

# 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 7<sup>th</sup> August 2023.

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

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

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

**MEMBERS OF THE PUBLIC:** 0

**ABSENT:** Cllr Heeley

The Chairman opened the meeting at 19:30 hours.

**FC/23/122 Apologies for absence**

The Council **RESOLVED** to **ACCEPT** apologies for absence from Cllr Heeley.

**FC/23/123 Declaration of Councillors personal or prejudicial interest**

None declared

**FC/23/124 To Approve the Minutes of the last Full Council meetings on 3<sup>rd</sup> July 2023**

The Council **RESOLVED** to approve the minutes of the Full Council Meeting on 3<sup>rd</sup> July 2023 to be duly signed by the Chairman.

**FC/23/125 Public Speaking**

None

**FC/23/126 Reports from County and District Councillors**

Cllr Grech (HDC) noted the governance arrangements agreed by Cabinet in July for engaging in the consultation of the anticipated Rampion 2 Development Consent Order. She welcomed the Parish Council's views to be shared with her and the other HDC Ward members to feedback to HDC.

Cllr Marshall (WSCC) reported the following:

- He thanked the Council for its letter to the WSCC Cabinet Member for Highways and Transport which raised concerns about access difficulties for ambulances attending emergencies in The Street. He advised that a TRO for a form of parking control between the pinch points in The Street could address this. He advised on the TRO process for an application which could

be made by the Parish Council, residents, or as an emergency measure by the ambulance service.

- The Chairman of the Annie Bertha Lloyd Trust had raised concerns about the safety of residents when crossing the A283 road from Washington Cottages. The Area Highways manager had contacted him and Cllr Marshall would report on the outcome of discussions as soon as he receives more information.
- A parent had recently complained about the condition of a pathway to the village school. An inspection by the Public Rights of Way was advised but it has since been confirmed that the pathway is on land owned by the National Trust.
- London Gatwick Airport's planning application for the northern runway project had been accepted for detailed examination by the Planning Inspectorate (PINS). The development is expected to double passenger numbers per year and increase demands in the County and parts of Surrey for more housing to meet the recruitment of a bigger workforce.

*The Chairman thanked him for his reports. Cllr Marshall left the meeting.*

**FC/23/127** **To Report outstanding actions and matters arising from the last meeting**  
The Council **RESOLVED** to note the report under Appendix 1 of these minutes.

**FC/23/128** **To Ratify Approval of decisions under delegated decisions since the last meeting**  
Following a discussion the Council **RESOLVED** to **RATIFY** approval of the following in accordance with the Financial Regulations item 4.1 and delegated powers to the Clerk within the Council's agreed budget:

- Quotation from Nick Blunt Fencing Ltd of £300 to replace the broken gate post by the Village Hall (approved Chairman and Vice-Chairman by email 12<sup>th</sup> July 2023)
- Quotation from Nick Blunt Fencing Ltd of £225 to install a post mounted noticeboard at Pixies' Corner site and £125 to install wall mounted noticeboard at the Village Hall (approved by Chairman and Vice-Chairman by email 12<sup>th</sup> July 2023). Works to be scheduled once delivery from the supplier, Signs of Cheshire, is confirmed.
- Quotation Signs of Cheshire Ltd of additional £100 to deliver the Council's two new noticeboards as above (approved by the Vice-Chairman and Chairman of OSRA Committee by email 19<sup>th</sup> July 2023). Delivery is by the supplier's courier to ensure that the noticeboards arrive undamaged and ready for installation.

**FC/23/129** **Planning Applications:** The Council's comments on the following applications were delegated via email to the Planning & Transport Committee:

**DC/23/1454 - 4 Chancton Copse Rock Road Storrington RH20 3BF**  
*Surgery to 1x Oak*

The Council **RESOLVED** to **RATIFY** the Committee's decision to make **NO OBJECTION** to the application.

**DC/23/1397 – Crofters Rock Road Washington RH20 3BQ**

*Conversion of outbuilding to self-contained annexe. Erection of single-storey side extension and re-roofing of building.*

The Council **RESOLVED** to **RATIFY** the Committee's decision to make **NO OBJECTION**



to the application but to request that the converted accommodation has a condition that it remains attached to the main property i.e., Crofters.

**FC/23/130 Planning Decisions**

None reported on any significant applications in the parish.

**FC/23/131 Appeals**

None reported.

**FC/23/132 Planning Compliance**

**DC/17/2117 - Land at Longbury Hill Wood, Rock Road, Storrington – enforcement Notice regarding condition 7.**

It was reported that HDC is working with the landowner of the woodland to achieve full compliance with the enforcement notice. HDC agreed to update the Council further when details of the restorative landscaping scheme have been submitted for approval.

Councillors expressed disappointment with the slow progress of compliance. The Council **RESOLVED** to note the information and to monitor progress.

**FC/23/133 To Report on any urgent maintenance issues affecting Council property outside the Recreation Ground and Agree action**

None reported

**FC/23/134 To Agree arrangements for the 2023 audit of the Council's grit bins.**

It was noted that WSCC had requested an audit of the Council's grit bins on the Highway before 21<sup>st</sup> August, so that the parish's reserve stocks can be replenished before the winter. The Clerk reported that she will carry out and submit the audit. The Council **RESOLVED** that this is actioned by the Clerk.

**FC/23/135 Planning & Transport Committee's Recommendation: To agree quotations to supply and install Speed Indicator Devices in Rock Road and London Road**

A copy of the draft Planning and Transport Committee meeting minutes (17<sup>th</sup> July) were previously circulated. The Clerk reported that she had since received an email from the Highways Authority Assistant Area Manager that there had been no comments received during the licence notice period for the proposed speed indicator devices; he would issue the licence documentation shortly to be counter-signed by the Council before being approved by the WSCC Highways Authority.

A link was provided for the Council to check for any underground services prior to installation. The Parish Council considered this and the Planning & Transport Committee's recommendation of the following quotations:

**2 x back-to-back Speed Indicator Devices in Rock Road**

– Supply by Elan City: £4,679.98

– Installation by Coadman Contractors: £ 1,972

**Sub Total: £ 6,651.98 plus VAT subject to underground services**

**Speed Indicator Device in London Road**

Supply by Elan City UK: £2,807.99:

– Installation by Coadman Contractors: £1,914

**Sub Total: £ 4,721.99 plus VAT**

**Estimated total for both projects: £ 11,373.97 plus VAT subject to underground services**

Following a discussion, the Council **RESOLVED to APPROVE** the quotations and suppliers' terms and conditions, subject to licence approval and confirmation that there are no conflicts with underground services. A transfer of funds from the Council's Reserves account to be actioned at the next meeting to accumulate a further month's interest before payment is required.

**FC/23/136 Parish Priorities Statements (PPS) for the SDNPA Local Plan Review: To Consider an invitation to draft a PPS for the Washington Parish.**

The Council discussed an invitation from the South Downs National Park Authority (SDNPA) to complete a Parish Priorities Statement. This would be used as part of the evidence base in the SDPA Local Plan Review. Following a discussion it was **RESOLVED** to delegate this to the Washington members of the Neighbourhood Plan Steering Group, with guidance from the Clerk, to be ratified at the October Full Council meeting.

**FC/23/137 Rampion 2: To Report any further updates and Consider required action**

The Council discussed registration with the Planning Inspectorate (PINS) as an interested party for the engagement with the anticipated DCO (Development Consent Order) application by Rampion Extension Development (RED). Supporting papers were previously circulated.

It was noted that RED's land agent, Carter Jonas, had not yet responded to the Council's request in June for the developer to lift its subsidy cap on professional fees to the Council, which would allow it to seek appropriate legal advice on the proposed cable route on the Recreation Ground.

The Council discussed and **RESOLVED** to agree on points to be drafted by the Planning Consultant in its registration document to PINS; to seek his advice on whether the Council should register the Recreation Ground Charity as a separate or joint interested party. The draft submission to be ratified for approval at the next Full Council meeting on 4<sup>th</sup> September.

**FC/23/138 Washington Recreation Ground Charity Matters: To Report on any urgent maintenance issues affecting the Washington Recreation Ground and Agree action**

The Clerk reported her concerns about further deterioration of sections of the hedge on the Recreation Ground where it borders London Road. The groundsman had originally advised that replanting the dead section is best done in the autumn. She had reported concerns to the tree inspector to investigate this as part of his annual inspection that day.

Following a discussion the Council **RESOLVED** to delegate authority to the Clerk, in consultation with the Chairman and Vice-Chairman, to take any appropriate action recommended in the tree inspection report if urgent.

**FC/23/139 Washington Recreation Ground Charity Matters: To Agree a quotation for the replacement of the Play Area gates**

A copy of the OSRA Committee meeting (17<sup>th</sup> July) draft minutes with a recommendation on replacement of the Play Area Gates was previously circulated. Also circulated was a quotation from HAGS for £3,185.94 for the new gates.

The Council expressed concerns about the high cost and whether it would be more economical to adapt the existing gates. It was suggested that a bolt or latch mechanism may be more effective, preferably one on the outside of the gate which



prevent young children from reaching over and opening. The Clerk advised on the benefits of not changing the supplier if the Council wants them to undertake a future inspection and maintenance regime of the Play Area. Two members expressed the urgency for getting quotes for replacement of the safety surfacing and any other required improvements. The Clerk advised that this could be tabled for the next OSRA meeting agenda when the Council will hopefully have received the annual RoSPA inspection report to help inform discussion.

Following a discussion, the Council **RESOLVED** to defer a decision on the quotation pending a further quotation from HAGS for a suitable adaptation of the existing gates as proposed or similar. Clerk to action.

**FC/23/140 Washington Recreation Ground Charity Matters: To nominate additional Play Safety inspectors and agree training arrangements**

It was noted that the Clerk had provisionally registered a place on the HDC's play inspection training on Tuesday 14<sup>th</sup> November 2023, as a refresher. Cllr Luckin expressed an interest to attend subject to her work schedule, to be confirmed in the second week of September. It was **RESOLVED** to fund the training for the Clerk and Cllr Luckin at a cost of £120 each. Clerk to action and to find out if other training dates are available should Cllr Luckin be unable to attend the first choice.

**FC/23/141 Washington Recreation Ground Charity Matters: To Agree arrangements for the Play Safety inspections in the Clerk's absence**

It was **RESOLVED** that Cllr Harvey undertakes the safety inspection on 14<sup>th</sup> September and Cllr Luckin undertakes one on the following Monday. The Council thanked both Councillors for volunteering their services.

**FC/23/142 To Approve Payments**

The Council considered and **RESOLVED to AGREE** payments totalling £6,313.04 for the following invoices.

Amended Payments to Approve FC 7<sup>th</sup> August 2023

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
62	18/07/2023	FC/23/142	Lloyds Current		Refuse Collection	Horsham District Council	Z	9.00		9.00*
72	03/08/2023	FC/23/142	Lloyds Current		Monthly broadband	Washington Parish	Z	20.00		20.00
63	07/08/2023	FC/23/142	Lloyds Current		New gate post	Nick Blunt Fencing Ltd	S	250.00	50.00	300.00
67	07/08/2023	FC/23/142	Lloyds Current		Clerks salary (net)	Washington Parish	Z	1,683.39		1,683.39
66	07/08/2023	FC/23/142	Lloyds Current		Pension	NEST	Z	108.74		108.74*
65	07/08/2023	FC/23/142	Lloyds Current		Pest Control	Southern Pest Control	Z	550.00		550.00
64	07/08/2023	FC/23/142	Lloyds Current		Parish Online - Digital	Parish Online	S	80.00	16.00	96.00
70	07/08/2023	FC/23/142	Lloyds Current		Postage and envelope	POST office	Z	5.10		5.10
71	07/08/2023	FC/23/142	Lloyds Current		Phone	Tesco	Z	9.00		9.00
68	07/08/2023	FC/23/142	Lloyds Current		Printer cartridges & pins	The scribbling shop	S	20.04	4.01	24.05
69	07/08/2023	FC/23/142	Lloyds Current		Printer cartridges &	The scribbling shop	S	22.67	4.53	27.20
74	07/08/2023	FC/23/142	Lloyds Current		Mileage	Washington Parish	Z	10.80		10.80
73	07/08/2023	FC/23/142	Lloyds Current		Monthly electricity	Washington Parish	Z	26.00		26.00
75	07/08/2023	FC/23/142	Lloyds Current	FC/23/142	Noticeboards	Signs of Cheshire Ltd	S	1,498.00	299.60	1,797.60
77	07/08/2023	FC/23/142	Lloyds Current	FC/23/142	Allotment fencing	Sussex Land Services Ltd	S	516.00	103.20	619.20
76	07/08/2023	FC/23/142	Lloyds Current	FC/23/142	Grass & Hedge Cutting	Sussex Land Services Ltd	S	855.80	171.16	1,026.96
<b>Total</b>								<b>5,664.54</b>	<b>648.50</b>	<b>6,313.04</b>

\*Already paid by Direct Debit

\*\*Additional payments:

1. Invoice Signs of Cheshire Ltd for 50% of total quotation agreed: £2,896.00 + additional £100 delivery charge (to be ratified at this meeting) + vat= £3,595.20/2=£1,797.60
2. Split invoice 0000134868 Sussex Land Services Ltd for grass & hedge cutting July 2023
3. Split invoice 0000134868 Sussex Land Services Ltd for allotment fencing

**FC/23/143 To Transfer funds to the Council's Current Account**

Following a discussion, it was **RESOLVED to AGREE** the transfer of £3,595.20 from the Business Savings Account to the Current Account for the supply and

installation of the new noticeboards. A mandate for the transfer was signed at the end of the meeting. Clerk to action.

**FC/23/144 To Report the Council's reconciled bank balances since the last meeting**  
It was **RESOLVED** to **APPROVE** the bank reconciliation of the Lloyds Current Account with a balance of **£ 58,248.46**; to **NOTE** the balance of **£85,000** of the Nationwide Business savings account. It was reported that Nationwide had confirmed by email a transfer of the £419.26 interest on funds, as agreed at the Full Council meeting on 4<sup>th</sup> July last. The new balance to be reconciled and reported at the next meeting.

Minor changes to the terms and conditions of the Nationwide account were previously circulated and taken as read.

**FC/23/145 To Report Income and Outstanding Sales Receipts.**  
It was noted that there was no income or outstanding receipts to report since the last meeting.

**FC/23/146 Review of signatory mandates for the Council's bank accounts.**  
The Council **RESOLVED** to **APPROVE** Cllr Buddell to have Full Access powers for online banking and remove Cllr Hanvey's signatory powers at his request. Banking mandates for the changes were signed at the end of the meeting by two other approved Full Power signatories for the Council.

**FC/23/147 To Report Correspondence**  
The Clerk reported on the correspondence previously circulated and her responses. The information was noted.

**FC/23/148 To Report the draft minutes of the Planning & Transport Committee Meeting on 17<sup>th</sup> July 2023.**  
The draft minutes of the last Planning & Transport Committee meeting were previously circulated and considered read. It was duly noted that the Committee's recommendation to approve the Speed Activation Devices quotations were resolved earlier in this meeting.

**FC/23/149 To Report the draft minutes of the Open Spaces, Recreation Ground and Allotment (OSRA) Committee meeting on 17<sup>th</sup> July 2023**  
The draft minutes of the last OSRA Committee meeting were previously circulated and considered read. It was duly noted that the Committee's recommendation regarding replacement of the Play Area gates was resolved earlier in this meeting.

**FC/23/150 To Report on the joint HALC AGM and HDC Meeting on 26th July 2023**  
The Chairman attended both meetings and reported on the discussions including the following:

- The motion proposed by Storrington & Sullington Parish Council and seconded by Washington PC, was carried for HALC member councils to be able to vote on whether to support the draft Local Plan.
- HDC Officers were working hard to get the Local Plan in place: the consultation process would be determined after discussions by Cabinet in September.
- Dates for planning training would be offered by HDC to HALC members in September



- HDC's Resilience Working Party £5,000 grants for rewilding and nature driven projects.
- HDC's new Leader Martin Boffey had indicated his willingness to introduce himself at a future Washington Parish Council meeting

The Chairman reported that the meetings were very worthwhile and draft minutes would be available shortly. Councillors thanked him for attending and for his report.

**FC/23/151 To Report the minutes of the Rampion 2 Community Onshore Project Liaison Group meeting on 14<sup>th</sup> June 2023.**

Minutes of the last Rampion 2 PLG meeting regarding the announcement of the selected onshore cable route and the process for the Development Consent Order was previously circulated and considered read.

**FC/23/152 To Report on the CIL Working Group Meeting on 31<sup>st</sup> July 2023**

Chairman of the CIL Working Group Cllr Hanvey, reported on the meeting with Mr Rob Gerig Trustee of the Village Hall on 31<sup>st</sup> July, also attended by Cllr Lisher, Cllr Thomas and the Clerk, to discuss details of the hall projects and explain the CIL grant application process. It was noted that some of the smaller more urgent projects were being progressed with other funding. The CIL Working Group members had agreed that it would be more cost effective if two of the main projects associated with the installation of solar panels, were to be carried out simultaneously and would be subject to the tendering process. The Clerk advised that since the meeting she had received a grant application from Mr Gerig for the LED lighting project to be considered by the Finance Committee. The Chairman thanked Cllr Hanvey for his report and it was agreed to hold the Finance Committee Meeting at 6.45pm on Monday 4<sup>th</sup> September 2023 prior to the Full Council Meeting to consider the hall's grant applications.

**FC/23/153 Clerk's Report**

The following reports were noted:

**Training**

Cllr Hanvey, Cllr Keech and Cllr Lisher confirmed their interest in attending the group councillor training with Mulberry & Co on 13<sup>th</sup> September 6-9pm at Storrington Football Pavilion, hosted by Storrington & Sullington Parish Council. Cllr Thomas would confirm with the Clerk after the meeting. Clerk to notify the organiser of attendees.

**GDPR**

Councillors were reminded to delete email correspondence of more than 6 months.

**FC/23/154 To Receive items for the next agenda**

It was RESOLVED to review the decommissioning of the single noticeboards at Montpelier Gardens and Spring Gardens at the next Council Meeting; to invite HDC's Licensing Officer to a future meeting to discuss the licensing process.

**FC/23/155 Dates and time of next meetings at Washington Village Memorial Hall (Dore Room).**

**Planning & Transport Committee: Monday 21<sup>st</sup> August 2023, 7: 00pm: cancelled**

**Open Spaces Committee: Monday 21<sup>st</sup> August 2023, 7:45pm: cancelled.**

**Finance Committee: Monday 4<sup>th</sup> September 2023, 6:45pm**

**Full Council Meeting: Monday 4<sup>th</sup> September 2023, 7:30pm**


**FC/23/156 To Resolve, 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 next item FC/23/155 will involve disclosure of privileged information relating which would be inappropriate to put in the public domain.**

The Council **RESOLVED** to exclude the Public and Press from the next item which would involve disclosure of privileged information which would be inappropriate to put in the public domain. None present.

**FC/23/157 Rampion 2: To Consider any further updates from the developer's land agents to the Heads of Terms for cable access on the Recreation Ground.**

It was noted that there was no further update from the Rampion 2 land agents, Carter Jonas to the Council's letter about the developer's Heads of Terms. Following a discussion the Council **RESOLVED to NOTE** the information and to make no further response.

There being no other business to transact, the meeting closed at 21:28 hours.

Signed: 

Dated: 4<sup>th</sup> SEPTEMBER 2023