

WASHINGTON PARISH COUNCIL



Clerk to the Council.

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WASHINGTON PARISH COUNCIL MEETING

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

PRESENT: Cllr S Buddell (SB), Cllr P Heeley (Chairman), Cllr T Keech (TK), Cllr A Lisher (AL), Cllr G Lockerbie (GL), Cllr J Luckin (JL) and Cllr J Thomas (JT)

IN ATTENDANCE: HDC Cllrs Joan Grech and James Wright

ALSO: Clerk to the Council, Ms Z Savill

MEMBERS OF THE PUBLIC: 3

ABSENT: BH

The Chairman opened the meeting at 7:30pm.

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

Apologies were received from BH, and it was unanimously **RESOLVED** they are **ACCEPTED**

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

TK declared his interest as nominative Trustee of the Annie Bertha Lloyd Almshouses Trust (Washington Cottages) and recent appointment as a Governor of St Mary's primary school, Washington. A copy of his signed updated Register of Interest was presented before the meeting to be published on the council's website.

23.79. To Approve and Sign the Minutes of the last Parish Council Meeting on 6th June 2022

RESOLVED unanimously to **APPROVE** the Minutes for the meeting on 6th June 2022 as a correct record and duly signed by the Chairman.

23.80. Public Speaking

A member of the public spoke about alleged noise nuisance and parking obstruction from music events at the village pub. Cllr James Wright (HDC) agreed to take up the matter with Horsham District Council's licensing team and West Sussex County Council via the local representative, Cllr Paul Marshall. He invited the speaker and other complainants to contact him individually with evidence of the issues.

The Chairman thanked the speaker. Two members of the public left the meeting.

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23.81. Reports from County and District Councillors

WSSC Report

Cllr Paul Marshall was unable to attend and gave his apologies prior to the meeting

HDC Report

Cllr James Wright gave a report and answered questions from Councillors, including the following:

- HDC is introducing recycling for coffee pods. Details on the new scheme will be available later this year
- Cllrs continue to attend Local Plan seminars and are looking to lower the new housing requirement because of the water neutrality issues. HDC will be arranging meetings with the parishes this Autumn on the Local Plan
- Population in the district has increased 11.7%, 4.5% higher than average figures for the Southeast.
- Police patrolled the top of the Bostal twice last month to stop motorists using the A24 bus lane into the village. They will continue patrols in July.
- District food waste trial saw a 30% reduction in food waste but will cost an extra £1.5 million because of the requirement for separate vehicles. This represents a significant increase to HDC's annual expenditure. Changes are being made to adapt WSSC's waste treatment site at Warnham and HDC is committed to rolling out the collections in the next few years.
- JW answered questions on the water neutrality issue and that Natural England had reported too much water is already being used. He explained that there was no short-term solution to mitigate the water demands of large new housing developments and the longer-term solution which would require new reservoirs was decades away. He confirmed that HDC's position was not to include any large-scale development in the Plan. He was confident this would be supported by the Planning Inspectorate which has so far rejected all appeals in the district for developments which do not meet the water neutrality requirements.

The Chairman thanked Cllr Wright for his reports.

Cllr Wright and Cllr Grech left the meeting, at 7.54pm

23.82. To Report matters arising from the last meeting:

The following information was noted:

- **Notice of Casual Vacancy for the Heath Common Ward**

There has been no election request for the Heath Common Ward vacancy following the resignation of Cllr Christine Beglan on 6th June. Subject to confirmation from Horsham District Council's Democratic Services, the Parish Council is free to fill this vacancy for a Councillor by its co-option procedure. The Chairman reported that there are now 2 co-option vacancies on the ward and 1 on the Washington Ward. JL agreed to publish the vacancies on the Washington Face Book page. The Clerk would provide the information.

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

DC/22/1023 -Land at 512367 114541 Spring Gardens Washington West Sussex
Erection of a stable building

Councillors discussed the planning application DC/22/1023. It was noted that the proposal is linked to the recently approved application DC/22/0219 for a new paddock entrance. A recent enforcement enquiry EN/22/0185 relating to the development was closed after it found no evidence into allegations which included the infilling of a natural spring and felling of trees to prepare the site. It was also alleged that two streetlights had been installed either side of the new entrance by West Sussex Highways despite the parish's 'Unlit' status. After further discussion, Councillors agreed that they could see no reason to object to the application. It was unanimously **RESOLVED** to make **NO OBJECTION** provided that the stable building is used only for stabling and not storage. It was further agreed to make enquiries with the WSCC Highways Authority about the two streetlights.

Steyning Neighbourhood Plan referendum announcement

It was noted that the Steyning Neighbourhood Plan examination had been concluded with the examiner recommending the plan proceed to referendum subject to modifications. This is scheduled for 14th July 2022.

The decision statement was previously circulated to Councillors and published by Horsham District Council in accordance with Regulation 18 of Neighbourhood Planning Regulations General 2012 (as amended) with the examiner's report.

HDC Planning Decisions (for significant applications in Washington parish):

Nothing reported

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

Nothing reported

Planning Compliance

Nothing reported

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

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

The Chairman reported that the Parish Council's double noticeboard at Pixies Corner, Sanctuary Lane/Hampers Lane had sustained what appeared to be a heavy impact damaging the frame. The damage had occurred during tree works on a neighbouring property. The property owner and contractors had denied any involvement. Following a discussion, it was agreed not to pursue an insurance claim and to seek quotations for repairs to be considered by the next OSRA Committee Meeting.

23.84.2. To Consider and Agree Auditor's recommendation for dedicated Council email addresses

Councillors discussed the Auditor's recommendations to use common email addresses. Currently the Chairman and Vice-Chairman have a dedicated council email address as well as the Clerk. Supporting information including the Auditor's report, advice from the Council's Data Protection Officer service, and information on the use of personal and stand-alone devices was previously circulated. A 'Bring Your Own Device' policy, drafted by the Clerk, was also circulated and considered read by Councillors. It included the requirement for departing Councillors to

permanently delete parish business from devices and their email account, with hard copies passed to the Clerk for destruction.

Councillors also considered upgrading the website hosting service to the Standard Package at £24 per month which includes 15 email addresses and monthly Google analytics.

After further discussion it was unanimously **RESOLVED** that all Councillors have a dedicated council email address and to upgrade to the Standard website hosting package. The provision of dedicated devices would be kept under review. Clerk to make further enquiries on management of email accounts and parish council data on the devices of departing members.

23.84.3. To consider formal approval of Nominative Trustees to the Annie Bertha Lloyd Charity (Washington Cottages).

TK previously declared a personal interest in this agenda item and took no part in the voting. Councillors considered an invitation from the Annie Bertha Lloyd Trust to approve TK as the nominative representative to fill a vacancy on the charity's board. It was reported that TK had volunteered to act in the role. Councillors agreed that subject to there was no legal impediment to the Parish Council in appointing a candidate, the PC should agree a nomination. Following a discussion and the Clerk's advice, it was proposed by AL and seconded by GL and unanimously **RESOLVED** that TK's appointment be approved.

23.84.4. To Consider and Agree a PO Box address for the Council

Councillors discussed the option of a PO Box for the Council's physical mailing address. This would be independent of the Clerk's home address which has been used in the absence of a parish office. Subject to a PO Box being acceptable to HDC and other local government organisations, it was unanimously **RESOLVED** to use a Royal Mail PO Box in the Council's name at a cost of £315. The Clerk's home address, if required, would continue to be used for some legal services.

23.84.5. To Consider and Agree quotation of online form for the Council's CIL Survey on the website

Councillors considered and unanimously **RESOLVED** to agree £122.50 quotation by the Council's website host to create and deploy an online form for the Council's CIL survey.

23.84.6. To Agree comments on the South Downs National Park Authority Issues & Options version of the Shoreham Cement Works Area Action Plan public consultation.

Councillors discussed the SNPA consultation on Issues and Options for the redevelopment of the Shoreham Cement Works which opened on 7th June until 2nd August 2022. An invitation to comment as a stakeholder, was previously circulated to Councillors with supporting documents and considered read. After further discussion, Councillors unanimously **RESOLVED** to welcome the initial proposals to create high quality, sustainable hospitality and leisure development and recreational accommodation to improve facilities for visitors to the Park. But they were concerned that it should not adversely impact on the A283 and local road network which feed the already congested Washington A24 roundabout. Councillors looked forward to the opportunity to comment on the more detailed proposals of the scheme at the next consultation stage.

23.84.7. To Agree Agenda for Parish Meeting on 23rd September

Councillors discussed the Parish Meeting agenda drafted by the Chairman. It was noted that a representative of the Neighbourhood Policing Team at Horsham had kindly accepted an invitation to attend and speak at the meeting. Mr Andrew Griffith MP, Cllrs Paul Marshall and James Wright had previously accepted. The Village Hall Trustees had not yet responded. Advice on the safe

capacity of the Chanctonbury Room venue and a secure process for controlling admittance was also considered.

After further discussion it was unanimously **RESOLVED** to approve the order of items on the draft agenda to be finalised at the next Council meeting; that attendance should be restricted to residents with proof of address, in accordance with the safe capacity of the hall. JL agreed to assist the clerk with checks; An invitation would be extended to the West Sussex County Times for a Press representative.

23.84.8. To Report residents' concerns about alleged noise and parking issues at the village pub, and consider a response

Councillors discussed concerns expressed by a number of residents about alleged excessive noise and parking issues at the Frankland Arms pub. Photos of traffic cones along London Road were previously circulated and appeared to have been placed without consent from the Highways Authority in order to reserve parking for pub-goers at a recent music event. Concerns expressed during the public session of the meeting and Cllr Wright's responses were taken into consideration. Councillors supported the need for a village pub and its value as a registered community asset. They agreed that noise levels must be controlled to respect residents, and that parking needed to be accessible to other visitors including those to the nearby national park.

After further discussion it was unanimously **RESOLVED** to support Cllr James Wright's agreement earlier in the meeting to follow up the matter with Horsham District Council. The parking issues would be raised with Cllr Paul Marshall at the site meeting planned on 6th July to discuss a number of other traffic concerns in the village.

23.84.9. To Approve Clerk's annual leave and arrangements for Council business.

Councillors discussed and unanimously **RESOLVED** to approve the Clerk's 8 days annual leave from 3rd-16th August, with urgent decisions on parish business to be made under the Council's scheme of delegation. It was further agreed that Committees would take the decision whether to hold a meeting for important business in the Clerk's absence. JL kindly agreed to carry out the weekly play inspections.

23.85. Washington Recreation Ground Charity

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

None reported.

23.85.2. To Consider a request to hire the Recreation Ground for a school book sale on 5th July 2022

Councillors discussed and unanimously **RESOLVED** to approve a hire request by the school's PTA to hold a book sale on the grounds on Tuesday 5th July 3.30pm-4.30pm, subject to the usual conditions.

23.85.3. To Consider a request to hire the MUGA for Morris dancing practice on 5th July 2022

It was noted that the hire request is cancelled

23.85.4. To Consider a consultation response to the Charity Commission Consultation

This item was deferred to the next meeting.

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

23.86.1. To Receive the draft minutes of the Open Spaces Committee Meeting on 20th June 2022.

The draft minutes of the Open Spaces meeting were previously circulated and noted. There were no recommendations for consideration.

23.86.2. To Receive the draft minutes of the Planning & Transport Meeting on 20th June 2022

The draft minutes of the PT meeting were previously circulated and noted. There was one recommendation. See Agenda item below.

23.86.3. To Consider a recommendation by the Planning & Transport Committee for a Speed Activation Device in Rock Road and quotation

Councillors considered a recommendation by the Planning & Transport Committee (20th June 2022) of quotations for the supply and installation of a one-sided Speed Activation Device (SID) in Rock Road. AL reported on the proposal and that members had agreed the device should be located facing east on the north side of Rock Road, near Gorse Bank Close where a traffic survey in January had indicated a speeding issue. The final location would be assessed and decided by the Highways Authority, subject to a licence application. Quotations from a recommended supplier and installer, together with supporting papers were previously circulated. After further discussion, it was unanimously **RESOLVED** that as there was also a westbound speeding issue on the same stretch, a double-sided SID should also be considered as an option. Clerk to seek quotations for consideration at the next meeting.

23.86.4. To Consider an invitation to attend the HALC AGM on 13th July 2022

Councillors discussed and it was unanimously **RESOLVED** that the Chairman and JL attend the online HALC (Horsham Association of Local Councils) Annual General Meeting, subject to confirmation on the date. It was noted that two different dates were given in the HALC meeting invitation

23.87. Approve Payments, Receipts and Quotes

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

Reconciled bank statements for the Treasurer's Account showing transactions between 01/06/2022 and 30/06/2022, payments schedule (below) and invoices uploaded onto this meeting's One Drive 'Bank Rec' and 'Payments' folder on 29th June.

To **RESOLVE** that the following payments totalling **£7,096.94** be **APPROVED** and to **APPROVE** a further invoice payment of **£135** (Invoice 4232) to TEEC Ltd subject to confirmation that it is for the CIL Survey form and not the clerk's email address which should be included in the annual website hosting package. Clerk to query it with TEEC and arrange payment under delegated powers in consultation with the Chairman and Vice-Chairman.

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

Outstanding purchase orders: **0**

Outstanding sales invoices: **0**

Income: **0**

Reconciled Bank Balances (Lloyds): **£ 55,594.22**

Bank Balance (Nationwide): **£70,000.00** – to be reconciled pending bank statement. The clerk confirmed the transfer of £20,000 reserves to the account as instructed by the council, on 6th June.

23.87.2. VAT

Q1 2022/23 due July 2022. Report deferred to the next meeting.

23.87.3. PAYE and National Insurance contributions

Q1 2022/23 £1,447.46 due July 2022. Approved on the payments schedule above.

23.88. To Report correspondence received and Note responses.

The Correspondence Report was previously circulated and noted. There were no comments.

23.89. Clerk's Report

Reports on the following were noted:

HMRC Employer Bulletin June 2022 - The monthly bulletin was previously circulated to Councillors and considered read.

June 2022: Notification from the SLCC (Society of Local Council Clerks):

JOINT PRACTITIONERS' ADVISORY GROUP | 2022 Edition of the Practitioners' Guide

The updated Practitioner's Guide, published by NALC (National Association of Local Councils) was previously circulated with a full list of updates to Councillors and considered read. It was noted that the guide includes a new section advocating the use of secure email systems and council-owned email addresses.

23.90. To Receive items for the next agenda.

SB requested an update on the Boundary Commission consultation review.

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

Open Spaces Committee: Monday 18th July, 7:00pm – to be confirmed

Planning & Transport Committee: Monday 18th July 7: 45pm – to be confirmed

Full Council Meeting: Monday 1st August 2022, 7:30pm

There being no further business to transact, the meeting was closed at 9.28pm.

Signed.....

Dated.....

1.8.22.