

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 3rd April 2023.

PRESENT: Cllr S Buddell (SB), Cllr B Hanvey (BH), Cllr P Heeley (Chairman), Cllr T Keech (TK), Cllr A Lisher (AL), Cllr J Luckin (JL)

IN ATTENDANCE:

Cllr Paul Marshall (WSCC) (PM)

Absent: Cllr James Wright (HDC) (JW)

Cllr Joan Grech (DC Storrington & Washington) (JG)

MEMBERS OF THE PUBLIC: None

ABSENT: Clerk (Minutes taken by Cllr SB), Cllr J Thomas (JT)

The Chairman opened the meeting at 19:30 hours.

~~2023.4.96. Apologies for Absence and Chairman's Announcements~~

FC23/01 All present.

B

~~2023.4.97. To record Declarations of Interest from members in any item to be discussed and Agree~~

FC23/02 Dispensations.

B

None.

~~2023.4.98. Public Speaking~~

FC23/03 None.

B

~~2023.4.99. To Approve and Sign the Minutes of the last Parish Council Meeting on 6th March 2023.~~

FC23/04 **RESOLVED** to **APPROVE**. Minutes duly signed by the Chairman.

B

~~2023.4.100. Reports from the County Councillor and District Councillor(s):~~

FC23/05 Cllr Paul Marshall provided a brief update on four items:

- I. PM has been in contact with PA to Andrew Griffith MP in respect of a potential meeting with members of CLAG. Further details to be discussed as a separate agenda item.
- II. PM attended a commemoration for David Betteringdon (1890-1919) at St Mary's Church.
- III. The A29 closure in Pulborough is now subject to legal process but a negotiated settlement between landowners and WSCC is sought. There is a possibility of a single alternate line

traffic system being put in place in the interim.

- IV. The Angel Inn (Midhurst) fire has caused extensive damage and caused A29 road closure due to the remaining façade being unstable. Repairs are under discussion between a number of parties, including SDNP and Chichester Council.

CLlr Joan Grech advised Washington Parish Council the draft Climate Action Strategy Plan had been presented to Full Cabinet on 23rd March 2023. Washington PC, will be consulted as and when proceedings progress.

~~2023.4.101.~~ **To Report matters arising from the last meeting:**

FC 23/06 The following matters are for information:

JS

The clerk's action list was reviewed, no further comment.

CLlr JL reported she had been unable to arrange a litter pick exercise in conjunction with County Highways, taking advantage of the planned road closure of London Road on 13th March for tree and installation of BT poles works. The reason provided by County Highways was it "was too late to organise".

CLlr JL presented receipts for reimbursement totalling £123.80 in respect of refreshments provided at the Full Council Annual Meeting held on 10th March 2023. Reimbursement was *approved unanimously*.

CLlr BH volunteered to continue the weekly Play Area Inspection during the Clerk's continued medical leave. These inspections will be performed by BH during the weeks commencing 3rd and 10th April 2023.

~~2023.4.102.~~ **Planning Applications, Decisions, Appeals, Planning Compliance and other Planning issues**

FC 23/07

JS

To Report the Planning & Transport Committee's comments to the following applications agreed by delegation on 21st March 2023:

DC/22/0878 - Land at 511631 115306 Newhouse Lane Storrington West Sussex

Change of use from historic nursery garden centre, into glamping grounds offering short term accommodation within 4 units.

Noted with No Objection.

DC/23/0073 - Little Cottage Hampers Lane Storrington West Sussex

Erection of 2no brick retaining walls to create garden levels at the rear of the dwelling and associated hard and soft landscaping works. (Part-Retrospective)

Noted with No Objection.

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

None reported.

Rampion 2: In response to the Targeted Onshore Consultation Feb-Mar 2023, Storrington & Sullington Parish Council both referenced and echoed WPC disappointment and the lack of effort by Rampion 2 (and their agents) to address specific concerns regarding the current

proposed route, associated compounds and traffic impact.

Planning Compliance

Longbury Hill Wood, Rock Road enforcement notice:

This is a standing item.

Nothing reported.

EN/23/0131 22/03/2023 - Rock Mill The Hollow Washington West Sussex RH20 3DA

Alleged: unauthorised stationing of caravans Notice received from Horsham District Council

Noted.

EN/23/0118 16/03/2023 Maple Gardens Old London Road Washington West Sussex

Alleged: breach of condition 10 (landscaping) of DC/20/0660 Notice received from Horsham District Council.

Noted.

Appeals

None reported.

Appeal Decisions

APP/Z3825/D/22/3310861 - Iron Stone Barn, Rock Road, Washington, W Sussex RH20 3BQ

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

Appeal Status and date of decision: Appeal dismissed 21st March 2023.

Noted.

Road Closures

Road closure on A29 advised by Councillor Paul Marshall (above)

Road Closure on A29 Midhurst (Angel Inn) advised by Councillor Paul Marshall (above)

Noted.

~~2023.4.103.~~ **To Report any maintenance issues affecting Parish Council property outside the Recreation**

FC23/08

Z

None reported.

~~2023.4.104.~~ **To Report the Draft Minutes of the Annual Parish Meeting on 10th March 2023.**

FC23/09

Z

Draft Minutes of the APM on 10th March last, kindly drafted by Locum Clerk Mr G Burt, were previously circulated and considered read.

Noted.

~~2023.4.105.~~ **To consider a proposal at the APM for the Council to host a further public meeting on the Rock Common Quarry proposals.**

FC23/10

Z

This suggestion was raised at the APM for the Council to consider: The Vice Chair asked Andrew Griffith MP if he would attend a separate meeting in May to discuss the quarry prior to the determination date on 19th May. This was followed up by email from the Vice-Chair.

WPC resolved to instruct the Clerk to open communication between the offices of Andrew Griffith MP, representatives of CLAG and Trustees of the Village Hall, so that they could arrange a meeting. It was agreed that WPC would not act as either facilitator or organiser for any proposed meeting but would welcome the opportunity to attend.

AGREED UNANIMOUSLY

~~2023.4.106.~~

FC23/11

z

To consider a proposal at the APM for a CIL funding contribution towards solar panels on the Village Hall roof.

A resident (Helen Twine) had asked if CIL (Community Infrastructure Levy) could be put towards the Village Halls' plans for solar panels on the roof. The Council Chair had advised WPC would positively consider such a suggestion.

The Clerk has previously advised that a grant application form has been emailed to the Village Hall and they have agreed to submit this with details of their proposals for the Council's consideration.

Cllr JL agreed to convene a meeting of the CIL Working Party to consider the above together with existing CIL applications received following the request for ideas/ projects. The chairman suggested that the previous requests, tabled following a meeting between the council chair and vice chair, and village hall trustees, should be considered as the hall is a key community asset.

~~2023.4.107.~~

FC23/12

z

To consider an invitation to attend a Neighbourhood Policing meeting on 5th April 2023

Email invitation (27th March) received from District Commander Sarah Leadbeatter for a Council representative to attend a meeting with other parish council representatives to discuss local neighbourhood policing within the Horsham District. This meeting will take place at Beeson House in Southwater from 10.30-12 on Wednesday 5th April. Clerk is unable to attend but a Councillor may wish to act in her place.

Invitation declined due to non-availability. Council also considered the issue non-essential.

~~2023.4.108.~~

FC23/13

z

To consider an invitation to make an application for Horsham District Council's £200 Coronation grant.

HDC is offering £200 grant to parish councils towards Coronation events which can be accessed by the local community. Deadline for applications is 7th April 2023.

No Applications Received.

~~2023.4.109.~~

FC23/14

z

To consider an invitation to contribute to the South Downs National Park Authority Local Plan Review and prepare a Parish Priority Statement

The SDNPA is seeking help from town and parish councils in helping to develop the evidence base for the planning authority's Local Plan Review.

The following information is required:

- i. Settlement Facilities Assessment – to be completed by 6th April 2023.
- ii. Open Spaces Assessments – to be completed by 20th October 2023 (deadline extended).
- iii. Parish Priority Statements – as above.

Washington parish meets the criteria for this document as it is one of a number of parishes which are either wholly in the Park or whose settlement is mainly in the park. Storrington &

Sullington and Wiston are not included in this list.

WPC proposed the following:

1. Item i to be completed by the Clerk.
2. Items ii and iii to be addressed in a written response from the Clerk to SDNP, referring to the existing comprehensive detail contained with the prevailing Neighbourhood Plan.

AGREED UNANIMOUSLY

~~2023.4.110.~~ **TRAINING AND DEVELOPMENT**

FC23/15

Z

The Parish Council was asked to consider the Clerk's request to re-enrol on the CiLCA (Certificate in Local Council Administration) course; requiring paid study leave for the online training sessions. The council is aware of its responsibility for the costs associated with any training and development that it considers necessary; and where necessary allow reasonable paid time off for study. Council is also mindful it is considered best practice for a Parish Council to enrol the Clerk on the CiLCA training program.

In respect of the above the council considered the following:

1. To allow attendance of the introductory and training sessions during working hours. Clerk has advised the course requires c. 200 hours for study and examinations, of which approximately 13 hours are required by training to be received during working hours;
2. Giving additional and remunerated time to complete the portfolio of evidence and to cover expenses which may be incurred such as travelling to face-to-face meeting for example – subject to negotiation/prior approval; It was noted that the clerk has agreed to pay the registration fee of £365 to SLCC and £450 to course host, Mulberry & Co. herself
3. To monitor the Clerk's workload and ensure new projects are limited during the study process.

The above (3) points were discussed, considered and **AGREED UNANIMOUSLY**

~~2023.4.111.~~ **Washington Recreation Ground Charity**

FC23/16

Z

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

None reported.

~~2023.4.112.~~ **To consider a request to hire the Recreation Ground for Village Day on Saturday 8th July 2023**

FC23/17

Z

It was reported that St Mary's School PTA has emailed a request to hire the grounds for the Village Day on Saturday 8th July, 12-6pm. The school will be hosting and organising the event under their own public liability insurance. They have requested a bouncy castle. The event anticipates 300-400 attendees, recorded and live music (performed by The Majors).

Installation of a Bouncy Castle can only be granted upon submission to the Council of

written evidence that the operator has the required £10m Public and Products liability insurance.

The request to hire the Recreation Ground was **AGREED UNANIMOUSLY**

~~2023.4.113.~~
FC23/18
Z

To Receive reports from Committees, Working Parties and Outside Bodies

To Report the Draft Minutes of the Open Spaces and Planning & Transport Committees on 20th March 2023.

It was noted that these Committee meetings were cancelled.

~~2023.4.114.~~
FC23/19
Z

To Report the draft minutes of the Personnel Meeting on 13th February 2023

Draft minutes of the Personnel Meeting were previously circulated to Councillors.

NOTED and UNANIMOUSLY AGREED.

2023.4.115.
FC23/20
Z

To Agree a recommendation from the Personnel Committee to adopt NALC (National Association of Local Councils) Civility & Respect Pledge.

Members of the Personnel Committee (13th February) discussed NALC's Civility & Respect pledge which aims to put civility and respect at the top of the agenda, with a view to eliminating bullying, harassment and intimidation within the local council sector. It was recommended to sign up to the online pledge and amend the Council's Bullying & Harassment policy to reflect this.

The Proposal to sign-up to this initiative and publish the online pledge was **AGREED UNANIMOUSLY**. (To be actioned by the Clerk).

~~2023.4.116.~~
FC23/21
Z

To Agree a date of the next Community Infrastructure Levy (CIL) Working Party Meeting

It had been previously agreed the CIL Working Party would meet to progress the shortlist of CIL projects.

As detailed at 11 above, Cllr JL has agreed to convene a meeting of the CIL Working Party.

To Report the draft minutes of the HALC meeting in February and HALC Chairman's letter to HDC

Noted.

~~2023.4.117.~~
FC23/22
Z

To Consider supporting a motion for HALC members to be able to vote on whether to support the Local Plan when it is produced by HDC

Storrington & Sullington Parish Council has requested a seconder to their proposal for HALC (Horsham Association of Local Councils) to be given the opportunity to vote whether to support the Local Plan if and when HDC produce it. SSPC are the proposers.

Council agreed to advise the Clerk to contact SSPC asking for sight of any proposal and specific detail therein, before committing to second the SSPC proposal. It must be noted WPC and SSPC already has a Neighbourhood Plan and any 'separate' proposal would only be agreed without prejudice to the prevailing Plan.

AGREED UNANIMOUSLY.

To report the Outcome of Parish and Neighbourhood Council Climate Action meeting on

15th March 2023.

This was an item to note following an email update from Horsham District Council's Climate Change Support Officer, Victoria Wyllie de Echeverria.

Noted.

2023.4.118.
FC 23/23
Z

To Consider a quotation for a separate meter to the new defibrillator cabinet at the Village Hall

In view of energy costs and the subsequent additional cost that would fall to the Trustees, it was suggested a separate electric meter be installed which serves only the cabinet. J Electrical has quoted an additional £175 for this. This is an additional cost to be added to the £320 agreed by the OSRA Committee at its' February meeting.

The OSRA Committee previously approved the £391 for the cabinet, the Defib 400.

The Clerk is waiting on the Trustees to confirm their approval of the installation of the cabinet.

Payment of additional £175 **AGREED UNANIMOUSLY**. (Subject to consent from the Trustees).

2023.4.119.
FC 23/24
Z

To Approve Bank Reconciliation, Payments and Report Income.

RESOLVED that the following payments totalling £7,241.32 be **APPROVED**.
AGREED UNANIMOUSLY.

Payments to be Approved - FC Meeting 3rd April 2023

Voucher Code	Date	Minute	Bank	Payment method	Description	Supplier	VAT type	Net	VAT	Total
1	21/02/2023	FC Apr 202	Lloyds Current	Online	Scribe Accounts 2023	Starboard Systems Ltd	S	£ 345.60	£ 69.12	£ 414.72
2	06/03/2023	FC Apr 202	Lloyds Current	Online	HS2 Works	Saving Heights	Z	£ 1,940.00	£ -	£ 1,940.00
3	10/03/2023	FC Apr 202	Lloyds Current	Online	HS3/4 Works	Total Tree Care	S	£ 1,245.00	£ 249.00	£ 1,494.00
4	31/03/2023	FC Apr 202	Lloyds Current	Online	Q4 2022/23	HMRC	Z	£ 1,442.57	£ -	£ 1,442.57
5	31/03/2023	FC Apr 202	Lloyds Current	Online	March 2023 salary & expenses	Staff	Z	£ 1,828.09	£ -	£ 1,828.09
6	31/03/2023	FC Apr 202	Lloyds Current	Direct Debit	March 2023 contributions	NEST	Z	£ 121.94	£ -	£ 121.94
Total								£ 6,923.20	£ 318.12	£ 7,241.32

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

- Outstanding purchase orders: £378.00 Post Box address* (*emailed Royal Mail invoice reminder) Outstanding sales invoices: £30.84
- Outstanding CIL (Community Infrastructure Levy): £13,423.91 (Vineyards development). This payment to WPC is overdue.
- Income: £0
- Reconciled Bank Balances (Lloyds): £ 56,418.34 (up to 29th March 2023)
- Reconciled Bank Balance (Nationwide): £85,000.00

AGREED UNANIMOUSLY.

VAT

VAT £2,95.12 Q4 2022/23 refund due April 2023.

Noted.

PAYE and National Insurance contributions

£1,442.57 Q4 2022/23 contributions due April 2023.

Noted.

~~2023.4.120.~~ To Report correspondence received
FC 23/25
Z
No reports.
Noted.

~~2023.4.121.~~ Clerk's Report
FC 23/26
Z
The following was noted for information:
AGAR (Annual Governance and Accountability Return) 2023 Notification from the External Auditor
Notification received from Moore UK, the External Auditor, for the Parish Council to submit its signed and completed Annual Return before 30th June. Clerk is in the process of completing the AGAR to be audited internally by Mulberry & Co on Thursday 27th April 2023.

Guidelines and restrictions on decision making and publicity during the pre-election Period
Information provided by Horsham District Council's Democratic Services and Elections Manager ahead of the forthcoming local elections in May.
Noted.

GDPR (General Data Protection Regulation)
Councillors reminded to delete general email correspondence over 6 months in accordance with the Council's privacy and file retention policies published on the website at:
<https://washingtonparish.org.uk>
Noted.

Data Protection Officer's (DPO) March 2023 Update
Report provided from Satswana, the Council's DPO.
Noted.

~~2023.4.122.~~ Items proposed for the next agenda
FC 23/27
Z
- JL to provide update on St Mary's Gate planning in respect of fascia.
- Clerk to contact HDC regarding status of Longbury Hill re-planting and restoration.

~~2023.4.123.~~ Dates and time of next meetings at Washington Village Memorial Hall (Dore Room).
FC 23/28
Z
Planning & Transport Committee: Monday 17th April 2023, 7: 00pm
Open Spaces Committee: Monday 17th April 2023, 7:45pm
Annual Parish Council Meeting: 15th May, 7:00pm
Full Council Meeting: Monday 15th May, 7:30pm

~~2023.4.124.~~ Resolved under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under the following items will involve disclosure of privileged and sensitive information which would be inappropriate to put in the public domain.
FC 23/29
B

2023-4-125:
FC 23/30
B

To Consider legal advice and quotations for specialist services to draft heads of terms with Rampion Extension Development Ltd (RED) for the proposed Rampion 2 inshore cable route on the Recreation Ground.

Members discussed matters relating to Rampion's proposal to run a cable duct under council-owned land. A copy of the developer's confidential proposed key terms for an option and deed of easement for the cable route were previously circulated. Several quotations sought by the clerk for specialist advice and legal services to negotiate and draft an agreement, were also circulated.

Following a discussion it was agreed to engage Mr Guy Streeter, Director of Rural Professional Services at Savills and Mr Roger Taylor, Consultant at Wellers Law Group LLP when the developer makes a formal request for the Council to enter into negotiations for the heads of terms.

Details of the discussion are contained within a confidential report.

There being no further business to transact, the meeting was closed at 21:26 hrs.

Signed.....



Dated..... 15TH MAY 2023