** WASHINGTON PARISH COUNCIL (Online) MEETING**

**MINUTES** of proceedings for the monthly meeting of Washington Parish Council held on Monday 6th July 2020

**PRESENT:** Cllr C Beglan (CB), Cllr S Buddell (SB), Cllr B. Hanvey (BH), Cllr P Heeley (Chairman), Cllr J Henderson (Vice-Chairman/JH) Cllr A Lisher (AL), Cllr G Lockerbie (GL) and Cllr K Woods (KW)

**NOT IN ATTENDANCE**: Cllr P Marshall (WSCC) and Cllr J Sanson (HDC) gave apologies for absence

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

**MEMBERS OF THE PUBLIC**: 0

**ABSENT**: 0

The Chairman opened the meeting at **19:35 hours**.

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

**RESOLVED** to **NOTE** that all members were present.

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

**RESOLVED** to **NOTE** a declaration of non-pecuniary interest from Cllr Henderson on planning application **DC/20/0660 (amended)** to bediscussed as he knows the applicant.

**21.12. To approve the Minutes of the last Parish Council Meeting on 1st June and Extraordinary Meeting on 15th June 2020.**

Draft minutes of both meetings were previously circulated and published on the Council’s website.

**RESOLVED** to **APPROV**E the minutes and for the Chairman to sign them at the next physical meeting.

**21.13. Public Speaking**

None present

**21.14. Matters Arising from the last meeting.**

* **Village Hall’s 2020/21 insurance policy and 2019/20 Year End accounts**

The Hall’s renewed insurance policy was circulated before the meeting. End of Year Accounts are published on the village hall’s website: <http://www.wasahall.co.uk/>

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Clerk reported there were no objections from Tenants to the proposed shed on Plot 11b.  Clerk advised applicant.   * **Tenancy Agreement Plot 8 received**   Signed agreement, rent and deposit received from the new tenant of Plot 8.   * **Completed Recreation Ground works**   TJM Contractors has completed the outstanding repairs on the grounds and Play Area  satisfactorily. Invoice circulated. See payments.   * **Tree Management – To Report on outstanding H2 works**   Some works still outstanding. Clerk to chase. **RESOLVED** to agree payment of invoice to  contractor on Thursday 9th July via email subject to confirmation of completed works.  **21.16. Reports from County and District Councillors**  There were no district reports.  A report from Cllr Paul Marhall (WSCC) was circulated to Councillors. The following was noted:  **Scoping reports on A24 capacity**  Following Phase 1 scoping works (Worthing and Horsham) stakeholders are being consulted on the early stages of Phase 2 of the scoping study on A24 capacity between Horsham and Dorking. Cllr Marshall reported he has raised the issue of public transport and pedestrian, cycling and horse-riding access as the highways are a shared space; the capacity and delays of the Washington roundabout and that this is now at full capacity.  West Sussex Highways to consult Washington Parish Council on its needs and concerns ahead of a more advanced scoping document prioritising the necessary works over the coming years. He agreed in an email to the Clerk to chase up an invitation to the Webinar discussion this Thursday 9th July 10am. JH commented on the importance of getting involved in these early stage discussion as they will inform policy for the next 20 to 25 years. He recommended that the Council makes a consultation response at a Planning & Transport Meeting before the 24th July deadline.  **Household Waste Recycling in West Sussex**  From Monday 6 July 2020 a wider range of items will be accepted at Household Waste Recycling Sites in West Sussex. Soil and hardcore will be accepted at all sites with the exception of Bognor, Midhurst and Westhampnett. Plasterboard can be deposited at Billingshurst, Burgess Hill, Crawley, Horsham, Littlehampton, Shoreham and Worthing. While asbestos can be taken to Burgess Hill, Crawley and Worthing.  Vehicles with trailers will also be able to access the Crawley, Billingshurst, and Worthing sites on weekday afternoons only, from 1pm to 6pm, as of Monday 6 July.  **Covid-19** going forward. The council has recently launched it local outbreak plan for dealing with local covid19 responses. This will be led by the county’s Public Health Director. This in the main will respond to local outbreaks that occur at any premises, or locations, within the county (similar activities to food poisoning outbreaks) The county ‘R’ is being monitored constantly. Please see link <https://www.gov.uk/guidance/the-r-number-in-the-uk>. There is some work being done to monitor ‘growth value’ which will be more local and will look at increase in covid-19infections.    **21.17. To Consider Planning Applications**  **SDNP/20/02357/HOUS - Taints Orchard The Street Washington RH20 4AS**  *Erection of an annex extension to rear of existing garage*  Councillors discussed the application. **RESOLVED** unanimously to make **NO OBJECTION** and if planners are mindful to approve the application, to request a condition that the annex remains ancillary to the main occupation of the house.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **DC/20/1157 – Maple Lodge Thakeham Copse Storrington Pulborough**  *Fell 2 x Oaks and 1 x Scots Pine*  Councillors discussed the application and **RESOLVED** to defer to HDC’s Tree Officer.  **DC/20/0660 (amended) Land at Montpelier Gardens Washington RH20 3BW**  *Erection of 3 dwellings with associated car parking and landscaping*  Councillors discussed this application and **RESOLVED** unanimously to make an **OBJECTION** for the following reasons:   * Overdevelopment of a small site * Potential to loss of privacy to those living lose to the site.   JH did not take part in the discussion or voting.  **21.18. Appeals** *-* **lodged or decided***:*  **APP/Z3825/W/20/3249855 – Vineyards Old London Road Washington RH20 3BN**  *Demolition of existing dwelling house and erection of 16 residential dwellings with*  *associated works* **Horsham District Council Reference:** DC/19/2478  An appeal has been lodged by Violeta Ltd against HDC’s failure to determine the application within the statutory eight-week period. The appeal is by written representation. **RESOLVED** to **NOTE** the appeal  **21.19. To Review, Consider, Recommend and report on Parish Council issues, including Maintenance**  **21.19.1. To Discuss website accessibility requirements for public sector bodies relating to websites and Agree action.**  Councillors discussed quotations from the Council’s current website hosts and another provider to meet the new website accessibility requirements before the 22nd September deadline**.**  **RESOLVED** to defer a decision pending further information to establish the level of support and cost of a new service agreement; to confirm if the Council is required to purchase its domain name.  .  **21.19.2. To Report the Council’s final 2020/21 insurance renewal documents**  The final documents from the Council’s insurance providers, Came & Co, were previously circulated  and it was **RESOLVED** that they be **APPROVED**.  **21.19.3. To Receive and Discuss the Council’s Q1 2020/21 Budget Report**  Councillors received the RFO’s Q1 budget report and noted that the Council is operating comfortably  within budget. **RESOLVED** to **NOTE** the report.  **21.19.4. To Ratify Agreement of bank mandate for the Council’s monthly payments of pension**  **contributions to NEST.**  The bank mandate, signed by the Chairman and Cllr Lisher, for the monthly pension payments to NEST  were previously circulated. **RESOLVED** to ratify the mandate*.*  **21.19.5. To Agree Clerk’s annual leave and to Agree arrangements for the minutes of the Full Council Meeting on Monday 3rd August 2020**  **RESOLVED** to agree the Clerk’s request for two weeks’ annual leave from Monday 3rd  August. KW kindly agreed to take the minutes of Full Council Meeting on 3rd August.  **21.19.6***.* **To Receive July 2020 graveyard inspection report and Agree any recommended action**  AL’s July inspection of the First Extension Graveyard was previously circulated. AL confirmed there  were no recommended actions. **RESOLVED** to NOTE the report and that the Council would be considering clearance of ivy and elder later in the meeting.  **21.19.7. To Receive July 2020 Allotment inspection report and Agree any recommended action**  GL’s July inspection of the allotment garden was previously circulated. GL confirmed there were no recommended actions and that the site was much improved. Vacant plot 7 was looking much tidier since the weed strimming by Sussex Land Services. **RESOLVED** to NOTE the report.  **21.19.8.****To Consider quotation for clearing ivy and elder from head stones and the walls of the First Extension Graveyard.**  Councillors considered a quotation of £190 from Sussex Land Services, the Council’s groundsman  to clear ivy and elder from head stones and the wall and it was **RESOLVED** to engage the contractor for the works.  **21.19.9. To Discuss withdrawn application SDNP/20/01234/FUL – Toll House Kia London Road Washington RH20 4AJ and agree action**  ***(****Creation of vehicular crossover and Teramo Geocell load platform access road)*  Councillors noted objections to the application from the National Trust landowners, comments from  the Highways Authority and the Parish Council’s strong objection.  **RESOLVED** to request that in the absence of a planning application, that HDC pursues enforcement on the unauthorised access which is in breach of the original planning application for the  garage development. Clerk to write to HDC’s enforcement team.    **21.19.10. To Discuss re-stocking requirements of Longbury Hill Woods and Agree further Action**  Councillors discussed an email from the landowner Mr Julian Hanbury-Aggs that the Forestry Commission are “pleased” with the current regime of natural regeneration to re-stock the felled trees. He said that they have extended the re-stocking deadline to next June 2021 due to the “exceptionally dry weather this spring.” The Clerk reported that the landowner did not provide written confirmation of this information from the FC to give to the Council. The developers, Clarion Group, had also failed to provide the letter from the FC which they promised at the Extraordinary Council Meeting on 15th June, despite a reminder.  BH reported that correspondence (to residents/the Parish Council) from the FC in December made it clear that conditions imposed do not preclude a planning application being made but that they would make it clear to the Planning Authority their concerns because of the loss of trees and that they  expected the conditions to be adhered to. Councillors agreed that without the opportunity to see the FC correspondences promised by the developer (for the landowner), the re-stocking conditions do not appear to have been fulfilled. **RESOLVED** to write to the Forestry Commission and ask them to explain their position. Clerk to action.    **21.20. Washington Recreation Ground Charity**  **20.21.1. To Review arrangements for using the MUGA tennis equipment.**  Councillors discussed this and a request from a resident for easier access to the locked equipment. **RESOLVED** to continue with the current arrangement as it is more secure and seemed to be working well. Clerk to notify regular tennis users of the of the padlock code before her annual leave.  **20.21.2. To Consider advice for maintaining new MUGA court surface and Agree action**  **RESOLVED** to defer this item to the next Full Council Meeting on 3rd August 2020.  **20.21.3. Maintenance arising**  **To Consider safe re-opening of the Play Area following lifting of further Covid-19 restrictions.**  This item was not discussed and is deferred to email consultation with the Council and action under the Clerk’s delegated powers.    **21.22. Approve Payments, Receipts and Quotes**  **21.22.1. To Receive Year to Date Reconciled Payments, Receipts and Approve Purchases**  The reconciled bank statement showing transactions between 30.4.20 and 28.05.20  accounting year to date statement, payments schedule and invoices were circulated  before the meeting.  **RESOLVED** thatthe following payments totalling **£2,765.78**be **APPROVED** and to **RATIFY** the payment of **£770.33** gross for the Council’s 2020/21 insurance renewal.   |  |  |  | | --- | --- | --- | | **Payee** | **Details** | **Amount** | | Z Savill | June salary & expenses | £ 1159.46 | | NEST | Pension June 2020 | £ 47.37 | | NEST | Pension May 2020 | £ 53.81 | | HMRC | Q1 PAYE 2020 | £ 565 14 | | T J Manvell | Invoice 51-recreation equipment repairs | £ 940.00 | | **Total** |  | **£ 2765.78** |   Councillors **RESOLVED** to **AGREE** the financial reports as follows:  Outstanding purchase orders**: None**  Outstanding sales invoices **– None**  Reconciled Bank Balance **- £84,698.30**  **21.22.2. VAT**  **RESOLVED** to **NOTE** the Q4 2019/20 VAT refund of £497.71 received 28th May 2020.  **21.22.3. PAYE and National Insurance contributions**  **RESOLVED** to **NOTE** the Q1 20120/21 payment £565.14 approved under minute ref: 21.22.1.  **21..23. Correspondence Received**  **RESOLVED** to **NOTE** the correspondence report circulated before the meeting.    **21.22. Clerk’s Report**  The Clerk reported the following:  **NALC Legal Topic (LTN) Note 8: Elections** **and Co-option**.  The Clerk reported on the NALC update on 22 June. The legal topic note, circulated to Councillors before the meeting, makes it more relevant for the needs of local councils to clarify NALC’s guidance on co-option. It is to be read in conjunction with legal briefing L03-20, also circulated. **RESOLVED** to NOTE that the Council has a co-option policy in place and to review this at a future meeting if changes are required..  **Village Hall and Council Meeting**  Councillors discussed the Hall’s COVID-19 guidelines for when it re-opens on 4th July and whether it would be safe hold meetings. They noted correspondence stating that the hall was to be cleaned before and after meetings but the kitchen, the only source of water, is “out of bounds and not to be used.” **RESOLVED** to follow NALC advice and continue with virtual council meetings. To be kept under review.    **Training**  Councillors Awareness course to be advised when available and are also published on the county association website for NALC. **RESOLVED** to **NOTE** the information.  .  **21.23. To Receive items for the next agenda.**  **RESOLVED** to **NOTE** that none were received.  **21.24.****Dates and time of next meetings (via the zoom platform).**  **RESOLVED** to **NOTE** that the next meeting is Monday 3rd August 2020 via the Zoom Platform. A Planning & Transport Committee Meeting will take place on Monday 20th July 2020 unless the Clerk can secure an extension to the deadline for responses on any applications and the A24 feasibility scoping study.  **21.25.** **To Consider a resolution to exclude the Public and Press from the following confidential item of business**  **RESOLVED** to exclude the press and public in according with the Council’s Standing Order 1(b) due to the confidential nature of the next item of business. There were no members of the press or public in attendance.  **21.26. To Discuss a draft Allotment Tenancy Agreement, and a management and rent proposal**  This item was discussed and minuted in a separate confidential report.  **RESOLVED** to circulate the draft Tenancy Agreement proposal, and a management and rent proposal in a letter to the Tenants ahead of the consultation.  Clerk to report back on rent charged by neighbouring parish councils at Storrington and Steyning..  **The Chairman closed the meeting at 21:24 hours** | | |  | | |     **Signed…………………………………………………………… Dated……………………………………………………….** |