



**MINUTES OF THE MEETING OF ASHURST WOOD VILLAGE COUNCIL** held on Tuesday 7<sup>th</sup> November 2017, 7.45 pm at the Council Meeting Room.

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

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

**MEMBERS OF THE PUBLIC:** 1

The Chairman opened the meeting and welcomed everyone.

Cllr Samways referred to the October meeting when it was agreed that as the West Sussex County Council (WSSCC) Local Committee (CLC) meeting being held at Ashurst Wood Primary School, clashed with the Village Council's meeting, that some councillors could attend the CLC meeting and that the Village Council's meeting could be suspended after the first few formalities on the agenda and await the councillors to join the meeting.

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

Responsibility of

- a. Cllr Samways said County Councillor Jacquie Russell sent her apologies as she was attending the CLC meeting. However, she had sent in a report: the School Keep Clear programme for Ashurst Wood Primary School had been confirmed and would be delivered at the end of the financial years. She had recently met with residents of Wellfield regarding the condition of the road. She had since contacted the Cabinet Member for Highways and Infrastructure who has confirmed that the road would now undergo a further review (during this Autumn) to see if it meets the criteria for resurfacing. The School Transport issues were on the agenda for the November CLC meeting.

District Councillor John Belsey gave an update on the District Plan; the public consultation for the main modifications was open and closed on 13<sup>th</sup> November. The call for sites consultation had closed and there had been over 150 applications put forward, 40 of these were new sites and they were now in the process of being mapped and assessed. He mentioned that he had been working with the Clerk on a number of matters regarding the Recreation Ground. Finally, he advised that a resident had consulted Mid Sussex District Council (MSDC) Planning department for advice regarding the possibilities of creating a new driveway access via Dirty Lane. They had been advised to contact the Village Council before submitting a planning application.

**b. Public Questions**

None.

**561. Apologies for absence**

Cllrs Judge and Phillips' apologies were received and **resolved; the reasons were accepted.** It was noted that other members were at the CLC meeting and would be joining the meeting later.

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

None.

**563. Chairman's Announcements**

Cllr Samways reminded members of the Remembrance Sunday Service on 12<sup>th</sup> November at St Dunstan's Church, followed by the wreath laying service at 11.00 am; he would be laying a wreath on behalf of the Council.

**564. To confirm the Minutes of the meeting of the Council Meeting held on 3<sup>rd</sup> October 2017**

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

**565. Recorded meetings: to approve deletion of recording – *there were no recordings currently being held.***

Cllr Samways proposed that the meeting be suspended until the other councillors arrived from the CLC meeting. Members **resolved to suspend the meeting waiting the arriving of the other members.**

19:54 Meeting was suspended

20:29 Meeting resumed. Councillors Forbes, Lindsay and Loveday joined the meeting.

Cllr Samways asked Cllrs Forbes, Lindsay and Loveday if there were any declarations of interests in respect of any item on the agenda. There were none.

**566. 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 19<sup>th</sup> September, 17<sup>th</sup> October and 6<sup>th</sup> November were received.

**b Finance and Administration Committee and to receive a first view on the budget 2018/19**

The minutes of the meeting held on 17<sup>th</sup> October were received. Cllr Bussell added that since the meeting she and Cllr Bright and had met with the Clerk to prepare a first draft of the budget. There were two additional items in the budget: a grant for the Ashdown Forest Conservations; and £9k for the project to resurface the Village Centre car park. The draft budget would be presented at the next Finance and Administration Committee meeting (which had been moved to 28<sup>th</sup> November) and its recommendations would be presented to the full Council at its December meeting.

**To receive and approve the following recommendation:**

- i. where expenditure for defined specific items/or events have already been approved in the budget they do not need to be represented to the Council for further resolution, but where the projected actual expenditure could change or was an unknown cost, even though it may have a budget allocation, the expenditure would need to be resolved at Council /or Public Services Committee meetings.**

Cllr Samways that whilst the above recommendation was a bit wordy, it was intended to avoid specific expenditure items being repeatedly discussed, for example annual subscriptions. Members discussed at length. It was felt that the Council's Financial Regulations were quite rigorous, that all payments were already always presented at Council meetings to be approved or ratified and that there was no harm if an item was represented for resolution. Members **agreed** that they were satisfied with existing procedures and to continue to operate as per the Financial Regulations, and that extra provisions

contained in the recommendation were not necessary.

**c Youth Club**

Cllr Lindsay reported that the Youth Club had now reached full capacity and had started to advertise that it was now operating a waiting list. The previous two weeks had had 27 and 30 young people attending. Priority would always be to Ashurst Wood children as per the Club's constitution, and also the support from the Village Council who paid for the Youth Leader's wages. The AGM had taken place on 11<sup>th</sup> October, there were two new committee members including a parent representative. Members express their appreciation to all those involved in the Youth Club for this reversal of its fortunes, (Brendan Joyce, Caroline Leet, Chris Loveday and Alice Tyrrell).

**d Events Working Group – Christmas Market, 24<sup>th</sup> November**

Cllr Loveday reported that the Events Working Group (EWG) had met on 6<sup>th</sup> November to discuss the Christmas Market preparations which were going well and the stalls were now full. He went on to talk about Ashstock and the EWG had also met on 6<sup>th</sup> November to discuss funding opportunities.

**i. To approve the expenditure of up to £550 to purchase new gazebos and storage tent bags for the events use (using surplus from Ashstock)**

Members resolved the expenditure of up to £550 to purchase new gazebos and storage tents for the marques.

DL/Clerk

**567. Clerk's report**

The Clerk's report was received.

**a To approve the expenditure of £299 for the Clerk to attend a business writing skills training course in Brighton**

Members resolved the expenditure of £299 for the Clerk to attend a business writing skills training course in Brighton.

Clerk

Cllr Bussell suggested the Clerk attend the January date so as not to clash with other training with the view to minimising the impact on possible overtime.

**b To approve the expenditure of £85 per person for the Clerk and the Assistant Clerk to attend SLCC annual regional conference on 21<sup>st</sup> March at Uckfield. Early bookings qualify for a £10 discount, and there is also an offer of 3 attendees for the price of 2, if a councillor would like to attend (non-members £105)**

Members resolved the expenditure of £190 for the Clerk, the Assistant Clerk and one Councillor to attend the SLCC annual regional conference.

Clerk

Cllr Bright was nominated as the Councillor representative.

**568. Finance**

**a Accounts to pay**

The accounts paid from 4<sup>th</sup> October to 6<sup>th</sup> November **were ratified**; the FairFX prepaid debit card accounts payments from 4<sup>th</sup> October to 7<sup>th</sup> November **were ratified**; and the accounts payable for 7<sup>th</sup> November **were approved by the Council**. The file of invoices was available to be viewed.

Clerk

**b To receive the income and expenditure report up to 7<sup>th</sup> November**

The Alpha income and expenditure report was received. There were no questions. Cllr Bussell mentioned that the Council was 59% through the financial year and expenditure was as expected.

**569. To receive an update on the Village Centre Development**

Cllr Samways referred to the Clerk's report and noted that it was disappointing that there had been further issues with the heating cutting out. This was being investigated.

**570. To receive a report on the West Sussex County Local Committee (CLC) meeting regarding school transport (meeting 7<sup>th</sup> November)**

Cllr Lindsay said that she had attended the WSCC Local Committee (CLC) meeting with Cllrs Forbes and Loveday earlier that evening to raise the Council's concerns about School Transport and the impact that the withdrawal of the 3 in 1 student discount travel card was having on students going to Sackville School. This had been raised with our County Councillor, Jacque Russell who had had the item included on the CLC agenda. Cllr Lindsay reported the CLC Councillors were very supportive of the issues she had raised, as highlighted in the Village Council's school transport report. The CLC Councillors had sent eight questions to the WSCC Transport Officer in charge of policy and travel cost and had not received any answers to their questions, only a statutory obligation document. The Officer had been expected to attend the CLC meeting to answer questions, but had cancelled. The CLC members were frustrated and decided to defer the item and refused to note the report received from the Officer. They said that they were going to demand that the Officer attend the next CLC meeting in March to answer questions. In the meantime, the CLC asked David Penrose (Democratic Services Officer) to contact all parish and town councils inviting them to raise any issues which they may be experiencing with school transport and evidence. The CLC members also indicated that they would lobby for the return of the 3 in 1 card.

**571. Consultations**

**a Mid Sussex District Plan Main Modification Consultation – closing date 13<sup>th</sup> November 2017**

Cllr Forbes said that she would prepare a response, noting concerns to amendments to DP6. Initially, DP6 protected building outside the built up area, but the proposed modifications were of concern and would allow development of up to 10 units on sites which are adjoining built up area boundaries.

JF

**572. To receive reports from Councillors who have attended outside bodies**

Cllr Lindsay, as Chair of the Youth Club Committee, had attended its AGM. Cllrs Forbes, Lindsay and Loveday had attended the CLC meeting (report received above).

**573. List on Clerk's report, correspondence previously circulated**

Received.

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

None.

**575. Date of next meeting - Tuesday 5<sup>th</sup> December 2017**

Cllr Samways reminded members that the East Grinstead Dementia Action Alliance would be giving a presentation before the meeting at 7.00 pm.

Meeting closed: 21:11

Chairman.....  
7<sup>th</sup> November 2017

Date.....  
Village Council Meeting