe that the answer to the housing needs is the creation of a new town. At present this is just under discussion, but at some point a planning application is likely to be submitted.

Cllr Barling said that WSCC had been adjourned for the last month but that meetings were about to recommence.

WSCC is aiming to be completely zero carbon by 2030. Recycling is over 50% in West Sussex and every streetlight is being converted to LED. This also saves a considerable amount of money as well as reducing emissions. WSCC also uses a solar farm at Barnham. If the Council continues at its current trajectory, it could achieve a zero carbon status by 2025.

Action: Clerk to add an item on climate change to the next agenda and Cllr Platt to present an item on this.

7. Recreation Ground Matters.

The bank balance at HSBC as at 20th August 2019 was £7632.11

Income received 5th July 2019 – 5th September 2019		
None for this period.		
Expenditure authorised 5th July 2019 – 5th September 2019		
EDF Energy	Electricity – Recreation Ground	£56 (DD)
Cllr Alistair Russell	Reimbursement for Water Safety Testing (April – August)	£54
Cllr Alistair Russell	Reimbursement for play equipment	£1058.40
Sussex Land Services	Grass Cutting (June & July)	£630

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 receive an update on the replacement parts for the play equipment – The equipment will be delivered to Cllr Jesse. Cllr Russell agreed he get a delivery date organised as he had paid in full some time ago.

Update on leases – The lease for Partridge Green Football Club was circulated to all, amendments were suggested and the Clerk was asked to make these and send this to the Chairman of PGFC.

To receive an update on the sewage treatment plant works – The work has been completed over the summer holidays. Although the works were carried out efficiently, the Trust was disappointed that the new inspection unit is larger than initially promised. However, the new unit is still only a third of the size of the previous unit, so several more parking spaces have been created which will ease the School's parking issues.

Action: To put up signs to remind the Clubs to run the water for 5 mins in both the Cricket Pavilion and John Eaton Hut.

8. Planning Matters.

Cllr Fischel declared an interest in this item being a neighbour and did not take part in discussions.

DC/19/1307: Address: Batts School Lane Ashurst Steyning West Sussex BN44 3AP

Proposal: Demolition of existing buildings and erection of a two storey detached dwelling with associated landscaping, parking and access

The Clerk was asked to submit the following to HDC:

Stance: Object

Comments: Ashurst Parish Council objects to this application as the Council strongly believes that the size and density of the building is too large and far exceeds the size of the existing house.

9. Planning Decisions from HDC

None for this meeting.

10. Financial Matters

The bank balance at Lloyds TSB as at 10th June 2019 was £9564.04

Income received 5th July 2019 – 5th September 2019		
None for this period.		
Expenditure authorised 5th July 2019 – 5th September 2019		
Information Commissioner	Data Protection Fee	£35
Elizabeth Leggo	Salary	£681.37
Elizabeth Leggo	Office Allowance	£40
HMRC	E Leggo (tax)	£170.20
Public Works Loan Board	Village Hall – loan repayment	£1501.25

The new NALC Model Financial Regulations had been amended by the Clerk. It was agreed that the Council would review these regulations with a view to adopting them at the next meeting.

The Council RESOLVED not to have an interim audit.

11. Inter-parish meetings regarding Mayfields.

Cllr Fischel briefed the Council on a meeting she had recently attended with other parishes (the Group) who would be impacted by the proposed Mayfields development. It was RESOLVED that the Council would make a £100 contribution as requested by the Group towards a report that will look into the implications of water levels and possible flooding should this development proceed.

Action: Clerk to email the Chairman of the Group to advise that Ashurst have agreed a £100 contribution.

12. SSALC Update

SSALC Training Courses attended:
None for this meeting.

The Council discussed the forthcoming meeting that SSALC has with Giles York, Chief Constable of Sussex Police. The Clerk was asked to thank SSALC for the opportunity to raise questions, but to say that Ashurst Parish Council has none for this meeting.

It was AGREED that Cllr Fischel would attend the WSALC AGM on 3rd October 2019, to represent Ashurst Parish Council.

Action: Clerk to confirm Cllr Fischel's booking onto the legal and finance training and to book Cllr Fischel onto the WSALC Conference.

13. Horsham District Council Chief Executive.

The Council was grateful for the offer from the Chief Executive of Horsham District Council to attend a Parish Council Meeting. The Clerk was asked to email his PA and suggest either 9th January or 12th March.

14. 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

As above, the application has been submitted to the Community Highways Scheme for funding of a northbound Vehicle Activated Sign (VAS) on the B2135. The Clerk had been informed by WSCC that the Moderation Panel sits in Autumn to review applications.

The Clerk had chased up WSCC regarding the faulty southbound VAS. The Council was disappointed to learn that WSCC had sent the Clerk the following communication:

'I am advised the unit is damaged beyond economical repair due to significant corrosion of both the power supply and the sign unit, and there is no resource available to undertake replacement at the present time. In addition we are undertaking a review of all damaged VAS installations to determine whether they should be retained, and those that are not deemed necessary will not be replaced. Where it is agreed to retain a VAS funding will be subject to a capital bid that cannot be guaranteed at this time.

I am making enquiries as to what alternative solution there might be, and will discuss further with you when I have the opportunity'.

Action: 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 this.

15. Trees and footpaths

The Council would respond to recent communication from an Ashurst resident.

Further to the Council's ash dieback discussion at the last meeting, WSCC has some useful information on its website relating to ash die back, including its strategy for West Sussex.

16. General Parish tidy up

This Clerk was asked to carry this item over to the next meeting. Cllr Hedley confirmed that he would be happy to cut back the hedges at the Recreation Ground (after 1st October). He would also ensure that the hedges on School Lane would be cut back shortly.

17. Operation Watershed

Cllr Barling has spoken to officers at WSCC about the Councils application. He was told that there was some

*Draft minutes of the Annual Meeting of Ashurst Parish Council on 5th September 2019
Minutes subject to approval by the Council on 7th November 2019*

missing information, but Cllr Russell informed Cllr Barling that there had been some confusion and the application was now complete. Cllr Barling recommended that Cllr Russell calls the officer at WSCC.

Action: Cllr Russell will call to follow up with WSCC.

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

No HALC meetings had been held since the last Council meeting.

19. Update on Broadband for Ashurst

None for this meeting.

20. GDPR

The Council was reminded to delete all emails over 6 months old.

21. Correspondence.

A letter was received from St Barnabus House, thanking the Council for its donation of £50 towards the Outreach Project.

22. Reports from Outside Bodies.

Cllr Jesse reported that the Annual Dog Show had raised nearly £5,000 for the Village Hall. There is a Harvest Supper on 19th October.

Cllr Fischel reported that the Church had recently held a most enjoyable pet service.

23. Information Items.

Cllr Fischel informed the Council that the Parish Newsletter would be out soon, so if anyone wanted to submit anything for this to please send to her before 22nd October.

Dates for future meetings were agreed:

Thursday 7th November 2019 (already scheduled)

Thursday 9th January 2020

Thursday 12th March 2020

Action: Clerk to update the meeting schedule on the website and send a copy to all councillors.

Due to the nature of the information concerning staff and salary this item was taken under Standing Order 11 and was discussed in Closed Session.

24. To receive an update on the Clerk's Annual Performance Review from Cllrs Knight & Nicholson.

- To approve the new rate of pay – the Clerk's salary was moved up one spinal column point to SCP 15. It was noted that the top of the range was SCP 17.
- To approve overtime to cover elections 2019 – the Clerk keeps a spreadsheet of the time spent on Ashurst Parish Council work. This varies week by week, and it is acknowledged that some months are busier than others. As per previous years, the contracted 5.5 hours per week cover all time spent on Council work, and cover holiday. However, for this financial year, being an election year, there was a significantly higher volume of work in the early part of the year. The Clerk had spent 18 hours longer than contracted in May and June 2019. It was RESOLVED that the Council would pay the Clerk for 18 hours of overtime at her old hourly rate.

Date of the next Meeting of the Council: Thursday 7th November 2019 at Ashurst Village Hall at 8pm

The Chairman closed the meeting at 9.40pm

Signed

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Chairman

Dated

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