

Clerk's Report Village Council Meeting July 2020

Residents' letters/emails – these have been circulated as necessary

Annual Leave – Sam will be on annual leave for 2 weeks, starting on Monday, 6th July. Rebecca will take the last 2 weeks of August, therefore, the office will remain open during the summer holiday period.

COVID-19: Rebecca and Sam continue to keep the office open, although there is no access for the public for the time being. Advice and information continues to be given to residents who contact the office and Jenny has been keeping the website up to date and it is full of information

Broadband and phone line – From Monday 1st June, the office broadband was intermittent with the phone line going down infrequently. As you are aware, the broadband went completely during the Zoom meeting on 2nd of June. I spoke with BT that evening and they sent an engineer out the next day. He was unable to fix it and on that day, the phone line also went down. On the 8th June, having heard nothing from BT over the past few days, I contacted them again. Although the engineer had escalated the fault, neither BT nor Openreach picked the job up. On the 8th, BT told me it would take 48 hours. The phone line was fixed on the Monday evening. On Wednesday 10th, I contacted BT again, who informed me that they have to conduct a 'cease and provide', which is to stop our internet service and provide us with a new one. I firmly told them that we cannot operate without broadband. The service finally resumed during the 12th June.

Wages – the new NJC pay scales still have not yet come through. Staff will continue to receive their old hourly rate of pay until the new rates are through. This will then be backdated. **It was noted with thanks that Sam's hours have been increased from 11 to 13 hours and backdated to include May.**

Office – From August, Sam will be working on a Thursday from 9am until noon in the office. She will have shorter days on Tuesdays and Wednesdays.

Annual Governance & Accountability Return (AGAR) – the AGAR has now been emailed and posted to Moore Stephens, the External Auditor – we now wait with baited breath!

Letter – a letter was written and posted to Jonathan Samways on 10th June, thanking him for continuing to update the Council with the bus and train timetable.

John Pears Play equipment update: A contractor has been agreed by MSDC. Work will be carried out from July and it is hoped to be finished by early September. The scheme incorporates a castle – the full scheme can be seen here; <https://www.midsussex.gov.uk/leisure-sport/playgrounds/>

Dor's Patch - Margaret has informed me that she and Geoff have given Dors Patch a bit of a tidy up, but as already expressed, they do not wish to continue. We do not need a tree surgeon to maintain this patch and in this climate, I am not sure that anyone would do it for free. The Council has always paid for the flowers, which we could continue to do, but the watering and maintenance is the problem. Please feel free to approach any gardeners etc that you think may be interested in advertising on the area and taking on the patch.

Three Crowns – I have emailed Star Pubs and requested another meeting with them, either on site, social distancing in the car park, or via Zoom. They have replied saying that they have been very busy and do not know what plans they have for the site at the moment – they will be in touch in the next few weeks, but have not committed to a meeting. I have reported fly-tipping and the vegetation encroaching the pavement and this will be dealt with – in addition, Highways have also emailed Star Pubs about the vegetation.

West Sussex Highways – Highways have repaired one sign and replaced a further road sign at the top of Wall Hill.

Temporary Cycle Lanes – It currently looks as though a temporary cycle lane from Ashurst Wood to Sackville won't be in the offing for the current cycle lane proposals. The proposal for Mid Sussex is to extend the existing cycle lane in London Road, East Grinstead from Engalee (cul-de-sac) as far as the Lingfield Road roundabout.

Winter Management – we have been sent the request for the salt and grit bin audit. I have given this to Ceri who has completed it and I have returned it to West Sussex County Council.

Training: - all training has been cancelled

Internal Audit: Keith Robertson postponed our audit on 14th May due to him being poorly. Unfortunately, Sam and I were in the office for a couple of hours before we received his email. The audit took place on 20th May. The AGAR has to be submitted before 1st September. We have received the report, which has been circulated.

Insurance: - the Council insurance has been set up with BHIB and a copy of the Employers Liability is on display in the entrance to the office.

Anti-Social Behaviour – No new updates. The Village has a new PCSO, Christopher Lovelock who will work with Kelly.

Youth Club: the decision to close the Youth Club until further notice was taken on 16th March for the safe guarding of the children and staff. No date to reopen as yet.

Shopping Bus: The shopping bus was suspended for the week of 27th March until further notice.

Footpaths: There have been several comments on footpaths around the village, which I have reported to PROW and are being dealt with, now including a bridge which is part of East Sussex.

Mobile Civic Amenity Collection – The dates were confirmed as 3rd May, 6th September and 24th January 2021 for the freighters to visit the car park, but these have also now been suspended. I wait to hear news of the September freighter.

Speed Indicator Device: the rota is also currently suspended, although West Hoathly collected the SID from us on 8th May.

Update on Tennis court access system:– still on-going. The tennis courts have been reopened to the public, but for online booking only through MSDC only.

Allotments: The landowner emailed the office. The transfer of land has yet to take place, but he reiterated how keen they are to achieve allotments for the Village. He suggested the Council started putting together costings and a plan for how the allotments would work. Brian has made excellent progress on this. Subsequently, a zoom meeting has taken place and the land has been viewed.

Annual Village Meeting: - The Annual Village Meeting has also been postponed until further notice

Rebecca Roberts
Clerk to the Village Council

Detailed Income & Expenditure by Budget Heading 30/06/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1065 PV feed in tariff	1,107	1,800	693			61.5%	
1076 Precept Received	34,750	69,500	34,750			50.0%	
1090 Interest Received	36	200	164			17.8%	
Administration :- Income	35,893	71,500	35,607			50.2%	0
4000 Staffing	8,061	31,000	22,939		22,939	26.0%	
4008 Staff & Councillors Travel	0	300	300		300	0.0%	
4010 Consultancy & Training	360	1,000	640		640	36.0%	
4011 Chair's allowance	0	100	100		100	0.0%	
4012 Civic Entertainment	0	200	200		200	0.0%	
4020 Office Costs	518	3,500	2,982		2,982	14.8%	
4022 Utilities&grounds maintenance	56	750	694		694	7.5%	
4024 Building maintenance	0	750	750		750	0.0%	
4025 Insurance	676	1,300	624		624	52.0%	
4026 Subscriptions	1,135	1,300	165		165	87.3%	
4027 Website and Publicity	289	500	211		211	57.8%	
4040 Youth Club	791	4,000	3,209		3,209	19.8%	
4041 Youth Club Expenses	0	150	150		150	0.0%	
4057 Audit	200	700	500		500	28.6%	
4059 Burial fees/contribution (FRPC	0	400	400		400	0.0%	
4065 grants	500	1,000	500		500	50.0%	
4066 Grant: ConservatorsOfAshdown F	0	700	700		700	0.0%	
4070 Office Equipment	0	1,500	1,500		1,500	0.0%	
4088 Loan Repayment (new office)	4,682	9,364	4,682		4,682	50.0%	
Administration :- Indirect Expenditure	17,268	58,514	41,246	0	41,246	29.5%	0
Net Income over Expenditure	18,625	12,986	(5,639)				
<u>105 Public Services</u>							
4064 Community Transport	0	3,200	3,200		3,200	0.0%	
4200 Street Lighting Mtnce	0	1,400	1,400		1,400	0.0%	
4210 Garden & Properties Mtce.	27	750	723		723	3.6%	
4211 Civic Amenity Collections	685	1,000	315		315	68.5%	
4212 Winter Mgt Snow Clearance	0	250	250		250	0.0%	
4230 Dog Bins	0	750	750		750	0.0%	
4235 Bus Shelters	0	100	100		100	0.0%	
4240 Street Furniture	0	500	500		500	0.0%	
4241 Community Equipment	0	100	100		100	0.0%	
4250 Street Lighting supply	0	600	600		600	0.0%	
4260 War Memorial	0	150	150		150	0.0%	
Public Services :- Indirect Expenditure	712	8,800	8,088	0	8,088	8.1%	0
Net Expenditure	(712)	(8,800)	(8,088)				

Detailed Income & Expenditure by Budget Heading 30/06/2020



Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>109 John Pears</u>							
1000 John Pears RMA	1,271	1,600	329			79.4%	
1010 John Pears Cleaning Contract	0	750	750			0.0%	
John Pears :- Income	<u>1,271</u>	<u>2,350</u>	<u>1,079</u>			<u>54.1%</u>	<u>0</u>
4300 John Pears General & Cleaning	0	200	200		200	0.0%	
4302 Staffing John Pears	297	2,300	2,003		2,003	12.9%	
4303 John Pears - Ground Rent	50	200	150		150	25.0%	
John Pears :- Indirect Expenditure	<u>347</u>	<u>2,700</u>	<u>2,353</u>	<u>0</u>	<u>2,353</u>	<u>12.8%</u>	<u>0</u>
Net Income over Expenditure	<u>924</u>	<u>(350)</u>	<u>(1,274)</u>				
<u>110 Community events</u>							
1040 Ashstock - income	0	8,000	8,000			0.0%	
1046 Christmas Market income	0	600	600			0.0%	
Community events :- Income	<u>0</u>	<u>8,600</u>	<u>8,600</u>			<u>0.0%</u>	<u>0</u>
3000 Ashstock	0	8,000	8,000		8,000	0.0%	
3005 Events Staffing	0	4,200	4,200		4,200	0.0%	
3020 Christmas Market	0	600	600		600	0.0%	
Community events :- Indirect Expenditure	<u>0</u>	<u>12,800</u>	<u>12,800</u>	<u>0</u>	<u>12,800</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(4,200)</u>	<u>(4,200)</u>				
<u>900 Reserves</u>							
5000 Allotments	0	4,000	4,000		4,000	0.0%	
5001 Road Safety	0	3,500	3,500		3,500	0.0%	
5004 Election Reserve	0	1,500	1,500		1,500	0.0%	
5005 War Memorial	0	500	500		500	0.0%	
5006 Summer Event	0	2,000	2,000		2,000	0.0%	
5007 Emergency repairs & cylical ma	0	2,000	2,000		2,000	0.0%	
5010 Walks Leaflet	0	400	400		400	0.0%	
Reserves :- Indirect Expenditure	<u>0</u>	<u>13,900</u>	<u>13,900</u>	<u>0</u>	<u>13,900</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(13,900)</u>	<u>(13,900)</u>				
Grand Totals:- Income	<u>37,164</u>	<u>82,450</u>	<u>45,286</u>			<u>45.1%</u>	
Expenditure	<u>18,326</u>	<u>96,714</u>	<u>78,388</u>	<u>0</u>	<u>78,388</u>	<u>18.9%</u>	
Net Income over Expenditure	<u>18,838</u>	<u>(14,264)</u>	<u>(33,102)</u>				
Movement to/(from) Gen Reserve	<u>18,838</u>						



Ashurst Wood Village Council

Application for Grant Funding

Description of Organisation	
Name of organisation	Ashurst Wood Primary School
Address where activities are based	School Lane Ashurst Wood East Grinstead RH193QW
Primary activity and purpose of organisation	Education of children 4-11 years of age
Number of members in organisation and % who are residents of Ashurst Wood	Approximately 138 children and 75% are residents of Ashurst Wood
Contact name and address for correspondence	Head Ashurst Wood Primary School Lane Ashurst Wood Primary RH193QW
Position within organisation	Head Teacher
Further contact details (telephone no. and email)	01342 822584 head@ashurstwood.w-sussex.sch.uk
Details of Grant Application	
Describe your project and how it will benefit residents of Ashurst Wood	<p>As a school we have a high proportion of children who have autistic tendencies, attachment issues and anxiety. These children need sensory input to enable them to access learning, social situations etc. Due to these needs we want to install a sensory room. The PTFA have raised the money to build the wall and the school is funding the electrics and decoration. We now need the sensory equipment to go in the room. We are therefore asking for the money to purchase a fibreoptic tail. We intend to build the housing ourselves to save buying one as they cost £300. We identified the need for this provision before Covid-19 and given the amount of time the school has been closed to most children there will be an even greater need for this facility, as many children returning to school will have issues readjusting.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
Please provide any further information you think may be relevant to your application (Continue on a separate sheet if necessary)	<p>As none of our children have an EHCP (Education & Health Care Plan) there is no additional funding to provide the equipment to give them the sensory provision they so desperately need.</p> <p>Below is a link to what a sensory room is and why it will benefit a wide range of children in the school.</p> <p>https://www.especialneeds.com/blog/sensory-rooms-explained/</p>
Total cost of project	£4,000
Amount requested	£550.80
Other funding received or applied for	PTFA £1,000 Private Donation £60
What fund raising activities do you undertake	Our main fundraiser is the May fair which has been cancelled due to Covid 19. We also run social events such as quiz nights, school disco and cake sales