

**WASHINGTON PARISH COUNCIL MEETING**

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 3rd June, 2019

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

**IN ATTENDANCE:** Cllr Jim Sanson. Apologies received from Cllr Paul Marshall (WSCC)

**ALSO**: Zoe Savill Clerk to the Council

**MEMBERS OF THE PUBLIC**: 0

**ABSENT**: Cllr DeLittle and Cllr Glithero

##### The Chairman opened the meeting at 19:30hrs

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

Apologies received and accepted from Cllr DeLittle (family commitment) and Cllr Glithero (work). The Chairman reported on a successful Annual Parish Meeting and thanked Councillors for their support.

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

Cllr Henderson declared an interest in Findon to Washington Cycle Route. Reason: professional.

**19.26. To approve the Minutes of the last Parish Council meeting held on 13th May, 2019**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to APPROVE (347)** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 13th May, 2019 and the minutes were **(duly signed) by the Chairman.**

**19.27. Public Speaking**

None

**19.28. County and District Issues .**

Cllr Sanson warned there may be a conflict of interest if parish councillors use their position to post opinions on private social media accounts. He reported on recent Facebook incidences by members of one or two other parish councils, and asked if the Parish Council had rules in place. The Clerk reported that it would be a breach of the Council’s own Code of Conduct (*and Communications Protocol*).

Cllr Beglan enquired if the Thakeham Tiles housing proposal is listed on the forthcoming Horsham South Planning Committee agenda. Cllr Sanson reported that the agendas are probably not out yet as he has not received a copy, but they will be published on the district council’s website.

# The Chairman thanked Cllr Sanson for his reports and for making enquiries into the matter concerning two runaway dogs on Heath Common which has been resolved.

Cllr Sanson left the meeting.

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

**minutes**

*Any matters arising to be reported at the meeting.*

* **Update on dogs loose in Heath Common: -**  The Chairman reported that the

owner had been briefed on responsible dog ownership and the dogs have been micro-chipped.

**Silver cups:** Clerk to action

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

**19.31.1 Planning applications**

**DC/19/1084 - Longbury Covert Hampers Lane Storrrington Pulborough**

###### Fell 2 x Scots Pine and 1 x Lawson Cypress

Councillors discussed this application, NOTING there were no published objections. Cllr Beglan

reported that the trees are very old and disfigured and the felling was necessary to tidy up

garden which has in excess of 20 trees.

**RESOLVED** unanimously to make **NO OBJECTION.**

**DC/19/1027 - The Chardonnay Restaurant Old London Road Washington**

*Removal of Conditions 7 and 8 on previously permitted application DC/17/2498*

*(Proposed Change of Use from A3 Restaurant to C3 Residential (3 x 2 bedroom apartments)*

*With associated parking (including 2 community spaces) and bin store. Removal of existing*

*conservatory and commercial binstore and enclosure and erection of new bin/cycle store).*

*Amendment to site plan to incorporate new patios (including timber fencing) to each unit*

*and relocation of the bin and cycle storage.*

Councillors discussed this application, NOTING that there would be no loss of privacy

**RESOLVED** unanimously to make **NO OBJECTION**

**SDNP/19/02415/HOUS - Taints Orchards The Street Washington RH20 4AS**

*Extension to rear of existing garage to create an annex.*

Councillors discussed this application, NOTING that there were no published objections and

that In their view, the proposed annex was sufficiently close to the house and would not be

regarded as a separate dwelling.

**RESOLVED** unanimously to make **NO OBJECTION**

**19.31.2. Planning Decisions**

**RESOLVED** to **NOTE** the following planning decisions at the time of publication of the Agenda:

**Parish: Washington PC**

**Application Number:** DC/19/0281

**Site:** Former Highway Depot London Road Washington West Sussex RH20 3BN

**Description:** Reserved matters application for the erection of 3x3 bed terrace house and 2x3 bed semi detached houses with ancillary

garaging following approval of outline DC/18/1603, relating to appearance, landscaping, layout and scale of the development

**Decision:** Application Permitted

**Date of Decision:** 21/05/2019

**19.31.3. *Enforcements/investigations***

**RESOLVED** to **NOTE**the following enforcement investigations:

[**Alleged: Felling of protected trees within Country Park**](https://public-access.horsham.gov.uk/public-access/enforcementDetails.do?keyVal=PRNLULIJ02S00&activeTab=summary)

*Milford Grange Country Park Washington West Sussex*

Ref. No: EN/19/0202 | Received: Fri 17 May 2019 | Status: Case Closed

[**Alleged: Erection of 2 sheds forward of the building line without planning permission (breach of condition 5 of WS/45/03)**](https://public-access.horsham.gov.uk/public-access/enforcementDetails.do?keyVal=PR4Z9ZIJ01S01&activeTab=summary)

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

Ref. No: EN/19/0175 | Received: Tue 07 May 2019 | Status: Pending Consideration

**19.31.4. Appeals** -

APP/Z3825/C/18/3197002 - Sandhill Lodge Sandhill Lane, Washington. Appeal hearing opening 4th June 2019 at The Hastings Room, Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL, 10am.

**19.31.5. Transport issues:**

Local ongoing road issues in the parish:

The Chairman reported that the following matters will be discussed at the next Planning & Transport Committee Meeting on 17th June:

* Access improvements to the post box, School Lane:
* Parking by the Allotments, Sandhill Lane and on protected green space in front of Kia garage dealership by sales cars.

The Chairman reported on advice from Steve Douglas, West Sussex Highways’ Traffic Officer (Horsham Area) that the Parish Council should follow the TRO application process before any restriction can be put on the public highway.

Findon to Washinton Cycle Route

Email invitation from Cllr Paul Marshall (WSCC member) and West Sussex Highways Senior Local Transport Improvement Officer, Andy Mouland, to consider the two options for Phase 2 of the feasibility study for this project. Circulated with Agenda.

**RESOLVED** to **NOTE** the information which will be discussed at the next Planning & Transport Committee Meeting.

**Road Closures**

The Chairman reported thatWest Sussex County Council has received a request for a Temporary Traffic Regulation Order for carriageway patching on the A24 bridge to Rowdell Barn, The Street. Washington on 24th/25th June 8:00-18:00. Access to be maintained for emergency services, residents and pedestrians, however delays are likely.

## RESOLVED to NOTE the information.

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

***19.32.1. To Discuss and Agree publicity for the Neighbourhood Plan referendum.***

The Chairman reported that the Steering Group has agreed upon Thursday 18th July as the date for the public referendum of the Joint Storrington, Sullington and Washington Neighbourhood. The date is to be confirmed by Horsham District Council which will notify and advise every householder on the process. Members discussed how the Parish Council

can be involved in supplementing the publicity and encourage the parish to vote. They NOTED the restrictions in place during the purdah period, and that Storrington PC’’s Clerk Mrs Tracey Euesden will discuss some poster designs and other ideas with Washington PC’s Clerk.

**RESOLVED** to agree in principle with two banners in prominent locations, as well posters, and to discuss this with Storrington Parish Council.

***19.32.2. To Consider quotation for Website protocols on the death of senior royals***

Members discussed the website protocol on the death of the three most senior royals: the Queen, Prince Philip and Prince Charles. A quotation of £35 net (per senior royal) from Vision ICT for the compliance was considered very reasonable.

**RESOLVED** to instruct Vision ICT to meet the Council’s obligations.

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

The Chairman reported on the following maintenance issues:

|  |
| --- |
| Street Light by the London Road bus stop, Washington HDC has reported that repairs to the faulty street light in London road are ongoing and that they will keep the Parish Council informed. Street Lamp by the Village Sign entrance to Washington village CBS Electrical confirmed that a bulb replacement was not carried out because the light has started working. This could be due to a temperamental photo cell switch or the ballast is cutting out when hot. The Clerk has requested a quotation on how this can be addressed to prevent a future re-occurrence. Reponse spending. Vera’s Shelter repairs Steve Trott has started painting and other repairs to the Sancutary Lane shelter, which are likely to be completed by the first week of June. The Chairman reported that one of the two concrete bollards which protects the Shelter wall, appears to have been crushed by a lorry over the weekend.  **RESOLVED** to find out if Steve can replace it with a shorter bollard. Clerk to action. Damaged fencing by the Village HallThe Clerk received a report from the Village Hall Committee that part of the fencing has collapsed by the car park. DKembery was instructed to carry out the repairs which form part of the quotation for other fencing works agreed by Full Council last month. Response pending. Clerk to chase.Loose fascia and possible damage to the roof of bus shelter, near Chardonnay, A24, Washington Cllr Lisher reported the damage to the Clerk and is concerned it may be unsafe.  Members noted that the shelter is no longer in use due to the bus service suspensions.  **RESOLVED** that repairs be made but kept to a minimum to make it safe. Cllr Henderson to action.  **RESOLVED** to **NOTE** the reports. |

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

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

The reconciled bank statement showing transactions between 29.02.19 and 20.4.19 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to APPROVE (348)** the following payments totalling **£2,768.28** be **APPROVED.** A schedule of payments was circulated and published separately with the minutes**.**

Councillors **RESOLVED** to **AGREE (349*)*** the financial reports as follows:

#### Outstanding purchase orders: £2,922.24

## Outstanding sales invoices - £10.00

## Reconciled Bank Balance 28.02.19-29.03.19: £64,741.06

## Reconciled Bank Balance 29.02.19-20.04.19: - £81,558.62

**RESOLVED** to **AGREE** that the outstanding £10 allottment rent from an evicted tenant is not recoverable, and to remove it from further reports.

**19.34.2 VAT -**

**RESOLVED** to **NOTE** that Q1 & Q2 VAT claims will be reported in July.

**19.34.3. PAYE and NICs:**

**RESOLVED** to **NOTE** that Q2 PAYE and NICs payments will be reported in July.

**19.34.4. To receive quarterly review of the Council’s Internal Financial Processes.**

Cllr Ross reported on his inspection of the Council’s financial processes in May.

He explained that there was good compliance but with a couple of instances where the signing of a cheque stub and invoice was not provided by a member. Members NOTED his advice to be vigilant in ensuring that two signatures are made at the Clerk’s request.

The Clerk reported on progress of the following matters raised in the report :

* Electronic payment controls: this is the next item on the Agenda for discussion. The clerk of a neighbouring parish council has authority to make online payments, subject to Full Council approval of a payments schedule;
* A risk assessment for electronic payments was approved by Full Council in May;
* Arrangements for the Clerk’s debit card, approved by Full Council in May, are in hand.

The Chairman advised that following discussion with the Clerk, those matters relating to staff workload and policy reviews should be discussed by the Personnel Committee, and thanked Cllr Ross for his report.

**RESOLVED** to **NOTE** the report and to discuss the Clerk’s workload with Personnel Committee members in a closed session after the meeting.

**19.34.5. To Agree electronic payment arrangements**

Members had a lengthy discussion on electronic payment arrangements for the Council..

**RESOLVED** to defer the item for discussion at the Finance Meetinng on 17th June.

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

**19.34.6. Correspondence Received -**

* Letter from Sussex Police and Crime Commissioner Katy Bourne - response to the Council’s letter regarding the 14.5% precept increase in policing and how it will benefit the parish.

Members NOTED the contents which were read by the Chairman at the recent APM. The Chief Inspector Miles Ockwell, District Commander for Horsham, Worthing and Adur Districts, has written to the Clerk that he would be happy to speak at a future PC meeting on policing matters in the area. Members agreed that there is not a significant crime problem in the parish to warrant such a high ranking officer’s attendance, and that they would be happy for a less senior police officer to speak in his place

**RESOLVED** to write to the Commissioner and District Commander. Clerk to action.

* Sussex Police & Crime Commissioners’ Safety In Sussex Community Fund: application details from HDC’s Community Safety office. Circulated to councillors on 20.5.2019. **RESOLVED** to **NOTE** the availability of funds should they be required in the future.
* Rural initiative news and updates from PCSCO Erica Baxter, including Community Speed Watch (CSW): circulated to coucillors on 23.5.19.: Members discussed a CSW scheme for Rock Road but agreed there is no pathway or a safe place for volunteers to stand along the road when pointing speed guns. The Chairman reported that there was no call from residents for the scheme. **RESOLVED** to **NOTE** the information.
* Sandgate Society new footbridge: Email from Richard Hurley of the Sandgate Conservation

Society to confirm £500 grant required, as approved by this Council in March.

**RESOLVED** to **NOTE** the Council’s approval of £500 cheque payment of the grant

earlier in the meeting, and that the extra funds were needed to make the new footbridge

accessible to wheelchairs. The Chairman reported that it will be a great addition to the

lovely walks in the area.

* Sussex Downs Network: Former Washington Parish Councillor Robin Milner-Gulland, has kindly offered to provide informal reports on local issues which may arise at Network meetings. Email to the Chairman and Clerk. Members welcomed the offer and expressed

Gratitude to Mr Milner-Gulland.

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

**19.35. Clerk’s report**

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

*The Clerk reported the following:*

*19.35.1. Freedom of Information*

No requests.

*19.35.2. Governance*

The Council’s 2018.19 Annual Governance and Accounting reports submitted to the external auditor.

*19.35.3. Training*

***To Consider an invitation to HDC’s planning training for parish councils on 6th June***.

Members were unable to attend the training on this occasion due to other commitments. Cllr Buddell asked if the councillor induction training by the SSALC is still available as he would like to attend. Cllr Ross and Cllr Henderson expressed an interest in a one-off councillor training day. The Clerk confirmed that the induction training was only available to SSALC members and that the Parish Council had previously deferred membership for the current year, as in previous years, because of the high subscription costs.

**RESOLVED** to notify HDC that members were unable to attend the planning workshop but would welcome an invitation to future workshops. Clerk to report back on this year’s SSALC membership rates and any other Councillor training days.

*19.35.4. Holidays*

The Clerk has withdrawn a holiday request.

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

See earlier items.

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

**Parties -**

**RESOLVED** to **NOTE** that the May meetings of the Open Spaces Committee and Planning & Transport Committee were postponed until Monday 17th June.

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

Dates of the next Council Meetings will be:

Committees for Finance, OSRA, and Planning & Transport: 17th June, 2019

Full Council Meeting: 1st July, 2019

**The Meeting Closed at 20:47 hours**