

WASHINGTON PARISH COUNCIL



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WASHINGTON PARISH COUNCIL MEETING

MINUTES of proceedings for the monthly meeting of Washington Parish Council held on Monday 1st August 2022.

PRESENT: Cllr S Buddell (SB), Cllr B Hanvey (BH), Cllr P Heeley (Chairman), Cllr T Keech (TK), Cllr A Lisher (AL), Cllr G Lockerbie (GL) and, Cllr J Luckin (JL)

IN ATTENDANCE: Cllr Joan Grech (HDC) and James Wright (HDC)

ALSO: Clerk to the Council, Ms Z Savill

MEMBERS OF THE PUBLIC: 4

ABSENT: 0

The Chairman opened the meeting at 19:30 hours.

23.92. To Consider accepting Apologies for Absence and Chairman's Announcements

All present. GL announced he is stepping down as Councillor for personal reasons and had enjoyed his 5 years in the role. The Chairman was joined by Councillors and the Clerk in thanking GL for his valued services both as Councillor and Vice-Chairman, and wishing him and his wife all the best.

23.93. To record Declarations of Interest from members in any item to be discussed and Agree Dispensations.

None declared

23.94. To Approve and Sign the Minutes of the last Parish Council Meeting on 4th July 2022

RESOLVED to **APPROVE** the Minutes of the Parish Council Meeting on 4th July 2022 which were duly signed by the Chairman.

23.95. Public Speaking

Mr Mathew Wroe from the Storrington Youth Football Club agreed to answer any questions later in the meeting when their hire request for the Recreation Ground is formally considered.

23.96. Reports from County and District Councillors

WSCC Report

Cllr Paul Marshall was unable to attend and his apologies prior to the meeting were noted.

S.S.B.

HDC Report

Cllr James Wright responded to questions and advised on a number of matters including the following:

The village pub: HDC is organising a multi-agency meeting to find a way forward following allegations by a number of residents of excessive noise and parking issues. t

DC/21/2161 Old Clayton Boarding Kennels: the planning application for a 60-bed care home and 8 restricted bungalows is due to be considered by HDC Planning Committee this month. The officer's recommendation had not yet been disclosed.

SDNP/22/01589/CND St Mary's Gate The Street – Variation of Conditions 3 of previously approved application SDNP/17/03716/HOUS (Demolition of existing garage and side extension. Erection of replacement part two storey part single storey side extension with first floor dormer to eastern elevation and 2x 'lantern' rooflights) Variation sought to allow for retention of existing UPVC windows with added glazing bars and confirmation of replacement of windows at end of life in a material/style as agreed: a planning decision is pending

Corporate Plan: HDC is looking at ways to make investments across the district, particularly in finding ways of improving access to the South Downs and improving the footpath network between Storrington and Washington.

The Chairman thanked Cllr Wright for his report. Cllr Wright and Cllr Grech left the meeting.

23.97. To Report matters arising from the last meeting:

The following information was noted:

- **Boundary Commission 2023 Review update:** It was reported that the Commission is analysing the feedback of responses to the consultation earlier this year, including this Council's submission.. A final consultation later in the year will provide the opportunity to comment on any revisions subsequently made to the Commission's proposals. Further details were available on the Commission's website at:
<https://boundarycommissionforengland.independent.gov.uk/2023-review/>

23.98. Planning Applications, Decisions, Appeals, Planning Compliance and other Planning issues

23.98.1. To Consider a consultation response to the following application/s:

DC/22/1103: April Cottage Georges Lane Storrington Pulborough

Demolition of an existing two-bedroom single storey dwelling and erection of a replacement two-bedroom single storey dwelling, with associated hard and soft landscaping works.

Councillors discussed this application and unanimously **RESOLVED** to make **NO OBEJECTION**.

DC/22/1356 – The Knoll Rock Road Washington Pulborough

Erection of first floor and ground floor front and rear extensions with associated works. Removal of existing garage and erection of a detached garage with games room/home office above.

Councillors discussed this application and unanimously **RESOLVED** to make **NO OBJECTION**

Two members of the public left the meeting.

23.98.2. HDC Planning Decisions (for significant applications in Washington parish):

None reported.

23.98.3. SDNPA Planning Decisions (for significant applications in the Washington parish):

None reported.

23.98.4. Planning Compliance

Spring Gardens EN/22/0185: It was noted that HDC reported that there was no compliance issue relating to the approved planning application for access and associated paddock on the land at Spring Gardens. Correspondence from a resident alleging the planning breaches and HDC's response was previously circulated. Clerk to enquire from WSCC about the installation of two street lights around the same time as the proposed new access

23.99. To Review, Consider, Recommend and Report on Parish Council issues, including Maintenance

23.99.1. To Report any maintenance issues affecting Parish Council property outside the Recreation Ground and Agree any required action

None reported.

23.99.2. To Declare a casual vacancy for the Washington Ward following the resignation of Cllr Lockerbie

It was unanimously **RESOLVED** to declare a casual vacancy in the Washington Ward following the resignation of GL, to take effect after the meeting. Clerk to notify Horsham District Council's Democratic Services so that a notice of casual vacancy can be published. It was noted that there are 3 other Councillor vacancies for co-options: another on the Washington Ward and two more on the Heath Common Ward. JL kindly agreed to be available to chat informally and answer questions about the role from prospective applicants.

23.99.3. To Receive nominations and Agree appointment of Vice-Chairman of the Council

Following the resignation of GL as Vice-Chairman, it was proposed and unanimously **RESOLVED** to agree that SB be appointed in his place, to take effect after the meeting. He accepted. Councillors joined the Chairman and current Vice-Chairman in wishing SB every success in the role. SB to sign the declaration of office at the next meeting. The Clerk to enquire about new login details for the Vice-Chairman's email address.

23.99.4. To Receive nominations and Agree a new member of the Open Spaces Committee

Following the resignation of GL from the Open Spaces Committee, it was proposed and unanimously **RESOLVED** to agree that TK be co-opted to its membership. He accepted and was duly appointed. AL and JT agreed that subject to their availability, they would be willing to be co-opted to any future Open Spaces Committee meeting which may be at risk of inquoracy.

23.99.5. To Receive the Council's 2022/23 quarterly budget position and internal control reports

A copy of the first quarter budget position was previously circulated. The Chairman reported on the Council's strong financial position and that it was operating very much within budget. TK reported on his first quarter 2022/23 inspection on 27th July, and that he was satisfied that the Council's internal financial controls were in good order. The reports were noted and Councillors thanked TK and the Clerk.

S.J.R

The second quarter check would be carried out in the first week of October before the interim audit.

23.99.6. To Receive the Council's quarterly CIL funding report for the Parish

A copy of Horsham District Council's 2022/23 Q1 report of available Community Infrastructure Levy (CIL) and S106 funds for the parish were previously circulated. Following a discussion, it was unanimously **RESOLVED** to query some of the figures with HDC, including funds from developments in progress which did not seem to be shown: To be discussed at the next Planning & Transport Committee Meeting.

23.99.7. To Consider Storrington Youth Football Club's request to hire the Recreation Ground

Councillors considered a request from Mr Matthew Wroe for the club to hire the grounds for mid-week training in August and September, ideally Tuesdays and Thursdays 6-7pm. Weekend fixtures would likely be on some Saturdays from next month until March, to be confirmed nearer the time. With notice, they agreed to cancel any sessions which clashed with other prior bookings for the grounds. The Clerk confirmed that she had not been informed of any by the Village Hall and that all their bookings were published on the hall's website. Following a discussion it was unanimously **RESOLVED** to **APPROVE** the hire for a fee of £310, representing £10 per week for the mid-week training and £25 per match for the season. The Council would cover the cost of an additional cut of the grounds if required. The Club agreed to mark out the pitches and bring its own portable goals. They would make the grounds safe for use as part of their risk assessments. Councillors agreed to the Club's proposed storage unit, subject to confirmation from Mr Wroe that it would be covered by their own insurance. The location of the unit would be decided once assessed by the club. A copy of the club's insurance policy and safeguarding policy were previously circulated and noted.

23.99.8. To Agree a new banking signatory following the resignation of the Vice-Chairman and to sign a mandate variation to add Cllr Buddell

Following a discussion it was unanimously **RESOLVED** that the Council did not require any new signatories for payments once SB's application is approved by the bank. Mandate variation forms for his application as signatory to the Treasurer's and Business Savings account were duly signed at the meeting. It was noted that there were 3 approved signatories in place: the Chairman, AL and JT. It was reported that the former Cllrs Henderson, Beglan and Ross had not yet been removed as signatories from the Treasurer's account despite a previous mandate variation. A new form was brought to the meeting and duly signed. Clerk to monitor that the changes have been actioned by the bank.

23.99.9. To Agree and sign Direct Debit mandate payment and application form for Council's PO Box address

It was noted from the Clerk's enquiries after the last meeting that there were no issues for the Council in switching to a PO Box address. Following a discussion it was unanimously **RESOLVED** to agree the new address at the cost of £378 for the delivery option, to be funded from general reserves. A mandate form for the Direct Debit payment was duly signed at the end of the meeting.

23.99.10. To Agree quotations and specification of a Speed Indicator Device in Rock Road

It was reported that no suppliers could be found for a double-sided device in time for the meeting and that two suppliers regarded them as less effective. It was noted that the double-facing device at Amberley seemed to effectively capture speeds of traffic on both sides of the road but previous enquiries had failed to identify the supplier. Following a discussion, it was unanimously agreed to focus on getting consent for the device first by making a licence application to WSCC. Councillors agreed that the ideal location would be halfway along the straight section of Rock Road between Hampers Lane

junction and Gorse Bank Close. It was identified by traffic management specialist Bellamy Roberts as having a speeding issue following a speed survey in January. The Clerk would also make further enquiries with Amberley Parish Council for the supplier of the double-facing camera near Amberley bridge. Support would be sought from Cllr Paul Marshall (WSSC) for the licence application.

23.99.11. To Consider a recommendation to approve a grant application by the National Trust to help fund a forestry track to the Warrens.

A grant application from the National Trust for £12,000 was previously circulated with supporting documents. Councillors considered these and the recommendation from the OSRA Committee at its July meeting that it be approved. It was reported that the funding would greatly help towards the charity's £90,000 project to upgrade of the southern section of Georges Lane into a forestry track. The section is a public bridleway managed by the trust under the jurisdiction of West Sussex County Council. It serves as the main public access to the charity's Warrens, an area of woodland hugely popular with local residents, walkers, horse rides and cyclists. It is also a designated protected green space in the neighbourhood plan. Works on the new track are expected to start this September and it is hoped will provide a much needed long-term improvement. Written conditional approval of the proposals by WSSC's Principal Rights of Way Officer Mr Nick Scott and the Highways Authority, and the project specifications were also circulated. It was reported that the grant funding had been held in reserve for two years by the Parish Council and would be within the parish's current spending limit determined by the Government under Section 137 of the Local Government Act 1972. Following a discussion, it was unanimously **RESOLVED** to approve the grant under Section 137 as this would bring direct benefit to the parish and its inhabitants, a principal criteria of the legislation. The grant offer would be on condition that the works are completed within the current financial year.

23.99.12. To Agree Agenda for Parish Meeting on 23rd September

Councillors discussed and unanimously **RESOLVED** to approve the agenda for the Parish Meeting on Friday 23rd September. It was further agreed that due to the Clerk's forthcoming absence on annual leave, that the Chairman writes to the guest speaker, Mr Andrew Griffith MP, with a copy of the agenda and request to give focus on the main local issues. Clerk to notify the other speakers outside the council.

23.99.13. To Consider a consultation response to the Charity Commission Consultation

This item was deferred from the last Council Meeting. Details of the Charity Commission's consultation on changes to the Annual Return from 2023 was previously circulated and considered as read. Following a discussion it was unanimously **RESOLVED** that the Council would not comment.

24.00. Washington Recreation Ground Charity

24.00.1. To Report any maintenance issues on the Recreation Ground and Agree any required action – This item is for urgent matters which cannot wait until the next OSRA meeting

The Chairman reported on correspondence from a resident about the MUGA lights turning on automatically during daylight hours whilst the court was not in use. The Council was asked to consider changing the setting, to save money, so that the lights could only turn on manually when it is dark. The Chairman reported that the issue had been due to a fault with the new unit which had since been resolved. The installer had recently re-programmed the timer so that it can only be manually activated for up to 30 minutes between dusk and 10pm, as previously agreed. The Council agreed there was no requirement to change the setting at this stage and that the first quarter light usage would be reviewed as planned at the October meeting. Clerk to notify the resident.

STB

24.00.2 To Consider a recommendation by the Open Spaces Committee for a more secure location of the Council's defibrillator at the Village Hall.

Councillors discussed a recommendation by the last OSRA Committee meeting in July to relocate the Village Hall defibrillator in a more secure location, following a second incident of vandalism. A preference was to install it in the end wall by the Frankland Arms pub, closest to the car park. It was noted that a member of the pub staff had recently posted a social media platform with the suggestion that this would be an ideal location because there is always someone on site and the defibrillator would be more accessible in an emergency. After further discussion it was unanimously **RESOLVED** to first seek the consent of the Frankland Arms to site the defibrillator in the suggested location. Clerk to action and report to the Council.

24.00.3. To Agree recommended quotation for MUGA kickboards replacements

Councillors considered and unanimously **RESOLVED** to engage Stocker & Cowell to replace and repair the damaged MUGA kickboards for the quoted £1,425.14, as recommended at the OSRA Committee meeting on 18th July last.

24.00.4. To Agree recommended quotation for noticeboard repairs.

Councillors considered and unanimously **RESOLVED** to engage Stocker & Cowell to repair four of the Council's noticeboards including the recently damaged one at Pixies Corner for the quoted £1,383.40, as recommended at the OSRA Committee Meeting on 18th July last.

24.00.5. To Agree proposed football equipment storage on the Recreation Ground

See report under minute reference 23.99.7. earlier in this meeting.

24.01. To Receive reports from Committees, Working Parties and Outside Bodies

24.01.1. To Receive the draft minutes of the Open Spaces Committee Meeting on 18th July 2022.

The draft minutes of the Open Spaces meeting were previously circulated and considered as read. Recommendations were considered at this Council meeting and reported in these minutes. It was noted that the Planning & Transport meeting was cancelled due to there being no business to conduct.

24.01.2. Horsham Association of Local Councils AGM 13th July 2022

The draft minutes of the HALC AGM, attended by the Chairman and JT, were previously circulated and noted.

24.01.3. Horsham District Council's Water Neutrality Briefing, 27th July 2022

The Chairman reported on HDC's online Water Neutrality Briefing which he recently attended. A Power Point presentation exclusively for the town and parish councils was previously circulated. It was noted that the still unresolved issue on Water Neutrality continued to stall progress on the Local Plan. Councillors noted the reports.

24.01.4. Rock Common Group Meeting 14th June 2022 - update

The minutes of the Rock Common Group meeting on 14th June were previously circulated and considered read. There was no discussion on this item.

24.02. Approve Payments, Receipts and Quotes

24.02.1. To Approve Bank Reconciliation, Payments and Report Income.

Reconciled bank statements for the Treasurer's Account showing transactions between 01/07/2022 and 30/07/2022, payments schedule and invoices were previously circulated and it was **RESOLVED** that the following payments totalling **£ 3,278.09** be **APPROVED**:

Voucher	Cheque	Code	Name	Description	Amount
72	Direct Debit	64 - Parish recreation ground	Horsham District Council	Litter Bin emptying	8.60
73	Online	82 - Repairs to Rec & Play	Southern Pest Control Group	Pest Control	550.00
74	Direct Debit	75 - Clerk's Pension	NEST	Pension	95.55
75	Online	1 - Clerk's salary net	Washington Parish Council	Clerks salary (net)	1,552.30
76	Online	3 - Clerk's expenses	Washington Parish Council	Clerk's Mileage	14.85
77	Online	3 - Clerk's expenses	Washington Parish Council	Clerk's electricity	10.00
78	Online	5 - Office expenses	Washington Parish Council	Phone	10.00
79	Online	5 - Office expenses	SCribbling shop	Stationery	24.15
80	Online	64 - Parish recreation ground	Sussex Land Services Ltd	Grass Cutting	1,012.64
TOTAL					3,278.09

Councillors **RESOLVED** to **AGREE** the financial reports as follows:

Outstanding purchase orders: **0**

Outstanding sales invoices: **0**

Income: **0**

Reconciled Bank Balances (Lloyds): **£48,349.69**

Reconciled Bank Balance (Nationwide): **£70,000.00**

24.02.2. VAT

It was noted that the Q1 2022/23 vat refund request of £676.32 had been submitted to HMRC.

24.02.3. PAYE and National Insurance contributions

It was noted that the Q1 2022/23 tax and national insurance contributions were paid in July and the Q2 contributions will be reported at the October meeting.

24.03. To Report correspondence received and Note responses.

The Correspondence Report was previously circulated and considered read. The information was noted.

24.04. Clerk's Report

The Clerk reported on the following and the information was noted:

- **Operation London Bridge:** WSALC (West Sussex Association of Local Councils) July 2022 briefing on measures which can be put in place by local councils on and immediately after the death of Her Majesty the Queen. Further advice was noted from the SLCC (Society of Local Council Clerks) and the Clerk.
- **Satswana (The Council's Data Protection Officer service):** Summer 2022 Update
- **Zurich insurance name change:** The Council's former insurer is advising customers, past and present, of their proposed name change to Zurich Insurance plc to Zurich Insurance Company Ltd (ZIC) on 23rd January 2023.

24.05. To Receive items for the next agenda.

None received. *Patrick, in the meeting recording, you state that there is already one suggested item but you didn't report it. So I am not able to include it in the minutes.*

24.06. Dates and time of next meetings at Washington Village Memorial Hall (Dore Room).

Full Council Meeting: Monday 5th September 2022, 7:00pm: Apologies received from the Chairman

SJR

Open Spaces Committee: Monday 15th August 2022, 7:00pm: cancelled until further notice.
Planning & Transport Committee: Monday 15th August 7: 45pm: cancelled until further notice.
The dates were noted and the previous agreement to call a committee meeting only if there is an urgent requirement.

24.07. To Consider a resolution to exclude the Press and Public from the following item of business due to its confidential nature in accordance with the Council's Standing Orders 3(d)

This item was not discussed. See the next minute item 24.08.

24.08. To Consider co-option of a Councillor for the Washington Ward vacancy

This item was not discussed as the applicant had withdrawn interest.

There being no further business to transact, the meeting was closed at 21:22 hrs.

Signed.....



Dated...5th SEPTEMBER 2022

SS-R