

22 Elder Close

# Ashurst Parish Council

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## MINUTES OF THE ANNUAL MEETING OF ASHURST PARISH COUNCIL, HELD AT ASHURST VILLAGE HALL ON THURSDAY 6th SEPTEMBER 2018 AT 8.00PM

### Attendance

<b>Chairman</b>	Cllr Hedley
<b>Ashurst Parish Council (APC)</b>	Cllrs Fischel, Jesse, Knight, Nicholson and Russell
<b>Horsham District Council (HDC)</b>	Cllr Willet
<b>West Sussex County Council (WSCC)</b>	Cllr Barling
<b>Clerk</b>	Elizabeth Leggo
<b>Public</b>	1 member of the public was present

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

A member of the public attended and raised concerns over four footpaths in the Parish. Cllr Hedley agreed to check the ordnance survey points and report these issues to WSCC.

**1. Apologies for Absence.**

Apologies were received and accepted from Cllr Hammond.

**2. Declaration of Members Interest.**

Cllr Hedley declared an interest in planning application DC/18/1669.

**3. Approve the Minutes of the Meeting of 5<sup>th</sup> July 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.**

- Clerk has informed Primary School of the replacement of glass at the Cricket Pavilion.

*Draft minutes of the Meeting of Ashurst Parish Council on 6<sup>th</sup> September 2018  
Minutes subject to approval by the Council on 1<sup>st</sup> November 2018*

- Cllr Jesse was to speak to the Village Hall Committee regarding charges being offset as per actions from May meeting of the Council and will report back to the Council in November.
- Cllrs Hammond and Russell inspected the play equipment following the HDC inspection, and reported no issues which require immediate action, but that Cllr Russell would fix the wooden bar at the top of the climbing frame.
- The Clerk ordered the Legionnaires Risk Assessment which was conducted with Cllr Fischel present.
- Cllr Fischel was to obtain a quote from Balfour Beatty and Edburton and one further contractor to clear ditches and to complete Operation Watershed application from. Cllr Russell has agreed to take this on and will get further quotes.
- The Clerk has found out how to organise speed checks to gather data on the B2135 and has obtained quotes for this.

#### 5. Reports from District & County Councillors

Cllr Willett (HDC) had spoken to Cllr Lloyd and they agreed that there are no updates relevant to Ashurst and referred councillors to the HDC website if they require further information.

Cllr Barling (WSCC) informed the Council that grass cutting has resumed following the prolonged spell of hot weather. Cllr Barling also updated that there is a new Cabinet Member for Highways, Roger Elkin.

Item 19 was brought forward, and Cllr Barling told the Council that there are many upset individuals and communities across the Velo South route. He pointed out that the Temporary Road Traffic Order to close roads along the route has not yet been made but predicted that it is likely to go ahead. The Council was informed that WSCC would be assessing the impact of Velo South after the event.

#### 6. Recreation Ground Matters.

The bank balance at HSBC as at 20<sup>th</sup> August 2018 was **£7,075.69**

<b>Incomes received 5<sup>th</sup> July – 6<sup>th</sup> September 2018</b>		
West Sussex County Council	Use of the Recreation Ground by Ashurst Primary School 2018/19	£1,135

<b>Expenditures authorized 5<sup>th</sup> July – 6<sup>th</sup> September 2018</b>		
Sussex Land Services	Grass Cutting June & July	£621.60
TSS Facilities	Legionnaires RA	£306
SWBS Revenue Account	Water for Recreation Ground	£132.39

- **Playground Inspection**  
The recent Horsham District Council inspection was shared with the Council and Cllr Russell agreed to take another look at the swing cradle and the chains.
- **A Legionnaire’s Risk Assessment** has been conducted and the results were shared with the Council. The Clerk was asked to speak to TSS further about the results and obtain three quotes to have the water tank in the John Eaton Hut cleaned out.

**Actions:**

1. Cllr Russell to inspect the playground again in light of the HDC inspection.
2. Clerk to obtain quotes for the shower water tank to be cleaned out and to speak to TSS about the report.
3. Cllr Hedley to speak to the member of the public who has kindly offered a new toilet and sink for the John Eaton Hut, to say that this would be greatly appreciated.
4. Cllr Hedley to find out whether Sussex Fire & Rescue Service offer a Legionella prevention signing service, e.g. to sign that toilets have been flushed etc.
5. Cllr Fischel to purchase a new padlock for the gate to the Recreation Ground.

**7. Planning Matters.**

**DC/18/1669:** Change of use of a building from office use (class B1(a)) to a dwellinghouse (Class C3). North Blows Bines Green Partridge Green Horsham West Sussex RH13 8EH.

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

**Stance: Neutral**

**Comments: No comments**

**DC/18/1716:** Replacement of 10 windows to become timber casement, change of rear window to become concertina doors, erection of 2 garden gates and front landscaping. Dove Cottage Bines Green Partridge Green Horsham

**DC/18/1717:** Replacement of 10 windows to become timber casement, change of rear window to become concertina doors, erection of 2 garden gates and front landscaping. (Listed Building Consent). Dove Cottage Bines Green Partridge Green Horsham West Sussex RH13 8EH.

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

**Stance: Neutral**

**Comments: No comments**

**DC/18/1768:** Conversion of existing garage to ancillary domestic accommodation and /or holiday lets; erection of a carport/garden store. (*Householder Application*) Furzeffeld Cottage, Spithandle Lane Wiston Steyning.

**DC/18/1769:** Conversion of existing garage to ancillary domestic accommodation and /or holiday lets; erection of a carport/garden store. (*Listed Building Consent*) Furzeffeld Cottage, Spithandle Lane Wiston Steyning

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

**Stance: Neutral**

**Comments: No comments**

**8. Planning Decisions from HDC** None for this meeting.

**9. Ashurst and Wiston, Jessups Farm Diversion of Footpath 2115**

This was noted by the Council and the details are included in appendix 1.

#### **Financial Matters**

The bank balance at Lloyds TSB as at 12<sup>th</sup> July 2018 was **£10,221.83**

<b>Incomes received 5<sup>th</sup> July – 6<sup>th</sup> September 2018</b>		
None for this period		
<b>Expenditures authorized 5<sup>th</sup> July – 6<sup>th</sup> September 2018</b>		
Kent, Surrey & Sussex Air Ambulance	Grant	£50
E Leggo	E Leggo office allowance	£ 40.00
E Leggo	E Leggo expenses	£ 6.96
E Leggo	Salary (July, Aug, Sept)	£ 643.06
HMRC	Tax (E Leggo)	£ 160.60

**10. To receive an update on outstanding Freedom of Information Requests**

Cllr Fischel informed the Council that both the outstanding Freedom of Information Requests had now been concluded.

**11. To discuss Operation Watershed and review quotes for work**

Cllr Russell is in the process of obtaining quotes for the work, and will complete the application once these are obtained.

**12. Update on affordable housing in Ashurst**

The Council concluded that the proposed housing development is not 'affordable' but would include an article in the forthcoming Parish Newsletter to ask the public for any comments or responses to the proposal.

**Action:** Clerk to write a brief article for the next Parish Newsletter regarding the affordable housing proposal.

- 13. To receive an update on Section 106 funds, to decide upon next steps in applying for the Communities Highway Fund, to confirm the points on the B2135 for speed checks and to approve expenditure on this.** The Council confirmed the two points on the Northbound side of the B2135 for the speed checks and approved the quote from WSCC of £310 + VAT for the checks.

**Action:** Clerk to order the speed checks.

**14. Social Prescribing & Dementia Friendly Communities**

An invitation to represent Ashurst on a newly formed steering group looking at social prescribing and dementia friendly communities was positively received, and Cllr Fischel agreed to represent APC on the group. The next meeting will take place on 18<sup>th</sup> October.

**15. Steyning Swimming Pool**

It was **RESOLVED** to make a grant of £100 towards the Steyning Swimming Pool. The Council agreed to consider budgeting a greater sum towards this in the next precept, as the Swimming Pool is an asset to the Community.

**Action:** Clerk to inform the Clerk to Steyning Parish Council, and to find out how to pay this grant.

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

Cllr Fishcel informed members that the last HALC meeting had been held on 25<sup>th</sup> July and that speakers had included Sussex Police and an interesting talk about the new General Data Protection Regulations. This raised a question regarding the registration of individual councillors with the Information Commissioners Office (ICO). It was noted that the Council as a body is registered with the ICO.

**Action:** Clerk to find out whether individual councillors need to register with the ICO

**17. Logo**

Cllr Fischel will update at the next meeting.

**18. To receive an update on the Velo South Cycle Ride.**

An update from the organisers of Velo South can be viewed in appendix 2.

An update from Cllr Barling (WSSC) is included under item 5.

**19. To receive an update on the Clerk's performance review and agree new rate of pay.**

Cllrs Hedley and Nicholson reported on the Clerks Performance Review, noting that the Clerk performs well in the role and has met all her objectives. It was proposed that the Clerk be moved from SCP 22 to SCP 23. This was agreed by the Council.

**20. Correspondence.**

No additional correspondence to that circulated by email.

**21. Reports from Outside Bodies.** None for this meeting.

**22. To agree dates for future meetings.**

Dates were agreed by the Council up until May 2019 and will be circulated and posted on the website.

**23. Information Items.**

Cllr Jesse updated on the Annual Dog Show, and was delighted to report that £4,700 was raised for the Village Hall fund.

**Date of the next Meeting**

**Annual Recreation Ground Meeting: Thursday 1<sup>st</sup> November at 7pm at Ashurst Village Hall, followed by a Parish Council Meeting at 8pm on Thursday 1<sup>st</sup> November.**

**The Chairman closed the meeting at 9.28pm**

Signed ..... Chairman Dated .....

**Appendix 1:**

NOTICE OF CONFIRMATION OF PUBLIC PATH ORDERS

HIGHWAYS ACT 1980 SECTION 119

West Sussex County Council (Ashurst and Wiston) Public Path (No. 2511)

Diversion Order 2017

On 15th August 2018 the West Sussex County Council confirmed the above named Order made under Section 119 of the Highways Act 1980.

The effect of the orders, as confirmed is to divert part of public footpath 2511 in the parishes of Ashurst and Wiston commencing at grid reference (GR) 515934 116105 and extending in a generally westwards direction for approximately 178 metres to GR 515785 116093 to Jessops Farm then through the Farm west, south and west again for approximately 177 metres to its junction with footpath 2510 at GR 515670 116004 and substituting for that path a new length of public footpath with a width of 2 metres commencing at the eastern end of the length of path to be stopped up (GR 515934 116105) extending generally north westwards then joining a farm access track in a northwest then west southwest direction for approximately 164 metres to GR 515781 116096 passing through the main entrance gate to the Farm and continuing west south westwards on a hardened track to GR 515605 116060 then south

eastwards through trees for approximately 255 metres to rejoin footpath 2511 at a point approximately 18 metres west of its junction with footpath 2510 at GR 515650 116000

A copy of each Order and the Order map have been placed and may be seen free of charge at the offices of Legal Services, West Sussex County Council, County Hall, West Street, Chichester, PO19 1RQ on Mondays to Fridays between 9.00am and 4.00pm. A copy of the Orders and Map may be purchased from West Sussex County Council, Legal Services at the price of £5 each.

The Orders come into force on 5th September 2018 but if a person aggrieved by the Orders wants to question their validity, or that of any provision contained in them, on the grounds that it is not within the powers of the Highways Act 1980, as amended, or on the grounds that any requirement of the Act, as amended, or of any regulation made under the Act has not been complied with in relation to the Orders, he or she may, under paragraph 2 of schedule 2 to the Act as applied by paragraph 5 of schedule 6 to the Act, within 6 weeks from 23rd August 2018 make application to the High Court.

Dated this 23rd August 2018

Tony Kershaw Director of Law and Assurance

## **Appendix 2.**

### **Update from the Organisers of Velo South**

The second leaflet drop for Vélo South began to be distributed from Monday 13th August. The distribution may take up to two weeks to complete and will be undertaken by a different distribution provider. All Parish Councils were sent a copy of this last week and have been asked if they would like any physical copies for town halls or other locations.

We have also been working to improve access across the route, and have put in place a number of local access plans. These can now be found on our website [here](#). We will also be distributing physical copies of these to residents local to each area this month.

Finally, we have also put out some spectator advice and a summary of some of the exciting activities and events taking place along the route on the day, which is on our website [here](#). We have a number of ongoing conversations with other businesses and villages so we will continue to update this web page in the lead up to the event, and hope that this will offer inspiration to other locations along the route to get involved on the day.