

WASHINGTON PARISH COUNCIL



Clerk to the Council.
Ms Zoe Savill.
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 5th July 2021 at the Sullington Parish Hall.

PRESENT: Cllr B. Hanvey (BH), Cllr P Heeley (Chairman), Cllr A Lisher (AL) and Cllr G Lockerbie (GL)

IN ATTENDANCE: 0. Apologies received from Cllr Paul Marshall (WSCC) and Cllr Jim Sanson (HDC) due to other meetings.

ALSO: Clerk to the Council, Zoe Savill

MEMBERS OF THE PUBLIC: 3

ABSENT: Cllr C Beglan (CB), Cllr S Buddell (SB) and Cllr K Woods (KW)

The Chairman opened the meeting at 7:30pm.

23.04. Apologies for Absence and Chairman's Announcements

Apologies and reasons for absence were received and accepted from CB and SB.

The Chairman announced that he was sorry to receive the resignation of Cllr Woods and had accepted it in writing. This creates another casual vacancy on the Washington Ward and a notice will be published once the Clerk has notified Horsham District Council's Democratic Services.

The Charman made procedural announcements regarding the co-option item on the agenda.

He thanked everyone for observing the meeting's covid-restrictions and hoped that future meetings will return to the Washington Village Hall, subject to the Government's further announcement on 19th July.

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

None declared.

23.05. To approve the Minutes of the last Parish Council Meeting on 4th May, 2021.

RESOLVED that the draft minutes of the last meeting on 4th May 2021 were agreed as a correct record to be duly signed by the Chairman.

23.06. Public Speaking

Residents Mrs Julie Luckin and Mr Jason Thomas spoke in support of their applications for co-option to the Washington Ward vacancy. The Chairman thanked them, and they remained to observe the public part of the meeting. Dr Tom Petersen, a resident, spoke in support of a Community Highways Scheme application for sound mitigation between the A24 and Old London Road.

The Chairman thanked him and invited him to remain for the rest of the meeting when members

will formally consider his proposals.

23.07. Reports from County and District Councillors

Apologies were received from Cllr Paul Marshall (WSCC) and Cllr Jim Sanson (HDC) due to attendance at other meetings. There were no reports at this time.

23.08. To Report matters arising from the last meeting.

Members noted the following items for information which had been previously circulated.

- The Council's AXA Insurance renewal documents were received and forwarded to Councillors on 17th June.
- Moore's, the external auditor, has acknowledged receipt of the Council's signed AGAR 2020.21.
- The Council's Spring 2021 Newsletter was delivered in the parish end of May/first week of June.
- The Council's letter to the Forestry Commission regarding the re-stocking of Longbury Hill Wood was sent 8th June. Response pending.
- The Clerk is seeking further advice on a request for funding towards upgrading and maintaining pathways on Millford Grange Country Park.
- Website – Clerk is engaging with My Parish Council on the final design and layout of the Council's new website and requested that it goes live at the earliest opportunity, before the current contract with VICT expires in August.

BH commented that it was unsatisfactory that the Forestry Commission had still not given a specific response to the Council's Letter on 8th June regarding enforcement of the re-stocking licence conditions on Longbury Hill Wood. He suggested the Council presses for a response from the commission's Chief Executive. The Chairman agreed that the Council deserves a response but that decisions cannot be made under this agenda item. He proposed that the matter is discussed at the next meeting.

23.09. To Report Delegated Decisions

RESOLVED to note that the report of recent decisions under the council's scheme of delegation to be circulated before the next meeting.

23.10. To Consider Planning Applications

23.10.1. DC/21/0591 – 2 Jenners Field, Rock Road, Washington RH20 3BH

Change of use of land and existing building to a dog day care business (Retrospective)

Members discussed this application and it was noted that there were no objections from neighbours to the proposals on Horsham District Council's Planning Portal.

Members **RESOLVED** unanimously to make **NO OBJECTION** but to request that officers make it a condition that the business is not used as boarding kennels.

23.10.2. Rock Common Quarry

The Chairman reported that the council had received correspondence from Mr Richard Goring, Director of Wiston Estate, that he will be submitting an application for a restoration scheme of Rock Common quarry to West Sussex County Council. Mr Goring will confirm his attendance at the next

council meeting on 2nd August to make a presentation of the proposals during the public session before the council considers its formal consultation response.

23.11.To Report Planning Decisions

None to report at the time of publication of this agenda.

23.11.1. SDNP/20/03141/FUL - Swipes Farm The Street Land off Rowdell Drive Storrington RH20 4AH

Retention of single-storey cabin for use as a permanent agricultural worker dwelling.

Members noted that this application was withdrawn before the meeting.

The Chairman reported that the following applications are approved by the Planning Authority:

23.11.2. 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.

The Chairman reported that the Council raised no objection at its meeting in April, but the response had not been published. Clerk to investigate the reason.

The Chairman asked the Clerk to investigate if the Council was notified of the following applications. It was noted that this may be due to the delays in validations by HDC and also the parish council's mail server issues.

23.12.3. SDNP/21/01830/HOUS - The Hay Barn The Street Washington West Sussex RH20 4AS

Erection of a single storey front extension to existing store and conversion to 2No. garages and workshop.

23.12.4. SDNP/21/01502/HOUS - Brockhurst Barn The Street Washington RH20 4AS

Retention of single storey cabin for use as a permanent agricultural workers dwelling.

RESOLVED that the Clerk makes enquiries, and that the Chairman and Chairman of the Planning & Transport Committee monitor applications for the parish on the planning portals for HDC and SDNPA.

23.13. Appeals Lodged or Decided

None to report

23.14. Planning Compliance

None to report

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

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

This item was not discussed.

23.15.2. To Report the Council's Q1 2021.22 Budget position

This item is deferred to the Council's next meeting on 2nd August 2021.

The Chairman changed the order of the agenda.

23.15.3. To Consider a request for the Council to lead on a Community Highways Scheme for a pedestrian crossing outside Millford Grange on the A283

Members considered a letter from a resident of John Ireland Way requesting the Council leads on a Community Highway Scheme (CHS) application for a pedestrian crossing outside Millford Grange. The Chairman expressed concern that there was insufficient detail in the proposal and suggested that the Residents Association is asked to provide more information for consideration at the next meeting. BH criticised the need to make a CHS application and West Sussex County Council's expectation for the community to do all the work in coming up with a justification and the technical details required. He proposed and it was seconded by GL that the Parish Council writes to WSCC requesting they give serious consideration to the provision of a pedestrian crossing because of the concerns about road safety outside Millford Grange.

RESOLVED that the motion was carried by a vote of 3 to 1. Clerk to action and write to the County Council.

23.15.4. To Consider a request for the Council to lead on a Community Highways Scheme for A24 sound mitigation opposite the Vineyards development, Old London Road.

Members discussed the proposal for an acoustic fence adjacent to the northbound carriageway of the A24, parallel with Old London Road, put forward by resident Dr Tom Petersen. Members noted that the Highways Authority would not score the scheme highly because it is not a road safety issue, but it has the support of the local ward County Councillor Paul Marshall, as well as a number of local residents. Members also took into consideration Dr Petersen's comments at the meeting and agreed that the case has been well made. Dr Petersen agreed to draft the application. The Chairman proposed and it was seconded by Cllr Lisher, that the Parish Council supports the CHS application if it made by the residents and supported by Cllr Marshall. The draft would be reviewed at the council's next Planning & Transport Committee Meeting.

RESOLVED unanimously to support the proposal and it was carried. Clerk to email a link of the CHS online application to Dr Petersen.

23.15.5. To Review and Agree draft application for a Community Highways Scheme (CHS) to improve the A24 northbound slip road for the Rock Road junction.

The Chairman reported that the application is being drafted by the Clerk and will be reviewed at the

Council's Planning & Transport Committee at its next meeting on 19th July.

23.15.6. To nominate attendee for the Rampion 2 Onshore Community PLG Meeting on 20 July

The Chairman volunteered and it was **RESOLVED** that he would attend and report on the Rampion 2 Onshore Community PLG Meeting on 20th July in CB's absence. Clerk to ask the organiser to forward the Meeting agenda to the Chairman.

23.16. Washington Recreation Ground Charity

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

The following report from the Clerk was **NOTED** for information:

- Gates to the Play Area: HAGS, the supplier, has agreed to repair the broken self-closing mechanisms. Date to be advised. This is the third repair since the gates were installed April 2017. HAGS will not accept that it is a manufacturing fault. They report that this kind of problem is associated with 'mistreatment' by users. They will repair it free of charge on this occasion as a gesture of good will.

23.16.2. To Consider and Agree quotation for repairs on the Recreation Ground and MUGA

Members considered the following quotation for repairs from Derek Collis:

Repairs to bench by London Road bus stop:	£230. 00
Repairs to goal posts on MUGA	<u>220. 00</u>
Total	<u>£ 450.00</u>

RESOLVED unanimously to engage the contractor to carry out the works as quoted.

23.16.3. To Consider a request by Rampion 2 land agents to conduct ecological surveys of the Washington Recreation/Allotment land for the proposed onshore cable route

Members considered a request from Carter Jonas on 14th June, land agents for Rampion 2, for consent to conduct non-invasive ecological surveys on the grounds/allotment land for the windfarm's draft expansion proposals.

It was noted that on 27th May the Council had requested from Rampion more information about the surveys and a map to show the exact location of the preferred cable route on council land. The request for access was considered by the Planning & Transport Committee on 21 June and it was resolved to wait until the information is provided. This remains outstanding. Members considered advice from West Sussex Association of Local Councils to seek legal advice on easement rights onto council land. They noted the Council's unspent budget for legal costs and that Rampion would normally agree to cover any reasonable land agent and solicitor's costs to a council seeking independent advice.

RESOLVED unanimously to seek advice from solicitor Mr Roger Taylor who has previously given advice on other matters for the Council. Clerk to write to Mr Taylor and also clarify with Rampion if they will cover the legal costs.

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

Zoom Call with Rampion 2 on 27th May 2021

The Chairman reported on the Zoom call with two members of the Rampion 2 project

team on 27th May 2021, attended by himself, CB and the Clerk. It was called by Rampion to respond to the Council's request for details of the alternative routes of the proposed underground cable corridor and of the proposed ecological surveys. Rampion reported that the details of alternative routes would be made available at the consultation. There was insufficient time in the meeting for them to discuss the surveys, and it was agreed they would forward the slide presentation for these to the Clerk. The Clerk reported that she is still chasing for this information. **RESOLVED** to note the report and that there were no reports from the Committees.

23.16.5. To Approve Bank Reconciliation, Payments and Report Income

The reconciled bank statements showing transactions between 30 March and 06 May 2021 accounting year to date, payments schedule and invoices were previously circulated. The Chairman queried on the need to continue with the Zoom online subscription now that face-to-face council meetings have resumed.

RESOLVED unanimously that the payments totalling **£ 2,575.04** be **APPROVED** and to discontinue the Zoom subscription.

RESOLVED to AGREE the financial reports as follows:

Outstanding purchase orders: **0**
Outstanding sales invoices: **0**
Reconciled Bank Balance **£ 90, 824.37**

23.16.6. To Report and Note VAT to be reclaimed

2021.22 Q1 VAT to reclaim £715.32.

23.16.7. To Report and Note PAYE and National Insurance contributions

2021.22 Q1 PAYE £726.04 – Approved in this meeting's payments

23.17. To Note Correspondence Received

Councillors NOTED the following correspondence previously circulated:

- South Downs National Park Authority 10-week Design Guide Supplementary Planning Document (SPD) Consultation from 28th June – 28th June.
- Weekly News and Alerts from Sussex Police – 28th June 2021
- Report from resident about water leak on a footpath in The Holt – 28 June. Clerk reported it to the Public Rights Of Way Warden for Washington. Southern Water is also aware of the issue which is caused by a burst pipe on private land.
- Several emails from residents objecting to early development proposals for Longbury Hill Wood, Rock Road. One resident agreed to share their email with the Council – circulated before this meeting with copy of letter to the Charman from Andrew Griffith MP (Arundel and South Downs) (email 28th June) sharing concerns and inviting objectors to sign his e-petition – published on the council's website.
- Southern Water's Consultation on New Drought Plan ending 2 Aug – 18 June
- Invitation to the Chairman to attend WSALC online forum on Wednesday 14th July, 7.30pm
- Invitation from Clarion Housing Group to online exhibitions for their early Development proposals for Longbury Hill Wood, Rock Road and the Clerk's responses (on instruction by the Council). Circulated 16 June.
- South Downs National Park Authority June 2021 Newsletter (9th June 2021)

- Notification of a 9-week public consultation for the Rampion 2 windfarm Expansion proposals starting 14th July 2021. Published on the council's website.

23.18. Clerk's Report

23.18.1. Training: To Consider Training programme from WSALC

Email of WSALC's (West Sussex Association of Local Councils) training programme for Councillors and the Clerk/RFO previously circulated.

RESOLVED to defer this item to the next council meeting on 2nd August.

23.18.2. To Consider the Clerk's request for 2 weeks' annual leave on selected dates in August.

Members discussed the Clerk's request for annual leave from 9th-19th August and arrangements to draft the committee agendas and minute those meetings in her absence. GL reported that he would also be away for the OSRA meeting and gave his reason and apologies. There were concerns about quoracy following recent resignations. It was noted that the Clerk will be drafting a Scheme of Delegation for urgent decisions required before Meetings in her absence, to be discussed and agreed at the next Full Council Meeting on 2nd August.

RESOLVED unanimously to agree the Clerk's annual leave dates. To review arrangements for the Committees at the Council Meeting on 2nd August when there will be a better idea if these are going ahead.

23.19. To Receive items for the next agenda

None made.

23.20. To Review the dates and times of the next meetings to be held at the Washington Village Memorial Hall.

Members noted the dates for the next meetings, subject to prevailing Covid restrictions announced by the Government on 19th July:

OSRA Committee: Monday 19th July, 2021 7:00p

Planning & Transport Committee: Monday 19th July 2021, 7:45pm

Full Council Meeting: Monday 2nd August 2021. 7:30pm.

The Chairman gave his apologies and reason for absence at the Full Council meeting on 2nd August.

The Chairman proposed and it was **RESOLVED** unanimously to exclude Members of the Public and Press from the next item due to the confidential nature of the business to be conducted in accordance with the Council's Standing Orders.

Two members of the public thanked the Council and left the meeting

23.21. To Consider applications for Co-option to the Parish Council's Washington Ward and Heath Common Ward

Members considered two applications for the Washington Ward from Mrs Julie Luckin and Mr Jason Thomas who meet the councillor eligibility criteria. Following a discussion, it was **RESOLVED** unanimously to co-opt Mrs Julie Luckin to the Council for the Washington Ward. Clerk to notify Mrs Luckin and to provide her with the Register of Interests form for submission to HDC's Democratic Services within the next 28 days.

Members further agreed to invite Mr Thomas to put forward his application for the second vacancy in the same ward. Due to the Council's co-option policy, the earliest this can be considered is the Full

Council Meeting on 2nd August. Clerk to write to Mr Thomas. Co-option for the two Heath Common Ward vacancies would be considered at the same meeting.

There being no further business to conduct, the Chairman closed the meeting at **9:50pm**

Signed.....

Dated.....