

WASHINGTON PARISH COUNCIL



Clerk to the Council.

Ms Zoe Savill.

Washington Parish Council PO Box 2286

PULBOROUGH RH20 9BT

Tel: 0777 6771921

Email: clerk@washingtonparish.org.uk

Website: www.washingtonparish.org.uk

WASHINGTON PARISH COUNCIL MEETING

MINUTES of proceedings for the monthly meeting of Washington Parish Council held on Monday 3rd October 2022

PRESENT: Cllr S Buddell (SB), Cllr P Heeley (Chairman), Cllr T Keech (TK), Cllr J Luckin (JL) and Cllr J Thomas (JT)

IN ATTENDANCE: Cllr Paul Marshall (WSCC) and Joan Grech (HDC).

ALSO: Clerk to the Council, Ms Z Savill

MEMBERS OF THE PUBLIC: 0

ABSENT: KC, BH and AL

The Chairman opened the meeting at 19:35 hours. He expressed the Council's deepest sympathies to the Royal Family following the death of Her Majesty Queen Elizabeth II on 8th September 2022, and paid tribute to Her 70 years' service to the nation and commonwealth.

24.26. To Consider accepting Apologies for Absence

RESOLVED to accept apologies from KC, BH and AL.

24.27. 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 made.

24.28. To Approve and Sign the Minutes of the last Parish Council Meeting on 5th September 2022

RESOLVED unanimously that the Minutes for the meeting on 5th September 2022 be **APPROVED** and Chairman with amendments to Min ref 2.17.1 and 2.17.6 to show initials JL and not JT.

24.29. Public Speaking

None. There were no written requests.

24.30. Reports from the County Councillor

Cllr Marshall had no reports at this stage and answered a number of questions from Councillors including the following:

Q: £800k Rural England Prosperity Fund – what projects are being put forward?

A handwritten signature in black ink, appearing to be 'Z Savill', is located in the bottom right corner of the page.

A: Cllr Marshall explained the funding process and advised the Parish Council to contact Cllr Wright for more information on the project bids being allocated by the District Council.

Q: Is the West Sussex County Council Community Hub still operating and how do people qualify for its support?

A: Cllr Marshall explained that another £4.8million has just been allocated to the Hardship Fund to help the most vulnerable residents from October through to March; Of this, £1 million will go towards extending free school meals into the holidays; £700,000 to food banks across the county; other monies will be used towards supporting the most vulnerable residents, for example with their council tax, food and energy bills. The funding is primarily distributed through the county's Community Hub and the remainder by the District and Boroughs. The Community Hub operates 7 days a week and access to support information will also be available from libraries. Details will be given to Parish Councils shortly including where to signpost residents for support.

Q: The Village Hall is seeking funding to start a community hub in the village. Is there a way that the County Council can work with local organisations in providing support?

A: Cllr Marshall explained that depending on the context, the County Council has a public health budget, a proportion of which is dispersed to the most in need by the District and Borough health and wellbeing programmes. He agreed to look at the Hall's proposals to see what help might be available and advised that the Trustees contact the District Council too.

Q: There needs to be legal clarity from the County Council on its position regarding speed humps on the Heath Common public rights of way network (maintained by the residents). If the County Council approves the two speed humps in Georges Lane, there could be a big uptake of similar proposals elsewhere on the 'lanes' network who want the same. But there will be residents who don't want them.

A: Cllr Marshall explained that the speed humps were not Highways compliant for a 30mph limit, requiring street lighting as well as other infrastructure in place. A 20mph limit would not require street lighting. He had previously advised that a TRO application would need to be made to reduce the speed limit. It would be better if residents for the other areas worked together to achieve this, otherwise, it would be difficult for him to support and could lead to a free-for-all of similar issues. Residents would have a final say as they would have the opportunity to make a consultation response to a TRO application.

Reports from the District Councillor: Cllr Wright was unable to attend and gave his apologies prior to the meeting. Cllr Grech reported on Horsham District Council's introductory session to its Climate Change Workshops on 28th September about their Low Carbon Plan. She explained the importance of the Parish Council's link to local residents and businesses which could help develop the Plan. Two further sessions were planned later this month and in November with a panel of experts which she hoped that the Parish Council would attend. She agreed to share details after the meeting if the Parish Council had not already received them.

Cllrs Marshal and Grech left the meeting at 19:52 hours

24.31. To Report matters arising from the last meeting:

The following was noted:

- **Declaration of Acceptance of Office:** Cllr Kate Capella, co-opted at the last meeting, has signed her Declaration of Acceptance of Office and Notice of Interests before the Clerk as witness.



- **Notice of casual vacancy on the Washington Ward** : There were no requests for an election to fill the vacancy and the Council would be free to co-opt following its policy procedures.

2. Planning Applications, Decisions, Appeals, Planning Compliance and other Planning issues

24.32.1. To Consider a consultation response to the following application:

DC/22/1023 – Land East of Spring Gardens Washington West Sussex

Application for a variation of a condition of a stable & kennel building

Councillors discussed this application and **AGREED** unanimously to make an **OBJECTION** to the amendment to include a kennel building. They expressed concern that an unspecified number of dogs could be housed in the building which was not described in the original application, and the potential for noise nuisance to surrounding properties.

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

None reported

24.32.3. Planning Compliance – for information

EN/22/0425: Land Adjacent To Spring Gardens, London Road Washington RH20 3BP

Alleged: development is not in accordance with the plans approved under DC/22/0219; creation of unlawful access points and laying of hardstanding

Received 16/9/2022

SDNP/22/00503/BRECON: Frankland Arms London Road Washington RH20 4AL

Alleged: breach of condition 3 (work phases) and condition 4 (construction method statement) of

SDNP/21/01381/CND

Received: 1/9/2022

Road Closures for information

Road Closure date notification from West Sussex County Council Highways Transport & Planning:

A283 Washington Road, Steyning - Carriageway Resurfacing – 07/10/2022 –11/10/2022 20:00-06:00

Excluding Sunday 9th October 2022

Public Bridleway Closure Notice - for information

Bridleway No.2723 (part), Georges Lane, Washington, closed for resurfacing works for a further 7 days until 9th October 2022

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

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

No emergency items raised.

24.33.2. To Report on the Council's Q2 2022/23 Financial Controls.

TK reported that the Council's financial controls for the second quarter were in good order.

Recommendations regarding invoicing by the Litter Warden, re-issuing the formal



agreement, and reviewing her future payments in the next budget were discussed. An interim audit was due to be carried out by the Council's Auditor on 10th October.

RESOLVED unanimously to note the report and agree the recommendations.

24.33.3.To Report on the Council's Q2 2022/23 Budget position

A detailed Q2 budget report of income and expenditure and a further report from the Chairman were received. It was noted that despite some variances, the council was in a healthy financial position going forward. The Chairman advised that the Committees review their budget requirements to report to the Finance Committee at its next meeting.

RESOLVED unanimously to note the report and to agree that the Finance meeting is re-scheduled to the 28th November or 5th December so that TK could attend. Clerk to check hall availability and advise Finance Committee Members.

24.33.4.To Agree mandate to upgrade two of the Council bank signatories to Full Power

It was reported that following recent resignations, the Council is down to two Full Power banking signatories, the Chairman and AL. Following a discussion it was **RESOLVED** unanimously to agree that the Vice-Chairman and JT are upgraded to Full Power. The current arrangement of requiring two to sign any payment or agreement would remain unchanged. The Chairman and AL to sign the mandate variation form.

24.33.5.To Consider a grant application for a community hub at the Village Hall

A grant application to fund a community hub at the Village Hall was received and discussed.

RESOLVED that there was insufficient S137 funding available in reserves. Councillors agreed that the Hall Trustees should be invited to contact Cllr Marshall, at his suggestion earlier in the meeting, to find out what County funding may be available.

24.33.6. To Review the Council's Winter Maintenance and Emergency Plan

The 2022/23 Winter Plan from WSCC and the Parish Council's current plan were received. Following a discussion it was **RESOLVED** unanimously to update the Parish Council's plan and emergency contacts to include the new Vice-Chairman; to share contact numbers for each Councillor, subject to their consent; to share a list of contractors for emergency works; to add the grit bin along Vera's Walk to the salt bin audit.

24.33.7.To Discuss invitation to a site meeting to agree location of new bus stop light in London Road.

It was reported that Horsham District Council's replacement street light by the bus stop in London Road is on order from Enerveo. An invitation to a site meeting on 4th October to agree location either side of the shelter, subject to technical requirements, was received. JL suggested that the light is installed where it will illuminate the bus timetable. **RESOLVED** unanimously that the Clerk attends the site meeting to report the Council's preference.

24.33.8.To Ratify the decision to cancel the Parish Meeting under delegated powers and to Consider future public engagement.

The Chairman reported on the Council's delegated decision to cancel the Parish Meeting on 23rd September out of respect to the Royal Family's extended mourning period following the death of Queen Elizabeth II. Following a discussion, it was **RESOLVED** unanimously to agree the Chairman's following proposals: to hold an Annual Parish Meeting on Fridays 10th or 17th March 2023 subject to hall availability and Councillors' preference; to serve refreshments of tea, coffee, nibbles and wine at the event; suggested speakers to be discussed at the November or December council meeting; to continue



the arrangement of quarterly council editorial in the Sussex Local magazine; to review purchasing advertising space if required in the interim.

24.33.9. To Report and Discuss changes to the National Trust Forestry Track to the Warrens

The Chairman reported on the National Trust's amendment to the new forestry track along the southern end of Georges Lane to the Warrens. It was noted that the proposed Cell paving was being withdrawn following safety concerns raised by the British Horse Society. The changed specification and approval from West Sussex County Council was previously circulated. It was noted that the Parish Council had previously agreed a £12k grant to the project based on the original specifications. Following a discussion it was **RESOLVED** unanimously to agree the Chairman's proposal to ask the National Trust whether the modified plans will reduce the effectiveness of the track.

24.33.10. To Review Google Analytics Reports on traffic to the Council's new website

The Chairman reported on the Google Analytics results for website traffic to the Council's new website between April and September. The information was noted. The Chairman agreed to circulate the data after the meeting and to report again in 6 months for further review.

24.34. Washington Recreation Ground Charity

24.34.1. 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

The Council's 2022 annual play inspection report was received and noted. The Chairman reported that there were no findings of high-risk items. The report would be reviewed at the next Open Spaces Committee Meeting on 17th October.

24.34.2. To Approve quotation for priority tree works

Councillors considered and unanimously **RESOLVED** to **AGREE** to engage Sawing Heights to carry out the high priority work, on the Council's tree stock for their quotation of £710. A copy of the contractor's Public and Product Liability insurance cover were previously circulated. Quotations were anticipated for lower priority works recommended in Gale Tree Consultancy's inspection Report, to be considered at the next Open Spaces Committee Meeting.

24.34.3. To Ratify approval of contract for the 2023 annual bin collection services with HDC

This item was deferred to the Open Spaces Committee meeting on 17th October.

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

It was noted that the Committees on 19th September were cancelled as they fell on the day of the public holiday for the State Funeral of HM Queen Elizabeth II.

24.34.5. To Report on the Rampion 2 Community (Onshore) Project Liaison Group online meeting on 13th September 2022

The meeting was cancelled and re-scheduled to 12th October. JT agreed to attend.

24.34.6. To Receive a report on the Introduction to Climate Change Workshops on 28th September.
No report.

24.35. Approve Payments, Receipts and Quotes

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

Reconciled bank statements for the Treasurer's Account showing transactions between 01/09/2022 and 30/09/2022, payments schedule and invoices were previously circulated.



RESOLVED that the following payments totalling **£5,821.05** be **APPROVED**

Washington Parish Council
PAYMENTS to Approve FC Oct 2022

Voucher	Cheque	Code	Name	Description	Amount
99	Online	11 - Training	Mulberry & Co	Training	90.00
100	Online	17 - Rospa inspection	Play Inspection Company	Playground inspection	132.00
101	Online	5 - Office expenses	SCribbling shop	Stationery	22.65
102	Online	82 - Repairs to Rec & Play	Wickes Worthing (221)	Maintenance	11.00
103	Online	82 - Repairs to Rec & Play	Wickes Worthing (221)	Maintenance	27.00
104	Online	64 - Parish recreation ground	Sussex Land Services Ltd	Grass Cutting	712.64
105	Online	20 - Repairs and Maintenance	Bruno Parissi	Repairs and maintenance	30.00
106	Online	5 - Office expenses	Hamwells	Stationery	6.78
107	Online	5 - Office expenses	SCribbling shop	Stationery	32.05
108	Online	30 - Muga improvements	Stocker & Cowell Ltd	Repairs and maintenance	1,710.17
109	Online	20 - Repairs and Maintenance	Mole Country Stores	Maintenance	13.98
110	Online	3 - Clerk's expenses	Washington Parish Council	Mileage	21.60
111	Online	1 - Clerk's salary net	Washington Parish Council	Clerk's salary (net)	1,552.10
112	Online	3 - Clerk's expenses	Washington Parish Council	Clerk's electricity	10.00
113	Online	4 - Clerk's phone	Washington Parish Council	Phone	10.00
114	Online	2 - HMRC Employer	HMRC	Employers contribution	1,343.53
115	Direct Debit	75 - Clerk's Pension	NEST	Pension	95.55
TOTAL					5,821.05

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

Outstanding purchase orders: **£1383.40** – Noticeboard repairs and **£378.00** Post Box address

Outstanding sales invoices: **0**

Income: **22,183.03 (2022/23 2nd Precept and Cleansing Grant)**

Reconciled Bank Balances (Lloyds): **£ 62,936.73**

Reconciled Bank Balance (Nationwide): **£70,000.00**

24.35.2. VAT

Q2 2022/23 vat report and re-claim submission were noted.

24.35.3. PAYE and National Insurance contributions

Q2 2022/23 report was noted. Payment of the Q2 contributions were approved earlier in meeting.

24.36. To Report correspondence received.

The following correspondence was noted:

- Six responses to the Council's Community Infrastructure Levy (CIL) Survey, to be reviewed by the CIL Working Party next month.
- Notice of cancellation of Gravel Series South Downs 2022 event on 5th November 2022 due to low interest. Part of the course for the sportif was planned through Washington Village.

A letter to the Chairman and Clerk was received from Andrew Griffith MP but his office had not yet confirmed it could be shared with the Council. Clerk to chase for a response.

24.37. Clerk's Report

- **GDPR:** Councillors were reminded to delete all emails of routine Council correspondence over 6 months' old in accordance with its adopted Documents Retention policy. Clerk advised on the general criteria of emails which should be retained for legal purposes.
- **Councillors' new email addresses:** Most of the accounts are now up and running. Issues with one email account had been reported to the Council's mail host to resolve.

- **Budget Planning and Precept setting course:** The Clerk reported on her attendance of the online course on 21st September.

24.38. To Receive items for the next agenda.

None received.

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

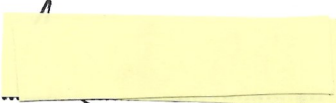
The following meetings dates were noted:

Open Spaces Committee: Monday 17th October, 7:00pm

Planning & Transport Committee: Monday 17th October, 7:45pm

Full Council Meeting: Monday 7th November 2022, 7:00pm: Apologies received for the November FC and Committees from TK by email 13th September 2022.

There being no further business to transact, the meeting was closed at 21:15hrs.

Signed.....


Dated.....
7/11/22