 **WASHINGTON PARISH COUNCIL MEETING**

**Draft MINUTES** of proceedings for the monthly meeting of Washington Parish Council held on Monday 9th December 2019

**PRESENT:** Cllr C Beglan, Cllr S Buddell, Cllr P Heeley, Cllr Lisher, Cllr L Lockerbie and Cllr K Woods.

**IN ATTENDANCE:**  Cllr Paul Marshall (WSCC) and Cllr J Sanson (HDC) gave apologies (meetings)

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

**MEMBERS OF THE PUBLIC**: 6

**ABSENT**: Cllr Henderson

**The Chairman opened the meeting at 19:30 hours**

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

**RESOLVED** to accept apologies from Cllr Henderson (work)

The Chairman reported on 4 councillor vacancies for co-option, to be considered at the January meeting. He welcomed Cllr Woods to the Council following her recent co-option.

**20.15 Receive the signed Declaration of Acceptance of Office from Cllr Woods**

Cllr Woods signed the Council’s Declaration of Acceptance of Office form, witnessed by the Clerk.

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

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

**RESOLVED** to **NOTE** there were no declarations of interest.

**20.17. To approve and sign as a correct record the Minutes of the last Parish Council Meeting held on 4th November 2019**

**RESOLVED** to **APPROVE** the minutes of the Parish Council Meeting as a true record of the meeting held on 4th November 2019.

**20.18. Public Speaking Time**

A resident from The Hollow reported on his and neighbour’s concerns, following a scoping study for the continued winning, working and processing of sand from the nearby Rock Common Quarry. The proposals include the importation of suggested c.2,700,000 cubic meters of “suitable, inert classified engineering and restoration material”, and predicted 250 heavy lorry movements a day into the site.

Residents’ main concerns are the possibility the quarry will become an even bigger hole in the ground; the risk of pollution to ground water from inert waste; the impact on the area and its small country roads from the increase in heavy lorry movements. He appealed to the Parish Council to ensure that if the scheme goes ahead, to request that it is done sympathetically and responsibly, and is tightly controlled. A copy of the report and Horsham District Council’s response to the Local Authority consultation, is published on its website:

<https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=summary&keyVal=PZER9BIJ0F800>

*The Chairman thanked the speaker and residents for engaging with the Parish Council at this early stage, and that it will be looking to ask all the right questions when the proposals are put forward for wider consultation.*

**20.19. County and District Issues**

The Clerk gave a report from Cllr Jim Sanson (HDC) on recent planning permission for a new garage complex in Billingshurst for the re-location of Washington-based Destination Triumph. Cllr Paul Marshall will be attending a site meeting with Chancton Copse residents on Thursday 12 December regarding traffic concerns. Cllr Lisher will also attend.

**RESOLVED** to **NOTE** the information and that it will be reported further at the next Planning & Transport Meeting on 20th February 2020.

 **20.20. To Consider Planning Applications.**

 **20.20.1. Planning applications**

**S106/19/0011 – John Ireland Way Washington West Sussex**

 *Discharge of Planning Obligations, Schedule1, para 6.2 to 6.5, Bus Service and Vouchers*

 *(ref: DC/10/1457)*

Members discussed the application, noting the Council’s strong objections to the

 developer’s previous attempt to discharge the conditions relating to the application

 site, known as Millford Grange, in 2018 and earlier.

 The Chairman reminded Members that the provision of a bus service was a

 fundamental argument of sustainability submitted by Barratts, the developer, to the

 appeal inspector when permission was granted. It was not known if there has been any

 uptate of the developer’s bus voucher scheme. Members noted previously reported

 concerns by a former councillor that the requirement to pay upfront for the vouchers

 was prohibitive to some of the residents. Members agreed there will always be

 new people moving to Millford Grange, as with any area, and that the service should be

 maintained for those who may need it.

  **RESOLVED** to **OBJECT** to the application for those reasons.

**DC/19/2365 – Orchard Fisheries London Road Washington Pulborough**

 *Change of use of existing buildings to offices, storage and swimming pool display areas*

 *(including the ancillary retail sale of pool maintenance products)*

 Members discussed the application and a recent site visit. It was noted that the site is in

 countryside but the proposals will make good use of pre-existing industrial units,

 with sufficient parking provision and suitable access from the adjacent garden centre.

  **RESOLVED** to make **NO OBJECTION** to the application.

**DC/19/2218 - 1 Gorse Bank Close Storrington Pulborough West Sussex**

*Installation of a chimney to a class C3 dwelling house (Certificate of Lawful Development –*

*Existing)*

Members discussed the application and **RESOLVED** to make **NO OBJECTION.**

**20.20.2.****Planning Decisions**

**RESOLVED** to **NOTE** there were no decisions at the time of publication of the Agenda.

**20.20.3. To Note Appeals lodged/decided**

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| **RESOLVED** to **NOTE** that none were lodged or decided at the time of publication of the Agenda.**20.20.4. To Note Enforcement issues****Alleged breach of condition 16 DC/10/1457(acoustic boundary fence**Street Record John Ireland Way Washington West SussexRef. No: EN/18/0586 | Received: Fri 07 Dec 2018 | Status: Pending Consideration**RESOLVED** to **NOTE** the information

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| [**Alleged breach of legal agreement ref S106 2048 dated 10th October 2012 (Country Park, NEAP, Strategic Landscaped Areas)**](https://public-access.horsham.gov.uk/public-access/enforcementDetails.do?keyVal=O6P35GIJ08I00&activeTab=summary)Street Record John Ireland Way Washington West SussexRef. No: EN/16/0194 | Received: Thu 05 May 2016 | Status: Pending consideration**RESOLVED** to **NOTE** the information**20.20.5. For information only**:Agents for Rock Common Quarry have submitted an environmental impact assessment scoping report to WSCC, and which HDC have responded (Neighbouring Authority consultation). For information, see the following link for details of their response and the report: <https://public-access.horsham.gov.uk/public-access/applicationDetails.do?activeTab=summary&keyVal=PZER9BIJ0F800>**RESOLVED** to **NOTE** the information and comments by a resident of The Hollow, earlier in the meeting. |

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**20.21. Transport issues:**

**20.21.1. To Discuss proposed road arrows on the eastbound approach to Washington**

**Roundabout to address poor lane discipline.**

The Chairman reported on a site meeting he attended with Cllr Lisher at the Washington roundabout with West Sussex Highways Traffic Officer for the Horsham area, Mr Steve Douglas. It was requested by a Storrington resident, who also attended, who has raised concerns about the number of accidents and near-misses due to poor lane discipline, particularly on the eastbound approach to the roundabout. Cllr Richard Hurley (Storrington & Sullington Parish Council), also attended. Members discussed Mr Douglas’s proposals for 2 sets of arrows on the eastbound approach, indicating the correct lanes to be used. The scheme is likely to cost between £700 and £1,000 and is approved in principal, with WSCC funding the installation, hopefully in the new financial year. Members noted that there would be ongoing maintenance considerations and that this could be discussed once Mr Douglas reports back on the final costings.

**RESOLVED** unanimously to write to Mr Douglas in support of the proposals going forward.

. **20.21.2. Road Closures**

 Sunday12 Jan 2020 20:00-23:00 A24, Washington: Northbound closure between the

 junctions with Horsham Road to Keepers Cottage and Findon Park Road with works taking

 place outside North End House to replace a damaged inspection cover. Emergency access

 will be maintained at all times. WSCC Highways.

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

 **20.22. To Review, Consider, Recommend and report on Parish Council issues, including**

 **maintenance**

***.***

 **20.22.1. To Agree 2020/21 Council Meeting dates**

 Members discussed the draft 2020/21 draft meeting dates which have been provisionally

 booked in the Dore Room of the Village Hall. Members agreed to change one committee

 meeting date from the 19th to 26th April 2th April 2020.

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 **RESOLVED** unanimlously to agree the amended meeting dates for 2020/21. Clerk to confirm the bookings

 with the Village Hall.

**20.22.2. To Consider Co-option of Cllr Woods to the Open Spaces and Planning Committees**

The Chairman reported on the vacancies on committees and a request by Cllr Woods to be considered for co-option to the Open Spaces and the Planning & Transport Committees.

**RESOLVED** unanimously to co-opt Cllr Woods to be co-opted onto both Committees.

**20.22.3. To Review and Adopt variation of the Council’s Standing Orders for the voting procedure**

**RESOLVED** to defer this item pending further advice. Clerk to action.

**20.22.4. To Nominate and Agree Emergency Co-ordinators in each ward of the Emergency Plan**

Members discussed this and it was **RESOLVED** that the contact details of the Chairman and the Clerk were sufficient in place of emergency co-ordinators for the Plan. Clerk to amend the information on the Plan and to publish it on the Parish Council’s website.

**20.22.5. To Receive a copy of the Parish Council’s Autumn/Winter Newsletter**

The Chairman reported that he was very pleased with the newsletter, published by the Sussex Local, and thanked the working party and contributors.

Cllr Beglan reported that she had not received a copy but would check again when she got home. The Clerk will publish it on the Council’s website.

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

**20.22.6. To Consider any further maintenance issues arising**

**Broken street light, The Holt/The Street**

Members noted a report from a resident of a broken streetlight at the steps on the twitten

between The Holt and The Street. It has not been working for a while, making the

steps hazardous on dark evenings. The matter was originally reported by the resident to SSE, maintenance sub-contractors for WSCC, but they have referred it back to the Parish

Council. Clerk cannot find any records that this light is the PC’s responsibility. It was

noted that the light might be the responsibility of HDC as it is also responsible for the one by the London Road bus shelter.

**RESOLVED** to report the broken light to HDC and to request when it will be repaired. Clerk to action.

**Broken street lamp, The Pike**

Members noted that the Clerk has instructed CBE Electrical to repair the street lamp by the village sign, under delegated powers approved at the previous Full Council meeting. The estimated costs will be under £100. The contractor is yet to advise the date of repairs. Clerk to chase.

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

**20.23. Washington Recreation Ground Charity**

**20.23.1. To Consider a link pathway through the Recreation Ground.**

The Chairman reported that a pathway on the Recreation Ground was recommended by the committees in 2017. It formed part of a wider scheme with a footway crossing on Sandhill Lane to improve pedestrian safety for schoolchildren, especially those from the other side of the A24 underpass. But it was never progressed because a WSCC pedestrian survey showed insufficient use of the route to justify ‘crossing’ improvements. Cllr Henderson requested at the last meeting that the Council re-considers provision of a pathway through the Recreation Ground from London Road to the Village Hall. From there it would link with a footpath to the school. Members noted that it would be a safe alternative to School Lane during peak times, and that the other WSCC footpath, which extends for the first half of the route, is too narrow and degraded for disabled access. They considered the following quotations from Contractor A:

Option 1: **£18,650** tarmac from the bus shelter

Option 2: **£12,250** tarmac from gate at the end of Cinder Path and around play area

Plus c **£1,500-£2,000** to both options in concrete.

A further quotation from another contractor is pending before the next meeting.

**RESOLVED** unanimously to include £22,000 budget provision for the option 1 pathway, subject to agreement of a quotation at the Full Council Meeting on 6th January.

**20.23.2. To Consider WSCC advice on liability for moving proposed fencing along Cinder path (Footpath 3181)**

The Chairman reported that West Sussex Highways Steward Mick Norris consents to the Parish Council moving forward the proposed new fencing along the Cinder path. This is subject to the following conditions:

* To notify the WSCC street works team of the pathway closure for the duration of the works
* To install advance warning with dates of the works so that pedestrians can seek alternative routes.
* To make good any damage to the pathway

**RESOLVED** unanimously to notify the fencing contractor of the conditions. Clerk to action.

*Cllr Buddell declared an interest in the following item because he is a trustee of the Village Hall. He took no part in the voting.*

**20.23.3. To Consider a request to resolve the car parking problem in the Village Hall car park.**

Mrs Pat O’Shea, trustee of the Washington Village Memorial Hall, has reported inconsiderate parking and harassment by some of the parents towards hall users, during the school drop-offs and collection times. A copy of her email was circulated before the meeting and discussed. It was noted that there is already a sign in the car park stating that it is only

for users of the hall. The trustees have suggested parking bays might encourage parents to park more sensibly. The Clerk reported estimated costs would be in the region of £50 per bay and that maintenance of the car park is the responsibility of the Parish Council. Members were sympathetic to the problem. They agreed that more effective signage is required, emphasising that the car park is strictly for those using the hall.

**RESOLVED** unanimously to agree in principle to providing more effective signage, the cost and design subject to Parish Council approval. Clerk to notify the Village Hall Committee and to request that they also write to the School to remind parents of the car park restriction.

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

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

The reconciled bank statement showing transactions between 30.8.19 and 30.09.19 (deferred from Full Council Meeting Nov 2019), and between 30.9.19 and 25.10.19 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED (263)** the following payments totalling **£5,100.52** be **APPROVED.**

Councillors **RESOLVED** to **AGREE (264)** the financial reports as follows:

Outstanding purchase orders**: £2,820.24** for ground maintenance

Outstanding sales invoices **- £5** Allotment rent 19/20

Bank Balance **- £87,004.60 on 30 Sept and £85,541.53 on 25 Oct 2019**

**20.24.2. To Report the Council’s net budget position 30 November 2019**

A report of the Council’s budget position to date was circulated with agenda and discussed.

**RESOLVED** to note that the Council is operating within budget and to create a code on the accounting software for the £710 income for the sale of silver cups. Clerk to action.

**20.24.3. To Consider quotations for high priority tree management.**

Members discussed a recommendation at the Open Spaces Committee meeting on 21 November to consider a further quotation for high priority tree works in the recent Tree Inventory by Gale Tree Consultancy. They noted the poor physiological condition of the Horse Chestnut by the Play Area and further decay forming at ground level. Two options have been provided in terms of its future management, one for continued assessment of the extent of decay, and the other is for the complete removal of the tree. Members carefully considered both options and the condition report. They noted that the Council is ultimately responsible for the consequences in the event of the tree’s failure and that it is in a high risk public area.

**RESOLVED** unanimously to engage the services of Arboricultural Excellence to fell the Horse Chestnut and carry out the other high priority works at the quoted £1,655; to agree in principle to replanting another tree in place of the Horse Chestnut at a later date.

**20.24.4. To Consider a recommendation of Contractor A to replace backing 5 Council noticeboards**

Members considered a recommendation at the Open Spaces Committee Meeting on 21 November for Contractors B and C to replace the backboards of 5 of the Council’s 6 noticeboards which have deteriorated, and the glazing on two of them. Members noted Clerk’s advice that the Council is required to have only one principle noticeboard in the parish for displaying its public notices. They discussed the following estimates and quotations from 3 contractors.

Contractor A: **£1,993.00** (amended) to supply/install aluminium colour coated

 cabinet-style noticeboards at Village Hall, Rock Road and Spring Gardens

Contractor A: **£3160.00** supply and install replacement of all 5 noticeboards as above

Contractors B/C: **£ 943.81** supply/install new backboards on all 5 noticeboards i

 Including replacement glazing.

Contractor B/C: **£ 794.59** supply/install replacement of most degraded backboards on 4

 noticeboards (£344.59 + (installation £450 to be confirmed – will be less

 as few notiiceboards)

Members noted that the costs are estimated and that the banner to the Village Hall noticeboard had faded and would also need replacing. The Clerk reported that costs can be met from the Council’s £7,675 unspent reserves for the capital project.

**RESOLVED** unanimously to seek a confirmed quotation from Greenbarnes Ltd, for the supply of replacement backing and glazing for the noticeboards at the Village Hall and Pixies’ Corner, and Montpelier Gardens; a new banner for the noticeboard at the Village Hall; TJM Contractors to carry out the installations subject to confirmed quotation. All to be considered at the next meeting on 6th January; to discontinue the use of the noticeboards at Rock Road because it is less accessible and the one at Spring Gardens because it is surplus to

requirements.

**20.24.5. To Consider a recommendation to replace damaged traffic bollards by Vera’s Walk.**

Members considered the following two quotations to replace the damaged traffic bollards by Vera’s Shelter, Sanctuary Lane in Heath Common, a registered community asset:

Contractor A: **£671.00** concrete bollards RECOMMENDED; £1,095.72 Glasdon buffer

 bollards.

Contractor B**: £960.00** concrete bollards.

Members noted that the Open Spaces Committee Meeting (21st November) recommended Contractor A’s quotation to replace the bollards in concrete. The contractor advised the concrete option as more fit for purpose than a retractable buffer. It was further noted that costs can be deducted from £2,000 unspent reserves for the Heath Common contingency.

**RESOLVED** to engage the services of Wilbar Associates Ltd to replace the traffic bollards in concrete for the quoted £671.

**20.24. 6.. VAT**

2019/20 Q3 payment due January 2020.

**20.24. 7. PAYE and NICs**

2019/20 Q3 payment due January 2020.

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**20.25. To receive reports and recommendations from Committees and Working Parties**

**20.25.1 Draft minutes of the Open Spaces Meeting & Planning & Transport Meeting 18th November 2019**

Circulated before the meeting and published on the Council’s website. Recommendations

of quotations considered earlier in the meeting (Minute ref: 20.24.3, 20.24.4. & 20.24.5)

**20.25.2. To Report on the Police and Crime Commissioner focus meeting of the Storrington group**

The Clerk reported briefly that she had taken part in a police focus group in Storrington on 15 November. The meetings are informal and not open to the public, and are part of the PCC’s ongoing consultation programme.  These discussions provide great insight into local residents’ opinions on a wide range of policing issues and results are fed back to the PCC to inform her decision-making and work alongside the Chief Constable.

**20.26. Correspondence Received –**

The following correspondence was circulated before the meeting:

* Invitation from NALC (National Association of Local Councils) to local councils to respond to the Home Office consultation on strengthening police powers to tackle unauthorised encampments. Closing date 19th February.NALC’s response and the consultation document were circulated.

**RESOLVED** to consider the invitation at the Planning & Transport Meeting on 17th February 2020.

* **Report of a dog carcass on verge of the Bostall on Wednesday 20th November.**

Dog walker reported what appeared to be a dead dog under leaves, 20 metres past junction with Stocks Mead, Washington parish. No description given. Clerk reported it to the Local Authority’s dead animals’ removal team.

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

**20.27. Clerk’s report**

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

*20.27.1. Governance*

* Parish Council’s 2020/21 Precept request to be submitted to Horsham District Council before 31 January 2020. Draft budget to be agreed at the Full Council Meeting 6th January

*20.27.2. Training*

The Clerk advised that councillor training, including induction training for new councillors, should be considered in the new year.

*20.27.4. Holidays*

The Chairman has used delegated power to agree the Clerk’s request for annual leave on 16th, 17th 19th, 23rd and 24th December. The other days are bank holidays and non-working days. The Parish Office will re-open on 30th December.

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

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

**RESOLVED** to **NOTE** the dates of the following Council Meetings:

Finance Committee: 6th January 2020 at 6.45pm for 2020/21 Budget discussion.

Full Council Meeting: 6th January 2020 at 7.30pm.

**20.30. To Consider the exclusion of Members of the Press and Public from the following items due to the nature of the business to be discussed.**

Members considered whether to exclude the Public and the Press from the next item

under the Data Protection Act 1998 and the Public Bodies Admissions to Meetings) Act 1960

(as extended by S100 of the Local Government Act 1972) due to the personal data which

may be disclosed and legally privileged information.

**RESOLVED** that the following item of discussion is confidential for the above reason. No

members of the Public or Press were present.

**20.31. To Consider legal advice on future management of the Allotment.**

Written advice from Siobhan Perrigo, Associate Solicitor for Anderson Rowntree LLP circulated with the agenda and discussed at the meeting. The Chairman summarised the advice briefly: the Council ownership of the Allotment Garden and its right to appoint a manager is confirmed. The Chairman of OSRA agreed, adding that it was never the intention of the Council to sell the land and therefore consent from the Secretary of State would never have been required. However, regardless of whether the allotment is statutory or not, there is provision in the 1908 Allotments Act which allows for the delegation of management of the allotment as per Section 29. Members noted that the Council had previously postponed a consultation meeting with the allotment tenants pending the legal advice. Cllr Beglan commented that it was very sad that some Tenants had rejected the notion of self-management without recognising its positive benefits, and that she hoped the consultation meeting would be helpful in this respect.

**RESOLVED** to re-arrange a consultation meeting with Tenants in late January or February, and to invite the Allotment Society’s South East Mentor, Mr Paul Neary, to advise on self-management and its benefits. Clerk to write to Tenants and arrange the meeting.

*The Chairman invited Members to Christmas drinks at the Frankland Arms after the meeting.*

There being no further business, the Chairman closed the Meeting at 21:25 hours.

**Signed…………………………………………**

**Dated………………………………………….**