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**WASHINGTON PARISH COUNCIL MEETING**

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 7th January, 2019

**PRESENT:** : Cllr C Beglan, 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**: Clerk to the Council Miss Z Savill

**MEMBERS OF THE PUBLIC**: 14

**ABSENT**: Cllr Beglan

**The meeting was opened at 19:30 hrs.**

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

Apologies received and accepted from Cllr Beglan (uwell)

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

**RESOLVED** to **NOTE** declarations of interest received from Cllr Lisher as a neighbour of Longbury Hill Wood and Cllr Thomas as a neighbour of Little Thatch

**15.22. To approve the Minutes of the last Parish Council meeting held on 10th December, 2018**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to AGREED** **(329)** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 10th December, 2018 and the minutes were **(duly signed) by the Chairman.**

**15.23. Public Speaking**

CEO of AGE UK Horsham District, Sonia Mangan, gave a presentation in support of an application for £100 grant towards the work of the charity across the district, significantly its visiting service which currently benefits 5 residents in the Washington parish. The charity provides a range of benefits for residents over the age of 50, including support for those experiencing loneliness, and she appealed to the audience to get in touch if they know anyone in need of its services.

*The Chairman thanked Ms Mangan and explained that her application will be considered later in the meeting.*

Steve Bucknell gave a brief presentation in support of his application for the vacancy of a members of Washington Parish Councillor.

*The Chairman thanked Mr Bucknell for his application to be discussed later in the meeting.*

A group of Washington residents raised concerns that the entrance to Longbury Hill Wood will become permanent if an appeal lodged by the applicant is successful, making it attractive for housing development.

Cllr Marshall commented that similar concerns were raised at the planning stage by district councillors that the application had a secondary agenda, and that Rock Road was not suitable long term. It was therefore agreed to allow the temporary access for harvesting as an interim solution. He reported that he could not see any reason why the entrance should become permanent and assured those present at the meeting that he would make their comments and his own known to HDC so that they are taken into consideration at appeal.

*The Chairman thanked residents for their views. He explained that although the woodland does not meet the criteria to be designated as a protected green space in the Neighbourhood Plan, it is not allocated for housing and is outside the designated Built-Up area. This would hopefully serve as a reassurance to those who vote in the forthcoming public referendum for the Plan. He welcomed them to stay and hear the Council’s discussion to respond to the appeal application, later in the meeting*

**15.24. County and District Issues**

Cllr Marshall reported on the recent enforcement investigation upholding the creation of additional access to Little Thatch, Vera’s Walk, Storrington, which is contrary to the Heath Common Design Statement.He agreed to raise the matter with Barbara Childs, Head of Planning, at Horsham District Council, and would take on board comments raised in the discussion later in the meeting. He reported on correspondence from a Washington resident appealing for a solution to the problems created by an increasing volume of traffic on Rock Road, especially for school children walking. He agreed to chase up the Coroner’s Report with recommended actions following the death of local school pupil crossing a road in Thakeham village in 2017.

*The Chairman thanked Cllr Marshall and invited him to hear the Council’s discussion on the enforcement matter. The Rock Road discussion would be on the Agenda of the forthcoming Planning & Transport meeting and reported to Cllr Marshall.*

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

**minutes**

The Clerk reported advice from the Council’s solicitor that unless there is a formal closure of the First Extension Graveyard by Order In Council, the Parish Council does not have to take on its responsibility. But if they have previously agreed to do so, they could revoke any previous resolution.

**RESOLVED** to seek a copy of the Order in Council for discussion at the next meeting.

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

*The Chairman changed the order of items for consideration:*

**15.26.1. Enforcements/investigations**

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

*To Consider a response to HDC regarding the new access to this property and*

*whether it is contrary to the Heath Common Design Statement.*

*Alleged: The location of the access to this property is not in accordance with the approved plan DC/17/2843. See email response from planning officer Jo Hopkins, circulated 24th December reporting the results of her investigations - ie no planning consent is required/no breach. The clerk has since been notified by a member that the the revised Heath Common Design Statement, adopted by HDC in July, states in para 18 “The creation of additional access points onto the Lanes network should be avoided.” Members may consider this to be a material consideration and one which may have been overlooked by planners. Members to consider whether to raise this in a letter to Head of Planning, and to ask why it has been discounted*

Councillors discussed the enforcement decision which upheld the creation of the additional

access. An enforcement officer confirmed that planning is not required because Vera’s

Walk, though a public footpath, is classed as a private and not a public road because it is

maintained by residents. Concerns were raised at the meeting that the decision did not

appear to take into consideration the adopted Heath Common Design Statement par 18

that the creation of additional access points onto the Lanes network should be avoided.

It was NOTED that the document should be used as a supplementary planning document

when considering applications in the area, and that it would seem that planners had not

referred to it when the applicant sought pre-planning advice.

**RESOLVED** to raise the Council’s concerns and request an investigation in a letter to the

head of planning, Barbara Childs.

*The Chairman thanked Cllr Marshall for his support and for agreeing to raise the matter*

*directly in a meeting with the Head of Planning.*

**15.26.2. Appeals** -

**APP/Z3825/W/18/3204807 - Longbury Hill Wood Rock Road Storrington**

*To Consider a further response to the appeal lodged against conditions on*

*planning application DC/17/2117 for the proposed creation of new vehicular access*

*into woodland from Rock Road, laying of hardstanding to form stacking area,*

*loading bay and access track associated with forestry management activities.*

The Chairman reminded members that the Council did not object to the original application

DC/17/2117 for temporary access to the woodland from Rock Road as it was feared that

the original and much less suitable entrance from Hampers Lane would become the default access. Councillors discussed their concerns about the appeal to remove the conditions of temporary permission for the access and loading bay on the woodland site.

It was generally felt that the development will have served its purpose once trees have been replanted. Councillors argued that this is a minimal requirement, and that the applicant had not provided a rationale for making the access and loading bay a permanent feature beyond replanting.

The Chairman reported that the appeal will be dealt with by way of the **Written Representation** procedure, which may be subject to review at a later date

**RESOLVED** unanimously to object to the appeal on the basis that insufficient grounds put forward and no apparent requirement for the development to remain permanent.

One councillor declared an interest as a neighbour and did not take part in the discussion or

voting.

Cllr Marshall and members of the public left the meeting. One member of the public remained.

**15.26.3. Planning applications**

Notifications emailed before the meeting for the following:

**DC/18/2586 - Chancton House Rock Road, Storrington RH20 3AF**

*Fell 1 x Norway Spruce and Surgery to 1 x Group of Sycamores*

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

**DC/18/2670 - Edenderry House Bracken Close Storrington**

Fell 1 x European Larch

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

**DC/18/2339 - New Orchard Fisheries London Road Washington**

Application to confirm the continuous use of buildings for A1 and B8 purposes for a

period in excess of ten years and the use, building works or activity in breach of

condition began more than 10 years before the date of this application (Certificate of Lawful Development - Exisiting).

Councillors discussed this application and **RESOLVED** unanimously to make **NO COMMENT** as the application regularises a use which is long established with no issues.

**15.26.4. Planning Decisions**

**RESOLVED** to **NOTE** the following planning decisions in the Washington Parish which are published on the HDC planning portal:

**Application Number:** DC/18/1775

**Site:** Iron Stone Barn Rock Road Washington Pulborough West Sussex RH20 3BQ

**Description:** Extension of cladding to block disused and dilapidated timber doors, removal of redundant chimney and installation of external

staircase access and landing.

**Decision:** Application Permitted

**Date of Decision:** 23/11/2018

**15.26.5. Appeal Decisions**-

**Appeal Ref:** SDNP/18/06047/ADJAUT

**Proposal**: DC/18/2475 - Demolition of existing residential unit, outline application for the

erection of a detached single-storey dwelling. All matters reserved except for access.

**Location:** Sandhill Lodge Sandhill Lane Washington West Sussex

**Decision:** Adj. authority consultation response.

**15.26.6.Transport issues:**

**Road Closures**

**RESOLVED** to **NOTE** a Traffic Regulation Order for the closure of Rock Road from Muttons Lane junction to Merrywood Lane for the puropose of tree works 25th-27th March 2019, and proposed diversion routes. The application is currently being processed and WSCC will advise further when details are confirmed.

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

***15.27.1.To Consider a grant application from AGE UK Horsham District.***

Councillors considered an application for £100 grant by AGE UK Horsham District which provides voluntary supporting services to 5 residents in the Washington Parish. The Chairman advised councillors of the criteria for considering S137 funding from public money. The charity’s Year End accounts were circulated before the meeting. A sum of £250 remains unspent in the Council’s budget for grants and donations. Councillors recognised that there is a great potential to raise the awareness of charity’s services in the area so that more people can benefit than currently registered.

**RESOLVED** to make a £100 donation to the charity.

***15.27.2. To Discuss and Agree the Finance Committee’s recommendations for the Council’s draft Budget and parish precept 2019/20***

The Chairman advised of the proposed budget recommendation from the Finance Committee, 7th January, 2019, which required a precept of £40,429. The operating requirements are £40,902, being a 1.72% increase from 2018/19 but the shortfall can be comfortably covered by the Council’s healthy reserves, with no increase proposed in the £37.30 current Band D tax per household. The parish currently has the second lowest precept in the district for the current financial year.

**RESOLVED** that the Precept for 2019/20 be set at £40,429 and that general balance is increased to cover six months’ operating requirement

***15.27.3. To Receive Neighbourhood Plan update***

The Chairman reported that the publication of HDC’s Decision Statement is anticipated later this week, and a 6-week public consultation for the Downsview site, Storrington will start on 25th January. It is hoped that the Neighbourhood Plan will then be ready to go to public referendum in April but likely to be 2nd May at the council elections.

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

***15.27.4. To Consider arrangements for the Annual Parish Meeting and Agree dates.***

Councillors discussed proposed dates for the APM and unanimously agreed that the owner of Green Farm, who runs courses in sausage-making, would be an ideal guest speaker.

**RESOLVED** to defer decision on a date pending advice on purdah rules for holding an APM at before or after the May elections. Clerk to write to owner of Green Farm inviting him to be a guest speaker.

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

***15.28.1. Minutes of the Washington Village Memorial Hall***

**RESOLVED** to **NOTE** that the WVMH minutes of their meetings are published on the Village Hall Website.  The Agendas are not published but their meetings are currently the first Wednesday of the month in the Dore Room at 7.30 pm.

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

***15.29.1. To Consider quotations from D Kembery Fencing for the replacement of the allotment and recreation ground gate, and repair to bench seat by the MUGA court****.*

Councillors considered quotation to replace the allotment and recreation ground gates which are beyond repair, and to replace a missing timber section on the bench seat by the MUGA. It was NOTED that the original contractor instructed to replace the allotment gate had been unable to carry out the works.

RESOLVED to instruct D Kembery Fencing to carry out the proposed works of softwood gate replacements, and repair the bench seat for the total sum of £745.00

***15.29.2. Correct opening of gate by Cinder path, Recreation Ground***

Clerk updated the Council following a report from a councillor at the last meeting that the gate by the play area opens outwards instead of inwards. It was found that on inspection, the gate opened correctly.

RESOLVED to NOTE the information.

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

Payments schedule, invoice and purchase order summary were circulated to Councillors.

The bank statement showing transactions between 30.10.18 and 27.11.18 accounting year to date statement, to be reconciled at the next meeting.

The clerk reported on her office expenditure and overtime to be included in the December salary, with receipts at the meeting.

Councillors **RESOLVED to AGREE (330)** the following payments totalling £3,458.99be

**APPROVED.** Clerk to circulate written expenses.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Details** | **Amount net** | **VAT** | **Total** |
|  |  |  |  |  |  |
| 31.12.18 | Z.Savill | Dec 2018 net salary, overtime & expenses | £1086.90 + £68.50 expenses | £0.00 | £1,155.40 |
| 17.11.18 | S.Russell | Litter picking Nov 2018 | £115.20 | £0.00 | £115.20 |
| 19.12.18 | A.Gale | Tree Management Plan | £200 | £40.00 | £240.00 |
| Jan 2019 | HMRC | Q4 NI & Tax | £478.39 | £0.00 | £478.39 |
| 31.12.18 | Sussex Land Services | Grass cutting July-Oct 2018 | £1225.00 | £245.00 | £1470.00 |
| **Total** |  |  | *£3173.99* | *£285* | **£3,458.99** |

Councillors **RESOLVED** to **AGREE (333)** the financial reports as follows:

**Outstanding purchase orders: £6,537.60**

**Outstanding sales invoices - £38.00**

**Reconciled Bank Balance - £91,153.02**

**To NOTE that the clerk received £26 for MUGA light cards. Received in cash from L. Britt on 21st December 2018.**

**15.29.4. VAT -**

Q3 £860.88 to be submitted.

**15.29.5. PAYE and NICs:**

£478.39 Q4 payment approved at this meeting.

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

The Chairman reported on a meeting with Thakeham, West Chiltington and Storrington Parish Councils representatives on Tuesday 11th December to discuss CIL spending strategy using developers’ funds from local housing schemes. It was NOTED that Thakeham PC favoured the combining of funding towards community minibuses but Washington considered it was not a great need in the parish because of its closer proximity to existing bus routes. It was resolved to wait for Thakeham to put forward more concrete proposals following the meeting.

**RESOLVED** to **NOTE** that the matter will be raised at the Planning & Transport Meeting on 21st January when members consider transport improvement projects.

**15.31. Correspondence Received -**

To NOTE the following correspondence circulated with Agenda and consider responses or any further action if required:

* Chanctonbury County Local Committee - November 2018 draft minutes and 2019/20 meeting dates
* Complaint from resident about felling of a holly tree in December which had been allegedly damaged by Britannia Crest lorry, and branches temporarily discarded in a driveway. Other vegetation thrown over hedgerow earlier in the year. **RESOLVED** to **NOTE** the information as a private matter between the householder and those responsible for discarding the vegetation.
* Sussex Police - Horsham weekly bulletin 12th Dec 2018: Operation Signature - a

A national scheme, adopted by Sussex Police just 18 months ago, aimed at preventing elderly and other vulnerable people falling victim to fraud across the county, has prevented £528,083 being stolen in just one month.

**15.32. Clerk’s report**

**RESOLVED** to **NOTE t**he following:

*15.32.1. May 2019 district and parish elections*

Guidance notes from HDC received and circulated to councillors before the meeting.

The Chairman advised that every seat on every Parish Council in the district is up for election, including those filled in the 2015 elections and any filled by co-option. There is no automatic carry forward for councillors and anyone wishing to stand for re-election in 2019 must submit their nomination paperwork **by hand**, between 10am and 4pm (Monday-Friday) between 26th March and 3rd April at HDC offices in Horsham. Potential candidates to contact HDC directly so that nomination packs can be sent from mid-March onwards. The Chairman commented that he was sorry to be informed that Cllrs Milner-Gulland and Thomas do not intend to stand in May and advised them to confirm this in writing nearer the time to the Clerk

*15.32.2. Freedom of Information*

No requests.

*15.32.3. Training*

None to report

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

**RESOLVED** to discuss community project ideas at the next meeting.

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

**Parties -**

**RESOLVED** to **NOTE** there were no meetings in December.

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

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

Committees 21st January:

Personnel 6.15pm; Planning & Transport 7pm & OSRA 7.45pm

Washington Parish Council Meeting 4th February, 7.30pm

15.36. To Consider the exclusion of press and public under the Public Bodies (Admission to Meetings) Act 1960, from the next item due to the confidential nature of the business transacted

**RESOLVED** to exlude the press and public from the following item due to the confidential nature of the business transacted**.**

*A member of the public left the room*

**15.37. To Consider two applications for parish councillor on the Washington and Heath Common Wards.**

The Chairman advised that although the local elections are in less than 6 months, the Council may fill the two councillor vacancies (Washington and Heath Common) by co-option. An application from Mr John DeLittle of Old London Road, and Mr Steve Buddell of John Ireland Way, were circulated with this Agenda and discussed at the meeting. Mr DeLittle had given a presentation at an earlier meeting, and Mr Buddell spoke at this meeting.

**RESOLVED** to co-opt Mr John DeLittle as councillor for the Washington Ward and Mr Steve Buddell for the Heath Common Ward, subject to their Declaration of Acceptance of Office at the next meeting.

# The Meeting Closed at 21:38 hours

**Signed………………………………………………..**

**Dated………………………………………………….**