

# WASHINGTON PARISH COUNCIL



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## WASHINGTON PARISH COUNCIL MEETING

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 6th July 2015.

**PRESENT:** Cllr C Beglan, Cllr Britt, Cllr T Cook, Cllr Doré, Cllr P Heeley, Cllr Muddle, Cllr Newman, Cllr R Thomas and Cllr D Whyberd.

**IN ATTENDANCE:** Cllr Paul Marshall (HDC), PCSO Boniface

**ALSO:** Clerk to the Council Gina Condie.

**MEMBERS OF THE PUBLIC:** 3

**ABSENT:** 1

**Cllr Heeley opened the meeting at 19:30**

### **16.97 Apologies for Absence and Chairman's Announcements**

Apologies were received and accepted from: Cllr Milner-Gulland (holiday) and Cllr Circus (meeting in London),

### **16.98 Declarations of Interest from members in any item to be discussed and agree Dispensations**

Declaration of interest and agreed dispensation were received from:

Cllr Dore - Silver cups

Cllr Heeley & Cllr Thomas - DC/15/12466

Cllr Britt - SDNP/15/03097/TCA

### **16.99 To approve the Minutes of the last Parish Council meeting held on 1st June 2015**

The Draft minutes of the meetings had been circulated to Councillors and published on the Parish Website. Councillor's **RESOLVED (70)** that the Chairman could sign the minutes as a true record of the meeting which took place on 1st June and the minutes were duly signed by the chairman.

### **17.00 Public Questions**

A question was raised as to whether the Parish Council had received any further news on the Windmill Landfill Site. The clerk confirmed that nothing further had been received.

#### **17.00.1 PCSO Boniface was welcomed to the meeting.**

PCSO Boniface expressed that she would be able to attend Council meetings on an ad hoc basis but that Parish's first point of contact is PC Shauna Bowen. She reported 3 incidents in Washington - burglary in a shed (culprits caught), quad bikes in Georges Lane, and chip fat on the road at Washington roundabout. She also stated that there was a general reduction in minor crime in the district. A concern was raised about the

new 30mph speed limit not being adhered to in London Rd. PCSO Boniface agreed she would endeavour to arrange for some speed monitoring.

19.38 - Cllr Whyberd arrived

### **17.01 To Report on Matters Arising from the previous minutes**

#### **17.01.1 (16.84.1) To receive an update on the Silver Cups**

*The clerk has spoken to Gina Wilmhurst. Gina stated that her exhibitions in the village hall are temporary approx. 3 months each and therefore not suitable as a long term home for the cups. However she did state that she would be interested in lodging one of the cups (the Becher cup) at her home. She suggested that the Council should refer to the Storrington and Sullington museum and ask if they would house the other 3 cups. A letter (8th June) has been sent to Gina and a response has been received stated confirming the above.*

Councillors AGREED that the clerk should approach the Washington Village Hall Memorial Committee and ask whether a separate cabinet purchased by the Parish Council could be lodged in the village hall housing all the cups.

#### **17.01.2 (16.47 & 16.84.2) To discuss and agree the internal audit control councillor**

*Cllr Jolley had expressed an interest in this role but was absent from the meeting on the 1st June and has subsequently not taken up office.*

Cllr Britt volunteered to fill this role and was thanked by the Chairman.

#### **17.01.3 (16.45 & 16.84.) 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 at previous FC meetings to ascertain whether Cllrs Jolley or Thomas would be interested in joining. Cllr Jolley has not taken up office.*

Cllr Thomas volunteered to join this Committee and was thanked by the Chairman.

#### **17.01.4 16.65.1 (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**

Cllr Marshall informed the Council that Hazel Corke (Horsham District Council) has recently visited the site with regards to the escarpment. The Councillors stressed that they were very concerned that conditions would be discharged without fulfilment. Cllr Heeley stressed that the screening and leaning along Hampers Lane was of great concern. Cllr Marshall suggested that it would be best to discuss this further once the report from Hazel had been received. The Council AGREED to this proposal.

#### **17.01.5 VAS (16.20.6 and 16.84.7) the clerk had emailed WSCC (Ed Dickinson) to confirm recommendation from Councillors and ask how this should now proceed.**

Several unsuccessful attempts have been made by the clerk to contact Ed Dickinson. The Councillors expressed their concern that this was not progressing and AGREED that the clerk should write to Cllr Circus to elicit his support.

### **17.02 To consider Planning Applications and discuss Transport issues**

#### **17.02.01 Applications:**

*DC/15/1246 Former High Hollow Veras Walk Storrington WS. Removal of Condition 10 of approved application DC/13/0738.*

The Councillors did not feel that they were qualified to make an informed decision on this application (with reference to the mitigation of energy) and they AGREED to defer to Horsham District Council Planning.

*DC/15/1023 7 Gorse Bank Close Storrington Pulborough West Sussex. Erection of single storey 3/4 bedroom dwelling (amendment to approved development DC/14/2389).*

As this was a technical amendment, the Councillors had NO FURTHER COMMENTS other than endorsing their previous comments.

*DC/15/1018 Erection of detached garage with games room over. Installation of clear glazed rooflights to side roofslopes. Firhaven Rock Road, Storrington, Pulborough.*

This application was discussed at Planning & Transport meeting on 15th June. Councillors requested an extension until the 7th July in order to receive hard copy plans with dimensions. No paper copy of plans were received by the Council and therefore the Councillors AGREED that their previous comments made should stand - OBJECTION to the application based on its apparent size and bulk

*SDNP/15/03097/TCA Street Cottage, The Street, Washington, Pulborough, West Sussex, RH20 4AS. Surgery to 1 x Yew Tree. Tree in a conservation area.*

The Councillors expressed concern regarding the 40% reduction in tree but AGREED to defer to Will Jones (tree specialist) with the CONDITION of ensuring that a healthy tree remains.

*SDNP/15/03175/LIS, Frankland Arms, London Road, Washington RH20 4AL. To decorate external walls and woodwork of the Public House (Listed Building Consent). Comments by 17th July.*

The councillors agreed to they had NO OBJECTIONS to this application.

### **17.02.2 Enforcement**

#### Appeals

Planning Inspectorate Reference: APP/Z3825/W/15/3033473

Horsham District Council Planning Application Reference: DC/14/1770

Name of Appellant(s): Mr Gerry McDonald

Description of Application: Erection of a one-and-a-half storey dwelling in the grounds

Site at: 1 Gorse Bank Close, Storrington, Pulborough, West Sussex, RH20 3AQ

WPC had NO objection to the application but requested that if Officers were minded to grant the Application there should be a Condition which required adequate screening for neighbouring properties and in particular Hazeldene Lodge.

### **17.02.3 Decision notices**

Application Number: DC/15/0682

Site: Longbury End Hampers Lane Storrington Pulborough West Sussex RH20 3JB

Description: Erection of front wall and wooden gates

Date of Decision: 01/06/2015

Decision: Application Permitted

WPC objected to the design of the gates on the basis of the height, the brick pillars, materials and design.

Cllr Heeley expressed concern that the planning authority made no reference to the Heath Common VDS in reaching its decision, despite both the PC and applicant referencing this. A similar situation occurred in the approval of gates at Honeysuckle Lodge (DC/15/0710). The council APPROVED of a letter being written by

the clerk to Dr Lyons questioning this point.

Application Number: DC/15/0851

Site: 7 Gorse Bank Close Storrington Pulborough West Sussex RH20 3AQ

Description: Non-material amendment to previously approved application DC/14/2389 simplification of roof form including reduction of ridge height.

Alterations to fenestration and window in garage. Minor elevational changes

Date of Decision: 16/06/2015

Decision: Withdrawn Application

#### **17.02.4 Transport issues**

The Clerk has written to Cllr Cicus who has subsequently confirmed support for the “Blind Summit/Junction” signage at Rock Road/Hampers Lane & Newhouse Lane Junction.

#### **Road Closures**

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

#### **17.03 To Receive Year to Date Reconciled Payments, Receipts, and Approve Purchases**

The reconciled bank statement showing transactions between 01.05.2015 and 29.05.2015, accounting year to date statement, invoice and purchase order summary were circulated to Councillors prior to this meeting.

Councillors **RESOLVED TO AGREE (71)** the financial reports as follows:

Outstanding purchase orders - £6,258.07

Outstanding invoices - £0.00

Reconciled Bank Balance - £ 74,063,43

#### **17.03.1 VAT**

No pending reclaims

#### **17.03.02 PAYE and NICs**

No pending payments

#### **Clerks Salary (cheque numbers) 2187 (salary) 2193 (expenses)**

<b>June Payment (gross)</b>	£1084.66
<b>LESS</b>	
Tax	£ 0.00
NI	£ 49.52
<b>Net Payment</b>	<b>£ 1035.14</b>
<b>Expenses</b>	
Mileage (0.45 ppm) miles	£ 28.80
Parking	£ 2.20
Electricity	£ 10.00
Postage	£ 15.42
Phone	£ 11.00
Home Insurance adjustment to include business	£ 11.36
<b>Total Expenses</b>	<b>£ 78.78</b>
<b>Total Payment (June 2015)</b>	<b>£ 1,113.92</b>

### 17.03.3 Quarterly Budget review (circulate at the meeting).

The Clerk confirmed that spending was generally on target with the budget. Most of the variances were due to invoices awaiting payment. The variance in Clerk's salary was due to overlap of clerk and additional hours by previous clerk.

### 17.03.4 Clerks Accrued Lieu time

3 hours - Attending & minuting Neighbourhood Plan Meeting on the 23rd June 2015. The Councillors **RESOLVED TO APPROVE (72)** to pay the clerk for 3 hours.

### 17.03.5 Clerks Expenses

Councillors **RESOLVED TO APPROVE (73)** the Clerks salary and expenses for £1,113.92

## **17.04 Update on the Annual Return**

The clerk posted the annual return to the external auditors on the 3rd June 2015.

## **17.05 Parish council issues and maintenance**

*17.05.1 A letter has been received by the Clerk (4th June 2015) and circulated to the Councillors - To consider formal approval of Nominative Trustees to the Annie Bertha Lloyd Charity (Washington Cottages). The Councillors voted and formally approved the nominations of Michael Turley and John Henderson as Nominative Trustees to the Annie Bertha Lloyd Charity.*

Michael Turley - 6 councillors voted in favour, none against, and 3 abstentions

John Henderson - 5 councillors voted in favour, none against, and 4 abstentions

*17.05.2 Spring gardens - problem with dog excrement and parking issues. WPC has been copied into various emails (09/06/2015) with regards to this issue. WPC had not been previously aware of the problem as it had not been reported to the Council. The matter is now in the hands of WSCC & HDC.*

No further comments were made by the Council.

*17.05.3 Email received from Stephen Woodage (circulated to Councillors) with regards to dog fouling in the village, Jockeys Meadow & concern re a specific resident.*

*The Clerk has previously attempted to contact the Litter & Cleansing Manager at HDC (22nd June 2015) with regards to getting some signs. Previously the clerk had been informed that there were some signs which were appropriate. The Clerk has also responded to Mr Woodage informing him that this matter would be discussed at the FC Meeting and informing him of who to contact at HDC to report individuals who do not clean up after their dog.*

Clerk stated that she would chase HDC for the dog signs again and was asked to request that HDC ensure that the signs in the village regarding fines for dog excrement are consistent.

### *17.05.4 The demise of the village shop*

The landlord of the Frankland Arms commented that the shop closed due to 'lack of use'. Cllr Heeley expressed thanks on behalf of the Council for his efforts in allowing the shop to operate rent free, and the Council agreed that the Clerk should write to Malcolm Gardner expressing thanks for his efforts with the shop.

*17.05.5 Notice of Vacancy - Heath Common. A vacancy has arisen due to Stephen Jolley not taking up office of Parish Councillor. This has been posted on the website and Parish Notice Boards on the 26th June 2015 giving until 16th July 2015 for Heath Common electors to request a by-election. If no such notice is received from 10 electors then the Council will try to fill the vacancy by co-option.*

*17.05.6 Details received of contractor used by John Lower, plus a copy of public liability insurance. Request for change of arrangements approved at FC meeting on 13th April 2015. Contractor is Mr Connor Geal.*

No comments were made by the Council.

*17.05.7 Village Day - Saturday 11th July 2015.*

The Councillors AGREED to a rota to man the PC stand.

*17.05.8 Maintenance issues*

The following issues were raised & discussed:

- A24 Northbound from Washington roundabout - footpath overgrown around subway area
- Bus shelter in front of Millford Grange - Cllr Marshall stated that this is to be moved on approximately 16th July
- Reduction in height of street lights opposite Millford Grange - the councillors requested an update and asked that the clerk contact Cllr Circus
- Foot stile opposite Stocks Mead is broken
- The Council bus shelter opposite Washington Cottages is overgrown.

## **17.06 Reports and Recommendations for Consideration by Council from Committee Meetings on 15th June 2015**

### **Open Spaces, Recreation and Allotments & Footpaths Committee**

*To discuss and agree a RECOMMENDATION that the Council undertake to use Mr George Fielder as 'handyman'. The Councillors **RESOLVED TO APPROVE (74)** this recommendation.*

### **Planning and Transport Committee Meeting**

None received

20.45 Cllr Britt left the meeting

20.49 Cllr Britt returned to the meeting

## **17.07. To receive reports on meetings and notice of forthcoming meetings**

*17.07.1 Date 25/06/2015 - Barratt's Meeting re Country Park.*

Councillor Whyberd provided an update on this meeting. After discussion, it was agreed by the Councillors that the Parish Council should intervene to get National Trust involvement. It was AGREED that the clerk should write to Jane Cecil at the National Trust outlining a proposal for a meeting.

*17.07.2 Date 2/07/2015 - Horsham District Council planning department presentation 'Update on the Development Management Service'*

The clerk provided an update on this meeting. Councillors expressed concern at not receiving paper planning applications and at the concept of becoming paperless. They also expressed concern regarding general communication issues between HDC and the Parish. Cllr Marshall asked that the clerk provide some examples and he would feed this concern back to HDC.

## **17.08. Items for press release**

None received

## **17.09. Correspondence Received**

*17.10.1 Email from John Adam re clothing banks in order to generate money for The Lord Whisky Animal Sanctuary based in Stelling Minnis near Canterbury. The Councillors agreed that it is their policy to support only local charities.*

17.09.2 'Adopt a Street' Scheme received from HDC. Flyers will be circulated by HDC and put on Parish Notice Boards. The general opinion of the Council was that the PC has its own litter warden and litter pickers in Heath Common area.

17.09.3 Email from Trustee Board Member Age UK (Horsham) circulated 29th June 2015. Three questions requiring response:

1. What do you think are the priorities for older people in the district?
2. What services and activities do you think the Charity focus on in its new plan?
3. Any other comments about the work of the Charity?

After discussion the Councillors proposed the following responses:

- Regular contact with someone (i.e. problem of isolation)
- Provision of transport
- Day centre in village
- Support for carers
- Data protection was an issue - it was hindering cross communication between interested parties

### **17.10. Clerk's report**

The clerk confirmed the following (on the Action List shared with Councillors on the 30th June):

Lost Bus Shelter - Clerk has requested date for appointment with Andy Ekinsmyth and this has been arranged.

Sandhill Lane - Clerk has emailed Tim Boxall re restricted parking. Cllr Britt expressed concern that this could be a planning issue with regards to car storage and requested a response from Horsham District Council.

Councillors **NOTED** the following reports

#### Freedom of Information/Data Protection Requests Received

None received.

#### Compliments and Complaints

None received

#### Governance and Accountability

#### Holidays/Training

### **17.11. To receive items for the next agenda**

None received

### **17.12. Date and Time of next Meetings**

Committees - 20th July 2015

Full Council – 3rd August 2015

**The Meeting Closed at 21.23**

Signed.....

Dated.....