

WASHINGTON PARISH COUNCIL



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WASHINGTON PARISH COUNCIL MEETING Monday 12th April 2021 at 7:30pm

MINUTES of proceedings for the monthly meeting of Washington Parish Council held on Monday 12th April, 2021

PRESENT: Cllr C Beglan (CB), Cllr S Buddell (SB), Cllr B. Hanvey (BH), Cllr P Heeley (Chairman), Cllr J Henderson (Vice-Chairman/JH) Cllr A Lisher (AL), Cllr G Lockerbie (GL) and Cllr K Woods (KW)

IN ATTENDANCE: Cllr J Sanson (HDC). Apologies received from Cllr P Marshall (WSCC)

ALSO: Clerk to the Council, Zoe Savill

MEMBERS OF THE PUBLIC: 0

ABSENT: 0

The Chairman opened the meeting at 19:30 hours.

22.42. Apologies for Absence and Chairman's Announcements

Councillors joined the Chairman in paying their respects to HRH Duke of Edinburgh who died on 9th April. The Chairman was sorry to report the resignation of the Vice-Chairman. Cllr Henderson explained that he is moving with his wife outside the area to be near family and expressed his deep regret leaving the Council. He agreed to attend the next Planning & Transport Meeting on 26th April if required, after which his resignation will take effect.

The Chairman announced the forthcoming Annual Parish Council Meeting in May for the elections of a Chairman and Vice-Chairman, and invited Members to consider nominations over the coming weeks.

RESOLVED that Cllr Henderson's resignation be accepted with regret and that he is thanked for his work and long service to the Parish Council. Clerk to advertise a casual vacancy for the Washington Ward.

22.43. Declarations of Interest from members in any item to be discussed and agree Dispensations

GL declared an interest in application DC/21/0453 item 22.51.4. as a neighbour of the applicant and took no part in the discussion or voting on that item.

SB, GL and BH declared a prejudicial interest in item 22.49 grant application for the Millford Grange Country Park as directors of the Millford Grange Management Company (automatic membership for residents). The item was not discussed and deferred to the next council meeting.

KW declared an interest in the planning decision reported for SDNP/20/03174/FUL item 22.52. as an immediate neighbour and took no part in any discussion.

22.44. To approve the Minutes of the last Parish Council Meeting on 1st March 2021.

The minutes of the last Full Council Meeting on 1st March 2021 were **APPROVED** as a correct record to be duly signed by the Chairman.

22.45. Public Speaking

No public speaking took place.

22.46. Reports from County and District Councillors

22.47. County Reports

There were no County Reports.

22.48. District Reports

Cllr Jim Sanson reported on correspondence from a resident concerned about traffic and air pollution following the removal of trees on land in Old London Road.

The Clerk reported that the matter will be an agenda item for discussion at the Council's forthcoming Planning & Transport Committee on 26th April and that Cllr Paul Marshall has written to the resident.

The Chairman thanked him, and Cllr Sanson left the meeting

22.49. To Consider a funding request for the Millford Grange County Park

This item was deferred for the Clerk to seek advice. Clerk to notify SB who made the funding request, of her findings before it is tabled for discussion.

22.50. Matters Arising from the last meeting.

- **Opening of Instant Access Deposit Savings Account for the Parish Council:** Clerk to action this with the Nationwide Building Society.
- **Coronavirus legislation affecting Parish Council property:** Clerk re-opened the MUGA from 29th March in line with the Government's Coronavirus 'Road Map'. Further lifting of restrictions for use of the facilities from 12th April agreed later in this meeting (Minute Reference: 22.55.1)
- **Bus stop street light:** HDC will notify the Parish Council when the lights will be installed by SSE
- **Spring Newsletter:** Sussex Local has confirmed its engagement to produce and distribute the Parish Council's Spring Newsletter.
- **Ground Maintenance:** Sussex Landscape Services Ltd has confirmed its engagement for the Parish Council's ground maintenance for 3 years and provided a copy of their current public liability insurance policy
- **Forestry Track to the National Trust's Warren Hill car park:** The NT's General Manager (South Downs) Jane Cecil has thanked and accepted the Council's offer of £12,000 towards the forestry track.
- **Salary Review:** The Clerk wishes to thank the Council for her pay scale increase.

22.51. To Consider Planning Applications

22. 51. 1. DC/21/0415 - Former Chardonnay Development Site Old London Road Washington West Sussex

Variation of condition 2 of planning permission DC/18/2249 (Erection of a 2 bedroom attached dwelling with associated parking and new access onto Old London Road).

Amendments to parking arrangements and site entrance, with new gates and piers.

Former Chardonnay Development Site Old London Road Washington West Sussex

Councillors discussed this application. The Vice-Chairman noted that parking spaces would be increased off road and that this could only be beneficial for the area. CB did not think any of the proposals would impact the neighbours. .

RESOLVED unanimously to make **NO OBJECTION**.

22.51.2. DC/21/0138 – Rock Cottage 1 Rock Land Washington West Sussex

Erection of part single, part two-storey side and rear extensions to existing detached house and erection of detached garage

Councillors discussed this application, noting the proposal is to increase the ground floor accommodation for medical needs. It was further noted that the neighbour has not objected but had made a request in the original approved plan that windows should not overlook his property.

RESOLVED unanimously to make **NO OBJECTION**.

22.51.3. DC/21/0492 – New Orchard Fisheries London Road Washington West Sussex

Extensions and alterations to existing buildings and change of use to offices, storage (including the ancillary retail sale of pool maintenance products) and swim school.

Alterations to access road and formation of parking area.

Councillors discussed this application, noting a neighbour's objection to traffic volume which may be generated by the development. AL reported that as the proposal is for two small pools for a swimming school, it would be unlikely to attract a large number of visitors. Access would be via the road to Squires, and the garden centre had raised no objection. CB welcomed the development which would see an improvement of the two old buildings on the site and create further employment in the parish.

RESOLVED unanimously to make **NO OBJECTION**.

22.51.4. DC/21/0453 – 63 John Ireland Way Washington West Sussex

Erection of a single storey rear extension and loft conversion, incorporating installation of rooflights to front and rear and 2no windows to side.

Councillors discussed the application. **RESOLVED** to make **NO OBJECTION** but that if planners are mindful of consent, to request an agreement requiring an assurance that the building contractors do not use the estate drains for disposal of materials as these links directly to a collection pond used by wildlife; that consideration is given by construction traffic of the estate's quiet private residential road network and kerbs.

22.52. To Report Planning Decisions

The following decisions were noted:

SDNP/20/05676/HOUS – Rowdell Barn The Street Washington RH20 4AT

Erection of a single-storey side extension.

Approved 3 March 2021 (LA Delegated Decision)

SDNP/20/03174/FUL – Frankland Arms London Road Washington

Retrospective application for the erection of non-permanent structures on site, including 2 No Marquees for annually temporary use (Full Application).

Approved 12 March 2021 (LA Delegated Decision)

22.53. Appeals Lodged or Decided

DC/20/1363 Barnards Nursery Rock Road Washington West Sussex

Prior Notification for Change of Use of Agricultural Building to residential (C3) to form 4 no dwellings.

Officer’s Recommendation: Deemed Consent:

HDC Decision: Delegated Decision

Decision Level: Delegated Decision – Refused 23/09/20

Date Appeal Lodged: 16 March 2021

The Chairman reported that the original Prior-Approval application had attracted more than 17 letters of objection from neighbours but the PC had not been invited to give a response as a consultee. An email from HDC that it does not consult the PC on prior approvals, had been previously circulated but the Chairman did not feel this was a full explanation.

RESOLVED unanimously to pursue a satisfactory response from HDC.

22.54. Planning Compliance

To Report on planning compliance of the temporary access to Longbury Hill Wood

The Chairman reported that HDC’s Planning Compliance team is seeking further information from the landowner of the woodland before responding to the PC’s compliance query regarding the continued existence of the temporary access and hardstanding. Following a discussion, it was unanimously **RESOLVED** that the restocking issue is discussed again at the next Full Council Meeting, together with HDC’s response, if available, on the access compliance query.

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

22.55.1. To Report Coronavirus updates and any maintenance issues affecting Parish Council property outside the Recreation Ground and any recommended action.

Members noted further easing of restrictions on 12th April in accordance with the Government’s Coronavirus Road Map. This allows use of the Recreation Ground, MUGA and Play Area by a group of 6 or a larger group of any size (from up to 2 households including their support bubbles) in accordance with social distancing guidelines. The Clerk confirmed that a notice is published on the PC’s website and will be displayed on the facilities.

22.55.2. To Review arrangements for future meetings

The Chairman reported that legislation allowing remote meetings will cease to have effect on 6th May and that the Government will not be extending these provisions.

RESOLVED unanimously to reschedule the Annual Meeting of the Council and Full Council to 4th May to enable them to be held remotely; to cancel committees in May and June and to reschedule the following Full Council Meeting to 21st June at the Village Hall; to extend the Clerk’s temporary delegated powers to 21st June to allow business to continue if physical meetings

cannot be convened due to Covid-19. Scheme of Delegation to be added to Standing Orders. Clerk to action

22.55.3. To Receive and Agree Year End 2021 Financial Report

This item deferred to the next meeting on 4th May pending the Council's 2021 Year End audit.

22.55.4. To Ratify approval of the Parish Council's website provider and quotation

The Chairman reported on the Working Party's preference to engage My Parish Council as the Council's new website provider at the quoted £580 and up to £700 for any additional support.

RESOLVED unanimously to **RATIFY** approval of a new service agreement with My Parish Council and quotation. Clerk to action.

22.55.5. To Consider agreement of the Standard Form of Consent for the PC to partially manage the Triangle land at the Pike, Washington

GL reported on the Council's previous recommendations to carry out some level of management of the land subject to costs and liabilities of the Standard Form of Consent. An updated version of the permit document, drafted by West Sussex County Council which owns the land, was considered at this meeting. GL reported on the reasons why the Council had previously sought to protect the area. It was noted that the site is given some level of protection by its location in the South Downs National Park and its designation as a protected Green Space in the Neighbourhood Plan. The verges are protected by WSCC because of the orchids and are cut after the flowering period. Several concerns were expressed about the SFOC, particularly the risks and costs to the Council which would be required to indemnify any injuries or damage over something it has no control. There was concern about who would do the work and who would be responsible for carrying out the management plan. A number of Members warned against taking on responsibility of the land which should be managed by WSCC and not the Parish Council. It was further noted that with the exception of the orchids on the protected verges, an ecology report of the land in 2015 found there to be nothing of special scientific interest.

After considering the liabilities and costs it was **RESOLVED** unanimously not to agree the Standard Form of Consent and proposed no further action at this time.

22.55.6. To Consider an invitation for street naming of the new Vineyards development

Members considered an invitation from Horsham District Council to agree one of two address names suggested by the developers of the land at Vineyards in Old London Road: The Vineyards or Vineyards Close.

RESOLVED by 7 votes to **AGREE** "Vineyards Close. Clerk to notify HDC so that it can issue postal addresses for the new properties.

22.55.7. To Consider supporting the Slow Ways walking project

This item was deferred from the last meeting. Cllr Woods reported on the project and an invitation to local councils to put forward local walking routes. These will help form a national network of walking routes to link towns and cities. Members agreed the route from Washington to Storrington via Warren Hill, Millford Grange Country Park, Sandgate Park and Sullington Warren should be included.

RESOLVED to request that the walking route is put forward to the Slow Ways project. KW to action.

22.55.8. Rampion 2: To Consider a response to correspondence from Wiston Parish Council regarding the proposed cable route

The Chairman reported on an invitation from Wiston Parish Council's Chairman to comment on their draft response to early proposals for the Rampion 2 onshore cable route. The response includes a suggestion of an alternative route south of Washington Village. Member also considered Wiston PC's invitation to make a combined response at the Spring consultation. The Clerk's initial reply was noted. Members agreed that it was difficult to comment at this stage when the full details of the scheme are unknown.

RESOLVED to take make no further response at this time until the Spring consultation.

22.56. Washington Recreation Ground Charity

22.56.1. To Report any maintenance issues on the Recreation Ground and Agree action

None reported.

22.57. To receive reports and recommendations from Committees and Working Parties

The draft minutes of meetings for OSRA, Planning & Transport and the Finance Committees on 15th March 2021 were previously circulated. It was noted there were no recommendations by the or OSRA Committees.

22.57.1. To Consider a recommendation by the Finance Committee to amend the Council's Financial Regulations on its payment arrangements.

The Chairman reported that contractors are increasingly requesting early invoice payment before they can be approved at the Council's monthly meetings. Members discussed the Finance Committee's recommendation that contractors and service providers are advised of the Council's payment arrangements upon engagement of services. **RESOLVED** by 7 votes to agree the recommendation.

22.57.2. To Consider recommendation to agree in principle to outsourcing the Council's Payroll and Pensions payments responsibility

Members discussed the Finance Committee's recommendation to outsource the Council's Payroll and Pensions payments' responsibility. **RESOLVED** unanimously to agree the recommendation. Clerk to action and seek quotations from suppliers for consideration at the next meeting.

22.57.3. To Consider recommendation of funding arrangements for the proposed Forestry Track to the National Trust car park at Warren Hill

Members noted the National Trust's acceptance and thanks of the Council's conditional offer of £12,000 towards the new forestry track to the Warren Hill car park. Members discussed the Finance Committee's recommendation that £11,000 Capital Reserves from the Council's 2020/21 budget is vired from its Link Pathway project to be earmarked for the proposed forestry track contribution in the 2021/22 Budget; The £1,000 balance to be funded from unspent earmarked reserves for Heath Common. The Council's £11,948 Community Infrastructure Levy monies to remain allocated to the Link Pathway project. Further CIL monies are anticipated later in the year from other development in the parish. The funding is conditional upon the completion of the track before the winter.

RESOLVED unanimously to **AGREE** the recommendation AND request that the National Trust includes the name of the Parish Council on a noticeboard and any publicity as a supporter of the track.

22.58. To Approve Bank Reconciliation, Payments and Report Income

The reconciled bank statements showing transactions between 29.01.2021 and 18.02.2021 and 01.03.2021 and 31.03.2021 accounting year to date statement, payments schedule and invoices were previously circulated.

RESOLVED that the following payments totalling **£ 3,629.25** be **APPROVED**. A further payment of £625.97 for the annual WSALC subscription be deferred. This is pending details of the service arrangements with the new Board and the outcome of the meeting of the Horsham branch on 8th April and the meeting with Clerks/Principle Executive Officers of West Sussex member councils on 15th April.

Payee	Details	Amount
Scribe	2021/22 Annual Subscription	345.60
Vision ICT	2020/21 Annual Subscription	240.00
Delwood	Maintenance -Invoice 4/3/2021	1090.00
Z Savill	March 2021 salary & expenses	1321.29
NEST	Staff pension March 2021	65.62
HMRC	2020/21 Q4 tax & national insurance	566.74
Total		£3,629.25

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

Outstanding purchase orders: None.

Outstanding sales invoices: None.

Income: None.

Reconciled Bank Balance for 31 March 2021 Year End: £75,134.48

22.59. VAT

2020.21 Q4 VAT £741.28 refund submitted to HMRC.

22.60. PAYE and National Insurance contributions

2020.21 Q4 PAYE £566.74 payment approved earlier in the meeting Min Ref:

22.61. Correspondence Received

Members NOTED correspondence received. Clerk reported that residents’ correspondence regarding traffic speed in Old London Road and alleged continued encroachment of sales car parking on the Kia garage site will be on the agenda for discussion at the Council’s next Planning & Transport Meeting, 26th April. A request to hire part of the Recreation Grounds for a family gathering on Sunday 27th June noon-6pm will be included for approval at the next OSRA meeting on 26th April.

22.62. Clerk’s Report

The Clerk reported that the Council’s internal audit by Mulberry & Co will take place remotely on Tuesday 13th April, 2pm. The Chairman as agreed a request by the Clerk to take a day’s annual leave on Thursday 15th April.

22.63. To Receive items for the next agenda

None put proposed.

22.64. Dates and time of next meetings to be held remotely:

Open Spaces and Planning & Transport Committees: Monday 24th April, 6:30pm

Annual Parish Council Meeting: Tuesday 4th May 2021, 7:00pm.

Full Council Meeting: Tuesday 4th May 2021, 7:30pm.

Committees cancelled May and June.

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

Signed.....

Dated.....