



WASHINGTON PARISH COUNCIL MEETING

MINUTES of the proceedings of the monthly meeting of Washington Parish Council held on Monday 3rd August 2015.

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

IN ATTENDANCE: Cllr Circus (WSCC)

ALSO: Clerk to the Council Gina Condie.

MEMBERS OF THE PUBLIC: 2

ABSENT: 2

Cllr Heeley opened the meeting at 19:30

17.13 Apologies for Absence and Chairman's Announcements

Apologies received from: Cllr Cook (unwell) and Cllr Muddle (work commitments). Councillors learned of Cllr Cook's injury in a recent road accident in France, and agreed that the clerk should send an email expressing their best wishes for her recovery, and to send flowers when she is back home.

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

None received.

17.15 To approve the Minutes of the last Parish Council meeting held on 6th July 2015

The Draft minutes of the meetings had been circulated to Councillors and published on the Parish Website. Councillor's **RESOLVED** (75) that the Chairman could sign the minutes as a true record of the meeting which took place on 6th July and the minutes were duly signed by the chairman.

17.16 Public Questions

None were asked.

17.16.01 Cllr Circus was welcomed to the meeting.

Cllr Circus provided a brief update to the Council on the following matters:

STARS consultation meeting held in July - Cllr Circus highlighted that this was a difficult meeting.

VAS - Adam Norris is waiting for quotes.

WSCC Winter Maintenance Plan - statement will be released next week.

Chanctonbury CLC - Cllr Circus informed the Council that he is now Chairman.

Cllr Circus was asked about the status of the bus shelter at Millford Grange and when was it being moved, whether the lights at Millford Grange were being lowered (and the non-painted one being removed), and

the blind summit sign on Rock Road (near the junction of Hamper's Lane). Cllr Circus commented that he was chasing the bus shelter and lights, and had asked for a review of the blind summit sign as the officers involved had stated that this sign was not suitable. Cllr Heeley suggested that if "blind summit" was proving difficult, perhaps "blind junction" could be substituted.

17.17 To Report on Matters Arising from the previous minutes

17.17.01 Silver cups -the clerk has emailed Washington Village Hall with regards to housing a cabinet containing the cups in the hall. This is to be discussed at their next committee meeting in August.

17.17.02 Millford Grange - Cllr Marshall has asked Hazel Corke for an update on the recent site visit.

17.17.03 VAS (16.20.6, 16.84.7 &17.01.5) - The clerk confirmed that she had received an email from Adam Norris who was waiting for a quote for the supply and installation of the 2 VAS's. Once received this is to be forwarded to Washington Parish Council for approval.

17.18 To consider Planning Applications and discuss Transport issues

17.18.01 Applications:

DC/15/1417 Bucks Place Rock Road Washington Pulborough. Erection of a two-storey side extension and associated alterations and erection of proposed four-bay garage. Comments by 11th August 2105.

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

17.18.02 Enforcement

None received

17.18.03 Appeals

None received

17.18.04 Decision notices

Case Number: SDNP/15/02073/FUL

Site: North Farm, London Road, Washington, West Sussex, RH20 4BB

Description: Change of use of grain store to form additional cold store for existing winery

Date of Decision: 8 July 2015

Decision: Approved

WPC response: **AGREED** to the proposed change of use with the inclusion of the following condition: The exit/entrance onto the site is restricted to the southerly slip road entrance rather than the north entrance/exit. The reason for this inclusion is on the grounds of highway safety.

Case Number: SDNP/15/01317/TCA

Site: St Marys Church of England Primary School, School Lane, Washington, Pulborough, West Sussex, RH20 4AP

Description: Surgery to (T2) 1 x Norway Maple, (T4) 1 x Apple Tree, (T6) 1 x Box Elder (Trees in a Conservation Area)

Date of Decision: 17 July 2015

Decision: Raise No Objection

WPC: Agreed to No Objection

Case Number: SDNP/15/01819/FUL

Site: Meadowlea, London Road, Washington, West Sussex, RH20 4AZ

Description: To erect a timber framed stable building

Date of Decision: 15 July 2015

Decision: Approved

WPC: NO objection to the building of stables, but OBJECTED to the change of designation from countryside to residential/equestrian.

Case Number: SDNP/15/03097/TCA

Site: Street Cottage, The Street, Washington, Pulborough, West Sussex, RH20 4AS

Description: Surgery to 1 x Yew Tree (Work to Trees in a Conservation Area)

Date of Decision: 17 July 2015

Decision: Raise No Objection

WPC: AGREED to defer to Will Jones on the condition that he ensures a healthy tree remains.

Case Number: DC/15/1419

Site: Bronte House Rock Road Washington Pulborough West Sussex RH20 3BQ

Description: Non-material amendment to previously approved application DC/14/2311 (Single storey rear extension and first floor extension) Install

larger window to southwest elevation of the rear extension. Replace proposed window in southeast elevation of the rear ex

Date of Decision: 23/07/2015

Decision: Application Permitted

WPC: Agreed to No Objection

17.19 Transport issues

None received

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

The reconciled bank statement showing transactions between 29.05.2015 and 26.06.2015, accounting year to date statement, invoice and purchase order summary were circulated to Councillors on 28th July.

Councillors **RESOLVED TO AGREE** (76) the financial reports as follows:

Outstanding purchase orders - £4,796.37

Outstanding invoices - £0.00

Reconciled Bank Balance - £ 68,368.00

17.20.01 VAT

No pending reclaims

17.20.02 PAYE and NICs

£627.72 - Quarterly payment up until the April 5th - July 5th 2015. Cheque signed at Full Council Meeting on the 6th July 2015.

Clerks Salary & Expenses (cheque numbers) 2201 (£1066.62) & 2204 (£77.97)

July Payment (gross)	
LESS	£ 1120.43
Tax	
NI	£ 53.81
Net Payment	£ 1066.62
Expenses	
Mileage (0.45 ppm) miles	£ 18.90
Electricity	£ 10.00
Postage	£ 6.48
Phone	£ 8.00
Memory Stick	£ 12.75
Tennis Post Winder Handle	£ 21.84
Total Expenses	£ 77.97
Total Payment (July 2015)	£ 1,144.59

17.20.03 Clerks Accrued Lieu time

5.5 hours - Includes attending & minuting Neighbourhood Plan Meeting on the 21rd July 2015. Councillors **RESOLVED TO APPROVE** (77) to pay the clerk for 3.5 hours and take 2 hours in lieu.

17.20.04 Clerks Expenses

Councillors **RESOLVED TO APPROVE** (78) the Clerks salary and expenses for £1144.59

17.20.05 Other

Councillors **RESOLVED TO APPROVE** (79) continuing litter collection on Washington Recreation Ground and Village for August - November (4 months) at cost of £104 per month by Stella Russell.

17.21 Parish council issues and maintenance

17.21.01 *To approve the recommendation from the Neighbourhood Plan Steering Group Committee held on the 29th July 2015, that Washington Parish Council RESOLVE TO AGREE to submit the NP Submission Plan and supporting documents to Horsham District Council (HDC), noting minor amendment to Policy 9 title from "Policy 9 – **Tourism Development, Sandgate Country Park**" to "Policy 9 – **Creation of Sandgate Country Park**".*

Cllr Britt provided the Council with a brief update and urged the Council that this recommendation should be approved and the plan submitted to HDC. Cllr Milner-Gulland stressed that there were aspects of the SA/SEA which he considered were not in a finished state. Cllr Newman also commented that there was conflicting comments in the plan with regards to the village shop. The Chairman considered the comments made by Cllr Milner-Gulland and Cllr Newman but commented that they should not stop the submission of the plan.

The Council formally voted and RESOLVED TO APPROVE (80) the recommendation that the NP Submission Plan and supporting documents be submitted to HDC. 6 Councillors voted in favour and 2 against.

17.21.02 Motion put forward by Cllr Heeley that Councillors may claim travel expenses when travelling on council business outside the Parish.

Councillors formally voted and RESOLVED TO APPROVE (81) the motion, by 6 Councillors voting in favour and 2 against, subject to the clerk confirming that the Council has followed the correct process for this motion.

20:15 Cllr Britt left the meeting

20:17 Cllr Britt returned to the meeting

17.21.03 To complete the Infrastructure Schedule Plan from HDC - in order to provide information on any additional infrastructure or services required as a direct result of new development within the Parish.

The Council discussed the contents of the letter and plan and considered that they would be unable to provide any comments on cost due in part to time constraints. It was agreed that the following 4 proposals should be added to the schedule and submitted to HDC:

- a. Increasing the capacity of Washington First School
- b. Extending the car park at the Village Hall
- c. Provision of a slip road from Rock Road onto the A24
- d. Provision of a slip road from The Hollow onto the A24

17.21.04 Discussion of application for Co-option to Parish Council of Mr Anthony Lisher

The Chairman introduced Mr Lisher to the Council and Councillors were asked if after reading his application they had any further questions to ask Mr Lisher. No questions were raised, and Councillors formally voted **unanimously** in favour of the co-option of Mr Anthony Lisher to the post of Parish Councillor for Heath Common Ward.

17.21.04 To obtain agreement from the Council on the use of the recreation ground for erecting a gazebo on the 21/22 August 2015 and setting off fireworks into the air before 11pm. The clerk had spoken to Zurich insurance who confirmed that the village hall insurance or insurance held by the wedding party must cover the fireworks i.e. not the Washington Parish Council's insurance.

After discussion it was agreed that the request should be split into 2 for the purposed of agreement and voting took place on the following:

- a. Approval of erection of gazebo on the Recreation Ground - unanimous agreement
- b. Approval of fireworks being let off before 11pm, with the assumption that the Clerk has sight of the relevant insurance document - 5 voted in favour, 3 against.

Council RESOLVED TO APPROVE (81) the use of recreation ground with conditions stated above.

17.21.05 To discuss the distribution of the newsletter and recommended any alternatives

Several options were discussed and it was agreed that before any decision could be made the clerk should first obtain a quote from the Post Office.

17.21.06 Formal thanks from Councillors to June Burt for helping at WPC Village Day stall.

FURTHER REPORTS FROM COUNCILLORS

An opportunity for Councillors to report/discuss maintenance issues

17.22. Reports and Recommendations for Consideration by Council from Committee Meetings on 20th July 2015

20:50 Cllr Whyberd left the meeting.

17.22.01 Open Spaces, Recreation and Allotments & Footpaths Committee

To discuss the recommendation that a tree survey is carried out by Andrew Gale which will also include the allotment area. The last tree survey was carried out in June 2014 but did not include the allotment area.

The clerk updated the Council - a meeting took place with Andrew Gale on the 30th July where Mr Gale recommended a survey taking place every 3 years and confirmed that another survey of the recreation area should not be necessary until 2017. The clerk has requested a quotation for a survey of the allotment area to include a quotation for work on the willow tree adjacent to Mr Turley's plot.

20:55 Cllr Whyberd returned to the meeting.

Cllr Britt asked whether a survey had been done within 3 years of the First Extension Graveyard. The clerk agreed to try to clarify whether this had taken place.

To discuss the recommendation that the Parish should proceed with a degree of site management on the Triangle after receiving results of the survey.

Cllr Whyberd and Cllr Milner-Gulland proposed that a degree of management should take place of the Triangle and suggested the involvement of other parties such as WSCC, Woodland Trust, SDNP, volunteers, Kate Ryland (author of the survey) to assist in proposing the level of management.

21:00 Cllr Britt left the meeting.

21:02 Cllr Britt returned to the meeting.

There was general agreement from the Council that a degree of management should take place. The OSRA Committee will obtain more information and make a subsequent recommendation to Council

17.22.02 Planning and Transport Committee Meeting

No recommendations.

21:05 Cllr Britt left the meeting.

The chairman commented that Terms of Reference needed to be completed for the Planning and Transport Committee and the Open Spaces, Recreation and Allotments & Footpaths Committee. The chairman and vice chairman would produce drafts for approval by council.

17.23 To receive reports on meetings and notice of forthcoming meetings

17.23.01 Schooling Age of Transfer Issue (STARS consultation)

Cllr Newman provided the Council with an update on the consultation meeting and commented that the meeting was very emotive.

After discussion, and agreement that the focus should be on what is 'best for the children', it was then agreed that Washington Parish Council should submit a comment to WSCC supporting parental choice within the Parish for secondary schooling between the ages 11-16.

17.23.02 South Downs National Park Authority - Parish / Town Council workshops - Thursday 10th September Pulborough Village hall - circulated to councillors for attendance. Max of 2.

17.23.03 Country Park - Cllr Whyberd provided an update on a meeting held with Barratt's and The National Trust (Jane Cecil). He expressed that the National Trust appeared to be enthusiastic about taking over the maintenance at this stage of the negotiations.

The Clerk was in the process of arranging a meeting with NT/Barratt's/Storrington & Sullington Parish re the Country Park - as requested at the FC meeting on the 6th July - and confirmed that this would be cancelled.

17.24. Items for press release

None received.

17.25. Correspondence Received

Request received from HDC for Parish Attendees at Future of work conference - 20th July. No Councillors were able to attend.

No comments were put forward by Councillors.

17.26. Clerk's report

Annual Return 2015/6 - the clerk commented that she has been contacted by the External Auditors stating that the 'precept' and 'all other payment' figures submitted on the 'Accounting Statement' were incorrect. The clerk has subsequently contacted the internal auditor for advice, and after discussion the internal auditor suggests that the figures remain and are not amended. He has recorded this suggestion in an email which the clerk will forward to the external auditors.

Dog fouling notices - the clerk and Cllr Whyberd met with HDC and identified where more dog fouling notices could be positioned in Washington.

Sandhill Lane - clerk has had a response from John Attfield (HDC) re storage of Kia cars. He said that he will be setting up a planning compliance file to investigate this.

Heath Common Design Statement - the clerk emailed Chris Lyons (HDC) with regards to ensuring that this statement is referred to when planning decisions are being made. Mr Lyons responded assuring the Council that it was being referred to.

Councillors **NOTED** the following reports

Freedom of Information/Data Protection Requests Received

None received.

Compliments and Complaints

None received

Governance and Accountability

None received

Holidays

None requested

Training

The council APPROVED (82) the request from the clerk for ILCA (Introduction to Local Council Administration) training at a cost of £99 plus VAT.

17.27 To receive items for the next agenda

Cllr Doré requested discussion on the provision of a skateboard park

15. Date and Time of next Meetings

Committees - 17th August 2015

Full Council – 7th September 2015

The Meeting Closed at 21:34

Signed.....

Dated.....