

**WASHINGTON PARISH COUNCIL MEETING**

**Draft MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 1st July, 2019

**PRESENT:** Cllr C Beglan, Cllr S Buddell, Cllr J DeLittle, Cllr D Glithero, Cllr P Heeley, Cllr G Lockerbie and Cllr J.Ross

**IN ATTENDANCE:** Cllr Paul Marshall (WSCC) and Cllr Jim Sanson (HDC)

**ALSO**: Clerk to the Council

**MEMBERS OF THE PUBLIC**: 1

**ABSENT**: Cllr Henderson and Cllr Lisher

The meeting was opened at 19:35hrs

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

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

The Chairman reported on the sad death of former long serving Washington councillor Lesley Britt. A family friend has proposed donations to a seat in Lesley’s memory for the Washington Recreation Ground. A funeral date is to be confirmed.

**RESOLVED** to express the Council’s condolences to the family for their loss, and to donate £50 towards the memorial seat. Clerk to action.

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

RESOLVED to NOTE a declaration of interest in item 19.46.6. by Cllr Ross as Trustee Director of the Mary How Trust.

**19.41. To approve the Minutes of the last Parish Council meeting held on 3rd June, 2019**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to AGREE (349)** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 3rd June, 2019 and the minutes were **duly signed by the Chairman.**

**19.42. Public Speaking**

Mr Richard Goring reported that Wiston Estate has recently submitted a scoping document to WSCC about Rock Common and the potential to amend the previous restoration scheme agreed in the 1960’s. This is in line with the Wiston Whole Estate Plan and involves the raising of the final land form to create shallow lakes for greater biodiversity and an eco-tourism hub for the Estate and the surrounding towns and businesses. Mr Goring reported that the estate will be engaging with the local community before a formal application is made. Plans are at a very preliminary stage as the Estate seeks to understand WSCC’s view on Rock Common and how best to work with them.

Mr Goring answered questions from councillors before leaving the meeting.

**19.43. County and District Issues**

Cllr Jim Sanson (HDC) had no further matters to report and invited councillors to raise any issues. The Chairman requested an update on a report of an alleged incident involving two dogs on Heath Common on 19th April, as requested at the last meeting by a member of the public. Cllr Sanson confirmed that as far as he could ascertain, HDC had no knowledge of an incident on that date.

The only reported issues relating to the two dogs had been concluded.

Cllr Paul Marshall (WSCC) reported that he has invited a Millford Grange resident to discuss with him the points they raised at the Annual Parish Meeting in relation to speed restrictions in the parish.

He has advised a Rock Road resident on the procedure for a TRO application in response to their request for a 40mph speed restriction between Muttons Corner and the A24. Cllr Marshall confirmed he would support the speed restriction.

*The Chairman thanked both Councillors for their reports and confirmed that the TRO would be discussed later in the meeting*.

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

**minutes**

**RESOLVED** to **NOTE** the following matters arising:

* **Ownership of closed graveyard**: Response to the Council’s letter is pending from the Ministry of Justice.
* **Sussex Police representation at a future Parish Council Meeting:** Chief Inspector Miles Ockwell, District Commander for Horsham, Worthing and Adur Districts West Sussex Division has kindly accepted the Council’s invitation to speak at a future meeting.
* **Neighbourhood Plan banners:** thanks to Cllr Beglan and her husband for displaying the NP Referendum date banner on the fence by the Children’s play area, and to Mr David Horwood for displaying one at his shop by the Squires Garden Centre, Washington.
* **Update on reports of dogs running loose in Heath Common: -** Cllr Jim Sanson (HDC member for Storrington & Washington) confirmed that the dogs are now micro chipped and the owner given a briefing on responsible dog ownership.
* **Website protocols**: Vision ICT has accepted the Council’s instruction to put website protocols in place in the event of the death of senior royals.

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

 **19.45.1. Planning applications**

 **SDNP/19/02785/TCA - Disused Graveyard (Second Extension Graveyard),**

 **The Street, Washington RH20 4AS**

*Fell Group of 2 x Lawson Cypress and 1 x Juniper (Works to Trees in a Conservation*

 *Area)*

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

**SDNP/19/02783/TCA - St Marys Church The Street Washington RH20 4AS**

### Fell 1 x Sycamore, Surgery to 2 x Sycamore and 1 x Ash (Works to Trees in a

*Conservation Area)*

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

## DC/19/0660 - The Orchard London Road Washington Pulborough

*Amended: Conversion of loft into habitable living space with the installation of front and rear*

*dormers, erection of a single storey rear extension and replacement garage*

Councillors discussed this application, NOTING it has been reduced in size from the previous application. It was **RESOLVED** by 5 votes to make **NO OBJECTION.** There was one abstention.

**19.45.2. Transport issues:**

Councillor NOTED written safety concerns from a local resident to Cllr Paul Marshall (WSCC) about the increasing volumes of traffic on Rock Road, and the need for a 40mph speed reduction between Muttons Corner and the A24. Cllr Marshall has advised that a Traffic Regulation Order is pursued through the Parish Council and gave his support earlier in the meeting.

**RESOLVED** to write to the resident expressing the Parish Council’s sympathies and that it has agreed a better case could be made once it knows the outcome of the emerging housing developments in the area. Clerk to action.

**19.45.3. Road Closures**

***To NOTE a West Sussex County Council public notice for the following:***

***the WSCC Temporary Traffic Regulation*:**

**RESOLVED to** **NOTE** there were no road closures to report.

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

***19.46.1. To Consider any updates on the Neighbourhood Plan***

The Chairman reported that Horsham District Council has sent polling cards to the parish electorate for the Storrington, Sullington & Washington Neighbourhood Plan Referendum which takes place on Thursday 18th July, 2019. Voting in Washington is at the Washington Village Memorial Hall.

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

***19.56.2. To Consider a response to the Ashington Neighbourhood Plan Regulation 14 Consultation***

Councillors NOTED the invitation to respond to the Ashington Neighbourhood Plan Regulation 14 Consultation. Supporting documentation was circulated before the meeting.

**RESOLVED** to commend the Plan and the sensitive housing allocation. Washington Parish Council has no adverse comment to make. Clerk to action.

***19.46.3. To Discuss further inspection report of the Ash tree on the Recreation Ground***

The Chairman reported that Gale Tree Consultancy is to report on a further inspection of the Ash tree in the north eastern corner of the Recreation Ground, following a recommendation by the Tree Warden.

**RESOLVED** to **NOTE** that the Clerk will notify Councillors of any works which require immediate action. Otherwise the inspection report will be considered at the next Open Spaces Meeting on 15th July.

***19.46.4. To Review and adopt amended policy for the Council’s tree management***

Councillors discussed Gale Tree Consultancy’s revised draft tree management strategy recommended for approval by the Open Spaces Committee.

**RESOLVED** to defer adoption of the policy pending completion of the mapping of the Parish Council’s tree stock.

***19.46.5. To Consider a Recommendation and quotation for tree mapping of the Parish Council’s tree stock.***

Councillors considered two quotations of plotting variations of the Council’s tree stock with a stem diameter greater than 150mm, and the recommendation of the lower quotation by the Open Spaces Committee.

**RESOLVED** to engage the services of Gale Tree Consultancy to conduct the more comprehensive tree inventory tagging, GPS plotting and inspection at the quoted £950.00 net.

***19.46.6.******To Consider the asset disposal of the Council’s silver cups***

The Chairman reported the safe return of the Council’s 4 silver cups by the former tenant of the Frankland Arms pub last month and that there was no community interest in their retention as assets. Councillors discussed Cllr Ross’s offer to have the cups valued by Toovey’s, a patron of the local charity, at no cost or obligation to the Council. The Chairman reported that several years ago, the cups were valued by Silverthorne jewellers in the region of £700, and that he was waiting for a response to his recent request for a more up to date valuation.

**RESOLVED** to defer a decision on disposal of the cups pending valuations by Silverthorne and Toovey’s. The Chairman and Cllr Ross to action. Cllr Ross abstained from voting due to his interest as Trustee Director of the charity.

***19.46.7. To Discuss arrangements and purpose of the Council’s stand at Village Day***

Councillors discussed whether to have a stand at the Village Day, and whether it would be useful in publicising the forthcoming Neighbourhood Plan referendum. They NOTED the strict regulations on publicity during the Neighbourhood Plan period. Cllr Glithero volunteered to manage the stand for part of the afternoon. No other councillors at the meeting were able to share in a rota.

**RESOLVED** not to attend this year’s event. Clerk to notify the organisers.

***19.46.8. To Review Q1 Budget 2019/20***

Councillors discussed the finance report showing the Council’s healthy position in the first quarter.

The Clerk explained the expenditure and variances to date. The Chairman proposed the following:

* Not to vire £238 from general funds to cover a budget overspend in the earmarked reserves for the Neighbourhood Plan. This is so that all variances are shown in order to give the Council a more accurate picture of variances and budget requirements at the end of the year.
* All recurring maintenance expenditure to be shown quarterly.

**RESOLVED** to **NOTE** the report and to **AGREE** the Chairman’s proposal.

***19.46.9. To Receive nominations for two parish councillor vacancies***

Councillors discussed ways to encourage applicants for the remaining two councillor vacancies which can be filled by co-option, without notice of a casual vacancy.

**RESOLVED** to advertise the vacancies on the noticeboards and website. Clerk to action.

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

|  |
| --- |
| **RESOLVED** to **NOTE** the following:* DKembery Fending had repaired the fencing by the Village Hall.
* Cllr Henderson to report on repairs to the bus shelter by the former Chardonnay restaurant.
* Vera’s Shelter’s damaged bollards: Clerk to write to the Heath Common Residents Association inviting them to share in the replacement costs of the bollards, as agreed by OSRA at its meeting in June.
* Broken street light by the London Road bus stop: HDC reported at a previous meeting that arrangements for repairs are in progress. No further update.

***To Consider a request for internet access for councillors at meetings.***Cllr Beglan proposed Wi-Fi access for Council meetings so that supporting documentation of parish business can be accessed more easily when items are discussed.**RESOLVED** to make the request to the Washington Memorial Hall Committee and report back to the Council. Clerk to action.  |

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

The reconciled bank statement showing transactions between 30.04.19 and 16.05.19 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to AGREE (350)** the following payments totalling £4,947.78 be **APPROVED:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Details** | **Amount net** | **VAT** | **Total** |
| June 2019 | Storrington Parish Council | Neighbourhood Plan admin | £2,237.66 |  0.00 | £2,237.66 |
| June 2019 | Z Savill | June salary | £1,119.85 | 0.00 | £1,119.85 |
| June 2019 | Z Savill | Electricity - June | £10.00 | 0.00 | £10.00 |
| June 2019 | Z Savill | Travel | £15.75 | 0.00 | £15.75 |
| June 2019 | Tesco | Parish mobile | £12.50 | 0.00 | £12.50 |
| June 2019 | HMRC | Q1 PAYE | £540.16 | 0.00 | £540.16 |
| 12.06.19 | Scribbling Shop | Stationery  | £48.22 | £9.64 | £57.86 |
| 03.06.19 | Satswana Ltd | Data Protection | £180.00 | 0.00 | £180.00 |
| 18.06.19 | Vision ICT | Website hosting | £105.00 | £21.00 | £126.00 |
| 24.06.19 | SLCC | Annual subscription | £156.00 | 0.00 | £156.00 |
| 30.06.19 | D Kembery | Fencing repair | £360.00 | 0.00 | £360.00 |
| 01.07.19 | Horsham Sign Shop | Neighbourhood Plan Referendum banners | £111.00 | £22.00 | £132.00 |
| **Total** |  |  | *£4,895.14* | *£52.64* | **£4,947.78** |

Councillors **RESOLVED** to **AGREE (351)** the financial reports as follows:

**Outstanding purchase orders £2,922.24**

**Outstanding sales invoices - £0.00**

**Reconciled Bank Balance - £81,118.18**

**14.47.1. VAT -**

**RESOLVED** to **NOTE** the first quarter VAT claim of £381.35

**14.47.2. PAYE and NICs:**

**RESOLVED** to **NOTE** the approved first quarter PAYE payments to HMRC for £540.16.

***19.47.3. To Consider quotation to replace office laptop***

The Clerk advised of proposals to replace the office laptop of 8 years as it is no longer fit for purpose and is not working efficiently. A replacement up to £900 was included in the 2019/20 budget.

Councillors considered an estimate from a contractor which was slightly above budget and who had supplied a similar service to two other parish councils in the district.

**RESOLVED t**o seek two more quotations to be agreed with the Clerk and ratified at the next meeting. Clerk to action.

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

**RESOLVED** to **NOTE** there no meetings.

**19.47.5. Correspondence Received -**

**RESOLVED** to **NOTE** the following correspondence circulated before the meeting**:**

* **How can the Community Safety Team Help Your Parish:** email from Cllr Jim Sanson
* **Sussex Police Officer Recruitment -** Sussex Police launches Police Officer recruitment drive, applications now open (closing date 01/07/2019). Click here for more details**:** [**https://www.lumesse-engage.com/policejobssurreyandsussex/jobs/police-constable-sxp-cmpg00113-1**](https://www.lumesse-engage.com/policejobssurreyandsussex/jobs/police-constable-sxp-cmpg00113-1)

**19.48. Clerk’s report**

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

**RESOLVED** to **NOTE** there were none to report*.*

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

**RESOLVED** to **NOTE** that no items were proposed.

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

**Parties -**

**RESOLVED** to **NOTE** the draft Minutes for the Open Spaces, Planning & Transport, and Finance Committees which met 15th June, circulated before the meeting.

***19.50.1. To Consider the following recommendation by the Finance Committee****:*

The finance Committee recommended dual authorisation of electronic payments by signatories to be actioned by the Clerk/RFO after approval at Council and Committee meetings.

**RESOLVED** to **APPROVE** the recommendation but for the two councillors to be agreed at the meetings which approve the payments AND that all signatories have limited powers for online banking. The Clerk/RFO to be given the full power mandate required to set up the payment control.

Clerk to action the required mandate variations to be signed by two approved signatories.

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

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

Committees: 15th July, 2019

# Full Council Meeting: 5th August, 2019

**The Meeting Closed at 21:45hours**

**Signed…………………………………………….**

**Dated…………………………………………….**