

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 1st November 2021 at Washington Village Memorial Hall (Dore Room)

PRESENT: Cllr C Beglan (CB), Cllr S Buddell (SB), Cllr B. Hanvey (BH), Cllr P Heeley (Chairman), Cllr A Lisher (AL), and Cllr J Thomas (JT)

IN ATTENDANCE: Cllr Paul Marshall (WSCC)

ALSO: Clerk to the Council, Ms Z. Savill

MEMBERS OF THE PUBLIC: 0

ABSENT: GL

The Chairman opened the meeting at 19:30 hours.

23.97. To Consider accepting Apologies for Absence and Chairman's Announcements

RESOLVED to accept apologies from GL and to send the Council's best wishes on his speedy recovery

23.98. To Record Declarations of Interest from members in any item to be discussed and Agreed Dispensations.

None declared.

23.99. To Approve and Sign the Minutes of the Parish Council Meeting on 4th October 2021

RESOLVED to **APPROVE** the Minutes of the Parish Council Meeting on 4th October 2021 to be duly signed by the Chairman.

24.00. Public Speaking

None

24.01. To Record Declarations of Interest from members in any item to be discussed and Agree dispensations.

None declared.

24.02. Reports from County and District Councillors

County Reports

Cllr Paul Marshall (WSCC) responded to questions from Members and advised on the

following::

Discussions take place later this month with the South Downs National Park Authority and the National Trust on WSCC's proposed equestrian/pedestrian crossing at East Clayton Farm prior to a public consultation.

He would support a Community Highways Scheme application for a pedestrian crossing at Milford Grange but warned of the challenges of meeting the required criteria including pedestrian movements and costs. He suggested that the proposed neighbouring care home development could overcome this through S106 funding and increased pedestrian traffic. He advised an interim measure could be explored to enhance the area by the crossing island.

He pointed out the legal minefield facing Local Authorities in the Horsham District, Crawley and Chichester in meeting the advice in the recent statement from Natural England on water neutrality. This includes the potential liability to councils if developers do not implement the required water neutrality strategies. It is unlikely to affect minor applications where there is no increase in the number of householders in a dwelling. The unforeseeable announcement could have a significant effect on District and Local Plans across the County.

He is pushing for more budget funding for signage and other roadside maintenance, to include sign cleaning. He advised that there may be funding available for local councils which take on some of the responsibilities of roadside maintenance and he gave examples including Bolney.

He is pushing for more frequent highways' drain clearance and has been in discussions with several local residents who have raised concerns about local flooding.

The Chairman thanked Cllr Marshall for his reports. There being no further questions from Members, Cllr Marshall thanked everyone and left the meeting.

District Reports

Apologies were received from Cllr Jim Sanson and Cllr James Wright due to attendance at other meetings. There were no reports.

24.03. To Report matters arising from the last meeting.

RESOLVED to NOTE the following for information:

- **Minor injury accident in the Play Area on 6th October:** The Clerk is in the process of providing more information requested by the Council's insurers.
- **Allotment Tenancy Agreement:** The Clerk has provided a copy of this to Carter Jonas, Rampion's land agents, upon request.
- **2022 Rent Reminders and notice of increase:** The Clerk has written to Tenants giving notice of the 2.8% rent increase from 1st January, agreed at the Open Spaces Meeting on 18th October
- **Publicity campaign to recruit more Councillors:** The Clerk has published posters on the noticeboards and the Council's website. No interest received to date.
- **New Website issues:** The technical support team for the Council's new website has resolved issues with the contacts form and the Google Analytics Reports. The Chairman pointed out that he is still not receiving these from the host as agreed in the contract. Clerk to chase. Design work for the boundary map on the Home Page is in progress.

24.04. To RATIFY decisions made under delegated powers since 5th October 2021

It was **RESOLVED** to **RATIFY** the following decision by the Clerk made under her under her emergency spending powers, in according with the Council's Financial Regulations and in consultation with the Chairman:

*Engage contractor Mr D Collis to carry out emergency repairs to the Play Area for the sum of £170. Invoice payment agreed by the OSRA Committee at its meeting on 18th October 2021. **REASON:** public safety*

The Chairman exercised his discretionary powers and brought forward the following agenda item for consideration:

24.05. To Consider a recommendation to amend Standing Orders for delegating consultation responses for minor planning applications in the parish.

The Chairman reported on the Planning & Transport's recommendation to delegate the Council's consultation responses for minor planning applications to the Planning & Transport Committee by email. Following a discussion it was **RESOLVED to AGREE** the recommendation. **REASON:** to allow time for more critical council business to take place at Full Council Meetings. The Committee Chairman and Clerk to agree on minor applications for a consultation responses.

24.06. To Consider consultation responses to the following planning applications.

It was **RESOLVED** to delegate the Council's planning responses to the Planning & Transport Committee for the following applications:

DC/21/2308 – Napswood Tudor Village Storrington Pulborough

Conversion of loft into habitable living space incorporating a hop to gable roof extension, creation of front dormer and creation of side balcony

DC/21/2213 – Beech Tree Corner Georges Lane Storrington Pulborough

Fell 1 x Sycamore

24.07. To Report on the Local Planning Authority's position for significant planning applications in the parish which may be affected by Natural England's requirement on water neutrality.

Horsham District Council's published response at <https://www.horsham.gov.uk/planning/water-neutrality-in-horsham-district> to Natural England's recent Position Statement on Water Neutrality was previously circulated.

It was NOTED that the Clerk is awaiting clarification from HDC on how this will affect significant applications in the parish, notably DC/21/2161 for a 60-bed care home and 8 restricted bungalows at Old Clayton Boarding Kennels. The site is not in the designated in the Neighbourhood Plan and the Parish Council has made a strong objection for a number of reasons.

The Chairman commented that the wider issues seem to have been largely missed by the local community and that it may be helpful, if the consultation period is extended, to explore ways of raising public awareness of the proposals. He read out a recent letter from HDC's Director of Place which gave some insight to the planning authority's view of the site as being largely unsuitable for development.

The Clerk was instructed to circulate the letter to Members.

27.10. To Report on recent issues with publication of the Parish Council's SDNPA consultation responses.

The Chairman raised concerns that the Parish Council's planning responses emailed on 10th September, were missing from the South Downs National Parks planning portal. He commented that two of them in particular, SDNP/21/03049/FUL Long Island School Lane and SDNP/21/02452/FUL Swipes Farm The Street, attracted a significant number of responses from residents and it was concerning that the Parish Council appeared not to have made any comments. Following a discussion which raised other issues, it was **RESOLVED** to express the Council's concerns to Head of Planning, requesting an explanation and to advise on the correct process of posting responses. Clerk to action.

27.11. HDC Planning Decision:

The Charman reported on a recent decision by HDC regarding landscaping conditions for the property Menengai in Bracken Lane.

27.12. SDNPA Planning Decisions:

None reported.

27.13. Planning Compliance

None reported.

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

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

The Clerk reported clearing a large amount of shattered glass on the MUGA last Friday evening with the kind assistance of a resident. She advised that it appeared to be one-off act of vandalism. Following a discussion it was **RESOLVED** to defer action until a discussion at the next Open Spaces Committee Meeting.

27.16. To Report the Council's Q2 Budget position

This item was deferred to the next Finance Committee Meeting on 15th November.

27.17. To Receive the Internal Auditor's 2021/22 Interim Report and Consider action on any matters raised.

A copy of the report was previously circulated and it was noted that the Parish Council's systems and internal procedures are well established and followed. Following a discussion it was **RESOLVED** to discuss two of the Auditor's recommendations at the next Finance Committee Meeting on 15th November. These relate to the Council's Standing Orders to be based on the latest version of NALC's model policy, and to amend the trustee details for the Recreation Ground on the Charity Commission website. The Clerk advised that the Council seeks quotations to implement the recommendation for all Members to have a common email address. Members noted the reasons advised by the Auditor. The Chairman reported that the Council had already agreed that it would only be necessary for him and the Vice-Chairman to have council email addresses, additional to the Clerk.

Further **RESOLVED** to take no further action on this unless a Member wishes to raise it for further review.

27.18. To Consider WSCC's response to the Parish Council's request for a pedestrian crossing outside Milford Grange.

Members noted Cllr Paul Marshall's support of for the pedestrian crossing earlier in the meeting. His email prior to the meeting confirmed that it would require a Community Highways Scheme application by the Council or a resident. Following a discussion it was **RESOLVED** to invite the Milford Grange Management Committee to make the CHS application which is endorsed by Cllr Marshall and supported by the Parish Council. SB to action.

27.19. To put forward any projects for consideration and inclusion in the forthcoming budget review.

The Chairman invited suggestions for future projects to be included in the Councils forthcoming 2022/23 budget review. CB suggested CCTV for the MUGA. BH suggested replacement pathways around the Village Hall and to the Play Area. SB suggested contributions towards work on upgrading the Country Park.

RESOLVED to forward any further suggestions to the Clerk ahead of the Finance Committee Meeting on 15th November 2021.

27.20. To Sign Bank Mandate Variation for a new Full Power signatory

SB agreed to bring his form to the next meeting.

27.21. To Agree Terms and Conditions for the Council's Deposit Account and sign bank mandate .

The Terms and Conditions of the new Business deposit instant access account were previously circulated. The Clerk advised Members to read these and confirm their agreement before she can complete the application process. The account was agreed by Full Council in March (Minute Ref: 22.28.3) in order to give FSCA protection up to £85,000 of Council reserves. **RESOLVED** that all Members confirm their agreement by email after the meeting once they have read the documents.

27.22. Washington Recreation Ground Charity

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

See Minute Reference resolution earlier in these minutes.

27.22.2. To Consider a tree-planting initiative to mark the Queen's Platinum Jubilee in June 2022

Members discussed ways of commemorating the Queen's Platinum Jubilee next year and it was **RESOLVED** to invite the local community to put forward tree planting ideas in the Spring Newsletter.

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

RESOLVED to NOTE the draft Minutes of the Open Spaces and Planning & Transport Meetings on Monday 18th October, 2021. A recommendation from the Planning & Transport Meeting was agreed earlier in this meeting and reported in these minutes.

27.24. To Consider quotation for grass-cutting at Vera's Shelter

RESOLVED to defer this item to the next Open Spaces Committee Meeting pending receipt of the quotation from the contractor.

27.25. To Agree HDC service agreement and bank mandate for the Parish Council's bin collections
 BH reported that HDC has confirmed it can empty the Council's litter bin on a quarterly basis for the annual cost of £29.60. An additional charge would be made for excess weight. **RESOLVED** to agree and sign the service arrangement and Direct Debit Bank Mandate.

27.26. To Report the Neighbourhood portion of CIL funds from the Vineyards development in Washington.

It was NOTED that the Council will shortly receive £30, 700.92 development contributions for DC/20/0717 Vineyards Old London Road. HDC has advised that the payment is the PC's 'proportion of the first two instalments, with a further two instalments scheduled to be received by HDC in April and October of 2022'

RESOLVED to seek clarification of the value of the other instalments ahead of the Council's budget review at the next Finance Committee Meeting on 15th November.

27.27. To Approve Bank Reconciliation, Payments and Report Income.

The reconciled bank statement showing transactions between 27.08.21 and 30.09.21 accounting year to date statement, payments schedule and invoices were circulated before the meeting.

RESOLVED that the following payments totalling **£2,331.23** be **APPROVED**.

Voucher	Cheque	Code	Name	Description	Amount
105	Online	16 - Clerk's Overtime	Zoe Savill	Clerk Overtime October	37.32
106	Online	1 - Clerk's salary net	Zoe Savill	Clerk's salary (net)	1,174.01
107	Online	3 - Clerk's expenses	Zoe Savill	Clerk's electricity	10.00
108	Online	5 - Office expenses	Zoe Savill	Phone	11.28
409	Online	VOID			
110	Online	5 - Office expenses	Zoom Video Communications Inc.	Zoom	14.39
111	Online	5 - Office expenses	Zoe Savill	Mileage	26.00
112	Online	5 - Office expenses	Zoe Savill	Postage	30.76
113	Online	75 - Clerk's Pension	NEST	Pension	60.43
114	Online	20 - Repairs and Maintenance	S Trott	Vera's shelter gardening	312.00
115	Online	20 - Repairs and Maintenance	Andrew Gale Tree Surgery Ltd	Tree Management	120.00
116	Online	7 - Audit fees	Mulberry & Co	Interim Audit 2021.22	198.00
117	Online	82 - Repairs to Rec & Play	Derek Collis/DelWood	Maintenance	170.00
118	Online	19 - Litter warden / litter	Stella Russell	Litter warden	115.20
119	Online	5 - Office expenses	Scribbling shop	Stationery	45.65
120	Online	82 - Repairs to Rec & Play	Haskins	Repairs and maintenance	6.19
TOTAL					2,331.23

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

Outstanding purchase orders: 0

Outstanding sales invoices: 0

Income: **£20,809** 2nd Precept Payment

Reconciled Bank Balance: **£97,213.63..**

VAT

Q3 VAT claim due January 2021

PAYE and National Insurance contributions

Q3 due January 2021

27.28. Correspondence Received

Correspondences were circulated before the meeting, notably an update from the National Trust confirming that the Forestry Track will go ahead but is unavoidably delayed until 2022. The Clerk

has acknowledged the letter and agreed that the Council’s conditional funding offer will be reviewed for a re-allocation at the next Finance Meeting on 15th November

27.29. Clerk’s Report

27.29.2. WSALC AGM

Draft minutes of the meeting on Friday 29th October are pending and will be circulated to PC members in due course.

27.29.3. WSALC’s Training Programme for Councillors and Clerks

The programme was previously circulated The Chairman invited Members to notify the Clerk of any training courses they would like to attend.

27.30. To Receive items for the next agenda.

The Chairman suggested that the meeting dates for 2022/23 are put forward. BH suggested discussion on the Forestry Commission’s response to the Council’s letter on 8th June raising concerns about the re-stocking of Longbury Hill Wood. Clerk to chase for this.

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

- OSRA Committee Meeting: Monday 15th November, 2021 6.30pm
- Planning & Transport Meeting: Monday 15th November, 2021 at 7.15pm
- Finance Meeting: Monday 15th November 2021 at 8:00pm
- Full Council Meeting: Monday 13th December, 2021, 7:30pm

27.32. To Consider a resolution to exclude the Press and Public from the following confidential item of business

RESOLVED to exclude the Press and Public from the next item due to the likelihood of personal information being disclosed, as per the Council’s Standing Orders.

27.33. To Review Covid-19 policy at council meetings

Members discussed this and it was **RESOLVED** to follow Government guidelines and to restrict public attendance when required for safety reasons. Clerk to amend the Agenda notices accordingly.

There being no other business to transact, the meeting was concluded at 21:44 hours.

Date.....

Signed.....

