

WASHINGTON PARISH COUNCIL



Clerk to the Council.
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 4th September 2023.

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

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

ALSO: Clerk to the Council, Ms Z Savill

MEMBERS OF THE PUBLIC: 0

ABSENT: Cllr Luckin and Cllr Thomas.

The Chairman opened the meeting at 19:30 hours.

- FC/23/9/1 Apologies for absence**
The Council **RESOLVED** to **ACCEPT** apologies for absence from Cllr Luckin and Cllr Thomas.
- FC/23/9/2 Declaration of Councillors personal or prejudicial interest**
None.
- FC/23/9/3 To Approve the Minutes of the last Full Council meeting**
The Council **RESOLVED** that the minutes of the Full Council Meeting on 7th August 2023 were a true record and were duly signed by the Chairman.
- FC/23/9/4 Public Speaking**
None.
- FC/23/9/5 Reports from County and District Councillors**
- County Council Reports from Storrington Division (includes Washington parish)**
Cllr Paul Marshall (WSCC) was not in attendance and had given his apologies prior to the meeting.
- District Council Reports from Storrington & Washington Ward**
Cllr Grech reported on parish issues including:
- A meeting (14th August) between the District Councillors for Washington and CLAG 3 (Chanctonbury Local Action Group) on residents' concerns about the impact of the Rock Common Quarry application WSCC/028/21.
- The Councillors had written to Cllr Paul Marshall seeking his support to work

with them on the issues and to do all he could to stand up against the application. It was noted that the application was scheduled for determination by WSCC on 6th September but a further extension was anticipated. It was noted that Cllr Marshall had acknowledged the letter and a full response was pending.

- The Parish Council's concerns about the Rampion 2 proposed cable route would be included in HDC's comments on the Adequacy of the Consultation, together with those from other parishes affected by the route. Cllr Grech and Cllr Beard agreed to find out if HDC's comments could be shared with the Council.

FC/23/9/6

To Report outstanding actions and matters arising from the last meeting

The briefing (Appendix) of outstanding actions and matters arising were previously circulated. It was noted that there was insufficient time to draft a Parish Priorities Statement for the SDNPA Local Plan Review. Following a discussion a motion was proposed and it was **RESOLVED** to **AGREE** that the Council refers the SDNPA to the parish's priorities in its neighbourhood plan. Clerk to action. Other items on the briefing were NOTED for information.

FC/23/9/7

To Ratify Approval of decision under delegated powers since the last meeting

None reported.

FC/23/9/8

Rampion 2 Development Consent Order application: To Approve the Council's written representation to the Planning Inspectorate.

Members NOTED that the Planning Inspectorate was reviewing an application for a Development Consent Order for the Rampion 2 project. A decision on whether to accept it for examination was expected after 7th September.

The Council's written representation as an Interested Party, was drafted by Planning Consultant Mr Steve Tilbury and previously circulated. A separate registration would be made by the Council as Trustee for the Washington Recreation Ground Charity for its land interest in the application.

It was further noted that HDC would be responding to the Adequacy of Consultation to include the Parish Council's key concerns. The latest newsletter from Andrew Griffith MP was reported to members, which raised concerns about the impact of the cable route on local communities and that he urged Local Councils to object to the application.

Following a discussion, the Council **RESOLVED** to **APPROVE** its written submission to the Inspectorate should the application be accepted for examination.

DC/23/9/9

Planning Applications

DISC/23/0186 - Longbury Hill Wood, Rock Road, Storrington

Approval of details reserved by condition 7 to approved application DC/17/2117

The HDC website link to the application documents was previously circulated. A Councillor raised concerns about the proposed landscaping scheme in the area of the access and hardstanding, to scarify the ground with soil and replant with grass seed rather than re-stock with trees in accordance with conditions of the Felling Licence.

He warned that the land was being prepared for a development proposal in the draft Local Plan. It was proposed and the Council **RESOLVED** to **AGREE** that it should express its concern to HDC's Head of Place that the application did not meet Condition 7 or the Felling Licence requirements and that the closure of the temporary access

appeared inadequate; that the decision should not be delegated to an Officer. It was further agreed to request that the District Councillors for the parish take this up with Officers as soon as possible. Cllr Grech acknowledged this and the request for the application to be determined by committee. Cllr Hanvey agreed to draft a letter to HDC in consultation with the Clerk.

DC/23/1544 – Lark Rise Woodlands Avenue Storrington

Erection of a single-storey rear extension

The Council NOTED that its comments for this application were delegated to the Planning & Transport Committee via email before 13th September.

DC/23/1561 – Arborgarth Bracken Lane Storrington West Sussex

Erection of a single storey rear extension and alterations

The Council NOTED the Planning & Transport Committee's comments via email of NO OBJECTION on this application

FC/23/9/10 Planning Decisions, Appeals and Planning Compliance

The Council NOTED that no decisions were reported on any significant applications in the parish at the time of the meeting.

Rock Common Quarry – update

The Council NOTED that WSCC had published the determination date of 6th September for the Rock Common Quarry application WSCC/028/21.

A motion to reiterate the Council's concerns about the development and request S106 monies to ameliorate the impact, was not carried. A member reported that the Council had already made a strong objection and that the S106 monies would be "a given" for this type of application. It was further noted that Cllr Grech had reported earlier in the meeting that she had written to Cllr Marshall's for his support on issues expressed by residents at a meeting with CLAG 3 in August.

Cllr Beard thanked Councillors and left the meeting

Appeals

None reported.

Planning Compliance

The Council noted that no new cases in the parish were reported since the last meeting.

FC/23/9/11 To Receive notification of the Storrington & Sullington and Washington Neighbourhood Plan Steering Group Meeting on Tuesday 19th September 2023 at The Parish Hall, Thakeham Road, Storrington RH20 3PP, 6.30pm

The Council NOTED that Washington members of the Neighbourhood Plan Steering Group would attend its meeting on 19th September and report to the next Council meeting. An agenda would be published shortly.

FC/23/9/12 To Consider an invitation for two Councillors to attend the Local Plan Parish Workshop on Wednesday 20th September 2023 at the Parish Hall, Thakeham Road, Storrington, 2pm.

An invitation to the Local Plan workshop was previously circulated and it was .
RESOLVED that Cllr Heeley and Cllr Lisher would attend.

Cllr Grech thanked the Council and left the meeting. Councillors thanked her for reporting the Council's concerns about the Rampion 2 project for inclusion in HDC's Adequacy of Consultation response.

FC/23/9/13 To Report on any urgent maintenance issues affecting Council property and Agree action

None reported. The weekly Play Safety inspection carried out by Cllr Hanvey on 14th August in the Clerk's absence on holiday, was reported. It was noted that HAGS was still to quote on a latch mechanism for the playground gates. There was a declining area of growth in the Recreation Ground hedgerow and discussed under the next item. The defibrillator cabinet Perspex at Pixies Corner was cracked. The Clerk confirmed that this would be discussed at the next OSRA meeting, together with a proposal to replace the device carry case.
The Council NOTED the information.

FC/23/9/14 To Receive the Interim Tree Inspection Report

Andrew Gale's Interim Tree Survey findings of his August inspection on Council land was previously circulated. It was noted that there was no obvious cause for the declining patch of hedgerow on the Recreation Ground and that it should be removed and replanted with a field hedge mix of tree species. The groundsman had previously advised that this is carried out in the autumn.

The Council NOTED that there were no urgent matters in the report and that recommendations would be considered at the next OSRA Committee meeting.

FC/23/9/15 To Review decommissioning of the Council's single noticeboards

It was reported that the decommissioning of two single boards at Montpelier Gardens and Spring Gardens, was agreed at the Council meeting in July, subject to public responses. The Clerk reported one email from a member of the public to retain the noticeboard at Spring Gardens.

Following a discussion, the Council agreed there was not enough support to keep the noticeboards; that both noticeboards and the one at Rock Road had significantly deteriorated and were of no value; two were either unsafe or not fully accessible, and the Council had a duty to reduce its liability; any necessary information could be published on the Council's three other noticeboards and website.

The Council **RESOLVED** to proceed with arrangements to remove the single noticeboards. Clerk to seek quotation for this to be considered by the OSRA Committee.

FC/23/9/16 To Consider a recommendation from the Finance Committee for two grant applications for Village Hall improvements.

The Chairman reported on the Finance Committee's recommendation at its meeting on 4th September to grant a total of £3,649 of the parish's CIL funds for the following energy efficiency projects at the Village Hall:

1. £2,403 for LED lighting and motion sensors for the infrared heating
2. £1,246 for roof insulation

Copies of the grant applications with supporting documents were previously circulated. It was noted that the Council had previously agreed (July meeting) in principle that the projects and others at the Hall could benefit from funding CIL funding, and that these were strongly supported in the 2022 parish referendum.

The Clerk advised on the current CIL spending. Cllr Hanvey agreed to remind the Trustees via Mr Gerig that further requests for funding would be subject to a CIL grant application, quotations and the Council's CIL funding position.

S.G.B.

The Finance Committee Chairman further reported on the meeting's recommendation to maintain the maximum balance of £85,000 in the Council's business savings account. This was in order to maximise the interest benefit which would be approximately £2,000 at the current rate of 2.25%. The recommendation was subject to any requirement for transfer of further funding to the current account such as meeting CIL expenditure.

Following a discussion the Council **RESOLVED** to **AGREE** the recommendation to grant £3,649 CIL monies to the Village Hall under LGA 1972 s133 for the currently proposed works. This would be subject to evidence of the required Public and Products liability and an invoice from the Hall Trustees to the Council upon completion of the works; to seek confirmation when payment will be made on the outstanding parish CIL monies; to maintain the maximum balance of £85,000 in the Council's business savings account, unless a transfer of funding is required to the current account.

FC/23/9/17 Annual Check of the Parish Council Assets: To nominate a volunteer to assist the Clerk with an annual check.

The Council **RESOLVED** to **AGREE** that Cllr Keech would assist the Clerk with the annual inspection of assets which will inform the forthcoming budget review.

FC/23/9/18 To Report on any urgent maintenance issues affecting Council property outside the Recreation Ground and Agree action

This item was discussed and reported under Minute Reference FC/23/9/13.

FC/23/9/19 To Approve Payments

To Ratify Approval of Adjusted Payments for July 2023.

The Council noted that due to a calculation error, a 9p adjustment was required to the July payments schedule agreed at the meeting on 7th August 2023. It was **RESOLVED** to **RATIFY** the **APPROVAL** of the following adjusted schedule of payments totalling **6,312.95**. All payments had been made correctly:

Voucher	Cheque	Name	Description	Amount
62		Horsham District Council	Refuse Collection	9.00
63		Nick Blunt Fencing Ltd	New gate post	300.00
64		Parish Online	Parish Online - Digital Mapping	96.00
65		Southern Pest Control Group	Pest Control	550.00
66		NEST	Pension	108.74
67		Washington Parish Council	Clerks salary (net)	1,683.30
68		The scribbling shop	Printer cartridges & pins	24.05
69		The scribbling shop	Printer cartridges & photocopy paper	27.20
70		POst office	Postage and envelope	5.10
71		Tesco	Phone	9.00
72		Washington Parish Council	Monthly broadband	20.00
73		Washington Parish Council	Montly electricity	26.00
74		Washington Parish Council	Mileage	10.80
75	FC/23/142	Signs of Cheshire Ltd	Noticeboards	1,797.60
76	FC/23/142	Sussex Land Services Ltd	Grass & Hedge Cutting	1,026.96
77	FC/23/142	Sussex Land Services Ltd	Allotment fencing	619.20
TOTAL				6,312.95

To Approve Payments for August 2023

Invoices for the following payments totalling **£4,057.26** this month were previously circulated and it was **RESOLVED** that they are **APPROVED**:

SGB

Voucher	Cheque	Name	Description	Amount
78		Washington Parish Council	Clerk salary	1,683.30
79		Washington Parish Council	Clerk's Mileage	5.40
80		Washington Parish Council	Clerk's electricity	26.00
81		Washington Parish Council	Clerk broadband	20.00
82		Tesco	Office phone contract	7.00
83		Microsoft Ireland Operations Ltd	Microsoft 365 Annual Subscription	59.99
84		Biffender	Anti virus software	39.99
85		Horsham District Council	Dog bin emptying	37.96
86		Horsham District Council	HALC subscription	20.00
87		Steve Tilbury Consulting Ltd	Planning consultancy	500.00
88		Moore	External auditor	378.00
89		NEST	Pension	108.74
90		Star TECH	Office maintenance	54.00
91		Andrew Gale Tree Surgery Ltd	Tree survey	450.00
92		Stella Russell	Litter warden	666.88
TOTAL				4,057.26

To Report the Council's reconciled bank balances

The reconciled bank balances and statements for the Council's following accounts were previously circulated and NOTED:

- Lloyd's Treasurer's Account 31st August 2023: **£55,958.97**
- Nationwide savings account 31st August 2023: **£81,404.80**

To Report Income and Outstanding Sales Receipts.

None to report

FC/23/9/21 To Consider and Approve the transfer of funds from the Reserves account.
The Council **RESOLVED** to transfer **£3,595.20** back to the Nationwide savings account as discussed under Minute Reference FC/23/9/16 of this meeting.

FC/23/9/22 To Report Correspondence
None reported.

FC/23/9/23 Clerk's Report

Freedom of Information

Three further emails from a resident were previously circulated. These included repeated requests for all correspondence, including internal emails relating to the Council's funding offer towards the National Trust forestry track to the Warren car park.

It was NOTED that the Council's Data Protection Officer (DPO) regarded the email requests as vexatious as the Council had already replied to his queries with information it was able to provide. The Council considered the emails and DCO advice. It was agreed that the DCO writes to the resident as suggested and to refer him to the Information Commission Office if he remains dissatisfied.

Autumn update from the Council's Data Protection Officer Service

The DPO's Autumn update which included information on vexatious emailing was previously circulated and NOTED.

Training

A reminder was NOTED that Cllr Hanvey, Cllr Keech and Cllr Lisher had agreed to attend the Councillor training on 13th September 6-9pm at Storrington Football Pavilion.

HDC Civic Service invitation

An invitation to the Chairman and Clerk to attend the HDC Civic Service on 8th October 2023 was previously circulated. The Chairman declined due to a prior

engagement, and the Clerk agreed to attend. Clerk to notify HDC and give the Chairman's apologies.

- FC/23/9/24 To Receive items for the next agenda**
Cllr Harvey requested confirmation on the contribution agreed from the Council towards the new bus stop light in London Road.
- FC/23/9/25 Dates and time of next meetings at Washington Village Memorial Hall (Dore Room).**
Planning & Transport Committee: Monday 18th September 2023, 7: 00pm.
Open Spaces Committee: Monday 18th September 2023, 7:45pm
Full Council Meeting: Monday 2nd October 2023, 7:30pm
- FC/23/9/26 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 meeting as stated. None in attendance.**
- FC/23/9/27 Washington Recreation Ground Charity: 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 reported that the land agent Carter Jonas had agreed to reply to the Council's letter of queries (16th June) on the Heads of Terms. Their response was still pending.

The agent had confirmed (email 14th August) the DCO application for the Rampion 2 project and the process of review by the Planning Inspectorate.

The Council NOTED the reports.

There being no other business to transact, the meeting closed at 9:05pm

Signed:



Dated: 2/10/2023.

Appendix 1

Outstanding actions and matters arising from the last meeting

Action	Progress
Rampion 2: to make representations at the pre-examination stage of the anticipated Development Consent Order (DCO) and register the Council's concerns about the adequacy of the consultation process.	Discussed at this meeting.
Decision pending by WSCC on the Parish Council's licence application for speed indicator devices in Rock Road and London Road.	In progress. Awaiting licence from the Highways Authority. Clerk to chase.
Planning & Transport Committee (Meeting 17 th July) requested that WSCC Highways Authority reviews decision	Actioned. Clerk has written to the Highways Authority (20 th July).

not to support the Council's request for yellow-backed speed signage in London Road/the Bostal. Clerk to write to the HA Assistant Area Highways Manager.	Response pending. Cllr Marshall has chased for an update (email to Highways Authority on 2 nd August). No further update. Clerk to chase.
London Road Bus Stop Light	In progress. Light installed. Power connection by UKPW scheduled 15 th September 2023.
PO Box address – direct debit to be set up subject to approval by the Council at its meeting on 3 rd July 2023. Clerk to action.	In progress. DD authorised at the FC Meeting 3 rd July 2023. Clerk to set up DD to be authorized by the Council signatories.
Seek quotation from HAGS to adapt the existing Play Area gates with latch openings.	Actioned. Awaiting response from HAGS. Clerk to chase.
Installation of 2 x double noticeboards at the Village Hall and Pixies Corner. Awaiting delivery.	In progress. Delivery date not yet confirmed by supplier. Clerk to chase.
Parish Priorities Statements (PPS) for the SDNPA Local Plan Review: Clerk to assist Washington members of SSWNP Steering Group to draft PPS for the Washington Parish. To be ratified at the FC October meeting.	Not actioned. Insufficient time to progress. Priorities are already included in the neighbourhood plan published on the SDNPA website.