

MINUTES OF THE MEETING OF ASHURST PARISH COUNCIL, HELD AT ASHURST VILLAGE HALL ON THURSDAY 8th MARCH 2018 AT 8.00PM

Attendance

| | |
|------------------------------|--|
| Chairman | Cllr Hammond |
| Ashurst Parish Council (APC) | Cllrs Fischel, Hedley, Knight, and Russell |
| West Sussex County Council | 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 and reasons for absence were received and accepted from Cllrs Jesse, Nicholson and Lloyd.

2. Declaration of Members' Interests.

None for this meeting.

3. Approve the Minutes of the Meeting of 16th January 2018.

The minutes were circulated to all Cllrs 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: To clarify and report on actions brought forward from the last meeting.

- Grit bin – location to be changed. Cllr Fischel to organise.
- Can documents be stored in Village Hall? Cllr Hammond to speak to Village Hall Committee.
- Cllrs Russell & Fischel attended the GDPR training and will brief all cllrs.
- The Clerk wrote to Environmental Health regarding the raw sewage being discharged from a septic tank in the parish.
- Operation Watershed Application – application has not yet been completed as it appears work is pending anyway.
- Clerk has submitted precept request to HDC for £11,100
- Clerk still to purchase scanner and new mobile phone
- Clerk emailed Cllr Barling re Section 106 funds, asking whether these can be used to fund a drive carefully sign or flashing speed sign for the B2315 – clerk to contact Area Highways Manager.
- Cllr Knight – wrote to Dr Lyons at HDC regarding Priors Byne and Soper's Farm.
- Clerk contacted Tree Warden to order a report – which is included at the end of these minutes in appendix 1.
- Clerk emailed Sonia Mangan at Age UK Horsham District to inform them of the council's decision on the grant to the Charity

5. Recreation Ground Matters:

Financial update

The bank balance at HSBC as at 20th February 2018 was £4255.73

Incomes received (16th January 2018 - 8th March 2018)

| | | |
|-------------------------------|------------------------|---------|
| Partridge Green Football Club | Rent for use of Ground | £262.50 |
|-------------------------------|------------------------|---------|

Expenditures authorized (16th January 2018 – 8th March 2018)

| | | |
|-------------------|-----------------------|---------|
| Wicksteed Leisure | Playground Insepction | £ 72.00 |
|-------------------|-----------------------|---------|

The Clerk reported that HSBC are changing their bank accounting arrangements as part of UK ring-fencing. This should mean no visible change for the Recreation Ground Account, but will become a commercial customer account on 1 July 2018. Any further communications will be shared with the Council.

EDF have offered a smart electricity meter – need to complete form and send meter reading.

The Clerk has chased Sussex Land Services who cannot roll and harrow the Recreation Ground.

The Clerk reported on the HDC playground inspection, which was noted by the Council.

The Wicksteed Playground Inspection was circulated to members of the Council and members met at the Recreation Ground. The following actions were taken /planned:

- The wooden climbing frame is being monitored with a view to replacement;
- Matting – cllrs are going to clear moss with a pressure washer;
- Slide – mastic to be put in toggle trap;
- Loose bolts have been tightened.

Regarding other health & safety at the Recreation Ground:

- Cllr Fischel provided the Clerk with a copy of the plumbing plans highlighting areas of risk for legionella
- Cllr Russell provided the Clerk with a copy of the asbestos report – it was noted by the Council that there is no asbestos in any of the buildings at the Recreation Ground.

Use of the Recreation Ground was discussed, and it was agreed that Cllr Hammond would speak to the Village Hall Committee about a charge for the Annual Dog Show to contribute towards grass cutting.

Actions:

1. All councillors to monitor/take actions agreed on the play equipment as per Wicksteed inspection report
2. Cllr Russell to organize a legionella test on the water supply at Recreation Ground
3. Clerk to amend the contract for both the football and cricket club to include additional precautions to be taken to minimize the risk of Legionnaires Disease, including running the water for two minutes before each use.
4. Cllr Hedley to chase up the certificate of electrical safety testing for the Recreation Ground.
5. Cllr Hammond to speak to Village Hall Committee about charges for the Dog Show.

6. Planning Matters:

There were no planning applications received for consideration.

7. Planning Decisions from HDC:

None for this meeting.

8. Financial Matters:

The bank balance at Lloyds TSB as at 31st January 2018 was **£10,562.45**

Incomes received (16th January 2018 – 8th March 2018)

None for this period

Expenditures authorized (16th January 2018 – 8th March 2018)

| | | |
|--|-----------------------------------|---------|
| E Leggo | Office Allowance | £40.00 |
| E Leggo | Salary (Jan – Mar) | £614.31 |
| HMRC | Tax | £153.60 |
| E Leggo | Expenses | £24.94 |
| Horsham Matters | Quarter 3 Operational Costs | £43.32 |
| SSALC | GDPR Training for two councillors | £115.20 |
| Ashurst Public Recreation Ground Trust | Annual Grant | £1,300 |

The Community Minibus Association wrote to the Council to ask for a grant. It was agreed to defer this until the May meeting, in the next financial year.

Actions:

- Clerk to purchase scanner.
- Clerk to add the grant application from the Community Minibus Association to May's agenda.

9. To receive an update on Youth Provision.

Cllr Russell informed the Council that at the last meeting, Horsham Matters had thanked Ashurst Parish Council for the support during membership, and that they would write to ask for the previously agreed grant.

Action: Clerk to remove Youth Update from future agendas.

10. To receive an update of Section 106 funds and whether these can be spent on traffic calming measures

The Council discussed use of Section 106 monies to fund a flashing speed sign in the village, on the B2315. Cllr Barling advised that this may be possible and advised the Clerk to contact the Area Highways Manager to ask for advice on how to proceed.

Action: Clerk to write to the Area Highways Manager for further information on Section 106.

11. Priors Byne Solar Farm and Soper's Farm

Cllr Knight was pleased to report that the tree screening at Prior's Byne Solar Farm has been completed to a high standard. Cllr Knight also reported that he wrote to the Director of Planning at Horsham District Council regarding Soper's Farm, who has responded that he will follow up this issue with the Case Officer involved.

The Tree Wardens report will also be forwarded to HDC and is included at the end of these minutes.

12. General Data Protection Regulations

The Council discussed changing legislation in 2018 and Cllrs Fischel and Russell shared their learnings with other councillors, noting that the most important actions that Councillors that the Council takes by May are listed below.

Actions:

1. All Councillors to use their council email address, not a personal address.
2. All Councillors to review their emails and documents stored and delete those which are no longer necessary.
3. The Council laptop must be encrypted, following updating to the latest version of Windows.
4. The Clerk will use a phone solely for Council business.
5. A Data Protection Officer must be appointed. The Clerk will send cllrs the list of options from SSALC and appointment made before the next meeting.
6. A paper-date cleanse will be carried out by the Clerk and Cllr Fischel at the Village Hall once it is agreed that the papers can be archived in a lockable filing cabinet at the Hall.

13. Defibrillator pads

Cllr Hedley reported that there were no further updates since the last meeting.

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

Cllr Fischel informed the Council that HALC has not met since the last meeting of APC.

15. Logo

Cllr Fischel updated the Council that there are currently negotiations taking place regarding copywrite for use of the road mender for the Council logo.

16. Correspondence.

- Clerk's & Councils Direct
- Glasdon
- HAGS Inclusive Playground Solutions
- Broxap – Litter & Recycling Bins
- West Sussex Mobile Library Timetable (for noticeboard)

17. Reports from Outside Bodies.

None for this meeting.

18. Reports from District and County Councillors

Cllr Barling briefed the Council on the proposition to have keep clear lines outside of Ashurst Primary School. The Council agreed with a views held by a concerned member of the public that the lines would cause more disruption than the current system.

It was noted that when there is a new septic tank at the Recreation Ground that an extra four parking spaces would be created.

Action: Clerk to move the update from District and County Councillors to the top of the agenda for future meetings.

19. Information Items

It was agreed that the Rural Housing Trust will be the main speaker at the Annual Parish Meeting on Thursday 5th April.

Actions:

1. Clerk to design invitation to the Annual Parish Meeting and all cllrs to hand deliver invitations as last year.
2. Cllr Hammond to speak to the other member of the Parish who wishes to put forward land for affordable housing.
3. Clerk to speak to the Rural Housing Trust and confirm timings and ask for a pictorial presentation to inform the community.

The Chairman closed the meeting at: 9.30pm

Signed _____ Date _____

Date of Annual Parish Meeting: Thursday 5th April 2018 at Ashurst Village Hall at 8pm

Date of the next Meeting: Thursday 3rd May 2018 at Ashurst Village Hall at 8pm – this is the Annual Meeting of the Parish Council

Appendix 1: Tree Warden Report

Tree Report requested by Ashurst Parish Council on Sopers Farm Bund, March 2018

I write this in response to the rejection by HDC of the planning application DC/16/0772.

I am in full agreement with our councillor Mr Mark Knight that the application contained proposals that would ameliorate the situation that now exists along Honeybridge and Peppers Lane. Accepting the proposal with conditions attached would be very much preferable to the ongoing stalemate and inaction.

As already stated in my previous report, the main problem is deoxygenation and death of the tree root systems covered by up to 3metres of heavy clay subsoil. The consequent dieback and destabilization of these mature trees now constitutes an ongoing and worsening threat to road users. The trees will shed branches which overhang the road and verge and eventually the trees themselves will fall, most likely across the road as they will have lost their anchorage on the bund side. This will be a major risk factor well before the trees themselves are obviously dead. As Mr Knight has confirmed in his letter of 26/02/18 to the Director of Planning, Dr Lyons, this process is already apparent.

As a result a maintenance plan should be agreed with the applicant who needs to be advised that he is legally responsible to road users for the trees on his land.

I also disagree with the suggestion that further work on the bund “ *would actually be more harmful to the existing wildlife habitats*”. The solid mass of the bund has suppressed or choked off a great deal of the wildlife potential of this hedgerow and it is difficult to see what habitats, if any, would be affected by reduction in bund height and softening the gradient.

Lastly, with regard to the tree planting proposed in the application, all forms of tree planting will ameliorate the drainage problems in the area and enhance the wildlife and carbon capture potential and it will soften the brutal effects on the visual amenity .

Tree Warden