

WASHINGTON PARISH COUNCIL



Clerk to the Council
Ms Gina Condie
Lobb Cottage, Vera's Walk, Storrington
West Sussex. RH20 3JF
Tel: 0777 6771921
Email: clerk@washingtonparish.org.uk
Website: www.washingtonparish.org.uk

WASHINGTON PARISH COUNCIL MEETING

Draft MINUTES of the proceedings of the monthly meeting of Washington Parish Council held on Monday 4th January 2016.

PRESENT: Cllr C. Beglan, Cllr L Britt, Cllr T Cook, Cllr P Heeley, Cllr A Lisher, Cllr R Milner-Gulland, Cllr D Muddle, Cllr R. Thomas and Cllr D Whyberd

IN ATTENDANCE: Cllr Phillip Circus, Cllr Paul Marshall

ALSO: Clerk in waiting – Zoe Savill

MEMBERS OF THE PUBLIC: Mr Rick Goring, Mr. Russ Fowler and Mr Joe Horwood

ABSENT: Cllr K. Newman, Cllr N. Dore, and Clerk (so minutes taken by Cllr Beglan)

Cllr Heeley opened the meeting at 19.33 hours

17.91 Apologies for Absence and Chairman's Announcements

Apologies received and accepted from Cllr Dore (illness).

Chairman was delighted to announce the appointment of the new clerk Zoe Savill whose official start date is the 25th January 2016.

17.92 Declarations of Interest from members in any item to be discussed and agree Dispensations

None declared.

17.93 To approve the Minutes of the last Parish Council meeting held on 14th December

The Draft minutes of the meetings had been circulated to Councillors and published on the Parish Website. Councillor's **RESOLVED (125)** that the Chairman could sign the minutes as a true record of the meeting which took place on 14th December after a minor grammar amendment and the minutes were duly signed by the chairman.

17.94 Public Questions

Mr Horwood spoke about a group of 12 people who had formed a 'loose' association with the aim of a) helping the homeless, b) hiring the village hall for films of local interest, c) to oppose fracking in the area. Mr Horwood asked the Council for an opinion on fracking but as the subject was not an agenda item councillors were unable to comment. Cllr Circus warned against a blanket NO as it removed the opportunity when/if plans were submitted to actively campaign on specific problems of each proposal, and simply took the decision to a higher authority without concerns being expressed. Cllr Heeley asked Mr Horwood to keep the Council informed of future developments.

Mr Goring shared outline proposals for Rock Common Quarry involving holiday accommodation and a tourist centre with eco lodges and a Canyon style approach to the layout. This was broadly welcomed by Council. The project is expected to take 7 to 10 years in the making with early work to examine the area for problems already underway. The Council looks forward to seeing the detailed proposals in the near future.

17.95 To Report on Matters Arising from the previous minutes

17.95.1 To discuss and pursue the reduction of the speed limit of A283 - Washington Road - to 40 mph.

On Saturday 19th December a local resident was tragically killed outside Millford Grange on the A283. Cllr Circus expressed the unofficial view that neither the road layout nor the speed was a critical factor, but this awaits confirmation by the Coroners Court. Cllr Circus expressed that he thought a reduction in speed limit unlikely due to factors such as lack of funding and driver perception of speed. Councillors asked if Cllr Circus would continue to press for this change to the speed limit, and he agreed he would do so, although he stressed that the Council would need to present a very strong case for this.

17.96 Community and District Issues

Cllr Marshall advised of an important meeting in March on 'Devolution' and strongly advised that someone attend from the Parish. Details to be forwarded to the Council.

Cllr Marshall also stated that Neighbourhood Plans not already started will have to be funded by the council producing them. This does not affect the current Storrington, Sullington and Washington plan.

17.97 To consider Planning Applications and discuss Transport issues

17.97.1 Applications

None received.

17.97.2 Enforcement

None received - Cllr Britt asked for an update on Sandhill Lodge as no response had been received to our earlier request.

17.97.3 Appeals

For information only: Lupin Cottage: The appeal has been validated and a case officer assigned. Starting date is the 15th December - case officer letter circulated to councillors. All representations must be made by 19th January. Council has already submitted a further letter of representation.

DC/14/0921 Old Clayton application: The date for further representations to the Planning Inspectorate has passed. WPC's updated letter of representation is the only additional one to appear on the website. The appeal hearing is scheduled for 21st June.

17.97.4 Decision notices

None.

17.97.5 Other

For information only: Washington and Storrington and Sullington PC have chased HDC with regard to the appointment of an inspector for the neighbourhood plan. Two inspectors are being considered and it is hoped the plan will be with one of them before the end of January.

17.97.6 Transport issues:

None received.

17.98. To Receive Year to Date Reconciled Payments, Receipts, and Approve Purchases

The reconciled bank statement showing transactions between 31.10.2015 and 31.11.2015, accounting year to date statement, invoice and purchase order summary were previously circulated to Councillors.

Councillors **RESOLVED TO AGREE (126)** the financial reports as follows:

Outstanding purchase orders - £2299.00

Outstanding invoices - £39.00

Reconciled Bank Balance - £ 72,923.87

Quarterly review of accounts

Quarter 3 accounts - Distributed to councillors for review on 23.12.2015. The clerk had highlighted that '3. Clerks expenses' included approx. £325 to advertise for clerks post. The 'Election Cost' related to May 2015 - £1,462,62

VAT

No pending reclaims

PAYE and NICs

3rd Quarter payment £708.38 due. The amount requested for December is £400+. The Clerk has contacted HMRC as this figure seemed to be 'high', but they cannot 'see' the submission so can't assist until the New Year.

Clerks Salary (cheque number 2251) & expenses (cheque number2252)

| | |
|---------------------------------|------------------|
| DECEMBER Payment (gross) | 1132.35 |
| Holiday entitlement | 542.36 |
| TOTAL | 1674.71 |
| LESS | |
| Tax | 158.20 |
| NI | 120.32 |
| Net Payment | 1396.19 |
| Expenses | |
| Mileage (0.45 ppm) miles | 5.85 |
| Electricity | 10.00 |
| Phone | 10.00 |
| Stamps | 6.48 |
| Total Expenses | 32.33 |
| | |
| Total Payment (DEC 15) | £ 1428.52 |

Expenses

Councillors **RESOLVED TO AGREE (127)** to pay in full the Clerks salary and expenses.

Holiday pay

6.5 days outstanding pay. 45.5 hours @ 11.92 = £542.36 (less tax & NI)

The council RESOLVED TO AGREE (128) to pay the holiday pay

17.99 Parish council issues and maintenance

17.99.1 To decide and agree on the date of the Annual Parish meeting due between 1st March 2016 and 1st June 2016

Council **RESOLVED TO AGREE (129)** on 15th April for the meeting subject to there not being a better date in the light of the date of the referendum for the neighbourhood plan (as yet not determined). Cllrs Beglan, Whyberd and Heeley had once again offered to organise the event and provide refreshments.

17.99.2 Review of the status of the STARS consultation

Cllr Newman had requested that this be added to the agenda but was absent. Most councillors had not had sight of the proposals. Cllr Circus said that Jeremy Hunt had moved on and a new Cabinet Member Richard Burrell was in place. Cllr Circus would ensure details were sent out. Council had previously expressed their concerns and Cllr Circus was still open to the suggestion of a full secondary college to meet the long term requirements of the area.

17.99.3 To review the delivery of the parish newsletter and discuss the format of the contents.

It was thought that the new delivery method was successful by and large. Cllr Heeley suggested that, as Cllr Milner-Gulland was now standing down as editor, this was a good time to review both the frequency and format of the newsletter. Several neighbouring pcs no longer produced one. Councillors expressed their thanks to Cllr Milner-Gulland for his sterling work over the years. Cllr Muddle then put forward ideas for revamping the format of the newsletter. Following further discussion, the council agreed that a newsletter should continue to be produced twice yearly (Spring/ Autumn).

After a vote (4 for, 2 against, 2 abstaining), the Council **RESOLVED TO AGREE (130)** to the new format. Cllr Muddle, the Chairman and the clerk to take this forward. The next newsletter should ideally precede the Neighbourhood Plan referendum.

17.99.4 To discuss any suggestions or recommendations on publicising the public referendum on the neighbourhood plan.

A meeting is taking place on the 12th Jan with Storrington & Sullington Parish to discuss means of promoting the NP plan and encouraging parishioners to vote. Nearer the time active promotion by way of leaflets, public meetings and newsletters would be required. Cllr Circus to check whether the purdah rules that occur with elections would apply during the pre-referendum period or whether a more proactive approach would be permissible.

21 hours Cllr Whyberd left the room and returned at 21.02

17.99.5 To discuss the proposal put forward by the departing clerk that she work on an ad 'hoc basis' for the council.

The departing clerk's last working day was the 31st December. She has put forward a proposal that she would assist the council on an ad hoc basis at a rate of £15 per hour. Her hourly rate as employee was £11.92 so excluding NI contributions this would amount to approx. the same amount for the Council to pay. THE council unanimously agreed that joint working with Gina and Zoe on this basis would be very beneficial up until next month, and **RESOLVED TO AGREE (131)** to the hourly rate. The chairman and vice chairman would review and agree the number of hours involved.

17.99.6 To discuss and agree any comments on the inclusion of Upper Chancton Farm in the draft Joint West Sussex Minerals Local Plan.

Work is currently underway to decide which sites should be proposed in a draft Plan that will be published for consultation in Spring 2016. Some of the early findings were published in 2014 through the Minerals Sites Studies1. A further site, at Upper Chancton Farm (Wiston Estate), has recently been proposed for

allocation in the Plan. Deadline to respond is the 15th January 2016. Email from WSCC circulated to Councillors on the 21/12/2015.

Cllr Milner-Gulland stated that building sand was widely available across the county and as far east as Folkestone. Several councillors pointed out how scarred the immediate area is and how many pits still require to be restored to acceptable levels. Also since the site under discussion is adjacent to the SDNP it was considered a poor candidate for sand winning, even without detailed consideration of the further increase in HGV's in the area and other traffic issues. The Council unanimously AGREED to express its opposition to the proposal being taken forward, based on its impact on, and views from the National Park, the close proximity to other pit workings and therefore the cumulative effect on Washington and the surrounding area. No new workings in the area should be commenced until existing ones had been fully restored.

17.99.7 Further reports from Councillors.

None received.

Cllr Circus, Cllr Marshall and members of the public left at 21.25 hours.

18.00 Reports and Recommendations for Consideration by Council from Committee Meetings **Finance Committee (16th November 2015)**

18.00.1 Review and agree the budget and precept figures for 2016/17.

At the November Finance Committee Meeting the draft budget figures were discussed.

The Finance Committee **agreed to recommend** to the Full Council that there should be no increase in precept for 2016/7. This was agreed on the basis that according to the draft figures from HDC, Washington Parish would receive £37,930.40 in 2016/7, in comparison to the amount of £36142.13 in 2015/6. It was considered that the deficit in the budget of approx. £2000 could be offset by the reserves held in the bank.

The figures from HDC have now been confirmed (21st December 2015):

Grant £398

Tax base - 1037.2

2015/6 council tax figure = 36.57 (band D householder)

Draft budget figures had been circulated to Councillors.

The council **RESOLVED TO AGREE (132)** unanimously the budget for 2016/7 as proposed.

The council **RESOLVED TO AGREE (133)** unanimously to no increase in the precept for 2016/7.

Open Spaces, Recreation and Allotments & Footpaths Committee

_Meeting not held in December.

Planning and Transport Committee Meeting

Meeting not held in December

18.01 To receive reports on meetings and notice of forthcoming meetings

12th Jan: NP meeting to discuss publicity options for referendum: Cllr Heeley attending

13th Jan: NP meeting with Steve Dudman and HDC to discuss future development of Chantry Industrial Estate: Cllr Heeley attending

18.02. Correspondence Received

To discuss the request to pursue the accurate location of the Washington sign on the A283

A Parish resident has asked the Council whether they are aware of any action by WSCC to move the signs for Washington and Sullington to a more accurate position.

The Council agree to re raise this issue with West Sussex County Council.

21.32 Councillor Britt left the room and returned at 21.34

18.03 Clerk’s report.

As we are between clerks no report was made in person but the following information was received:

The taster session for the Skate Park will take place in the MUGA on the 17th February (time to be confirmed). The cost of hiring the equipment is £50 to the Parish. Paddy Donovan is booked to do the training on the 11th January. Open spaces will provide necessary advertising of the event.

1st Extension Graveyard - Gumbrills have been in contact with the clerk and are aiming to start work on the ‘red and amber risk’ gravestones in late January. Exact dates to be confirmed in January. OSRA will continue to monitor.

Councillors **NOTED** the following:

Update by Cllr Britt on sale of books in Frankland Arms, and Silver Cups.

Sales of the ‘Washington Story’ were being made by the Village Larder. Cllr Britt will collect the silver cups from Silverthorne Jewellers in Worthing and needs a form to take to the pub landlord to sign detailing the loan of the cups and the insurance cover in place at the pub for their protection. Clerk to provide.

Freedom of Information/Data Protection Requests Received

None received

Compliments and Complaints

None received.

Governance and Accountability

Holidays.

Training

18.04 To receive items for the next agenda

Councillors decided that the following should be added to forthcoming Planning and Transport committee meeting:

“Lost” bus shelter

VAS installation at A283 crossing

“Blind Junction” signs at Rock Rd/ Newhouse Lane junction

18.05. Date and Time of next Meetings

Full Council – 1st February 2016

Committees - 18th January 2016

The Meeting Closed at 21.40 hours.

Signed.....

Dated.....

Chairman’s initials