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#### WASHINGTON PARISH COUNCIL MEETING

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

**PRESENT:** Cllr C Beglan, Cllr S Buddell, Cllr J DeLittle, Cllr D Glithero, Cllr P Heeley (Chairman), Cllr A Lisher, Cllr G Lockerbie, Cllr R Milner-Gulland and Cllr J.Ross.

**IN ATTENDANCE:** Cllr Paul Marshall (WSCC & HDC)

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

**MEMBERS OF THE PUBLIC**: 0

**ABSENT**: Cllr Henderson and Cllr Thomas

The Chairman opened the meeting at 19:35hrs

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

**RESOLVED** to accept apologies from Cllr Henderson (unwell) and Cllr Thomas (unwell)

AND to NOTE the Chairman’s reminder for councillors to register their intention to stand at the local elections in May.

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

**RESOLVED** to **NOTE** there were no declarations of interest

**18.58. To approve the Minutes of the last Parish Council meeting held on 4th February, 2019**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to AGREE (338)** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 4th February, 2019.

**18.59. Public Speaking**

No members of the public were present

**18.60. County and District Issues**

Cllr Marshall reported the following:

* He will enquire about improving 30mph signage along The Pike’s slip road.
* The consultation response deadline is 18th March for the Soft Sand Review of the West Sussex Joint Minerals Local Plan (2018) - *the clerk reported that the Council’s consultation response has been acknowledged by WSCC.*
* Subject to availability, he confirmed his interest to meet with HDC’s Head of Place, Barbara Childs, with the Parish Council Chairman to discuss the application of the Heath Common Design Statement in planning enquiries and proposed development in the area.
* Thakeham Parish Council has dismissed unconfirmed reports by a district councillor that the Thakeham Tiles site could be considered as a gypsy site in their Neighbourhood Plan review.
* West Sussex Highways has raised concerns about the Thakeham Tiles application for housing - their consultation response was circulated to Washington councillors
* He supports the Sandgate Conservation Society’s £2,500 grant application to the CLC towards a new footbridge in Sandgate Park.

*The Chairman thanked Cllr Marshall for his reports and agreed to notify him about the date of the meeting with HDC once the clerk is informed. Cllr Marshall left the meeting.*

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

**minutes**

***To Receive response from WSCC Highways on S106 funding towards improving***

***Public bridleway access at the southern end of Georges Lane.***

Councillors **NOTED** an email from WSCC which reported that the surfacing problems of the southern end of Georges Lane is not created by the new developments that the S106 monies came from, and cannot be used for its maintenance.

**RESOLVED** to enquire if the bridleway improvements can be funded from Community Infrastructure Levy monies, and to await the outcome of a scheduled meeting with the National Trust landowners. Clerk to action enquiry.

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

 **18.62.1. Planning applications**

 *To Consider the following applications:*

**DC/19/0349 - Highdown & Cupressus Nurseries Washington RH20 3BS**

*Removal of poles 553773, 553774, 553775, 553776/77, 553779, 553780, 553781 and*

*Any associated equipment. Install new terminal pole and stay wire to replace existing*

*53768.Install new terminal pole and stay wire under the existing line between poles*

*553778 and 553776/77. Create H pole at existing pole 563653 and install 2 x stay wires.*

*Relocated stay wires on pole 563649. Remove poles 563650, 563651, 563652 and*

*associated equipment.*

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

**DC/19/0139 - 2 Jenners Field Rock Road Washington West Sussex**

*Proposd outbuilding*

Councillos discussed this application and NOTED an objection from a neighbour.

**RESOLVED** to **OBJECT** to the application because of the large size of the proposed structure, lack of detail and no information on its proposed use.

**DC/19/0353 - Sandhill Lodge Sandhill Lane Washington**

*Application to confirm the use of building as a single dwelling house began more*

*than four years before the date of this application (Certificate of Lawful*

## Development - Existing

Councillors discussed the application, NOTING the Council’s objection to the original application, and **RESOLVED** to make no further comment.

**SDNP/19/00587/FUL - East Clayton Farm Storrington Road Washington RH20 4AG**

*Erection of a Volunteer and Learning Hub, relocation of shed and associated works*

Councillors discussed the application and **RESOLVED** to make **NO OBJECTION**.

**18.62.2. Planning Decisions**

**RESOLVED** to **NOTE** there were noplanning decisions in the Washington Parish to report.

**18.62.3. Enforcements/investigations**

**RESOLVED** to **NOTE** there were no further enforcement investigations or decisions to report.

**For information only:**

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

**RESOLVED** to **NOTE** that a response is pending from HDC to the Council’s request for a meeting to urgently clarity how the Heath Common Design Statement can be more effective. Clerk to chase up.

**18.63.4. Appeals** -

 **RESOLVED** to **NOTE** that no appeals were lodged or decided.

**18.64 Transport issues:**

**18.64.1. Road Closures**

**RESOLVED** to **NOTE** that there were no road closures to report. Notification are published on the Parish Council website.

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

***18.65.1. Neighbourhood Plan Update***

The Chairman reported that the final consultation period on a number of policy changes put forward by the examiner, will end on 27th March. All representations will be considered and a decision made on whether to submit the Plan to further examination or proceed to referendum.

***18.65.2. Amended Washington Recreation Ground Charity Annual Return 2018 - to Ratify***

The Clerk explained that the S106 grant and payments for the children’s play area is removed from the 2018 Annual Return figures for the charity as it is already included in the Parish Council’s 2017-18 Annual Return figures. The AR was submitted before the 31st January deadline.

**RESOLVED** to **RATIFY** the amended 2018 Annual Return for the Washington Recreation Ground Charity.

***18.65.3. To Discuss the Council’s Internal Financial Control Review***

Councillors received a report of an internal finance inspection of the Council’s accounts on 21st February 2019 by Cllr Ross before the meeting. Cllr Ross explained that he was satisfied that all relevant paperwork, including invoices, was on file and transactions properly authorised by the Parish Council. He emphasised the importance of a second initial on cheque stubs according to agreed procedures, and explained the advantages of progressing the introduction of electronic payments. The Chairman thanked Cllr Ross for his report, and that the Council supports the principle of electronic payments, as agreed at its meeting in June 2018, to be further discussed under the next item.

**RESOLVED** to **NOTE** the report and its findings.

***18.65.4.Financial Regulations for online payments - To Review and Agree amendments***

The Chairman confirmed that electronic banking was approved by the Council in June 2018. Councillors discussed the necessary changes to the Council’s adopted Financial Regulations and the required controls. Further clarification is required on the process for approving online banking access to all full power signatories, subject to Council approval, and setting up payments. The Council currently has four full power signatories and the clerk has delegated power only for payments and online banking.

**RESOLVED** the following:

* Full power signatories should be increased from the current four to six councillors to allow for absences, and that that all should have the power to make electronic payments subject to approval by a second signatory;
* To approve Cllr Ross and Cllr Lisher as additional full power signatories for payments and online banking and for the existing full power signatories to sign a bank mandate variation form to this effect;
* To seek further advice from the bank on setting up electronic payments and controls;
* The Chairman to draft proposed changes to the Financial Regulations based on the outcome of the clerk’s further enquires with the bank.

***18.65.5. To Consider co-option of new members to OSRA and Planning & Transport Committees***

Cllr Buddell and Cllr DeLittle agreed they would like to join the Open Spaces Committee which would increase it to the full complement of 7 members, as permitted by its terms of reference.

**RESOLVED** to co-opt Cllr Buddell and Cllr DeLittle to the Open Spaces Committee.

***18.65.6. Spring edition of the Parish Newsletter - To Consider quotations.***

Councillors considered two quotations for the Council’s Spring/Summer newsletter.

**RESOLVED** to instruct The Sussex Local to produce and deliver the newsletter at the quoted £466. Cllr Dom Glithero and Cllr John DeLittle to liaise with the magazine on behalf of The Council. Clerk to action.

***18.65.7. The Great British Spring Clean - To Consider a request for the Parish Council to take part***

Councillors discussed the Great British Clean event scheduled 22nd March-23rd April and an email from Horsham District Council which is offering litter picking equipment. A Washington resident has requested to know if the Parish Council will be taking part, and has volunteered to help. The event would be additional to the PC’s regular litter collection.

**RESOLVED** to appeal for volunteers in the forthcoming newsletter if litter picking equipment is available in May, and subject to insurance cover. The Council to review its further involvement subject to responses to the appeal. Clerk to action.

***18.65.8. To Consider hire request for a Fun Day on the Recreation Ground on 21st June 2019***

Councillors considered a request for a Fun Day, a private event for the members of the Findon Downs Dog Training Club on Saturday 21st June, approx. 11am-4pm on the Washington Recreation Ground. Hire fee £20. Clerk confirmed there are no other bookings that day.

**RESOLVED** to agree the hire and to request that the grounds are left tidy. Clerk to action.

***18.65.9. APM 31st May - To Agree arrangements for speakers and catering***

Councillors discussed arrangements for the Annual Parish Meeting. Cllr Beglan agreed to help with the catering. Further assistance by Cllrs Heeley, Lockerbie, Lisher and Ross, and their partners. The Chairman gave thanks to all the volunteers and reported that he will draft the Annual Parish Meeting agenda and flyer.

**RESOLVED** to enquire if Green Farm Butchery will be providing sausages as samples for their guest presentation. Clerk to action.

***18.65.10. New pedestrian bridge in Sandgate Park - To Consider request to make a donation***

Councillors considered Cllr Glithero’s request to donate towards a £2,866 crowdfunding campaign for a footbridge from Sandgate Park to the new area in Water Lane. So far, the Sandgate Conservation Society has secured pledges totalling £1,260. If successful, additional funds may be met from a CLC grant which is being supported by the Chantry Ward representative Cllr Paul Marshall.

**RESOLVED** to pledge up to a maximum of £500 if the fundraising target is not met, towards the cost of installing a bridge of a suitable design in keeping with the Country Park status and accessible to users of all abilities.

***18.65.11. Re-opening of The Frankland Arms, Washington - To Consider an invitation***

Councillors discussed a request by the new tenants to re-open the Frankland Arms pub on a date to be advised, and advice from the SLCC .

**RESOLVED** that the Chairman would represent the Council for the opening, subject to a formal invitation and his availability to attend. Clerk to inform the pub’s new tenants.

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

**RESOLVED** to **NOTE** there were no further maintenance issues arising.

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

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

The reconciled bank statement showing transactions between 28.12.18 and 28.01.19 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to AGREE (339)** the following payments totalling **£1,463.83**be **APPROVED.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Details** | **Amount net** | **VAT** | **Total** |
|  |  |  |  |  |  |
| 28.02.19 | Z.Savill | Feb 2019 net salary & expenses | £1,333.35 | £15.28 | £1,348.63 |
| 04.03.2019 | S.Russell | Litter collection Jan 2019 | 115.20 | £0.00 | £115.20 |
| **Total** |  |  |  | **£5** | £1,463.83 |

Councillors **RESOLVED** to **AGREE (340)** the financial reports as follows:

### Outstanding purchase orders: £1,620.40

**Outstanding sales invoices - £10.00**

**Income: £18 allotment rent**

**Reconciled Bank Balance - £83,206.98**

**18.66.2. VAT -**

**RESOLVED** to **NOTE** the total rebate claimed/due (up to 30.01.2019): £1,183.54

**18.66.3. PAYE and NICs:**

**RESOLVED** to **NOTE** the next quarterly tax and national insurance contributions are due in April

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

**RESOLVED** to **NOTE** a further meeting with the National Trust on 5th March to discuss improvements to the southern end of Georges Lane bridleway. Representatives of the Parish Council and Road Fund for the Heath Common ‘Lanes’ to attend. A report will be made to the Council.

**18.68. Correspondence Received -**

* Velo South update - email from leader of West Sussex County Council, Louise Goldsmith - **RESOLVED** to **NOTE** that WSCC is developing a Major Events Protocol to provide helpful guidance on any future major events, following concerns raised about the Velo cycle event (cancelled last year due to poor weather).

**18.69. Clerk’s report**

*Freedom of Information*

**RESOLVED** to **NOTE** there were no requests.

***18.69.1.Training***

**RESOLVED** to **NOTE** the clerk’s training report, and cancellation of HDC’s planning training on 11th February until further notice.

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

The Vice Chairman will report on his study of the WPC website and make recommendations.

The chairman requested an item to discuss action regarding the council’s silver cups, missing since change of tenant at the Frankland Arms.

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

**Parties -**

*18.71.1.Open Spaces Committee Meeting 18th February, 2019*

# To Consider a recommendation for the Recreation Ground maintenance 2019/20 contract

Quotations were circulated and discussed, together with a recommendation to appoint Contractor A for carrying out last season’s maintenance to a high standard.

**RESOLVED** to instruct Contractor B at the quoted £2,280.20 for reasons of cost. The quotation for the allotment to be deferred pending further discussion by the Open Spaces Committee.

*18.71.2. Planning & Transport Meeting, 18th February 2019*

**RESOLVED** to **NOTE** the draft minutes circulated before the FC meeting and that there were no recommendations to consider.

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

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

Full Council: 1st April 2019

Committees: 18th March, 2019

***RESOLVED to exclude the public and press from the next iitem, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted***

**18.73. To Receive a written response to a complaint regarding alleged allotment tenancy breaches**

Councillors discussed this item.

**RESOLVED** to agree the Chairman’s draft response is signed and delivered to the tenant.

**The Meeting Closed at 21:40hrs**

**Signed……………………………………………..**

**Dated………………………………………………**