 **WASHINGTON PARISH COUNCIL MEETING**

**Monday 14th December 2020 at 7:30pm**

**Draft MINUTES** of proceedings for the monthly meeting of Washington Parish Council held on

Monday 14th December 2020

**PRESENT:** Cllr S Buddell (SB), Cllr B. Hanvey (BH), Cllr P Heeley (Chairman), Cllr J Henderson (Vice-Chairman/JH) Cllr A Lisher (AL), Cllr G Lockerbie (GL) and Cllr K Woods (KW)

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

**ALSO**: Clerk to the Council

**MEMBERS OF THE PUBLIC**: Mr Richard Goring (Director of Wiston Estates) and Mr Dale Mayhew (Planning Advisor)

**ABSENT**: CB

The Chairman opened the meeting at **19.30 hours**.

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

**RESOLVED** to **ACCEPT** apologies from CB (unwell).

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

AL declared a non-pecuniary interest in planning item DC/20/2247 (**21.69**). Reason: neighbour.

Clerk declared a non-pecuniary interest in item **21.68**. Reason: correspondent known to the Clerk.

**21.65. To approve the Minutes of the last Parish Council Meeting on 2nd November 2020.**

**RESOLVED** unanimously that the minutes of the last Full Council Meeting on 2nd November 2020 be **APPROVED** as a correct record to be duly signed by the Chairman.

**21.66. Public Speaking**

Mr Richard Goring, director of Wiston Estate and planning advisor Dale Mayhew addressed the Council on plans for Rock Common and answered questions from Members. They offered to meet with the Council again to explain the proposals more fully once the full planning application is submitted to the Local Planning Authority, anticipated later this month or the new year.

**21.67.1. Reports from County Councillors**

Cllr Paul Marshall reported on a number of county issues and responded to questions from Councillors.

These included:

* WSCC budget will be reviewed in February once the government’s financial assistance settlement is known later this month
* None of the county’s 11 waste sites have yet been identified for closure;
* Cllr Marshall will attend a site meeting on 17th December to discuss options for a safe pedestrian/equestrian crossing near East Clayton Farm on the A283/Storrington Road.

**21.67.2.Report from District Councillors**

None present.

**21.68. Matters Arising from the last meeting.**

* **Site Meeting on proposed crossing near East Clayton Farm:** The Chairman reported that he will re-state the Council’s position to support the principle of a crossing, subject to detailed proposals, when he attends the site meeting with key stakeholders on 17th December. He agreed to report back to the next Full Council Meeting on 4th January 2021. BH raised several concerns about the safety of a crossing on the 60mph stretch and the number of Millford Grange residents who use . bus services along there. He hoped that this and other factors would be taken into consideration in the discussions.
* The draft minutes of the Rampion 2 Community Project Liaison Group 1 (Onshore) quarterly meeting on 22 October were noted and published on the Parish Council’s website.

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AL agreed, referring to the controversial planning history to develop the neighbouring kennels, and that the site would appear to be part of the same land.  **RESOLVED** unanimously to make a **STRONG OJBECTION** for the following reasons:   * The application is in countryside and is designated agricultural land * It would represent ribbon development/infiltration of Green Space between Storrington and Sullington and Washington contrary to the policies of the adopted Neighbourhood Plan. * Isolated residential location. * Risks of a potential increase in the number of units to be built if outline consent is given.     **DC/20/2316- 47 John Ireland Way Washington West Sussex**  *Erection of a single-storey rear extension.*  Councillors discussed this application. It was noted that there were no objections lodged on the Horsham District Council Planning Portal. **RESOLVED** to make **NO OBJECTION**  **DC/20/2247 – Ridgewood Georges Lane Storrington RH20 3JH**  *Fell 2 x Douglas Fir and 2 x Scots Pine*  Councillors discussed the application and the safety reasons put forward by the applicant to fell the healthy trees which are protected by preservation orders. It was agreed that the Council was not in a position to make a judgement as to whether the trees were unsound. **RESOLVED** unanimously to defer to the Horsham District Council’s Tree Officer. AL declared an interest as a neighbour and did not take part in the discussion or voting.  **DC/20/1811 -**  **Old Bungalow Barnards Nursery Rock Road Washington RH20 3BH**  *To Consider planning comments in relation to the legislation of the application for prior approval*  *for the enlargement of 2No. existing dwelling houses by addition of a first floor to each, resulting*  *in an increase in height of 2.7m and 2.6m respectively*  Members commented that the new rules on permitted development related to the application were too complex to make comment. They agreed that the real issue is why the Parish Council is not permitted to comment on ‘prior-approval’ applications, particularly for such a sensitive application, when there have been 18 published objections from neighbours. **RESOLVED** unanimously to write to HDC for clarification regarding prior-approval applications and in what circumstances this will apply in the future.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **21.70. Planning Decisions:**  The Chairman reported on the following decision for applications in the parish:   * DC/20/1790 – Edenderry House Bracken Lane RH20 3HT   Alteration and remodelling of roof to remove flat section  Application permitted 7th December 2020    **21.71.Appeals:**  None to report.   |  | | --- | |  |   **21.72. To Review, Consider, Recommend and report on Parish Council issues, including Maintenance**  **21.72.1. To Receive and Review 2020/21 Interim Audit Report**  Members were advised of the interim audit report carried out this month by Mulberry & Co. The report stated that the systems and internal procedures at Washington Parish Council are well established and followed.  **RESOLVED** unanimously to note the report and to thank the Clerk. It was agreed that the report’s recommendation for designated email addresses for members be re-considered at the next meeting on 4th January 2020.  **21.72.2. To Consider and Agree 2021/22 Meeting Dates**  Members considered and unanimously **AGREED** the proposed dates for Council and Committee meetings from May 2021-.June 2022 Clerk to notify the local members and publish the dates on the Parish Council website.  **21.72.3.. To Consider nomination of a member to the Personnel Committee**  The Chairman invited nominations for a fourth member of the Personnel Committee and explained the importance of its work in carrying out the Council’s employment function. The Committee is also at risk of not being quorate to conduct its function if one person is absent. None proposed. **RESOLVED** unanimously to seek nominations in time for consideration at the next Full Council Meeting on 4th January 2021 and to confirm arrangements for the Clerk’s annual appraisal and salary review with the Chairman of the Personnel Committee.  **21.72.4. To Consider CIL funding towards repairs of street lamp by the London Road bus stop**  Members considered a quotation from SSE of £1,081.67 to reinstate the light by the bus stop, London Road which is owned by HDC. It was decommissioned by them following a dangerous electrical fault. Members noted that HDC has agreed to continue its responsibility for the light and maintenance if the Parish Council pays the quoted costs. HDC’s Building Services Engineer Chris Jende who sourced the quote, advised that SSE is the only provider in the area able to carry out the repairs at such a reasonable cost. He confirmed that HDC would fund any over-costs which may arise from the repairs. The Clerk advised Members that the Parish Council could fund the costs from its remaining £11,938 CIL monies from the recent former Highway Depot development, or earmarked reserves. Following a discussion, it was **RESOLVED** unanimously to agree to reinstating the light for safety reasons and accept the quotation on the following conditions:   * That the funding is a one-off payment * That HDC pays any ‘over costs’ and continues to be responsible for the light and its maintenance * That the Parish Council has the option to choose a light unit which has minimum ‘light bleed’ given the sensitive location in the South Downs National Park and the parish’s unlit status’   **21.72.6. To Consider and Agree the next newsletter and date of issue**  Members discussed a quotation from the Sussex Local to produce the Council’s Spring newsletter. **RESOLVED** unanimously to defer the newsletter until normal events, including the Annual Parish Meeting, are resumed. The Council will continue with its quarterly news updates in the magazine.  *The Vice-Chairman left the meeting briefly (work)*  **21.73. Washington Recreation Ground Charity**  **21.73.1. To Report any maintenance issues on the Recreation Ground and Agree action**  See Minute References: 21.73.3. and 21.74.2 in the minutes.  **21.73.2. To Receive and Agree safety measures for new step and handrail to the Dore Room.**  **RESOLVED** unanimously to approve the risk assessment of the proposed step and handrail to the Dore Room which was previously circulated to members from the Village Hall trustees. The Vice-Chairman was not present to vote.  *The Vice-Chairman returned to the meeting*  **21.73.3. To Consider quotation for repairs recommended by the Annual Safety Inspection Report.**  Members discussed quotations for safety repairs on the Recreation Ground and Play Area which are recommended in the annual Play Inspection Report: regrading worn areas under the play area gates and benches, removing mole hills and the dead Jubilee tree.  **RESOLVED** unanimously to agree a quotation of £1,150 from Derek Collis. The Council would also engage his services on a day rate for other repairs which may arise, subject to prior approval.  **21.74. To Receive reports and recommendations from Committees and Working Parties**  **21.74.1. To Consider the OSRA Committee’s recommendation to approve a quotation for new fencing and 2 gates on the Recreation Ground~~.~~**  Members considered three quotations and a recommendation from the OSRA Committee for contractor A to carry out the fencing repairs on the Recreation Ground.  **RESOLVED** unanimously to agree the recommendation and engage Nick Blunt to carry out fencing works for his quotation of £3,604. There were no nominations for an OSRA member to inspect completed works. This will be deferred to the next OSRA meeting.  **21.74.2. To Consider the Finance Committee’s recommendation to approve the Council’s 2021/22 Draft Budget proposal and Precept figure**.  Members were advised of the recommendation by the Finance Committee on 16th November 2020 to set the Council’s 2021/22 budget at £41,618 so that there is no increase from the current Band D charge of £38.22 for next year. The operating requirement is £42,304, an increase of 1.2% from the current year. Assuming there will be no change to the taxbase, Members agreed that the £686 precept income shortfall would be covered by the Council’s healthy reserves.  **RESOLVED** unanimously to approve the 2021/22 budget and that the precept be set at £41,618. The committee was thanked for its report.  **21.74.3. To Consider the OSRA Committee’s recommendation to remove the Council’s redundant bus shelters.**  Members considered the recommendation at the last Open Spaces Committee Meeting on 16th November to dispose of the Council’s 3 redundant bus shelters. It was agreed they had fallen into disrepair and following the suspension of services to those stops by WSCC, will never be re-used.  **RESOLVED** unanimously to defer to the next OSRA Committee Meeting to discuss the necessary steps for disposal of the shelters.  **21.75. To Approve Bank Reconciliation, Payments and Report Income**  The reconciled bank statement showing transactions between 30.10.20 and 23.11. accounting year to date statement, payments schedule and invoices were circulated  before the meeting  **21.75.1**. **RESOLVED** unanimouslythat the following payments totalling **£4,947.32** be **APPROVED**   |  |  |  | | --- | --- | --- | | **Payee** | **Details** | **Amount** | | HALC | 2020/21 subscription | 15.00 | | Z Savill | November salary & expenses | 1,503.18 | | NEST | Staff pension November 2020 | 55.14 | | Mulberry & Co | Interim Audit 2020 | 198.00 | | S Russell | Litter collection Oct & Nov 2020 | 230.40 | | Sussex Land Service | October 2020 grass cutting | 513.60 | | Sussex Land Service | 2nd hedge cut | 240.00 | | CBS Electrical | Street Lamp repair by Village Sign | 192.00 | | Storrington & Sullington SPC | S137 Grant towards Chanctonbury Leisure Centre approved Min Ref: 21.52.2 | 2.000.00 | | **Total** |  | **£4,749.32** |   Councillors to **RESOLVE** to **AGREE** the financial reports as follows:  Outstanding purchase orders**: None**  Outstanding sales invoices **– None**  Income: **£1,227.99 Q2 2020/21 VAT refund**  Reconciled Bank Balance **- £88,915.34.**  **21.75.2. VAT**  Q3 due January 2021.  **21.75.3. PAYE and National Insurance contributions**  Q3 due January 2021.    **21.76. Correspondence Received**  **RESOLVED** unanimously to **NOTE** correspondence received for information only.  **21.77. Clerk’s Report**  **To Consider request for annual leave on the following dates over Xmas and New Year:**  **RESOLVED** unanimously to **APPROVE** annual leave on the following dates:  Thursday 17th December  Thursday 24th December  Tuesday 29th December  Thursday 31st December  **21.78. To Receive items for the next agenda**  None received.  **21.79. Dates and time of next meetings (via the zoom platform).**  Full Council on Monday 4th January 2021, 730pm.  Committees on Monday 18th January -OSRA 7pm; Planning & Transport 7.45pm..  **21.80.To Consider the exclusion of the Press and Public from the next confidential item of the agenda as per the Council’s Standing Orders.**  **RESOLVED** unanimously to exclude the Press and Public from the next item due to confidential information which may be disclosed in the discussion.  **21.81. To Receive report of online meeting with Allotment representatives on 1st Dec 2020 and Consider adoption of the proposed Tenancy Agreement**  The Chairman of the Open Spaces Committee reported on the online meeting with two Tenants’ representatives and the Clerk to finalise the proposed Tenancy Agreement on 1st December..  Much of the meeting concerned the matter of how Tenants will affordably provide the required third party liability cover for their plots. It was found that if they each joined the National Allotment Society, the cover is automatically included in the annual £3 subscription. It can also be included in some household contents insurance policies. Representatives also proposed that clause 1a of the Agreement regarding rent reviews is amended to include ‘after consultation’.  The Chairman of OSRA further reported that the representatives were invited to attend any future OSRA meetings, or other convened meetings, to raise any issues; that in the event that the stewards are unable to continue the day to day management of the site, the future management would be reviewed by the Council. It was hoped that tenants’ may be willing to set up a separate association once they see the benefits of membership of the Allotment Society. But until they do, the Council would continue to undertake the bulk of the management responsibility of the site.  **RESOLVED** unanimously to **APPROVE** the amended Tenancy Agreement to start on 1st January 2021. Clerk to send them out to each Tenant with requests for the agreed rent increases.  *There being no further business to conduct, the Chairman wished everyone a happy Christmas before closing the meeting at* ***21.35 hours.***  **Signed………………………………………….**  **Dated…………………………………………..** | | |  | | |  | | |  | | |  | | |  | | |  | |