

# 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> March 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) and Cllr J Thomas (JT)

### IN ATTENDANCE:

Apology received from Cllr Paul Marshall (WSCC)

Absent: Cllr James Wright (HDC)

Cllr Joan Grech (DC Storrington & Washington)

**MEMBERS OF THE PUBLIC:** None

**ABSENT:** Clerk (Minutes taken by Cllr SB)

The Chairman opened the meeting at **19:29 hours**.

### 2023.64. Apologies for Absence and Chairman's Announcements

All present.

### 2023.65. To record Declarations of Interest from members in any item to be discussed and Agree Dispensations.

Cllr JL: in respect of agenda item (8) Planning Application - SDNP/23/00444/TCA - St Marys Gate The Street Washington RH20 4AS

### 2023.66. Public Speaking

None.

### 2023.67. To Approve and Sign the Minutes of the last Parish Council Meeting on 6<sup>th</sup> February 2023.

**RESOLVED** to **APPROVE**. Minutes duly signed by the Chairman.

### 2023.68. Reports from the County Councillor and District Councillor(s):

Cllr Joan Grech (DC Storrington & Washington) informed the meeting the new Local Plan will not be considered in HDC Cabinet before September 2023. However an undertaking has been given that affected parish councils, including Washington PC, will be consulted as and when proceedings progress.



**2023.69. To Report matters arising from the last meeting**

The following matters were noted for information:

**Freedom of Information (Fol):** In accordance with legal requirement, the Clerk is in the process of responding to questions raised by the Freedom of Information request made on 7<sup>th</sup> February, regarding the Council's decisions to donate and subsequently withdraw £12k toward the 'upgrade' of the National Trust forestry track in Georges Lane.

**Planning Applications, Decisions, Appeals, Planning Compliance and other Planning issues**

**2023.70. To Consider a consultation response to the following applications:**

**SDNP/23/00444/TCA - St Marys Gate The Street Washington RH20 4AS**

*Surgery to 8x Beech, 1x Sycamore and Fell 1x Conifer (Works to Trees in a Conservation Area).*

The case officer agreed an extension to 7th March for the Council's comments.

Councillors **RESOLVED** to submit no objection; Cllr JL did not participate in the discussion due to potential conflict of interest.

Councillors noted there are no Tree Protection Orders in place and recognised the planned work was necessary but should be undertaken sympathetically to minimise the effect on the street scene.

**SDNP/22/00287/HOUS – St Mary's Gate The Street Washington RH20 4AS**

*Erection of a detached garage*

The case officer has agreed an extension to 7th March for the Council's comments.

Cllr JL did not participate in the discussion due to potential conflict of interest.

Councillors noted amendments to a prior application, notably the relocation of the proposed building, and that access onto School Lane was no longer being proposed. It was also noted the proposed new building is a tandem garage with high pitched roof, Velux windows and solar panels.

Councillors **RESOLVED** (4 votes and 2 abstentions) to submit no objection to the application but request a condition that the building was for garage and ancillary use only; and NOT for residential habitation.

**2023.71. HDC and SDNPA Planning Decisions (for significant applications in the Washington parish):**

None reported.

**2023.72. Planning Compliance**

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

This is a standing item. Nothing reported.

**2023.73. Appeals**

None reported.

**2023.74. Road Closures for information**

A temporary closure between London Rd and The Pike is scheduled to commence on 13th March 2023 for up to 5 days and is required for the safety of the public and workforce while BT renews poles and completes tree cutting. The restriction will be in place off peak only from 09:30 until 15:30. An alternative route will be signed on site but please visit <https://one.network/?tm=132295632> for more details. Access





maintained for emergency services, residents and pedestrians. For information regarding this closure please contact BT on 03700500792 who will be able to assist.

Cllr JL volunteered to contact County Highways – as a resident – to suggest this would be a perfect opportunity for litter to be cleared: safety concerns from road traffic had previously been given as a reason not to undertake this task.

**2023.75.To Report any maintenance issues affecting Parish Council property outside the Recreation Ground and Agree any required action**

None reported.

**2023.76.To Co-opt Cllr Brendan Hanvey to the Planning & Transport Committee**

BH has kindly agreed to be nominated as a member of this Committee and has attended recent meetings during absences so that they remain quorate. Although there is a mechanism to co-opt members to committees (of which they are not a member) in an emergency, it is best practice to ensure there is sufficient membership in the event of absences. This Committee had two of its five members absent for the same meeting which meant it would not have been able to conduct any business. It is a requirement that permanent co-option to a committee is formalised at a Full Council meeting. It is acknowledged by the Council and the Clerk that BH's strong professional background in planning matters will be invaluable to this Committee.

**Approved: Unanimous**

**2023.77.To Consider and agree new meeting arrangements for the Open Spaces, Recreation Ground and Allotment Committee.**

This Committee meets at 7pm usually on the third Monday of the month. Given the range of statutory responsibilities of this Committee, with legal implications to the Council, there are a lot of items of business to transact at its meetings. The 45-minutes of allocated time is insufficient for this. The last meeting finished at 8.15pm instead of 7.45pm. Had the Planning & Transport Meeting, which normally follows, not been cancelled, OSRA would not have been able to transact some very important business. It is suggested that the solution is for the OSRA Committee meetings to be held after the Planning & Transport Meeting at 7.45pm instead of beforehand.

**Approved: Unanimous**

**2023.78.To Agree final arrangements for the Annual Parish Meeting**

The Chairman requested this item to finalise arrangements for the meeting on Friday 10<sup>th</sup> March 2023.

**Confirmed speakers:**

Chairman of the Council

Andrew Griffith MP

Paul Marshall (WSCC)

James Wright (HDC)

Rob Gerig (Washington Village Memorial Hall); also:

Sgt Craig Burgess and PCSO Joel Beasley (Washington)(Horsham Neighbourhood Policing Team).



The Council allocated tasks to be undertaken by parish councillors: to include, access, setup, catering, order of business, cleaning, evacuation and securing the Village Hall after the event.

Wine cannot be served until the formal part of the meeting has ended.

Clr BH gave his apologies as he may be unable to attend.

**Above arrangements APPROVED UNANIMOUS**

**Washington Recreation Ground Charity**

**2023.79. 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**

None reported.

**2023.80. To Consider comments on a further targeted consultation of proposed changes to the Rampion inshore cable route.**

Following feedback on the October 2022 further consultation, Rampion has launched a limited and targeted consultation for a potential 3km (approx.) cable route section in the South Downs, north of Patching. It passes through three neighbouring parishes including Storrington & Sullington. Washington is not included in the changes. Details of the proposals can be viewed on the Rampion 2 consultation website at: <https://rampion2.com/consultation-2023/> . Consultation closes 27<sup>th</sup> March 2023.

The project team has not written directly to Washington Parish Council, but welcomes comments from the council and residents if they feel affected by the changes proposed on the Downs, by completing the response form on the consultation website. They will consider the feedback received alongside the feedback from the statutory consultation on the original route in summer 2021 and feedback from all the other potential route options consulted upon in October and November last year. Together, this will help them *“make a decision on the final cable route selection to take to DCO application in the summer.”*

Councillors resolved to respond to the new proposals by expressing serious concerns, highlighting previous comments had neither been acknowledged nor addressed; and look forward to a positive response.

**To Receive reports from Committees, Working Parties and Outside Bodies**

**2023.81. To Report the Draft Minutes of the Open Spaces Committee Meeting on 20<sup>th</sup> February 2023.**

No recommendations for consideration.

**2023.82. To Report the Draft Minutes of The Planning & Transport Committee meeting on 20<sup>th</sup> February 2023.**

No recommendations for consideration. This meeting was cancelled due to there being no business to transact.

**2023.83. To Report the Draft Minutes of the Personnel Committee Meeting on 13<sup>th</sup> February 2023**

The draft minutes for this meeting are pending.





**2023.84.To Report on the HALC Meeting on 22<sup>nd</sup> February 2023**

The Chairman reported on the Horsham Association of Local Councils (HALC). The following items were discussed:

- work on and implementation of Urban and Local Plans are delayed until at least Q4 2023;
- recommendations on the issue of water neutrality and development similarly delayed;
- adjoining parish councils are equally frustrated by the Rampion 2 consultation process;
- Storrington and Sullington Parish Council has been consulted on revised Rampion 2 route;
- proposed Rampion 2 battery storage site (in Bolney) may require leaching survey.

**Approve Payments, Receipts and Quotes**

**2023.85.To Consider a quotation for LED lights for the MUGA**

This item was deferred pending receipt of further quotes and a greater understanding of the brightness of each option.

**2023.86.To Approve Bank Reconciliation, Payments and Report Income.**

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

It was **RESOLVED** that the following payments totalling £3,375.99 be approved:

Washington Parish Council										
PAYMENTS TO APPROVE – FC 6 <sup>th</sup> MARCH 2023										
Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
170	06/03/2023	FC 6th Mar	Lloyds Current	Online	Clerks salary (net)	Zoe Savill	Z	1,562.56		1,562.56
171	02/03/2023	FC 6th Mar	Lloyds Current	Online	Clerk's electricity	Washington Parish	Z	10.00		10.00
172	02/03/2023	FC 6th Mar	Lloyds Current	Online	Office Telephone	Washington Parish	Z	10.54		10.54
173	02/03/2023	FC 6th Mar	Lloyds Current	Online	Stationery	Scribbling shop	S	17.36	3.47	20.83
174	06/03/2023	FC 6th Mar	Lloyds Current	Online	Stationery	Tesco	S	47.58	9.52	57.10
175	02/03/2023	FC 6th Mar	Lloyds Current	Online	Clerk's Mileage	Washington Parish	Z	13.05		13.05
176	06/03/2023	FC 6th Mar	Lloyds Current	Online	Grounds maintenance	Sussex Land Services Ltd	S	220.00	44.00	264.00
177	06/03/2023	FC 6th Mar	Lloyds Current	Online	Dog bin emptying	Horsham District Council	Z	37.96		37.96
178	06/03/2023	FC 6th Mar	Lloyds Current	Online	Litter warden	Stella Russell	Z	230.40		230.40
179	06/03/2023	FC 6th Mar	Lloyds Current	Online	Tree Management	Total Tree Care Ltd	S	895.00	179.00	1,074.00
180	06/03/2023	FC 6th Mar	Lloyds Current	Direct Debit	Pension	NEST	Z	95.55		95.55
<b>Total</b>								<b>3,140.00</b>	<b>235.99</b>	<b>3,375.99</b>

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

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

Outstanding sales invoices: **£61.68** – Allotment rent

Income: **£209.73** Allotment rent

Reconciled Bank Balances (Lloyds): **£59,725.53**

Reconciled Bank Balance (Nationwide): **£85,000- statement pending**

*\*Transfer of £15,000 reserves on 09/02/2023 from the Council's Lloyds Account to its Nationwide Business Savings Account as agreed by Full Council at the December 2022 meeting minute reference: 24.77.8. Latest Annual Interest Rate reported at 1.3%*

**2023.87.VAT**

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

**2023.88.PAYE and National Insurance contributions**

Q4 2022/23 contributions due April 2023. To be reported to the FC April meeting.

**2023.89.To Report correspondence received and agree any further action.**

No correspondence reported.

**2023.90.Clerk's Report**

Nothing reported.

**2023.91.To Receive items for the next agenda**

Councillors agreed to refer to the non-standing agenda items list as referred to at item (12) above.

**2023.92. Dates and time of next meetings at Washington Village Memorial Hall (Dore Room)**

To note next proposed scheduled meetings:

**Annual Parish Meeting:** Friday 10<sup>th</sup> March 2023, 7:30pm

**Planning & Transport Committee:** Monday 20<sup>th</sup> March 2023, 7:30pm (*Cancelled*)

**Open Spaces Committee:** Monday 20<sup>th</sup> March 2023, 7:45pm (*Cancelled*)

**Full Council Meeting:** Monday 3<sup>rd</sup> April 2023, 7:30pm

**2023.93.** 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 items 17 and 18 may involve disclosure of personal or privileged information which would be inappropriate to put in the public.

**2023.94.To Discuss arrangements for conducting the Council's business in the Clerk's absence**

Councillors discussed arrangements for conducting the Council's business during the Clerk's absence on medical leave.

It was resolved and **AGREED UNANIMOUSLY** to seek to continue, where possible, to conduct Parish Council meetings without the Clerk in attendance, unless continued health issues and business required retention of services of a locum. Accordingly, councillors agreed to:

- cancel the next OSRA, and Planning meetings planned for Monday 20<sup>th</sup> March
- conduct weekly Play Inspections:
  - w/c 06/03 Cllr JT
  - w/c 13/03 Cllr BH
  - w/c 20/03 Cllr B
  - w/c 27/03 Cllr JL

**2023.95.Salary Review: To Consider a recommendation from the Personnel Committee**

The Chairman of the Personnel Committee reported its recommendations for the Clerk's salary, discussed at the last meeting 13<sup>th</sup> February.



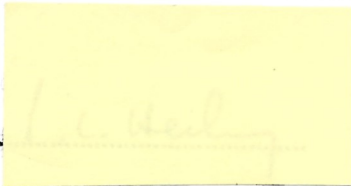
Subsequent to the report to councillors as set out at (12) above; and consultation by the Personnel Committee, the following pay and allowances were proposed:

- a) 10% increase in the Clerk's hourly rate from 1st February 2023
- b) Increase of monthly electricity allowance from £10 to £26 from 1st April 2023
- c) Monthly payment of Internet/Broadband contribution of £20 from 1st April 2023

**AGREED UNANIMOUS**

*There being no further business to transact, the meeting was closed at 21:17 hrs.*

Signed.....



Dated.....

4. 4. 23