



MINUTES OF THE MEETING OF ASHURST WOOD VILLAGE COUNCIL held on Tuesday 6th November, 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.

775. County and District Councillors' Reports

Responsibility of

- a. Cllr Phillips gave County Councillor Russell apologies. The Clerk's report noted she was still pursuing the school transport issues; and was also looking at possible highways projects to support using the allocation of the section 106 sustainable transport money.
- District Councillor Belsey provided an update on his recent activities: a resident close to John Pears Recreation Ground had contacted Mid Sussex District Council (MSDC) to request the Hornbeam trees to be removed as they were reportedly diseased. The MSDC's arboriculturalist has assessed the trees and confirmed the findings, but that he would look at them again in June next year. No work would take place without first advising the Village Council. Cllr Bright noted June was the bird nesting season. Referring to the project to provide a new access system for the tennis courts, he said he was supportive and was liaising with the officers. He had received several notifications from residents regarding the abandoned/floating car in the village which he had followed-up with the Police and the local PCSOs. Unfortunately, the Police could only act if vehicles were parked in a dangerous place, had no MOT or Road Tax. There had been a recent complaint over anti-social behaviour; again he had been liaising with the Police. Another issue concerned the social housing register and in particular a problem for Clarion Housing tenants. Clarion only lists 25% of their properties on its register and the other 75% are on the wider Housing Register for which Clarion tenants are not able to bid. He has raised this with MSDC as to why, when in a village where there are limited properties, were these put out for bidding to any resident in Mid Sussex. Apparently, this arrangement was agreed in 2014, but he doesn't understand the rationale behind it and is hoping to have this reviewed. Finally, he mentioned that the MSDC was in its early stages of budget planning. One of the projects they were looking at was to invest in homelessness and buying properties in Mid Sussex. There were also concerns that they will need to pick up some of the support services which West Sussex County Council (WSSC) are relinquishing. The budget would need to take this in to account. He would expect a council tax increase.

b. Public Questions

One member of the public was in attendance to support a grant application for the Ashurst Wood Historians.

776. Apologies for absence

None.

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

Cllr Bright declared a personal interest with item 9a, accounts to pay; ink cartridge expenses. He and Cllr Lindsay also declared an interest in item 15, Grants; they were both members of the Historians.

778. Chairman's Announcements

Cllr Phillips mentioned that he would be laying a Wreath at this year's Remembrance Service and was also reading a lesson at the Church Service beforehand.

779. To confirm the Minutes of the meeting of Meeting of the Village Council held on 2nd October 2018

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

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

Cllr Phillips proposed that as a representative for the Ashurst Wood Historians was in attendance, to bring forward agenda item 15. Members agreed and **resolved to move item 15a, Grant applications, and to discuss before proceeding with other items on the agenda.**

781. Grants

a Ashurst Wood Historians

Cllr Phillips reminded members the Council considered an application from the Historians in April. Members had supported the principle of preserving the Historians archives, but felt there were maybe alternative options. Cllrs Bright and Wailes had offered to look at other ways to scan the documents. Keith Stacey said that the initial application quoted £230 to scan and produce a book. However, Cllr Bright had photographed the documents and had a hardback bounded book produced for £94. Cllr Wailes added that scanning the documents hadn't worked as they would damage the originals and Cllr Bright had been successful photographing them. Mr Stacey added that photographing the archives was very labour intensive, but that Cllr Bright had offered to continue with this to produce other books. To cover 1973 to 1984 would require five books and therefore the Historians were requesting the Council to support a grant of £500. Members viewed the first book and agreed it was a very good project which the Council should support. Members discussed and considered funding in sections. Cllr Forbes suggested perhaps having a hard book and a paper backed copy produced. Members **resolved to award a grant of £500 to the Ashurst Wood Historians to fund five hard backed books to preserve its archives up to 1984.**

Clerk

Cllr Phillips asked if perhaps the Historians may give a talk at the Annual Village Meeting about the Historians and preserving its archives.

782. 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 2nd October was received. The meeting of 6th November was noted.

b Finance and Administration Committee

The minutes of the meeting 16th October were received. Cllr Bright reported that the carry forward end-of-year including the allocated reserves budget was £45,987. The Committee reviewed the staffing hours and the Handyman hours. An action point from the meeting was to review the activities of the Handyman role and the hours. He and the Clerk had since met with the Handyman. The conclusion was that there were sufficient hours for the role allocated, but that these needed to be fulfilled. The Clerk and Handyman would have monthly meetings to review monthly key tasks. He also mentioned Cllr Forbes was preparing a draft Special Leave policy.

i. an initial view of the 2019/20 budget

The Committee looked at a first view for the new budget 2019/20. Included was an allocation of £500 for a shared Speed Indicator Device (SID) scheme; £1,000 to enable an increase of the amenity refuse skip service from two to three a year; £1,500 has been allocated to the reserves in case the heating needs to be extend in to the hallway and toilet.

Cllr Phillips reminded members that in March the Council had agreed to discontinue membership of the Sussex Surrey Association of Local Councils (SSALC). However, with the elections in May and potential new councillors, it may be worth reconsidering its membership. He suggested the Finance and Administration Committee consider including a budget for SSALC membership at its November meeting.

Clerk

c Youth Club

Cllr Lindsay said that Youth Club had been closed for the October half-term and Halloween, and was reopening for the second half of term this week, 7th November. The local PCSOs would be attending this week to present its cheque of £500. The Club had also recently received a donation of £700 from the Ashurst Wood Community Café. The new injection of funds would allow the Club to replace and improve some of its equipment and they would also be looking at possibilities to improve storage facilities at the Pavilion. The membership numbers had now peaked at 40 although, there were five members who have not shown this new school year and were expected to drop off. The Club continued to need new adult volunteers, but was coping at the moment. The Club's Annual General Meeting was Wednesday 21st November, 6.15 pm.

e Events Working Group - Christmas Market, 30th November 2018

Cllr Loveday reported preparations were in hand; there were currently 18 stalls booked and Father Christmas was still yet to be confirmed. He suggested that the Council could run the barbeque this year to raise funds for Ashstock 2020. Cllr Bright offered to help Cllr Loveday with the barbeque.

ALL

783. Clerk's report

The Clerk's report was received.

a To note: Defibrillator training session, Friday 16th November, 7.00 – 9.00 pm at the Village Hall

Noted. Cllr Phillips said this would be the third defibrillator training session organised by the Council.

b East Grinstead Town Mayor's invitation to a Civic Service at St Swithun's Church, Sunday 25th November, 10.00 am. To consider who will attend

Cllr Phillips was nominated to attend.

c To approve the expenditure of £320 (£160pp) for the Clerk and Assistant Clerk to attend the SSALC Clerk's networking training day on 4th April 2019 at the Felbridge Hotel

Members resolved the expenditure of £320 (£160pp) for the Clerk and

Clerk

Assistant Clerk to attend the SSALC Clerk's networking training day on 4th April 2019

- d To approve the expenditure of £103.99 (SLCC members rate) for the latest Council/Clerk book - Charles Arnold-Baker on Local Council Administration, 11th Edition**

Members agreed that the Council should hold an up to date version of the book covering the laws relating to Parish Councils and **resolved the expenditure of £103.99 (SLCC members rate) for the latest Council/Clerk book - Charles Arnold-Baker on Local Council Administration, 11th Edition**

Clerk

784. Finance

- a Accounts to pay**

The accounts paid from 3rd October to 5th November 2018 **were ratified**; the FairFX prepaid debit card accounts payments from 3rd October to 5th November **were ratified**; and the accounts payable for 6th November **were approved by the Council**. The file of invoices was available to be viewed.

Clerk

- b To receive the RBS income and expenditure report up to 1st November**

The RBS/Alpha income and expenditure report was received and dated 6th November. There were no questions.

785. To receive an update on the War Memorial

Cllr Phillips reported the War Memorial cleaning and renovations were completed including some final grouting and placement of a sandstone bollard. He mentioned that there were some areas which had not been re-grouted because previously they had been done with hard cement. Attempting to chip this out and re-grouting with lime mortar would have caused more damage to the surrounding stones.

- a To note: The grant report has been submitted to the Wear Memorials Trust and request for the grant payment**

Noted.

- b To note: Burslem has completed some final grouting to the dais wall**

Noted; see above comment.

786. Village Centre Development

- a To note: the new heating system has been installed and working**

Noted.

787. General Data Protection Regulations (GDPR)

- a To receive the report Ashurst Wood Village Council Data Protection and GDPR Audit Note March 2018 – updated 15th October 2018**

Cllr Phillips thanked Cllr Wailes for the comprehensive report. He noted that there had been no further comments received following the Finance and Administration Committee. It was noted that work continued on Data Protection compliance.

Clerk/DW

Cllr Lindsay asked about Councillors responsibilities and holding information on their own computers. Cllr Forbes replied Councillors had to also comply with the GDPR requirements and protect data. Cllr Wailes added that Councillors should abide by the confidentiality rules and make sure that that emails and correspondence was not looked at by others; neither emails nor email addresses should be forward to others; Councillors were bound by the Code of Conduct. He also said that as individuals they were not bound, but when acting as part of the Council they were bound to the Code of Conduct and GDPR regulations.

788. Winter Management: To receive an update on the snow clearance contractor and the WSCC Winter Management offer

Cllr Phillips reported in October Tony Hayman advised that he would no longer be able to continue with the snow ploughing. Fortunately, Mark Eichner had agreed to take over the contract. There had been some issues with updating our Winter Management Plan with WSCC, notably regarding insurance. However, Mr Eichner's insurance had confirmed 'use while hired or lent to public authorities solely for the purposes of snow clearance'.

Clerk

To remind Members of the WSCC offer, they would clear the main roads (A roads) first and then move on to the other roads (the gritting route) once the main roads were cleared. The point that WSCC would trigger snow ploughing was 50mm (5cm/2 inches). The Council previously agreed that this was not sufficient and agreed snow ploughing should be considered at around 20mm taking into account wind and drifting. Mr. Eichner should judge if snow clearance was necessary. Cllr Phillips added that WSCC reimburse Councils if they had triggered the snow clearance at the rate of £35 per hour. If the contractor's rate was greater, the parish councils needed to cover this.

Cllr Lindsay asked if the Council knew which roads East Sussex County Council (ESCC) cleared. Cllr Phillips said no, but they do clear Shovelstrode and Wall Hill Road.

789. To consider possible highways projects to direct the s106 Sustainable Transport money

Cllr Phillips reminded Members that Ashurst Wood had £16,904 from the Yewhurst Close development which was held by WSCC Highways for Sustainable Transport projects. The Council had 10 years from the date the Section 106 contribution was made, November 2013. Two Individual Works Programme (IWP) applications had been made in June 2016 for consideration: Maypole Road/School junction improvements; Wall Hill Road bends improvements to pedestrian access. Neither of these applications had moved forward. The Maypole Road/School Lane junction proposal for a speed table had been considered not suitable for that location. However, under the Safer Routes to School, the Primary School needed to be the ones to lobby for an improvement, a white lined box at this junction might be an option. Referring to the Wall Hill Road bends, Cllr Phillips said pedestrian traffic was an issue and more so with the use of the new footpath, Youth Club and the popularity of the new basketball court. Members discussed. Cllr Samways suggested relooking at the electronic bus stop information signs. However, the Clerk said that this could not be funded from this particular S106 allocation. Members were supportive of the idea and asked Cllr Samways to find out about suitable signs and costs. Members continued to discuss other road safety issues in the village including the proposal from Cllr Russell to consider relocating the south bound bus stop at the War Memorial to the layby at John Pears. Members **unanimously agreed** that relocating the bus stop to John Pears lay-by should not be considered as it increased not decreased the dangers. Vehicles often parked in the lay-by, which was not practical to prevent, and so buses would stop in the road near the blind bend. More importantly, even more pedestrians would be walking in the road round the bend. Members **agreed** the project which should be supported for the S106 Sustainable Transport was improving pedestrian safety at Wall Hill Road bends and to consider electronic bus signs from other funding sources.

Clerk

790. Consultations

a MSDC Planning Policy update: Statement of Community Involvement –



Consultation Draft – Advice on use of Planning Performance in the district. Closing date 22nd November

Noted.

Cllr Samways reported that the WSCC had a ‘bus user’ survey which included Metrobus and Compass services; the consultation closes 18th November.

All

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

Cllr Forbes reported on the Neighbourhood Planning Policy update briefing she and the Clerk had attended on 10th October. Of note, she said that the recent call for sites had received thousands of possible sites and a potential of an additional 31,000 houses (260 nominated sites), but they were only looking for a residual of 2,500. Of the proposed sites, 91 of these had already been discounted including the new site near Truscott’s Manor (120 houses) as this was too close to the built-up area. The other sites for Ashurst Wood previously considered and rejected at the Neighbourhood Planning stage were going forward as part of the Strategic Housing and Economic Land Availability Assessment (SHELAA); however, she noted that the Ivy Dene Industrial Estate had not been submitted and therefore not included at this time. She added that the Council would have an opportunity to comment on these sites at a later date. Cllr Bussell said that it would be upsetting if any of these sites were allocated having already assessed and considered them as part of the Neighbourhood Planning process.

**792. Items of correspondence
List on Clerk’s report, correspondence previously circulated**

Received.

793. Any Items for reporting or inclusion on future agenda

None.

794. Date of next meeting - Tuesday 4th December

Meeting closed: 20:44

Chairman.....

Date.....