

WASHINGTON PARISH COUNCIL



Clerk to the Council.

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WASHINGTON PARISH COUNCIL MEETING

MINUTES of proceedings for the monthly meeting of Washington Parish Council held on Monday 6th June 2022

PRESENT: Cllr S Buddell (SB), Cllr B. Hanvey (BH), Cllr P Heeley (Chairman), Cllr T Keech (TK), Cllr A Lisher (AL), Cllr G Lockerbie (GL) and, Cllr J Luckin (JL)

IN ATTENDANCE: Cllr Paul Marshall (WSCC), Cllr James Wright (HDC) and Cllr Joan Grech (HDC).

ALSO: Clerk to the Council, Z Savill

MEMBERS OF THE PUBLIC: 0

ABSENT: JT

The Chairman opened the meeting at **19:35 hours**.

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

Apologies were received from JT and it was **RESOLVED** unanimously they are **ACCEPTED**.

23.61. To Receive and Sign the Declaration of Acceptance of Office from the Chairman and Vice-Chairman

The Chairman declared and duly signed his acceptance of office as Chairman for the ensuing year. Cllr Lockerbie declared and duly signed his acceptance of office as Vice-Chairman for the ensuing year. Both declarations had been deferred from the Annual Parish Council Meeting on 9th May 2022.

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

None declared for this meeting as defined under the Localism Act 2011 and the Parish Council Code of Conduct.

23.63. To Report resignation of Cllr Christine Beglan and Declare Notice of Casual Vacancy for the Heath Common Ward

The Chairman announced the resignation of Cllr Christine Beglan who is moving away from the area. He spoke of her valued contribution to the Council during her 14 years in office, and read out her statement of well wishes to the Council in its continued good work. It was noted that Cllr Beglan would be returning later in the year to organise the catering for the Parish Meeting on 23rd September.

The Chairman confirmed there are now 2 councillor vacancies on the Heath Common Ward and

one on the Washington Ward.

RESOLVED unanimously to **ACCEPT** the resignation of Cllr Christine Beglan and to declare a notice of casual vacancy on the Heath Common Ward of the Parish Council. Clerk to notify HDC's Democratic Service.

23.64. To Approve and Sign the Minutes of the Annual Parish Council Meeting and last ordinary Parish Council Meeting on 9th May 2022

RESOLVED unanimously to **APPROVE** the Minutes for the meeting on 9th May 2022 as a correct record to be duly signed by the Chairman.

23.65. Public Speaking

There was no public speaking.

23.66. Reports from County and District Councillors

Reports from WSCC (West Sussex County Council) Member of the Storrington Division
Cllr Paul Marshall reported on the following:

- **Speeding on London Road in the Village:** He agreed to set up a site meeting between the Highways Authority and Cllrs Julie Luckin and Jason Thomas to discuss solutions to the speeding problem. He would raise the matter of speed enforcement on the London Road at his forthcoming meeting with the Chief Constable of Sussex Police.

Reports from HDC (Horsham District Council) Members of the Storrington & Washington Ward

Cllr James Wright answered questions and gave their reports including the following:

- HDC's enforcement action and investigations on fly-tipping incidents in the Washington and Storrington parishes
- HDC is looking at ways to increase its budget on litter-picking from roadside verges
- HDC would be taking enforcement action regarding land at Longbury Hill Wood, Rock Road.
- He would expect HDC to contact the Parish Council in the next few weeks about the supply of its Jubilee tree.
- He confirmed his acceptance of an invitation to the Parish Meeting on 23rd September

The Chairman thanked both Councillors for their reports. Cllr Marshall and Cllr Wright left the meeting at 19.55hrs. Cllr Grech confirmed her intention to remain.

23.67. To Report matters arising from the last meeting

None reported

23.68. Planning Decisions, Appeals, Planning Compliance and other Planning issues

The following application was delegated to the Planning & Transport Committee to give the Council's comments before noon on Thursday 9th June 2022.

DC/22/0867 – Chanctonview Spring Gardens Washington Pulborough West Sussex
Erection of 1 No. detached dwelling house with car port.

HDC Planning Decisions (for significant applications in Washington parish):



None reported.

SDNPA Planning Decisions (for significant applications in the Washington parish):

None reported.

Planning Compliance

None reported

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

23.69.1 To Consider quotation for the replacement of the Council computer

Councillors were advised that the Council's laptop had lost some of its functionality which would be costly to repair. Due to the laptop's age, it was agreed that it would be economic to replace for a more up to date business model. Following a discussion it was **RESOLVED** unanimously to **AGREE** the £1,048.95 quotation from StarTech for a new Dell business laptop and set up.

23.69.2. To Ratify approval of the Councils Insurance Policy renewal for 2022/23

Councillors were advised that the Clerk had accepted BHIB's insurance proposal for the Council, underwritten by Aviva, at an annual premium of £972.59 fixed for 3 years. The decision was made under delegated powers agreed at the last FC Meeting because the current policy expired before this meeting. Copies of the insurance document were previously circulated and taken as read. Councillors agreed the policy offered the best value for money out of the two other options. After further discussion, it was **RESOLVED** unanimously to **RATIFY** approval of the quotation and insurance policy which is effective from 1st June.

23.69.3. To Review the Internal Auditor's Report for the financial year 2021/22

A copy of the signed Audit Report by Mr Andy Beams for Mulberry & Co and his review of the Council's internal financial procedures and controls were previously circulated and taken as read. It was reported that sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did it identify any significant weaknesses in the internal controls such that public money would be put at risk. It was clear that the Council took its governance, policies and procedures very seriously. It was therefore the Auditor's opinion that systems and procedures at Washington Parish Council are well established and followed. Councillors joined in the Chairman in commending the Clerk for her due diligence in achieving a good audit. They discussed the Auditor's recommendation that all members have a dedicated Council email address, and the reasons for this. A statement from JT endorsing the recommendation, was read out in his absence. Following a discussion it was **RESOLVED** unanimously to **ACCEPT** the report and review, and note their contents; to consider the recommendation at the next meeting when more information is available. Clerk to investigate.

23.69.4. To Consider for Approval Section 1 The Annual Governance Statement 2021/22

A copy of the Council's Annual Governance Statement for the year ended 31st March 2022 (Section 1 of the Annual Governance and Accountability Return (AGAR)) was previously circulated and taken as read. The nine statements of the document were read out and reviewed. It was agreed that the Council had to the best of its knowledge and belief, met the internal control requirements for each, including the arrangements for the preparation of the Accounting Statements. **RESOLVED** unanimously that the Annual Governance Statement for 2021/22 is a correct record of a sound system of internal control and accounting. The Annual Governance Statement was Approved to be duly signed by the Chairman and Clerk/RFO.



23.69.5.To Consider for Approval Section 2 Accounting Statement 2021/22 and Report significant variances

Members reviewed the figures in Section 2 of the Council's Accounting Statement for the year ended 31st March 2022 together with an explanation of significant variances. The Statement had been signed by the RFO prior to presentation, as required. It was **RESOLVED** unanimously to **APPROVE** the Accounting Statement for 2021/22 as a fair presentation of the Council's financial position, and to **NOTE** the explanation of significant variances. The Accounting Statement to be signed by the Chairman.

23.69.6.To Report Notice of Public Rights

Councillors **RESOLVED** unanimously to **AGREE** the notice of Public Rights to view the Council's Year End Accounts from 8th June 2022 to Monday 19th July 2022 by prior appointment with the Clerk.

23.69.7.To Discuss agenda and finalise arrangements for Parish Meeting on 23rd September

Councillors reviewed arrangements for the Parish Meeting on 23rd September at the Village Day. The Chairman confirmed that Mr Andrew Griffith MP had kindly accepted the Council's invitation to be guest speaker, subject to being called away to attend parliamentary business. Cllr James Wright (HDC) and Cllr Joan Grech (HDC) had also confirmed their attendance.

It was noted that Mrs Christine Beglan had previously agreed to organise catering supplies but would require assistance in the kitchen on the day. Following a discussion it was **RESOLVED** unanimously to **AGREE** the following:

- To issues a brief to the MP on a presentation focussing on matters relating to the parish.
- To invite a spokesperson from Sussex Police to the meeting and to give a report for the parish
- To invite the Chair of the Village Hall Trustees or nominated member to attend and to give a report.
- To use a pre-registration scheme for attendance. Clerk to make enquiries on hall capacity and if limits can be imposed on the number of Press representation.
- The Chairman to present a report and draft an agenda for consideration and approval at the FC Meeting on 4th July.
- The Chairman, JL and SB agreed to help Mrs Beglan with catering from 4pm and setting up in the hall for the meeting.

23.69.8.To Discuss planning compliance of temporary access and hardstanding at Longbury Hill Wood.

Councillors noted new information regarding the Local Planning Authority's compliance investigation into the temporary access and hardstanding at the Rock Road woodland site, and Cllr Wright's report earlier in the meeting. It was **RESOLVED** unanimously to monitor progress and report any further update at the next meeting.

23.70. Washington Recreation Ground Charity

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

23.70.1.Urgent matter: To Consider a request to attend a site meeting with Carter Jonas to discuss Rampion's proposed cable route underneath the Recreation Ground

The Clerk reported an invitation from Carter Jonas, Rampion's land agents, to the Council to attend a site meeting on Thursday 9th June or another convenient date. The purpose would be to provide a project update and to open discussions with the Council regarding the proposal. Following a discussion it was **RESOLVED** unanimously to invite Rampion's representatives to give an update

during the public session of the next Council Meeting on 4th July. The Council would also request Rampion addresses the issues and questions raised in their response to the public consultation of the windfarm's inshore cable route proposals.

23.70.2.To Consider quotation to change the MUGA light meter cabinet

This item was deferred from the last OSRA meeting. Councillors considered quotations to replace the damaged meter cabinet and to allow a push-button timer for 30 minutes free use of the MUGA lights, for example, between dusk and 10pm.

Councillors were advised that the settings could only be controlled by them or the Clerk. It was noted that when the Council discussed this at its meeting in March, it was agreed that the cost of funding the electricity would outweigh the costs to administer the inadequate light meter card arrangement. Following a discussion it was **RESOLVED** unanimously to engage J Edwards electricians to install the new meter with pre-set timer at a cost of £880, and to monitor its use over a 3-month period.

23.70.2.To Agree hire request of the Recreation Ground for a 30th birthday party on 6th August 2022.

Councillors considered a hire request from a Washington resident for a 30th birthday party on Saturday 6th August 1-6pm. It was reported that the hirer would like to have a barbecue, bouncy castle and a table for refreshments. They would not be hiring the Village Hall. The Clerk confirmed there were no other bookings that day. The hire charge would be £20 plus £20 per static item Following a discussion it was **RESOLVED** unanimously to **APPROVE** the hire and to permit the requirements stated. Approval of the bouncy castle hire would be subject to confirmation of the operator's trading name, evidence of £10m public and product liability insurance, safety certificates and procedures in place in accordance with the requirements of the Health & Safety Executive. It would be the hirer's responsibility to ensure they have any necessary PPR licence for playing music. All other usual conditions to apply.

23.70.3.To Agree hire request of part of the Recreation Ground for a 40th birthday party on 27th August

This item was deferred to the next meeting at the hirer's request, pending further information.

23.71. To Receive reports from Committees, Working Parties and Outside Bodies

23.71.1.To Receive the draft minutes of the Open Spaces Committee Meeting on 23rd May 2022.

The draft minutes of the last Open Spaces meeting were still pending to be circulated to Councillors. It was noted that there were no recommendations for consideration. Councillors were advised that the organisers of Village Day had withdrawn their request for a bouncy castle because the operator had insufficient public liability insurance. There was no hire availability with other operators.

23.71.2.To Receive the draft minutes of the Planning & Transport Meeting on 23rd May 2022

The draft minutes of the last PT meeting were previously circulated and it was noted that there were no recommendation for consideration.

23.71.3.To Receive a Report from the CIL Working Party Meeting on 16th May 2022

The draft minutes of the CIL Working Party Meeting on 16th May were previously circulated. BH advised on the Working Party's recommendations for carrying out the Council's CIL spending consultation. Councillors discussed these and the CIL flyer kindly designed by JL. After a discussion, it was **RESOLVED** unanimously to **AGREE** the following:

- JL to publish the CIL leaflet on the Washington Village Facebook page and SB to publish on the Millford Grange Facebook page. It was noted that JT is looking into how this would be done and JL would generate the QR codes.
- JL to distribute hard copies of the leaflets to St Mary's Church and the School
- Clerk to distribute the leaflets to the Village Hall/users and to publish with the CIL information on the Council's noticeboards and website.
- AL to place leaflets inside Vera's Shelter
- Leaflets to be made available at the Parish Meeting on 23rd September.
- Chairman to include the consultation information in his next Sussex Local editorial
- All CIL survey responses to be via the Clerk using a dedicated email address with an automated response. BH to collate these and to assist JL with any required email correspondence.
- BH and SB to deliver leaflets to Millford Grange homes; Volunteers would be welcome to carry out a leaflet-drop to other households where possible.
- Leaflets to be made available at Village Day. Clerk to make arrangements with the organiser.
- 1,000 copies of the folded A4 leaflets on recycled paper to be printed by A Local Printer Limited, Storrington. Clerk delegated to approve cost within budget.

The Chairman thanked the CIL Committee for their hard work and JL for drafting the flyer.

23.72. Approve Payments, Receipts and Quotes

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

The reconciled bank statement for the Treasurer's Account showing transactions between 01/05/2022 and 31/05/2022, payments schedule and invoices were previously circulated. An invoice for £200 Jubilee Grant monies to Millford Grange street party organisers was presented at the meeting for approval.

RESOLVED unanimously that the following payments totalling **£4,743.40** be **APPROVED** including the £200 Jubilee grant monies

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

Outstanding purchase orders: **0**

Outstanding sales invoices: **0**

Income: **£617** easement licence fee from Rampion and **£1,009.15** 1st payment of HDC cleansing grant

Reconciled Bank Balances (Lloyds): **£80,337.62**. The Chairman proposed and it was **RESOLVED** unanimously to transfer £20,000 to the Nationwide account. This is in order to keep the Lloyd's account balance within the FSCS protection guarantee limit.

Reconciled Bank Balance (Nationwide): **£50,000.00**

23.72.2. VAT

Q1 2022/23 due July 2022.

23.72.3. PAYE and National Insurance contributions

Q1 2022/23 due July 2022.

23.73. To Report correspondence received and Note responses.

Correspondence was previously circulated and taken as read by Councillors. The Chairman reported on the following:

- **HDC's (Horsham District Council) response to the Parish Council letter of concern about the proposed increase in parking charges in rural car parks and the parking vouchers**
HDC had defended the increases and that the charges had been frozen the last three years.
- **Adoption of the West Sussex Transport Plan 2022-2036 by the County Council on 1 April 2022:**
WSSCC had thanked all those, which includes the Parish Council, who participated in the consultation. The final version of the WSTP is available to view at: [West Sussex Transport Plan 2022-2036](#)
- **Letter from Mr Andrew Griffith MP on schemes of interest to help the local community:**
The Chairman reported on the schemes including the Platinum Jubilee Village Hall Improvement Fund and Community Payback Project. The Clerk advised that some of these could be tabled on the agenda of the Open Spaces Committee meeting for formal consideration. The Village Hall Chairperson had thanked the Council for sharing the Letter with them.
- **Super-fast broadband scheme in Storrington (including large part of Heath Common ward):**
The Chairman reported on installation of full fibre broadband network in parts of Heath Common. The provision is part of the Government's voucher scheme to bring super-fast broadband to rural areas. Giganet, a private company, had secured a local contract to roll out the scheme across the Storrington postcode area. It is partly funded through Government vouchers and residents who sign up. The first 12 months would be free to subscribers.

23.74. Clerk's Report

- **NALC Legal update 80: Members' Conduct and the Registration and Disclosure of their Interests (England).**
Members were advised of NALC's (National Association of Local Councils) May 2022 update of the Code of Conduct and Registration and Disclosure of interests.

23.75. To Receive items for the next agenda.

The following proposals by JT, were deferred from the last meeting, considered at the next meeting:

- To Discuss residents' concerns about alleged noise nuisance at the Frankland Arms pub and Consider action.
- To Consider dedicated Council email addresses for all members

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

Open Spaces Committee: Monday 20th June, 7:00pm: time to be amended on the website.

SB gave his apologies for absence at this meeting and that he would confirm this in writing to the Clerk as required..

Planning & Transport Committee: Monday 20th June, 7: 45pm: time to be amended on the website

Full Council Meeting: Monday 4th July 2022, 7:30pm



There being no further business to transact, the meeting was closed at **21:34 hrs.**

Signed.....



Dated.....

4.7.22