



MINUTES OF THE MEETING OF ASHURST WOOD VILLAGE COUNCIL held on
Tuesday 5th September 2023, 7.00 pm at the Council's Meeting Room

PRESENT: Cllrs Forbes (Chair), Broad, Granger, Haite, Phillips & Tyrrell

IN ATTENDANCE: Rebecca Roberts (Clerk), RFO, Samantha Booker, County Councillor Russell and
MEMBERS OF THE PUBLIC: 0

ABSENT: Cllrs Keward, Loveday & Spoor

1. a. County and District Councillors' Reports

County Cllr Russell reported that the 20mph Speed Limit was going to moderation on 9th November. Although Cllr Russell had emailed Christine Ellison regarding the Wall Hill Bend footpath, she has not had a reply as yet.

It has been confirmed that there was a fault in the mix with the micro-asphalting in Woods Hill Close, Wray Close and Allens Close (and 16 other locations in West Sussex) and the contractor has admitted liability. The work will be redone, although there is no date for this currently.

With regards to the recent news over concerns of crumbling concrete in schools, Cllr Russell confirmed that no County-maintained schools are closed due to the issue. One maintained school has been identified by the Department for Education as needing inspection. Some 114 other schools were built during the relevant period and are on the radar for a visual inspection, but this will of course take time. Ashurst Wood Primary School is not an affected school.

Cllr Belsey sent his apologies

b. Public Questions – None

2. **Apologies for absence –** Cllrs Keward, Loveday & Spoor; 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 4th July 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 4th and 19^h July 2023
 - b. Finance, Administration & Human Resources Committee – the minutes were received from the 18th July 2023
 - c. Events Working Group – A meeting was held on 15th August and Cllr Forbes has circulated the notes from the meeting where they discussed holding a summer event in June 2024 – the Clerk has subsequently emailed High Gain Events to check on availability for a stage and beer tent. Members of the working group also discussed other ideas, including a car boot sale and film club. Cllr Broad will find out more information, including licensing. A further meeting will be held on the 24th October. The Events Working Group recommended to the full Council

that a Summer Event was held in June 2024 – **resolved; members agreed with the recommendation.**

8. **To receive an update on the Ashurst Wood Youth Club** – Chris Loveday sent the Clerk a short report since Youth Club has been closed over the summer holidays. The club will re-open on 13th September with new activities added and they are hoping to welcome the new year 7's.
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 – As mentioned in Cllr Russell's report, the application for the 20mph limit will go to the moderation meeting on 9th November.
 - b. To receive an update on the Wall Hill Footpath and the School Lane pavements – the Clerk received an update from West Sussex Highways saying that the application for the footpath had been rejected.
10. **Finance**
 - a. **Accounts to pay**

The accounts payable from 1st to 31st July totalling £5,935.87 and the accounts payable from 1st – 31st August totalling £3,981.55 were **ratified and approved by the Council.**
 - b. To receive and approve the Finance Pack for July & August 2023 (which includes the RBS income & expenditure report, & bank reconciliations) – **the Finance Pack was received and noted** – the RFO explained that the RBS income and expenditure was incorrect due to internal transfer of reserves due to two summer event codes. A call has been arranged with RBS to rectify this issue.
 - c. To ratify the expenditure of £120 for the servicing of the 2 office computers – **resolved; members agreed to the expenditure**
 - d. To approve the expenditure of £1040+ VAT to renew the two office computers and £78+ VAT for updated Microsoft Office software and installation – **resolved; members agreed to the recommendation that the office computers needed renewing and agreed to the expenditure for the computers, software and installation.**
 - e. To ratify the expenditure of £147.95 for 5,000 eco dog bag for the dispensers – **resolved; members agreed to the expenditure**
11. To receive an update on the recruitment of the Handyman – it was noted that 4 application forms were sent out, but only 2 completed forms were returned. Cllrs Forbes and Haite interviewed both candidates and the position was offered to Michael Willicombe, who has accepted the job. He has signed the contract and started on 28th August 2023.
12. To approve the retention of Noah Roberts on a zero hour contract to assist the Handyman as and when required by the Council – **resolved; members agreed**
13. To consider a request for a bench to be located outside the Nisa Local store – members discussed and recommended that Cllr Loveday discuss this with the shop to see if they would put a chair outside daily for those who may need a rest.
14. To receive a report from the recent Visioning Exercise and to consider the next steps to be taken – Cllr Forbes reported that if the Council wanted to consider an 'action plan', that Trevor Leggo said he would be happy to act as a critical eye. Members agreed that the next step would be to produce a Welcome Pack for new residents (item 15) – Cllr Broad will take the lead on this with help from the office. It was also agreed to consider a change of format for the Annual Village Meeting.
15. To consider the compilation of a Council welcome pack containing useful information for new residents - discussed under item 14 above.
16. **To consider Grant Applications** – (amount spent so far this year is £800 and the budget was £2,000) – None
17. **Events** – this was discussed under item 7c above
18. **Consultations** – None

19. **To receive reports from Councillors who have attended outside bodies** – None

20. **Items of correspondence** - Previously circulated.

21. **Items for reporting or inclusion on future agenda:** None

22. **Date of next meeting** – 3rd October 2023

Meeting closed: 8.06pm

Chairman.....

Date.....