

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 9th May 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 James Wright (HDC)

ALSO: Clerk to the Council, Z Savill

MEMBERS OF THE PUBLIC: 3

ABSENT: CB and JT (holiday)

The Chairman opened the meeting at **19:00 hours**.

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

RESOLVED unanimously to **ACCEPT** apologies from CB and JT.

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

None declared as defined under the Localism Act 2011 and the Parish Council Code of Conduct.

23.47. To Approve and Sign the Minutes of the Parish Council Meeting on 4th April 2022

RESOLVED unanimously to **APPROVE** the Minutes for the meeting on 4th April 2022 as a correct record to be duly signed by the Chairman.

23.47. Reports from County and District Councillors

Reports from WSCC (West Sussex County Council) Member of the Storrington Division
Apologies were received from Cllr Paul Marshall (attendance at another meeting).

Reports from HDC (Horsham District Council) Members of the Storrington & Washington Ward

Cllr Wright (HDC) gave a report and answered questions including the following:

- He has requested that planning Application Ref: SDNP/22/01589/CND - St Marys Gate The Street goes to committee if officers are minded to grant permission.
- He has referred local concerns to Cllr Paul Marshall (WSCC) about the Bostal road becoming a rat-run;
- Police are investigating recent fly-tipping at the top of the Bostal road
- He is waiting for HDC officers to respond to a recent request by Millford Grange residents representatives for dog bins in the County Park.
- He has met Cllr Joan Grech, elected in the recent by-election for the Ward (Green Party), appraised her of local issues and given her contact details for the Parish Council. The Chairman reported that the Council looked forward to meeting her.
- The Chairman asked why HDC's proposed increases for the residents annual parking discs were so high. Cllr Wright reported that as a non-member he was not involved in the cabinet discussions but that the monies are invested back into running, maintaining and upgrading the car parks. He gave a number of examples of refurbishments including an 8-week programme at the Mill Lane car park in Storrington currently in progress.
- The Chairman invited Cllr Wright and the other Ward Members to the Council's Parish Meeting on Friday 23rd September, and that an agenda would be sent to them nearer the time.
- Cllr Wright agreed with a request from BH to make enquiries and report back on progress with HDC's planning compliance investigation into the temporary access and hardstanding at Longbury Hill Wood.

The Chairman and Councillors thanked Cllr Wright for his reports. Cllr Wright left the meeting.

23.48. Public Speaking

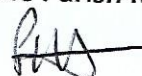
Organisers of this year's Village Day asked the Council to allow a bouncy castle on the recreation ground and explained the robust safety measures that would be in place. The Chairman thanked them and reported that the matter was on the agenda for discussion later in the meeting. The Clerk reminded them to provide a signed hard copy of the signed indemnity form and verification of their current public liability insurance.

Members of the public left the meeting

23.49. To Report matters arising from the last meeting

Councillors NOTED the following matters arising from the last meeting:

- Carter Jonas had confirmed receipt of the Council's signed licence agreement for Rampion's ecological surveys on the Recreation Ground. Payment of the £615 licence fee from Rampion to the Council is anticipated by 13th May 2022.
- Cllr Paul Marshall had shared the draft design of the proposed Pegasus crossing at East Clayton/A283 which the clerk circulated to Councillors before the meeting. Internal consultations on the proposal were still in progress with the stakeholders: the National Trust, East Clayton Farm, West Sussex County Council and the South Downs National Park Authority. A public consultation is pending.
- The Village Hall had confirmed the Council's booking of the Parish Meeting on Friday 23rd September 7pm.



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

23.50.1. To Consider responses to planning applications in the parish

It was noted that the Council had not been consulted upon any planning applications in the parish.

23.50.2. To Report HDC Planning Decisions (for significant applications in Washington parish):

A decision on the following application was noted for information as it was significant to the Storrington & Sullington and Washington Neighbourhood Plan:

DC/21/2086 – Land West of Ravenscroft Storrington RH20 4EH

Hybrid application consisting of full permission for the relocation and enhancement of the Ravenscroft Allotment site and Outline Planning Permission for up to 78 homes with all matters reserved except access (excluding internal estates roads) from Ravenscroft, and new community parkland.

The Chairman reported on Horsham District Council's decision to refuse planning consent for the application on 22nd April 2022. The Storrington & Sullington and Washington Neighbourhood Plan (SSWNP) Steering Group had agreed in March that the allotment site together with three others in the parishes, should be reconsidered by HDC in preference to some of the other sites previously included in the Local Plan but which were considered inappropriate. A copy of a letter from the Chair of SSPC and the SSWNP Steering Group, Mrs Anna Worthington-Leese questioning the decision and HDC's response were previously circulated. Councillors noted the information.

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

It was noted that no decisions on significant planning applications in parish within the South Downs National Park were reported.

23.50.4. Planning Compliance

A copy of Horsham District Council's compliance closure statistics outside of the SDNPA for March were previously circulated to Councillors. No further compliance cases in the parish were reported.

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

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

None reported

23.51.2. To Review and Agree the Councils Insurance Policy renewal for 2022/23

Councillor considered the following quotations for the Council's insurance renewal on 1st June. Insurance documents of each policy were previously circulated and considered as read:

Insurance Provider 1: (Aviva): £ 716.91 for 1 year or £674.61 for 3 years

Insurance Provider 2: (Zurich): £1,017 for 1 year or £930.15 for 3 years.

Insurance Provider 3: Hiscox): £1,268.77 for 1 year only (to be confirmed).

The Chairman reported that Aviva offered a bespoke policy with a number of useful additional covers including protection in the event of staff long term sick leave. It was noted that the broker had yet to respond to a separate query on the policy in time for the meeting. Subject to this, Councillors



unanimously **RESOLVED** that the 3-year policy with Aviva offered best value for money. Alternatively, the Council would opt for Zurich's insurance proposal. Final decision to be delegated to the Clerk in consultation with the Chairman and Vice-Chairman to be ratified at the next meeting on 6th June.

23.51.3. To Consider and Agree a response to HDC's proposal on varying parking charges

The Chairman reported on HDC's proposal on varying its car parking charges, particularly those in the neighbouring rural car parks used by residents in the parish. It was noted that the pay on entry charges for more than 1 hour in rural car parks are set to increase by around 13%. But the most significant increases are for residents who purchase the annual parking discs. A single disc is set to increase by 20%, and a second or third disc for the same family by an alarming 38%. Members agreed that whilst the amounts are not huge in cash terms, the district council needs to be held accountable for how it determines these substantial increases. Members considered Cllr James Wright's comments earlier in the meeting. that the monies went into maintaining and improving the car parks, including the 8-week programme in progress at the Mill Lane car park in Storrington. After further discussion it was unanimously **RESOLVED** to write to HDC and request that these large increase are reconsidered. Otherwise, to request to know in the interest of transparency how HDC has arrived at these increased charges which are many times the rate of inflation.

23.51.4. To Review arrangements for the meeting with the local electorate in 2022

It was noted that the Council was awaiting a response to its invitation to Mr Andrew Griffith MP to speak at the Parish Meeting on Friday 23rd September. After further discussion it was unanimously **RESOLVED** to seek confirmation ahead of the next Full Council Meeting and to review alternative arrangements if the MP is unable to accept.

23.51.5. To Review the Council's arrangement of quarterly editorials in the Sussex Local Magazine.

It was noted that due to an internal error with the magazine, the Chairmans's last editorial which included time sensitive information, was published a month late. The Chairman expressed his disappointment but was willing to continue writing quarterly articles and welcomed contributions from Councillors. After further discussion Councillors thanked the Chairman and unanimously **RESOLVED** to continue with the arrangement.

23.51.6. To Discuss suitable locations in the parish for Electric Vehicle charge points.

Councillors discussed the West Sussex Chargepoint Network project and possible locations in the parish for electric vehicle (EV) charge points. It was noted that the Village Hall supported the principle of EVs in the car park which is owned by the Council, if they were primarily for the hall's customers. Councillors agreed there was limited space in the car park for the EVs and were concerned about costs arising from possible maintenance and user issues. A copy of NALC's (National Association of Local Councils) legal topic note 89 regarding sustainable energy and EV charging had been previously circulated. After further discussion it was unanimously **RESOLVED** to register an interest in the West Sussex Chargepoint Network project; that the parking area by the Council's allotment (slip road) in London Road would be a good place for consideration. Clerk to notify Cllr Paul Marshall (WSCC) who had previously requested suggestions of possible sites in the parish.

23.52. Washington Recreation Ground Charity

To Report any maintenance issues on the Recreation Ground and Agree any required action

23.52.1. Fencing in the Play Area:

JL reported that the bottom of some of the fencing in the play area had been pushed out,



making it easy for young children to squeeze underneath into the road. Clerk to arrange repairs.

23.52.2.To Consider a quotation to secure the MUGA Light Meter cabinet

This item was deferred pending quotation and site visit by an electrical contractor on Wednesday 11th May. Clerk reported she could not attend that day but it may be useful if a Councillor is there to respond to any queries on specifications. JL agreed to be on hand if required, ideally at 10am. Clerk thanked her and agreed to let her know.

23.52.3.Mole hills on the Recreation Ground

Councillors noted there was continued mole activity on the grounds. After further discussion it was unanimously **RESOLVED** to engage RDA Gardening Services' pest control. Clerk to authorise works under her emergency delegated powers.

23.52.4.To Consider request for car parking and further attractions for Church Day on 5th June

Councillors considered an additional request by hirers for car parking, a mobile staging unit and milkshake stand on the grounds for the Church Service event on 5th June. It was noted that the Chanctonbury Church event had already been approved by the Open Spaces Committee.

Following a discussion it was unanimously **RESOLVED** to permit the staging unit and milkshake stand subject to the Public Liability insurance and safety conditions. Councillor were against the principle of using the grounds for general car parking because of the greater risk of damage to the grass. It was noted that the hirer had an alternative parking arrangement if they could not use the grounds.

23.52.5.To Review a request for a bouncy castle on the Recreation Ground for Village Day on 25th June

Councillors considered a request by hirers to allow a bouncy castle on the grounds for Village Day on 25th June. It was reported that the Open Spaces Committee had previously refused, principally because inflatable devices are excluded from the council's insurance policy due to the high risks. Councillors took into consideration the hirer's submissions earlier in the meeting and that the Council is currently in the process of negotiating with insurers on a new policy renewal. After further discussion it was unanimously **RESOLVED** that at this time the decision could not be rescinded due to the current insurance exemption. However, the Open Spaces Committee may consider reviewing this at its next meeting on 25th May. But only if the Council's new insurance policy does not exempt bouncy castles and if the Committee was satisfied of meeting the new insurer's requirements.

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

23.54.1.To Receive the draft minutes of the Open Spaces Committee Meeting on 25th April 2022.

The draft minutes of the Open Spaces meeting were noted.

A recommendation to consider quotations for planting the Jubilee Tree was deferred to the next meeting.

23.55.2.To Receive the draft minutes of the Planning & Transport Meeting on 25th April 2022

The draft minutes of the last Planning & Transport Meeting were noted. There were no recommendations for consideration.



23.55.3.To Receive the draft minutes of the Finance Committee Meeting on 25th April 2022

The draft minutes of the last Finance meeting were noted. Recommendations (except the next item) were considered at the APCM (Annual Parish Council) Meeting prior to this meeting.

23.55.4.To Agree recommendation by the Finance Committee of no change to the 2022/23 Budget

Councillors considered the Finance Committee's review of the adopted 2022/23 budget's opening financial position at the last meeting on 25th April 2022. They unanimously **RESOLVED** to **AGREE** the recommendation of no changes to the adopted budget.

23.55.5.To Receive a Report from the CIL Working Party Meeting on 21st April 2022

Councillors **NOTED** the draft minutes of the CIL Working Party meeting are 21st April and that recommendations would be made for consideration at the next Full Council Meeting on 6th June.

23.55.6.To Receive a report of the Rock Common Group Meeting on 3rd May 2022

The Chairman reported on the meeting he attended with JT on 3rd May. It was noted that members anticipated that West Sussex County Council could be considering the Rock Common quarry planning application in June. Following a discussion, Councillors noted the report and that the date of the Group's next meeting is to be advised.

23.55.7.To Receive draft minutes of the HALC (Horsham Association of Local Councils) Meeting on 16th March 2022.

Councillors noted the draft minutes of the HALC meeting on 16th March with updates from Horsham District Council on the Local Plan and Water Neutrality.

23.56. Approve Payments, Receipts and Quotes

23.56.1.To Report transfer of funds to the Nationwide Business Savings account

The Chairman reported that £50k from the Council's Lloyds Account had been transferred to the new Nationwide Business Savings Account on 20th April 2022 as agreed at the Full Council Meetings in March 2020 (Minute references 22.28.3) and November 2022 (Minutes reference 21.52). Councillors noted the information.

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

Two reconciled bank statements for (Lloyds) showing transactions between 01/01/2022 and 30/04/2022, and one reconciled bank statement for Nationwide showing transactions between 01/04/2022-and 30/04/2022; payments schedule and invoices were previously circulated.

RESOLVED that the following payments totalling £ 1, 885.27 be **APPROVED**



Payments to be Approved by Full Council on 9th May 2022

Payee	Details	Amount Net	VAT	Total
Horsham District Council	Q1 2022/23 Refuse bin collection	£ 8.30	£ -	£ 8.30
Mulberry & Co	Training 19th Apr 2022 - T Keech	£ 50.00	£ 10.00	£ 60.00
RDA Garden Services	Pest control	£ 95.00	£ -	£ 95.00
Z Savill	Salary & Expenses April 2022	£ 1,615.87	£ 9.50	£ 1,625.37
NEST	Pension - April 2022	£ 96.60	£ -	£ 96.60
Total		£ 1,865.77	£ 19.50	£ 1,885.27

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

Outstanding purchase orders: **0**

Outstanding sales invoices: **0**

Income: **£21, 373.88** 1st tranche of precept 2022/23 and £200 Jubilee Grant

Reconciled Bank Balances (Lloyds): **£115, 170.42** Year End 31st March 2022; **£80,588.44** (30th April)

Reconciled Bank Balance (Nationwide): **£50,000.00**

The following reports were noted:

23.56.3.VAT

Q1 2022/23 due July 2022.

23.56.4.PAYE and National Insurance contributions

Q1 2022/23 due July 2022.

23.57. To Report correspondence received and Note responses.

Councillors noted that a resident has enquired if Wiston Estate will be lighting a Jubilee Beacon on Chanctonbury Ring as they have done for past Jubilees. Clerk to ask the estate and to inform the resident of the outcome.

23.58.Clerk's Report

Councillors noted the following information which was previously circulated:

23.58.1.NALC (National Association of Local Councils) Legal Topic Note (LTN) 89 | SUSTAINABLE ENERGY AND ELECTRIC VEHICLE CHARGING – published 24 March 2022

NALC has published a new Legal Topic Note (LTN) on sustainable energy and electric vehicle charging, an area that is causing much interest to local councils. The LTN gives a broad overview and sets out the position for local councils and their powers in respect of generating or selling electricity, providing EV charging points on council premises including car parks and selling electricity back to the national grid.

23.58.2.NALC releases a new video for its Make A Change campaign – 14 April 2022

The National Association of Local Councils (NALC) has released a new video starring viral sensation, Jackie Weaver, to help get more people involved in local (parish and town) councils.

The video raises the importance of everyone having a stake in their community and getting involved in their local council. Local councils exist and flourish thanks to the commitments of over 100,000 councillors, clerks, and council staff. NALC is urging local councils to use and share the video as widely as possible to engage with communities across the country and reach pockets that have previously been undiscovered.

NALC's **Make A Change** campaign encourages people from all backgrounds and experiences to get involved with their local council and consider putting themselves forward for election to help make the council more representative of the community. Councillors agreed that the video link should be published on the council's website.

23.59. To Receive items for the next agenda.

BH proposed a discussion on the latest position regarding HDC's planning compliance investigation into the temporary access and loading bay at Longbury Hill Wood.

JT submitted an email request for a discussion on noise nuisance allegations regarding the Frankland Arms. JL reported that a resident has emailed her on the issues and action taken to date. She agreed to ask the resident to share the information with the Clerk.

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

The following meeting dates were noted:

Open Spaces Committee Meeting: Monday 23rd May 2022 7:00pm

Planning & Transport Committees: Monday 23rd May 2022, 7:45pm

Full Council Meeting, Monday 6th June 2022, 7:30pm.

SB reported that he may be absent from the June meeting and would confirm this in writing to the Clerk.

There being no further business to transact, the Chairman closed the meeting was closed at 9.25pm

Signed.....

Dated..... 6.6.22