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**WASHINGTON PARISH COUNCIL MEETING**

**MINUTES** of proceedings for the monthly meeting of Washington Parish Council held on Monday 3rd February, 2020.

**PRESENT:** Cllr S Buddell, Cllr B. Hanvey, Cllr P Heeley (Chairman), Cllr A Lisher, Cllr G Lockerbie and

Cllr K Woods

**IN ATTENDANCE:** Cllr J Sanson (HDC)

**ALSO**: Clerk to the Council

**MEMBERS OF THE PUBLIC**: 1

**ABSENT**: Cllr Beglan and Cllr Henderson

**The Chairman opened the meeting at 19:30hrs.**

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

**RESOLVED** to accept apologies from Cllr Beglan (holiday) and Cllr Henderson (work).

**20.50. To Receive Declaration of Acceptance of Office from newly co-opted Cllr Hanvey**

Cllr Hanvey signed his Declaration of Acceptance of office form, witnessed by the Clerk. The Chairman welcomed Cllr Hanvey to the Council. **RESOLVED** to **NOTE** the information

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

**RESOLVED** to **NOTE** there were none for this meeting.

**20.52. To approve and sign as a correct record the Minutes of the last Parish Council Meeting held on 6th January, 2020**

**RESOLVED** to **APPROVE** the draft Minutes, previously circulated, as a true record of the meeting on 6th January 2020, and were duly signed by the Chairman.

**20.53. Public Speaking Time**

A member of the public spoke in support of his applicationDC/20/0094 – Capel Hampers Lane Storrington. and answered questions.

**20.54. County and District Issues**

Cllr Jim Sanson (HDC) reported the following:

* Horsham is the best performing district for recycling across the whole of West Sussex and amongst the top 10% of the country.
* A recommendation to Full Council on 12th February to increase the district portion of the Council tax for 2020/21 by £2.99 a year from £149.53 to £152.52 for an average Band D rated property.

*The Chairman thanked Cllr Sanson for his report. There were no questions and Cllr Sanson left the meeting.*

 **20.55. To Consider Planning Applications.**

 **20.55.1. Planning applications**

**DC/20/0094 – Capel Hampers Lane Storrington Pulborough**

*Enlargement of existing basement, erection of a single storey rear and front*

*extensions dwelling house and alterations to first floor and loft with installation of*

*a dormer. Erection of a detached garage building*

Councillors discussed the application and **RESOLVED** unanimously to make **NO OBJECTION** but to raise the following points: there is a second entrance, not shown on the application, which conflicts with the Heath Common Design Statement; careful consideration to be given to the safety aspects of the position of the entrance right on a bend of the road which is also a public bridleway.

*A member of the public left the meeting.*

**SDNP/20/00209/TCA – The Old Cottage The Street Washington RH20 4**

*Fell 1 x Mulberry Tree (works to trees in a conservation area).*

Councillors discussed this application in a conservation area and **RESOLVED** unanimously to make **NO OBJECTION**

**DC/20/0095 – Squirrels Haunt Newhouse Lane Storrington Pulborough**

*Erection of a single storey rear extension and first floor extension, installation of*

 *front and rear dormers and erection of a single storey side extension to garage and*

*widening of entrance drive.*

Councillors discussed this application and **RESOLVED** unanimously to make **NO OBJECTION**

**DC/20/0113 – Old Bungalow Barnard Nursery Rock Road Washington West Sussex**

*Insertion of timber-clad barn doors and timber cladding externally, replacement of existing*

*roofing sheets and installation of new foundations to existing building(s) with other internal*

*alterations.*

Councillors discussed this application and **RESOLVED** unanimously to make **NO OBJECTION.**

**20.55.2.****Planning Decisions**

See planning portal on the Horsham District Council website:

<https://www.horsham.gov.uk/planning/planning-applications/view-and-comment-on-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)*

The Chairman reported on the decision of HDC to permit the application on 22 Jan 2020.

**RESOLVED** to **NOTE** the decision and the Parish Council’s original objection as a consultee.

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

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| **RESOLVED** to **NOTE** that none are lodged or decided.**20.55.4. To Note Enforcement issues****RESOLVED** to **NOTE** there were no further enforcement investigations to report

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**20.56. Transport issues:**

**RESOLVED to NOTE the following:**

**Arrow painting on A283 eastbound approach to A24 Washington Roundabout to address poor lane discipline.**

**RESOLVED** to **NOTE** correspondence from West Sussex Highways Authority confirming that the works will hopefully be scheduled this financial year.

 **Road Closures**

**RESOLVED** to **NOTE** there are no new reports of road closures.

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

**Maintenance**

**20.58.1. RESOLVED** to **NOTE** the following actions from previous meeting

* **2020/21 Precept request**: Clerk has submitted a precept request of £41,808 to Horsham District Council as agreed at the Full Council Meeting, January 6th 2020 Min Ref:***.20.39.3***
* **Tree Management:** Arboricultural Excellence has felled 2 Ash trees and infilled ground cavity from felled Chestnut tree, Washington Recreation Ground, as agreed by Full Council. Invoice payment to be agreed later in the meeting. Clerk confirmed that the contractor is waiting for ground conditions to improve before clearing tree debris.
* **First Extension Graveyard:** Clerk has written to the Diocese informing them of the Council’s acceptance of responsibility of the closed graveyard in the absence of written proof, and requesting that they waive any requirement for a licence to carry out future remedial works. Clerk to chase for a response.
* **2019/20 Q3 VAT repayment & payment of PAYE, NICs**:confirmed by HMRC
* **Broken street lamp, The Pike, Washington Village**

CBS Electrical (email to the Clerk 24 Jan 2020) advised that the whole control gear requires replacing and can be done week commencing 3rd February pending quotation. Clerk to chase*.*

* **Broken streetlight, The Holt, Washington Village.**

The Clerk has chased HDC’s Estates & Records Office for confirmation when repairs will be done. Awaiting response.

* **Standing Orders – proposed amendment to voting procedure**

Matter to be deferred to the next meeting pending clarification of SALC advice.

**20.58.2. To Consider acceptance of the Vice-Chairman’s resignation**

The Chairman reported that Cllr Henderson has offered his resignation for work reasons but is willing to continue in the role in the short term, attending committee meetings until March or the May APCM. The Clerk reported that SALC advice on this arrangement is still pending. Members agreed they did not want to lose a highly valued member of the Council. **RESOLVED** unanimously that Cllr Henderson continues in his role on the proposed basis until the end of March, pending SALC advice..

**20.58.3. To Ratify the Washington Recreation Ground Charity 2019 Annual Return.**

A copy of the WRGC 2019 Annual Return was circulated before the meeting. The Chairman reported that the draft was agreed at the OSRA meeting on 20th January 2020 with a recommendation to be ratified by Full Council. Councillors noted that it was submitted to the Charity Commission before the 31st January deadline. **RESOLVED** to **RATIFY** the 2019 Annual Return for the Washington Recreation Ground Charity.

**20.58.4. To Consider recommendation of early repayment of the Council’s buildings loan.**

Councillors discussed the early re-payment of the c£12,000 loan principal for the village hall roof, recommended at the Finance Committee Meeting on 6th January. The PWLB latest estimate of the loan balance is £14,629.70 to include £70.83 accrued interest and £2,689.31 premium/discount. The Chairman reminded Councillors that his 2020/21 revised budget calculation was formulated to allow for the payment of the principal from current reserves. Councillors also considered the Clerk’s advice that the calculation did not include the accrued interest, and to wait until the year end to more reliably assess the Council’s financial position. The Chairman reported there were sufficient reserves and it would be prudent to pay the balance as soon as possible to avoid any possible increase in interest payments. The alternative arrangement is to continue with the two annual direct debit payments spread over the remainder of the loan term.

**RESOLVED** unanimouslyto repay the £14,629.70 building loan outstanding at the earliest opportunity in the current financial year. Clerk to action.

**20.58.5. To Report on the Council’s Q3 internal financial controls.**

Councillors reviewed Mr J Ross’s summary report of the Council’s internal financial controls and advisories. **RESOLVED** to **NOTE** it was a positive report and to thank Mr Ross for conducting the inspection. The next one is 31 March 2020.

**20.58.6. To Consider co-option for vacancies on the Council’s Committees**

Members discussed vacancies to fill on the committees. Cllr Hanvey agreed to join the Open Spaces Committee. **RESOLVED** unanimouslythat he is duly co-opted.

**20.58.7. To Consider publication of a Spring newsletter, Agree quotation and arrangements**

Councillors reviewed a quotation of £466 net by Sussex Local to produce and distribute the May issue of the Council’s Spring newsletter. The Clerk reported that the previous working party has disbanded and that volunteers are required to liaise with the magazine on editorial. There were no nominations. Copy deadline is 1st April, with distribution in the last week of April. **RESOLVED** to engage the services of Sussex Local.

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**20.58.8. To Agree date for the Annual Parish Meeting and Discuss arrangements**

Councillors discussed dates for the Annual Parish Meeting. The Chairman reported that Cllr Beglan has once again kindly volunteered to organise the refreshments, and it was hoped that spouses or partners would lend a hand in the kitchen as before.

**RESOLVED** to hold the APM on Friday 22nd May 2020 in the Chanctonbury Room of Washington Village Memorial Hall, and to invite the new PCSO Joseph Marimla to be a speaker. Clerk to action.

**20.58.9. To Consider nominating The Frankland Arms pub as an asset of community value.**

Councillors discussed this. It was noted that the Council was successful in making the original application for the pub’s registration which lapses on 6th February 2020. **RESOLVED** to apply again, notify the pub’s brewery owners and landlords, and invite them to contact the Council if they have any queries. Clerk to action.

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

Councillors noted the continued problem of mud on the Storrington/Washington Road from Britaniacrest lorries. **RESOLVED** to write to West Sussex County Highways Authority and copy in Cllr Paul Marshall. Clerk to action.

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

**20.59.1. To Consider recommendation for the Council’s 2020 groundworks.**

The Council reviewed quotations from 3 contractors. This included last year’s contractor Tim Jordan for £3,445.20, as recommended by the Open Spaces Committee (20th January 2020).

**RESOLVED** to engage the services of Tim Jordan

**20.59.2. To Consider amended quotation for memorial bench.**

Councillors reviewed a £50 quotation by TJM Contractors to construct the memorial bench. Mrs Kasey, who has paid for the bench, has been advised of the additional cost and a response is pending. **RESOLVED** to agree the quotation.

**20.59.3. To Consider quotation for Parish Online annual subscription**

Councillors reviewed a £60 quotation for the annual subscription of the Parish Online digital mapping tool. **RESOLVED** unanimously not to renew the subscription on this occasion.

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

The reconciled bank statement showing transactions between 29.11.19 and 20.12.19 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED** **not to APPROVE** subscription payment £70 for Parish Online on the Schedule of Payments totalling **£3,930.10.**

Councillors **RESOLVED** that the **AMENDED** schedule of February 2020 payments totalling **£3,860.10** are **APPROVED.**

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

Income received: **£0.00**

Outstanding purchase orders**: £1.420.00 –** Replacement fencing on Recreation Ground

Outstanding sales invoices **- £5** outstanding allotment rent 2019/20

Bank Balance **- £77,528.98**

**20.59.5. VAT**

**RSOLVED** to **NOTE** that the 2019/20 Q4 VAT reclaim is due April 2020.

**20.59.6. PAYE and NICs**

**RSOLVED** to **NOTE** that the 2019/20 Q4 payment is due April 2020

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

The draft minutes of the following meetings were circulated to Councillors before this

meeting:

**20.60.1. Finance Committee Meeting 6th January 2020**

**RESOLVED** to **NOTE** the draft minutes and recommendation on early re-payment of the

Public Works Loan agreed earlier in this meeting.

**20.60.2. OSRA Committee Meeting 20th January 2020**

**RESOLVED** to **NOTE** the draft minutes and recommendation of the ground works quotation

agreed earlier in this meeting.

**20.60.3. Planning & Transport Meeting 20th January 2020**

**RESOLVED** to **NOTE** there were no recommendations to be considered.

**20.60.4. To Report on the Community Conversation event, St Mary’s School, 16th January 2020**

Cllr Woods reported on the Community Conversation event at the school which she attended. A summary of main topics of discussion was previously circulated and discussed. **RESOLVED** to note the report and to write to the School with feedback. Clerk to action. *The Chairman thanked Cllr Woods for her report.*

**20.61. Correspondence Received –**

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

* Home Office consultation on Strengthening Police Powers to Tackle Unauthorised Encampments.
* Draft Soft Sand Review of the West Sussex Joint Minerals Local Plan (Regulation 19). See email with agenda
* West Sussex County Council Consultation “Permit Scheme for Road and Street Works, Document and Fee Structure. See email with agenda..
* Washington Spring Clean request from a resident. Awaiting further information from HDC on any local funding and provision of litter picking equipment. Clerk advised that this will be considered at the next meeting.

**20.62. Clerk’s report**

*20.62.1. Freedom of Information*

Councillors reviewed the Council’s draft response to an FoI request from Mr Alan Murray, in the parish, for all correspondence regarding the development of the Heath Common Design Statement. The Clerk reported advice from Satswana approving the response and confirming the Council has followed correct procedure. **RESOLVED** unanimously to **APPROVE** the draft response. Clerk to action

*20.62.2. Governance*

**Staff pension: Re-enrolment and re-declaration**

The Pensions Regulator has written a reminder to the Council of its legal duties as an employer to put certain staff back into its pension scheme. To be considered at the Personnel meeting on 9th March 2020. **RESOLVED** to **NOTE** the information.

*20.62.3. Training*

**To Agree that the RFO attends End of Year SALC Finance Training event, 27th February.**

Councillors reviewed and **RESOLVED** unanimously to approve the training and £70 costs.

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

MUGA line-repainting. Clerk confirmed that quotations will be on the next Open Spaces Meeting agenda.

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

Dates of the next Council Meetings will be:

Committees: 17th February 2020.

Full Council: 2nd March 2020 at 7.30pm

Personnel Committee: 9th March at 2.30pm.

*There being no other business to consider, the Chairman closed the meeting* *at 21:25hrs*

**Signed…………………………………………**

**Dated………………………………………….**