

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 5th September 2022 (these will form the minutes)

PRESENT: Cllr S Buddell (SB), Cllr B Hanvey (BH), Cllr T Keech (TK), Cllr A Lisher (AL), and, Cllr J Luckin (JL) and Cllr J Thomas (JT)

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

ALSO: Clerk to the Council, Ms Z Savill

MEMBERS OF THE PUBLIC: 1

ABSENT: Chairman

The Vice-Chairman opened the meeting at **19:30 hours**.

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

RESOLVED to **ACCEPT** apologies for absence from the Chairman

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

No declarations of interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made.

24.11. To Approve and Sign the Minutes of the last Parish Council Meeting on 1st August 2022

RESOLVED unanimously that the Minutes for the meeting held on 1st August 2022 be **APPROVED** as a correct record and signed by the Vice-Chairman.

24.12. To Receive the signed Acceptance of Office by the Vice-Chairman

SB was appointed Vice-Chairman at the last meeting. **RESOLVED** to **ACCEPT** the Vice-Chairman's Declaration of Acceptance of Office which was duly signed. .

24.13. Public Speaking

Mrs Kate Capella spoke in support of her application for co-option to fill the Councillor vacancy for the Washington Ward.

24.14. Reports from the District Councillor

Cllr Wright advised on the following:

Prosperity funding: £800,000 had just been awarded to Horsham District Council by the Rural

England Prosperity Fund. It is part of a Government scheme aimed at growing rural economies as well as protecting their nature and improving biodiversity. Cllr Marshall (WSSC) reported that Horsham District Council and Chichester District Council were the only two in West Sussex to secure the funding which supports capital projects for rural small businesses and community infrastructure.

Recent multi-agency meeting with the landlord of the village pub about parking obstruction and general behaviour: the landlord was strongly advised not to block the highway following complaints about the placement of traffic cones along London Road to reserve parking for customers. The team would be looking into a similar incident on Saturday 3rd September. Cllr Wright hoped the issues could be resolved without amending the licence.

Local Plan: Good news would be announced shortly about the Horsham District Plan but he was unable to give any further information.

Serious incident in Storrington village centre on 4th September 2022: Cllr Wright had spoken to the Chief Constable of Sussex Police earlier and understood it was an isolated domestic incident with no ongoing risk to the public. Anyone with information which would assist with enquiries is being asked to contact the police. A further statement would be released later in the week.

Reports from the West Sussex County Councillor

Cllr Marshall advised on the following:

Possible Traffic Regulation Order (TRO) for parking restrictions: it is understood that the pub landlord had expressed an interest in making an application for limited parking zones in the London Road area of the village. Cllr Marshall advised that he would be reluctant to support this because of the importance of keeping the rural location more accessible to visitors.

Site meeting with the Highways Authority on 6th July 2022 to discuss ways of keeping the Allotment entrance clear: He would support an APL (Access Protection Line) in the entrance as an effective solution, as suggested by the Highways officer following the meeting. An APL requires only a license, not a Traffic Regulation Order (TRO), and that the Parish Council as owners of the site would be the appropriate authority to make an application for this to WSSC. Another suggestion of hatching could be looked at next year but there was no funding available in the current Highways budget. *The Vice-Chairman confirmed that the matter would be tabled for discussion at the next Open Spaces Committee Meeting on 19th September.*

Recent site meeting about speed humps in Georges Lane: Cllr Marshall reported on his attendance at the meeting to resolve the issue of two speed humps installed to slow traffic without WSSC consent. He advised that in view of the lane's 15mph speed restriction, he would be willing to support a TRO for warning signage of the speed humps, as required by Highways legislation, if also supported by the Residents' Association.

Councillors asked a number of questions including the following:

Q: *When would HDC be taking action on complaints about the noise levels of music entertainment from the pub which "exceeds 90 decibels?" The landlord is "expected to produce a noise reduction plan which has never been forthcoming"*

A: Cllr Wright reported that there have been no recent formal noise complaints to HDC. He advised that if there is an issue, that it should be made clear to residents that they need to notify the Environmental Health Team with a diary of incidents. There was no limit on the number of residents required to complain in order to trigger an investigation process

Q: What are the aims of the Climate Change Workshops:

A: Cllr Wright reported that the workshops are an opportunity to find out how local councils can help tackle climate change at a local level and to hear what others are doing in this area. The Vice-Chairman reported that an invitation to attend the workshop was being considered later in the meeting.

Q: What is HDC's recommendation for the proposed 60-bed care home application at Old Clayton Kennels? The development is speculative because the site is not included for development in the Storrington & Sullington and Washington Neighbourhood Plan or Local Plan, nor is it included in the emerging Local Plan.

A: Cllr Wright understood that the officer's report is recommending refusal due to issues with the water neutrality requirement. Members had wanted to include additional reasons but he had been given to understand that this was not best practice. Cllr Marshall commented that the SSWNP does not support development on the site and that this had been ignored by the applicant. His "principal concern" is that the NP's policies are upheld otherwise it would not only undermine the SSWNP and the 6 years' work which went into its production, but would set a dangerous precedent for other speculative applications. It was noted that despite a request by the Parish Council and District Ward Members for the application to go to Committee, it had been listed for delegation to Officers. Cllr Wright agreed to raise these concerns with the Case Officer and to push for a decision by the Committee. This was supported by Cllr Marshall.

The Vice-Chairman thanked the Councillors for their reports and that the Parish Council would be considering a consultation response to the amended application for the Old Clayton Kennels site later in the meeting.

Cllrs Marshall, Wright and Grech left the meeting.

24.15. The following matters arising from the last meeting were NOTED:

- **A Notice of Casual Vacancy** for a Washington Councillor (Washington Ward) was published following the resignation of former Cllr Geoff Lockerbie after the last Council meeting on 2nd August 2022. If no by-election is called by 12th September on 2nd August, the Council would be free to co-opt in accordance with their policy procedures.
- **Bus stop light, London Road:** Horsham District Council has confirmed (email from Building Service Engineer 15/8/2022) it will install and fund the new light. It will replace the existing light column and de-commissioned infrastructure and will continue to be maintained by HDC. Date of installation is to be confirmed.
- **London Road parking and speeding issues/site meeting 6th July 2022:** WSCC Highways Manager for the Central Area, has confirmed (email 29th July 2022) that he has written to the village pub regarding complaints about cones being placed on the road earlier in the summer for customer parking. He is awaiting information from the Local Traffic Engineer on the siting of terminal speed limit signs and will update further. He has suggested that hatchings at the entrance of the allotment would be the best suggestion to stop parking obstruction but the road marking budget has been spent for the current financial year. Instead he has suggested the Parish Council makes an application for an Access Protection Line (APC), a more affordable option.



Cllr Paul Marshall (WSCC) was copied into the email. This item would be considered at the next OSRA Committee Meeting once the Clerk had sought the views of the Allotment Stewards.

- **Council's new PO Box Address:** The new address for the Council has been set up by Royal Mail and is: Washington Parish Council, PO Box 2286, PULBOROUGH, RH20 9BT
- **Reg 18 Issues & Options Consultation for Shoreham Cement Works AAP – SDNPA** (South Downs National Parks Authority) confirmed receipt (1st August) of the Council's consultation response agreed at the last meeting on 4th July 2022.

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

24.16.1.DC/21/2161 – Old Clayton Boarding Kennels Storrington Road Washington RH20 4AG

Demolition of existing kennels and cattery buildings/structures, and existing dwellings. Erection of a 60-bed care home (Class C2) and 8No. age restricted bungalows (Class C3) with associated access, landscaping and other works (including relocation of existing staddle stone barn) –the applicant has submitted revised drawings in response to matters raised in original consultation.

Following a discussion, Councillors agreed that the proposed amendments to mitigate the development's impact on the countryside location, made no difference to the Council's principal reasons for its strong objection to the original application. They were concerned to hear from Cllr Wright earlier in the meeting that the Officer Report made no reference to the adopted Storrington & Sullington and Washington Neighbourhood Plan which does not support development on the site. Councillors were unable to discuss the Officer's Report further as this had not been made available to the public. It was **RESOLVED** unanimously to reiterate the Parish Council's strong objection to the application. Clerk to express the Council's concerns in a letter to Barbara Childs, HDC's Director of Place.

24.16.2.To Receive an update on the Rampion 2 Project

A letter was received from Rampion (25th August 2022) advising that they are close to a decision on how to proceed in the next step of the process including future consultations on changes to the cable route. A further update on this is expected early Autumn.

24.16.3.HDC and SDNPA Planning Decisions (for significant applications in the Washington parish):

None reported.

24.16.4.Planning Compliance

Breach of Condition Notice EN/20/0362: It was noted that Horsham District Council had served a Breach of Condition Notice on the landowner with respect to Condition 7 attached to DC/17/2117 for creation of new vehicular access, hardstanding and access track on land at Longbury Hill Wood, Rock Road, Storrington (Washington Parish). The notice expires 12 weeks from 10th August 2022. A Councillor commented that the notice had mysteriously disappeared from the gated access.

24.17. To Review, Consider, Recommend and Report on Parish Council issues, including maintenance

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

Councillors thanked ~~JT~~ ^{JL} and her husband for making safe a fallen tree branch and hole in the First Extension Graveyard during the Clerk's recent annual leave. JT reported on the works which were carried out following her August inspection of the graveyard and it was noted that the hole had opened up during the recent long spell of very hot dry weather. The Clerk would make arrangements for its long term repair



24.17.7.To Consider an invitation to respond to the SDNPA Call for sites in its Local Plan Review

Details of the South Downs National Park Authority's Call for Sites, part of its Local Plan review, were previously circulated. Councillors discussed the Call for Green Space sites in the Park and noted that previously dismissed sites, which included the Warrens in Georges Lane, could not be re-submitted. The Clerk had asked the SDNPA if it would make an exception where the original criteria can now be met. But a response from the SDNPA was not provided in time for the meeting. Following a discussion, it was agreed there was no requirement to make any changes to those sites already designated in the parish's adopted neighbourhood plan. It was agreed that the ownership of the Warrens by the National Trust may already afford it some protection. **RESOLVED** to make no further site submission.

24.18.Washington Recreation Ground Charity

24.18.1.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

JL reported on damage to the safety surface under the see-saw in the Play Area and a hole in the closed graveyard. The latter was temporarily repaired. Following a discussion it was **RESOLVED** to delegate authority to the Clerk to organise repairs within the Council's agreed budget.

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

It was reported that the Storrington Youth Football Club had not yet proposed any preferences for the location of their storage unit on the grounds in time for this meeting. Following a discussion, it was **RESOLVED** to recommend an area between the tennis net storage and memorial bench, close to the MUGA perimeter, to be discussed at the next OSRA meeting.

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

It was noted that there were no August committees and no reports.

24.18.4.To Consider an invitation to attend the Rampion 2 Community (Onshore) Project Liaison Group (PLG) online meeting on 13th September 2022 6pm.

An invitation from Rampion to the PLG meeting to hear feedback on its draft inshore proposals and ask questions, was previously circulated. The date of a further meeting on the proposed inshore route, specifically for Councillors, is to be confirmed. Following a discussion it was **RESOLVED** that JT would try to attend the first meeting, otherwise JL would stand in, subject to work commitments.

24.18.5.To Consider an invitation to attend the Rock Common Working Group meeting

It was noted that the Working Group was planning a meeting on a date to be confirmed in September to discuss progress on the Rock Common quarry application to West Sussex County Council. Councillors **RESOLVED** that it would serve no purpose for the Parish Council's representatives to attend until the application had been determined. It was reported that the Working Group had welcomed the Chairman's proposal to raise awareness of its existence and objectives, at the forthcoming Parish Meeting on 23rd September, with an opportunity for residents to ask questions.

24.18.6. To Consider an invitation to attend a Climate Change Workshop on 28th September.

Councillors discussed an invitation from WSALC (West Sussex Association of Local Councils) and Councillor James Wright, the Horsham District Council Cabinet Member for the Environment and Rural Affairs to attend an introductory online session on climate change on 28th September. It was noted that the session is the first of three which will give information on what local councils can do to help tackle climate change. **RESOLVED** that JT would attend.

which will be reported to the next Open Spaces Committee Meeting on 19th September.

24.17.2. To Review and Accept the External Audit Report 2021/22 and Notice of Conclusion of Audit

The Vice-Chairman advised on the 'clean' audit of accounts of the Council for the year ended 31st March 2022 which Councillors agreed reflected on the diligent work completed by the Clerk. It was reported that the information in the Annual Governance and Accountability Return was in accordance with the Proper Practices and that there were no matters giving cause for concern. Councillors noted the report and thanked the Clerk. The Clerk reported that a notice of conclusion of audit would be published before the end of September deadline as required.

24.17.3. To Appoint a new member of the Council's Personnel Committee

Due to the recent resignation of Cllr Lockerbie, there are now three members of the Personnel Committee: the Chairman, BH and JT. Councillors noted the Committee's terms of reference that there should be four members and that the Vice-Chairman would be an ex-officio member. The Vice-Chairman agreed to be nominated. **RESOLVED** unanimously to agree his appointment to the committee.

24.17.4. To Appoint two new members of the Council's Finance Committee

Due to recent resignation of Cllr Lockerbie, there are now three members of the Finance Committee: the Chairman, AI and TK. Councillors noted the committee's terms of reference requiring there to be not be less than three members and not more than 5. The Vice-Chairman agreed to be nominated and there were no other nominees. **RESOLVED** unanimously to agree his appointment to the Committee.

24.17.5. To Agree arrangements for distribution of the remaining CIL Survey leaflets.

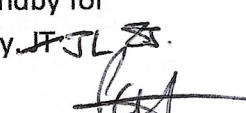
Councillors discussed distribution arrangements of the remaining leaflets for the Council's CIL (Community Infrastructure Levy) survey. It was noted that so far JL had delivered leaflets around the Village, Church and Village Hall and posted notices on Washington and Heath Common Facebook pages. The Clerk had delivered leaflets to the Village Pantry and some outlying parish addresses. BH agreed to deliver leaflets to Millford Grange residents. A resident of Montpelier Gardens had offered to deliver to the area (Montpelier Gardens, Old London Road and Lamorna).

Following a discussion it was unanimously **RESOLVED** that leaflets would be delivered to the following areas:

- Spring Gardens: by AL.
- Glaseby Lane: JL and JT
- Chancton Copse: AL to liaise with a local resident for deliveries
- Thakeham Copse: AL to liaise with a local resident for deliveries
- Newhouse Lane between Rock Road junction and Muttons Corner: Clerk

The Clerk would also publish a CIL poster on the websites.

2.17.6. To Agree a catering budget for the Parish Meeting on 23rd September 2022.

Councillors discussed a request from Mrs Christine Beglan to double the Council's agreed £300 budget for refreshments. Reason: increase in food prices since the budget was set in 2021 due to inflation; anticipated increase in attendance at the meeting; requirement to purchase plastic glasses because supermarkets no longer hire them for covid reasons. Following a discussion it was unanimously **RESOLVED** to approve spending up to £600 and to request details from Mrs Beglan of contingency arrangements for getting the refreshments to the hall on the day. SB and JL agreed to be on standby for this if required. SB, JL and the Chairman had previously agreed to assist in the kitchen on the day.  agreed to store non-food items supplied by Mrs Beglan.

24.18.7. To Consider an invitation to attend the Horsham Association of Local Councils meeting on 30th November 2022

RESOLVED that JT, one of the Council's two HALC representatives, would attend the meeting. A meeting agenda would be circulated nearer the time.

24.19. Approve Payments, Receipts and Quotes

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

Reconciled bank statements for the Treasurer's Account showing transactions between 01/08/2022 and 30/08/2022, the Nationwide savings account, payments schedule and invoices were previously circulated.

RESOLVED that the following payments totalling **£5,716.60** be **APPROVED**:

Voucher	Cheque	Code	Name	Description	Amount
81	Online	5 - Office expenses	SCribbling shop	Stationery	4.95
82	Online	5 - Office expenses	SCribbling shop	Stationery	22.66
83	Online	3 - Clerk's expenses	Washington Parish Council	Clerk's electricity	10.00
84	Online	5 - Office expenses	Washington Parish Council	Phone	10.00
85	Online	5 - Office expenses	Bitfender	Antivirus software	39.99
86	Online	5 - Office expenses	Microsoft Ireland Operations Ltd	Microsoft 365 Annual Subscription	59.99
87	Online	3 - Clerk's expenses	Washington Parish Council	Clerk's Mileage	19.80
88	Online	1 - Clerk's salary net	Washington Parish Council	Clerks salary (net)	1,552.10
89	Direct Debit	16 - Clerk's Overtime	NEST	Pension	95.55
90	Online	19 - Litter warden / litter	Stella Russell	Litter warden	115.20
91	Online	19 - Litter warden / litter	Stella Russell	Litter warden	115.20
92	Online	8 - Subscriptions and legal fees	HALC	Subscription	20.00
93	Online	7 - Audit fees	Moore Stephens	Audit	360.00
94	Online	64 - Parish recreation ground	Sussex Land Services Ltd	Grass Cutting	528.64
95	Online	18 - HDC Dog Bin cleansing	Horsham District Council	Dog bin emptying	34.45
96	Online	82 - Repairs to Rec & Play	Wei Medical Ltd	Debrillator parts	55.08
97	Online	55 - Treeworks (Recreation)	Andrew Gale	Tree Management	780.00
98	Online	67 - Recreation Ground	Derek Collis/DelWood	Football goal posts	1,895.00
TOTAL					5,716.60

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

Outstanding purchase orders: **0**

Outstanding sales invoices: **0**

Income: **£1,390.10** VAT rebate **Q4 2021.22 & Q1 2022/23**

Reconciled Bank Balances (Lloyds): **£46,470.30**

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

24.19.2. VAT

It was noted that the Q2 2022/23 vat report is due in October

24.19.3. PAYE and National Insurance contributions

It was noted that the Q2 2022/23 is due in October

24.20. To Report correspondence received.

Correspondence Report was previously circulated and the following was noted:

- Complaint about litter in the bus shelter in London Road by the Recreation Ground. The Clerk has notified the responsible Local Authority.
- Sussex Police Rural Crime Team update for July: WSALC (West Sussex Association of Local Councils) provided the following link to view the update at:

<https://www.sussex.police.uk/police-forces/sussex-police/areas/campaigns/campaigns/.divisional-campaigns/rural-crime-team-monthly-update/>



24.21. Clerk's Report

The following information was previously circulated to Councillors:

- **3-year tree inspection report from Gale Tree Consultancy:** it was noted that there were no recommendations for urgent works. Clerk to seek quotations for priority works for consideration at the next Open Spaces meeting on 19th September.
- **Copy of Horsham District's Council's updated protocol for Operation London Bridge in the event of the death of HM The Queen:** Councillors noted the information for local councils should they 'wish to make their own arrangements'.
- **Online training programme for local councils from Mulberry & Co:** JL requested to attend the Introduction to Planning training on 22nd September. The Clerk would attend the Budget planning course as a refresher.
- **GDPR:** Councillors were reminded to delete all emails of routine council correspondence over 6 months' old and to refer to the Council's published Document Retention Policy for guidance. Following a discussion, it was agreed to seek more clarity on the types of correspondence to be retained. Clerk to investigate and report back at the next meeting.

24.22. To Receive items for the next agenda.

Flooding in School Lane:

JT requested that the Parish Council discusses the problem of flooding in School Lane following another incident in the recent storms. He reported that it was becoming an increasing phenomenon and related to blocked gullies in The Holt, an unadopted road nearby. He expressed concern that urgent action was required. **RESOLVED** to take action ahead of the meeting and write to the Highways Authority requesting that the matter is investigated. Clerk to action.

Power cuts:

The Vice-Chairman requested a discussion on the problem of an increasing number of power cuts in the parish, especially at Millford Grange. **RESOLVED** to take action ahead of the next meeting and write a strong letter to the local MP. BH agreed to draft the letter and share it with the Clerk beforehand.

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

The following meeting dates were noted:

Open Spaces Committee: Monday 19th September, 7:00pm

Planning & Transport Committee: Monday 19th September, 7:45pm

Parish Meeting: Friday 23rd September 7:00pm

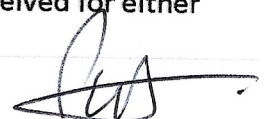
Full Council Meeting: Monday 3rd October 2022, 7:00pm

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

RESOLVED to exclude the Press and Public from the next item in accordance with the Council's Standing Orders 3(d).


One member of the public left the meeting

24.25. To Consider co-option of a Councillor for the Washington Ward/Heath Common Ward vacancies
Councillors considered an application from resident Mrs Kate Capella for co-option to the Parish Council (Washington Ward) and **RESOLVED** that she is appointed. No other applications were received for either



Ward. It was agreed that Mrs Capella could sign a Declaration of Acceptance of Office at the Council Meeting on 12th December as she was unable to attend the next two meetings for reasons previously disclosed. Clerk to notify Mrs Capella and to request her Register of Interests form is submitted within the next 28 days in accordance with statutory requirements.

There being no further business to transact, the meeting was closed at **21:28 hrs.**

Signed.....),

Dated..... 3. 10. 22