

Ashurst Parish Council

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MINUTES OF THE MEETING OF ASHURST PARISH COUNCIL, HELD AT ASHURST VILLAGE HALL ON THURSDAY 2nd NOVEMBER 2017 AT 8.00PM

Attendance

| | |
|--------------------------------|---|
| Chairman | Cllr Hammond |
| Ashurst Parish Council (APC) | Cllrs Fischel, Hedley, Jesse, Knight, Nicholson and Russell |
| Horsham District Council (HDC) | Cllr Lloyd |
| Clerk | Elizabeth Leggo |
| Members of the public | 3 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.

1. Apologies for Absence.

Apologies and reasons for absence were received and accepted from Cllr Barling (West Sussex County Council).

2. Declaration of Members' Interests.

Cllrs Hammond and Russell declared an interest in planning application DC/17/2193 and Cllr Jesse declared in interest in planning application DC/17/2038

3. Approve the Minutes of the Meeting of 7th September 2017

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

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

- New councillor email addresses have been uploaded to the website
- Section 106 funds – the funds that HDC has are transport funds to be allocated from WSCC, as previously investigated
- Winter Maintenance Plan – the salt has been delivered and Cllr Hedley is going to relocate the grit bin
- The risk Management Scheme has been uploaded to the website

Actions:

1. Cllr Hedley to relocate the grit bin
2. Cllr Jesse to find out whether the Council can store documents in a locked filing cabinet at the Village Hall
3. Councillors to come up with a 'project list' of potential s106 spending

5. Recreation Ground Matters:

Financial update

The bank balance at HSBC as at 20th October 2017 was £5415.23

| Incomes received (7th Sept- 20th Oct 2017) | | |
|--|----------|--------------------------------|
| Ashurst Cricket Club | £400 | Rent for cricket games |
| Partridge Green Football Club | £262.50 | Rent for football matches |
| Expenditures authorized (7th Sept – 2nd Nov 2017) | | |
| Sussex Land Services | £ 621.60 | Grass cutting Aug & Sept |
| Horsham District Council | £72.00 | Inspection of play equipment |
| EDF Energy | £55.21 | Electricity for John Eaton Hut |

The Clerk has completed annual return on Charity Commission website.

It was RESOLVED to order the unaccompanied playground inspection from Wicksteed (£45), and to also order the additional report (£15).

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

DC/17/2038

Site Address: New Wharf Farm Horsebridge Common Ashurst Steyning West Sussex BN44 3AL

Proposal: Change of use of land to a campsite for 40 pitches to be used between April and September each year. Erection of 4x shepherds huts to be used as self-catering accommodation for 10 months of the year, creation of 2x grasscrete car parking areas, erection of associated toilet, laundry, wash-up and shower huts and erection of temporary warden's office to be occupied between April to September each year.

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

Stance: Neutral

Comments: Ashurst Parish Council has no objections to the application as it is at present. The Council would object to the buildings being made permanent or to the expansion of the site. In addition, the Parish Council would like to draw to the attention of the District Council the noise levels at night, especially the playing of loud music, and would ask that there be some control on this.

DC/17/2193

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

Proposal: Proposed demolition of polytunnel and erection of bespoke building to house equine osteopathy clinic. Erection of circular horse walker use of existing sand school in connection with clinic.

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

Stance: Support

Comments: The Council has no further comments since the application was last reviewed.

DC/17/2346

Site Address: 1 Wellens Farm Cottages Steyning Road Ashurst Steyning West Sussex BN44 3AN

Proposal: Two storey extension to north replacing single storey

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

Stance: Neutral

Comments: Ashurst Parish Council has no objections.

To give comments on the pre-order consultation : Ashurst/Wiston – Request for Diversion of Part of Footpath 2511 at Jessups Farm

The Clerk was asked to contact WSCC to state that APC has no objections to the diversion, provided that access to the path is maintained.

7. Planning Decisions from HDC: To receive decisions on planning applications from HDC

DC/17/1623

Site: Otters Church Lane Ashurst Steyning West Sussex BN44 3AR

Description: Demolition of existing garage. Erection of part two storey part single storey side extension with associated internal alterations **Decision: Application Permitted.** Date of Decision: 13/09/2017

8. General Power of Competence: To resolve to adopt the General Power of Competence

It was RESOLVED that the Council is eligible to adopt the General Power of Competence as there is an electoral mandate with 6 of the 7 councillors having been elected, and the Clerk is qualified with CiLCA. It was therefore RESOLVED that Ashurst Parish Council adopt the General Power of Competence.

9. Financial Matters:

The bank balance at Lloyds TSB as at 10th October 2017 was **£13,350.58**

| Incomes received (7th Sept-10th Oct 2017) | | |
|--|---------|--|
| HDC | £5,500 | Half precept |
| SSALC Ltd. | £445.74 | Transparency Grant |
| HMRC | £220.23 | VAT refund |
| Expenditures authorized (7th Sept-2nd Nov 2017) | | |
| Bramber Parish Council | £36.00 | SWAB Neighbourhood Plan |
| The Community Heartbeat Trust | £46.60 | New defibrillator pads for village hall |
| Horsham Matters Ltd. | £335.34 | Youth Work – Employment Costs |
| Parochial Church Council of Ashurst | £1,000 | Grant using General Power of Competence |
| SSALC Ltd. | £108 | Health & Safety Training (26 th Sept) |
| SSALC Ltd. | £48.00 | WSALC Conference (4 th Oct 2017) |

I. Precept 2018/19: To review the draft budget and precept proposal

The Council is going to review membership of the Joint Parishes Youth Committee at an extraordinary meeting later in November, and will review the precept at this meeting following the decision.

II. To decide whether to purchase a smartphone and enter into a monthly contract for the phone, to be used by the Clerk for calls and emails for the Council

The Clerk circulated research to the Council. Cllr Knight offered to donate a smart phone for use by the Clerk. It was RESOLVED that the Clerk would research pay monthly and pay as you go costs once she has the phone.

III. To approve a mid-year internal audit from Mulberry & Co

The Clerk was asked to contact Mulberry & Co to find out whether this would be necessary.

IV. To decide whether the Council will fund the replacement of defibrillator pads outside the village hall

It was RESOLVED that the Council would fund this. However Cllr Hedley will find out whether SECAMB can fund this in the future.

Actions:

1. Clerk to research pay monthly and pay as you go costs for smart phone donated by Cllr Knight
2. Clerk to confirm if a mid-year audit is necessary
3. Cllr Hedley to find out if SECAMB provide replacement defibrillator pads

10. Neighbourhood Plan:

Cllr Fischel informed the Council that the SWAB Withdrawal Statement and letter are now on Ashurst Parish Council's website. In addition, the Closing Statement from SWAB is now on the SWAB website.

11. To receive an update on Youth Provision.

Cllr Russell updated the Council that the next meeting is on 20th November, that employment costs are set to increase by 2.5% and that Emma Edwards (youth worker) has left Horsham Matters. Finally he informed the Council that Paddy Robson has resigned as Clerk to Bramber Parish Council and would therefore no longer act as Clerk to the JPYC.

12. To decide whether Ashurst Parish Council will remain in the Joint Parishes Youth Committee for the next financial year.

The Council AGREED to defer this item to the next extraordinary meeting of the Council, later in November.

13. To adopt the Documents and Records Retention Policy

It was RESOLVED to adopt the Documents and Retention Policy, and the Clerk was asked to add to the website.

14. To adopt the Publication Scheme

It was RESOLVED to adopt the Publication Scheme, and the Clerk was asked to add to the website.

15. General Data Protection Regulations

The Council discussed changing legislation in 2018 and agreed that Cllr Russell would attend the GDPR training provided by SSALC in the New Year.

Action:

Clerk to book Cllr Russell on to a GDPR training event

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

Cllr Fischel informed the Council that the Annual Meeting of HALC and HDC was next week and that items on the agenda included rural carparks, waste collection and planning.

17. Logo

Mr Michael Gilchrist attended the meeting to present the research he has undertaken into the concept of a logo to represent the Parish. The Council thanked Mr Gilchrist for this and it was AGREED that Mr Gilchrist would contact the Brighton Art School to find out whether any of the students would like to design the logo for a prize (to be decided at a future meeting).

18. HDC changes to calling-in planning applications

The Clerk was asked to draft a letter to HDC raising the concerns of Ashurst Parish Council on this issue.

Action:

Clerk to draft a letter to HDC and circulate to the Council before sending.

19. Funding Application from Age UK Horsham District

The Clerk was asked to add this to the agenda for the meeting on 11th January 2018.

20. Correspondence.

- Wicksteed Playgrounds
- Clerk's & Councils Direct
- Action in Rural Sussex
- Changes to Horsham District waste & recycling collections

21. Reports from Outside Bodies.

None for this meeting.

22. Reports from District and County Councillors

Cllr Lloyd informed the Council that the Year of Culture in the Horsham District would be 2019. He also updated the Council on the changes to the waste collection in the District. Further information can be found here:

[HDC changes to waste collections](#)

23. Information Items

The Clerk was asked to write to West Sussex County Council to inform them that APC has received several complaints from members of the public about Eaton's Bridge having been closed for three years, and to ask for confirmation that the bridge will be re-opened for summer 2018.

The Clerk was also asked to investigate Operation Watershed and to write to Environmental Health following comments from a member of the public regarding a blocked ditch, and a septic tank discharging raw sewage.

Actions:

1. Clerk to write to WSCC about Eaton's Bridge
2. Clerk to investigate Operation Watershed funds
3. Clerk to write to Environmental Health regarding the raw sewage being discharged from a septic tank in the Parish

24. Clerk's Contract

The Council thanked Cllr Nicholson for updating the Clerk's contract. Subject to the Clerk reading this and one amendment, this will be signed at the next meeting.

The Chairman closed the meeting at: 10.20pm

Signed _____ Date _____

Date of the next Meeting: Thursday 11th January 2018 at Ashurst Village Hall at 8pm.