

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 4th March 2024.

PRESENT: Cllr S. Buddell (Chairman), Cllr B. Hanvey, Cllr P. Heeley, Cllr T. Keech, Cllr A. Lisher (Vice-Chairman), Cllr G. Lockerbie, Cllr J. Luckin and Cllr J. Thomas

IN ATTENDANCE: Cllr Paul Marshall (WSCC), Cllr Emma Beard (HDC) and Cllr Joan Grech (HDC).

ALSO: Clerk to the Council, Ms Z Savill

MEMBERS OF THE PUBLIC: 0

ABSENT: 0

The Chairman opened the meeting at 19:30 hours.

FC/24/3/1 **To Accept Apologies for absence**
All present.

FC/24/3/2 **To Receive Declaration of Councillors personal or prejudicial interest**
Cllr Lisher declared a non-pecuniary interest in planning reference DC/24/0271 under item FC/24/3/9 because the applicant is known to him. He took not part in the discussion or voting.

FC/24/3/3 **To Approve the Minutes of the Extraordinary Meeting of the Council on 19th February 2024**
The Council **RESOLVED** to **ADOPT** the draft minutes of the Extraordinary Meeting of the Council on 19th February 2024 which were duly signed by the Chairman.

FC/24/3/4 **To Approve the Minutes of the Meetings for the Planning & Transport Committee meeting on 19th February 2024**
The Council **RESOLVED** to **ADOPT** the Minutes of the Planning & Transport Committee meeting on 19th February 2024..

FC/24/3/5 **To Approve the Minutes of the Meetings for the Open Spaces, Recreation Ground and Allotment (OSRA) Committee meeting on 19th February 2024**
The Council **RESOLVED** to **ADOPT** the minutes of the OSRA Committee meeting on 19th February 2024 as amended to correct the name of Mr Hall, one of the new caretakers for Vera's Shelter, minute reference: **O/2/24/15**.

FC/24/3/6 **Public Speaking**
None.

Reports from County and District Councillors**HDC Reports**

Apologies were given for Cllr Clauda Fisher (HDC). Cllr Grech advised on the district council's plans for food waste collections for businesses in March 2025, for residents in March 2026, and collections of other plastics in March 2027.

A member read out a statement from a group of residents in the village expressing serious concerns about the HDC Planning Committee's decision to allow the retention of the UPVC windows for the St Mary's Gate application SDNP/22/01589/CND.

The statement alleged that the decision was contrary to an earlier planning consent for windows to match the original timber frames. The statement questioned the information regarding this in a report to the last committee meeting, and expressed fears that the decision would lead to the further dilution of the heritage of this part of the village.

Cllr Beard reported that she voted against the application because she supported the retention of timber windows. Cllr Grech explained that she did not object to the application because the committee had been advised of a precedent set by a number of properties in the area which had UPVC windows. Cllr Grech agreed to enquire about the information presented in the report about the original windows.

A member reported on the long delays to complete the wall and balustrading, and carry out a landscaping scheme in the village pub garden. It was noted that an HDC Planning Compliance Officer had reported to the Parish Council (20th February) that the landlord is waiting for weather to improve before the wall can be rendered and painted. Cllr Grech agreed to find out if there was a breach of planning compliance and when works should have been completed.

Cllr Grech agreed to find out why the SDNPA had not progressed its CIL project to improve public and residents' access to the national park from the village.

County Reports

Cllr Paul Marshall (WSCC) advised that he supported two TRO applications by local residents for a 30mph speed limit in The Hollow and a 40mph speed limit on the A283 between The Hollow and The Pike.

Cllr Marshall advised that the Parish Council's scheme to improve A24/Rock was no longer feasible because the cost would exceed £660k. He agreed to push for it to be included in WSCC's wider A24 improvement scheme and for sufficient S106 monies to be made available from neighbouring developments which put pressure on the junction.

Cllr Marshall agreed to find out if the Highways Authority had reconsidered the Parish Council's request for yellow-backed 30mph speed signage on London Road in the village.

Cllr Marshall reported on concerns about a car parked for several days on the verge of London Road/A283. It was NOTED that the car had since been moved. He had been made aware of a car parked long term in London Road advertising a local garage business. A member reported that he knew of the owner and would speak to him after the meeting about moving the car.

Cllr Marshall, Cllr Beard and Cllr Grech left the meeting.

To Consider Co-option applications for the Parish Council vacancies

There were no applications for the Heath Common Ward vacancy or either of the two vacancies on the Washington Ward. The Council **RESOLVED** to continue advertising the vacancies and to review the application form at the next meeting.

FC/24/3/9 To Report on actions and matters arising from the last meeting
Members noted the following:

Action	Progress
Chase for response to the Council's further request (20 th July) to the Highways Authority for yellow-backed speed signage in London Road/the Bostal.	Awaiting the HA Area Manager's response. Cllr Marshall agreed at this meeting to make enquiries and report back to the Parish Council.

FC/24/3/10 To Consider the Council's consultation response to the following planning applications:

DC/24/0159 – Washington Paddocks London Road Washington West Sussex

Erection of a two storey attached annexe to existing dwelling

The Council considered and **RESOLVED** to **AGREE** the recommendation from the Planning & Transport Committee to make **NO OBJECTION** to this application.

DC/24/0271 – Birch Holt Rock Road Storrington West Sussex

Erection of detached three-bay garage.

The Council considered and **RESOLVED** to **AGREE** the recommendation from the Planning & Transport Committee to make **NO OBJECTION** to this application.

FC/24/3/11 Planning: To Report any decisions and appeals on significant applications in the parish and Report HDC updates on any compliance matters

Planning Decisions of significant applications in the parish

None reported.

- **Appeals on significant applications in the parish**

None reported as lodged or decided at the time of the meeting.

- **Planning Compliance matters in the parish**

SDNP/22/04274/DCOND: Frankland Arms, London Road.

Approval of details reserved by conditions 3, 4 and 5 to approved application (SDNP/21/05690/FUL)

Members noted the information reported earlier in the meeting (District Council reports) about the long delays to complete the wall, install balustrading and carry out a landscaping scheme in the pub garden. Conditions regarding these had been discharged by HDC, as agent to the SDNPA local planning authority in December 2022 subject to satisfactory implementation and in accordance with approved plans.

Members highlighted that the pub was a designated heritage asset and an iconic building in the village, and that the local planning authority had a responsibility to ensure that all the outstanding planning conditions for the pub are fulfilled according to the approved planning application. It was **RESOLVED** to write to HDC asking them to assure the council that once compliance has been met for the wall, that the remaining development is in compliance with the previous permissions, and each aspect not to be treated in isolation.

FC/24/3/12 Rampion 2 Examination: To Report any updates and Agree on recommended actions.

The Chairman reported that it had not been necessary for the Council to make further written comments (Deadline 1 submission 28th February) on matters relating to the parish. It was noted that these had already been expressed in the Council's published Written Representations

and those by other interested parties, to be taken into consideration by the PINS Examiner. Following a discussion it was **RESOLVED** to find out when the examination will be discussing the project proposals specifically for the parish, and if the council will have an opportunity to be included in those discussions. Clerk to write to PINS.

FC/24/3/13 To Agree action on any urgent maintenance of council property

It was NOTED that UK Power Networks had scheduled repairs to the pole guard on the Recreation Ground on the day of this meeting. To be monitored and reported to the next meeting.

FC/24/3/14 To Consider a request from the Village Hall on VAT payments for grants awarded by the Council.

A report from the Village Hall Trustees was considered which proposed that vat was recoverable by the Council from its CIL donations to the hall's projects. Following a discussion the Council **RESOLVED** to seek advice from an auditor of local council finance for consideration at the next meeting.

FC/24/3/15 To Consider an invitation to comment on a forthcoming review of dog bins service by HDC

The Council agreed that dog bins were needed on the Milford Grange Country Park. Ideal locations would be at the entrances of Hampers Lane and Georges Lane where they would be no more than 30metres from parking provision for the HDC dog bin emptying vans, and at least 25 metres from any private housing. No issues were raised about HDC's quarterly dog bin emptying service of their two bins on the Recreation Ground.

The Council **RESOLVED** to seek the support of the Milford Grange Residents Association for the dog bins provision and advise them to contact HDC's Head of Recycling and Waste. Clerk to write to the agent Adur Property Management Ltd.

FC/24/3/16 To Consider a recommendation from the Personnel Committee to approve back payments on employer contributions to the NEST staff pension scheme.

The Council considered a £697.56 shortfall in its pension contributions to the NEST scheme. The amount was calculated by Cllr Keech, as requested at the last FC meeting on 4th February, upon the recommendation of the Personnel Committee Meeting on 29th January last.

Following a discussion it was **RESOLVED** to pay the amount, and if possible, in the current year. Cllr Keech to action and report to the next meeting.

FC/24/3/17 To Approve Payments

The Council **RESOLVED** that payments totalling **£2,762.78** for the following invoices be **APPROVED**. It was **NOTED** that the pension contributions were overstated by the sum of £1, to be adjusted for the following month contributions.

Vouch e	Date	Minute	Bank	Description	Supplier	Net	VAT	Total
173	24/01/2024	FC/24/3/16	Lloyds Current Account	Allotment Society Annual Subscription	National Allotment Society	55.00	11.00	66.00
164-169	04/03/2024	FC/24/3/16	Lloyds Current Account	Salary & expenses Jan 2024	Z Savill	1,800.48		1,800.48
170	04/03/2024	FC/24/3/16	Lloyds Current Account	Annual Lighting Inspection	J Electrical Services	170.00	34.00	204.00
171	04/03/2024	FC/24/3/16	Lloyds Current Account	Annual Year End Check	Starboard Systems Limited	49.00	9.80	58.80
172	04/03/2024	FC/24/3/16	Lloyds Current Account	Scribe Annual License	Starboard Systems Limited	345.60	69.12	414.72
174	04/03/2024	FC/24/3/16	Lloyds Current Account	Pension Jan 2024 Employer & Employee contributions	NEST	218.78		218.78
Total						2,638.86	123.92	2,762.78

S.J.B.

- FC/24/3/18 To Report the reconciled bank balance of the Council's accounts**
The Council NOTED bank reconciliations to January 2024 for the Council's following accounts:
Lloyds Treasurer's Account (current): **£53,931.35**
Nationwide Business Savings Account: **£85,000** (reconciled 31st Nov 2023)
- FC/24/3/19 To Report income**
The Council NOTED income received totalling **£75.05** being allotment rent
- FC/24/3/20 To Report Outstanding Sales Invoices**
The Council NOTED sales invoices totalling **£147.62** due on allotment rent.
- FC/24/3/21 To Report Correspondence**
The Council NOTED correspondence received and that there was no recommended action.
- FC/24/3/22 Clerk's Report: To Approve Staff Annual Leave**
The Council **RESOLVED** to approve 6 days' staff annual leave on working days between 13th and 21st March; and to carry over the remaining 8.4 hours entitlement to the new holiday year from 1st April.
- FC/24/3/23 Clerk's Report: Date of the Council's 2024 Year End Audit**
It was NOTED that the Council's 2023/24 Year End audit will be conducted by Mulberry & Co on Monday 29th April 2024.
- FC/24/3/24 Clerk's Report: The Employer's Bulletin – February 2024 edition**
It was NOTED that the changes in National Insurance contributions are made automatically on the Council's HMRC payroll software for staff.
- FC/24/3/25 Clerk's Report: Freedom of Information:**
Members discussed further emails received from a member of the public regarding an FOI matter from 2022. It was noted that the Council had resolved at its Full Council meeting in January 2024 to make no further response to repeated emails on this matter and that the DPO had previously advised the member of the public of their rights to refer to the ICO if they remained dissatisfied. Following a discussion, the Council **RESOLVED** to make no further response.
- FC/24/3/26 To Report on the HALC online meeting on 21st February 2024**
The Chairman and Cllr Thomas reported on the HALC meeting on 21st February 2024 and the minutes were previously circulated. Following a discussion it was agreed that the Council's next Planning & Transport Committee meeting should complete HALC's survey regarding the Horsham District Local Plan (reg 19).
- FC/24/3/27 To Receive items for the next agenda and Chairman's announcements**
To report on the meeting of the SSWNP Steering Group meeting to be held on 2nd April. There were no Chairman's announcement.
- FC/24/3/28 Dates and times of next meetings**
Full Council Meeting: Monday 8th April 2024, 7:30pm
Planning & Transport Committee: Monday 22nd April 2024, 7:00pm
Open Spaces Committee: Monday 22nd April 2024, 7:45pm

S.S.B.


FC/24/3/29 To Consider exclusion of the Public and Press pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the Council's Standing Orders from the next confidential items.

The Council **RESOLVED** to exclude the Public and Press from the next item in pursuant of the above, due to the confidential items relating to land easement negotiations.

FC/24/3/30 Rampion 2 Heads of Terms for proposed cable access on the Washington Recreation Ground: To Consider any further update and recommended actions

It was **NOTED** that Rampion's land agent had not responded to the Council's letter by recorded delivery and email on 20th February last on the Council's agreement to negotiate access for the cable access.

There being no other business to transact, the meeting closed at 9:07pm

Signed: 

Dated: 8th April 2024

Acronyms

AIRS Action in Rural Sussex
AGAR Annual Governance and Accountability Return
CIL Community Infrastructure Levy
CPRE Council for the Protection of Rural England
CSW Community Speed Watch
DCO Development Consent Order
DPO Data Protection Officer
FOI Freedom of Information
HALC Horsham Association of Local Councils
HDC Horsham District Council
HDPF Horsham District Planning Framework
HAMSVA Horsham and Mid Sussex Voluntary Association
ICO Information Commission Office
LGS Local Green Space
NALC National Association of Local Councils
SSWNP: Storrington & Sullington and Washington Neighbourhood Plan
NPPF National Planning Policy Framework
PCC Police Crime Commissioner
PINS Planning Inspectorate
PROW Public Rights of Way
SDNPA South Downs National Park Authority
SDNP South Downs National Park
SHELAA Strategic Housing Economic Land Availability Assessment
SID Speed Indicator Device
SLCC Society of Local Council Clerks
TPO Tree Preservation Order
TRO Traffic Regulation Order
TTRO Temporary Traffic Regulation Order
VAS Vehicle Activation Device
WPC Washington Parish Council
WRGC Washington Recreation Ground Charity
WSALC West Sussex Association of Local Councils
WSCC West Sussex County Council