

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 Thursday 14th May 2015.

PRESENT: Cllrs Beglan, Britt, Cook, Doré, Heeley (chairman), Milner-Gulland, Muddle, Newman, Whyberd (vice-chairman)

ALSO: Clerk to the Council Miss Petrina Kingham

MEMBERS OF THE PUBLIC: 1

ABSENT: 2

Cllr Heeley opened the meeting at 19:35

16.60 Apologies for Absence and Chairman's Announcements

Apologies were received and accepted from Cllr Thomas (holiday), Cllr Jolley (work). Cllrs Circus (WSCC), Sanson, Dawe and Marshall (HDC) had also sent apologies due to County and District Council commitments.

Cllr Britt suggested that a formal thank you be given to Mike Turley for his work on the Parish Council spanning the last 15 years. Cllr Heeley confirmed that he would send a personal letter of thanks to Mike on behalf of the Council. It was also suggested that David Horwood should be thanked. Cllr Heeley said he had already done this but would do so again on behalf of the Council. Cllr Heeley welcomed the new Clerk Gina Condie and introduced her to Councillors. He also welcomed the two new Councillors; Kevin Newman and Dan Muddle. Thanks was given to the outgoing Clerk Petrina Kingham for her work over the last year.

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

There were none.

16.62 To approve the Minutes of the last Parish Council meeting held on 13th April 2015 and the Extraordinary Meeting held on 5th May 2015

The Draft minutes of the meetings had been circulated to Councillors and published on the Parish Website on 8th May 2015. Councillor's **RESOLVED (61)** that the Chairman could sign the minutes as a true record of the meetings which took place on 13th April 2015 and the Extraordinary Meeting on the 5th May 2015 and the minutes were duly signed by the chairman.

16.63 Public Questions

There were no questions.

16.64 PCSO report:

The Clerk reported that PCSO Boniface has forwarded the following reports and a summary of the matters raised at the Annual Parish Meeting with responses, these had been published on the website.

'Between 12:20pm and 1:50pm on Saturday 11 April a bungalow in Veras Walk was broken in to. The suspect is believed to have gained entry by forcing open a kitchen window with a shovel.

Jewellery was taken including a white gold wedding band, a white gold diamond engagement ring and a gold watch. Sussex Police are appealing for anyone with information or who may have seen anyone suspicious in the area to e-mail 101@sussex.pnn.police.uk or to call 101 quoting serial 766 of 11/04.'

Sandhill Lane parking. As there are no parking restrictions it is not a police matter unless there are obstructions to the highway. If that is the case they will be dealt with. Obstruction is when the vehicle is completely blocking the highway or pavement. If you can still pass the 'offending' vehicle then it's not classed as obstruction.

Flower sellers near Sandhill Lane - HDC Licensing issue.

Change of 50 mph speed limit at Millford Grange - Highways issue.

Enforcement of new 30mph in Old London Road - PCSO Boniface confirmed she will get onto Roads Policing for some early intervention.

Glaseby Lane bus turn - PCSO Boniface confirmed she will get onto Roads Policing

Chanctonbury Close parking - PCSO Boniface confirmed she will deal with any offending vehicles as and when she came across them.

After the meeting the Clerk took the issue of parking in Sandhill Lane up with a highways officer and was advised as follows:

The questions that should be asked are:

Are the cars taxed?

Are the cars insured?

Are the cars MOT'd ?

If they are they are allowed to park on the highway as Sandhill Lane is part of the highway. Residents can contact OPERATION CRACK DOWN which is a police web site who would check these cars status on the highway.

16.65 To Report on Matters Arising from the previous minutes

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 interim audit was received and circulated on 22.04.15. A meeting was held between officer of WSCC and the developer on Thursday 1st May to discuss a schedule for the works and it was envisaged that the developer would liaise with the residents and Parish Council with a schedule of works. The road space is booked between 05.05.15 and 22.05.15 with night time closures between 18.05.15 and 22.05.15 for planning off the surface. Cllr Beglan raised the issue of the escarpment and the angle of the trees which appeared to indicate there was land slippage. Cllr Britt stated that the condition relating to acoustic mitigation had not been signed off and the Clerk was asked to confirm the situation on this particular condition. It was noted that Cllr Jolley had had a number of meetings with Barratts and had offered to cover the matter of the escarpment. In his absence it was felt that the discussion be deferred to the next full council meeting.

16.65.2 (16.15.7) To Nominate 4 Councillors to Draft a Quarterly Press Release for the Sussex Local and Agree Dates

The Clerk was asked to confirm dates for submission prior to four Councillors volunteering to write articles for the publication. The editor has confirmed that the copy deadline is the 7th of the month for the next month. The dates have provisionally been agreed as follows:

Deadline 7th February for March - Lesley Britt

7th May for June - Kevin Newman

7th August for September - Dan Muddle

7th November for December - Patrick Heeley

The next submission will therefore be for September. A word count of 300 has been proposed.

The Clerk proposed that the Parish newsletter can be collated around the dates above and published for distribution in Jan/Feb; April/May; July/August; Oct/Nov. Councillors **AGREED** these dates and volunteered to provide copy to the Clerk prior to sending to the Sussex Local. The Clerk was asked to advise Sussex Local and remind Councillors of their obligations.

16.65.3 Clayton Kennels CIL/S106 Levy (16.18.1)- to agree proposals for submission to Horsham District Council

A response to the proposals submitted by Washington and Storrington and Sullington Parish Councils has been received and was circulated on 1st May 2015. The submission by the Council for a footpath has been rejected by HDC on the basis that it is too expensive to be sustained by this development alone and includes highway works not requested by highways. An email string was circulated on 20th April. Cllrs Britt and Cook has previously suggested an extension to the Village Hall car park which could cater for the increased numbers using the school and recreation ground and has been deemed acceptable by HDC. Councillors after some discussion **AGREED** that the Clerk should formerly propose this to Horsham and await a response. Depending on how this was received a working party formed of members of the Planning and Transport Committee could progress the process with the Clerk.

16.65.4 (16.18.6) Washington 'lost' Bus Shelter previous minute reference 16.18.6 - To Review and Note the status of the FOI on the 'lost' WPC Bus Shelter and seek volunteer Councillors to attend a meeting with WSCC.

WSCC have approached the Parish Council to discuss the loss of the shelter. There is an admission that an 'honest mistake' appears to have occurred. Andy Akinsmyth has suggested a daytime meeting in Washington at the end of July/beginning of August. Councillors discussed a way forward with any compensation as the costs of traffic management would be extensive in relocating any replacement shelter. The cost of the old shelter was £9600.00. There was a suggestion that it might be better for the Council to negotiate compensation. Cllrs Beglan, Britt, Cook and Heeley volunteered to take part in the meeting. It was **AGREED** that the matter would be placed on the next Planning and Transport Committee Meeting Agenda to recommend whether Council wished to approach the meeting with a view to claiming a bus shelter or financial compensation.

16.65.5 (16.20.5) 30 MPH Speed limit in the Bostal and 20mph Speed limit in the Village

Councillors **NOTED** that Sussex Police have been asked to enforce this limit. An update has been placed on the Parish Website under 'Latest News' and offenders can be reported to the police via the link <http://www.sussex.police.uk/>

16.65.6 (16.18.13) Washington village hall management committee - To discuss consider and recommend a response to the proposed document changes

To **NOTE** that the Clerk has advised the Management Committee that the Council has no comments to make on the proposed changes. The changes will be placed before the Charity Commission for approval prior to July 2015. There was no response to the email sent (22.04) asking for comments/matter to be placed on this agenda. The Clerk advised that in her view the proposed changes were acceptable and the Charity Commission would scrutinise and comment on any anomalies.

16.65.7 (16.18.5) WSCC/016/15/WS - Windmill Landfill - The Hollow Rock Road RH20 3DA

Councillors **NOTED** an update on the matter of whether Steyning PC commented on this application. The Parish Clerk confirmed upon checking with the Steyning Clerk they did not have any comments to make.

16.66 To consider Planning Applications and discuss Transport issues

16.66.1 Applications:

DC/15/0772 - Barratt David Wilson, Plot 2 Millford Grange, Storrington, Washington, Pulborough RH20 4AG - retrospective permission for extension to domestic garage to form workshop and WC

The background of the extension and application was discussed. After some discussion Councillors by a majority voted to **OBJECT** to the application on the basis that it was originally proposed as a temporary structure and that if it were to remain it would not meet the guidelines of 50% applicable to permitted development.

16.66.2 Enforcement

None

16.66.3 Appeals

None

16.66.4 Decision notices

Councillors **NOTED** the following decisions:

WSCC/104/13/SR - Washington Sandpit Hampers Lane Sullington - permission for continuation of extraction for a further 2 year period and importation of inert material over a 5 year period

Granted 01.05.15 - The Parish Council strongly objected to this application

DC/14/0736 - Sandhill Lodge

Decision update Councillors **NOTED** the portal still shows undecided.

SDNP/14/05618/FUL and SDNP/14/05619/LIS Windlesham House School , London Road, Washington, Pulborough, RH20 4AY Extension to an existing Design and technology classroom to provide space for a new workshop and incorporation into exiting dust extraction systems. (Full Planning) and development within the curtilage of a listed building - Approved in full with no conditions.

WPC objected to the application as follows: *'Councillors were concerned with the impact continued development was having on the core building. Whilst the Committee supported the spirit of the application and the provision of further academic facilities they **AGREED** to **OBJECT** to the design and materials used and the lack of compatibility of the proposal with the core building of the school. In addition they wished the matter to be referred to the Conservation Officer as they felt this was an unacceptable progression of similar buildings.'*

DC/15/0588 Upper Chancton Farm London Road Washington West Sussex

Description: Proposed Agricultural Building

Decision: Application Permitted

Date of Decision: 06/05/2015

Washington parish council had no objection to this application

DC/15/0607 Longbury End Hampers Lane Storrington Pulborough West Sussex RH20 3JB

Description: Proposed side extension, overhaul existing flat roof and new external cladding, and replacement timber framed garage

Decision: Application Permitted

Date of Decision: 05/05/2015

Washington parish council had no objection to this application

DC/15/0739 Longbury Rock Road Storrington Pulborough West Sussex RH20 3AH

Description: Amendments to planning permission DC/14/1413 (Demolition of existing 3 bedroom chalet bungalow, construction of a new 4 bedroom, 2 storey dwelling with basement, new driveway and store to driveway, planting of trees to site boundary)

Decision: Application Permitted

Date of Decision: 06/05/2015

Washington parish council had no objection to this application as long as the proposed level of screening was maintained.

16.67 Transport issues:

16.67.1 To Review, consider and comment on the alleged unlawful disposal of waste material at Rock Common Quarry

Councillors were given written details and photographs of the alleged breach on 5th May 2015. Cllr Heeley had received an update. The alleged breach had been explained as follows: ‘Materials had been removed from the site to line a swimming pool. However they were deemed unsuitable and returned to site’. Councillors requested that the Clerk minute a thank you to the residents of the Hollow for their diligence in bringing the matter to the Parish Council’s attention.

16.67.2 Road Closures

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

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

The reconciled bank statement showing transactions between 010415 and 150415, accounting year to date statement, invoice and purchase order summary were circulated to Councillors on 11th May 2015 .

Councillors **RESOLVED TO AGREE (62)** the financial reports as follows:

Outstanding purchase orders - £2956.14

Outstanding invoices - £0.00

Reconciled Bank Balance - £ 57729.42

The Clerk identified two purchase orders of note - TG Landscapes (repair of the village hall footpath) and Kate Ryland (ecological survey of the Triangle).

16.68.1 VAT

Further claim for VAT to 31st March 2015 has been submitted in the sum of £337.63 and has been paid into the Council bank account.

16.68.2 PAYE and NICs

The end of year obligation for the Parish Council is £739.37. Councillors agreed to approve the final payment and this has been made.

Clerks Salary (cheque number) 2163 (salary) 2169 (expenses)

April Payment (gross)	£1080.49
LESS	
Tax	£ 49.20
NI	£ 49.02
Net Payment	£ 982.27
Expenses	
Mileage (0.45 ppm) 280 miles	£ 126.00
Electricity	£ 7.00
Postage	£ 2.79
Stationary	£ 17.73
Total Expenses	£ 153.52
Total Payment (April 2015)	£ 1134.48

May Payment (gross)	£1080.49
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Plus Agreed Holiday and Lieu Time	466.40
Total	£1546.89
LESS	
Tax	£ 142.60
NI	£ 104.99
Net Payment	£ 1299.30
Expenses	
Mileage (0.45 ppm) 111	£ 49.95
Electricity	£ 7.00
Postage	£ 4.70
Stationary	£ 0.00
Total Expenses	£ 61.65
Total Payment	£ 1360.95

16.68.3 Clerks Accrued Lieu time (April 2015) and holiday to 15th May (technical termination date of contract)

This was agreed in the Meeting of 5th May and has been minuted accordingly. The draft minutes were circulated on 11.05.15.

The payment will be incorporated into the final salary payment for days worked up to and including 29th May 2015 and is claimed with expenses for approval above - a pre-dated cheque can then be issued to ensure payment is made at the end of May 2015 and at termination.

16.68.4 Clerks Expenses

Councillors **RESOLVED TO APPROVE (63)** the Clerks salary and expenses for April and May 2015 (overtime and lieu time already approved).

16.68.5 To Consider and Approve the Council's Policy of Insurance, Level of Cover and Premium for 2015 16 or Resolve to enter into a 3 or 5 year long term agreement.

The Council's insurance policy is due for renewal on 1st June 2015. Three options are on offer. These offer 1 3 or 5 year cover and premiums are £1113.26; £1064.88 and £1016.51 respectively. Details were circulated with the agenda to this meeting on 11th May. Cover for 2014 15 was provide at a cost of £1202.12. The premiums for 2015 16 include the adjustments made for the inclusion of Vera's Shelter, an increase in insurance on the WPC sign, the removal of the Parish bus shelter represent the further adjustments made by the current Clerk on review of the assets over the last year. The Clerk has requested that all items insured are increased at a rate of 3% to accommodate index linked rises and this has been done. The Clerk is of the view that in comparison to last year either option is favourable. The renewal notice and explanation documents were circulated on 11th May 2015. After some discussion Councillors **RESOLVED (64)** to enter into a 3 year contract with Zurich and the Clerk was asked to advise them accordingly.

16.69. Parish council issues and maintenance.

16.69.1 To Consider a Request to allow access onto the Washington Recreation Ground for an Ice-Cream vehicle

Liz Horwood has requested access onto the Recreation Ground for an Ice-Cream float for an informal end of school family picnic at 16:00 on 21st July 2015. Councillors **RESOLVED to APPROVE (65)** the use and the Clerk was asked to respond accordingly.

16.69.2 To Consider whether the Council would like to be Represented on Village Day

It was **AGREED** that the Council would like to be represented on Village Day (11th July). Cllr Beglan confirmed she could supply the gazebo. Cllr Heeley confirmed he could attend and copies of the Washington Story could be sold on the day. All Councillors were welcome to take part in the day.

The Clerk was asked to set up contact with Liz Horwood accordingly.

16.70 PARISH MAINTENANCE - REPORTS AND RESOLUTIONS

Cllr Dore reported broken glass in the allotments and the Clerk was asked to arrange removal.

Cllr Dore reported problems with parking at Washington Cottages but this was deemed by Councillors as a matter for the Bertha Lloyd Trust.

16.71 Reports and Recommendations for Consideration by Council from Committee Meetings on 20th April 2015

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

To discuss and **AGREE** proposals and **RECOMMENDATIONS** of the Committee Meetings of 20th April 2015 and **NOTE** items **AGREED**. Minutes circulated prior to the meeting on 11.05.15

There were no recommendations made.

Planning and Transport Committee Meeting

To discuss and **AGREE** proposals and **RECOMMENDATIONS** of the Committee Meeting of 20th April 2015 and **NOTE** items **AGREED**

The minutes were circulated prior to the meeting on 11.05.15

There were no recommendations made.

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

To Receive a Report on the Neighbourhood Plan Steering Group Meeting of 21st April 2014
Councillors were referred to the draft minutes of the Annual Parish Meeting.

To Receive a report from Cllr Heeley on his meeting with Rick Goring and Paul Marshall on the future of Rock Quarry and the formation of a Committee

Cllr Heeley reported that the meeting with Paul Marshall had been requested by Rick Goring. Cllr Heeley was invited but not as a representative of Washington Parish Council. There was an open meeting arranged for the following Sunday to ratify a Committee and progress the matter after that. The composition and objectives of this group would then be determined by the Committee. It was unclear how the Committee would dovetail in with resident's views. Cllr Britt pointed out that it was agreed in the 1930s that this piece of land would be returned to countryside. Cllr Heeley confirmed that any Councillor could attend and report back to Council.

Cllr Britt left the meeting at 20:36

In general discussion it was determined that BIFFA still own the Windmill and the Gorings are awaiting permission for works.

16.73.Items for press release

There were none

16.74. Newsletter July 2015

Councillors **NOTED** that the Clerk have needs items for the Summer Newsletter by 15th June 2015.

16.75 Clerk's report

This is a report covering April 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 received

Governance and Accountability

The auditor is due to audit the Council's processes, accounts and annual return on the 27th May. The return will then need to be approved at the Full Council meeting of 1st June for return to the auditor by 8th June 2015.

Correspondence Received

01.05.15 - Boxal Bridge demolition - Kirdford NP petition (circulated 01.15.15)

27.04.15 - GACC press release re Parliamentary Candidates stance on runway (circulated 01.05.15)

08.05.15 - GACC election release runway (circulated 08.05.15)

Holidays

The Clerk will be working on 13th May (Wednesday) and taking the day off on 14th May (day only) for training organised by new employer. As the auditor is coming on Wednesday 27th (day off) and there is a handover during the next two weeks (commencing 18th May) the 29th will be taken as a lieu day and therefore the handover to the new clerk will be on 28th May with an expectation that the office will be set up and functional from new premises during 29th May.

Training

None

Petrina Kingham Clerk to the Council 11.05.2015

Cllr Britt returned to the meeting at 20:38

16.76 To receive items for the next agenda

16.77 Date and Time of next Meetings

Committees - 15th June 2015

Full Council – 1st June 2015

The Meeting Closed at 20:33

Signed.....

Dated.....