

WASHINGTON PARISH COUNCIL



Clerk to the Council.
Ms Zoe Savill.
Small Croft, Georges Lane, Storrington,
West Sussex. RH20 3JH
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 12th December, 2016

PRESENT: Cllr C Beglan, Cllr T Cook, Cllr P Heeley, Cllr A Lisher, Cllr Milner-Gulland, Cllr Newman, Cllr R Thomas, Cllr D Whyberd and Cllr J Wright.

IN ATTENDANCE: Cllr Philip Circus (WSSC) and Cllr Paul Marshall (HDC)

ALSO: Clerk of the Council, Zoe Savill

MEMBERS OF THE PUBLIC: Mr Chris Hodgkins

ABSENT: Cllr L Britt and Cllr J Henderson

Cllr Heeley opened the meeting at 19:30 hours

19.96. Apologies for Absence and Chairman's Announcements

Apologies were received and accepted from Cllr L Britt (unwell) and Cllr J Henderson (work).

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

Cllr Heeley declared an interest in item 20.22.1 planning application DC/16/2666 as owner of the property.

19.98. To approve the Minutes of the last Parish Council meeting held on 7th November, 2016

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to AGREE (187)** that the Chairman could sign the minutes as a true record of the meeting which took place on 7th November, 2016 and the minutes were duly signed by the Chairman.

19.99. The meeting was adjourned to allow public participation

Mr Chris Hodgkins, local farmer, expressed concerns about the proposed location for a 'glampsite' in the National Park at Lower Chancton Farm, an area of Outstanding Natural Beauty. He reported that it was a special location, particularly noted for its tranquillity and a haven for wildlife. He feared that noise and light pollution from campers, cars and pets, would be detrimental to the area, and that holiday-makers were well catered for at other

more suitable local sites with pre-existing access. Cllr Heeley thanked Mr Hodgkins for his contribution and welcomed him to stay for the remainder of the meeting when councillors would consider its response to the application.

20.00. To Report on Matters Arising from the previous minutes

Councillors NOTED there were no matters arising.

20.21. County and District Issues

Cllr Circus spoke on the following County Council issues:

Blind summit signs: Still outstanding from June. Cllr Circus to press for their installation.

Draft Joint Minerals Plan - : Cllr Circus to vote against it at the Full Council meeting on 16th December because it includes the Ham Farm site.

Council Tax: A likely 2% increase next year. WSCC is heavily in debt and there will be a new budget for cleaning roadsides.

Amenity Tips: Storrington Parish Council has written to the Secretary of State urging the government to outlaw charges on all waste deposited by residents and to give a Local Authority grant to help maintain 7-day opening of the amenity tips. Cllr Circus stated there was already a precedent for the government to give grants to local authorities to maintain patterns of waste disposal, including one to help HDC maintain weekly bin collections. Cllr Circus to send a copy of the letter to the Washington Clerk, in order that Washington Councillors can consider making a response at their next meeting.

Cllr Paul Marshall spoke on the following Horsham District issues:

Rural car park charges: To be introduced across the district from April 2017. Charges: 75p first hour and £1.50 thereafter for 2-3 hours. All parking meters to be card only once network signal issues have been resolved. Parking discs will be £12 a year plus £6 per person for up to four other members of the same household. Cllr Marshall reported that this will generate around £300,000 revenue, and will help cover the £140,000 for rural car park costs to the district.

Domestic waste collection: Collection of non-recyclable refuse to be on a bi-weekly basis from April 2018; larger bins for households of five or more. Cllr Marshall reported the changes will make a £1 million saving for the district.

Cllr Wright raised his concerns about the impact of rural car parking charges on local businesses. Cllr Marshall said it was important to get the right balance and that the running costs for rural car parks did not include maintenance or upgrading. He warned that if HDC does not make savings, there would be a £4.2 million shortfall between its revenue and expenditure which is driven mostly from central government cutting their reserve grants.

Millford Grange: Work has begun on creating the NEAPS and trim trail which will be linked to Sandgate Park.

Hampers Lane screening: No update.

Cllr Heeley thanked both councillors for their reports. Cllr Circus and Cllr Marshall left the meeting.

20.22.To consider Planning Applications and discuss Transport issues

20.22.1.Applications

Application Number: DC/16/2666

Site: Uphill Cottage, Vera's Walk, Storrington

Description: Fell x 1 Silver Birch Tree and Surgery x 1 Oak Tree.

Deadline for comments: 19th December, 2016

Cllr Heeley declared an interest as it was an application for his property.

Cllr Beglan visited the site and reported that the works were necessary. The birch had deteriorated and it was proposed to lightly crown the oak to allow good visibility for entering and leaving the driveway.

Councillors **AGREED** they had **NO OBJECTION** to the application.

Application Number: SDNP/16/05656/FUL

Site: Lower Chancton Farm Steyning Road Wiston BN44 3DD

Description: *Consent is here sought for a change of use of land forming part of the Wiston Estate in order to set up an eco-friendly 'glampsite' comprising 8 shepherds' huts with en-suite facilities, one communal 'pamper room' hut and one hut for the purpose of an office. Each of the 8 shepherd's huts will have the provision of its own private wood-fired hot tub and sauna. The proposal also requires the provision of parking for a minimum of 9 vehicles.*

After a discussion, councillors **AGREED** to **OBJECT** to the application on the basis of its site location in an unspoilt area of the South Downs away from public footpaths, requiring new access routes, and close to a residential property.

Councillors did not object to the principle of creating accommodation and opening the facility of the South Downs to visitors but felt this particular site is not a good choice. They have been informed by Wiston Estate of its long term plan to develop nearby Rock Quarry, and this type of site would, in their opinion, be more suitable.

Councillors request that SDNPA participate fully in the determination of this application, bearing in mind the sensitivities of the location.

20.22.2.Appeals

Appeal Reference: APP/Z3825/W/16/3162481

Application number: DC/16/1423

Site: 1 Gorse Bank Close, Storrington, RH20 3AQ

Description: Erection of a single detached dwelling

Decision: Application Refused by Horsham District Council

Date of decision: 18th August, 2016

WPC Response: Councillors **AGREED** to **STRONG OBJECTION** to the planning application at their P& T Committee Meeting 18th July, 2016, for reasons of overdevelopment and repeated infilling in the area.

Deadline for representations: 9th January, 2017

Councillors **AGREED** that no further response was necessary as their previous objection will be taken into consideration by the Inspector.

Information Only:-

DC/16/1664 - Crosswinds, Hampers Lane, Storrington - construction of 2 x 5-bed dwellings and associated garaging.

Cllr Heeley reported that the application is not listed for consideration at the Horsham Committee South Meeting in December, despite requests from the clerk, Cllr Marshall and more than 5 letters of objection. The Parish Council had objected to the application at its Planning and Transport Meeting on 15th August.

Councillors agreed that the clerk would make enquiries and report to the council.

SDNP/16/02923/FUL - Children’s Play Area, School Lane, Washington - discharge cond 4 - fencing.

Cllr Heeley reported that the council was awaiting Horsham’s decision on the application to discharge condition 4 with respect to proposed like-for-like fencing of the new play area. The full application was approved by HDC on 27th October, 2016.

20.22.3.Transport issues:

VAS activation speed - to Receive update

Cllr Heeley reported that the activation trigger for the A283 signs had been reduced to 40mph as requested and councillors agreed to monitor progress. The clerk had requested that WSCC fund the £150 amendment and was awaiting a response. This is on the basis that the original 52mph trigger had been ineffective and councillors were of the opinion it had not been recommended by the parish council.

Blind Summit

Cllr Heeley reminded councillors that Cllr Circus has pledged to keep up the pressure on WSCC to install the signs. He thanked the public spiritedness of local resident, Mr Whyley for installing a replacement traffic mirror on the tree opposite the Hampers Lane/Rock Road junction.

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

The reconciled bank statement showing transactions between 30.09.16 and 20.10.16 accounting year to date statement, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED** to **AGREE (188)** the financial reports as follows:

Outstanding purchase orders - £150 - list circulated to councillors before the meeting
Outstanding invoices - £ 0.00
Reconciled Bank Balance - £ 82,450.56.

NB Outstanding p/orders:

- £150 to West Sussex County Council - VAS adjustment.

Details of cheque payments to be made, were presented at meeting. Councillors **AGREED** to authorise the payments of £625.05.

20.23.1.VAT - Not due

20.23.2.PAYE and NICs: Not due

Clerks Salary & expenses (cheque number) 2339

November Payment (gross)		1084.67
Holiday entitlement		
TOTAL		1084.67
LESS		
Tax		33.40

NI		49.52
Net Payment		1001.75
Expenses		
Mileage (0.45 ppm) miles		9.90
Electricity		10
Phone		10
Total Expenses		29.90
Total Payment (November 2016)		1,031.65

Councillors **RESOLVED TO AGREE (189)** to the Clerks salary and expenses.

20.23.3.Holiday Pay

None.

20.24. To Review, Consider, Recommend and report on Parish Council issues, including maintenance

20.24.1. To Review and Agree any changes to the Strategic Documents for the Parish Council.

Members had reviewed these documents. Cllr Heeley proposed the following amendments:

Standing Orders

Notice of Meetings (1a):

That the number of days clear notice to the public and councillors of meetings, be amended from 3 to 4 days, excluding the day of issue and the day of the meeting, and all mention of Sundays, bank holidays etc be removed.

Reason: for clarity.

Financial Regulations:

That 'Annual Estimate' be replaced with 'Annual Budget' and that 'estimate' be replaced with 'budget' throughout the document.

Reason: The budget is not an estimate.

That paragraph 1.1 be deleted, as in practice committees do not propose budgets, with the exception of the Finance Committee.

That paragraphs 5.5 and 5.6 be removed, since the Clerk is not issued with a debit card. Cllr Heeley proposed and councillors **AGREED** that the clerk review the introduction of online banking for ease of administration and reduction in postage costs

Terms of Reference (TOR) of the Finance Committee:

Paragraph 5.1. It should be stated that the frequency of Finance Committee meetings should be at least twice a year, and not four times a year.

Reason: In practice, meetings do not happen four times a year. The review of the budget is the main purpose of the Committee and this is performed annually.

To remove the role of the Finance Committee in paragraph 6.11 relating to complaints, including those against behaviour of a member of staff, and to insert this clause in the TOR for Personnel Committee.

Reason: the TOR was made before the Personnel Committee came into existence and is no longer relevant to the Finance Committee.

Terms of Reference for all committees:

That approved minutes of all meetings should be circulated to all councillors.

Reason: So that councillors are fully informed of the council's business and that any issues can be raised at subsequent meetings.

That membership of Open Spaces and Planning & Transport committees be increased from 6 to a maximum of 7 members.

Reason: to assure quoracy at the Committee Meetings; to increase benefits to the council from the wider experience of more members.

The Council unanimously **RESOLVED TO AGREE (190)** to the changes to the Council's Strategic Documents.

20.24.2. To Consider and Agree parish news items and contributors for Sussex Local.

Cllr Heeley proposed and councillors **AGREED** that the council re-introduce quarterly editorial contributions to the Sussex Local.

It was suggested the Chairman, Vice-Chairman take responsibility for producing the copy, and that the Clerk co-ordinates the process. Copy should be specific to the Parish Council, around 350 words, and is required by the 7th for the following month's issue. The Council to confirm the selected months for publication. Cllr Heeley agreed to produce an article for the February 2017 publication.

20.24.3. To Receive and Agree dates for Meetings 2017.18

Cllr Heeley proposed that the Full Council Meeting on the 4th December is changed to 11th December, 2017, to be in line with the current year, and that no committee meetings are held in December. Councillors **AGREED** to accept the 2017.18 dates for Meetings, including the amendment.

20.24.4. To Agree to the formal resolution for the removal of damaged tree on parish property, and to the quotation for the work.

Cllr Whyberd reported that Mr Danny Flynn has removed the partially fallen Holm Oak in the First Extension Churchyard, a conservation area, at the instruction of the clerk and with the consent of HDC's arboricultural tree officer, Mr Will Jones. The clerk had also kept councillors informed throughout the process. Mr Jones had advised that there was insufficient retained good wood at the point of failure to suggest that retention is acceptable; there was also pathogenic fungal decay which contributed to the problem. He confirmed that the removal could **PROCEED** without further recourse to the Authority under the exemption for dangerous trees at S.14 of the Town & Country Planning (Tree Preservation) (England) Regulations (2012). His email is evidence of the Council's formal resolution in this matter.

Cllr Whyberd noted that the clerk sought five quotations and only one, for £820 plus VAT from Mr Danny Flynn, had been submitted to carry out the emergency work. The price included grinding the stump and was regarded as reasonable when the tree was inspected

by Amberley-based tree surgeon Mr Jeremy Grover, of Kimber Tree Surgery. Due to the urgent nature of the problem, the clerk proceeded to instruct Mr Flynn, with the consent of the PC Chairman Cllr Heeley and Vice-chairman Cllr David Whyberd, and had informed councillors beforehand.

Councillors unanimously **AGREED** to **RECOMMEND (191)** the formal resolution to the removal of the Holm Oak, First Extension Churchyard, at the advice of HDC Aboricultural Officer, Mr Will Jones.

Councillors unanimously **AGREED** to **RECOMMEND (192)** the quotation of £820 plus VAT for the removal of the tree, stump removal and clearance of the site, by Mr Danny Flynn.

20.24.5. Storrington & Sullington and Washington Neighbourhood Plan - to receive an update.

Cllr Beglan commended the extraordinary hard work of HDC in producing the level of additional detail required by the government for the Neighbourhood Plan, and which must now meet European standards. Cllr Beglan reported that this had taken the Plan completely out of the governance of parish councils, particularly the smaller ones, which lack the expertise. She expressed her relief that Washington had joined Storrington and Sullington, and that the costs were being met by HDC. She added that the overall guiding principle of the Neighbourhood Plan has gone berserk. Cllr Heeley said that the big fly in the ointment was the decision of the High Court to reject the Henfield Neighbourhood Plan, and the realisation that the plans must now be a lot more robust and this was causing an inevitable delay.

20.24.6. Any other issues of maintenance

Litter: Cllr Milner-Gulland reported evidence of litter along the slip road by the Triangle, Washington. Councillors agreed the clerk would raise the matter with the litter warden.

Missing chevron: Cllr Beglan reported that the warning chevron on the bend of the Rock Road/Muttons Lane junction, had been removed. Cllr Wright said he noticed it had been badly damaged when he was on a school run on the morning of 5th December, and reported it to the clerk. A damaged van and recovery vehicle were at the scene. Councillors agreed that the clerk should report the missing sign to the Highways Authority.

Britannia Crest quarry - muddy entrance, Hampers Lane: Cllr Cook suspected that lorries were not being wheel-washed. She reported that the road, particularly across the entrance to the lane by the quarry, was covered in mud. Councillors agreed that the clerk should write to Britannia Crest, and copy in HDC and Cllr Philip Circus.

Footpath, the Triangle, Old London Road: Cllr Newman reported that bushes had collapsed into the footpath, and were in danger of going into the road. Councillors agreed the clerk agreed she would report the matter to WSCC.

Suspended bus services, West Sussex: Cllr Heeley noted that there had been no further information regarding the suspended bus services in the area. The clerk reported that WSCC were conducting a survey for the general public which could be accessed on its website. The deadline was in December. The clerk would forward the email to the chairman.

20.24.7. To receive reports and recommendations from Committees and Working Parties

20.24.7.1.Open Spaces, Recreation and Allotments & Footpaths Committee - 21st November, 2016

There were no reports or recommendations at the November meeting

20.24.7.2. Planning & Transport Committee - 21st November, 2016

There were no reports or recommendations at the November meeting.

20.24.7.3.Finance Committee - 12th December, 2016

Cllr Heeley reported that the internal auditor expressed his intention to seek legal recovery of email costs for the Parish Council's audit. New facts had emerged that the council had not been aware when making its decision not to pay. Significantly, in the previous year, the council had paid for the auditor's emails and these were presented in the same format in this year's invoice. Cllr Heeley noted that the emails represent hours of time, additional to the hours of work listed in the invoice, and that this lack of clarity had caused confusion. The clerk had taken free legal advice from the council's insurers, and was informed that the quotation was for an estimate and that the auditor could arguably be entitled to charge more.

Cllr Heeley explained that on the basis that new information had been provided by the clerk which had not been taken into account when councillors made their decision, the committee recommended the payment of £88.50 and to rescind the previous decision

Councillors **AGREED (193)** to the **RECOMMENDATION** of the Finance Committee to rescind the previous decision (minute ref) not to pay the cost of emails.

Councillors **AGREED (194)** to the **RECOMMENDATION** of the Finance Committee to pay £88.50 to the internal auditor.

20.25. To receive reports on meetings attended, and notice of any forthcoming meetings.

Joint Minerals Local Plan

Councillors NOTED that the Proposed Submission Draft Joint Minerals Local Plan will be considered for approval by WSCC on 16th December

South Downs Local Plan - West Sussex workshop 26th November, 2016

Councillors NOTED that Cllr Henderson attended the workshop for parish councils to see and comment on the proposed settlement Policy Boundary. Cllr Henderson filed a brief report before the meeting, in his absence. Cllr Heeley reported that the proposals cannot be disclosed publicly and that councillors will consider a response during a closed part of the Full Council Meeting in January.

20.26. Correspondence Received

Councillors NOTED an enquiry from Mr Lillywhite, via Storrington & Sullington Parish Council, in search of records to show his late uncle's name, Sgt Ronald F Lillywhite, on the parish Roll of Honour for those servicemen from the area who died in World War II. Clerk responded with confirmation that his name appears on two Rolls of Honour at St Mary's Church, Washington, and is also inscribed on a family headstone in the Second Extension Graveyard. Clerk forwarded the information, with photos, to Mr Lillywhite.

20.27. Clerk's report

This is a report covering matters that may not arise elsewhere on the Agenda.

Councillors NOTED the following:

Children's Play Area

The clerk confirmed that HAGS-SMP have given written assurance that prices will not increase, subject to the order being placed once Horsham's Planning Authority have approved the proposed fencing. She expected a response from HDC in the week. Cllr Wright, who is Clerk of Works for the project, noted that Horsham had assured him in a telephone call that the fencing would be acceptable if it is like-for-like of the existing fencing. Councillors were concerned that prices could not be held if there continues to be a delay placing the order. The clerk informed councillors that she was following advice from the Sarah Alexander of HAGS-SMP, to wait for consent on the fencing and that the order would be processed as soon as it could be placed. The clerk warned that the fencing costs in the region of £5,000 and any amendments could not be met if the order had to be changed. Councillors agreed that the matter should be left for the clerk to pursue, and that hopefully the order could be placed by the end of the week. Cllr Whyberd thanked the clerk for her hard work, and to Cllr Wright for agreeing to become the clerk of works and showing great interest in realising the project.

Parish Winter Newsletter - The Winter Newsletter has been delivered to residents. Cllr Heeley thanked the clerk for putting it together. A copy of the newsletter to be published on the Parish Council website.

Local Government Boundary Commission - Electoral review of HDC Wards-

The clerk sent a written response from councillors to the Commission, giving their views on future ward boundaries for Horsham District Council, as agreed at FC meeting on 7th November.

West Sussex Motors Meeting - letter to Ian Sexton.

Clerk has written to Mr Ian Sexton, on the instruction of councillors at the last P&T Meeting on 21st November.

Washington noticeboard at Millford Grange, and Hampers Lane screening

Clerk was awaiting a response to her email to Mr Malcolm Westcott, of Barratts, requesting the installation date of the noticeboard and the provision of screening.

20.28.Freedom of Information/Data Protection Requests Received

None received.

20.29.Compliments and Complaints

20.29.Governance and Accountability

20.30.Holidays

20.31.Training

20.32.To receive items for the next agenda

Cllr Newman requested that discussions around the provision of a secondary school in the area, be added to the next Full Council Meeting Agenda

20.23.

Date and Time of next Meetings

Full Council - 9th January, 2017
Committees - 23rd January, 2017

The Meeting Closed at 21:20 hours

Signed.....

Dated.....