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**WASHINGTON PARISH COUNCIL MEETING**

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 1st April, 2019

**PRESENT:** Cllr C Beglan, Cllr S Buddell, Cllr J DeLittle, Cllr D Glithero, Cllr P Heeley (Chairman), Cllr J Henderson (Vice-Chairman), Cllr A Lisher, Cllr G Lockerbie, Cllr R Milner-Gulland, Cllr J.Ross and Cllr R Thomas

**IN ATTENDANCE:** Cllr Paul Marshall (WSCC & HDC)

**ALSO**: Zoe Savill Clerk to the Council

**MEMBERS OF THE PUBLIC**: 0

**ABSENT**: 0

# The Chairman opened the meeting at 19:30hrs

**18.74. Apologies for Absence and Chairman's Announcements**

**RESOLVED** to **NOTE** there were no absences.

18.75. Declarations of Interest from members in any item to be discussed and agree Dispensations  
RESOLVED to NOTE there were no declarations of interest. Previous declarations will stand as defined by under the Localism Act 2011.

**18.76. To approve the Minutes of the last Parish Council meeting held on 4th March, 2019**

The Draft minutes of the meeting on 4th March 2019 had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to AGREE** **(341)** that the **Chairman** could sign the minutes as a true record of the meeting.

**18.77. Public Speaking**

There was no public speaking

**18.78.County and District Issues**

Cllr Marshall reported that he will not be supporting a recommendation to merge HDC’s North and South Planning Committees, wherein not all councillors would attend and have a vote; he has raised concerns about some of the local sites shortlisted for sand extraction, including Ham Farm (Wiston) in the recent Issues and Options (Regulation 18) consultation for soft sand supply in West Sussex. Responses will be considered before a formal public consultation on the soundness and legal and procedural compliances later in the year; he will be standing for re-election in May as the Conservative candidate for the Storrington and Washington Ward.

*The Chairman thanked Cllr Marshall for his reports. Cllr Marshall left the meeting*

**18.79.To Receive, Review, Report on and progress matters arising from the previous**

**minutes**

The Clerk reported on a provisional date of Saturday 18th May 10am-12noon for a Village Spring Clean, and there were 4 volunteers from the community. Cllr John DeLittle agreed to help coordinate the event. An appeal for more volunteers will be published in the Council’s forthcoming newsletter.

**RESOLVED** to **NOTE** the information.

**18.80. To Consider Planning Applications and discuss Transport issues**

**18.80.1.Planning applications**

**RESOLVED** to **NOTE** there were none to consider.

**18.80.2. Planning Decisions**

**RESOLVED** to **NOTE** the following significant applications in the parish were approved this month**:**

* **SDNP/19/00587/FUL - East Clayton Farm Storrington Road Washington RH20 4AG**

*Erection of a Volunteer and Learning Hub, relocation of shed and associated works*

* **S106/18/0023 - Street Record John Ireland Way Washington West Sussex**

*Variation of Schedule 3 to the S106 (DC/10/1457) to replace the Neighbourhood*

*Equipped Area of Play (NEAP) with a Locally Equipped Area of Play (LEAP) and*

*Trim Trail in the country park*

* **DC/18/2339 - New Orchard Fisheries London Road Washington Pulborough West Sussex RH20 3BP**

[*Application to confirm operational development was substantially complete on Unit 2, 4-years preceding the date of this application, and confirming a continuous breach of condition on Units 1 and 3 for more than 10 years before the date of this application. Confirmation of the use of Unit 1 for the retail sale of fish, fish food and aquaculture supplies and equipment; for the use of Unit 2 as a furniture and 'bric-a-brac' showroom; and for the use of Unit 3 for storage purposes for a period of 10 continuous years (prior to the date of this application) (Certificate of Lawful Development - Existing)*](https://public-access.horsham.gov.uk/public-access/applicationDetails.do?keyVal=PHIPMRIJGSG00&activeTab=summary)

**18.80.3.Enforcements/investigations**

**RESOLVED** to **NOTE** there were no new enforcement allegations in the parish to report.

**18.30.4. For information only:**

**EN/18/0593 - access to Little Thatch, Vera’s Walk, Storrington RH20 3JF**

Clerk reported that HDC will respond on Thursday 4th April to the Council’s request for a meeting with Head of Place, Barbara Childs, to clarify how the Heath Common Design Statement can be made more effective. Cllr Ross reported that there were signs of an additional access being created to serve a property in Hampers Lane.

**RESOLVED** to **NOTE** the information and for the clerk to report the matter of the additional access, to be discussed at the HDC meeting.

**18.80.5. Appeals** -

**RESOLVED** to **NOTE** there were none lodged or decided.

**18.80.6. Transport issues:**

**RESOLVED** to **NOTE** the following:

* TRO request for 30mph signage to be relocated on the Pike slip road to be considered at the next PT meeting. Cllr Paul Marshall has confirmed his support.
* The Council’s TRO application to extend the 40mph speed reduction to the Washington Roundabout, along the A283 Storrington Road, has passed the initial assessment stage.

**18.80.7. Road Closures**

**RESOLVED** to **NOTE** there are no further road closures in Washington to report.

**18. 81. To Review, Consider, Recommend and report on Parish Council issues, including maintenance**

***18.81.1. Storrington & Sullington and Washington Neighbourhood Plan update***

The Chairman reported that the public consultation on some of the examiner’s recommendations ended on 27th March. A Steering Group meeting to discuss responses is anticipated soon.

**RESOLVED** to **NOTE** the information.

***18.81.2.To Consider legal advice on the responsibility of the First Extension Graveyard***.

Cllr Thomas declared an interest, his wife being a member of the Parochial Church Council.

(PCC)Councillors discussed legal advice from solicitor Roger Taylor regarding the responsibility of the First Extension Graveyard.

**RESOLVED** that the Clerk writes to the PCC advising them that in the absence of relevant paperwork, there is no continuing liability of the Parish Council to maintain the original churchyard, and for the PC to invite them to resume responsibility. The PC would consider making a grant of financial assistance.

***18.81.3. Annual Parish Meeting 31st May 2019- To Consider approval of draft Agenda****.*

**RESOLVED** to approve the draft Agenda of the APM in principle, subject to any minor amendments.

***18.81.4. Council’s website review - to Receive a report from the Vice-Chairman***

The Vice-Chairman reported on his review of the Parish Council’s website, finding it to be user-friendly and good value for money, with no increase in subscription to Vision ICT for the last 6 six years. He recommended liaising with the Clerk on some updating and minor amendments. **RESOLVED** to **AGREE** to recommendation.

***18.81.5. To Discuss West Sussex council tax increase for policing***

Councillors discussed the 14.5% increase in policing charge in the West Sussex Council tax bill 2019.20 to fund a major recruitment drive for more PCSOs. It was NOTED there were was a perception of declining visibility of police in the area since they stopped attending PC meetings. Councillors agreed it would be useful to know the specific benefits to the parish so that the information can be reported to parishioners at the forthcoming APM.

**RESOLVED** that the clerk writes to Sussex Police and Crime Commissioner, Katy Bourne, on behalf of the Council to request the information.

***18.,81.6. Jubilee Tree - to Consider its replacement***

Councillors NOTED Cllr Lockerbie’s report of the Jubilee Tree, a variety of cherry, on the Recreation Ground which has one dead branch. Councillors discussed various options to replace or remove the sapling.

**RESOLVED** to agreed that the tree was not a risk to the public, and to defer the decision until the tree shows further signs of deterioration.

***18.81.7. Spring/Summer Newsletter - To Receive an update.***

Councillors NOTED Cllr Glithero’s update on progress of the newsletter. The final draft by the Sussex Local will be checked before publication. A meeting to discuss subsequent publications with members of the working party, will be arranged shortly.

**RESOLVED** to **NOTE** the information.

***18.81.8. To Consider a response to any further maintenance issues arising***

The Clerk reported that a quotation is still pending from CBS electrical to repair the street light by the village sign, and that HDC contractors were due to repair the street light by the bus stop. Clerk to chase up.

Cllr Beglan requested that the Village Hall provides a small amount of storage space for the Parish Council meetings. Cllr Beglan and Cllr Ross reported on the overflowing dog bins on Warren Hill and discarded bags of dog waste.

**RESOLVED** that Cllr Lisher raises the matter of the dog waste with the National Trust landowners at his meeting with them in May; that the Clerk writes to the Village Hall management to request storage space

**18.82. Approve Payments, Receipts and Quotes**

***18.82.1.To Receive Year to Date Reconciled Payments, Receipts and Approve Purchases***

The reconciled bank statement showing transactions between 30.01.19 and 25.02.19 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED (342)** that the following payments totalling **£3,486.94** be **APPROVED.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Details** | **Amount net** | **VAT** | **Total** |
| **01.03.19** | HDC | Q1 2019.20 dog bin emptying | £33.67 | NIL | £33.67 |
| **05.03.19** | Sussex Local | Newsletter | £340.00 | £68.00 | £408.00 |
| **05.03.19** | Sussex Local | Newsletter printing | £126.00 | £25.20 | £151.20 |
| **05.03.19** | Cllr Lisher | Travel | £13.50 | NIL | £13.50\* |
| **06.03.19** | Starboard Systems Ltd | 2019 Accounting software | £283.00 | £56.60 | £339.60 |
| **14.03.19** | D.Kembery | Gate post | £180.00 | NIL | £180.00\* |
| **15.03.19** | D.Kembery | Swing guard | £690.00 | NIL | £690.00\* |
| 31.03.19 | Z.Savill | Mar 2019  net salary & expenses | £1124.29 & £49.86 | NIL | £1,174.15 |
| 31.03.19 | HMRC | Q4 2018.19 NIC/Tax | £496.82 | NIL | £496.82 |
|  |  |  |  |  | **\*Approved at OSRA 18.3.19** |
| **Total** |  |  | **£3,337.14** | **£149.80** | **£3,486.94** |

Councillors **RESOLVED** to **AGREE (343)** the financial reports as follows:

**Outstanding purchase orders: £315.20**

**Outstanding sales invoices - £10.00**

**Reconciled Bank Balance - £66,121.75**

**18.82.2. VAT -**

**RESOLVED** to **NOTE** the VAT rebate for June 2018-Jan 2019 of £1,183.54 received 04.03.19

**18.82.3. PAYE and NICs:**

**RESOLVED** to **NOTE** the Q4 approved payment of £496.82 (see Min Ref 18.82.1.)

***18.83. To receive reports on meetings attended, and notice of any forthcoming meetings*.**

**RESOLVED** to **NOTE** there were no meetings to report

**18.84. Correspondence Received**

**RESOLVED** to **NOTE** the following correspondence:

* **A27 Arundel Bypass:** Highways England reported (20th March) the further non-statutory consultation for the A27 Arundel Bypass scheme is planned for late summer 2019.
* **Noise complaint** - a member of the public reported (25th March) disturbance from a keep fit session on the MUGA on Saturday 23rd March.

**RESOLVED** to defer the matter for full consideration at the next OSRA meeting on 15th April, pending outcome of the Clerk’s enquiries.

**18.85. Clerk’s report**

**RESOLVED** to **NOTE** the following:

*Freedom of Information*

No requests.

*Governance*

Council’s End of Year Audit 2019 by Mark Mulberry is scheduled on 30th April. The End of Year statements to be considered and signed at the APCM in May.

*Training*

No further report.

*Holidays*

The Parish Council’s office will be closed April 8th, 9th & 11th, 2019 during the Clerk’s annual leave.

**18.86. To receive items for the next agenda**

**RESOLVED** to **NOTE** that none were received.

**18.87. To receive reports and recommendations from Committees and Working**

**Parties -**

**RESOLVED** to **NOTE** the draft minutes of the Open Spaces meeting and the Planning & Transport meeting, and that there were no recommendations.

**18.88. Date and Time of next Meetings**

**RESOLVED** to **NOTE** the dates of the following meetings:

Committees: 15th April 2019

Annual Parish Council and Full Council meetings: 14th May, 2019.

**The Meeting Closed at 21:07hours**