

WASHINGTON PARISH COUNCIL



Clerk to the Council
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WASHINGTON PARISH COUNCIL MEETING

MINUTES of the proceedings of the monthly meeting of Washington Parish Council held on Monday 1st June 2015.

PRESENT: Cllr C Beglan, Cllr Britt, Cllr T Cook, Cllr Doré, Cllr P Heeley, Cllr Milner-Gulland, Cllr Newman, Cllr R Thomas and Cllr D Whyberd.

IN ATTENDANCE: Cllr Paul Marshall (Horsham District Council), Cllr Philip Circus (West Sussex County Council).

ALSO: Clerk to the Council Gina Condie.

MEMBERS OF THE PUBLIC: 3

ABSENT: 2

Cllr Heeley opened the meeting at 19:31

16.78 Apologies for Absence and Chairman's Announcements

Apologies were received and accepted from Cllr Jolley (work commitments). Cllr Muddle's apologies were not received in time to put to the meeting. Cllr Dawe (HDC) also sent apologies.

Cllr Heeley suggested that he and Cllr Whyberd meet with Cllr Jolley to discuss the latter's position as Councillor. Cllr Britt commented that Cllr Jolley had made significant contributions to the Council in the past and that this should be reiterated in the meeting. The Council agreed that the meeting should go ahead.

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

None.

16.80 To approve the Minutes of the last Parish Council meeting held on 14th May 2015

The Draft minutes of the meetings had been circulated to Councillors and published on the Parish Website on 26th May 2015. Councillor's **RESOLVED (66)** that the Chairman could sign the minutes as a true record of the meeting which took place on 14th May 2015 and the minutes were duly signed by the chairman.

16.81 Public Questions

A question was raised regarding planning permission DC/15/0710 - *Honeysuckle Lodge Badgers Holt Storrington Pulborough*. Cllr Heeley suggested that this topic was on the Agenda and comments would be more appropriate after it has been discussed by the Councillors as an Agenda item.

Cllr Circus asked whether a blind summit sign on Rock Road before the junction with Hampers Lane would be a consideration as he would be prepared to support this. The Council **AGREED** that they would like his support for this. Cllr Britt raised her concern to Cllr Circus regarding the height and number of lamp posts on the A283 by Millford Grange. Cllr Circus agreed that he would chase this to reduce both.

16.82 Presentation from Lisa Boydell HDC Community Development and Engagement Manager

A presentation was received by Lisa regarding her new role, what her department does and how it might assist WPC. She highlighted several projects which her team were working on and agreed to send to the Clerk details of her presentation.

16.83 PCSO report:

The Clerk has received the following email with reference to PCSO updates:

‘As you are aware we previously committed to providing a monthly written update to the parish council meetings, and we also look to attend each parish council meeting every 3 months (unless you have indicated that you require it less).

We currently have 35 parishes/ward in Horsham District and now have 10 PCSOs for the area. I am also mindful that we have not always provided you with monthly updates. To ensure that we do deliver on what we promise, we are now going to change the way we provide you with information. Instead of providing monthly ward updates prepared by the PCSOs, you will be sent the weekly bulletin that we send to Neighbourhood Watch. This contains the main information that has happened on Horsham District that week. In turn, we will continue to send you the Chief Inspectors monthly newsletter.

If there is something that is significant in a particular parish, then we would look to communicate with you in a timely fashion (e.g. recently emailing Billingshurst, Pulborough and West Chilmington regarding the 82 offences of damage to cars with an update on police action). In turn, if there is specific information you require, please feel free to contact us by emailing horshamnpt@sussex.pnn.police.uk, and we will then ensure you are provided with a timely response.’

The clerk will forward these monthly updates to Councillors and update the website.

16.84 To Report on Matters Arising from the previous minutes

16.84.1 To Receive an update on the Silver Cups

The previous Clerk had received a response from Storrington and Sullington Museum who Council resolved should be offered the cups. The museum were of the view that before they made a decision on the cups the Council should approach local historian Gina Wilmshurst to see if she wanted to display the cups as part of the cabinet display in the Village Hall. The Council’s insurer has been approached and has confirmed that if the hall is locked when not in use and the cups are noted on the all risks cover then they would be covered. The Clerk as spoken to the WVHMC and they are happy for an approach to be made to Gina but will not consider insuring the cups themselves.

Councillors AGREED that an approach should be made to Gina to display the cups in the Village Hall. The clerk was asked to action this.

16.84.2 (16.47) To discuss and agree the internal audit control councillor

Cllr Jolley has expressed an interest in this role but was absent from the meeting. It was therefore AGREED to defer this to the next Full Council Meeting for further review.

16.84.3 (16.45) To Receive Nominations for Membership of the Finance Committee and Review the Composition of the Committee

Membership of this Committee under its terms of reference is 5. The Committee is currently quorate with three members (Heeley, Britt, Beglan). Composition of the Committee was deferred to this meeting to ascertain whether Cllrs Jolley or Thomas would be interested in joining. As Cllr Jolley was not present and Cllr Thomas declined, it was AGREED to defer this to the next Full Council Meeting for further review.

16.84.4 (16.65.1 and 16.15.1) To Receive, Consider and Comment on the Stage 3 Interim Audit received on the A283 Millford Grange development the Discharge of Condition 16 (acoustic mitigation) and the escarpment deterioration

The road has now been resurfaced and after discussion the Councillors agreed that this was better but not perfect.

Cllr Beglan raised the issue of the escarpment and the angle of the trees which appeared to indicate there was land slippage. There was general concern over lack of responsibility and Cllr Marshall was asked if he would chase this issue.

Cllr Britt stated that the condition relating to acoustic mitigation had not been signed off. The clerk had emailed Hazel Corke and Joanna Searle on 15th May for an update on the acoustic mitigation. John Attfield provided an update by return confirming that the condition had not been discharged and giving 14 days (from 15.05) for compliance. This was circulated to Councillors on the same date.

16.84.5 (16.69.2) Village Day

The clerk has booked a stall for the Council to attend the Village Day. There is no charge so long as nothing is sold. Liz Horwood has confirmed a slot has been booked and that stallholders will be directed to their spot on the day. Cllr Heeley asked for volunteers from the Councillors to man the stall.

16.84.6 (16.69.01) Request for access to village recreation ground on the 21st July for an ice cream van

The clerk has confirmed that access has been approved by the Council and has requested the relevant insurance documents from the requestor.

16.84.7 (16.20.6) VAS

The clerk has emailed WSCC (Ed Dickinson) to confirm recommendation from Councillors and ask how this should now proceed. The clerk was asked to chase this.

16.85 To consider Planning Applications and discuss Transport issues

16.85.1 Applications:

Article 11 Application for Planning Permission for Household Development - replace existing metal frame windows and doors of village hall.

After some discussion the Councillors thought that this it was a pre application. It was AGREED that a response would be made to the Village Hall by the Clerk expressing the Councillors pleasure that improvements were being made to the Hall, and that they looked forward to receiving a formal planning application.

DC/15/0710 - Honeysuckle Lodge Badgers Holt Storrington Pulborough. Single storey rear and side extensions and construction of brick pillars adjacent to driveway entrance. Amendment to Application. During discussion of this amendment, members of the public (who had submitted the application) confirmed that another application had been made subsequent to the one being discussed. It was AGREED that the clerk would chase the revised application with HDC and add this as an item to the Planning & Transport Committee Agenda on the 15th June 2015.

SDNP/15/02073/FUL - North Farm London Road Washington West Sussex RH20 4BB. Change of use of grain store to form additional cold store for existing winery. The application was discussed and Cllr Britt stated that access to the farm should be restricted to the southern slip road. The Councillors AGREED to the application with the inclusion of the condition that access would be restricted as suggested by Cllr Britt.

16.85.2 Enforcement

None

16.85.3 Appeals

None

16.85.4 Decision notices

None

16.86 Transport issues:

16.86.1 To Receive and consider a proposal that the Council apply for restricted parking bays in Sandhill Lane

The clerk was asked to contact HDC with regards to the feasibility of obtaining restricted parking.

16.86.2 To Consider and Recommend further action in respect of the breach of Planning Permission (Kia Garage)

Cllr Britt agreed to continue monitoring the situation.

16.86.3 Road Closures

Closures are always put onto the Parish website should Councillors receive queries from the public.

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

The reconciled bank statement showing transactions between 01.04.2015 and 30.04.2015, accounting year to date statement, invoice and purchase order summary were circulated to Councillors on 28th May 2015.

Councillors **RESOLVED TO AGREE (67)** the financial reports as follows:

Outstanding purchase orders - £7,132.60
Outstanding invoices - £0.00
Reconciled Bank Balance - £ 74,949.45

16.87.1 VAT

No pending reclaims

16.87.2 PAYE and NICs

No pending payments

Clerks Salary (cheque numbers) 2175 (salary) 2183 (expenses)

May Payment (gross)	£500.64
LESS	
Tax	£ 0.00
NI	£ 0.00
Net Payment	£ 500.64
Expenses	
Mileage (0.45 ppm) 154 miles	£ 69.30
Electricity	£
Postage	£
Stationary	£
Total Expenses	£ 69.30
Total Payment (May 2015)	£ 569.94

16.87.3 Clerks Accrued Lieu time

None

16.87.4 Clerks Expenses

Councillors **RESOLVED TO AGREE (68)** the Clerks salary and expenses for £569.94

16.88 To Receive and Approve the Annual Return

The audited annual return had been circulated to Councillors on 28th May 2015. Councillors **RESOLVED to APPROVE (69)** the return which was signed by the Chairman and the Clerk as responsible Financial Officer. The Clerk is required to send the return off to the auditors by 8th June 2015.

16.89. Parish council issues and maintenance

16.89.1 To Receive nominations and select a Councillor for Consideration as the Parish Member of the South Downs National Park Authority

Letter of advice and nomination papers previously circulated to Councillors on the 28th May 2015. Cllr Heeley asked if there was a nomination, or if anyone wished to be considered. After discussion it was decided not to put forward a councillor for this role. "

16.89.2 How to cover taking of minutes in clerk's absence on holiday - Committee Meetings on 15th June 2015

The Clerk has pre-booked annual holiday between 15 - 19th June 2015. The 15th falls on WPC Committee night. Do Councillors wish to employ a locum clerk (£25.00 per hour) for attendance and minutes (approximately 5 - 6 hours) or run with no Clerk and take their own minutes? Councillors AGREED that the Meetings would run with no clerk. Cllr Beglan volunteered to take the minutes for the Planning and Transport Committee. Cllr Newman agree to capture the minutes for the Open Spaces, Recreation and Allotment Committee.

16.89.3 Resurfacing - Path from the Gate to the Dore Room

This is scheduled to be resurfaced by TG Landscapes between 3rd and 6th June. The WVHMC have cooperated with and are aware of these dates.

FURTHER REPORTS FROM COUNCILLORS

An opportunity for Councillors to report/discuss maintenance issues

16.90 Reports and Recommendations for Consideration by Council from Committee Meetings in May

Open Spaces, Recreation and Allotments & Footpaths and Conservation Working Party

Planning and Transport Committee Meeting

There were no meetings

16.91. To receive reports on meetings and notice of forthcoming meetings

None received

16.92 .Items for press release

None

16.93. Newsletter July 2015

The Clerk have needs items for the Summer Newsletter by 15th June 2015.

16.94 Clerk's report

This is a report covering May 2015 and covers matters that may not arise elsewhere on the Agenda.

Councillors **NOTED** the following reports

Freedom of Information/Data Protection Requests Received

None

Compliments and Complaints

None

Governance and Accountability

This is covered in 16.88

Correspondence Received

Consultation from WSCC - boundary review and reduction on number of members - circulated for Councillors comment 18.05.15

Rampion Offshore Wind Farm receives £1.3bn green light to commence construction -circulated for information 21/05/2015

From the Gatwick Area Conservation Campaign - circulated for information 21/05/2015

Holidays

The clerk will be on holiday from the 15th June and will return to the office on Monday 22 June.

Training

16.95 To receive items for the next agenda

Cllr Newman requested that the demise of the Village Shop be added to the next Full Council Meeting Agenda

16.96 Date and Time of next Meetings

Committees - 15th June 2015

Full Council – 6th July 2015

The Meeting Closed at 21:06

Minutes taken by Gina Condie Clerk to the Council

Signed.....

Dated.....