

MINUTES OF THE MEETING HELD AT THE ASHURST VILLAGE HALL ON THURSDAY 14TH MAY 2015 AT 8.00PM

ATTENDANCE: Cllr Griffiths (Presiding Chairman),
Cllrs Jesse, Hammond, Fischel, Hedley, Knight and Russell
Also present Councillor Barling (County)
23 members of the public were present
In attendance the Clerk.

Alan Griffiths congratulated the new councillors on their election to Ashurst Parish Council

1. Election of Chairman.

The presiding Chairman, Alan Griffiths, asked for nominations for a Chairman for the forthcoming year. Councillor Jesse nominated Councillor Hammond, seconded by Councillor Hedley and unanimously agreed, Councillor Hammond accepted the position and took the Chair.

It was noted that the Chairman automatically becomes Chairman of Ashurst Recreation Ground Committee as well.

2. Election of Vice-Chairman.

Nominations for a Vice-Chairman were requested for the forthcoming year.

Councillor Hedley was nominated by Councillor Jesse, seconded by Councillor Fischel and unanimously agreed. Cllr Hedley accepted the position.

3. Declaration of Acceptance of Office for Councillors and Chairman

The Councillors and the elected Chairman signed the Declaration of Acceptance of Office.

Alan Griffiths, George Stevens and Roy Powel were thanked for their long service of 15 or more years' service as councillors and Alan was thanked for 10 of those years as chairman of the council. Mrs Di Stevens thanked Alan on behalf of the village hall committee for his help and support in the fund raising and leading the council through obtaining the loan to help fund the hall. The Clerk was also thanked.

4. Apologies for Absence.

There were apologies received from Cllr Timms. District Councillors Lloyd and Willett, they are attending their first HDC meeting.

5. Declaration of Members Interest.

There were no declarations of interest from Councillors

6. Approve the Minutes of the Meeting 5th March 2015 and Extra Ordinary Meeting of 2nd April 2015.

The minutes of the meeting of 5th March and extraordinary meeting of 2nd April were circulated to all councillors and taken as read. It was **RESOLVED** that the Minutes be approved as a true record of the Meetings and they were signed by the Chairman.

7. Outstanding Actions.

The bottom hinge of the gate post has been damaged. Councillor Hedley offered to inspect the damage and repair if possible.

Sue Rodgers wrote to Chris Lyons, HDC, following the last meeting concerning Sopers Farm, there

has been no further updates. The Clerk was asked to chase up and also ask the District Councillors to follow up Sue Rogers leads

It was noted that the proposed Solar Farm at Spit handle is not going forward.

8. Review and Adopt the Standing Orders, Financial Regulations, Code of Conduct, Publication Scheme and Dispensation Scheme,

The documents were circulated to all Councillors and taken as read.

It was proposed by Councillor Hammond, seconded by Councillor Hedley that the documents be Adopted.

7. To confirm the Appointment of Internal and External Auditor

Councillor Hammond proposed, seconded by Councillor Jesse that Mark Mulberry, Internal Auditor, and PK Littlejohn, External Auditors be appointed for the coming year. This was Agreed.

9. Appointment of Representatives for HALC, SALC, SAYS, Youth Provision and Neighbourhood Plan Steering Group.

To appoint 2 Councillors to represent Ashurst Parish Council at HALC and SALC meetings. Councillors Timms and Fiscel were appointed.

The next meeting of HALC is on Wednesday 8th July at the Billingshurst Centre. Speakers will be Chief Superintendent Steve Whitton of Sussex Police and Dr Simon Dean Horsham locality lead for NHS Horsham and Mid Sussex CCG.

The Chairman is automatically appointed as the Steyning Areas Youth Service (SAYS) Trustee.

To appoint a representative to the SAYS Committee. Councillor Russell was appointed.

The AGM will be held on 18th June. An agenda was circulated.

To appoint 2 members for the Neighbourhood Plan Steering Group. Councillors Hammond and Fischel were appointed.

The next meeting is on 19th May at the Steyning Centre at 7pm.

Councillor Fischel was appointed as representative for the Loneliness and Isolation group.

Councillor Jesse was appointed as the Village Hall representative.

10. To Review and Confirm the Parish Council Insurance

The Insurance Policy for 2015-16 has been circulated to all Councillors and taken as read.

The renewal figure for 1 year is £316.57. A 3 year deal is offered at £302.79.

It was unanimously agreed to enter into a 3 year deal.

11. Recreation Ground Matters.

The bank balance at HSBC as at 20th April 2015 was £5,152.71

Incomes received

Football Club	£74.00	Rent for use of the recreation ground
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Cricket Club	£650.00	Rent for use of the recreation ground
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The following Expenditures were Authorised

Horsham District Council	£86.40	6 Months play equipment inspections
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H Roxby	£45.75	Salary
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A new mandate is required for Ashurst Recreation Ground Committee Councillors Jesse and Hedley are existing signatories. New signatories will be Councillors Hammond, Fischel, Russell and the Clerk.

It was agree that all cheques must be signed by 2 trustees plus the Clerk.

A tree audit is to be carried out on the recreation ground trees asap. Bob Harari offered to ask his wife if she would be able to do this.

The football club are unsure whether they are to undertake a joint project to repair the inside of the John Eaton Hut as they don't seem to have strong teams at present. It was Agreed that the Trustees would meet at the hut to discuss repairs on Thursday 28th May at 7.30pm.

It was noted that the The Big Society Fund could be a source of funding for large sums of money. The Clerk was asked to contact the Football Club concerning the goal posts still on the field.

Invoices have been sent to the Primary School and the Cricket Club in accordance with the leases. The Cricket Club has remittance has been received.

12. Planning Matters.

DC/15/0405 – Blakes Farm, Steyning Road- Construction of an open fronted barn.
No Objection

Premises Licence Number LI/15/0053/PREM- Ashurst Village Hall – Application for a premises Licence. Fully Support the application.

13. Late planning applications

None for this meeting

14 Planning Decisions from HDC

Agreed

DC/15/0165- Gratwicks House, Church Lane – Retrospective approval required to revise layout to steps to staff area, removal of non-original window to kitchen, revised lay out to new section of building forming master bedroom suite, revised corridor layout to landing 4 (**LBC**)

15 Financial Matters.

The bank balance at Lloyds TSB as at 20th April 2015 was £4,010.79

Incomes received

HDC	£4,925.00	Precept and Grant 1 st payment.
HMRC	£ 163.37	VAT reclaim

The following Expenditures were Authorised

H Roxby	£ 384.09	Salary
H Roxby	£ 102.95	Office Allowance + reimbursement for website
Inland Revenue	£ 96.00	Tax
Steyning Parish Council	£ 56.27	Photocopiers and disbursements
Mulberry and Co	£111.60	Internal Audit
HALC	£ 15.00	Annual subscription
Gill Muncey	£100.00	Fee for setting up website
Insurance	£302.79	Annual Fee

SALC have informed of dates for New Councillor training at £50.00 per event, it is strongly advised that new councilors attend one of the events. £300.00 was budgeted.

Councillors Knight and Russell to attend 15th July event.

16 Accounts and Internal Audit and to agree Parish Council Bank Account Signatories.

The Parish Council and Recreation Ground accounts for 2014/15 were circulated to councillors and taken as read. It was proposed by Cllr Hammond, seconded by Cllr Jesse and agreed that the accounts be signed as a correct record of the finances for the financial year.

A new mandate for the Ashurst Parish Council account is required. Chris Jesse is an existing signatory, new signatories will be Councillors Fischel, Hammond, Russell and the Clerk.

All cheques must be signed by 2 councillors plus the Clerk.

It was Agreed that Alan Griffiths can continue to sign until new mandate is in force

17 Update on Youth Provision.

The Chairman commented that Emma Edwards gave an excellent presentation at the annual parish meeting.

A letter has been received from Horsham Matters, as this is the 3rd and last year for the present project, it is hoped be able to continue with the project . The Clerk has replied that discussions would need to take place with councillors and with the other 3 councils before any decision could be made.

The Trustees of SAYS have agreed to purchase 3 illuminated external notice boards for outside the youth centre at a cost of £1,047.60.

18. Neighbourhood Plan – To receive any update on progress -Councillor Fischel and Bob Harari were thanked for their sterling work on the plan so far.

2 Steering Group meetings have been held since last meeting.

Public Survey report has been produced. Additional analysis has been requested and received regarding housing requirements on a Parish by Parish basis.

Focus groups have been analysing results of the survey. Especially the voluminous appendices.

These are now completed and are due to be discussed at the next Steering Group.

These will then be used to provide the basis of the Community Views in the Stage 1 report.

The bulk of the Focus groups' work has now been completed

Call for sites has been made through advertising.

The Steering Group meeting will be discussing writing to land owners in each parish, this process has to be carried out for the evidence trail that will be scrutinized at the referendum stage of the plan.

No detailed discussions on the merits or otherwise of the sites have begun or indeed of numbers required. Affordable housing survey already was carried out in Ashurst in 2012. The result of which was a requirement for 6 houses.

19. Correspondence.

Clerks and Councils Direct May Issue.

Letter from Ken Browse, Chairman of NALC Circulated to all councillors.

Horsham District Council have sent an invite to the Annual Reception on Wednesday 20th May at the Park Suite Ground Floor, Parkside at 7pm.

Lisa Boydell, Community Development and Engagement Manager , has asked to come along to a meeting to introduce herself and the work of her team. It was Agreed to invite her to the next meeting.

SALC May newsletter has been circulated to all councillors.

20 Reports from Outside Bodies.

Councillor Jesse informed that the hall is now up and running. From the 1st June bookings will be taken. Staff will be required for the hall. The AGM will be held on 21st May at the hall.

The Jazz vespers was held at the hall on 9th May and it was a very successful evening. The Car park and decking still needs to be done so there is still some fund raising to do.

21. Reports from District and County Councillors.

Councillor Barling reported that WSCC has gone through a reorganisation of the highways Team, Chris Stark is the new leader of the Horsham area. The highway website now operates from Bognor. Community officers, Cali Sparks and Ross Shepard will be now be looking after Horsham parishes. The next CLC will be held on 8th July is at Storrington and Sullington village hall. The next County Council meeting is on 22nd May 10am. A Governance Review has been carried out and several changes have been made .

22. Questions from the floor

None for this meeting

23. Information Items.

A van in the ditch in Honeybridge Lane was reported on Operation Crackdown.

The Clerk will be attending a meeting being held by SALC to inform of the new processes that will be required to abide by the Transparency Code for Smaller Councillors.

The Website is almost ready to go live. The address is www.ashurstparishcouncil.org

Operation Watershed money has been granted subject to “call in” It was Agreed the Alan Griffiths to work with another councillor, Clerk and contractor on the project if it is not “called in”

Councillor Fischel reported that a Sunday service for United Churches was held on the recreation ground on Sunday 10th May to raised money for Napel.

24. Date of the next Meeting.

Thursday 2nd July 2015 at 8.00pm

At Ashurst Village Hall

The Chairman closed the meeting at 9.15pm.