 **WASHINGTON PARISH COUNCIL MEETING –**

 **(PUBLIC)**

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

**PRESENT:** Cllr C Beglan, Cllr P Heeley, Cllr J Henderson, and Cllr A Lisher

**IN ATTENDANCE:** Cllr Paul Marshall (WSCC). Cllr Jim Sanson (HDC) gave his apologies (holiday)

**ALSO**: Clerk to the Council

**MEMBERS OF THE PUBLIC**: 1

**ABSENT**: Cllr Lockerbie, Cllr Buddell and Cllr Woods.

The Chairman opened the meeting at 19:30hours

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

The Chairman announced the resignation with immediate effect of Cllr John DeLittle on 8th October and Cllr Dom Glithero on 23rd October. Casual vacancy notices are advertised on the Council’s website and noticeboards.

**RESOLVED** to accept the apologies from Cllr Buddell, Cllr Lockerbie and Cllr Woods.

Members **RESOLVED** to Cllr Woods’ acceptance of office to the Full Council Meeting on 9th December.

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

**RESOLVED** there were no declarations.

**19.98. To approve and sign as a correct record the Minutes of the last Parish Council Meeting held on 7th October, 2019**

**RESOLVED** to Circulated and published on the Parish Council website.

**19.99. Public Speaking Time**

A member of the public read out a statement. He criticised the Council’s recent decision regarding his application for co-option. He reported that he was not making a formal complaint and that he would be pleased to consider applying for any future vacancies on the Ward.

*The Chairman explained the reasons for the Council’s decision and that it had followed the correct procedure. It is on the agenda to consider a response to his ‘compliants’ made in earlier correspondence, at the end of the meeting. The Council will also consider formalising a co-option process.*

**20.00. County and District Issues**

Cllr Paul Marshall, reported on the following:

* Due to his recent election as Leader of WSCC, he has stepped down as a district councillor for the Storrington & Washington Ward. The local Conservative Party are seeking nominations for a candidate in his place. A request for poll would be timed with the forthcoming General Election. Cllr Ray Dawe and Cllr Jim Sanson will remain the other two district representatives for the Ward.
* Wiston Estate has submitted an application to WSCC for the reinstatement of Rock Common, and that he would expect to know details very soon.
* WSCC is engaged in further discussions on the proposed crossing with a link at East Clayton Farm, and he will share the information with the Parish Council once it becomes available.
* He is attending a meeting with Chancton Copse residents representatives on Thursday 12th December regarding their traffic concerns about its junction with Rock Road.
* The clerk informed Cllr Marshall that a local resident has emailed the Parish Council to express concerns about the increasing number of accidents resulting from poor lane discipline at Washington Roundabout. The resident is seeking a site meeting with Highways officials and local council representatives to address the issue, possibly with lane markings. The matter will be discussed at the next Planning & Transport Meeting, 18th November, and the clerk agreed to forward email details to to Cllr Marshall.

*The Chairman congratulated Cllr Marshall on his recent election and thanked him for his report. Cllr Marshall left the meeting*.

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

**minutes**

* **Disposal of the Council’s silver cups - update**

The Chairman reported on the recent payment of £710 for the silver cups by Jeremy Silverthorne jewellers. Clerk to notify the Council’s insurers to remove the cups from the policy.

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

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

 **20.02.1. Planning applications**

 **SDNP/ 19/04989/FUL - Swipes Rowdell Drive Storrington RH20 4BJ**

*Change of use of part of a field to form a seasonal or temporary camp site for 8 pitches*

 Members discussed this application situated in the South Downs National Park, taking into

 consideration the objections from two near neighbours). Members support the principle of

 using more land for leisure but agreed unanimously that the proposed site is unsuitable

 for the following reasons: the narrow access is unsuitable for the significant amount of

 traffic likely to be generated, making it unsafe for the walkers, horse riders and cyclists who

 use it; there is no parking provision.

 **RESOLVED** unanimously to object for these reasons.

**20.02.2.****Planning Decisions**

**RESOLVED** to **NOTE** the following:

**Application ref**: DC/19/1724

**Site:** Sevenoaks Sanctuary Lane Storrington Pulborough West Sussex RH20 3JE

**Description:** Fell 2 x Oak Trees

**Decision:** Application Permitted

**Date of Decision:** 18/10/2019

**20.02.3. Appeals lodged/decided**

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| None lodged or decided at the time of publication of this Agenda.**RESOLVED** to **NOTE** the information.

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**20.02.4. Transport issues:**

 **To Agree a nominated Council representative to attend the site meeting at Chancton**

 **Copse on 12th December, 10am, to discuss residents’ traffic concerns.**

 A meeting with WSCC Traffic Officer Mr Stephen Douglas, is confirmed to discuss the traffic

 issues raised by Chancton Copse residents’ representative Mr Michael Carroll. It will take

 place on Thursday, 12th December 10am near the junction. Cllr Paul Marshall will also

 attend. Cllr Lisher agreed to attend and report back to Council.

 **RESOLVED** that Cllr Lisher would attend to report back to the Council meeting on

20th January 2020..

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 **20.02.5. Road Closures**

 **RESOLVED** to **NOTE** there were none to report.

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

**20.03.1. To Receive the Tree Inventory Report and Consider quotations for recommended works**

A report and quotation by Gale Tree Consultancy of recommended tree works in order of priority, were circulated before the meeting. Members commented on the high professional standard of the report. The Clerk reported there were no emergency works. Those labelled H1 should be done as soon *as soon as is practicable*, and the remainder to beincluded in a 3-year programme with interim monitoring by the Tree Warden. The Clerk reported that she had anticipated a further quotation but it was not received in time for the meeting.

**RESOLVED** to defer matter to the next Parish Council Meeting pending the further quotation for consideration.

**20.03.2. To Consider a request to hire the MUGA court for Nordic Walking sessions.**

Members considered a request from the Nordic Walking group to switch the Monday morning sessions, or part of them, to the MUGA during the winter. The organiser reported that it is safer that the Recreation Ground in wet weather, and that the poles have rubberised ends which will not damage the MUGA surface. Member noted that the group have a further month of free hire, agreed at the Council meeting in August, and that the MUGA £5 hire should be in line with the £10 charged for regular bookings of the Recreation Ground.

**RESOLVED** to allow the MUGA hire subject to further review at the end of March and request that the Open Spaces Committee review the hire rates.

**20.03.3. To Receive a copy of the Parish Council’s Autumn/Winter Newsletter**

The Chairman reported that a final draft of the newsletter is not yet available and Sussex Local is drafting the newsletter before publication at the end of the month.

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

**20.03.4. To Discuss and Agree the Standard Form of Consent for the Triangle Management Plan.**

The Triangle Management Plan and WSCC ‘s Standard form of consent, was circulated before the meeting, and considered by the Open Spaces Committee at its meeting on 21st October. At the request of the OSRA members, the Clerk reported that she had written to West Sussex Highways Authority asking for details of the level of liability to the Parish Council before it agrees and signs the consent form. A response is pending.

**RESOLVED** to defer the matter for consideration at the next meeting pending the information. Clerk to chase.

**20.03.5. To Consider an invitation to a Police and Crime Commissioner (PCC) focus group meeting and Discuss any local policing matters to be raised***.*

The Chairman reported that the Clerk and one other Councillor are invited to attend a PCC focus group in Storrington, organised as part of its ongoing consultation programme, on Friday 15 November at Thakeham Parish Hall, Storrington. Discussions will concentrate on local policing issues in Storrington and surrounding villages, providing great insight into residents’ opinions. Results are fed back to the PCC to inform decision making.

**RESOLVED** unanimously that the Clerk attends the meeting to report back to the Council and to agree two hours overtime.

**20.03.6. To Discuss and Agree a Co-option Policy for adoption by the Parish Council.**

Members discussed NALC’s model co-option policy which was circulated before the meeting. It was NOTED that a co-option procedure is discretionary and that the NALC model formalises much of what the parish council already performs. Members agreed voting by secret ballot in line with the annual election process of the Chairman and Vice Chairman.

**RESOLVED** unanimously to adopt the policy and amend the Standing Orders for the voting procedure.

**20.03.7. To Review and Amend the Standing Orders for Committees’ membership**

Members considered amending the Council’s Standing Orders so that councillors can be co-opted onto other committees when attendance is low or in case of inquoracy.

**RESOLVED** to agree the required amendment to Standing Orders.

**20.03.8. To Review and Comment on the SDNP Affordable Housing Supplementary Planning Document (SPD) Consultation**

**The Clerk circulated the consultation documents before the meeting. Members noted there are no allocated development sites in the Washington areas of the Park.**

**RESOLVED to make no further comment due to insufficient time for review before the consultation deadline**

**20.03.9 To Consider any further maintenance issues arising**

**To Consider a response to the lighting issues raised by a Washington resident.**

Members discussed email correspondence from a resident that the lantern at the entrance to the village and the light by the London bus shelter are not working. He pointed out the safety importance of the lantern in illuminating the A283 junction to the village, and safety considerations of illumination of the shelter as it is used as a pickup and dropping off point for school children.

Members noted the Parish Council’s discussion and decision about the lights at the last meeting: HDC has decommissioned the bus shelter light and is discontinuing maintenance for cost reasons. The Parish Council had rejected HDC’s request to take on the responsibility, which would include repairs in the region of £2,000 plus ongoing maintenance not included in the current budget. The clerk had received one or two complaints from residents in the past about the light, and it was agreed to review the matter in 6 months. Members also noted the parish’s Dark Skies policy and the absence of street lighting by bus shelters in some of the neighbouring parishes, including two in Thakeham which are opposite each other, similar to Washington. The lantern by the village sign was checked earlier in the summer and found to be working following a similar complaint, and members agreed that repairs should be implemented at the earliest opportunity.

**RESOLVED** to engage a contractor to repair the street lamp by the village sign. Clerk given delegated powers to approve expenditure up to £500 subject to approval by the Chairman and Vice Chairman. To inform the resident of the Parish Council’s previous decision regarding the light by the bus shelter.

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

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

The bank statement showing transactions between 30.8.19 and 30.09.19 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED (261)** that payments totalling **£2,728.32**be **APPROVED** including theClerk’s written request for payment of 3 hours overtime.

Councillors **RESOLVED** to **AGREE (262)** the financial reports as follows:

Outstanding purchase orders**: £2,820.24 for ground maintenance**

Outstanding sales invoices **- £18 Allotment rent 2019/20**

Bank Balance **- £87,004.60 to be reconciled at the next meeting**

**20.04.2. VAT**

2019/20 Q2 payment of £833.12 received from HMRC 16 October 2019

Q3 payment due January 2020.

**20.04.3. PAYE and NICs**

2019/20 Q3 payment due January 2020.

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

Draft minutes of the Planning & Transport Meeting on 21st October, 2019 circulated separately from this Agenda. OSRA draft minutes to follow.

See items earlier on this Agenda for consideration.

**20.04.5. Correspondence Received –**

The following correspondence was circulated before the meeting:

* Complaint received 21st November from a Washington resident about a 15-minute fireworks display which seemed to be coming from the Recreation Ground.

Clerk has responded that no request or consent has been given by the Parish Council for a fireworks display on the grounds.

* **Sussex Police has announced that the Washington community will have a dedicated PCSO from 4th November**. PCSO Joseph Marimla-Alvarez is one of 100 PCSOs recruited in Sussex. His ‘beat’ area will be larger than the Parish and he will be the parish’s key contact in the Horsham Prevention Team. Details to be published on the Parish Council’s website.
* **RESOLVED to NOTE** the clerk’s response to the good news and the announcement in the Parish Council’s forthcoming newsletter.
* **South Downs Partnership Management Plan Review**: draft of the new Partnership Management Plan (PMP) 2020-25, and Statutory Notification letter sent to Local Authorities and Statutory Agencies.
* **South Downs Trust Lottery**: The Trust are looking for support in promoting the new South Downs Trust Lottery.
* **JAG/Joint Action Group: next meeting 12th November, 2019**. Parish Council provided with a form to report community issues (crime and anti-social behaviour) for consideration at the meeting: <http://ebusiness.horsham.gov.uk/outreach/COM_JAG.ofml>
* **WSCC Public consultation: Proposed budget savings within the Library Service**. Consulation closes Wednesday 13th November. Link for the consultation form: [Have Your Say web page](https://haveyoursay.westsussex.gov.uk/libraries/libraryoffer/). It asks people for their views on proposals to cease the mobile library service and to reduce the evening opening hours in the four main libraries (Chichester, Crawley, Horsham and Worthing) by one hour, from 7pm to 6pm from April 2020. NOTED the earlier closing at the bigger libraries.
* **WSCC consultation on withdrawing the senior railcard (except for disabled)**

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

**20.06. Clerk’s report**

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

**RESOLVED** to **NOTE** the following:

*20.06.1. Freedom of Information*

No requests received at the time of publication of the agenda.

*20.06.2. Governance*

Nothing to report

*20.06.3. Training*

Refer to SALC website for training programme.

***For information***

*20.06.4. Holidays*

Deferred.

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

**RESOLVED to NOTE** the following items to be included in the next agenda:

* *To Review and Adopt the Parish Council’s Winter Maintenance Plan and Emergency Plan, and to Agree the co-ordinators for each Ward – deferred from previous meeting.*
* *Longbury Hill Wood – to find out why replanting has not taken place.*
* *Council meeting dates 2020/21*
* *Public Works Loan – budget review*

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

Dates of the next Council Meetings will be:

Committees: 18th November, 2019.

Full Council Meeting: 9th December, 2019

**20.09. To Consider the exclusion of Members of the Press and Public from the following items due to the nature of the business to be discussed.**

Members considered that under the Data Protection Act 1998 and the Public Bodies Admissions to Meetings) Act 1960 (as extended by S100 of the Local Government Act 1972) the exclusion of the Press and Public from discussion of the next item due to the personal data which may be disclosed and legally privileged advice.

**RESOLVED** unanimously to exclude the press and public due to the personal data which may be disclosed and to consider the Council’s legal position.

**20.10. To Consider a co-option complaint against the Council – PUBLIC**

The matter was discussed and it was **RESOLVED** to write to the complainant as agreed in the confidential discussion, and to seek further legal advice. Clerk to action.

**The Chairman re-opened the meeting to the Public and Press. None present.**

**Draft MINUTES of the Meeting of the Washington Parish Council as Custodian Trustee of the Washington Memorial Village Hall, held on Monday 4th November, 2019.**

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

None declared.

**20.12. To Consider a request by the Village Hall to install a step and handrail by the Dore Room**

Members considered a request by the Village Hall trust for a step and handrail to the Dore Room entrance for improved disabled access. The step would be installed on land which maintained by the Parish Council. It was noted that the Village Hall will be responsible for the installation and maintenance required, and the costs. At the request of the Village Hall committee, the clerk had sent a grant application form towards some of these costs and was not yet been returned. This may be a matter for discussion at the next meeting.

**RESOLVED** to consent to the step and handrail subject to usual risk assessment and suitable insurance public liability cover.

**20.13. To Consider a request for consent to excavate the recreation ground for new underground water piping**

Members considered a request by Mr Rob Gerig on behalf of the Village Hall trust for consent to excavate the grounds around the building, in order to lay new water pipes.

**RESOLVED** to consent to the request subject to the usual risk assessment and suitable insurance public liability cover.

**The Chairman closed the meeting at 21:25 hours.**