

# 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 4<sup>th</sup> April, 2022

**PRESENT:** Cllr C Beglan (CB), Cllr S Buddell (SB), Cllr B. Hanvey (BH), Cllr T Keech (TK), Cllr A Lisher (AL), Cllr G Lockerbie (Vice-Chairman/GL), Cllr J Luckin (JL) and Cllr J Thomas (JT)

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

**ALSO:** Clerk to the Council, Ms Z Savill

**MEMBERS OF THE PUBLIC:** 0

**ABSENT:** Chairman

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

### **28.10. To Consider accepting Apologies for Absence and Chairman's Announcements**

**RESOLVED** unanimously to **ACCEPT** apologies from the Chairman. The Vice-Chairman welcomed JL to the Council. He announced the Annual Parish Council Meeting (APCM) will be held on Monday 9<sup>th</sup> May 2022 prior to the Full Council Meeting of the same date. Councillors were invited to confirm by email to the clerk of their intentions to remain on the Committees.

### **28.11. To Receive Declaration of Acceptance of Office of newly co-opted Councillor**

Cllr Julie Luckin signed her Acceptance of Office before the Clerk as witness and joined the meeting. The Vice-Chairman welcomed JL to the Council following her co-option to the Washington Ward at the last meeting. JL submitted her Register of Interests form to be published on the Council's website.

### **28.12. 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.

### **28.13. To Approve and Sign the Minutes of the Parish Council Meeting on 7<sup>th</sup> March 2022**

**RESOLVED** unanimously to **APPROVE** the Minutes for the meeting 7<sup>th</sup> March 2022 as a correct record to be duly signed by the Vice-Chairman

### **28.14. Public Speaking**

None.

## 28.15. Reports from County and District Councillors

Cllr Paul Marshall (WSCC) reported on the following:

- WSCC has been working with Connected Kerb to develop an Electric Vehicle charge point network across the county. Community landowners, including parish councils, are invited to put forward suitable sites that work best for local residents. He invited Washington Parish Council to share with him any suggestions for locations of possible charge points in the parish. JT reported that he had responded to the initial call for sites as a resident with the suggestion of anywhere along The Pike and towards the allotment. The Vice-Chairman reported that the Village Hall committee were exploring the option of a charge point in the car park. Cllr Marshall would send details of the scheme to the Clerk after the meeting.
- WSCC has been working with a number of local authorities to trial a food/biological waste collection service for weekly collections. Cllr James Wright (HDC) commented that HDC had no plans to implement the scheme before it becomes mandatory. SB commented on the issue for those householders who will struggle to accommodate another bin to those already required.
- Lorries associated with the restoration process at the Sandgate Park quarry, can only turn right onto Water Lane to the site, and left from the site. Cllr Marshall would enquire with WSCC on how the Inert lorry movements will be managed during their new licence period which extends 4 years beyond the 2028 quarry restoration deadline.
- He would forward an update on the WSCC's proposed A283 crossing at East Clayton Farm, to the clerk after the meeting.

Cllr James Wright (HDC) reported on the following:

- HDC's Jubilee tree planting initiative and £200 grant for Jubilee celebrations in the parish. Cllr Wright would make further enquiries on whether the funding could be made available for two street parties planned in the parish.
- HDC is working with the Police on local fly-tipping hot spots. New information had come to light which may lead to a prosecution.
- HDC's Community Safety Team were unable to intervene in reports of anti-social behaviour on the Recreation Ground because the police had not logged the Parish Council's complaints. Cllr Wright reported that only the AED vandalism in January had been logged but not the incidences of broken glass on the MUGA. Cllr Wright and Cllr Marshall urged the Parish Council to write to the Police Crime Commissioner and to copy them into the correspondence. The Vice-Chairman suggested this would be discussed at a future Parish Council meeting.
- SB reported a serious dog mess problem on the Millford Grange Country Park. He asked if HDC could provide dog bins, and what the legal position is regarding the closure of the public access points to the park. Cllr Wright agreed to make enquiries. The Vice-Chairman thanked him and agreed that the information would help inform discussion on the matter at a future Parish Council meeting.

*Cllrs Marshall and Wright left the meeting at 20:07hrs.*



## 28.16. To Report matters arising from the last meeting

The Vice-Chairman reported the following:

- There are 2 Councillor vacancies remaining on the Parish Council: 1 in the Washington Ward and 1 on the Heath Common Ward.
- National Highways has confirmed receipt of the Parish Council's feedback on the A27 Arundel Bypass S42 Statutory Consultation
- The Boundary Commission has published the Parish Council's response to the consultation on proposed changes to parliamentary constituencies.

## 28.17. Planning Decisions, Appeals, Planning Compliance and other Planning issues

### 28.17.1. To Consider consultation responses to the following application:

It was noted that consultation responses for the following applications would be delegated to the Planning & Transport Committee by email to the clerk before **noon on Thursday 7<sup>th</sup> April 2022:**

#### **DC/22/0519 - Iron Stone Barn Rock Road Washington West Sussex**

*Creation of new vehicular access to existing residential property and installation of a gate.*

#### **SDNP/22/01260/CND - Church House The Street Washington West Sussex RH20 4AS**

*Variation of Condition 1 of previously approved application SDNP/20/01696/LIS (Remedial works to the existing barn to include re-roofing, infilling existing barn doors opening with a new glazed screen, forming a new opening in eastern wall to match same to the western wall (Listed Building Consent)) to allow for changes to fenestration details.*

#### **SDNP/22/00250/HOUS – Hunny House Chanctonbury Close Washington RH20 4AR**

*Erection of a single storey side extension.*

### 28.17.2. HDC & SDNP Planning Decisions

None to report in the parish

### 28.17.3. Planning Compliance

None to report in the parish.

### 28.17.4. To Adopt the minutes of the Storrington & Sullington and Washington Neighbourhood Plan Steering Group Meeting held on 8<sup>th</sup> March 2022

A copy of the minutes from the meeting had been previously circulated to Councillors together with the amended Terms of Reference for the Steering Group. CB reported on the meeting and amended terms. BH reported his concerns that it would appear from the amended terms of reference that the SG makes the final determinations about development in this parish. CB reported that this was not the intent behind delegation of powers to the SG. She explained that the SG's purpose would be to conduct an investigation into a site but it would not adopt a site without referring back to this Council. Following a discussion it was unanimously **RESOLVED** to **ADOPT** the minutes.

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

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

Nothing reported.



#### **28.18.2.To Co-opt new members for vacancies on Committees**

The Vice-Chairman reported on the vacancies on some of the Council's Committees. JL agreed and it was unanimously **RESOLVED** that she would be co-opted onto the Open Spaces and the Planning & Transport Committees. TK agreed and it was unanimously **RESOLVED** that he would be co-opted onto the Finance and Planning & Transport Committees.

#### **28.18.3. To Agree date for a meeting with the local electorate in 2022**

Following a discussion it was unanimously **RESOLVED** to host a meeting with the electorate on Friday 23<sup>rd</sup> September 2022 7:00pm at the Washington Village Memorial Hall and to invite Mr Andrew Griffiths MP as guest speaker. This would be reviewed at the next meeting. CB agreed to organise refreshments. Councillors were invited to notify the clerk if they can assist on the day.

#### **28.18.4. To Review the Council's decision to for an S137 grant of £12,000 to the National Trust's proposed forestry track**

The Chairman reported on further delays of the National Trust's plans for a forestry track on the southern section of Georges Lane to their Warren Hill car park. A copy of the NT's £12,000 grant application to the Parish Council towards funding the project was previously circulated. It was noted that the NT remained committed but were not in a position to seek consent for the track from West Sussex County Council. Following a discussion it was unanimously **RESOLVED** to defer the item to the next meeting when further information may be available.

#### **28.18. Washington Recreation Ground Charity**

##### **28.19.1. To Report any maintenance issues on the Recreation Ground and Agree any required action**

It was noted there was evidence of fresh mole hills on the Recreation Ground. Following a discussion it was unanimously **RESOLVED** to delegate powers to the clerk to engage RWE's Garden Services to address the problem as before.

##### **28.19.2.To Discuss the advice on risk assessments for third party events on the Washington Recreation Ground.**

The Chairman reported on the insurer's advice that there were no specific requirements relating to inspections of the Council's land prior to a third-party event taking place. However, as best risk management practice it would be preferable for one to be undertaken as close to the day as possible. It was noted that ultimately the decision on when the check takes place is for the Council to consider. Following a discussion it was **RESOLVED** with one abstention that the clerk undertakes her weekly safety inspection on her last working day prior to the event.

#### **28.20. To Receive reports and recommendations from Committees and Working Parties.**

##### **28.20.1.To Receive the draft minutes of the Open Spaces Committee and Planning & Transport Committee meetings on 21<sup>st</sup> March 2022.**

The draft minutes were previously circulated and taken as read. Following a discussion it was noted there were recommendations for consideration. The minutes would be adopted at the next meetings of the committees.

##### **28.20.2.To Receive a report from the CIL Working Party**



BH reported that no online meeting had yet taken place for the Working Party. Following a discussion it was **RESOLVED** that the Clerk arranges and hosts a Zoom meeting with WP members and any other interested members of the community to sound out project ideas. JL kindly agreed to join the Working Party. Clerk to share BH's preliminary report with Councillors which sets out a course of action for determining CIL project; costings for works on the Recreation Ground and Play Area. WP members to confirm dates of availability for a meeting.

**28.20.3. To Receive the draft minutes of the HALC (Horsham Association of Local Councils) Meeting 30<sup>th</sup> November 2021**

The draft minutes of the meeting were previously circulated and taken as read.

**28.20.4. To Receive a report of the Chairman's presentation at the Boundary Commission's public hearing on 16<sup>th</sup> March 2022**

The Chairman's presentation was previously circulated and taken as read. It was noted that the Chairman had reported on the Parish Council's strong objection to the Commission's proposal to move the Washington parish to the new Shoreham parliamentary constituency.

**28.21. To Approve the Bank Reconciliation, Payments and Report Income.**

The reconciled bank statements showing transactions between 29/02/2022 and 29/03/2022, payments schedule and invoices were previously circulated.

Following a discussion it was unanimously **RESOLVED** that the following payments totalling **£ 5,947.56** be **APPROVED**

Payments to be Approved by Full Council on 4th April 2022					
Voucher	Payee	Details	Amount Net	VAT	Total
1	Starboard Systems Ltd	Annual accounting subscription	£ 288.00	£ 57.60	£ 345.60
2	Arboricultural Excellence	Tree surgery - 1st Extension Gra	£ 380.00	£ 76.00	£ 456.00
3	Base Point Data	Speed Loops in Rock Road	£ 400.00	£ 80.00	£ 480.00
4	S Trott	Ivy clearance from bus shelter	£ 150.00	£ -	£ 150.00
5	Wel Medical Ltd	Electrode Pad - AED Village Hall	£ 45.90	£ 9.18	£ 55.08
6	Mulberry & Co	Training - J Luckin	£ 50.00	£ 10.00	£ 60.00
7	Mulberry & Co	Training - J Thomas	£ 50.00	£ 10.00	£ 60.00
8	WSALC & NALC	2022/23 annual subscription	£ 704.40	£ -	£ 704.40
9	RDA Garden Services	Pest control	£ 130.00	£ -	£ 130.00
10	S Russell	Litter collection Oct 2021-Feb 20	£ 576.00	£ -	£ 576.00
11	P Heeley	Mileage - Boundary Commission	£ 21.60	£ -	£ 21.60
12	Z Savill	Salary & Expenses March 2022	£ 1,293.80	£ 4.33	£ 1,298.13
13	HMRC	Q4 2021.22 Tax & NICs	£ 781.81	£ -	£ 781.81
14	NEST	Pension - March 2022	£ 62.30	£ -	£ 62.30
15	Andrew Gale Tree Surgery Ltd	Tree surgery - Recreation Ground	£ 200.00	£ 40.00	£ 240.00
16	Sussex Land Services Ltd	Grass cutting March 2022	£ 438.87	£ 87.77	£ 526.64
<b>Total</b>			<b>£ 5,572.68</b>	<b>£ 374.88</b>	<b>£ 5,947.56</b>

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

Outstanding purchase orders: **£ 0**

Outstanding sales invoices: **£10**

Reconciled Bank Balance: **£ 115,160.42**

**28.21.2. VAT**

A summary report of the £139.64 Q4 2021/22 VAT to be reclaimed was previously circulated and noted.

**28.21.3. PAYE and National Insurance contributions**

A report of the Q4 contributions of £781.81 Q4 for 2021/22 was previously circulated and noted.

**28.22. To Report correspondence received and Note responses.**

A Report of correspondence received was previously circulated. Councillors discussed an email request from a resident to ask a local gliding club to stop low flying tow planes over Heath Common. It was noted that no other complaints had been received in the vicinity and that it appeared to be an isolated incident. Following a discussion it was unanimously **RESOLVED** to take no further action at this time but to note the resident's concerns.

**28.23. Clerk's Report**

**Training: Mulberry & Co Training Programme for Councillors and Clerks**

It was noted that the clerk had booked new councillor training for JL, TK and JT upon their request..

**28.24. To Receive items for the next agenda.**

None received. The Vice-Chairman advised members to contact the clerk by noon on Monday before the next meeting with any items for the next meeting agenda.

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

The following meeting dates were NOTED:

Annual Parish Council Meeting, Monday 9<sup>th</sup> May, 2022, 7:00pm

Full Council Meeting, Monday 9<sup>th</sup> May 2022, 7:30pm.

Open Spaces Committee Meeting: Monday 25<sup>th</sup> April, 6:30pm

Planning & Transport Committees: Monday 25<sup>th</sup> April, 7:15pm

Finance Meeting: Monday 25<sup>th</sup> April 2022, 8:00pm.

**23.26. 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 item/s of business to be transacted.**

Following a discussion it was unanimously **RESOLVED** to exclude the Public and Press for the next item of business due to the likely disclosure of legally privileged information. No public or Press were present

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

The amended Licence Agreement was previously circulated, together with legal advice from the Council's surveyor and Rampion's land agent. It was NOTED that an amendment had been included to protect the Council's reserve position regarding the proposed inshore cable corridor underneath the Recreation Ground. It was further NOTED that the surveys did not include the Allotment land. Following a discussion it was unanimously **RESOLVED** to **AGREE** the Licence. It was duly signed by the Vice-Chairman and witnessed by the Clerk.

The Meeting was closed at 20:55 hrs.

Signed.....

Dated..... 9. 5. 22.