WASHINGTON PARISH COUNCIL MEETING

**Draft MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 4th February, 2019

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

**IN ATTENDANCE:** 0

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

**MEMBERS OF THE PUBLIC**: 0

**ABSENT**: Cllr Beglan (holiday) and Cllr Heeley (Chairman/holiday)

The Vice-Chairman opened the meeting at 19:30 hrs.

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

**RESOLVED** to accept apologies from the Chairman Cllr Heeley (holiday) and Cllr Beglan (holiday)

Vice Chairman informed members of the death of former Chairman Norman Cooper and acknowledged the contribution he had made over many years. Cllr Lisher attended the funeral and gave members a short summary.

**15.39. To Receive Declarations of Acceptance of Office from newly co-opted councillors.**

**RESOLVED** to accept the signed Declarations of Acceptance of Office from newly co-opted Cllr John DeLittle (Washington Ward) and Cllr Steve Buddell (Heath Common Ward), witnessed and signed by the clerk. Declarations of Interest registers from both councillors were received at the meeting by the clerk. To be published on the Council’s website and reported to HDC’s electoral monitoring officer.

The Chairman and councillors welcomed Cllr Buddell and Cllr DeLittle to the Council.

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

RESOLVED to accept a Declaration of Interest from Cllr Thomas on Min Ref 15.45.3. (neighbour)

**15.41. To approve the Minutes of the last Parish Council meeting held on 7th January, 2019**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to APPROVE** **(334)** that the Vice-Chairman could sign the minutes as a true record of the meeting which took place on 7th January, 2019 and the minutes were **duly signed) by the Vice-Chairman.**

**15.42.Public Speaking**

**RESOLVED** to **NOTE** there were no members of the public at the meeting.

**15.43. County and District Issues**

**RESOLVED** to **NOTE** that Cllr Paul Marshall (WSCC & HDC) was not present at the meeting.

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

**minutes**

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

* Email response (01.02.19) from the Diocese of Chichester to report that the First Extension Churchyard appears to have been closed by Order-in-Council on 8 February 1993, and that Washington Parish Council accepted responsibility for the grounds, as evidenced by a Freedom of Information Act request on 20 September 2012. Diocese to forward a copy of the Order.
* Email response from Horsham District Council, Director of Place, Barbara Childs, to Council’s request for investigation into advice given for planning applications on Heath Common ‘Lanes’ with reference to EN180593. To be reported to the Planning & Transport Committee Meeting 18 February 2019.
* Response pending to the Council’s invitation to Green Farm to speak at the Annual Parish Meeting on 31 May 2019.

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

 **15.45.1. Planning applications**

 *To Consider the following application:*

**DC/18/2095 - Thakeham Tiles Ltd Rock Road Storrington Pulborough**

*Outline planning application for the demolition of all existing buildings, the erection of 90*

*dwellings with associated works and the formation of a new access onto Rock Road. All*

 *matters to be reserved, except for means of access*

 Members discussed revisions to the application DC/18/2095 and NOTED the Council’s

 previous strong object to the original application in October 2018,

 It was NOTED that proposed traffic calming measures may help reduce the speed limit

 along Rock Road near the proposed development. However, there was no scheme put

 forward to address any future cumulative effect of a traffic increase,

 or an alternative employment site put forward to address the potential loss of jobs in the

 area. It was the general consensus that there was little difference in the current proposal

 to sway the Council’s original reasons for objection, including urbanisation and

 overdevelopment in a rural location.

 **RESOLVED** tomake a **STRONG OBJECTION** to the application for the reasons stated in the

 Council’s original response, AND emphasise the importance of establishing a suitable

 alternative business site in the area to address the valuable loss of local employment.

**15.45.2. Planning Decisions**

**RESOLVED** to **NOTE** there were no planning decisions to report at the time of publication of the Agenda. Any decisions in the Washington Parish are published on the HDC planning portal.

**15.45.3. Enforcements/investigations**

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

**RESOLVED** to **NOTE** that HDC’s response to the Council’s letter regarding EN/18/0593 will be considered at the Planning & Transport Committee Meeting on 18 February (*Minute Ref: 15.44).*

**15.45.4. Appeals**

**RESOLVED** to **NOTE** there were no appeals lodged or decided at the time of publication of

the Agenda.

**15.45.5.Transport issues**

**RESOLVED** to **NOTE** the overnight northbound closure of the A24, north of Washington to Buck Barn crossroads until 16 February for WSCC Highways carriageway joint sealing.

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

***15.46.1.Receive a Neighbourhood Plan Update***

The Vice-Chairman reported on HDC’s Decision Notice which follows the publication of the examiner’s report of the joint Storrington & Sullington and Washington Neighbourhood Plan. The Notice is published on the website of HDC and the NP’s Qualifying Body, Storrington & Sullington Parish Council.

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

***15.47.2. To Review Ground maintenance schedule 2019***

Members reviewed the Council’s Ground Maintenance schedule for the forthcoming season.

**RESOLVED** to adopt the schedule. Clerk to seek quotations for the works, and restoration and maintenance of the cricket square. To be considered by OSRA for recommendation of approval at the Parish Council meeting in March.

***15.47.3. To Review parish projects 2019/20***

Members discussed a review of current and future parish projects.

**RESOLVED** to invite the public and councillors to put forward future improvement schemes in the parish for consideration at a meeting in May/June. Clerk to publish notice on the website.

***15.47.4. To Review options for outsourcing the compilation, production and distribution of the newsletter***

Members discussed the production of the Council’s twice yearly newsletters.

**RESOLVED** unanimously to defer a decision to the next meeting on producing the Spring/Summer edition. Clerk to seek quotations for outsourcing the work. Cllrs Glithero, Henderson, Lisher and Milner-Gulland agreed to arrange distribution, subject to the Council’s decision. Further **RESOLVED** unanimously to set up a working party to explore the production and distribution of future newsletters, including online, with a recommendation to Full Council, possibly before the autumn. Cllrs DeLittle, Glithero and Milner-Gulland agreed to form the working party. Cllr Beglan to be invited to join on her return.

***15.47.5.To Consider an invitation to comment on the Soft Sand Review of the Draft West Sussex Joint Minerals Plan consultation.***

Members discussed the Soft Sand part of the Draft Minerals Plan consultation reopened by WSCC, which includes Ham Farm as a potential extraction site in neighbouring Wiston. They NOTED the Council’s strong objection last October to the site allocation because of the impact of lorry movements on the nearby A283 Steyning Road and Washington A24 roundabout, and increasing air pollution through Storrington village.

**RESOLVED** to re-state the Council’s previous strong objections.

***15.47.6. To Receive the publication of the district’s 2018 SHELAA Housing Report***

Members NOTED the Report’s assessment of the Old London Road sites at Luckings Yard and Vineyards as developable. Both are also included in the emerging Storrington & Sullington and Washington Neighbourhood Plan.

**RESOLVED** to **NOTE** the Report.

#### 15.47.7. To Consider a response to any further maintenance issues arising

Members NOTED reports that two street light in the village are not illuminating. The clerk reported that one of the lights, by the entrance to the village, had passed a recent annual electrical inspection. The other light, by the bus stop, is the responsibility of WSCC.

**RESOLVED** that the clerk reports the fault to the electrician and WSCC respectively.

Clerk to action.

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

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

The reconciled bank statement showing transactions between 30.10.18 and 27.11.18 accounting year to date statement, deferred from the last meeting, was circulated to Councillors.

The reconciled bank statement showing transactions between 30.11.18 and 27.12.18 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to AGREE (335)** the following payments totalling **£3,570.30**be **APPROVED.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Details** | **Amount net** | **VAT** | **Total** |
|  |  |  |  |  |  |
| 31.01.19 | Z.Savill | Jan 2019 net salary & expenses | £1,146.79 | £11.66 | £1,158.45 |
| 27.01.19 | C.Geal | Grass cutting - Graveyard | £1,370.00 | 0.00 | £1,370.00 |
| 22.01.19 | S.Russell | Dec 2018 litter collection | £115.20 | 0.00 | £115.20 |
| 17.01.19 | J Electrical | 2019 electrical inspection | £130.00 | £26.00 | £156.00 |
| 21.01.19 | A.Lisher | NT meeting | £13.50 | 0.00 | £13.50 |
| 30.01.19 | A.Lisher | NP meeting | £12.15 | 0.00 | £12.15 |
| 30.01.19 | D.Kembery | Repairs | £745.00 | 0.00 | £745.00 |
| Total |  |  | **£3,532.64** | **37.66** | **£3,570.30** |

Councillors **RESOLVED** to **AGREE (336)** the financial reports as follows:

**Outstanding purchase orders: £700.40**

**Outstanding sales invoices - £28.00**

**Reconciled Bank Balance - £91,153.02 (30.10.18-27.11.18) deferred from FC Jan 2019 meeting**

**Reconciled Bank Balance - £84,983.77 (30.11.18-27.12.18)**

***15.48.2. To Ratify the partial repayment of the Public Works Loan***

An invoice for the partial re-payment of £12,149.13 of the Council’s Public Works Loan, was circulated before the meeting. Members NOTED that the payment and amount was agreed, subject to the prevailing interest rates, at the Parish Council meeting in December (***Min ref 15.19.2***). Payment was made on 1st February, reducing the total loan to £13,000. This will be paid in reduced instalments twice yearly, under the current direct debit arrangements.

**RESOLVED** to **RATIFY** **(337)** approval of the payment of £12,149.13.

***18.48.3. VAT***

No report.

***18.48.4. PAYE and NIC***

No report.

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

Future of Neighbourhood Planning seminar

Cllr Lisher reported on the Future of Neighbourhood Planning seminar, organised by HDC on 30 January.

**RESOLVED** to **NOTE** and thank Cllr Lisher for the report.

The Vice-Chairman reported on the exhibition of preferred site allocationsfor the emerging Ashington Neighbourhood Plan, on Friday 1st and Saturday 2nd February. There were no sites bordering Washington, with the exception of one in the Spring Gardens area which was previously withdrawn.

**RESOLVED** to **NOTE** and thank the Vice-Chairman for the information.

**18.50. Correspondence Received -**

Members **NOTED** a request from aWashington resident for the Council to organise a spring clean in the parish.

**RESOLVED** to consider the request at the next meeting.

**18.51. Clerk’s report**

*This is a report covering matters that may not arise elsewhere on the Agenda:*

*18.51.1. Freedom of Information*

No requests.

*18.51.2. Training*

***To Consider an invitation to attend planning training at HDC offices on Monday 11th February 10am-1pm*.**

**RESOLVED** that Cllrs Buddle, DeLittle and Glithero would attend and report to the March meeting. Clerk to confirm places and notify councillors.

###### Clerk Training

**RESOLVED** to **NOTE** the SLCC Practitioner’s Conference in Kenilworth on 14th & 15 February, was too far for the clerk to attend.

Village Hall

**RESOLVED** to **NOTE** correspondence from the Village Hall regarding hire of the facility.

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

**RESOLVED** to consider a donation to the crowdfunding campaign for a replacement pedestrian bridge across the brook in Sandgate Park.

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

**Parties -**

The draft minutes of the following meetings held on 21st January 2019 were circulated:

Personnel Committee Meeting

**RESOLVED** to **NOTE** the decisions and to consider recommendations of the staff salary review during a closed session. See last item.

*Open Spaces Committee Meeting*

**RESOLVED** to **NOTE** the decisions and that there were no recommendations to consider at this time.

Planning & Transport Meeting

**RESOLVED** to **NOTE** the decisions and that there were no recommendations to consider at this time.

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

**RESOLVED** to **NOTE** the dates of the next Council Meetings will be:

Committees: 18th February, 2019

Full Council: 4th March, 2019

***Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was RESOLVED that owing to the confidential nature of the business to be transacted, the clerk, public and press were requested to leave the Meeting during the consideration of the next items***

Clerk left the meeting. There were no members of the public or press in attendance.

**18.55. Staff salary review**

The Vice Chairman gave a summary of the Clerk’s annual appraisal and items to be reviewed in order to relieve time pressures on the clerk.

**RESOLVED** to approve the Personnel Committee’s recommendation for a 2.5% pay increase commencing 1st February 2019.

**The Meeting Closed at 21:50 hours**