

WASHINGTON PARISH COUNCIL



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WASHINGTON PARISH COUNCIL MEETING

MINUTES of the proceedings for the monthly meeting of Washington Parish Council held on Monday 4th March 2022

PRESENT: Cllr C Beglan (CB), 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 Thomas (JT)

IN ATTENDANCE: James Wright (HDC).

ALSO: Z Savill (Clerk)

MEMBERS OF THE PUBLIC: 2

ABSENT: 0

The Chairman opened the meeting at **19:35** hours.

27.90. To Consider accepting Apologies for Absence and Chairman's Announcements
None received.

27.91. To Receive Declaration of Acceptance of Office of newly co-opted Councillor
Cllr Trevor Keech signed his Acceptance of Office before the Clerk as witness and joined the meeting. The Chairman welcomed TK to the Council following his co-option to the Heath Common Ward at the last meeting. TK also submitted his Register of Interests form to be published on the Council's website

27.92. 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 received.

27.93. To Approve and Sign the Minutes of the Parish Council Meeting on 7th February 2022
RESOLVED to **APPROVE** the Minutes for the meeting 7th February 2022 as a correct record to be duly signed by the Chairman

27.94. Public Speaking
There was no public speaking or questions received.



27.95. Reports from County and District Councillors

WSCC Reports

Cllr Paul Marshall (WSCC) sent apologies for the meeting. There were no reports.

HDC Reports

Cllr James Wright advised on a number of matters including:

- HDC has agreed to give parishes £200 towards helping local communities celebrate the Queen's Platinum Jubilee even. He would provide details after the meeting. WSCC is giving every parish a tree to plant for the Jubilee.
- The A27 Arundel Bypass consultation on the Grey Route closes on 8th March 2022.
- Sussex Police are tackling fly-tipping in the area by criminal gangs, some believed to be travelling from Kent, in a major cross border operation.
- The planning application SDNP/21/06195/CND to vary conditions on the property at St Mary's Gate, The Street, Washington has been withdrawn to be re-submitted at a later date.
- The District Council's portion of CIL monies could be available to top up funds for a project in the parish if the Parish Council makes an application.
- SB enquired about the recent spate of thefts of high value cars reported on the local Facebook group. Cllr Wright agreed to make enquiries with the police and report back.
- Local Plan: the housing requirement for the district is being reduced due to Natural England's water neutrality requirement. HDC will be contacting parishes within the next two weeks to discuss "small targeted development in the right places", and to seek a "clear stee" from parishes of suggested sites.
- New 'Town Hall ' style meetings to start across the district this Spring for the public to address the senior leadership of the Council on proposed development with all affected councils.

Cllr Wright left the meeting at 7:43pm.

27.96. To Report matters arising from the last meeting

It was NOTED that the new Nationwide account for part of the Council's reserve funds has been set up. A transfer of monies to be arranged once the bank has approved the signatories mandate.

27.97. Planning Decisions, Appeals, Planning Compliance and other Planning issues

27.97.1. To Report on the re-opening of the Rampion 2 Windfarm public consultation 7th February-11th April 2022

It was NOTED that Rampion is inviting all those who did not receive the flyers for the original public consultation last summer (within 100m of selected areas on the Sussex Coast) are being given a further opportunity to be consulted on the proposed windfarm expansion scheme.

Rampion is advising that if all other recipients of the letter have previously responded to their consultation they do not need to re-send their response. There had been no update on the Council's consultation response submitted last year.

27.97.2. To Consider consultation responses to the following application:

DC/21/1689 Land North of 6 Montpelier Cottages Old London Road Washington RH20 3BN

Outline application for the erection of 6no 3-bed semi-detached dwellings, 3no 2-bed terraced dwellings and provision of 18 car parking spaces with all matters reserved
The Council discussed this application. It was NOTED that the land is not designated for development in the council's neighbourhood plan and that any support could set a precedent for similar applications in the parish. **RESOLVED** unanimously to make an **OBJECTION** because the land is not designated for development in the Storrington & Sullington and Washington Neighbourhood Plan.

It was NOTED that the Council's consultation responses for the following applications were delegated to the Planning & Transport Committee to be submitted in writing:

SDNP/22/00396/FUL - North Farm, Chanctonbury Game London Road Washington RH20 4BB
Demolition of existing industrial building and construction of a building for storage of wine

SDNP/22/00040/FUL North Farm London Road Washington West Sussex RH20 4BB
Demolition of existing pheasant hatchery building, and construction of single storey building for use as overnight guest accommodation, together with associated landscaping works; and associated surrender of extant outline planning permission for construction of five self-contained holiday units (LPA Planning reference SDNP/18/04995/FUL)

DC/22/0273 - The Tower House London Road Washington Pulborough
Erection of a single storey front porch extension and single storey rear extension.

DC/22/0308 – Aotearoa Sanctuary Lane Storrington Pulborough
Removal of existing detached garage. Remodelling of existing dwelling incorporating erection of front, side and rear extensions, roof extensions and alterations including installation of dormers and windows, fenestration changes and associated works.

27.97.3.HDC Planning Decision:

No planning decisions in the parish were reported

27.97.4.SDNPA Planning Decisions:

No planning decisions in the parish were reported.

27.97.5.Planning Compliance

No matters of planning compliance in the parish were reported.

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

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

None reported.

27.98.2.To Ratify quotation for tree surgery to Sycamore in the First Extension Graveyard

Members noted that the tree surgeon, originally engaged for the works, had withdrawn his services due to an accident and a business theft. Following a discussion it was unanimously **RESOLVED** to delegate authority to the Clerk to engage the services of Arboriculture Excellence for the works. This is



subject to approval of the quotation by the Chairman and Vice-Chairman and confirmation of the contractor's public liability cover. Clerk to action.

27.98.3.To Discuss if the Council is to host an Annual Parish Meeting in 2022

This item was deferred from the last meeting. Members were supportive of holding an APM but cautious about the Covid risks of a large indoor gathering before the 1st June statutory deadline. Media reports that that Horsham has the highest infection rates of the virus in the country, were further noted.

Following a discussion it was unanimously **RESOLVED** to hold a substitute meeting for the electorate in the latter half of September subject to availability of the hall. Arrangements to be discussed at the Full Council meeting in May. Clerk to seek dates of hall availability.

27.98.4. To Agree a response to the proposed new constituency boundaries for the Horsham District

The Clerk's report of the Local Government Boundary Commission for England's consultation was previously circulated. It was noted that part of the proposed changes would see Washington parish move from the current Arundel and South Downs to the new Shoreham parliamentary constituency. The Parish Council had made strong objections to this in last year's first consultation .

Following a discussion it was unanimously **RESOLVED** to reiterate the Council's strong objection before the 4th April consultation deadline.. The Chairman proposed and it was **AGREED** that he would give a spoken representation for the Council at one of the two public hearings in Crawley the following week, as part of the consultation process. Chairman to make the arrangement.

27.98.5.To Discuss compliance of planning consent for temporary access to Longbury Hill Wood, Rock Road and Agree any action.

A member reported on his concerns about the continued existence of the temporary access and hardstanding at Longbury Hill Wood in alleged breach of a planning condition. It was noted in an email from HDC last March, they had been pushing for compliance of condition 7 regarding the access and hardstanding, amended on appeal in 2019 to protect the woodland site. A compliance officer confirmed to the Parish Council that enforcement had been put on hold pending the owner's pre-application for planning advice. BH commented that he believed the woodland was not being properly re-stocked and that the owner would continue to pursue plans to develop it. He reminded members of the "substantial opposition from the community" to losing the woodland and that the Parish Council had a responsibility to ensure things were being done properly there. CB agreed and pointed out that the access and hardstanding should not be there.

Following a discussion it was unanimously **RESOLVED** to write to HDC that the Parish Council is extremely concerned to note that Condition 7 is not being enforced.

27.98.6.To Agree Staff Annual Leave and arrangements for clerking the March Committees

Following a discussion it was **RESOLVED** to agree to a the Clerk's request to carry over 3 days of unspent holiday to the new holiday year.

27.99. Washington Recreation Ground Charity

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

To be advised

27.99.1.To Ratify quotation for humane mole control on the Washington Recreation Ground

It was **NOTED** that the Clerk had engaged the services of a local humane mole catcher, Mr R English, for the Recreation Ground. A quotation of between £50 and £90 for between 2 and 5 visits was previously

circulated. Following a discussion it was unanimously **RESOLVED** to agree the quotation up to 3 visits, to be reviewed by the Clerk under delegated powers.

27.99.2. To Nominate a volunteer to carry out the Council's Risk Assessment of the Recreation Ground for the Chanctonbury Church event on Sunday 5th June 2022

The Chairman reported that this item was deferred from the last OSRA meeting for further discussion. It was NOTED that the Council had historically conducted a grounds inspection on the morning of a public event. The Chairman commented that this would seem onerous given that the event hosts do their own inspections, and the Council already undertakes weekly inspections.

Following a discussion it was unanimously **RESOLVED** to seek clarification from the Council's insurer if the weekly inspection regime is sufficient.

27.99.3. To Nominate a volunteer to carry out the Council's Risk Assessment of the Recreation Ground for Village Day on Saturday 25th June 2022

Members NOTED the discussion under the previous item and unanimously **RESOLVED** to seek clarification from the Council's insurer if the weekly inspection regime is sufficient.

AL kindly agreed to be on standby for a grounds inspection on the morning of the event if required.

27.99.4. To Review the system of distributing MUGA light cards which is no longer fit for purpose

The Chairman reported on the complexity and high cost of the light card distribution arrangement for the MUGA. Members discussed various options for turning on the MUGA lights without light meter cards. SB proposed that the Council explores an automatic timer arrangement so that the lights can be turned on manually from dusk at specified intervals before going off in the evening at a time agreed by the Council. The cost to the council for the free service would be outweighed by the saving in administration costs. **RESOLVED** unanimously to agree to the proposal. Clerk to make enquires for further consideration. JT agreed to be another point of contact in the interim for anyone wanting to purchase light cards.

28.00. To Receive reports and recommendations from Committees and Working Parties.

It was NOTED that the draft minutes of the Open Spaces and the Planning and Transport Committees Meetings on 21st February 2022 were previously circulated. The following recommendation was reported for consideration:

To Agree a Recommendation from the Planning & Transport Committee to fully support the updated plans for the A27 Arundel Bypass preferred Grey Route.

Members discussed the consultation documents for National Highways', formerly Highways England, updated plans of the preferred Grey Route of the Arundel Bypass. The Planning & Transport Committee's draft minute discussion and reasons for its recommendation were noted.

Following a discussion, members unanimously **RESOLVED** to **AGREE** the committee's recommendation to reiterate the Parish Council's full support for the Bypass scheme and the proposed Grey route option. It was **AGREED** that this would benefit the parish in reducing some of the through traffic along the A283. Members acknowledged that whilst the route was not without its drawbacks, it was vital not to further delay the scheme. Clerk instructed to submit the Council's response to National Highways ahead of its submission of the application for the Development Consent Order. It was noted that subject to the granting of the order, the scheme could be implemented in 2027.

28.00.1. To Receive a report on the meeting with the Washington Village Memorial Hall Trustees on their investment priorities.



The Chairman and Vice-Chairman reported on their meeting with the Village Hall Trustees on 28th February. The Hall's wish list, to include energy efficient projects, were discussed. Issues around the heater and room insulation were also raised. It was agreed that the PC would consider the projects alongside its own, which might benefit from some funding of the parish's Community Infrastructure Levy (CIL) monies. It was NOTED that Cllr James Wright had indicated at the last Full Council Meeting that Horsham District Council had significant unspent CIL which could be available to the parish if the right project was put forward.

28.00.2.To Receive a report from the CIL Working Party

BH reported on his preliminary paper setting out information and ideas regarding the determination of Community Infrastructure Levy (CIL) projects. The document had been shared with Working Party members inviting comments and suggestions before deciding on how to proceed further. BH reported on the 4 responses to date and that the WP had also been waiting on feedback from discussions on possible Village Hall projects which could be considered alongside the Council's. A face to face meeting of the WP had been put on hold due to concerns around Covid.

RESOLVED to NOTE and thank BH for his report and that he would make arrangements for a Working Party meeting via Zoom to further discussions.

28.00.3.To Receive a report of the second meeting of the Rock Common Group on 3rd March 2022

CB summarised the main points made at the Rock Common Group meeting as follows:

- General acceptance that the infilling of Rock Common quarry needs to go ahead but it was undecided whether this should happen slowly over a 10 or 20-year period
- There should be rigorous controls to insure only inert waste is permitted in order to avoid future problems of leaching.
- Mr Richard Goring, Director of Wiston Estate, was in attendance and is fully committed to working with the community in the quarry scheme.
- Rampion 2 proposals: it was generally agreed that the alternative inshore cable corridor should avoid the village.
- Queen's Platinum Jubilee: Wiston Estate is collaborating with St Mary's CE First School, Washington to plant a fruit orchard on the estate's land in celebration of the Jubilee.

CB confirmed her willingness to attend future meetings. Minutes of the meeting would be circulated by the host, Dr Sarah Jane Craig, in due course. **RESOLVED** to NOTE and thank CB for her report.

28.00.4.To Nominate another member for the Rock Common Group to represent the Parish Council.

SB agreed and it was unanimously **RESOLVED** that he would join the Rock Common Group to ensure the PC was represented if the two current members, the Chairman or CB, were unavailable.

28.01. Approve Payments, Receipts and Quotes

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

The reconciled bank statements showing transactions between 01/1/2022 and 28/02/2022, payments schedule and invoices were circulated before the meeting.

RESOLVED that the following payments totalling £ 1,517.95 be **APPROVED**



Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
158 Clerk's salary net	04/03/2022	FC March	Lloyds Current	Online	Clerks salary (net)	Washington Parish	Z	1,199.64		1,199.64
159 Clerk's salary net	04/03/2022	FC March	Lloyds Current	Online	Clerk's overtime	Washington Parish	Z	81.70		81.70
160 Clerk's expenses	04/03/2022	FC March	Lloyds Current	Online	Clerk's electricity	Washington Parish	Z	10.00		10.00
161 Office expenses	04/03/2022	FC March	Lloyds Current	Online	Clerk's phone	Washington Parish	Z	12.50		12.50
162 Clerk's expenses	04/03/2022	FC March	Lloyds Current	Online	Clerk's Mileage	Washington Parish	Z	12.60		12.60
163 Office expenses	04/03/2022	FC March	Lloyds Current	Online	Stationery	Scrubbing shop	S	65.12	13.03	78.15
164 Office expenses	04/03/2022	FC March	Lloyds Current	Online	Stationery	Scrubbing shop	S	11.66	2.33	13.99
165 Office expenses	04/03/2022	FC March	Lloyds Current	Online	Postage	Washington Parish	Z	6.85		6.85
166 Clerk's Pension	04/03/2022	FC March	Lloyds Current	Direct Debit	Pension	NEST	Z	68.07		68.07
167 HDC Dog Bin cleansing	04/03/2022	FC March	Lloyds Current	Online	Dog bin emptying	Horsham District Council	Z	34.45		34.45
Total								1,502.59	15.36	1,517.95

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

Outstanding purchase orders: **£6,217.60** (includes £5,116.80 gross for removal of redundant bus shelters and 4 months' litter collection)

Outstanding sales invoices: **£102.52**

Income: **0**

Reconciled Bank Balance: **£ 116,552.01**

28.01.2. VAT

Q4 2021.22 due April 2022

28.01.3. PAYE and National Insurance contributions

Q4 2021.22 due April 2022

28.02. To Report correspondence received and Note responses.

Report on this meeting's Correspondence folder in One Drive.

28.03. Clerk's Report

Date of End of Year 2022 Audit

Mulberry & Co will conduct the Council's 2022 Year End audit on Monday 30th May 1pm

Section 137 Limit for 2022/23

The Department for Levelling Up, Housing and Communities (DLUHC) has notified the National Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2022/23 is £8.82 per elector. This enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory power, in helping to support and improve their communities.

Training: Mulberry & Co Training Programme for Councillors and Clerks

Current training courses had been circulated to members prior to the February meeting. The Clerk agreed to share these with everyone again after the meeting.

28.04. To Receive items for the next agenda.

None raised. The Chairman invited any items from members for consideration at the next meeting or to be submitted to the clerk before noon on the Monday before the next meeting when the agenda is being finalised.



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

The following meeting dates were noted:

Full Council Meeting: Monday 4th April 2022, 7:30pm PH will be away.

Open Spaces Committee Meeting: Monday 21st March 2022, 7:00p,

Planning & Transport Committee Meeting: Monday 21st March 2022, 7:45pm

28.06. To Consider the exclusion of press and public in accordance with the Council's Standing Orders 1b due to the confidential nature of the next two items of business to be transacted.

Due to the confidential nature of the next items of business to be transacted in accordance with the Council's Standing Orders, it was unanimously **RESOLVED** to exclude the Public and Press. None present.

nature of business concerning staff and salary the next item shall be considered in a Closed Session under Standing Order Item ...Those present other than Parish Councillors may be asked to leave the meeting.

28.07. To Approve the Licence Agreement for RWE's geophysical surveys on council land and to Ratify appointment of an independent surveyor

The Chairman reported that this item had been deferred from the last OSRA meeting pending further information. Advice from the Council's Surveyor, together with the amended agreement and survey area were previously circulated. Following a discussion it was unanimously **RESOLVED** to sign the Agreement if the following conditions are met by Carter Jonas/Rampion:

- The inclusion of wording in the Licence Agreement which protects the Council's reserve position on the proposed inshore cable corridor
- That Carter Jonas can demonstrate that it is satisfied that consultation with the Allotment Tenants has been conducted regarding any legal interest in the surveys.

Clerk to write to Carter Jonas with the Council's decision.

28.08. To Consider Co-option of a Councillor for the Washington Ward vacancy

Members discussed the application for the Washington Ward vacancy from Mrs Julie Luckin, noting that she met all the eligibility criteria.

Following a discussion it was unanimously **RESOLVED** to co-opt Mrs Luckin to the Council. Mrs Luckin would be invited to sign her Acceptance of Office at the next Council meeting with Register of Interests.

Due to the nature of business concerning staff and salary the next item was considered in a Closed Session under Standing Order Item 1B. Those present other than Parish Councillors were asked to leave the meeting.

28.09. To Review and Agree proposed changes to the staff working hours

At the last Full Council Meeting on 21st February, it was agreed to review the Clerk's working hours. A proposal with costings was previously circulated. Following a discussion it was unanimously **RESOLVED** to increase the Clerk's working hours from 21 hours to 29 hours per week to include monthly meetings. This would be effective from 4th April 2022. The Council's overtime budget would be reduced to one hour per month, subject to further review if required. The Clerk's working hours would be Monday to Thursday inclusive, 9am to 5pm (1 hour break for lunch).

The Clerk was invited back into the room. There being no other business, the meeting was closed at **21:30 hours**

