 **WASHINGTON PARISH COUNCIL MEETING**

**Draft MINUTES** of proceedings for the monthly meeting of Washington Parish Council held on Monday 2nd November 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)

**IN ATTENDANCE**: Cllr Paul Marshall (WSCC) and Cllr Jim Sanson (HDC)

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

**MEMBERS OF THE PUBLIC**: 0

**ABSENT**:

None~~.~~

The Chairman opened the meeting at **19.30 hours**.

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

None

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

The Vice-Chairman declared an interest in agenda items relating to Highways England.

**21.45. To approve the Minutes of the last Parish Council Meeting on 5th October, 2020.**

**RESOLVED** unanimously to **APPROVE** the draft minutes of the meeting on 5th October 2020 as a correct record and to be duly signed by the Chairman at the next meeting at the Village Hall.

**21.46. Public Speaking**

The Chairman gave apologies from The Rev. James DiCastiglione of the Chanctonbury Churches group due to an urgent matter and that he would like to attend December’s meeting

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

**Horsham District Report**

* **Government’s White Paper on Planning Reforms**

Cllr Jim Sanson asked if the parish council has any questions on HDC’s formal response to the White Paper consultation. The Chairman confirmed he was encouraged by the response which echoes the parish council’s own concerns, particularly the Government’s proposal to almost double the housing numbers in the district.

* **Loss of a small private allotment in Montpelier Gardens**

Cllr Sanson reported on HDC Planning (South) Committee’s recent decision to permit 3 homes on the Old London Road site for application DC/20/0660. He expressed his concern that there were no comments from councillors or residents about the loss of allotment land on the application site. The PC’s Vice-Chairman reported that the allotment had only ever been used by the owner and that local comments were focused on other issues about the development.

**County Report – West Sussex**

* **WSCC re-opening discussions on proposed crossing at East Clayton Farm:**

Cllr Marshall has agreed to attend a site meeting with the National Trust and South Downs National Park Authority to explore a better alternative to the proposed crossing scheme. He will be requesting that an invitation is also extended to the Parish Council once a meeting date is arranged.

* **Arundel A27 preferred route announcement**

Cllr Marshall welcomed the Government’s commitment to the bypass following Highways England’s announcement of the Grey route. Although the County Council’s preferred scheme is along a different route (Magenta route), it will be carefully examining the rationale behind the decision and awaits details of HE’s mitigation package to limit impacts on residents and the environment.

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* **Lockdown to 2nd December:** There will be an emphasis on Test, Trace and Isolate in the County.

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*The Vice-Chairman commented on the great emphasis on roads, and asked if the county council will be making any representation to TfSE (Transport for the South East) about supporting rail upgrades in West Sussex, including digital signalising, which would make a real difference to capacity and services in the region.*

*Cllr Marshall thanked the Vice-Chairman and agreed to get back to him with his thoughts on this once he has discussed it with the Cabinet Member.*

*The Chairman thanked Cllr Marshall and Cllr Sanson for their reports before they*

*left the meeting.*

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

* **Proposed crossing at East Clayton Farm:** The Chairman commented that he looked forward to the Parish Council being involved in future discussions on developing a better alternative to the current proposals, as reported earlier by Cllr Marshall.

**Bus stop light, Recreation Ground**: The Clerk reported that HDC will be responding to the Parish Council at the end of the week to confirm arrangements about the repair and maintenance of the London Road light.

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Planning Decisions by Horsham District Council/South Downs Planning Authority:**  Members noted the following planning decisions:  **20.50.1. DC/20/0660 Land at Montpelier Gardens London Road Washington RH20 3BW**  *Three dwellings with associated car parking and landscaping*  **Decision**: Approved 20th October 2020  The Chairman expressed his surprise at the emphasis on the loss of allotment space despite it being it being used only by the owner, and that there was no mention of the overwhelming  local concern about the development. However it confirmed the designation of the  the Neighbourhood Plan area which includes Montpelier Gardens.  **SDNP/20/03102/FUL – Highden Hill Reservoir Glaseby Lane Washington RH20 4AX**  *Installation of 3 x replacement antennas*  Application approved 16 October 2020  **DC/19/0139 - 2 Jenners Field Rock Road Washington Pulborough West Sussex RH20 3BH**  *Erection of an outbuilding – permitted 15th May 2019.*  The Vice-Chairman reported that he had not seen an application for a change of use of  the outbuilding from domestic to business purposes. He alleged that it was clearly being  used as a dog day care facility, with customers coming and going, and is a fundamentally  different enterprise from home office arrangements supported by HDC policy. He further  reported that 5 residents have complained about noise from the site and that it does not  appear on HDC’s licensed animal establishments. Councillors discussed the matter, and  concerns that planning laws could be used in the future for change of use to residential if  it became a redundant business unit.  **RESOLVED** unanimously to bring HDC’s attention to the possible inappropriate use of the  building, with a view to regularising the use if necessary. Clerk to write to the senior  planning and environmental health offiers at HDC, with copies to the local ward members.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **21.51. Appeals**:  **21.51.1. Appeal Ref**: APP/Z3825/D/20/3253542 against HDC refusal on 23 March 2020 of DC/20/0128 planning application for a new porch to create entrance and installation of circular window  **Site**: Iron Stone Barn Rock Road Washington RH20 3Bq  **Decision**: Appeal dismissed on 16th October 2020   |  | | --- | |  |   **21.52. To Review, Consider, Recommend and report on Parish Council issues, including Maintenance**  **21.52.1. To Consider investment options for the Council’s Capital Reserves**  Councillors discussed the Chairman’s proposal to transfer some of the Council’s reserves to a separate savings account protected by the Financial Services Compensation Scheme. The  Clerk advised that there was currently about £4,000 unprotected by the FSCS in the  Current Treasurer’s Account. This is principally due to CIL monies being paid directly by the Local Authority for the first time. The Clerk advised transfer of the CIL monies to another account for easy access and to keep precept and reserves in the main Treasurer’s Current Account.  **RESOLVED** to transfer £50,000 initially to Aldermore Business Account instant access  account which is offering 0.5% (variable) and to be reviewed at a later date. Clerk to action.  **21.52.2 To Consider an S137 grant towards re-opening the Chanctonbury Leisure Centre**  Councillors discussed the business plan by the approved operator, The Trustees Group, for  re-opening the Storrington-based centre. They noted that HDC specialist leisure officers  found that the costs and approach presented are sensible. Councillors considered a  possible financial contribution of £1,950, the figure estimated by HDC as a fair share of the  burden between neighbouring parishes to the centre. A larger proportion of the £126,000  funds needed to start up and purchase existing assets would be met by HDC and  Storrington & Sullington Parish Council. Washington councillors agreed that the centre is a much-needed local facility, particularly after the restrictions imposed for COVID-19 but  there were concerns about its impact on the viability of the plan.  **RESOLVED** by 6-2 votes to support the project in principle and make a grant of £2,000 from reserves using its powers under S137 of the Local Government Act.    **21.52.3.To Consider making a bid for SDNPA Community Infrastructure funding.**  Councillors discussed renewing a bid for CIL funding towards the estimated  £25,000/£30,000 costs for a new link pathway on the Recreation Ground.  The Clerk reported that last year’s bid was unsuccessful largely due to COVID-19.  Councillors considered a quotation by The Local Council Consultancy of £300 for a  day’s advice on the process involved, including project management arrangements and  meeting the Council’s procurement obligations. Vice-Chairman and BH agreed to  collaborate on an outline business proposal if the Council’s bid to make a formal  application for funding is successful.  **RESOLVDED** unanimously to renew the Council’s funding bid. Vice-Chairman to assist  with the application process.  **21.52.4. To Discuss and Agree on questions to raise with Highways England on the**  **preferred Grey Route for the Arundel A27 Bypass.**  The Highways England announcement was circulated before the meeting with details  of forthcoming ‘web chats’ for any questions. Once the finer details of the grey route have  been developed, there will be a full statutory consultation.  Councillors noted County Councillor Paul Marshall and Andrew Griffith (MP)’s statements supporting the Government’s investment in the bypass. The Chairman also reported on his  email to the MP pointing out the need to resolve the problems of Worthing’s notorious  A27 bottleneck, otherwise a proportion of drivers will still detour via the A283. The MP had agreed that the situation needed to be fixed.  Following a discussion, it was **RESOLVED** to support the bypass announcement as an  integral step in the strategy for developing the A27 across the entire route. The Council  looks forward to its implementation as soon as it is expediently possible, bearing in mind  the serious problems currently being endured.  **21.52.5. To Consider an invitation to complete the WSALC Value For Money survey**  Councillors noted correspondence from the West Sussex Association of Local Councils and  an invitation to complete a survey as part of its Value for Money review exercise.  The Chairman reported on the dissension being expressed by a number of member Councils and Clerks which made it difficult to see any real value to the exercise.  **RESOLVED** unanimously to keep a watching brief on the situation.  **21.52.6 To Consider an application for vacant Plot 7 on the allotment**  Councillors considered an application from a Washington resident, Mrs Victoria Souter,  for the vacant Plot 7 and permission to keep her 3 chickens on the plot. The Chairman of  OSRA welcomed the application and saw no reason why the new tenant cannot keep  chickens on the plot, subject to details of the proposed housing.  **RESOLVED** unanimously to approve the tenancy application. A decision on the chicken  housing will be deferred to thenext OSRA meeting on 19th November.  **Washington Recreation Ground Charity**.  **21.53.1. To Consider approval of proposed step and safety rail to Village Hall Dore Room.**  Councillors considered a request from the village hall committee to approve a step  and handrail to the Dore Room. The work would be carried out by TJM Contractors  for £195 and is being paid by the Village Hall**.** The Clerk has requested confirmation from  the hall that the construction will meet safety regulations.  **RESOLVED** to defer a decision pending the required information**.**  **21.53.3. To Report and Agree 2020 Annual Charity Return**  Councillors considered the 2020 Annual Return figures for the Washington Recreation  Ground Charity. The Clerk reported the 2019/20 charitable accounts showing income of  £763.68 + £7,741.73 expenditure of the same, being that donated back to the Council.  The Chairman queried why the figures are added together, as one is income and the other expenditure. The Clerk referred him to previous years’ figures which are all based on the formula advised by the auditor in his 2016/17 report.  **RESOLVED** unanimously to approve the 2020 WRGC Annual Return.  **21.54. Any urgent matters arising**  **New National Restrictions from 5th November**  The Chairman reported on the new Government COVID-19 restrictions which will come  into force in England from 5 November. In the absence of guidance from NALC it was  **RESOLVED** unanimously that the Council’s open spaces, including MUGA and Play Area  remain open to the public with current restrictions in place until further advised by  HDC and the county NALC association.  **21.55. To receive reports and recommendations from Committees and Working**  **Parties**  **21.55.1. OSRA Meeting 19th October**: No recommendations  **21.55.2. Planning & Transport Meeting 19th October**: No recommendations.  **221.55.3. Website Working Party**:  The Chairman reported on the Working Party’s frustrations in trying to secure the £850 Basic  Plus transparency package based on the Doxey model advertised by the Council’s website  hosts. KW reported that the supplier has added their own content beyond the basic  transparency package requested by the Council, increasing it to 23 pages and the  quotation to £1,400. Fellow member of the Working Party JH reported that the Council  should set a deadline for negotiations and to look elsewhere if its original order cannot  be met. **RESOLVED** to write to the supplier’s directors with the Council’s original  **req** request. Clerk to action.    **l**f**21.55.4**. **Rampion 2 (Onshore) Community Project Liaison Group Meeting**  **2020**: CB gave a brief report on the meeting with the CPLG on 22 October which outlined  the scheme’s overall proposals. More information on the actual inshore route is Hanticipated at the next quarterly meeting when members will have some idea of  its local impact. CB also reported on Rampion’s generous charitable fund for supporting  local community initiatives.  **RESOLVED** to note the report and that draft minutes from the meeting host would be  shared with Councillors in due course.    **21.56. To Receive Year to Date Reconciled Payments, Receipts and Approve Purchases**  The reconciled bank statement showing transactions between 28.08.20 and 30.09.20  accounting year to date statement, payments schedule and invoices to be circulated  before the meeting.  **RESOLVED** thatthe following payments totalling **£2,353.52** be **APPROVED:**   |  |  |  | | --- | --- | --- | | **Payee** | **Details** | **Amount** | | Z Savill | October salary & expenses | £ 1,122.15 | | NEST | Staff pension October 2020 | £ 47.37 | | S Russell | Litter collection Aug & Sep 2020 | £ 230.40 | | S Trott | 2020 Grass cutting – Vera’s Shelter | £ 312.00 | | Play inspection Co | 2020 Annual Rospa Inspection | £ 108.00 | | Sussex Land Services | September 2020 Grasscutting | £ 513.60 | | *Vision ICT* | *Website support 2020.21* | *pending* | | **Sub Total** |  | **£ 2,333.52** |   Plus payments approved by OSRA Committee on 19th Oct 2020   |  |  |  | | --- | --- | --- | | **Payee** | **Details** | **Amount** | | H Richards | Refund 2019.20 deposit Plot 8 | £ 20.00 | | **Total** |  | **£ 2,353.52** |   Councillors **RESOLVED** to **AGREE** the financial reports as follows:  Income: £1.25p – allotment income.  **21.55.2 VAT**  Q3 due January 2021.  **21.55.3. PAYE and National Insurance contributions**  Q3 due January 2021.  **21.57. Correspondence Received**  The following correspondence was noted:   * **West Sussex COVID-19 News - Vaccine Trials - Safe Halloween - Winter ready**   **roads –** WSCC news release   * **Help to Keep Residents Warm This Winter –** WSCC Sept 2020 newsletter * **Keep Your Home Warm This Winter** – HDC news release 14 Oct 2020 * **On Street Parking Charges Review** – new increases on some charges in West   Sussex to come into force 4 January 2020. Subject to call-in period for decision – West Sussex County Council email 15th October 2020.   * **Changes to the Planning System:** HDC’s consultation response. * **Planning White Paper Briefing** - recording and slides from SSALC * **Washington Story Books**: The Village Larder confirmed it still has plenty of copies of the books to sell. The Parish Counil has approx. 30 copies. * **Proposed permanent speed limit Order Greenhurst Lane Thakeham** - TRO/CHA2001/RC -closing date for consultation responses 12th Nov 2020 * **Change of name of the Prevention team to the Neighbourhood Policing Team** - Sussex Police email 14th Oct 2020 * **Business Support and Information** – Horsham District Council 14th Oct 2020:   Includes information about local COVID Alert levels, Job Support Scheme, Self-Employment Income Support Scheme, LEAP small business grants, and Business recovery webinars for the tourism sector.   * **South Down News for October** – South Downs National Park Authority * **Trees on National Trust woodland, Georges Lane**: Concerns from a resident   about the safety of the trees near their property. Clerk has provided them with  contact details of the NT warden Charlie Cain, with his consent  **21.57. Clerk’s Report**  The Clerk reported that she attended the Annual General Meeting of Horsham District  Council and HALC (Horsham Association of Local Councils) on Wednesday 21st October.  **RESOLVED** to note the draft minutes by the HALC Clerk for both meetings.  **21.58. To Receive items for the next agenda**  BH proposed a discussion on a potential crossing outside Millford Grange at the  next meeting.  **21.59. Dates and time of next meetings (via the zoom platform).**  Open Spaces Committee on 19 November, 6.30pm  Planning & Transport Committee Meeting on 19 November, 7.15pm  Finance Committee Meeting on 19 November, 8pm  Full Council: Monday 14th December 2020. 7.30pm (revised date).  **RESOLVED** to note the meeting date and to agree the revised date for December’s Full  Council meeting. Clerk to advise all relevant parties of the change.  **To Consider the exclusion of the Press and Public from the next confidential item of the agenda as per the Council’s Standing Orders.**  **RESOLVED** to exclude the Press and Public from the next items of the meeting due to the sensitive information relating to staff and/or tenants which may be disclosed.  **To Report on meeting with Allotment representatives on management roles for the site.**  The Chairman of the OSRA Committee reported on his meeting with Tenants’  representatives on 20th October 2020.  **RESOLVED** to **NOTE** the report  **To Report advice on Freedom of Information request for legally privileged advice.**  The Clerk reported advice from SALC that legal advice provided to the Parish Council is  exempt from disclosure.  **RESOLVED** unanimously to decline the Freedom of Information request by a Washington  resident for the legal advice as it is professionally privileged (Ref *Section 42 of the Freedom*  *of Information Act protects the confidentiality of communications between a lawyer and a*  *Client).*  There being no other business to conduct the meeting was closed at **21:39 hours.**  Signed………………………………………….  Dated…………………………………………; | | |  | | |  | | |  | | |  | | |  | |