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**WASHINGTON PARISH COUNCIL MEETING**

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 13th May, 2019

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

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

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

**MEMBERS OF THE PUBLIC**: 1

**ABSENT**: Cllr Glithero and Cllr Ross

# The Chairman opened the meeting at 19:47hrs

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

Apologies received from Cllr Glithero (work) and Cllr Ross (holiday). The Chairman welcomed members and congratulated them on their re-election to the Council.

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

Cllr Henderson declared an interest in planning applications: SDNP/19/01726/FUL - Warren HillHouse, Storrington Road and DC/19/0779 - 18 Montpelier Gardens Washington. Reason: friend/neighbour. Cllr Buddell and Cllr Lockerbie requested to know if they should declare an interest on Millford Grange business as they are members of the Millford Grange Management Company. The Clerk advised that they should and that it was their decision as to whether they felt it was prejudicial to any matters being discussed, and to refer to guidance in the Council’s Code of Conduct (adopted by Members at the previous APCM).

**RESOLVED** that the Clerk seeks further advice.

**19.11.To approve the Minutes of the last Parish Council meeting held on 1st April, 2019**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to AGREE (344)** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 1st April, 2019 and the minutes were **duly signed by the Chairman.**

**19.12. Public Speaking**

A local resident spoke of safety concerns, following recent incidences of aggressive-looking dogs running wild through the residential area of Heath Common. He asked what action is being taken and if there is a solution to prevent a re-occurrence and risks to the safety of local residents, particularly the vulnerable and those with pets.

The Chairman reported an article in a local newspaper that two dogs had been picked up by HDC’s stray-dog service on 23rd April, and the owner served with a micro-chipping notice and community protection warning. He agreed it is a potential public safety issue, particularly as the dogs are large. Cllr Marshall was unable to verify the information. He said that although HDC does not have a dog warden, he could try to find out more from

HDC’s Community Safety Officer, Greg Charman, and if the Police were involved.

The resident (at the meeting)requested to be notified, thanking Cllr Marshall and the Chairman, before leaving.

**19.13. County and District Issues**

Newly elected Cllr Marshall reported on the following:

* Horsham District Elections - May 2019: Conservatives win 32 seats in election victory. Cllrs Ray Dawe, Paul Marshall and Jim Sanson elected to Storrington and Washington Ward and together had the largest proportion of votes throughout the county.
* Housing proposals on the neighbouring Thakeham Tiles’ site, Rock Road: to be considered in June by HDC’s Planning Committee South. Cllr Marshall commented that Thakeham Parish Council denies it agreed that it would not object to the site including provision for travellers, following their recent objection to a similar proposal elsewhere in the parish.
* Longbury Hill Wood, Rock Road: Cllr Marshall described the appeal inspector’s recent decision to extend Rock Road access until re-planting, and not permanent access, as a welcome compromise. But the woodland site is put forward for development in HDC’s Call for Sites. Cllr Marshall commented that as the site was not included for development in the Neighbourhood Plan, and that the District is so far successfully meeting its current 5-year land supply (800 homes per year), this will hopefully afford it protection
* Proposed changes to the governance of the Horsham District planning process: Cllr Marshall confirmed that at a recent District Council meeting, amongst the decisions made, were: the existing two-area based planning committees be retained and not a more specialist single committee; only trained councillors to sit on the committees; The public call-in threshold for a plan to go to committee, will remain at 8 or more from different households and not increased from the recommended 15 - applications can still be elevated to Committee at the request of a district councillors or parish council; public speaking by parish/neighbourhood councils increased from 2 to 5 minutes;

Parish/Neighbourhood Council to have a longer consultation response period.

*The Chairman thanked him for his reports. Cllr Marshall left the meeting.*

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

**minutes**

**RESOLVED** to **NOTE** there were no matters arising to be reported.

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

 **19.15.1.Planning applications**

**DC/19/0917 - Little Thatch Veras Walk Storrington Pulborough**

 *Erection of oak framed garage and summer house/shed*

Members expressed concern that this current application of two more buildings, both large in dimension, represents overdevelopment of the site; would result in two separate garages with two accesses; would negatively impact on the street scene, filling space that was protected in the previous application and is against the spirit of the Heath Common Design Statement which seeks to protect the spaciousness and rural character of the area.

For these reasons, Members unanimously agreed to make an **OBJECTION** to the application. They further agreed that all future Parish Council responses to applications for the Heath Common area of special character should include a reference to the Design Statement.

**SDNP/19/01726/FUL - Warren Hill House Storrington Road Washington RH20 4AQ**

*Installation of 10 No.solar panels.*

Councillors discussed this application, noting that there were no published objections from the National Trust freeholders, or any other comments.

It was further noted that the proposed solar panels would not be visible because of the property’s secluded location, and that the number is below the permitted threshold for domestic use.

For these reasons, councillors **AGREED** unanimously to make **NO OBJECTION**

 **DC/19/0825 - Timberdown Georges Lane Storrington Pulborough**

 *Surgery to 1 x Beech tree (TP0)*

Members discussed this application, noting that the crown reduction is necessary as the tree is

 beginning to encroach upon overhead cables and lean towards the property’s garage.

 For these reasons, Members agreed unanimously to make **NO OBJECTION**

**DC/19/0784 - Keepers Mount Hampers Lane Storrington Pulborough**

##  Erection of timber outbuilding

##  Members **NOTED** there were no objections to the application at the time of the meeting

##  and **AGREED** unanimously to make **NO OBJECTION**

**DC/19/0779 - 18 Montpelier Gardens Washington Pulborough**

*Erection of a two-storey extension, first-floor side extension and front porch.*

Members discussed this application and NOTED there were no published objections or

 responses. They agreed that the proposed side extension would be consistent with some of

 the other neighbouring properties, contained within a generously sized plot, and that the

 first floor rear extension was modestly sized. They had no objection to the proposed porch,

 and it was further agreed that because of the angled position of the property, it would not

 result in any loss of privacy.

For these reasons, Members **AGREED** unanimously to make **NO OBJECTION.**

Cllr Henderson declared an interest and did not take part in the voting

**19.15.2. Planning Decisions**

To NOTE that there were no significant planning decisions to report at the time of publication of the Agenda. Members welcomed Cllr Marshall’s earlier report that Parish Councils will have more time to respond in planning application consultations. Members to discuss arrangements for future planning consultations once details of the changes are confirmed. Clerk to make enquires.

**19.15.3.Enforcements/investigations**

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

[**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*

[**Alleged: Laying of hardstanding within the grounds of the Church**](https://public-access.horsham.gov.uk/public-access/enforcementDetails.do?keyVal=PQ1WNVIJ01S00&activeTab=summary)

*St Marys Church The Street Washington Pulborough West Sussex RH20 4AS*

*Ref. No: EN/19/0148 | Received: Tue 16 Apr 2019 | Status: Pending Consideration*

[**Breach of Condition 3 of WS/27/91 First floor window in south elevation of annexe to be permanently glazed with obscure glass.**](https://public-access.horsham.gov.uk/public-access/enforcementDetails.do?keyVal=POK448IJ0FT00&activeTab=summary)

*Rock Cottage Rock Lane Washington Pulborough West Sussex RH20 3BL*

*Ref. No: EN/19/0111 | Received: Mon 18 Mar 2019 | Status: Pending Consideration*

[**Breach of condition 16 of DC/10/1457 (acoustic boundary fence)**](https://public-access.horsham.gov.uk/public-access/enforcementDetails.do?keyVal=PJD08CIJ02S00&activeTab=summary)

*Street Record John Ireland Way Washington West Sussex*

*Ref. No: EN/18/0586 | Received: Fri 07 Dec 2018 | Status: Pending Consideration*

 **19.15.4.Appeals** -

 **Appeal Allowed: Longbury Hill Wood, Rock Road, Storrington -**

 **APP/Z3825/W/18/3204807 - DC/17/2117**

*Decision notice circulated before the meeting.*

 **19.15.5. Transport issues:**

 **RESOLVED** to **NOTE** there were none at the time of publication of the agenda.

### 19.15.6.Road Closures

**RESOLVED** to **NOTE** that any road closures in Washington are published on the Parish Council website*.*

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

**RESOLVED** to **NOTE** there were no urgent issues to be raised at the meeting.

***19.16.1. To Receive and Review Internal Auditor’s Report for the financial year 2018-19***

Members discussed the signed Audit Report 2018-19 by Mark Mulberry, and his review of the Council’s internal financial procedures and controls. It was NOTED that he was satisfied with the governance of the Council. He reminded the Council that on the declarations of interest it is usual for the home address to be listed and that some forms need updating. Clerk to contact those Councillors who have omitted this information on their original forms, and to add it to *Box D1 Land* on the updated Registers. Cllr Beglan was joined by other Members in commending the well presented report and the professionalism of the auditor Mr Mulberry.

**RESOLVED** to **NOTE** the report and action the changes required on the DoI registers.

***19.16.2. To Approve the Financial Report for Year Ending 31st March 2019***

Members **NOTED** the Financial Report (reconciled), with Year End 2019 bank reconciliation circulated before this meeting which showed a closing balance of £64,741.

**RESOLVED** to **APPROVE** the Financial Report for Year Ending 31st March 2019.

***19.16.3. To Review and Approve the Council’s Annual Governance Statement 2018/19***

Members reviewed the Governance Statement which was circulated before the meeting.

**RESOLVED** that the Annual Governance Statement for 2018/19 is a correct record of a sound system of internal control and accounting. It was **APPROVED** and **Duly Signed by the Chairman and Clerk/RFO..**

***19.16.4. To Review and Approve the Council’s Annual Accounting Statement 2018/19, and note significant variances..***

Members reviewed the Annual Accounting Statement 2018/19 which was circulated before the meeting.

**RESOLVED** that the Annual Accounting Statement 2018/19 is a correct record of the Council’s income and expenditure, and **AGREED** the explanation of significant variances. The Annual Governance Statement 2018/19 was **APPROVED** and **Duly Signed by the Chairman and Clerk/RFO**.

***19.16.5. To Agree the Notice period for the Public Rights and Publication of Unaudited Annual Governance & Accountability Return***

**RESOLVED** that the notice period is Monday 3rd June-12th July 2019. Clerk to post the notice on 14th May 2019.

***19.16.6. Storrington & Sullington and Washington Neighbourhood Plan update***

The Chairman reported that after a period of consultation, HDC has published its Decision Statement that the Plan should progress to Referendum. It is hoped this will take place during July and a date is expected to be confirmed in the next few days. The Chairman confirmed that the Referendum is decided by a simple majority, however many people turn out to vote.

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

***19.16.7. To Discuss course of action on the missing silver cups***

The Chairman reported that all efforts to locate the Council’s missing cups have failed, and proposed that the Council pursues a claim to recover the £3,000 insured value.

**RESOLVED** to report the missing cups to police and pursue an insurance claim.

***19.16.8. To Report on the distribution of the Spring/Summer Newsletter***

Members NOTED that the Sussex Local had reported a successful delivery of the newsletter, including 40 hand-delivered personally by the distribution manager to outlying areas not usually on their route. The Clerk had not received any reports of the newsletter not being received. Cllr Beglan praised the magazine as by far the most reliable distributor which the Council has used. Cllr DeLittle reported that he threw away a copy of the Sussex Local without realising it contained a folded copy of the newsletter. Cllr Henderson reported that he received the newsletter in the same way but it was more noticeable because it was folded lengthways. The Chairman advised that these matters should be taken up in more detail by the Working Party.

**RESOLVED** that Working Party Chairman Cllr Glithero organises a meeting with other members Cllrs Beglan, DeLittle and Milner-Gulland, to discuss the production and distribution of the next newsletter, and to report their recommendations to Full Council.

***19.16.9. To Consider Parish Council representation on Village Day and elect a Councillor to undertake a risk assessment prior to the event.***

**RESOLVED** that the Council is represented at the Village Day on Saturday 6th July subject to it preceeding the Neighbourhood Plan referendum. Cllr Henderson to undertake a risk assessment on the morning of the Open Day. Clerk to provide the assessment form.

***19.16.10. To Nominate volunteers for the Village Spring Clean on Saturday 18th May and to conduct an insurance risk assessment.***

The Clerk confirmed that Mrs Pauline Stephenson who requested the Spring Clean, is willing to collect litter with 5 other local residents from the village but not to act as co-ordinators. They are looking to the Council to make the arrangements. Four councillors have agreed to help and one to pick up equipment for the morning’s event.

**RESOLVED** to inform Mrs Stephenson that it would be better if either she, or someone else nominated from the village, takes responsibility for directing operations. To request that she notifies the Clerk of her decision so that councillors can be given sufficient warning whether to attend, and when to collect equipment.

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

**RESOLVED** that there were no urgent maintenance issues to report at the time of publication of the agenda*.*

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

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

The bank statement (Year End approved APCM 13.5.19) showing transactions between 28.02.19 and 29.03.19 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to AGREE (345)** the following payments totalling £1,499.25be **APPROVED.**



Councillors **RESOLVED** to **AGREE (346)** the financial reports as follows:

**Outstanding purchase orders £1,105.00**

**Outstanding sales invoices - £80.00**

**Reconciled Bank Balance - £64,741.06** (approved at the APCM 13.5.19)

**19.17.2. VAT -**

**RESOLVED t**o **NOTE** Q 1 & 2 claim due in July.

**19.17.3. PAYE and NICs:**

**RESOLVED** to **NOTE** Q2 payment due in July

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

* Report of meeting with the National Trust on 7th May with representatives of the Parish Council and residents’ Road Fund regarding re-surfacing of the southern end of Georges Lane: Cllr Lisher was pleased to report that the NT plans to resurface the stretch of road with a forestry-style track in two years, pending grants. Grading will be carried out from time to time.
* Report of meeting with HDC on 30th April attended by Cllr Ray Dawe (Chairman of HDC and representative for Storrington & Washington), Cllr Heeley and Cllr Lisher, to discuss ways of making the Heath Common Design Statement more effective. Email pending from Emma Parkes, Head of Development at HDC was circulated and discussed. Cllr Heeley explained the problems of the Design Statement (DS) are principally that although it carries some weight as supplementary guidance, it is not a planning law; access onto a public highway requires planning consent but not onto a private lane, and this conflicts with some of the principles of the document. It was AGREED with HDC that planning officers would reference the DS to those who make planning enquiries and applications.

Cllr Heeley proposed the reference is also included below all Parish Council planning responses for applications on Heath Common ‘Lanes.’

RESOLVED that this was AGREED by all present.

**19.19. Correspondence Received -**

* **Bridge project, Sandgate Park -** Email from Richard Hurley reporting on the next steps and wider issues relating to the park. **RESOLVED** to **NOTE** there will be a delay on providing Washington Parish Council with costings for the project but the principle of up to £500 funding was approved at the last Council meeting.
* **Aggressive dogs -** Report from a member of the public about aggressive-looking dogs escaping into some gardens of the Heath Common area. The matter had been reported to police**. RESOLVED** to **NOTE** that this is being followed up by Cllr Marshall.
* **Tree-felling -** Report from a member of Millford Grange Management Company of ‘unauthorised’ tree-felling between Sandy Lane and Millford Grange Country Park.

**RESOLVED** to **NOTE** the matter is being dealt with by the MGMC. Report from Cllr Glithero is circulated with this Agenda.

* **Abandoned wheelie bin -** Report by resident of a large wheelie bin in Lamorna Close area being used for fly tipping, and a request for its removal. The bin is opposite end of Lamorna Close and was used over a year ago for asbestos removal work which has long been completed. **RESOLVED** to **NOTE** that the Clerk is waiting for the complainant to confirm identification of the building contractors who own the bin, before it can be reported to HDC.

**19.20. Clerk’s report**

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

*Freedom of Information*

No requests.

*Governance*

See earlier part of the meeting on the Council’s 2018.19 End of Year Audit Report and Annual Return.

*Training*

None to report

*Holidays*

Clerk will be taking annual leave 3rd, 4th and 6th June. Cllr Beglan agreed to minute the next Parish Council meeting on 3rd June in the Clerk’s absence.

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

**RESOLVED** to **NOTE** there were no items received.

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

**Parties -**

RESOLVED to NOTE the following draft minutes circulated before the meeting, and recommendation:

Open Spaces Committee Meeting 15th April, 2019

***To Consider Recommendation of Contractor B to repair and replace fencing sections on various plots on the Allotment Garden, and replace damaged fencing on Recreation Ground..***

Quotations from Contractor A and Contractor B circulated before the meeting.

Cllr Lockerbie reported that both have completed satisfactory work for the PC in the past. Contractor B had replaced the large gates on the Recreation Ground and Allotment Garden. But there was a considerable difference in the quotes. The Clerk reported that the tenant had waited a long time for a decision. It had been deferred by OSRA for another quote. Consequently he has already carried out the fencing repairs on Plot 10a, including a dividing fence. He has not requested compensation but understood that the fencing would be made good by the Council. Members AGREED that the tenant should have consulted the Council before making the repairs, and that it was important that the Council obtained best value for public money. It was NOTED that he has not requested compensation.

**RESOLVED** to instruct DKemberry to do the works, quoted at £2,875 and to request that he deducts costs of fencing already completed on Plot 10a and b.

Planning & Transport Meeting, 15th April, 2019

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

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

*Dates of the next Council Meetings will be:*

**Planning & Transport Committee 20th May 2019**: postponed.

**OSRA Committee 20th May 2019**: postponed unless there is urgent business

**Meeting to discuss arrangements for APM:** 20th May, 2019 19:30 hrs.

**Annual Meeting of the Electorate**: 31st May, 2019

**Full Council Meeting**: 3rd June, 2019

**The Meeting Closed at 21:59 hours**

**Signed…………………………………………..**

**Dated……………………………………………**