**WASHINGTON PARISH COUNCIL (Online) MEETING**

**Monday 3rd August, 2020 at 7.30pm in the Washington Village Hall**

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 3rd August, 2020.

**PRESENT:** Cllr C Beglan, Cllr B. Hanvey, Cllr P Heeley (Chairman), Cllr J Henderson (Vice-Chairman) Cllr A Lisher, Cllr G Lockerbie and Cllr K Woods (Minutes)

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

**ALSO**: Clerk to the Council, Zoe Savill (for item 21.43 (confidential) ***only***)

**MEMBERS OF THE PUBLIC**: 1

**ABSENT**: Cllr S Buddell, Cllr Jim Sanson (HDC)

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

Apologies were received and accepted from Cllr Buddell (family commitment).

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

There were no declarations of interest.

**21.29. To approve the Minutes of the last Parish Council meeting held on 3rd July 2020**

**RESOLVED** to **APPROVE** the minutes of the Parish Council Meeting on 3rd July 2020 and for the Chairman to sign them at the next physical meeting.

**21.30. Public Speaking**

None present.

**21.31. Reports from County and District Councillors**

*District Report from Cllr Sanson (circulated to Councillors):*

* HDC Leisure Centres will be reopening from Monday 17th August. This includes Billingshurst, Steyning, The Bridge and The Pavilions Leisure Centres.
* JH and KW reported that Adur Community Leisure had entered voluntary liquidation so the status of Storrington Leisure Centre was uncertain at this time.

*WSCC Report from Cllr Marshall:*

* Covid-19 data is published online weekly ([http://www2.westsussex.gov.uk/public\_ health/west\_sussex\_covid\_weekly\_data.pdf](http://www2.westsussex.gov.uk/public_%20health/west_sussex_covid_weekly_data.pdf)), including the Local Outbreak Plan. West Sussex is considered to have low vulnerability, while the Local Outbreak Plan was brought into effect in Crawley recently and worked well. A mitigation plan had been in place for the planned event at Goodwood.
* The A24 Consultation is in its early stages and Cllr Marshall is keen to ensure local communities are involved. The matter has been discussed by the Planning Committee; the potential increase of traffic at the Rock Road junction and reintroduction of bus routes through the village were raised.

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

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

**minutes**

*Councillor Lockerbie reported on the following matters arising from the previous minutes:*

* Tenancy, rent and management of the Allotments to be discussed.

 **21.33. To Consider Planning Applications**

**SDNP/20/02870/HOUS – Rowdell Lodge Storrington Road Washington RH20 4AG**

*Erection of a detached oak-framed garage*

Members discussed this application, some of them noting that it was a large building in relation to the existing property.

RESOLVED to make NO OBJECTION to the application, but it should be stipulated that the building should be used for domestic purposes only, with no commercial use.

**DC/20/1234 – Birch Coombe Hampers Lane Storrington Pulborough**

*Retrospective planning permission for decking area and erection of single-storey garden office.*

Councillors discussed this application, noting there were no objections from neighbours on the planning portal and **RESOLVED** to make **NO OBJECTION.**

**21.34 Appeals – Lodged or Decided:**

None lodged or decided at the time of publication of the Agenda.

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

No issues raised.

**21.35.1. To Consider quotations for website accessibility requirements for public sector**

**bodies and Agree action.**

Councillors discussed the transfer of the Parish website to a new host to be able to comply with the new website accessibility requirements. A working party will be set up to look at known hosts of similar websites. Councillors Heeley, Henderson and Woods volunteered to explore the website options further.

**21.35.2 To Consider a request for a shed at the rear of Allotment Plot 9a**

Councillors considered a request to place a shed on Plot 9a. There was initial concern that this would require planning permission, but the Clerk had not yet received any response to her query from Horsham District Council.

**RESOLVED** to **APPROVE** the siting of the new shed.

**21.35.3. To Receive August 2020 graveyard inspection report and Agree any**

**recommended action**

Councillor Lisher reported that a section of flint wall near the gate is deteriorating, while other fallen rubble appears to have fallen and subsequently covered by undergrowth some time ago.

**RESOLVED** to **NOTE** the report and continue to monitor.

**21.35.4. To Receive August 2020 Allotment inspection report and Agree any**

**recommended action**

No allotment inspection carried out.

**21.36. Washington Recreation Ground Charity**

To Consider any maintenance issues arising:

**21.36.1 To Report that the gates to the Play Area are not self-closing.**

A resident has reported that both gates to the play area do not self-close. The Clerk has requested that HAGS inspect the gates as they are relatively new, installed by them in April 2017 with the other new play equipment.

**RESOLVED** to **NOTE**, await a response from HAGS and review at the next meeting.

**20.36.2. To Ratify approval of quotation for repair of the bench in the Play Area**

The Clerk, with agreement from the Chairman and Vice-Chairman, has instructed TJM Manvell to repair the split timber section of the bench. The Clerk has used hazard tape to cover the damaged section until it is repaired. The works are a priority due to the public access to the bench.

**RESOLVED** to **RATIFY** approval of the repairs as quoted £80.00 by TJM Manvell.

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

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

The reconciled bank statement showing transactions between 29.05.20 and 23.06.20 accounting year to date statement, payments schedule and invoices were circulated before the meeting.

**RESOLVED** thatthe following payments totalling **£3,766.94**be **APPROVED.**

|  |  |  |
| --- | --- | --- |
| **Payee** | **Details** | **Amount** |
| Z Savill | July salary & expenses | £1,159. 33  |
| NEST | Pension July 2020 | £49. 21  |
| Sussex Landscaping | June grass-cutting and weed clearance Plot 7 | £549. 60 |
| R Mellor  | H2 Treeworks | £1,764. 00 |
| S Russell | Litter collection Mar, May & June 2020 | £244. 80 |
| **Total** |  | **£3,766. 94**  |

Councillors **RESOLVED** to **AGREE** the financial reports as follows:

Outstanding purchase orders**: £1,420.00 – Recreation Ground fencing repairs**

Outstanding sales invoices **– None**

Reconciled Bank Balance **– £79,827.51**

**21.37.2. VAT**

Q2 due October 2020.

**21.37.3. PAYE and National Insurance contributions**

Q2 due October 2020.

**21.38. Correspondence Received**

Members considered the correspondence previously circulated.

* **HALC Meeting July 2020 minutes and Briefing Note**
* **Invitation to take part in Horsham District Council’s Open Spaces Study Consultation.**
* **Planning Portal latest news:** Council wins legal challenge against Planning Inspectorate – important for Neighbourhood Plans.
* **2 Emails from Cllr Paul Marshall, Leader of WSCC:**
* ‘Together We Can Keep West Sussex Safe’ – this is published on the Council’s website

Data on Covid-19 deaths in the county.

* **Emails from two Washington residents re the Frankland Arms**

Allegations of noise and parking nuisance.

* **Letter requesting the Council organises a Village Spring Clean**

Letter from Mrs Pauline Stephenson, Washington, requesting the Council hosts a village Spring Clean and provides a lunch for volunteers. Separate newspaper cutting which was enclosed with the letter is no longer available. **RESOLVED** to respond to Mrs Stephenson and refer her to Horsham District Council, and point out that the Parish Council provides a village litter warden.

**RESOLVED** to **NOTE** the correspondence.

**21.39. Clerk’s Report**

The Clerk reported the following:

* **Face-to-face meetings**Extract from Information for Town and Parish Councils on 16th July:*‘Both NALC and SLCC still strongly advise local councils to continue to meet remotely, without the need for face-to-face contact. If your council wishes to consider returning to face-to-face meetings we have produced a* [*checklist*](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnalc.us12.list-manage.com%2Ftrack%2Fclick%3Fu%3D16886b5d6c31eade2f9a50027%26id%3D85402e362b%26e%3D219897cee8&data=02%7C01%7CAnna.Beams%40ssalc.co.uk%7C17d5d90d65ee40addd9008d8299aef81%7C21aabbb7d56d40b6b716f7e1ce3e0ce2%7C0%7C0%7C637305092710632085&sdata=pQKm2M%2FwnKGtS9M5cqfXx3J6enyWoXLHRGHScMxYnHI%3D&reserved=0)*to help ensure this decision is made in accordance with relevant regulations and requirements.*’

**RESOLVED** to continue holding remote meetings until the risks are deemed to be minimal.

**21.40. To Receive items for the next agenda**

Counciller Lisher reported on the prior notification for Change of Use at Barnards Nursery, Rock Road.

**RESOLVED** to monitor the application and review in due course.

**21.41.Dates and time of next meeting (via the Zoom platform)**

**RESOLVED** to **NOTE** that the next Full Council Meeting will take place on Monday 7th September 2020 at 7.30pm.

**21.42.** **To Consider a resolution to exclude the Public and Press from the following**

**confidential item of business in accordance with the Council’s Standing Orders 1 (b)**

**RESOLVED** to exclude the press and public in accordance with the Council’s Standing Order 1(b) because the next item contains legal advice and may also contain other sensitive information relating to staff and tenants.

**21.43. To Discuss a draft Allotment Tenancy Agreement and Agree rent proposals**

Councillors reviewed July’s online consultation which was held with Allotment tenants. The Clerk

attended in an advisory capacity.

**RESOLVED** to contact the tenants with the amended rent figure highlighting the possible future rebates, and requesting tenants take on the Allotment management – subject to a final consultation and full subsequent agreement by the Parish Council.

**There being no other business to conduct, the meeting closed at 21:30 hours**

**Signed……………………………………………….**

**Dated………………………………………………..**