



**MINUTES OF THE MEETING OF ASHURST WOOD VILLAGE COUNCIL** held on Tuesday 2<sup>nd</sup> October 2018, 7.45 pm at the Council Meeting Room.

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

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

**MEMBERS OF THE PUBLIC:** 0

The Chairman opened the meeting and welcomed everyone.

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

Responsibility of

a. Apologies from Cllrs Belsey and Russell were received.

**b. Public Questions**

None.

**758. Apologies for absence**

Cllr Bright, Phillips and Wailes apologies were received and **resolved; the reason was accepted.**

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

Cllr Samways declared a personal interest with item 9b, accounts to pay; mileage expenses. Cllr Lindsay declared an interest as Membership Secretary to Ashurst Wood Community Tennis Club, item 7b.v to support investigation for a new court access system.

**760. Chairman's Announcements**

Cllr Samways, said that he had attended this year's Mid Sussex District Council's (MSDC) Chairman's Community Service Awards on 16<sup>th</sup> September. This year's Council nominee was Geoff Bussell who received an award for his contribution to village life volunteering his time and skills over seven years as treasurer to the Youth Club and for the village's flower displays at Dors Patch and the War Memorial.

**761. To confirm the Minutes of the meeting of Meeting of the Village Council held on 4<sup>th</sup> September 2018**

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

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

**763. 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 18<sup>th</sup> September was received. The meeting of 2<sup>nd</sup> October was noted.

**b Public Services Committee**

The following resolutions were received and noted:

i. **The expenditure of up to £188 to purchase a new 400ltr bin for storing the reserve grit salt supplies**

- ii. **The expenditure of up to £500 (for the budget 2019/20) to support a proposed shared ownership scheme for a Speed Indicator Device with neighbouring parishes and who are part of the Cluster Group**
- iii. **To propose to the Finance and Administration Committee to increase the budget for the Civic Amenity Collections in the budget 2019/20 from £650 to £1,000 to allow the number of skip collections to be increased from twice yearly to three times a year**
- iv. **the expenditure of up to £100 to support the travel cost for the Community Bus users Christmas excursion to the Bluebell Railway**

To consider the following recommendation:

- v. **To support further investigation for a new court access system to the tennis courts in partnership with the Ashurst Wood Community Tennis Club and Mid Sussex District Council and to consider a financial contribution to be included in the new budget for 2019/20**

Members **supported** the further investigation for a new court access system. Once the cost was known, the Finance and Administration Committee could consider budgeting for a contribution towards the project.

- vi. **To consider if the Public Services Committee should investigate the viability of changes to the permissive footpath from John Pears to Wall Hill to enable disability access**

Members discussed. It was mentioned that the project was first considered in 2009 and during the numerous meetings and specifications prepared a slope would have been preferred. However, it was on the expert advice received from MSDC that the path had to have steps because the gradient would not allow for a suitable slope and therefore, not viable. Members were sympathetic to anyone who would have preferred a slope, they too would have, but it had not been possible at the time of constructing the permissive footpath. The Clerk was asked to prepare a response to Cllr Belsey providing some background history and advising that it was up to MSDC to pursue this further and consider redesigning and funding.

Clerk

#### **c Youth Club**

Cllr Lindsay provided an update on membership: Current membership was 34; of which, 17 were from Ashurst Wood, six of these were new year 7s members; there were two new year 8 members, both from Forest Row; the waiting list had five people from East Grinstead. She emphasised that priority was always given to young people from Ashurst Wood. The recent car wash event had five young people volunteer and the event raised £83; she thanked Geoff Bussell, Cllr Loveday, Chris Loveday and the Youth Leader. Cllr Lindsay also mentioned that the need for new volunteer helpers remained an issue.

#### **d Events Working Group**

**To receive following recommendation from the Events Working Group:**

- i. **To not hold Ashstock in 2019**

Cllr Loveday reported that at the recent Events Working Group (EWG) the Group concluded to recommend to not holding Ashstock in 2019. This was partly because of the elections in May 2019, new councillors and also the lack of volunteers for this event. However, it was agreed to hold several smaller events with a view for Ashstock 2020. Members **agreed** not to hold Ashstock in 2019, but to consider in September 2019 a date for Ashstock for 2020.

- ii. **To consider holding a number of smaller fundraising events to help fund Ashstock 2020**

Members **supported** the EWG to organise smaller fundraising events to help towards the costs of Ashstock 2020.

#### **Christmas Market – 30<sup>th</sup> November 2018**

Cllr Bussell reported that the Church were pleased the café arrangements were being moved from the stage to the Council's meeting room.

**To approve the expenditure of up to £400 (and as budgeted 2018/19)**

Members **resolved the expenditure of up to £400 for the Christmas Market.**

**Clerk's report**

764. The Clerk's report was received.

**To note: Road Closure for Remembrance Day Sunday 11<sup>th</sup> November 10.50 am to 11.15 am, Hammerwood Road, Wall Hill Road and Chapel Lane (in the vicinity of the War Memorial).** *TPRO has been applied for by the Royal British Legion*

Noted.

**Finance**

765. **To ratify the wages payment to the Assistant Clerk whilst on Jury Service**

a Members **ratified** the wages payment to the Assistant Clerk whilst on Jury Service.

**Accounts to pay**

b The accounts paid from 5<sup>th</sup> September to 1<sup>st</sup> October 2018 **were ratified**; the FairFX prepaid debit card accounts payments from 5<sup>th</sup> September to 2<sup>nd</sup> October **were ratified**; and the accounts payable for 2<sup>nd</sup> October **were approved by the Council**. The file of invoices was available to be viewed.

**To receive the RBS income and expenditure report up to 1<sup>st</sup> October**

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

Clerk

**War Memorial**

766. **To receive an update**

a Cllr Samways was delighted to report that the cleaning and renovation works to the War Memorial were completed. The cleaning to the pillar does show that some of the lettering could benefit from some work. As earlier advised by the War Memorials Trust, following completion of the works, a further grant application can now be submitted for consideration.

**To consider a display by the local school children for the WW1 centenary commemorations at the War Memorial during November**

b Cllr Samways read an email which had been sent from Darry Fletcher of Ashurst Wood Primary School. He was asking if the Council would support the school children by allowing them to decorate the War Memorial for the commemorations for 100 years from the end of World War 1. The idea would be to create a cascading effect with poppies made by the children; these would be attached to netting and draped at the rear of the Memorial and weighted underneath for the ones on the ground. Members discussed. They really liked the idea. However, some questions were raised: what would the poppies be made from (they would need to be rain proof); space would need to be left for the wreaths and people entering the Memorial dias area; when would the display go up and for how long; the resident to the boundary hedge should be consulted. Subject to the above queries being resolved, Members **approved** a display at the War Memorial made by the local school children.

Clerk

**Village Centre Development**

767. **To receive an update on the office/meeting room heating and confirmation**

**a from the contractor for installing the new heating**

It was noted that work for the electric new heating system would start on 11<sup>th</sup> October.

**General Data Protection Regulations (GDPR)**

768. It was noted that work continued on Data Protection compliance.

Clerk

**Personnel Policies:**

**Jury Service**

**769. To consider referring to the Finance and Administration (F&A) Committee to prepare a policy on staff pay whilst on Jury Service**

- a Cllr Samways referred to the recent case where the Assistant Clerk had been called for Jury Service. There had not been sufficient time for an extraordinary meeting to be called to fully discuss the matter and so on this occasion, and without prejudice, the general thought by the majority of councillors had been on this occasion to pay the Assistant Clerk. He had looked at several other councils, each with different approaches. Cllr Forbes said as Cllr Wailes had suggested a Special Leave Policy can cover such circumstances and therefore one policy. She also mentioned that the Council's Financial Regulations state that salaries shall be made in accordance with the employee's contracts of employment and no changes shall be made without prior approval of the Council. However, she added that it did seem unfair that if a person is called to do their civic duty, that they could potentially lose earnings. Members discussed. Members **agreed** to refer to the Finance and Administration (F&A) Committee to consider an appropriate policy or separate policies if necessary to cover Jury Service leave, bereavement and other special leave circumstances.

Clerk/F&A

**To agree some principles of a new policy for the F&A Committee to draft a policy**

Members agreed to leave this for the F&A Committee to consider.

**b Bereavement Policy**

**To consider referring to the F&A Committee to prepare a bereavement policy**

See above.

**c Other Special Leave Policy**

**To consider asking the F&A Committee to consider other policies regarding leave for special circumstance**

See above.

**d**

**Consultations**

None.

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

Cllr Samways had attended the MSDC Parishes, Town and District Communications Group (PTD Comms) on 20<sup>th</sup> September. Copy of the slide presentations had been circulated. He had also attended the MSDC Emergency

**771. Planning Liaison Group (EPLG) meeting.**

Cllr Forbes reported on the Neighbourhood Planning Policy update briefing she and the Clerk had attended on 13<sup>th</sup> September. Slides were available if anyone wanted a copy.

**Items of correspondence**

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

Received.

**772.**

**a Any Items for reporting or inclusion on future agenda**

None.

**773. Date of next meeting - Tuesday 6<sup>th</sup> November**

**774.**

Meeting closed: 20:27

Chairman.....

Date.....