

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 7th February 2022

PRESENT: Cllr C Beglan (CB), Cllr S Buddell (SB), Cllr B. Hanvey (BH), Cllr P Heeley (Chairman), Cllr G Lockerbie (GL) and Cllr J Thomas (JT)

IN ATTENDANCE: Cllr James Wright (HDC)

ALSO: Clerk to the Council, Zoe Savill

MEMBERS OF THE PUBLIC:

ABSENT: Cllr Lisher

The Chairman opened the meeting at 19:35 hours.

27.90. To Consider Accepting Apologies for Absence and Chairman's Announcements

The Chairman was sorry to announce the resignation of Cllr Jim Sanson (HDC Ward Member for Storrington & Washington Ward).

RESOLVED to accept apologies from AL and to note the Chairman's Announcements.

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

None made

27.92. To Approve and Sign the Minutes of the Parish Council Meeting on 10th January 2022

RESOLVED to **APPROVE** the Minutes for the meeting on 10th January 2022 to be duly signed by the Chairman

27.93. Public Speaking

None present

27.94. Reports from County and District Councillors

WSSCC Reports

The Chairman reported apologies from Cllr Paul Marshall (WSSCC) and there were no reports,

HDC Reports

The Chairman reported apologies from Cllr James Wright (HDC) who may be late arriving from another meeting. The item was deferred until his arrival

27.95. To Report matters arising from the last meeting

The following information was NOTED:

The Parish's 2022/23 Precept: Horsham District Council, the principal precepting authority, has confirmed receipt of Washington Parish Council's precept request. The Chairman commented on the schedule of precepts from HDC across the district. He noted that Washington's was the third lowest.

The Washington Recreation Ground Charity (WRGC) Annual Return 2021: The Charity Commission has confirmed receipt of the WRGC Annual Return 2021.

Vandalism of the Village Hall AED on 23rd January 2022 and anti-social behaviour incident on 31st December 2021.

The clerk has reported both incidents to police. They confirmed that the vandalism of the AED would be investigated as a crime, and that the other matter of broken glass on the MUGA would be treated as anti-social behaviour. Both had also been reported to the Council's insurer pending any future claim.

Cllr James Wright (HDC) entered the meeting.:

27.96. District Report:

Cllr James Wright gave the following report:

- **Resignation of Cllr Jim Sanson:** This has created a vacancy of Councillor for the Washington & Storrington Ward of Horsham District Council. A notice will be published with details for requesting a by-election to fill the vacancy. Cllr James Wright and Cllr Ray Dawe would continue to represent and serve the ward as the other members.
- **Multi-Agency task force for tackling anti-social behaviour:** Cllr Wright encouraged Washington PC to report incidents to the Storrington task force which has strong links to the local police. He would give the clerk contact details of the new PCSCO who covers both parishes.
- **Horsham District Council Tax 2022.23 set to rise:** This would be up slightly by 9p a week (2.41%), subject to approval at Horsham's Full Council meeting on 9th February, with an extension to the council tax reduction scheme for those assessed as being in need.
- **Rampion 2:** It is very important that Washington Parish Council gets legal advice regarding access to its land for surveys. There is a potentially large amount of income from granting access rights, which would be very beneficial to the parish. At neighbouring Wiston, there are discussions with Rampion on funding a new roof for Buncton Chapel. Rampion will also pay agents fees for surveys (e.g., ecological, trees, and LIDAR) which are required to help determine the eventual route of the inshore cable corridor. He agreed to provide a copy of the Licence Agreement for his own land with the Rampion. He recommended a number of agents, including Savills, which have infrastructure teams specialising in this area of work. He advised against sharing agents with other affected landowners, including Wiston where there is potentially a conflict of interest.
- **Water Neutrality impact on planning applications:** HDC is working on a 3-part water neutrality strategy for the district, including an off-set charge for developments. The Local Plan is on hold until a solution is found and could see a reduction in the district's overall housing requirement when it is finally re-submitted for adoption.
- **Enforcement:** an outcome of a planning enforcement issue in the district could be a planning application. So, there is no point in issuing an enforcement notice if there is an outstanding

planning application before commencing an expensive enforcement process.

He gave the following responses to questions from Councillors, including the following:

- **Adoption of the village Phone Box, The Street:** - BT notice for the community to apply for the adoption or subsidised retention of the red phone box in The Street. *The Chairman confirmed it would be discussed at the Council's next Open Spaces Committee Meeting.*
- **HDC's pending consultation on car parking charges:** He would enquire about the consultation dates and notify the parish. HDC is investing in car parking improvement schemes this year including a new car park at Billingshurst and works to modernise the Storrington car parks at Waitrose and the Library in the Spring. *The Chairman confirmed that the consultation would be discussed at a future Council meeting.*
- **Local Plan meetings with parishes on the district's housing targets:** Further meetings are on hold until the outcome of water neutrality issues. It could see a big reduction in the district's housing targets: a figure of 345 is being floated for the annual housing target, and that these are already being met by existing allocations in neighbourhood plans.
- **Community Infrastructure Levies received by HDC:** He was shocked by the large amount of unspent portion of CIL monies awarded to HDC in the current financial year. But some £15m will be spent over the next year on building 180 affordable homes in the district, of which some will be in Storrington.

Cllr Wright left the meeting after the Chairman thanked him for his reports.

27.97. To Ratify decisions made by delegated powers since 10th January 2021 for ratification
None to report.

27.98. Planning Decisions, Appeals, Planning Compliance and other Planning issues
The following application will be considered by delegation to the Planning & Transport Committee before noon on Thursday 10th February 2022:

27.98.1. DC/21/2517 - Kilbride Bracken Lane Storrington Pulborough
Erection of a two storey partially glazed front extension.

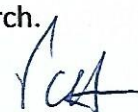
27.98.2. HDC Planning Decision:
To be advised.

27.98.3. SDNPA Planning Decisions:
To be advised.

27.98.4. Planning Compliance
None to report

27.98.5. To Report the 8-week public consultation on the preferred Grey Route option from Tuesday 11th January 2022 to Tuesday 8th March 2022

The clerk reported that WSALC (West Sussex Association of Local Councils) notified the council about the consultation, but nothing was received from National Highways. **RESOLVED** that the Planning & Transport Committee will be discussing the consultation at its next meeting on 21st February, with a recommendation of formal response to be agreed by Full Council on 7th March.



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

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

None reported.

27.99.2. To Adopt the Council's amended Standing Orders

The Council's 2022 Interim Audit recommended a further review of the Standing Orders against the most up to date NALC model policy. The Auditor noted that there were some items which should be removed. Following a discussion, it was **RESOLVED** to request that the Auditor confirms these items.

27.99.3. To Sign the Mandate for the Council's Nationwide bank account and Agree Reserves transfer

A mandate and other documents for the new Nationwide account was previously circulated and hard copies brought to the meeting. **RESOLVED** that the mandate is signed by the council's approved signatories and to **APPROVE** the transfer of £50,000 reserves to the new account once it goes live.

27.99.4. To Consider publication of the Council's next newsletter

Members discussed a quotation from the Sussex Local magazine for the Spring newsletter. It was noted that this was usually produced in April to advertise the forthcoming Annual Parish Meeting (APM). But due to uncertainty around hosting the event during Covid and distribution difficulties, it was **RESOLVED** to suspend the newsletter and to continue with quarterly articles in the Sussex Local. A decision on the APM would be formally considered at the next meeting. Clerk to notify the magazine.

27.99.5. To Consider an invitation to attend the A24 Worthing to Horsham Corridor Feasibility Study Stakeholder Webinar on Thursday 17th February

Members discussed the invitation from West Sussex County Council. Supporting documentation was still pending. **RESOLVED** to request a recording of the webinar for the Council to consider comments for submission at its next meeting or the Planning & Transport Committee meeting.

27.99.6. To Consider a recruitment drive for more councillors

Members discussed using local Facebook groups in Washington to fill its 4 Councillor vacancies, and the Chairman's findings on advertising. **RESOLVED** that JT would join the Washington group to promote the vacancies. Clerk to forward the Communications Protocol to JT which is also published on the website.

28:00. Washington Recreation Ground Charity

28.00.1. 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 on 24th January 2022
None reported.

28.00.2. To Approve the Licence Agreement for RWE's Rampion 2 surveys on council land and Consider appointing an independent surveyor

A copy of the Licence Agreement and method statement for Rampion's ecology surveys, was previously circulated. The clerk gave a verbal report of legal advice about the agreement from local council specialist solicitor Mr Roger Taylor. It was noted that the council should consider appointing an independent surveyor to advise on the licence agreement and surveys. The council also considered

comments by Cllr Wright earlier in the meeting , and that Rampion would cover their legal and survey costs as well as financial reimbursements which would benefit the parish. GL queried if the surveyor would also be acting for the Allotment Tenants. Members noted that Rampion’s land agents, Carter Jonas was pushing for the council to sign the agreement so that the surveys can be conducted in the next week. Following a discussion, it was **RESOLVED** to give the clerk delegated authority to appoint a suitable surveyor subject to confirmation that their fees and financial reimbursement to the council would be met by Rampion. In the event of any agreement for access purposes, the council would wish to add a caveat that this does not infer acceptance for the proposed route by Washington Parish Council.

28.01.To receive reports and recommendations from Committees and Working Parties.

The draft minutes of the Open Spaces and the Planning and Transport Committees Meetings on 10th January 2022 were previously circulated, and it was noted there were no recommendations for consideration. The draft minutes of the Personnel Committee Meeting on 28th January 2022 was also circulated and the recommendation regarding the Clerk’s salary was considered later in this meeting.

28.02. CIL Working Party – Community Infrastructure Levy (CIL) and Council’s Reserves

Following a discussion, it was **RESOLVED** that the Working Party discusses spending priorities of the CIL and Reserves ahead of the next Full Council Meeting. The Chairman to liaise with the Vice-Chairman on arranging similar discussions with the Chairman of the Village Hall Trustees.

28.03. Approve Payments, Receipts and Quotes

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

The reconciled bank statement showing transactions between (30/12/2021 and 28/01/2022/to be confirmed), payments schedule and invoices to be circulated before the meeting.

RESOLVED that the following payments totalling **£2,125.57** be **APPROVED** and to **RATIFY** the payment already made to J Electrical Services of £165.60 for the Council’s 2022 annual inspection. .

**Washington Parish Council
PAYMENTS LIST – FC February 2022**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
147 MUGA (electricity)	25/01/2022	OSRA Meeting	Lloyds Current	Online	Electrical inspection	J Electrical Services	S	138.00	27.60	165.60
155 Repairs to Rec & Play	06/02/2022	FC Feb 2022	Lloyds Current	Online	Maintenance	Screwfix	S	50.77	10.15	60.92
157 Highways Improvements	07/02/2022	FC Feb 2022	Lloyds Current	Online	Traffic Survey	Bellamy Roberts LLP	S	360.00	72.00	432.00
156 Office expenses	10/02/2022	FC Feb 2022	Lloyds Current	Online	Phone	Zoe Savill	Z	10.00		10.00
148 Clerk's Pension	10/02/2022	FC Feb 2022	Lloyds Current	Direct Debit	Pension	NEST	Z	66.54		66.54
149 Subscriptions, and legal	10/02/2022	FC Feb 2022	Lloyds Current	Online	Allotment Society	National Allotment	S	55.00	11.00	66.00
150 Clerk's salary net	10/02/2022	FC Feb 2022	Lloyds Current	Online	Clerks salary (net)	Zoe Savill	Z	1,173.41		1,173.41
151 Clerk's Overtime	10/02/2022	FC Feb 2022	Lloyds Current	Online	Clerk's overtime	Zoe Savill	Z	93.90		93.90
152 Clerk's expenses	10/02/2022	FC Feb 2022	Lloyds Current	Online	Clerk's Mileage	Zoe Savill	Z	34.65		34.65
153 Clerk's expenses	10/02/2022	FC Feb 2022	Lloyds Current	Online	Electricity	Zoe Savill	Z	10.00		10.00
154 Office expenses	10/02/2022	FC Feb 2022	Lloyds Current	Online	Stationery	The scribbling shop	S	10.46	2.09	12.55
Total								2,002.73	122.84	2,125.57

RESOLVED that the transfer of £50,000 Reserves from the Council’s Treasurer’s Account to its Nationwide Deposit Saver’s Account be **APPROVED** when the account goes live.

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

Outstanding purchase orders: 0

Outstanding sales invoices: **£173.45** – allotment rent and MUGA light card

Income: 0

Reconciled Bank Balance: £118,363.95

28.03.2.VAT

Q4 2021.22 due April 2022

28.03.3.PAYE and National Insurance contributions

Q4 2021.22 due April 2022

28.04.To Report correspondence received and consider any responses.

RESOLVED to note the correspondence previously circulated. It was noted that the BT notice for the adoption of the village phone box will be considered at the next Open Spaces Meeting.

28.05. Clerk's Report

28.06.Training: Mulberry & Co Training Programme for Councillors and Clerks

Members noted the training programme and to notify the clerk of any courses they would like to attend.

28.07.To Receive items for the next agenda.

BH requested that compliance of the temporary access granted by HDC for felling works on Longbury Hill Wood is tabled for discussion.

SB raised the matter of 'infill' lorries being licensed to operate another 4 years at the Washington Sandpit site after the restoration scheme ends in 2028. He pointed out the impact on the local road network, including Washington, and that clarity was needed from WSCC on how its operations will be regulated.

The clerk reported that the matter was tabled for the next agenda pending Cllr Paul Marshall's (WSCC) enquiries with the WSCC planning compliance team. Storrington & Sullington Parish Council were also due to meet Cemex operators at the Water Lane site to discuss public complaints of quarry traffic through Storrington's High Street.

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

The dates of the following meetings were noted:

Full Council Meeting: Monday 7th March 2022, 7:30pm

Open Spaces and Planning & Transport Committees: Monday 21st February 2022, from 7:00pm

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

Following a discussion, it was **RESOLVED** to exclude the Public and the Press due to the confidential nature of the next item:

24.11. To Consider Co-option of a Councillor for the Heath Common Ward vacancy

An application from Mr Trevor Keech for the Heath Common Councillor vacancy was previously circulated. Following a discussion it was **RESOLVED** unanimously to co-opt Mr Keech subject to his formal acceptance at the next meeting. The clerk was instructed to inform Mr Keech immediately.


Due to the confidential nature of the next item, the Clerk left the meeting for the discussion.

28.12. Staff salary review

The Chairman reported on the Personnel Committee (28th January 2022) meeting's recommendation for the staff salary. Following a discussion, it was **RESOLVED** to **AGREE** a 3% pay increase, to be backdated to

February 2022, the anniversary of her employment. Further, to review an increase in the Clerk's hours the next Full Council Meeting.

The Clerk was invited back into the room before the meeting closed at 21:40 hours

Signed.......... Dated..... 7.3.22.....