

WASHINGTON PARISH COUNCIL



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WASHINGTON PARISH COUNCIL MEETING

MINUTES of proceedings for the monthly meeting of Washington Parish Council to be held on Monday 3rd July 2023.

PRESENT: Cllr S Buddell (Chairman), Cllr B Hanvey, Cllr P Heeley, Cllr T Keech, Cllr A Lisher (Vice-Chairman) and Cllr J Thomas

IN ATTENDANCE: Cllr Emma Beard (HDC) and Cllr Joan Grech (HDC).

ALSO: Clerk to the Council, Ms Z Savill

MEMBERS OF THE PUBLIC: 1

ABSENT: Cllr J Luckin

The Chairman opened the meeting at 19:30 hours.

- FC/23/122** **Apologies for absence**
RESOLVED to **ACCEPT** apologies from Cllr Luckin.
- FC/23/123** **Declaration of Councillors personal or prejudicial interest**
The Chairman reported that he has stepped down as a director of the Milford Grange (Storrington) Management Ltd. He had updated his Register of Interest accordingly, and submitted them to the Clerk. HDC's Democratic Services to be notified. **RESOLVED** to **NOTE** the information.
- FC/23/124** **To Approve the Minutes of the last Full Council meetings on 5th June 2023**
The Council **RESOLVED** to **APPROVE** the minutes of the Full Council Meeting on 5th June 2023 as a correct record and were duly signed by the Chairman.
- FC/23/125** **Decisions made under Delegated Powers since the last meeting**
None reported
- FC/23/126** **Public Speaking**
Members of the public are welcome to attend the public part of this meeting and to speak on an agenda item during the public session at the Chairman's invitation.
A member of the public spoke of his disappointment at the recent HDC decision to approve the kennels planning application DC/23/0701. He spoke about the recent

S.J.R.

announcement by the Rampion 2 developers to select the onshore cable route, part of which will go through Washington village, and urged the Council to heed the local MP Andrew Griffith's advice to push for support from District Councillors to join it in standing up for impacted residents. The Chairman thanked him and reported that both matters were on the meeting agenda for discussion to consider possible further action.

FC/23/127

Reports from County and District Councillors

Cllr Paul Marshall (WSCC) was not in attendance and gave his apologies prior to the meeting. There were no County reports.

- **Rampion 2 forthcoming DCO application: HDC Officer Briefing**
Cllr Joan Grech (HDC) reported that she and her HDC colleagues had been invited to an 'officer briefing' regarding the Rampion 2 development proposal later in the month. She agreed to reiterate the Council's concerns on the impact of the cable route on the local community and would feedback on the briefing, subject to any restrictions on sharing the information.
- **Old Clayton Kennels decision and concerns about the HDC consultation process on sites put forward in the revised Local Plan**
Cllr Grech acknowledged that "something had gone wrong" in the consultation process with the parish council for the care home development plans. But she had been assured by the cabinet member that it was HDC's intention to consult parishes on future sites in the revised Local Plan. Cllr Heeley pointed out the lack of any reference in the officer recommendation for the care home that the site had been assessed and roundly rejected for inclusion as a development site in the neighbourhood plan.
- **Longbury Hill Wood: planning enforcement notice**
The deadline for compliance with the notice was due within the week.
- **HDC spending on its portion of the parish's CIL funds**
The Parish Council would be notified of any HDC spending plans for its share of the parish CIL funding. The Clerk would be raising the matter with HDC as part of her other CIL enquiries and would report back to the PC.

FC/23/128

To Report actions and matters arising from the last meeting

A report of actions and matters arising were previously circulated and taken as read. There were no further comments.

FC/23/129

Planning Applications:

The Council noted the Planning & Transport Committee's agreed comments via email (3rd July) which had been submitted to HDC for the following applications:

DC/23/1111 – Birch Coombe Hampers Lane Storrington West Sussex

Conversion of loft into habitable space including raising of ridge height, installation of 3no dormers to the front and 3no rooflights to the rear.

Comment: **NO OBJECTION**

DC/23/0251- Wolf 1834 Ltd, Unit D, Rock Business Park, Washington RH20 3DA

Creation of mezzanine level for office use. (Retrospective).

Comment: **NO OBJECTION**

SDNP/23/02270/CND - Brockhurst Barn The Street Washington RH20 4AS
Variation of condition 1 of previously approved application reference SDNP/21/01502/HOUS (Erection of a single storey front extension to existing store and conversion to 2No. garages and workshop) relating to revised roof line
Comment: **OBJECTION**. The Committee supports the Conservation Officer's comments.

FC/23/130 Under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d the Council **RESOLVED** that the press and public be excluded from the next item of discussion FC/23/131 on the grounds that the confidential matters to be discussed would involve disclosure of privileged information relating to legal advice which would be inappropriate to put in the public domain

Cllr Grech, Cllr Beard and a member of the public left the meeting.

FC/23/131 **Planning Decisions: To Consider a response to HDC's decision to approve the following application "contrary" to the adopted Storrington & Sullington and Washington Neighbourhood Plan:**

DC/23/0701- Old Clayton Boarding Kennels, Storrington Road, Washington
Demolition of existing kennels and cattery buildings/structures, and existing dwellings. Erection of a 60-bed care home (Class C2) and 8No. age restricted bungalows (Class C3) with associated access, landscaping and other works (including relocation of existing staddle stone barn). Application approved 20th July 2023

Councillors expressed disappointment at Horsham District Council's decision at the the Planning Committee South Meeting on 20th June 2023 to approve the application contrary to the Storrington & Sullington and Washington Neighbourhood Plan. Of the 7 who voted against it, local members Cllr Fisher and Cllr Grech both spoke to defend the Neighbourhood Plan. A Decision Notice was yet to be published.

Councillors discussed legal advice of various options open to the parish council to challenge the decision. This included judicial review which could cost upwards of £40,000 but would not change the outcome of the decision.

Following a discussion, it was proposed by Cllr Harvey and seconded by the Chairman that Washington Parish Council writes to HDC Chief Executive expressing the Parish Council's serious concerns about the planning decision which undermines the Neighbourhood Plan and would make other undesignated areas more vulnerable to speculative development proposals, and the procedures in reaching the decision; to arrange a meeting with the SSWNP Steering Group to discuss a joint strategy in response to the decision and its implications for the Neighbourhood Plan.

The Council **RESOLVED** to agree the proposal. Clerk to action and copy in the Director of Place and the Ward Councillors.

FC/23/132 **To Consider a financial contribution from the developer of the above care home development DC/23/0701 at the Old Clayton Kennels site, towards a community project.**

The Council discussed an offer of £5,000 from Highwood, the developer of the proposed care home recently approved by HDC. The monies could be for a named project, payable towards the end of construction. It was noted that the Council could lawfully accept the offer under Section 139 of the Local Government Act but might prejudice its position if it were to legally challenge the decision to approve the development. Following a discussion, it was **RESOLVED** not to accept the monies and

to make no further response.

- FC/23/133 Appeals**
None reported.
- FC/23/134 Planning Compliance**
SDNP/23/00276/LB 21/06/2023 Alleged: erection of marquee in garden Frankland Arms London Road Washington Pulborough West Sussex RH20 4AL.
It was noted that HDC was investigating the allegation.
- FC/23/135 Rampion 2 announcement of proposed onshore cable route: To Report confirmation of route through Washington parish and Consider further action.**
It was reported that the Rampion 2 developer had recently announced the selected inshore cable route which will be included in the application for to the Planning Inspectorate for a Development Consent Order this summer. A letter was previously circulated from Andrew Griffith MP confirming his support for impacted residents. Following a discussion, the Council **RESOLVED** to take the following action:
- To register the Council's concerns about the consultation process of the Rampion2 proposals, in particular the lack of clarity of the maps and the absence of a response to the community's concerns about the route going through the middle of the village. The Council to report these concerns during the 28-day period when the Planning Inspectorate decides if the application meets the standards required for examination.
 - To register to attend a preliminary hearing at the pre-examination stage, to submit the Council's findings and strong reasons for objection to the application.
 - To engage Steve Tilbury Planning Consultancy to draft the Council's submission of response to the application, for the quotation capped at £1,000.
- FC/23/136 To Consider an invitation to make a written representation to a premises Licence application for a 4-day festival from 11-13th August 2023 at Highden Estate, Washington RH20 4BA**
Following a discussion, the Council **RESOLVED** to make **NO OBJECTION** in its comments on the application but to request effective controls in managing any noise and disturbance from the event
- FC/23/137 To Report on any urgent maintenance issues affecting Council property outside the Recreation Ground and Agree action**
None reported
- FC/23/138 To Report on the Council's Q1 2023/24 financial controls and Consider any recommendations for action.**
Cllr Keech reported no issues arising from his inspection of the Council's Q1 financial control processes. The report was noted.
- FC/23/139 To Ratify the Finance Committee's recommendation of amended thresholds in the Council's Financial Regulations for seeking costs on goods and services.**
The draft minutes of the Finance Committee Meeting on 19th June with the recommendation for this item was previously circulated. The Chairman of the Finance Committee reported that the recommendation sought to address the lengthy delays in finding enough suitable contractors willing to quote on goods and services which often fall between the values of £200 and

£2,000. This resulted in some works not being progressed and sometimes unnecessary delays in maintenance works.

Following a discussion, the Council **RESOLVED to AGREE** 11.1(h) of the regulations be amended so that it is requirement to seek three **estimates** for goods and services between the values of £2000 and £5,000 instead of between £200 and £2,000; this effects a requirement to seek three **quotations** to above £5,000 instead of £2,000.

FC/23/140

To Ratify the Finance Committee's recommendation to agree proposed direct debits

The draft minutes of the Finance Committee Meeting on 19th June with the recommendation for this item was previously circulated. The Chairman of the Finance Committee reported that the recommendation sought to reduce the number of payments being paid from the Clerks' personal funds for some of the Council's regular annual administrative services. This would remove the need for the Clerk to recover the costs in the monthly salary and expenditure invoices. Following a discussion, the Council **RESOLVED to AGREE** that the following regular annual and quarterly payments be made by Direct Debit, to be ratified at Full Council Meetings and annually reviewed:

1. Information Commission Office annual GDPR fee
2. Microsoft 365 annual office annual subscription
3. Anti-virus software annual subscription
4. Zip-filing software annual subscription
5. Tesco Mobile monthly contract
6. HDC litter-bin emptying - quarterly payments
7. Royal Mail – Post Box address annual fee.

FC/23/141

To Review the requirements for granting CIL monies to the Village Hall projects.

It was noted that at the last meeting the Council had agreed in principle to the Village Hall's proposed improvement projects, some of them shortlisted from the results of the Council's 2022 CIL* community survey. This was subject to further advice from HDC on the requirements for granting CIL monies and clarification from the hall trustees on some of the projects. The Clerk had sought advice from HDC which was previously circulated. This included recommendations for a number of financial controls to be in place by any organisation which seeks CIL funding, and to produce at least two quotations if the monies are for a building project.

The Council discussed this and unanimously **RESOLVED** the following:

- To amend the Council's grant application form to include the requirements for financial controls and comparable quotations for CIL projects in line with the Council's own financial controls;
- CIL Working Party to meet with the Village Hall Trustees to explain the application process for CIL funding and invite them to submit comparable quotations;
- The Village Hall's CIL grant application with quotations to be considered by the Finance Committee with a final decision to be made at a Full Council meeting.

FC/23/142

Washington Recreation Ground Charity: To Report on any urgent maintenance issues affecting the Washington Recreation Ground and Agree action
None reported.

FC/23/143

To Ratify Approval of delegated payment of £86.40

Voucher	Cheque	Name	Description	Amount
45		TEEC Limited	Website hosting and support	86.40
TOTAL				86.40

*Premium package top-up agreed under delegated powers 8/6/2023 by the Chairman & Vice Chairman- paid 13/6/2023

The Council **RESOLVED** to **RATIFY APPROVAL** of payment of **£86.40** for the 'Premium' top-up of the Council's renewal for annual website hosting and support.

FC/23/144 To Approve the following revised payments totalling £5,302.94

Washington Parish Council
REVISED PAYMENTS LIST TO APPROVE - FC 3r JULY 2023

Voucher	Cheque	Name	Description	Amount
46		Washington Parish Council	Clerk's salary (net)	1,883.30
47		Washington Parish Council	Clerk's Mileage	18.45
48		Tesco	Phone	8.00
49		Washington Parish Council	Monthly broadband	20.00
50		Washington Parish Council	Clerk's electricity	26.00
51		Washington Parish Council	Postage	1.60
52		Tesco	Stationery	4.75
53		Scrubbing shop	Stationery	24.30
54		Mole Country Stores	Stationery	13.98
55		NEST	Pension	108.74
56		J Electrical Services	Day & Night Meter	324.00
57		Sussex Land Services Ltd	Recreation ground maintenance	534.96
58		Derek Collis/DelWood	Repairs and maintenance	195.00
59		Derek Collis/DelWood	Repairs and maintenance	245.00
60		HMRC	Tax & NICs	1,528.80
61		Sussex Land Services Ltd	Grass Cutting	534.96
TOTAL				5,302.84

The Council noted a late invoice presented for £534.96 representing June's grass cutting services to Sussex Land Services Ltd.
The Council **RESOLVED** to **APPROVE** the revised payments totalling **£5,302.84**

FC/23/145 To report the Council's reconciled bank balance

The Council noted the following reconciled balance of the Lloyds Treasurer's Account up to 29th June 2023 of **£63,450.30** and a balance of **£85,419.26** for the Nationwide Business Savings Account. Clerk to action the transfer of the £419.26 2022/23 interest on the Nationwide account to the Lloyds account.

FC/23/146 To Report Income and Outstanding Sales Receipts.

The Council noted that a total of **£1,586.17** income was received since the last meeting. There were no outstanding receipts to report.

FC/23/147 To Report Q1 2023/24 VAT to reclaim

The Council noted **£841.58** VAT to be reclaimed for Q1 2023/24. Clerk to make the submission to HMRC.

FC/23/148 To Agree engagement of an Internal Auditor for the Council's 2023/24 Interim and Year End Audit

The Council **RESOLVED** to engage Mulberry & Co for the Council's annual interim and Year End Audits for three years fixed at the rate of £65 per hour plus £0.45p per mileage costs. It was estimated that a full year's audit would usually be conducted in approximately 3-5 hours.

FC/23/149

To Consider a quotation for the supply and installation of 2 x replacement double noticeboards for the Council at the Village Hall and opposite Pixies' Corner, Hampers Lane.

The Council discussed and **RESOLVED** to **AGREE** a quotation from The Parish Noticeboard Company of **£1,248** for the dark green 'Prestige' range of a wall-mounted double noticeboard at the Village Hall plus **£ 1,548.00** for a post-mounted version opposite Pixies' Corner, Hampers Lane. One of the doors to be unlocked. It was agreed these were more attractive, durable and practical than the other designs. A quotation for installation had not been received in time for the meeting. It was further **RESOLVED** to delegate authority to the Clerk to agree installation costs within budget of her £2,000 spending limit, subject to approval by the Chairman and Vice-Chairman or a Committee Chairman in the absence of one or the other.

FC/23/150

To Report Correspondence

The Correspondence Report was previously circulated and noted for information. There were no requirements for action.

FC/23/151

To Receive Reports from Committees and Outside Bodies

The following was reported:

- **Planning & Transport Committee Meeting 19th June 2023:** The draft minutes of the meeting were previously circulated. There were no recommendations for consideration. Quotes for the installation of the proposed Speed Indicator Devices in Rock Road and London Road had not been received in time for the meeting and would be deferred to the next one. Notices for the Council's licence application for the devices would be displayed at both sites and published on the Council's website. Advice from the Highways Authority regarding the Committee's request for yellow-backed 30mph speed signage in London Road and the Bostal, would be considered at the next committee meeting.
- **Finance Committee Meeting 19th June 2023**—it was noted that the Committee's recommendations were agreed earlier in the meeting.
- **Open Spaces Committee Meeting 19th June 2023** – it was noted that there were no recommendations for consideration by the Council
- **Rampion 2 (Onshore) PLG Meeting on 14th June 2023** – Cllr Thomas reported that the developer declined to provide larger detailed maps of the selected onshore cable route until submission of the Development Consent Order, expected this summer. Cllr Thomas added that the proposed construction compound in the parish was to be located near Green Farm. Minutes were received from the co-ordinator but too late to be circulated in time for this meeting.

FC/23/152

Clerk's Report

The Clerk's report was previously circulated and the following noted:

- The Council's response (16th June) to further requests for information from a resident regarding the works to the public access to the Warren car park
- Advice on vexatious correspondence

- A group training session for some of the local councils was deferred to a date in September, to be confirmed by the host Storrington & Sullington Parish Council
- Councillors were reminded to delete emails which are over 6 months.
- Land agents to the Rampion 2 developers had acknowledged (email 29th June) receipt of the Council's letter (15th June) commenting on the Heads of Terms and had agreed to reply to the Council's queries *as soon as possible*.

FC/23/153 To Receive items for the next agenda
Rampion 2 update.

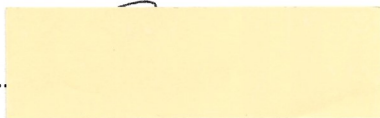
FC/23/154 Dates and time of next meetings at Washington Village Memorial Hall (Dore Room).
Planning & Transport Committee: Monday 17th July 2023, 7: 00pm
Open Spaces Committee: Monday 17th July 2023, 7:45pm
Full Council Meeting: Monday 7th August 2023, 7:30pm

FC/23/155 Under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d, the Council **RESOLVED** to exclude the press and public on the grounds that the confidential matters to be discussed under the next item FC/23/156 will involve disclosure of privileged information relating to staffing matters.

FC/23/156 To Consider staff request for annual leave and grant delegated powers in her absence.
 The Council **RESOLVED to APPROVE** the Clerk's request for annual leave; to grant delegated powers in her absence to the Chairman and the Vice-Chairman or Chairman of a Committee if one or the other is absent, until the next meeting.

There being no other business to transact, the meeting closed at 9: 28pm

Signed:..



dated: 7th AUGUST 2023

Acronyms

AIRS Action in Rural Sussex
AGAR Annual Governance and Accountability Return
CIL Community Infrastructure Levy
CSW Community Speed Watch
DCO Development Consent Order
DPO Data Protection Officer
HALC Horsham Association of Local Councils
HDC Horsham District Council
HDPF Horsham District Planning Framework
HAMSVVA Horsham and Mid Sussex Voluntary Association
ICO Information Commission Office
LGS Local Green Space
NALC National Association of Local Councils
SSWNP: Storrington & Sullington and Washington Neighbourhood Plan
NPPF National Planning Policy Framework
PINS Planning Inspectorate
PROW Public Rights of Way
SDNPA South Downs National Park Authority
SDNP South Downs National Park
SHELAA Strategic Housing Economic Land Availability Assessment
SID Speed Indicator Device
SLCC Society of Local Council Clerks
TPO Tree Preservation Order
TRO Traffic Regulation Order
TTRO Temporary Traffic Regulation Order
VAS Vehicle Activation Device
WPC Washington Parish Council
WRGC Washington Recreation Ground Charity
WSALC West Sussex Association of Local Councils
WSCC West Sussex County Council