

Ashurst Parish Council

Clerk to the Council: Elizabeth Leggo

Tel: 07738664449 e-mail: ashurstclerk@outlook.com

22 Elder Close
Portslade
Brighton
BN41 2ER

MINUTES OF THE MEETING OF ASHURST PARISH COUNCIL, HELD AT ASHURST VILLAGE HALL ON THURSDAY 7th SEPTEMBER 2017 AT 8.00PM

Attendance

Chairman	Cllr Hedley
Ashurst Parish Council (APC)	Cllrs Fischel, Jesse, Nicholson and Russell
Horsham District Council (HDC)	Cllr Willett
Clerk	Elizabeth Leggo
Members of the public	7 members of the public were present

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

One member of the public spoke regarding planning application DC/17/1623, and the Chairman invited her to outline the changes to the application since it was last submitted.

A second member of the public posed a question to the Council regarding the SWAB Neighbourhood Plan, as follows:

Did any Ashurst Parish Councillors know that AiRS had been engaged by the Wiston Estate, regarding housing at Bayards Field, when appointed by SWAB? If not, when did members find out and do they think this is appropriate?

Cllr Fischel will provide a written answer to this question.

1. Apologies for Absence.

Apologies and reasons for absence were received and accepted from Cllrs Hammond and Knight (APC), Cllr Barling (WSCC) and Cllr Lloyd (HDC).

2. Declaration of Member's Interest.

Cllr Russell declared an interest in planning application DC/17/1623.

3. Approve the Minutes of the Meeting of 13th July and Extraordinary Meeting of 10th August:

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

4. Outstanding Actions: To clarify and report on actions brought forward from the last meeting.

- To review whether any planting has commenced at Prior's Byne Solar Farm: it was noted that this has not commenced. Cllr Willett informed councillors that HDC does have an enforcement order on the site and that he will chase HDC if no action is taken in the next couple of months.
- Cllr Hedley is attending the Health & Safety Course with the Clerk.

- Clerk has submitted grant application to Transparency Fund – the Council has been awarded a grant for staffing costs to maintain website for 2017/18 and for a new printer.
- The Clerk has set up new email addresses for all Councillors.

Actions:

- Clerk to upload Councillors' new email addresses to the website
- All Councillors to use these addresses from now on and to inform any other contacts of new email address

5. Recreation Ground Matters:

I. Financial update

The bank balance at HSBC as at 20th August 2017 was £5063.53

Incomes received (14th July – 7th Sept 2017)

None for this period

Expenditures authorized (14th July – 7th Sept 2017)

Sussex Land Services	£ 310.80	Grass cutting July
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II. Partridge Green Football Club

Partridge Green Football Club (PGFC) had queried the end of season date as specified in their contract with APC. It was **AGREED** to invite Richard Moules to the Annual Recreation Ground Meeting in November to talk about PGFC.

It was **RESOLVED** that PGFC could mark the pitch from 30th September, and play from 1st October.

III. Hedge Cutting

It was noted that the hedge has been cut at the Recreation Ground and councillors thanked Cllr Hedley for doing this.

IV. Playground inspections

Councillors noted the recent reports from HDC on the play equipment, which had passed.

6. Planning Matters: To comment on planning applications received from Horsham District Council.

DC/17/1623 Site: Otters Church Lane Ashurst Steyning West Sussex BN44 3AR. Proposal: Demolition of existing garage. Erection of part two storey part single storey side extension with associated internal alterations.

The Clerk was asked to submit the following comments to HDC:

Stance: Support

Comments: The Council supports the application as the concerns from the last application have been addressed.

7. Late planning applications: To receive and comment on planning applications received after the agenda was posted

None for this meeting

8. Planning Decisions from HDC: Councillors noted the following planning decisions:

DC/17/1250

Site: Spithandle Nurseries Spithandle Lane Wiston Steyning West Sussex BN44 3DY

Description: Demolition of existing polytunnel and erection of equine osteopathy clinic, circular horse walker and use of existing sand school in association with proposed clinic

Decision: Withdrawn Application

Date of Decision: 25/07/2017

DC/16/0772

Site: Sopers Farm Peppers Lane Ashurst Steyning West Sussex BN44 3AX

Description: Retention, repositioning and landscaping of earth bund around the farm perimeter with tree and flooding protection measures, plus retention and habitat enhancement of existing pond permitted under DC/06/2073 at Sopers Farm (Resubmitted application DC/13/010)

Decision: Application Refused

Date of Decision: 04/08/2017

DC/17/1321

Site: Doves Farm Spithandle Lane Wiston Steyning West Sussex BN44 3DY

Description: Erection of storage barn

Decision: Application Permitted

Date of Decision: 04/08/2017

DC/17/1318

Site: Furzefield Farm Honeybridge Lane Ashurst West Sussex

Description: Proposed permanent siting and retention of existing equine workers' caravan and timber office building

Decision: Application Permitted

Date of Decision: 14/08/2017

9. Financial Matters:

The bank balance at Lloyds TSB as at 31st July 2017 was **£9,600.29**

Incomes received (14th July – 7th Sept 2017)

None for this period

Expenditures authorized (14th July – 7th Sept 2017)

Public Works Loan Board	£1,545.75	Repayment of loan (hall)
Horsham Matters (youth)	£45.72	Youth (operational costs)
PKF Littlejohn LLP	£120	External Audit for 16/17
E Leggo	£20.59	Admin / mileage expenses
E Leggo	£40.00	Office Allowance
E Leggo	£548.92	Salary (Jul-Sept + 3hrs OT)
HMRC	£137.20	Tax

The Council noted the following:

- The Clerk has completed the declaration of compliance with the Pensions Regulator, and that the Council has no obligation to make pension contributions at present.
- That from the next renewal date, that AON will no longer be the provider of the Local Councils Insurance Policy, and that BHIB will write to the Council offering a renewal quote.
- The bank account provided by Lloyds has been changed to a business account.
- A Notice of Conclusion of Audit has been received from the External Auditor and is displayed on the website and noticeboard.

10. To consider recent Freedom of Information requests.

Cllr Fischel advised that apparently Steyning Parish Council's FoI Panel was due to meet to discuss the recent FoI Requests. She further understood that Bramber Parish Council was dealing with the questions relating to SWAB's Income and Expenditure. Based on discussions at this meeting, Cllr Fischel would draft Ashurst Parish Council's responses to the outstanding FoI requests and circulate these to all Councillors for their approval.

11. Neighbourhood Plan:

Cllr Fischel advised that both Wiston Parish Council and Bramber Parish Council had now withdrawn from the SWAB Neighbourhood Plan.

Cllr Fischel had met with Norman Kwan from HDC who advised that the SWAB Neighbourhood Plan no longer 'existed' once Wiston had formally withdrawn. Cllr Fischel further advised that apparently there were no outstanding SWAB liabilities.

After discussion it was unanimously AGREED and RESOLVED that Ashurst Parish Council would also leave the SWAB Neighbourhood Plan Cluster.

All seven members of the public left the meeting at this point.

12. Horsham District Council Infrastructure Delivery Plan

Cllr Willett informed councillors that he would find out more about this and see if it applied to a small parish, like Ashurst. The Clerk was advised to email HDC and find out if there are any remaining s106 funds from HDC and not WSCC.

Actions:

- Clerk to email HDC to find out about remaining Section 106 funds
- Cllr Willett to update APC on the Horsham District Council Infrastructure Delivery Plan

13. WSCC Winter Maintenance Plan:

The Council agreed amendments to the Plan as requested by WSCC. The document will be made available on the Council website after approval by WSCC.

Actions:

- Clerk to amend the Winter Maintenance Plan and send to WSCC
- Clerk to order 3 tons of salt from WSCC
- Cllr Hedley to move the second grit bin to the Recreation Ground Carpark

14. West Sussex Better Connected Project.

Cllr Nicholson informed councillors that WSCC has identified the centre of Ashurst as a priority for the Better Connected Programme. How far reaching this will be will depend on the results of a BT Openreach survey.

15. To approve and adopt the Risk Management Scheme for Ashurst Parish Council

The Scheme was circulated to all Councillors and it was RESOLVED to adopt the Risk Management Scheme subject to a minor amendment.

Actions:

- Clerk to amend Risk Management Scheme and upload to website.
- Cllr Jesse to ask Village Hall Committee whether APC documents can be stored in the Village Hall.

16. To approve and adopt the Equal Opportunities Policy for Ashurst Parish Council

The Policy had been circulated to all Councillors and it was RESOLVED to adopt the Equal Opportunities Policy.

17. To receive an update on Youth Provision

Cllr Russell informed the Council that the Joint Parishes Youth Committee had met in July and that contracts with Horsham Matters had been signed by all parishes. As always, the Council noted that there is lots of good work ongoing. It was also noted that the Council needs to decide whether to remain in the JPYC for the next financial year.

Action:

Clerk to add item to the agenda for November for the Council to decide whether to remain in the JPYC for the next financial year.

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

Cllr Fischel informed councillors that there had not been a HALC meeting since the last APC meeting, but that she would be attending the next HALC meeting on 18th September.

19. Logo for Ashurst Parish Council.

The Council AGREED to consider this item at the next meeting, when interested members of the public would be invited to attend.

20. Correspondence received

All email correspondence is forwarded to the Council as it is received.

The following correspondence was received by post:

- West Sussex Association of Local Councils – Annual Report and invite to AGM (4th October)
- Good Councillor's Guide
- St Catherine's Hospice Autumn Gift Fair: 21/9/17, 12.30-4.00pm, Knepp Castle, Shipley
- St Barnabas' House, South Downs Trek, Saturday 7th October 2017
- Steyning Parish Council: Invitation to Steyning Showcase on Saturday 24th February
- Clerks & Councils Direct newsletter

21. Reports from Outside Bodies.

Cllr Jesse told councillors that the Village Hall Committee had made just over £4,000 at the Dog Show, and that there will be a Harvest Supper at the Village Hall on Saturday 14th October at 7.30pm. Cllr Jesse also reminded the Council that the pantomime would be in the first weekend of December.

22. Reports from District and County Councillors.

Cllr Willett reported that there was nothing specific to Ashurst to update on, and suggested that the HDC website is very thorough and referred councillors to this for further information.

23. Information Items. To receive information and items for future meetings.

Cllr Hedley suggested that the Clerk should have a mobile phone provided by the Council.

Actions:

- Clerk to research the costs of smart phones
- Clerk to add this to the agenda for the meeting of 2nd November

Due to the nature of the information concerning staff and salary this item was taken under Standing Order 11 and discussed in Closed Session. Those present other than Parish Councillors were asked to leave the meeting.

Elizabeth Leggo (Clerk) also left the meeting.

24. To receive an update on the Clerk’s performance review and to consider amendment(s) to the Clerk’s contract and SCP according to NALC guidance.

It was AGREED that the Clerk should move up one SCP following her review, and a further point on completion of CiLCA. In addition the Council reviewed the Clerk’s timesheets for the last 14 months and agreed to increase her weekly contracted hours from 5 to 5.5.

Action:

Cllr Nicholson to amend the Clerk’s contract for approval at then next meeting.

Date of the next Meeting: Thursday 2nd November 2017 at Ashurst Village Hall at 8pm.

Please note that the Annual Recreation Ground Meeting will also be held on Thursday 2nd November at 7pm, prior to the Parish Council Meeting

The Chairman closed the meeting at 9.45pm

Signed Chairman Dated