



MINUTES OF THE MEETING OF ASHURST WOOD VILLAGE COUNCIL held on Tuesday 5th June, 7.45 pm at the Council Meeting Room.

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

IN ATTENDANCE: Caroline Leet (Clerk)

MEMBERS OF THE PUBLIC: 1

The Chairman opened the meeting and welcomed everyone.

699. County and District Councillors' Reports

Responsibility of

- a. County Councillor Jacquie Russell reported that the government had provided West Sussex County Council (WSSCC) with an extra £1.6m for the Winter Management Fund for repairs to its roads and potholes. In addition to this WSSCC had allocated a further £594k to assist with road repairs. She was delighted to report that that this funding allowed repairs to Wellfield and Woods Hill Close and work had already started. Cllr Russell informed members that the appointment of a new Highways contractor had been stalled. However, there was a contingency plan in place and business would carry on as usual and the winter management plans would not be affected.

Cllr Russell referred to the zig-zag line painting outside Ashurst Wood Primary School. She had tried to find out from Pene Mather (Local Transport Improvements Officer) when the outstanding work would be completed. She said that although Balfour Beatty were coming to the end of their fixed term contract she would hope that any additional works could be completed over the summer holiday period.

The next County Local Committees meeting was Wednesday 13th June, 7.00 pm at Imberhorne School, Windmill Lane, East Grinstead.

Finally, to report up and coming road works include: Hammerwood Road 5th-8th June, UK Networks Power; Lewes Road 13th-14th June, Southern Water; Lewes Road 26th June, Open Reach.

Cllr Phillips passed on District Councillor John Belsey apologies, but he had provided a report: Cllr Belsey had attended the public exhibition for the EDF/Wealden site organised by Ashgrove Homes last week with a view to understand the proposed application. Cllr Belsey also reported that he had met with a resident who was unhappy that there were steps on the footpath across John Pears down to Wall Hill Road. He had followed up with the Clerk and Mid Sussex District Council (MSDC) officers. He had suggested to the resident that he raise it as a question at the next Public Services Committee if he wants alternatives to be considered. Lastly, he had met with Cllr Lindsay and the Clerk regarding improving the tennis courts booking and access system. He was approaching MSDC officers to gauge the interest into looking at initiatives which would see the tennis courts better used.

b. Public Questions

None.

700. Apologies for absence

None.

701. To receive Declaration of Interests from Members in respect of any matter on the Agenda
None.

702. Chairman's Announcements
None

703. To confirm the Minutes of the meeting of the Annual Meeting of the Village Council held on 1st May 2018
The minutes were approved as a true and correct account of the meeting.

704. Recorded meetings: to approve deletion of recording – 6th March 2018
Members resolved to delete the recording of the meeting held on 6th March 2018.

705. 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 1st May were received and the meeting on 5th June was noted.

b Public Services Committee

The minutes of the meeting 15th May were received.

To receive the following resolutions:

i. The expenditure of up to £50 to buy adequate cleaning tools and materials for cleaning the Council's street furniture and Street Snooker Wall

ii. the expenditure of up to £250 (or approximately 6 hours) to allow for additional snow ploughing of the villages roads if WSCC do not initiate the Winter Management Plan. It was agreed that the local contractor could use his judgement to clear the village's roads of snow if more than two inches. WSCC should initiate the snow ploughing at four inches.

iii. The expenditure of £150 for a speed survey on the Lewes Road.

iv. The expenditure of up to £100 for improved signage for the tennis courts.

c Youth Club

Cllr Lindsay reported the membership attendance was still very good. The annual barbeque was on 20th June; there were 12 year 6s at the primary school who would be invited as well as any other year 6s in the village.

i. To consider a recruitment plan for a new Youth Worker and to approve a recruitment advertising budget

Cllr Lindsay said that it had not been the long-term plan for the Clerk to be the Youth Leader; however, she was prepared to continue until a suitable replacement was found. The Clerk added that it would be a nice job for someone who wanted to earn some extra money and thinks the Club would benefit from someone with new energy and drive for the Club. Members discussed and agreed that advertising should utilise all of the free sources available to the Council: newsletter, notice boards, Facebook, Sackville News and the Parish News.

Clerk

d Events Working Group – Ashstock Saturday 7th July

Cllrs Phillips said that he was preparing a list for the councillors to man the information/council gazebo; Cllr Lindsay said that this was so that there would be a central point for co-ordination. Cllr Loveday reported that the Events Working Group had met on 4th June and preparations were going well: there

were 15 youth bands/performers; an acoustic duo would be playing between the youth bands finishing and the headline act in the evening; the security arrangements for the evening before and on the day had all been confirmed. He reminded members that volunteers were need for setting-up, selling programmes on the day, and clearing-up on the Sunday.

706. Clerk's report

The Clerk's report was received. Cllr Phillips referred to the update on the burial fees following discussion with Revd. Angela Martin at last month's meeting. The Clerk had contacted Forest Row Parish Council (FRPC) and the matter had been added to their next Amenities Committee agenda.

a To note: Reminder of defibrillator awareness training/workshop session on 19th June, 7.00 pm, at the Village Hall

Noted.

b To note: County Local Committees next meeting Wednesday 13th June, 7.00 pm Imberhorne School

Noted.

707. Finance

a Accounts to pay

The accounts paid from 2nd May to 4th June 2018 **were ratified**; the FairFX prepaid debit card accounts payments from 2nd May to 5th June **were ratified**; and the accounts payable for 5th June **were approved by the Council**. The file of invoices was available to be viewed.

b To receive the RBS income and expenditure report up to 5th June

The RBS/Alpha income and expenditure report was received. There were no questions.

Cllr Phillips ask that the next Finance and Administration Committee consider the monthly payments cut-off date, payment date and timings for payments reports to be sent out before the Council's meeting.

Clerk

708. To receive an update on the War Memorial

Cllr Phillips reported that Cllrs Bussell, himself and the Clerk had met with the contractor on 14th May. They agreed that cutting just the lower section should be enough to allow for the repair works to the rear wall. An application for the SmartWater had been made and the JCT contract had been signed. It was hoped that cleaning and renovation work would commence late June/early July.

709. Village Centre Development / Car Park resurfacing

a To receive an update on the car park resurfacing

Cllr Phillips said the appointment of the contractor had be confirmed in writing and we were waiting to hear back.

b To receive an update on the office/meeting room heating

Cllr Phillips said that the Clerk had written to seven contractors with the specification and was now waiting to hear back; so far three had made contact. It is hoped to be able to present their quotes at the next meeting.

Clerk

710. General Data Protection Regulations (GDPR)

a To note: The Village Council did appoint a Data Protection Officer (the Clerk) in April 2018; however, The House of Commons has since accepted a Government amendment to the Data Protection Bill, the effect of which will be to remove all parish, town and community councils, parish meetings and Charter Trustees in England and Wales from the

initial requirement that they must appoint a Data Protection Officer

Noted.

To receive an update on the preparations for GDPR

Cllr Forbes said that the Data Protection Bill is now the Data Protection Act and received the Royal assent on 23rd April and is now in force; this means the Privacy Notice will require some small changes. The drafted legislation now confirmed that local authorities do not have to appoint a Data Protection Officer (DPO), what they have actually said is that parish councils are not within the definition of local authorities.

Cllr Forbes also mentioned that the document retention policy did need updating.

Cllr Phillips mentioned that the new consent form for the e-news distribution list had been sent out; so far, 125 had responded.

b To receive an update on the Data Audit

Cllr Wailes reported that the Clerk was continuing with the housekeeping following the data summary report previously prepared; this should be completed by end of the summer. At that point, he and the Clerk would meet to review and update the Data Audit.

JF

DW/Clerk

711. Consultations

a West Sussex County Council 'What matters to you' – closes 16th July

Noted; individuals were encouraged to respond.

b West Sussex County Council 'Safer West Sussex Partnership Survey 2018' – closes 10th June

Noted; individuals were encouraged to respond.

712. To receive reports from Councillors who have attended outside bodies

Cllr Phillips said the Clerk had attended the District Plan briefing (23rd May); a copy of her report/notes had been circulated. It was noted that of the 16 Neighbourhood Plans for the district, nine plans had one or more policies which had a possible conflict to one or more of the District Plan policies. Ashurst Wood had been identified as one of these and a meeting with MSDC to discuss further had been arranged for 7th June.

Cllr Forbes had attended a Village Centre Trustees meeting (9th May).

713. List on Clerk's report, correspondence previously circulated

Received.

714. Any Items for reporting or inclusion on future agenda

None.

Cllr Lindsay said that she had responded to the WSCC Bus survey on behalf of the Council.

Cllr Lindsay also reported that she and the Clerk had met with the District Councillor John Belsey to present ideas for improving the tennis courts booking and access system. He had been very supportive and would now discuss with a number of officers at MSDC including exploring the health and wellbeing opportunities. Hopefully, a meeting can be arranged to explore this further and with Ashurst Wood piloting a new scheme.

715. To resolve Members of the public to leave the meeting for item 18

The following resolution was proposed by Cllr Phillips and resolved by the Council: any members of the public or Press to be excluded for this part of the meeting in view of the confidential nature of the business to



be transacted pursuant to s.1(2) of the Public Bodies (admission to Meetings) Act 1960

716. MSDC Community Service Awards – to consider possible nominations

Cllr Phillips reminded members that MSDC had changed the rules for nominations last year and only one nominee could be made per council. Members discussed a number of people who volunteer their time and made a valid contribution to the community. Members unanimously agreed to recommend a resident who had volunteered over a number of years on different tasks. The Clerk was asked to make the nomination to MSDC. Due to confidentiality, the name would only be reported once the nominee had been approved by MSDC, and then the individual notified.

Clerk

717. Date of next meeting - Tuesday 3rd July

Meeting closed: 20:37

Chairman.....

Date.....