

# 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 6<sup>th</sup> February 2023 (these will form the minutes)

**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) and Cllr J Thomas (JT)

**IN ATTENDANCE:** 0. Apologies received from Cllr Paul Marshall (WSCC), James Wright (HDC) and Joan Grech

**ALSO:** Clerk to the Council, Ms Z Savill

**MEMBERS OF THE PUBLIC:** 0

**ABSENT:** 0

The Chairman opened the meeting at 19:31 hours.

**1. To Consider accepting Apologies for Absence**

All present.

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

None declared

**3. Public Speaking**

None

**4. To Approve and Sign the Minutes of the last Extraordinary Meeting of the Council on 21<sup>st</sup> November 2022 and Parish Council Meeting on 9<sup>th</sup> January 2023.**

**RESOLVED** to **APPROVE** the Minutes of both meetings to be duly signed by the Chairman.

**5. Reports from the County Councillor and District Councillor**

None. Apologies were received for absence from the Councillors prior to the meeting.

**6. To Report matters arising from the last meeting:**

The following matters were noted for information:

- **Freedom of Information (Fol):** A further request for information was received from the same resident regarding the National Trust forestry track in Georges Lane. The Clerk is in the process of making a response.

## 7. Planning Applications, Decisions, Appeals, Planning Compliance and other Planning issues

To Consider a consultation response to the following applications

**DC/23/0146 - Brambledown Badgers Holt Storrington West Sussex**  
*Surgery to 1x Silver Birch and 2x Oak*

**RESOLVED** that a consultation response would be delegated to the Planning & Transport Committee by email before 9<sup>th</sup> February 2023.

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

**DC/21/2161 - Old Clayton Boarding Kennels Storrington Road Washington RH20 4AG**  
*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) Old Clayton Kennels:*

The Chairman reported on Horsham District Council Planning (South) Committee Meeting's decision on Tuesday 24<sup>th</sup> January 2023 to refuse the application and thanked Cllr Ray Dawe for his robust defence of the Storrington & Sullington and Washington Neighbourhood Plan. Councillors thanked the Chair of the the neighbourhood plan steering group for reading out a statement on behalf of the Parish Council re-stating its strong objection to the application.

### Planning Compliance

#### Longbury Hill Wood, Rock Road enforcement notice:

A member of Horsham District Council's Planning Compliance Team has emailed the Council (3rd February last) that they are still pushing for compliance. The next stage would be prosecution in the event of non-compliance, and they would be writing to the owner to advise them of this.

### Appeals

The following was noted for information:

**Planning Inspectorate Reference:** APP/Z3825/D/22/3310861

**Horsham District Council Reference:** DC/22/0519

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

**Site at:** Iron Stone Barn Rock Road Washington Pulborough West Sussex RH20 3BQ

An appeal has been lodged against the Council's refusal of Planning Consent.

### Road Closures for information

It was noted that emergency embankment repairs to the Wiston Bends on A282 were scheduled to be completed mid-February. Two-way traffic lights were in place. There were no further reports of other road closures in the area.





## **8.To Review, Consider, Recommend and Report on Parish Council issues, including Maintenance**

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

None reported.

**To Agree Agenda and final arrangements for the Annual Parish Meeting (APM).**

The Chairman reported that Andrew Griffith MP, Cllr Paul Marshall (WSCC) and Mr Rob Gerig (Village Hall Trustee) had confirmed they would be speaking at the Council's APM on 10<sup>th</sup> March. Cllr Joan Grech (HDC) had confirmed her intention to attend. Attendance by a member of Horsham's Neighbourhood Policing Team is to be confirmed. The Clerk would contact other ward members for their response to the Council's invitation. Councillors were advised that there was £300 allocated to the budget for refreshments. JL very kindly volunteered to organise this and to promote the APM on the Washington village and Heath Common Facebook pages. Councillors confirmed their intention to attend the event. BH indicated he might not be able to but if he does, he could help on the day. Following a discussion it was **RESOLVED** to **AGREE** the amended agenda for publication. JL to organise the catering with assistance on setting up on the day from the partners of the Chairman and AL.

**To Consider HDC's request for funding towards their new London Road bus stop lamp**

Councillors considered a request from Horsham District Council's Building Services for £666 towards the heritage-style lantern of the London Road bus stop light. An image of a Newton lamp, which was smaller and better suited design, was previously circulated. Alternatively, HDC would install a standard lantern at no additional cost. Following a discussion it was **RESOLVED** to agree to the additional funding for the Newton lantern as this would be in keeping with the location and design of the lamp at the entrance to the village. Funding would be from the parish's portion of Community Infrastructure Levy monies for projects which benefit the community. The bus stop lamp is owned by HDC and would continue to be maintained by them.

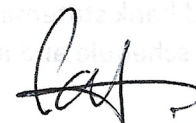
**To Review savings accounts for Council funds.**

TK reported on his research into banks which offer higher interest on savings accounts, as agreed at the last Finance Meeting on 5<sup>th</sup> December 2022. It was noted that very few were parish-council friendly but that Cambridge and Counties Bank paid 4.15% gross AER. The Chairman reported he had looked at the website earlier, and this rate had now dropped to 3.5%. This would restrict access to the Councils' funds in the account for a two-year period but the interest was significantly better than the Council's instant access business savings account with Nationwide. Councillors discussed the possibility of investing some its Community Infrastructure Levy (CIL) monies which had a five-year spending deadline. They **RESOLVED** to review this again once a CIL investment plan was in place, giving a clearer forecast of expenditure requirements.

## **9. Washington Recreation Ground Charity**

**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**

It was noted that HS2 works recommended in the 2022 Tree condition report had been completed to the Ash tree at the north-east corner of the grounds. The contractor had since reported that some of the limbs were brittle and that the tree should be felled for safety. Following a discussion it was **RESOLVED** to make the arrangements. Clerk to action under the Council's emergency delegation powers.





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

### To Report the Draft Minutes of the Open Spaces and Planning & Transport Committees on 23<sup>rd</sup> January 2023.

The draft minutes for both meetings were previously and noted. There were no recommendations. Quotations for tree management were considered later in the meeting. The Chairman queried the OSRA recommendation to consider quotations for a heated defibrillator cabinet at the Village Hall and that the cabinet would need to be kept locked, with subsequent access issues. It was noted that the item was to be discussed at the next OSRA meeting.

### To Consider an invitation to attend the HALC Meeting on 22<sup>nd</sup> February 2023.

The Agenda and supporting papers for the next meeting of the Horsham Association of Local Councils (HALC) on 22<sup>nd</sup> February 2023 were previously circulated. The Chairman and JT agreed to attend.

### To Report on WSCC (West Sussex County Council) meeting to discuss delivery of resurfacing works on the B2139 Storrington to Houghton

AL reported on the online meeting he attended with WSCC Highways officials, Cllr Paul Marshall (WSCC Ward Member for Washington) and some of the neighbouring local council representatives regarding planned works to repair the B2139 Amberley Road. The meeting was held to invite feedback and suggestions on how best to manage the proposed road closures and night works, due to commence 27<sup>th</sup> February until 25<sup>th</sup> March. Diversions would be set up via Pulborough, although for Washington residents who need to travel in that direction, it would be best approached via Worthing.

## 11. Approve Payments, Receipts and Quotes

### To Consider quotations for remaining HS2 tree works on the Council's land.

Councillors considered quotations to complete the HS2 tree works and for monitoring inspections, together with tree management advice. Draft minutes of the OSRA Committee's discussion (23<sup>rd</sup> January) about delays by the original contractor in completing the works, were previously circulated and noted. Two of the contractors could complete the works in the recommended time-frame of the Council's 2022 Tree Conditions Report. The original contractor was able to schedule the works in the first week of March instead of April or May. Following a discussion it was **RESOLVED**, with one abstention, to engage Sawing Heights to complete the works at the original quotation of £1,560. It was further agreed to engage Gale Tree Consultancy to monitor the HS2 trees at a cost of £150 per hour should there be an extreme weather event in the meantime.

### To Review and Agree arrangements and quotations for monitoring the Council's tree stock.

At the last OSRA meeting (23<sup>rd</sup> January) it was agreed that the Council engages a professional tree monitoring service instead of the services of a voluntary Parish Tree Warden. Quotations from three tree specialists together with tree management advice from the Council's insurer, were circulated before this meeting. It was noted that the Council's last inspection of its tree stock was August 2022 with recommended works ongoing. The Clerk advised the Council on the financial risks of engaging a contractor for inspections on an hourly rather than a flat rate fee. Following a discussion it was **RESOLVED**, with one abstention, to engage Gale Tree Consultancy to monitor the Council's tree stock every two years and after extreme weather events, for the quoted £100 per hour.

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

Reconciled bank statements for the Treasurer's Account showing transactions in January 2023, payments schedule and invoices circulated before the meeting.





It was **RESOLVED** that the following payments totalling **£2,000.56** be **APPROVED**.

Washington Parish Council											
PAYMENTS TO BE APPROVED - FC FEBRUARY 2023											
Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
161	MUGA (electricity)	06/01/2023	FC_FEB 2023	Lloyds Current	Online	Annual Lighting Inspection	J Electrical Services	S	155.00	31.00	186.00
162	Subscriptions and legal	06/02/2023	FC Feb 2023	Lloyds Current	Online	Allotment Society Annual	National Allotment	S	55.00	11.00	66.00
163	Clerk's Pension	06/02/2023	FC Feb 2023	Lloyds Current	Jan 2023	Pension	NEST	Z	95.55		95.55
164	Clerk's salary net	06/02/2023	FC Feb 2023	Lloyds Current	Online	Clerk's salary (net)	Zoe Savill	Z	1,562.56		1,562.56
165	Office expenses	06/02/2023	FC Feb 2023	Lloyds Current	236704 Till Receipt	Stationery	Tesco	S	40.62	8.13	48.75
166	Office expenses	06/02/2023	FC Feb 2023	Lloyds Current	Till Receipt 054908	Postage	Zoe Savill	Z	1.90		1.90
167	Office expenses	06/02/2023	FC Feb 2023	Lloyds Current	Online	Phone	Zoe Savill	Z	10.00		10.00
168	Clerk's expenses	06/02/2023	FC Feb 2023	Lloyds Current	Online	Clerk's Mileage	Zoe Savill	Z	19.80		19.80
169	Clerk's expenses	02/02/2023	FC Feb 2023	Lloyds Current	Online	Clerk's electricity	Zoe Savill	Z	10.00		10.00
<b>Total</b>								<b>1,950.43</b>	<b>50.13</b>	<b>2,000.56</b>	

**To Approve adjusted payments from the Full Council Meeting on 6<sup>th</sup> January 2023.**

Payments totalling **£3,132.26** instead of **£3,123.66** were reported at the last Full Council meeting. This was due to incorrectly doubling an invoice for the Council's litter collection by HDC. The correct payments were made from the Parish Council's bank account.

**RESOLVED** that the adjusted payments totalling **£3,123.66** be **APPROVED** for the report to the Full Council Meeting on 6<sup>th</sup> January 2023.

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

Outstanding purchase orders: **£378.00** Post Box address

Outstanding sales invoices: **£259.71** allotment rent and Washington Storybook sales.

Income: **£93.52**

Reconciled Bank Balances (Lloyds): **£76,516.38**

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

#### VAT

Q4 2022/23 due April 2023 to be reported to the April FC Meeting.

#### PAYE and National Insurance contributions

The following was noted for information:

Q4 2022/23 contributions are due in April 2023 and will be reported to the Full Council Meeting the same month.

#### 12. To Report correspondence received and agree any further action.

The following correspondence was previously circulated and noted:

- **Rampion 2:** a copy of West Sussex County Council's response to the October 2022 Consultation
- **Rampion 2:** A copy of CLAG 3 (Chanctonbury Local Action Group) response to the above consultation
- **WSSC (West Sussex County Council) Help for Households Bus Fare Cap**  
WSSC is taking part in a national scheme giving people the opportunity this winter to pay less to travel by bus in West Sussex. From now until 31 March, 2023, a single bus journey will cost no more than £2 on most routes under the Department for Transport's scheme which has been rolled out across the country.



- **South Downs National Park Authority (SDNPA) Call for Projects**  
The deadline for expressions of interest for the SDNPA call for projects 2022/23 is extended to 3<sup>rd</sup> March 2023. The Parish Council's previous bids for a link pathway from the A24 subway and through the Washington Recreation Ground were not successful. .  
**RESOLVED** not to re-submit the bid.
- **South Downs Winter Planning Newsletter**  
Winter Planning Newsletter
- **Neighbourhood Policing: News and Appeals from Adur and Worthing & Horsham on 31<sup>st</sup> January 2023.**

**13. Clerk's Report**

- **GDPR (General Data Protection Regulation)**  
Councillors were reminded to delete emails older than 6 months.

**14. To Receive items for the next agenda**

None received. The Chairman invited Councillors to contact the Clerk with any items they would like to include on the agenda of the next meeting.

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

The dates and times of the next meetings were noted:

**Full Council Meeting: Monday 6<sup>th</sup> March 2023, 7:30pm**

**Open Spaces Committee: Monday 20<sup>th</sup> February 2023, 7:00pm**

**Planning & Transport Committee: Monday 20<sup>th</sup> February 2023, 7: 45pm**

**Personnel Committee: Monday 13<sup>th</sup> February 2023, 7:00pm.**

There being no further business to transact, the meeting was closed at 9:20 hours .

Signed.....



Dated.....

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