



**MINUTES OF THE MEETING OF ASHURST WOOD VILLAGE COUNCIL** held on  
Tuesday 4<sup>th</sup> July 2023, 7.00 pm at the Council's Meeting Room

**PRESENT:** Cllrs Forbes (Chair), Broad, Granger, Haite, Keward, Loveday, Spoor & Tyrrell

**IN ATTENDANCE:** Rebecca Roberts (Clerk), RFO, Samantha Booker and **MEMBERS OF THE PUBLIC:**  
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**ABSENT:** Cllr Phillips

**1. a. County and District Councillors' Reports**

**County Cllr Russell** sent her apologies

**Cllr Belsey** sent his apologies but submitted the following report:

In terms of MSDC activity we don't have our first full Council meeting until 26 July - the delay is to allow for sufficient training to members and for sufficient briefings to the new cabinet so they are up to speed before any Council decisions are taken. The Council is being run by a minority administration of 20 Lib Dems and 4 Independents giving them a total of 24 out of 48 seats. I was asked by them to chair the Scrutiny committee for Place and the Environment which I am now doing and we had our first meeting last week where we have set up a working group to review the District Plan. The District Plan which sets our target number for housing will be coming back out for consultation later this year and the Lib Dem leader of the Council has agreed that the Council needs to keep a valid District Plan so as to be able to reduce speculative development and to reduce the likelihood of planning applications being successful on sites not included in the District Plan.

**b. Public Questions – None**

2. **Apologies for absence –** Cllr Phillips; apologies were received and **resolved; the reasons were accepted**
3. **To receive Declaration of Interests from Members in respect of any matter on the Agenda:**  
None
4. **Chairman's Announcements – None**
5. **To confirm the Minutes of the Meeting of the Village Council held on 6<sup>th</sup> June 2023–** the minutes of the meeting were **approved** and were signed by the Chair as a true and accurate account of the meeting.
6. **Clerk's Report –** the Clerk's report was received and noted.
7. **To receive the minutes of Committees and reports from working groups and to consider any matters arising:**
  - a. Planning Committee – the minutes were received and noted from 6<sup>th</sup> and 20<sup>th</sup> June 2023
  - b. Finance & Administration Committee – to confirm the minutes of the meeting of 28<sup>th</sup> March 2023 – the minutes of the meeting were **approved** and were signed as a true and accurate account of the meeting
8. **To receive an update on the Ashurst Wood Youth Club –** Chris Loveday, Youth Leader sent the following report: Numbers are still consistent with an average of 14 on a weekly basis. Now the weather is improving, more use is being made of the outside space and recent activities have included wood turning, fruit skewers, homemade lemonade and tie-dying. In June, the Youth Workers went into Ashurst Wood Primary School to talk to the current year 6 pupils about the club and to invite them

to a taster session on 5<sup>th</sup> July. There was a lot of interest from the pupils with many questions being asked.

## 9. Highways

- a. To receive an update on the application to West Sussex Highways for a Community Highway Scheme application for a 20mph zone in the village – No further update. The Clerk is waiting for an update from the result of the upcoming monitoring committee meeting.
- b. To receive an update on the Wall Hill Footpath and the School Lane pavements – the Clerk submitted a Community Highway Scheme application on 4<sup>th</sup> July in time for the 31<sup>st</sup> July deadline. There has been no reply to the Clerks email to Adam Denby to date regarding the Wall Hill bends and the pavements in School Lane

## 10. Finance

- a. **Accounts to pay**  
The accounts payable from 1<sup>st</sup> to 30<sup>th</sup> June totalling £13,299.43 were **ratified and approved by the Council.** (this includes street lighting and maintenance, Public Work Loan Board and the Council's share of the electricity for the Village Hall and office)
- b. To receive and approve the Finance Pack for June 2023 (which includes the RBS income & expenditure report, & bank reconciliations) – **the Finance Pack was received and noted.**
- c. To agree the expenditure of up to £450 excl VAT to have the past Council Term minutes bound (includes collection by DPD) – **resolved; members agreed to the expenditure.**
- d. To ratify the expenditure of £285 for the new Councillor and Chairs training course – **resolved; members approved the expenditure.**

7.18pm – Cllr Loveday joined the meeting

11. To agree a resolution to advertise the position of Village Handyman/Handywoman, and for the Clerk together with members of the Finance, Administration and Human Resources Committee (FAHC) to carry out interviews and make the appointment – **resolved; members agreed to pass a resolution to enable the Clerk together with the FAHC to advertise the position of Handyman/Handywoman, to conduct the interviews and make the appointment**
12. To consider whether to employ a college leaver on a temporary, casual contract to carry out litter picking and basic maintenance tasks until a permanent Handyman/Handywoman appointment is made – **Members resolved to employ an 18 year old college leaver on a zero hour contact with a maximum of 5 hours a week.**
13. **To consider Grant Applications** – (amount spent so far this year is £800 and the budget was £2,000) – None
14. **Events** – None. Members of the Events Working Group have scheduled a meeting for Tuesday 15<sup>th</sup> August at 7pm
15. **Consultations** – None
16. **To receive reports from Councillors who have attended outside bodies** – Cllrs Broad, Granger and Keward attended a Councillor Training course which they found very informative.
17. **Items of correspondence** - Previously circulated.
18. **Items for reporting or inclusion on future agenda:** Information pack for the Village
19. **Date of next meeting** – 5<sup>th</sup> September 2023

Meeting closed: 7.40pm

Chairman.....

Date.....