



WASHINGTON PARISH COUNCIL MEETING

MINUTES of the proceedings of the monthly meeting of Washington Parish Council held on Monday 7th March, 2016.

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

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

ALSO: Clerk to the Council Zoe Savill.

MEMBERS OF THE PUBLIC: 4

ABSENT: Cllr K Newman, Cllr R Thomas, Cllr N Dore and Cllr D Muddle

Cllr Heeley opened the meeting at 19.30 hours

18.21. Apologies for Absence and Chairman's Announcements

Apologies received and accepted from: Cllrs Thomas (work), Cllr Milner-Gulland (arrived at 19.38 from a meeting), Cllr Newman (work).

Cllr D Muddle had sent apologies which were not received in time to put to the meeting. The Chairman announced that Cllr Dore is unwell.

Cllr Milner-Gulland arrived 19.35

Cllr Whyberd arrived 19.38.

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

Dispensations

None received.

18.23. To approve the Minutes of the last Parish Council meeting held on 1st February

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED (137)** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 1st February and the minutes were duly sign by the Chairman.

18.24. Public Questions

Cllr Heeley welcomed Cllr Marshall, Cllr Circus and members of the public to the meeting.

Mrs Emma Walther was invited to address the Councillors and made comments on planning proposal SDNP/16/00754 She gave a brief overview of her mother's planning application to

replace an existing swimming pool building with accommodation at Elbourne House, London Road, Washington (located in the South Downs National Park on the South Downs Way). She explained that she and her family have outgrown the small granny annexe at the property. Pre-application advice had been sought from the local planning authority. Mrs Walther said that the social, economic and environmental aspect of the proposals had been worked into the plan based on advice from officers and was a key aspect which had been addressed in a variety of ways to include rain water harvesting, use of materials, minimum environmental impact and would and not be visible from surrounding downland.

Mr Alan Stephenson asked if there will be a Clean Up for the Queen's birthday in the parish: The clerk informed him that a litter collection day is being planned to take place over the next few weeks. Mr Stephenson asked for a yellow line in School Lane to stop parking in front of the post box. He said it was a health and safety issue because parked cars blocked pedestrian access, especially during the 'school runs'. Cllr Circus said it was unlikely the WSCC Highways Authority would allow such a TRO given the recent new procedure in which normally only one TRO can be made for the whole of the County Local Committee area. Exceptions might only be made for an urgent health and safety issue. Whilst he conceded that it was annoying that people cannot get to the post box, it would not be a convincing argument for an urgent TRO.

It was agreed that the clerk contact the landlord of the Frankland Arms about displaying a notice on the pub wall behind where the cars are parked and to ask the Highways Authority to reinstate the white line.

Mr David Freeman was concerned about the increase in litter in Washington Village, particularly along the Bostal road. He offered to pay for signs if the cost could not be met by WSCC, HDC or the Parish Council. Cllr Heeley questioned whether this would be the answer given the widespread nature of the problem in other areas. Mr Freeman said that even if it only deterred one or two people, he would be happier. Cllr Circus said there is a retreat from enforcement across all agencies, partly due to lack of resources because of spending cuts by local authorities. However he was doing his best to persuade the HDC to take a more proactive view on enforcement against littering and, rather than spending a fortune picking it up, it might be better to spend a little of the money from deterring people from dropping it in the first place.

Cllr Heeley said that having a litter collection day will help but only as a temporary cure until litter is deposited again. An article would be included in the forthcoming newsletter to raise the point and to appeal for the public to be vigilant and report the registration number of offenders. Cllr Marshall offered to contact John McArthur of HDC, who is responsible for day to day waste and litter collection, to take the matter forward. He would copy the clerk on any correspondence.

18.25. To Report Matters Arising from the previous minutes

Nothing to discuss.

18.26. County and District Issues

Cllr Circus discussed the WSCC's 3.95 % (2% towards funding increasing costs of social care) council tax increase for 2016.17. He said it was a start in the right direction towards the protection of essential public services. But he warned that if parish councils believed these were not being delivered, the County Council and other local authorities would have to start

looking at ways of becoming self- financing and without the help of any government grants. In his view, if the situation continued, the days of freezing council tax had to end.

“Blind Summit” signs: Cllr Circus said he would continue to support the Parish Council in pressing WSCC for the installation of the signs and that he saw no reason to go through the process of a TRO. If Highways were not able to fund the signs, Cllr Heeley asked that Cllr Circus find out the costs of their supply and installation so that the Parish Council could decide on whether it could fund the works

Cllr Marshall informed Councillors that the Chanctonbury County Local Committee still had monies available in their £24,000 Community Initiative Fund (CIF). He urged any groups or individuals from local voluntary and charitable organisations looking to fund a small community project, to make an application to the next CCLC meeting. Cllr Circus agreed to forward a guide for the application process to the clerk for circulation.

18.27. To consider Planning Applications and discuss Transport issues

18.27.1 Applications:

DC/16/0301 - Pinehurst Veras Walk Storrington Pulborough West Sussex RH20 3JF. Surgery to 1 x Cypress hedge (H1). Comments before 8th March 2016

The Council AGREED that they had NO OBJECTION to this application.

DC/16/0343 - The Clearing Rock Road Storrington. Erection of a single storey rear extension with roof lantern. Comments before 15th March 2016

Cllr Heeley said it was a very minor and straightforward addition in comparison with the size of the property and the plot. The Council AGREED that they had NO OBJECTION to this application.

SDNP/16/00754/HOUS - Elbourne House London Road Washington West Sussex RH20 4AZ. Demolition of existing swimming pool building and erection of two-storey extension to existing annexe. Comments by 17th March 2016.

The Council AGREED to seek a deferral of their comments after the next Planning and Transport meeting on March 21st as the plans had not been received in time for their consideration.

DC/16/0409-Ferndene Bracken Close Storrington Pulborough. Erection of a detached annexe. Comments before 17th March 2016

Cllr Heeley, said the Parish Council raised no objection to the original planning application when it was first approved in 2013. The application has been re-submitted with a minor amendment to the windows.

The Council AGREED that they had NO OBJECTION to this application.

18.27.2 Enforcement

None received

18.27.3 Appeals

None received

18.27.4 Decision notices

Councillors **NOTED** the following decisions:

Application Number DC/15/2811

Site: Ridgeways Georges Lane Storrington Pulborough West Sussex RH20 3JH

Description: Two-storey side extension and front balcony to detached dwelling

WPC Comments: NO OBJECTION to the application so long as restrictions apply to protect neighbours' amenities.

Application Permitted 10.02.16

Application Number: DC/16/0202

Site: Former Laneside Veras Walk Storrington West Sussex

Description: Non Material Amendment to previously approved application DC/14/1937 (demolition of a 2 bedroom detached bungalow and garage, and the construction of a replacement 3 bedroom detached dwelling and car port) Removal of the clerestory roof line windows, addition of a flat roof light and addition of a hidden gutter in the roof overhangs in preference to an external gutter

Application Permitted 24.02.16

Application Number: SDNP/13/03786/DCOND

Site: Windlesham House School London Road Washington Pulborough West Sussex RH20 4AY

Description: Discharge of Condition 4 of Listed Building Consent SDNP/13/02330/LIS (Removal of internal walls in order to re-configure servery area and achieve additional seating within dining room)

WPC Comments: NO OBJECTION to this application (August 2015) and agreed to defer to the SDNP to ensure that the requirements are met.

Application Permitted 24.02.16

18.28 Transport issues:

For information only: Concern had been expressed about the possibility of increasing isolation of some residents reliant on the local bus services. This followed the temporary closures of four bus stops along the A24 in the Parish for safety reasons: one outside Spring Gardens, Washington Roundabout northbound and southbound and Rock Road northbound. The clerk contacted Metrobus, the bus company which suspended the services. A spokesman explained that it very unusual to have bus stops on a 70mph road with no lay-by. The suspensions were in the interests of the safety of passengers, staff and other road users, following a serious accident at one of the stops in January earlier this year, involving a collision between a van and a bus. Metrobus's Infrastructure Officer, Mr Ashely Jinks said there were alternative bus stops already in place and that the closures would continue pending a safety review by West Sussex Highways.

Email from Mr Ashley Jinks circulated to councillors

Comments were expressed at the meeting that the closures of all the stops to Dial Post was an overreaction but councillors were mindful that a safety investigation was necessary. Cllr Britt was particularly concerned for elderly passengers from Spring Gardens who would face a long walk to the alternative south bound Rock Road stop. There was also concern about the length of the suspension period and the great inconvenience to those from the area who rely on the service. Cllr Marshall suggested there was a chance the bus stops would be re-opened following the safety audit. He agreed to contact the bus company expressing the Parish Council's concerns and would put pressure on the West Sussex to complete the audit and to consult the parish council as a stake holder in their decision. Cllr Circus agreed to contact the police for any information about the accident which may add support.

16.28.1 Road Closures

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

18.28.2 Other

For information only: Councillors were informed that work on the installation of the speed loops along London Road, was scheduled to begin on Tuesday 8th March, and would be in place for two weeks.

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

The reconciled bank statement showing transactions between 30.12.15 and 29.01.16 accounting year to date statement, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED TO AGREE (138)** the financial reports as follows:

Outstanding purchase orders - £1,812.38

Outstanding invoices - £1,086.35 (VAT rebate: £1,076.35 and MUGA hire: £10)

Reconciled Bank Balance - £ 65,205.15

18.29.1 VAT

Pending reclaim submitted: £1,076.35.

18.29.2 PAYE and NICs:

18.29.3 Clerks Salary & expenses (cheque numbers) 2266 (£1,035.15) & 2267 (expenses £57.48)

January Payment (gross)		1,084.67
Holiday entitlement		
TOTAL		1,084.67
LESS		
Tax		0.00
NI		49.52
Net Payment		1035.15

Expenses		
Mileage (0.45 ppm) miles		9.90
Electricity		10.00
Phone		10.00
Stationery		2.58
Total Expenses		
		548.32
Total Payment (Feb 2016)		1,092.63

18.29.4 Expenses

Councillors **RESOLVED TO AGREE (139)** to the Clerk's salary and expenses.

18.29.5 Holiday Pay

None.

18.29.6 Other

Information only: Clerk has received invoice from Gumbrills for completion of works for the red area at the 1st Extension Graveyard £1116.00 inc VAT.

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

18.30.1 To consider a draft agreement and hall hire charges proposals from the Washington Memorial Hall Management Trustees.

Cllr Heeley presented a basic document drawn up by the management trustees which includes clarification of the relative roles of the Custodian Trustees (the Parish Council) and the village hall's Management Trustees. It also includes a proposal that any meeting held by the Parish Council to which the public are invited to participate will not be chargeable. Cllr Heeley explained that if the Parish Council agree to accept the proposal it will be retrospective within the current financial year. If a decision is made after April 1st, the refund will be made in the following financial year and the terms, if accepted, will also be effective.

Cllr Heeley could not see any reason not to accept the terms proposed by the Management Trustees as the proposals were general terms to include those on rental and hire payments. Cllr Britt was mindful that the Parish Council is supporting the village hall with a public loan but at the same time concerned the village hall is not put at financial risk. Cllr Heeley said that generally they were doing quite well with hall hire and this had been evident by the limited availability of dates for the Annual Parish Meeting. He said steering group meetings for the Neighbourhood Plan had been held at Sullington because there was no charge for the hall and that the proposal put forward by the management committee was a good step forward and would make Parish Council business easier. He added that the Parish Council have been very supportive, spending a huge amount of parish council money in loan repayments which will continue until 2030. They have also helped with other areas such as the footpath and will continue to give their support to the hall in the future. Cllr Heeley

concluded that the Parish Council having the use of the village hall at no charge is a very good principle.

Councillors **AGREED to RECOMMEND (140)** to accept the terms of hire retrospective to the current year and to accept the principles put forward for the Trustees' responsibilities. This would be subject to the Council's approval of a final document of agreement between the parties and which concurs with the Charity Commission's requirements.

18.30.2 To review and agree the agenda, poster/flyer, and a change of the date of the Annual Parish Meeting.

In February, Councillors decided the date of the Annual Parish Meeting to be 15th April but the preferred venue, the Chanctonbury Room, was unavailable. It is proposed the date is changed to April 19th, 2016 when the Hall is available.

Councillors **AGREED** to hold the meeting on Tuesday 19th April.

Cllr Heeley discussed the draft agenda and proposed the following: to receive a police report from the policing team and to hear a report from Cllr Britt, as vice-chair of the Neighbourhood Plan Steering Committee. The latter would be a final chance to hear about the Storrington, Sullington and Washington Joint Neighbourhood Plan and to ask questions before the referendum. Cllr Heeley also proposed to include reports from the committees and subject to his acceptance, a talk By Rick Goring, director of Wiston Estates, of proposals to establish an ecologically friendly holiday park at the site of Rock Common Quarry and to update facilities at North Farm.

Copies of the draft agenda, poster and flyer had been circulated and were **AGREED**. The clerk was asked to contact WPC Carol Boniface if she or a representative from the team could attend and give a report. Cllr Heeley would contact Rick Goring.

Refreshments would be served during the meeting, and wine would be available once the formal part of the meeting is closed. Flyers advertising the AGM would be included in the newsletter for distribution.

18.30.3 To review and approve the amount payable for 'litter picking' in Washington Village from April.

In December 2015, councillors resolved to agree to continue the litter collection in Washington Village for four months by outside contractor Stella Russell at a cost of £104 per month and to review whether to continue the arrangement from April 2016.

The minimum wage for workers 25+ from April will rise to £7.20 per hour. The Council to consider reviewing the cost per month and raising this from £104 to £115.20.

Councillors agreed that the litter collection by Stella was a valued service and **RESOLVED to AGREE (141)** to continue the litter collection and to pay the £115.20 from April 1st.

The clerk was asked to request that Stella show the areas where she collects litter on an enlarged map. This will be submitted for review at the next Open Spaces Committee meeting on 21st March, 2016.

18.30.4 To discuss the use of the recreation ground for a hog roast on 9th April 2016 for a wedding reception.

The plan would be to locate the site for the hog roast close to the village hall, on the MUGA side, and to consume the hog roast inside the hall. The hog roast area would be in use from approximately 10.00 to 22.00. There is no request for a gazebo or fireworks. A nominal fee of £12 was charged for a wedding reception on the recreation ground last year.

Councillors **RESOLVED to AGREE (142)** to the hire request, subject to a £15 hire charge and confirmation of insurance and a request to please ensure no litter.

18.30.5 To discuss the use of the recreation ground for a Families' Day on 24th April 2016 and consider a hire charge

A parent and children's organisation has requested a booking for a Families' Day at the village hall on Sunday 24th April from 11.30am to 4.30pm for an average of 50-60 people. They have requested an area on the recreation grounds large enough to hold a 100m race or 5-a-side football game (110m x 15m approx.) and other activities in the same area: small car racing on wooden tracks, a small petting zoo and a bouncy castle. They might be interested in hiring the MUGA if it is available. They hold their own public liability insurance.

Councillors **RESOLVED to AGREE (143)** to the hire request, subject to a £100 hire charge based on £20 per hour.

The clerk was asked to enquire if members of the public would be allowed admission to the site on the day.

18.30.6 To request items for and discuss the distribution of the Spring Newsletter 2016.

The clerk requested items for the Spring Newsletter by 10th March. The Council agreed to use the same distribution arrangements as per the Winter Newsletter. Cllr Cook offered to cover Millford Grange.

Councillors were informed that it was hoped that Cllr Muddle would help with the formatting and printing of the newsletter to be distributed before the Annual Parish Meeting. Councillors were invited to contact the clerk with any contributions over the next few days.

Cllr Britt left the meeting at 21.15 hours and returned at 21.19 hours.

18.30.7 To receive and consider a request from HDC for views on their Draft Sport and Physical Activity.

Email circulated to councillors. Deadline for submission of views is 1st April. Council to discuss whether to respond, what the Council response should be and whether to create a working party.

Councillors commented that the draft proposals were aspirational and would be delighted if they could be achieved. Councillors **AGREED** they had nothing further to add.

18.30.8 To consider an application for funding by the South Downs Poetry Tour.

The clerk was contacted by Elaine Hamilton of the above group. The group plan to perform at the Frankland Arms, Washington in July 2016 as part of a cycling poetry tour from Eastbourne to East Meon. They are seeking sponsorship towards the trip, to include covering their travelling and accommodation costs. The Council to consider whether to sponsor this group.

Councillors were informed that the group was not a charity or organisation which benefited the local community. The South Downs National Park had agreed to sponsor the group. Councillors **RESOLVED** not to award any further funding.

18.30.9 To consider an application for funding by The Mary How Trust.

Request from the Mary How Trust to know if there is funding available from the parish council for charities this year. In July 2014 the council awarded £250 to the Trust and were pleased to consider a further request for funding in May 2015.

Cllr Britt said she could not think of any local organisation more deserving than the Trust, a local charity for cancer prevention. Cllr Beglan agreed. The Council **VOTED** unanimously to **AGREE (144)** to a £250 donation to the Trust.

18.30.10 To consider a request from WSCC to participate in their survey to find out if the parish council is interested in undertaking some or all of the functions of the Community Support Teams, namely small-scale street scene improvements. Consultation period extended to 18th March.

Email circulated to councillors

Cllr Heeley read out a list of the County Council's discretionary list of services for consideration in a consultation for future partnership working.

These included clearing vegetation overhanging paths, some hedge trimming, removing unlawful signs and simple street furniture repairs.

Councillors commented that the survey supported their view that WSCC were passing on the responsibility of work that they had been passing down all year. All **AGREED** they were not prepared to take on any of the responsibilities.

18.31 Reports and Recommendations for Consideration by Council from Committee Meetings on 15th February, 2016

18.31.1 Open Spaces, Recreation and Allotments & Footpaths Committee

To Review and Approve the Recommendation of the Committee for the appointment of a contractor for the annual maintenance work on the Washington Recreation Ground, Children's Play Area and associated public areas including the Boundaries.

Five quotes were considered by the OSRA Committee. After some discussion the Committee **AGREED** to **RECOMMEND** to Full Council the quote of £3330.00 (plus VAT) presented by D Flynn, the same price structure he gave for 2014/15. This was due to the fact that Mr Flynn as the current contractor had carried out a good standard of work over the previous year, was familiar with the requirements of the Council, had submitted a competitive quote and had good local knowledge which allowed him to recommend further works which would enhance the area.

Councillors **RESOLVED TO AGREE (145)** the recommendation.

For Information only:

OSRA agreed that Mr Flynn would mole drain the football pitch at a cost of £400 plus VAT.

18.31.2 Planning and Transport Committee Meeting

None received.

18.32 To receive reports on meetings and notice of forthcoming meetings

To receive an update on the Chanctonbury CLC meeting held on 2nd March, 2016 by Cllr Newman.

A report of the STARS discussion at the CCLC meeting was circulated to Councillors, in Cllr Newman's absence. Cllr Circus said the second phase education reorganisation consultation period has now closed and a review of the proposal will be scrutinised at the relevant education select committee in April before a final decision is anticipated in June. He said

Nick Herbert MP has written to the cabinet member requesting more information about the other alternatives. Cllr Circus was sympathetic to the idea of a secondary school age 11-16 at Rydon but thought its viability needed investigation. Cllr Beglan said there was plenty of room for expansion at the Rydon Community College site for a full-sized secondary school. She questioned the accuracy of the figures of the low pupil forecasts which she felt had created a false argument by the Committee and restricted wider consideration of the overall possible options. Cllr Marshall agreed and said Cllr Newman had raised two important points at the CCLC meeting which supported this view. Firstly, he questioned why Thakeham First School, which is to be considered in the Rydon proposals, was not involved in the initial consultation. Secondly, there was no information from Steyning Grammar as to how they felt they could manage taking over the Rydon part of the proposal. Cllr Newman reported that he had asked the Committee if staff had been consulted about the proposal. He said the response had been that it was not a matter for WSCC and that it was the school's responsibility to inform the local community. Cllr Heeley closed the discussion and reminded Councillors that the consultation process had ended and they would need to await the outcome of the review.

18.33 Correspondence Received

None reported

18.34 Clerk's report

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

Clerk to provide an update on the 'taster session' which took place in February and provide costings for future sessions for the Council to consider.

A number of boys and girls attended a free street sports session on the MUGA in Washington during February half term. The Parish Council rented the mobile skate park from the Horsham District Sports Development team after being approached about providing a permanent street sports facility in Washington. It wanted to see the level of interest with a view to hosting more sessions in the future. During the two-hour event, children used bikes, skateboards and scooters to navigate their way over the ramps. Horsham's Recreation Officer, Mr Paul Taylor, reported that parents and children agreed that a skate park in Washington is needed and hailed the day a great success. Parish Councillor Kevin Newman, whose two sons took part, helped set up and assist staff on the day.

Cllr Heeley questioned the organisers' claim that more than 20 children had attended. He had been present for a large part of the time, during which only 4 children attended. He felt it was important not to exaggerate the numbers, and a further trial would probably be needed.

HDC have charged the parish council for the two-hour event at cost price of £80 including VAT, reduced from £110. Cost of future events would be £50 for the hire of ramp and equipment for two hours and then after £15 per hour. There is an additional cost of £30 per hour for setting up and supervision by staff. The cost of transporting equipment and advertising costs was unknown at the time of the meeting. Mr Taylor suggested staffing costs could be saved by training a volunteer which would be provided by HDC free of charge. It is possible that they will consider selling the equipment to the Parish Council and this would further cut hire costs.

Councillors AGREED to suspend the discussion until the next FC meeting on April 4th when they will consider it as part of the improvements to the children's play area. The clerk was asked to provide figures for the provision of the mini skate park equipment.

The clerk **NOTED** the following:

1st Extension Graveyard - Gumbrills have completed the first tranche of rectification works on the 'red' risk gravestones and submitted their invoice of £1116.00. Clerk to advertise the proposed work (as per the Open Spaces Act) on the second phase, amber and green headstones, before any work commences. It is proposed to advertise this in the parish Spring newsletter.

The clerk has received an updated quote from HAGS for the playground proposal. It will be added to the agenda of the OSRA Committee meeting with two other quotes for their consideration on March 21st.

The clerk has agreed that St Mary's school can use the Recreation Ground for circuit training every 2 weeks from Friday March 4th March until 12th April.

Freedom of Information/Data Protection Requests Received

None received.

Compliments and Complaints

None received.

Governance and Accountability

Holidays

Training

The clerk attended a New Clerks Day on 23rd February at East Grinstead. The training event was hosted by the Sussex and Surrey Association of Local Clerks (SSALC) covering roles and responsibilities of clerks and responsible financial officers.

Cllr Beglan proposed and Councillors **AGREED (146)** to pay the £180 course costs.

18.35 To receive items for the next agenda

18.36 Date and Time of next Meetings

Committees - 21st March 2016

Full Council - 4th April 2016

Parish Meeting - 19th April 2016

The Meeting Closed at 21.42

Signed.....

Dated.....