



Ashurst Parish Council

MINUTES OF THE MEETING OF ASHURST PARISH COUNCIL, HELD AT ASHURST VILLAGE HALL ON Thursday 28th May 2026 AT 7.30 PM.

Attendance:

Ashurst Parish Council (APC)	Cllr Fischel (Chair), Cllr Russell (Vice Chair), Cllr Knight, Cllr Bunce, Cllr Nicholson
Horsham District Council (HDC)	0
Clerk	Oliver Last
Public	0

The Chair welcomed everyone to the meeting.

1. Election of Chairman and Vice Chairman

i. To elect a Chairman for the next Council year

Cllr Nicholson nominated Cllr Fischel as Chair for the municipal year 2026/27.

All voted and it was unanimously agreed that Cllr Fischel would be Chair.

ii. To elect a Vice Chairman for the next Council year

Cllr Fischel nominated Cllr Russell as Vice Chair for the municipal year 2026/27.

All voted and it was unanimously agreed that Cllr Russell would be Vice Chair.

2. Apologies for Absence

Cllr Hammond gave apologies.

3. Declarations of interest

Councillors were reminded to return any revised Declarations of Interest, as defined under the Localism Act 2011.

There were no Declarations of Interest on any agenda items in this meeting.

4. Public forum and questions

There were no members of public questions.

5. Approval of the Minutes of the Meeting of the Parish Council 20th April 2026

The minutes of the Full Council Meeting of [20th April 2026](#) were approved as a true and accurate record.



Ashurst Parish Council

6. Appointments to outside bodies

Cllr Fischel and Cllr Russell were selected as spokespersons for WSALC and HALC.

Cllr Knight was selected as spokesperson for HDC Climate and the Climate Action Group.

Cllr Nicholson was selected as spokesperson for Police Liaison and Speed Watch.

It was **resolved** to agree to these appointments.

7. Certificate of Exemption

The Clerk provided an overview of the Certificate of Exemption as part of the Annual Governance and Accountability Return (AGAR). The Council meets the qualifying criteria for exemption from a limited assurance review by an external auditor, as both its annual gross income and expenditure are below the £25,000 threshold. As such, the Council certified itself as exempt.

It was **resolved** to acknowledge the information and to proceed on this basis.

8. Annual Governance and Accountability Return (AGAR)

(a) Internal Audit Report

The Clerk advised the council that he had arranged for the internal audit to take place on site. Details were looked into with the auditor and guidance given, including additional Budget lines to be added (which have already been updated). The Clerk explained that last year the Annual Governance Statement was not publicly advertised so box 4 was not complete.

It was **resolved** to note the update.

(b) Section 1 of the AGAR

It was **resolved** to accept Section 1 of the AGAR and to sign the document.

(c) Section 2 of the AGAR

It was **resolved** to accept Section 2 of the AGAR and to sign the document.

(d) Notice of electors' rights

The dates for the Notice of Electors' Rights were agreed as Tuesday 3 June 2025, ending Monday 14 July 2025.

It was **resolved** to accept the proposed dates.



Ashurst Parish Council

9. Review the following policies:

- (a) Financial Regulations
- (b) Standing Orders
- (c) Financial Risk assessment
- (d) Grants Policy
- (e) Document Retention Scheme
- (f) Equal Opportunities Policy
- (g) IT Policy
- (h) Lone Working Policy
- (i) Social media Policy

The Policies were reviewed and it was **resolved** to adopt the policies with some minor changes.

10. Planning Applications

The following Planning applications were reviewed:

Parish:	Ashurst PC	Ward:	Steyning and Ashurst
Case No:	DC/26/0580	Case Officer:	Shazia Penne
Date Valid:	22 April 2026	Comments by:	19 May 2026
Decision Level:	Delegated Decision	App Type:	Certificates of Lawful Development
Agent:	Mrs Charlotte Catton-Giltinane	Applicant:	Mr A Griffith
Proposal:	Use of land for the stationing of a shepherd's hut with associated facilities building for use as holiday accommodation. (Lawful Development Certificate - Existing).		
Site Address:	Merrion Farm Bines Green Partridge Green Horsham West Sussex RH13 8EH		
Grid Ref:	518756 116881		

Parish:	Ashurst PC	Ward:	Steyning and Ashurst
Case No:	DC/26/0627	Case Officer:	Sophie Moore
Date Valid:	8 May 2026	Comments by:	11 June 2026
Decision Level:	Delegated Decision	App Type:	Smallscale Major Other
Agent:		Applicant:	Mr Adam Cove
Proposal:	Demolition of existing stable buildings and erection of a single barn structure.		
Site Address:	Furze field Farm Honeybridge Lane Ashurst West Sussex BN44 3AW		
Grid Ref:	516429 116280		

It was **resolved** to support the application DC/26/0580 but to stay neutral on the application DC/26/0627.

11. Planning Decisions from HDC

The decisions on planning applications from Horsham District Council were reviewed.

Parish: Ashurst PC	
Application Number: DC/26/0212	Decision: Application Permitted
Site: Tipnoak Lodge School Lane Ashurst West Sussex BN44 3AY	
Description: Erection of a first floor extension above existing ground floor, erection of a front porch, and installation of windows.	
Date of Decision: 14/04/2026	



Ashurst Parish Council

It was **resolved** to contact Horsham District Council (HDC) to express disappointment at its failure to give Ashurst Parish Council an answer to the issues raised. The Parish Council would like to ask HDC for further information supporting HDC's decision and to reiterate the objections raised.

12. Payments and bank reconciliation

- i. Councillors reviewed the payments and **resolved** to approve the schedule of payments since 1st April 2026, the start of the financial year, together with the bank reconciliation. There was one alteration to be made within the cash book which was updated accordingly (See Appendix 1).
- ii. The council reviewed the End of Year Payments and Income for 2025-26 which covered the transactions between the last meeting on March 5th and 31st March. It was **resolved** to approve the year end transactions (See Appendix 2).

13. Recreation Ground

- i. Councillors reviewed the payments and **resolved** to approve the schedule of payments since 1st April 2026, the start of the financial year, together with the bank reconciliation. There was one alteration to be made within the cash book which was updated (See Appendix 3).
- ii. The council reviewed the End of Year payments and Income for the Recreation Ground for 2025-26 which covered the transactions between the last meeting on March 5th and 31st March and **resolved** to approve them (See Appendix 4).
- iii. The latest position regarding the replacement/rebuild of the Recreation Ground buildings was discussed. The results of the questionnaire and a general update, together with requests for help with fundraising had been placed on the website, as agreed at the previous meeting. The Chair advised that there had been an offer from a resident to assist with applying for grants to fund the project. All councillors wanted their appreciation to be noted. The football players have expressed increasing frustration with the deteriorating condition of the hut, and the issue is now affecting their league requirements.

A further meeting is to be arranged to discuss the project and agree next steps. All Councillors agreed that the active support and involvement of the Ashurst residents was essential.

It was **resolved** to continue with the project and keep the conversation progressing.

- iv. The Recreation Ground has a new recycling bin which is now being used.



Ashurst Parish Council

14. Annual Review of Fees and Charges

i. **Play Park Inspection**

The council discussed the two options received for the Play equipment inspections and asked the Clerk to contact Ava Recreation Ltd and ask that they start quarterly inspections. It further requested that the Clerk asked the Play Inspections Company to complete the annual inspections of the Play Equipment. The weekly inspections are being completed by Councillors with an inspection sheet being completed.

It was **resolved** to proceed with the new companies.

ii. **Grass Gutting**

The Clerk informed the council that he had only received one tender application which was from the current grass cutting company.

It was **resolved** to offer the contract to the Sussex Land Service.

iii. **Insurance Renewal**

The Clerk had issued the insurance documents prior to the meeting for review. The council discussed the insurance cover offered and decided to continue with the current supplier.

It was **resolved** to renew the insurance with the current supplier.

iv. **School – Hire of the Recreation Ground**

The council discussed the current contract and agreed to offer a new contract with a 3% increase year on year for the next 3 years with a clause to review the contract price once there are new facilities, such as a 'school accessible' toilet, in place.

It was **resolved** to issue the new contract to the school.

v. **Football Club – Hire of the Recreation Ground and the John Eaton Hut**

The council discussed the contract for the football team and agreed to keep the costs the same for now due to the condition of the building. The Clerk was asked to write to the football team asking them to take better care of the hut when they use it.

It was **resolved** to continue with the current charges.

vi. **Cricket Club – Hire of the Recreation Ground, the Cricket Pavilion and the John Eaton Hut**

The existing charge of £25 per game was discussed and councillors agreed that a slight increase was appropriate.

It was **resolved** to increase the charges to £30 per game.



Ashurst Parish Council

vii. **One-off hire charge – Hire of the Recreation Ground**

The current charge of £50 per one-off hiring charge for the Recreation Ground was discussed and an increase was thought to be appropriate.

It was **resolved** to increase the charge to £75 per hire.

15. Councillor email addresses

- i. All councillors have access to their new emails but moving the information over was considered a little more complicated. It was agreed that at the next meeting all the councillors would meet to go through the process together.
- ii. The new website was reviewed and councillors thought that the website was a significant improvement. There was a problem, however, with finding the page when searching for it.

It was **resolved** to continue with the new website but for the Clerk to contact the website designer and ask for the problem of location to be resolved.

16. Consultation on Local Government Reorganisation and Community Governance Review

The council discussed the new consultation and **resolved** to add the statement that it did not want any changes to the existing set-up.

It was **resolved** to ask the Clerk to complete the consultation document as agreed.

17. Conservation and Biodiversity Initiatives

Cllr Knight updated members of the council informing them that, following agreement at the last meeting, we have now joined Weald to Waves. We have also pledged the Recreation Ground to this initiative. Meanwhile, St James's PCC has joined up its Churchyard to the scheme.

There was a meeting in April with a representative of Weald and Waves which was very positive. We have agreed to set up two dead hedges, two log piles and a wild grass area in the Recreation Ground. It is further hoped to schedule a meeting with the school to get the children involved in these initiatives.

It was **resolved** to support this update.



Ashurst Parish Council

18. Speedwatch and Speed Restrictions within the Parish

The speedwatch update was discussed as part of an update received before the meeting with a presentation from WSCC Highways and it was agreed that we should arrange to meet with Highways once more to discuss the issues in Ashurst and in particular the location of any SIDs.

It was **resolved** to acknowledge the update.

19. Correspondence

There was no correspondence.

20. Dates of next meetings

The next meeting will be the Annual Parish Meeting on 16th July. This meeting is currently scheduled for 6pm with a Council meeting to be held afterwards at 7:30. TBC

There being no further business the meeting ended at 21:27.



Ashurst Parish Council

Appendix 1

Appendix 1 - Ashurst PC Account				
Schedule of payments since year end				
Ref	Date	Payee	Description	Amount
Balance per Cashbook 1st April 2026				£ 15,813.41
TR25	26.03.26	Steyning Area First Responders	Defib Grant	-£ 125.00
TR26	27.03.26	O LAST	March salary	-£ 309.35
TR01	09.04.26	Parish Online	New Website subscription	-£ 300.00
TR02	22.04.26	Emily Simpson	Domain Renewal - Yolo	-£ 28.90
TR03	22.04.26	HMRC	PAYE	-£ 159.01
TR04	22.04.26	West Sussex Alc Limited	NALC/ WSALC membership	-£ 100.41
TR05	20.04.26	Lloyds	Service Charge	-£ 4.25
TR06	01.05.26	O Last	April Salary	-£ 309.55
TR07	11.06.26	Mulberry Local Authority Services Limited	Year End Audit	-£ 388.98
TR08	19.05.26	Lloyds	Service Charge	-£ 4.25
Total Payments				-£ 1,729.70
Schedule of receipts since year end				
Ref	Date	Payer	Description	Amount
INC10	27.03.26	Ashurst Rec	Playpark inspection	£ 57.60
INC01	20.04.26	HMRC	VAT return	£ 507.63
INC02	27.04.26	HDC	1st Precept	£ 7,607.00
Total Receipts				£8,172.23
Cashbook Reconciliation				
Item	Amount			
Balance per Bank Statemen 1st April 2026	£ 15,813.41			
Plus Receipts for the period	£8,172.23			
Less Payments for the period	-£1,729.70			
Cashbook Balance after Receipts and Payments	£ 22,255.94			



Ashurst Parish Council

Appendix 2

ASHURST PARISH COUNCIL													
Cash Book		Expenditure 2025-26											
Date	BACS/D D	Payee	Description	Salary	Office Allowance	HMRC	Grants	General, admin & insurance	PWLB	Sec 137 (includin g youth) - from 2/11 = GPC	Subs- criptions & Audit	VAT	Total
14.4.25		E Simpson	Reimbursement for Microsoft 365 renewal					£ 97.20				£ 19.44	£ 166.33
22.4.25		Lloyds	Monthly bank charge					£ 4.25					£ 4.25
23.4.25		E Simpson	Reimbursement for Yola Silver					£ 155.40					£ 155.40
25.4.25		HMRC	PAYE E Simpson			£133.00							£ 133.00
1.5.25		E Simpson	E Salary April 2025	£ 265.75									£ 265.75
19.05.25		Lloyds	Monthly bank charge								£ 4.25		£ 4.25
23.05.25		Mulberry LAS	Internat Audit								£231.00		£ 231.00
		E Simpson											£ 66.43
		E Simpson											£ 66.40
09.06.25		O Last	O Last May	£ 293.93									£ 293.93
25.06.25		O Last	O Last - June	£ 276.60									£ 276.60
26.06.25		Business Stream	RECREATION GROUND TRUST					£ 87.80					£ 87.80
17.06.25		Lloyds	Service Charge								£ 4.25		£ 4.25
26.06.25		Sussex Land Service	Grounds Contract April					£ 288.50					£ 288.50
26.06.25		Sussex Land Service	Grounds Contract May					£ 288.50					£ 288.50
26.06.25		Clear Clouncil Insurance	Annual Council Insurance					£ 562.60					£ 562.60
10.07.25	DD	Information Commissioner's Office	GDPR/ Protection Act								£ 47.00		£ 47.00
21.07.25	CH01	Lloyds	Service Charge								£ 4.25		£ 4.25
22.07.25	TR01	Sussex Land Service	Grounds Contract May					£ 240.42					£ 240.42
24.07.25	DD01	HMRC	PAYE O LAST			£210.80							£ 210.80
19.08.25	CH02	Lloyds	Service Charge								£ 4.25		£ 4.25
01.08.25	TR02	O Last	O Last July	£ 252.81									£ 252.81
19.09.25	CH03	Lloyds	Service Charge								£ 4.25		£ 4.25
26.08.25	TR03	O Last	O Last- Aug	£ 299.61									£ 299.61
		Sussex Land Service	Grounds Contract July					£ 288.50					£ 288.50
01.09.25	DD02	UK Debt Management	PWL						£ 1,367.75				£ 1,367.75
23.09.25	TR04	WSALC	Subscription					£ 102.49					£ 102.49
23.09.25	TR05	O Last	O Last Sep + back pay	£ 354.15									£ 354.15
06.11.25	TR06	Sussex Land Service	Grounds Contract Aug					£ 288.50					£ 288.50
23.09.25	TR07	Business Stream	June - Sep Water					£ 92.57					£ 92.57
23.09.25	TR08	Sussex Land Service	Grounds Contract Sep					£ 288.50					£ 288.50
23.09.25	CH03	Lloyds	Service Charge								£ 4.25		£ 4.25
23.09.25	DD03	HMRC	PAYE O LAST			£230.66							£ 230.66
20.10.25	CH04	Lloyds	Service Charge								£ 4.25		£ 4.25
05.11.25	TR09	HDC	Play Park inspections					£ 57.60					£ 57.60
05.11.25	TR10	O Last	O Last - Oct	£ 309.55									£ 309.55
06.11.25	TR12	Laptop	Parish Laptop					£ 529.00					£ 529.00
18.11.25	CH05	Lloyds	Service Charge								£ 4.25		£ 4.25
04.12.25	TR13	O Last	O Last - Nov	£ 309.35									£ 309.35
19.12.25	TR14	O Last	Microsoft membership					£ 84.99					£ 84.99
19.01.26	CH06	Lloyds	Service Charge								£ 4.25		£ 4.25
08.01.26	TR16	O Last	O Last - Dec	£ 309.35									£ 309.35
08.01.26	TR17	Ashurst Rec Ground	Grant 24/25				£ 5,000.00						£ 5,000.00
08.01.26	TR18	Ashurst Rec Ground	Grant 25/26				£ 5,000.00						£ 5,000.00
08.01.26	TR19	Ashurst Rec Ground	Football ground rent					£ 375.00					£ 375.00
19.01.26	CH07	Lloyds	Service Charge								£ 4.25		£ 4.25
05.02.26	TR20	O Last	O Last - Jan	£ 309.35									£ 309.35
05.02.26	TR21	St James Church	Newsletter				£ 100.00						£ 100.00
17.02.26	CH08	Lloyds	Service Charge								£ 4.25		£ 4.25
26.02.26	TR22	O Last	O Last - Feb	£ 309.55									£ 309.55
27.02.26	TR23	Sussex Land Service	Grounds Contract Oct					£ 288.50					£ 288.50
27.02.26	TR24	HDC	Play Park inspections					£ 64.80					£ 64.80
27.03.26	DD	UK Debt Management	PWL						£ 1,356.63				£ 1,356.63
													£ -
													£ -
													£ -
				£ 3,290.00	£ -	£574.46	£ 10,100.00	£ 4,185.12	£ 2,724.38	£ -	£324.75	£ 19.44	£21,400.67
				£ 3,290.00	£ -	£574.46	£ 10,100.00	£ 4,185.12	£ 2,724.38	£ -	£324.75	£ 19.44	



Ashurst Parish Council

ASHURST PARISH COUNCIL			
INCOME 2025-26			
Date	Paid by	Description	Value
28.4.25	HDC	Half precept	£ 7,330.00
14.05.25	HMRC VTR	VAT returns	£ 498.26
18.08.25	Ashurst United	Football contract	£ 375.00
29.09.25	HDC	2nd Half precept	£ 7,330.00
08.01.26	Ashurst Rec	Pavilion Building plans	£ 2,160.00
08.01.26	Ashurst Rec	Bench install	£ 269.10
08.01.26	Ashurst Rec	Grass Cutting	£ 1,442.52
08.01.26	Ashurst Rec	Business Stream	£ 92.57
08.01.26	Ashurst Rec	Business Stream	£ 87.80
27.02.26	Ashurst Rec	Grass Cutting	£ 240.42
27.02.26	Ashurst Rec	Playpark inspection	£ 54.00
		TOTAL INCOME	£ 19,879.67

Appendix 3

Schedule of payments since year end			
Balance per Cashbook 1st April 2026			£ 18,478.46
09.04.26	Ashurt Council	Playpark inspection	-£57.60
28.04.26	EDF	Electricity	-£25.00
01.05.26	O Last	Blue bin	-59.99
		Total Payments	-£142.59
Schedule of receipts since year end			
Date	Payee	Description	Amount
27.04.26	Partridge Green	Football hire	50
		Total Receipts	£50
Cashbook Reconciliation			
Cashbook balance as at 1st April 2026	£18,478.46		
Plus Receipts for the period	£50		
Less Payments for the Period	-£142.59		
Cashbook balance after Receipts and Payments	£18,385.87		



Ashurst Parish Council

Appendix 4

Ashurst Recreation Ground Cash Book - Expenditure				
Date	Cheque no./BACS	Payee	Description	Total
14.4.25	BACS	E Simpson	Reimbursement for Business Stream water	£ 67.81
14.4.25	BACS	HDC	Playground inspections Dec-March 2025	£ 72.00
23.4.25	BACS	HDC	Business rates 2025/26	£ 98.80
28.4.25	BACS	EDF	Electricity rates	£ 60.00
12.05.25	BACS	HDC	Playground inspections	£ 72.00
28.05.25	BACS	EDF	Electricity	£ 60.00
28.06.25	BACS	EDF	Electricity	£ 60.00
28.07.25	BACS	EDF	Electricity	£ 60.00
28.08.25	BACS	EDF	Electricity	£ 60.00
29.09.25	BACS	EDF	Electricity	£ 25.00
28.10.25	BACS	EDF	Electricity	£ 25.00
28.11.25	BACS	EDF	Electricity	£ 25.00
04.12.25	INV	Mr G A Headley	Hedge cutting	£ 110.00
29.12.25	BACS	EDF	Electricity	£ 25.00
08.01.26	BACS	Ashurst PC	Business Stream	£ 92.31
08.01.26	BACS	Ashurst PC	Pavilion Building Plans	£2,160.00
08.01.26	BACS	Ashurst PC	Bench install	£ 269.10
08.01.26	BACS	Ashurst PC	6 x 240.42 Grass cutting	£1,442.52
08.01.26	BACS	Ashurst PC	Business Stream	£ 92.57
08.01.26	BACS	Ashurst PC	Business Stream	£ 87.80
28.01.26	BACS	EDF	Electricity	£ 25.00
05.02.26	BACS	Sussex Land Service	Outstanding payment 30.06.25	£ 48.08
27.02.26	BACS	Ashurst PC	Grass Cutting Oct	£ 240.42
27.02.26	BACS	Ashurst PC	Playground inspections	£ 54.00
02.03.26	BACS	EDF	Electricity	£ 25.00
30.03.26	BACS	EDF	Electricity	£ 25.00

Ashurst Recreation Ground Cash Book - Income			
Date	Paid by (APC, Cricket, Football, School)	Description	Total
03.06.25	WSCC	School grant	£ 1,500.00
01.12.25	David Fischel	Cricket	£ 75.00
10.12.25	Ashurst United	Pitch Hire	£ 375.00
08.01.26	Ashurst PC	Grant 24/25	£ 5,000.00
08.01.25	Ashurst PC	Grant 25/26	£ 5,000.00
08.01.26	Ashurst PC	Football ground hire	£ 375.00
		TOTAL:	£12,325.00