



**MINUTES OF THE MEETING OF ASHURST WOOD VILLAGE COUNCIL** held on Tuesday 5<sup>th</sup> March 2019, 7.45 pm at the Council Meeting Room.

**PRESENT:** Cllrs J Samways (Vice-Chairman); R Bright, M Bussell, J Forbes, C Judge, K Lindsay, D Loveday, and D Wailes.

**IN ATTENDANCE:** Caroline Leet (Clerk)

**MEMBERS OF THE PUBLIC:** 3

The Chairman opened the meeting and welcomed everyone.

**839. County and District Councillors' Reports**

Responsibility of

**a. County Councillor Jacque Russell provided updates on the following:**

- Proposed Toucan Crossing for Lewes Road, near Sackville School consultation (closed 11<sup>th</sup> March). She noted the item was on the Council's agenda to consider a response. She clarified the reports on social media; the crossing was not at the underpass, but to upgrade the existing crossing to a controlled crossing point. The consultation would consider support and objections, so long as there were material objections.
- Youth subsidies on bus fares were going to happen, but the plans were part of a bigger scheme to include providing real time bus information. West Sussex County Council (WSSCC) would be providing funding from Section 106; in return the bus companies would give subsidies for young people. She added that she was chairing a Bus Strategy Committee looking at cuts to bus services and mitigating those issues.
- Roadworks Lewes Road: 5<sup>th</sup> to 12<sup>th</sup> March, two-way signals to renew communication pipes to water main, South East Water. 11<sup>th</sup> to 14<sup>th</sup> March, two-way signals, new electricity service, UK Power Networks. 11<sup>th</sup> March, Highways for replacing line markings. Cllr Samways raised that there would be at least two sets of traffic lights along the Lewes Road at one time; Highways had previously advised that these situations would be avoided. Cllr Russell said she would check this.
- Zig-zag lines by the Primary School, School Lane: Following the recent meeting with Richard Speller (Area Manager Highways, Mid Sussex), Cllr Phillips and the Clerk, along with Cllr Phillips and Richard Speller, they had visited the site and Richard Speller had said that he would chase the matter.
- Speed Indicator Device (SID): The CLC had confirmed funding for a replacement SID.

District Councillor Belsey confirmed Mid Sussex District Council (MSDC) had agreed its budget and the Council Tax would increase by 3.1%; for a band D property this was an increase of £4.95 per year. He mentioned the capital programmes for improvements included £240k for three playgrounds which included John Pears Recreation Ground.

The Solar Farm at Worsted Farm was creating some issues: traffic lights at Escots Drive and The Glades and lorry traffic along Worsted Lane. The Solar Farm had been rejected by MSDC, but overturned at appeal; because of this the traffic management plan had not been put forward and a new plan was needed. The Enforcement Officer had been called to the site several times.

Three Ashurst Wood residents had been in contact regarding Box Farm and had thought the application had been withdrawn, it had not. The application for 45 Maypole Road was still waiting a response from the applicant. Finally, he had spoken to Star Pubs regarding the future of the Three Crowns and been advised that work on the site would begin very shortly.

**b. Public Questions**

None.

**840. Apologies for absence**

Cllr Phillips' apologies were received and **resolved; the reason was accepted.**

**841. To receive Declaration of Interests from Members in respect of any matter on the Agenda**

None.

**842. Chairman's Announcements**

Cllr Samways reported that a presentation to Sue Pollard, for her long service of over 12 years as cleaner, had been made prior to the Public Services Committee meeting on 19<sup>th</sup> February. She had been very grateful and had sent in a thank you card.

**843. To confirm the Minutes of the meeting of Meeting of the Village Council held on 5<sup>th</sup> February 2019**

The minutes were **approved as a true and correct account of the meeting.**

**844. Recorded meetings: to approve deletion of recording – meeting 4<sup>th</sup> December 2018**

Members **resolved to delete the recording of the meeting held on 4<sup>th</sup> December 2018.**

**845. To receive the minutes of Committees and reports from working groups and to consider any recommendations arising:**

**a Planning Committee**

The minutes of the meeting on 5<sup>th</sup> February were received. The meeting of 5<sup>th</sup> March was noted.

**b Public Services Committee**

The minutes of the meeting on 19<sup>th</sup> February were received.

Members received the following resolutions:

- i. **to adopt the Community Resilience Plan**
- ii. **the expenditure of £104 for a new grit bin for Hammerwood Road/Cansiron Lane junction**

**c Youth Club**

Cllr Lindsay referred to the Clerk's report noting that attendance numbers were lower, averaging about 10 per week; however, this was not unusual for the time of year. Cllr Loveday had run a recent slime night and morph plastic moulding activity. She thanked the Clerk for continuing with the role as Youth Leader.

**d Events Working Group**

Cllr Samways noted there had been some discussions about a fundraising quiz night on 27<sup>th</sup> April; and that the Events Working Group had a meeting on 18<sup>th</sup> March. He asked for a proposal to be brought to the next meeting for the Council to approve the quiz night event.

DL/JF/MB

Clerk

Cllr Lindsay asked if there had been a debrief meeting for the Christmas Market. It was suggested this could be covered during the meeting on 18<sup>th</sup> March.

#### 846. Clerk's report

The Clerk's report was received.

##### a **Training: To consider an SLCC training webinar on Planning for the Clerk and Assistant Clerk and the expenditure of £120 (there are 4 modules in two hourly sessions run during May and June)**

Members resolved the expenditure of £120 for an SLCC training webinar on Planning for the Clerk and Assistant Clerk. It was noted that this would also be useful for existing and new councillors.

##### **To approve the expenditure of £120 to provide a water filter tap in the Council Office**

Cllr Samways reminded members there was an issue with brown water from the taps which occurred from time to time, and had not been able to be resolved. The proposal was to put an inline filter tap. Cllr Bright asked if other options had been considered, for example, a Britta filter jug was £13/14 plus cartridges at £19; or, two litre plastic bottles could be purchased for 17p each. Cllr Forbes said that the water in the village was drinkable and she had turned the tap on in the office and it was pretty clear. Cllrs Bussell and Lindsay confirmed they had seen the brown water and would not drink the water. Cllr Bussell said to buy bottle water and put it in the fridge; £120 was a lot of bottled water (over 600 bottles). Cllr Samways said this would generate plastic waste. Cllr Loveday mentioned that a filter tap would also require filters which would need changing about every six months so there would be an ongoing cost. Cllr Bussell asked the Clerk if the water was alright boiled. The Clerk said that South East Water had tested the water (this was from a fresh sample) and the water was satisfactory. Cllr Judge raised the point that the Clerk did not like to drink from plastic bottles and so there was no point providing plastic bottled water. The Clerk said the water was for general use and she did not think the water was acceptable as it currently was and would not recommend anyone to drink it. Cllr Wailes asked, if brown water was put in to the Britta jug then clear water would come out, would this not be off putting. Cllr Forbes said the filters clear out microscopic particles. Members resolved the expenditure of up to £50 to purchase a Britta jug with filters. They added that if this did not work, it could be brought back to the Council to reconsider.

##### b **To receive the proposed meeting dates for the new council year 2019/20**

Noted.

##### c **To note: Community Transport is increasing the hire costs for the Shopping bus from £31.57 to £45.00 as of 1<sup>st</sup> April.**

Cllr Samways noted that Community Transport was imposing a 42.54% increase on the weekly hire cost of the bus. Cllr Bussell said this was a yearly increase of £698 on the budget. Members discussed. It was noted that alternative arrangements had been discussed previously, but it had been concluded that they were not viable. The Clerk was asked to write to Community Transport to question the steep increase and to also add to the next Finance and Administration Committee meeting agenda.

#### 847. Finance

##### a **Accounts to pay**

The accounts paid from 6<sup>th</sup> February to 4<sup>th</sup> March 2019 were ratified; the FairFX prepaid debit card accounts payments from 6<sup>th</sup> February to 5<sup>th</sup> March were ratified; and the accounts payable for 5<sup>th</sup> March were approved by the

Clerk

Clerk

Clerk(F&A)

**Council.** The file of invoices was available to be viewed.

- b To receive the RBS income and expenditure report up to 28<sup>th</sup> February**  
The RBS/Alpha income and expenditure report was received and dated 5<sup>th</sup> March 2019. There were no questions.
- c To approve the expenditure of £215 for the new frame for the Village Centre Car Park Sign (this work has been done following resolution 748b September 2018)**  
An error on the agenda to the date for resolution 748b was noted; 2018, not 2019. Cllr Samways mentioned the resolution had been for £200; however the cost for the metal frame to hold the new sign had been more than expected. Members **resolved an additional £55 for the Village Centre Car Park Sign (total budget amended to £255).**

Clerk

- 848. To receive the draft mourning protocol**  
Members **resolved to adopt the revised draft mourning protocol.**  
The Clerk was asked to provide copies to MSDC and St Dunstan's Church.

Clerk

- 849. Winter Management: To receive an update on the snow clearance contractor and the WSCC Winter Management arrangements**  
Cllr Samways reminded members a report had been provided to the Public Services Committee. There had been a sticking point with Public Liability and the WSCC agreement. The Council was still waiting for a response from the Council's insurers.

- 850. To approve the expenditure of up to £3,000 for a shared Speed Indicator Device. However, up to £2,500 (5/6ths of expenditure) will be reclaimed from the other parishes in the scheme.** (Resolution 763ii for the Village Council's shared contribution of £500)  
Cllr Samways reminded members the Council had already committed to the shared SID scheme. The Council seemed to have taken a lead and the proposal was for the Council to purchase the SID and for the other five parishes to pay their contribution to the Council, Members **resolved the expenditure of up to £3,000 to purchase a shared Speed Indicator Device on the basis that the Council's contribution remained up to £500 and the other parishes paid their equal shared contribution direct to Ashurst Wood Village Council.**

Clerk

- 851. Office Equipment**
- a To consider purchasing a new mounting bracket to hold two screens (utilising the existing screens) for the Assistant Clerk. Mounting bracket and graphic card cost £140 plus installation up to £60**  
Cllr Samways mentioned that the Council had talked about screens and providing a suitable stand for the Assistant Clerk at the last meeting and that this item on the agenda was an enhancement to that resolution. Cllr Forbes said that if the matter was to be discussed, it should be discussed to agree to suspend standing orders first before considering reversing a previous decision. Cllr Samways was of the view that the decision was not being changed as part of it had been delivered, but new information was available to enhance. Cllr Forbes insisted it was reversing as the Council had already agreed it; Cllr Bright said it had been agreed not to provide the Assistant Clerk with two screens. Cllr Lindsay added that this was not to consider new screens. Members discussed. It was noted that previously the advice had been that the existing screens could not be utilised onto mounting brackets with arms. Cllr Bright questioned why two new screens were bought for the Clerk. Cllr Forbes

said that she had researched several possible computer stands. As a box style was not what was wanted (already had a box type and limited adjustment), she had found an adapter mount kit (£9.99) and a single monitor arm bracket (£21.97); this would be a suitable stand and would put in to effect what had been resolved at the last meeting. She also added that in view that the Assistant Clerk worked 10 hours a week and did not do much work with spreadsheets or do work which might justify two screens, it had already been decided that it was not necessary for the Assistant Clerk to have two screens. Cllr Wailes suggested putting the matter back for further investigation. Cllr Forbes said the single mounting arm gave more scope for the adjustment of the screen. Cllr Lindsay noted the desk space differences between the Clerk and Assistant Clerk's desks. Cllr Wailes mentioned that the initial idea had been to look at a clear desk policy and that the boxes on the desk did not help this; and the other problem was positioning of the screens to meet the Display Screen Equipment (DSE) assessment requirements. Cllr Forbes was concerned that the information given previously had changed; we couldn't use the screen and now it could be used.

Cllr Samways asked if the suggestion was that a single mounting arm was a suitable stand to use? Cllr Forbes replied yes as it is the same as suggested, but not with two arms. Cllr Samways said it could be considered at a later date to add a second screen. Members **resolved the expenditure of up to £50 to purchase a suitable single desk monitor arm with adapter kit for the Assistant Clerk.** It was agreed Cllr Bright would assemble the equipment.

Clerk

## 852. Consultations

### a West Sussex County Council Public consultation for Traffic Regulation Order to create a toucan crossing at the islands on Lewes Road adjacent to the bus stop in front of Sackville School – closing date 11<sup>th</sup> March

Cllr Samways said that the Council had been asked to consider a view, but he was aware that there may be varying opinions between the Councillors. Cllr Loveday had concerns on the impact to rush traffic. Cllr Lindsay agreed with Cllr Loveday although she also agreed with the need for a safe crossing. She asked if WSCC had done any modelling as to what this may do the traffic at these peak traffic times of day.

20:37 Cllr Samways suspended the meeting to allow Cllr Russell to speak.

20:47 Cllr Samways re-opened the meeting.

Members discussed. Cllr Bussell suggested members respond individually. Cllr Samways asked if a balanced view could be agreed as a Council response. Cllr Lindsay suggested to say that the Council was in favour of the crossing and to encourage pupils to cycle to school, but would like to see provision for better and safer cycling between the village and Sackville School. Members agreed and asked Cllr Lindsay to prepare a response.

KL

It was noted the Forest Way added an extra 20 minutes and also was not suitable in the darker months.

20.49 Cllr Samways suspended the meeting again to allow Cllr Russell to speak.

20:50. Cllr Samways reopened the meeting.

## 853. To receive reports from Councillors who have attended outside bodies

Cllrs Bright and Lindsay had attended a recent Discover Gatwick Airport tour. Cllr Samways and Forbes reported on a recent meeting, which the Clerk had also attended, with the land owner of Ivy Dene Industrial Estate who was considering the future for the site and its possible redevelopment.



Cllr Forbes reported on the Mid Sussex Association of Local Councils (MSALC) conference which she attended on 22<sup>nd</sup> February. Presentations included: Louise Goldsmith, (Leader of WSCC); Katy Bourne (Sussex Police and Crime Commissioner); Terry Stanley (Business Unit Leader for Democratic Services, MSDC); and a presentation from MSDC on Waste Services.

**854. Items of correspondence**

**a List on Clerk’s report, correspondence previously circulated**

Received.

**855. Any Items for reporting or inclusion on future agenda**

Cllr Bright asked if the Council could consider if the Standing Orders should state that the vote when deciding the Precept should be recorded with names and the way each councillor voted.

Clerk

New Councillor training: The Clerk was asked investigate if Sussex and Surrey Association of Local Councils (SSALC) would be running joint parish sessions for new councillors.

Clerk

**856. To resolve Members of the public to leave the meeting for item 19**

The following resolution was proposed by Cllr Samways and **resolved by the Council: any members of the public will be excluded for this part of the meeting in view of the confidential nature of the business to be transacted. Public Bodies (admission to Meetings) Act 1960**

20:17 Members of the public left.

**857. To consider the interview arrangements for the Cleaner and to give delegated authority to the Clerk and nominated Councillor to make the appointment**

Members noted that there had been six enquiries for the Cleaner position and application forms had been sent to each. Scales of pay were received which were in line with the National Joint Local Government Services (NJC) pay scales; LC1 scales 5-12. However, self-employed applicants would also be considered, with the rate to be considered. Cllr Bright was nominated to carry out interviews with the Clerk.

Members **resolved to give delegated authority for the appointment of the Cleaner and to negotiate an appropriate scale of pay (in line with the information provided) to the Clerk and Cllr Bright.** The appointment would be ratified at the next meeting.

Clerk/RB

**858. Date of next meeting - Tuesday 2<sup>nd</sup> April, 2019**

Meeting closed: 21:24

Chairman.....

Date.....