 **WASHINGTON PARISH COUNCIL MEETING**

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 2nd September 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**: Apologies received from Cllr Paul Marshall (WSCC/HDC) (away) and Cllr Jim Sanson (HDC) (meeting).

**ALSO**: PS Peter Allan and the Clerk to the Council

**MEMBERS OF THE PUBLIC**: 1

**ABSENT**: Cllr Glithero

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

The Chairman was sorry to report the resignation of Cllr James Ross for health reasons and thanked him for his valued contribution to the council and community and for continuing to perform the role of the Council’s internal financial control officer. This leaves a casual vacancy on the Heath Common Ward. A notice is published on the Council’s website and noticeboards. If there is no request from ten or more of the Ward’s electorate for an election by 16th September, the Council is free to follow its co-option procedures. The Council hopes to fill the other two remaining vacancies on the Heath Common and Washington wards by co-option at its October meeting.

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

**19.68. To approve the Minutes of the last Parish Council meeting held on 5th August 2019**

The draft minutes of the last meeting were circulated to councillors.

**RESOLVED** **to AGREE (355)** the minutes were a true record of the meeting and could be duly signed by the Chairman.

**19.69. Public Speaking**

Presentation from Sgt Peter Allan of the Adur, Worthing, Horsham prevention team.

The Chairman welcomed Sgt Peter Allan to the meeting. Sgt Allan spoke about the challenges facing Sussex Police, prioritising resources where they are most needed, and the changing nature of crime. He spoke about the role of the local Prevention team (formerly Neighbourhood Policing) and policing initiatives such as Operation Minster which is increasing visibility of officers by patrolling selected areas. He spoke about the increase in the Sussex police precept which will fund a recruitment drive of 200 (net) more officers by 2022 and a dozen or so of the 100 new PCSOs will be recruited to the local Prevention team. However, the numbers of PCSOs force-wide would still be down from 350/360 to 296.

Sgt Allan explained that although Washington has a very low crime rate – less than 1% of burglaries, vehicle crimes and criminal damage reported in the Horsham district in the last 12 months, the local electorate who voted for the police precept will see an increase in resources for policing, but it would be misleading to say that Washington would get its own ‘bobby’ or PCSO. He spoke about the Horsham District Rural Initiative run by the Prevention Team, based at Horsham Police Station, which aims to maximise communication with the rural communities to provide appropriate support; the team’s appointment of a rural PCSO at Horsham, Erica Baxter who is passionate about rural matters and who has met with Parish Councils and Clerks, including Washington, to discuss their policing needs; the close liaison with the Neighbourhood Warden team; and the improved response times of the Sussex Police non-emergency 101 service, the average waiting time being cut to 8 minutes.

Sgt Allan answered questions from councillors including the following: *is it likely that the additional resources will allow the parish to have more direct communication from the police rather than being referred to a website*? Sgt Allan responded that there may be a return to a model of more localism, but that localism may be bigger – e.g. where historically four villages may have had a PCSO in each, it maybe that it will be shared between one or two PSCOs, but he was not yet in a position to quantify the numbers with any certainty.

The Chairman thanked Sgt Allan for coming to the meeting and hoped that it would be the start of a new trend for more face to face contact with the police. Sgt Allan agreed that things will go forward, but it was about managing expectations and that he would communicate details once they become available.

**19.70. County and District Issues**

Cllr Jim Sanson (HDC) submitted a report that the Storrington, Washington Neighbourhood Development Plan is on the Horsham District Council Agenda for the 4 September, item 8 with a recommendation to formally  “make” the Plan under section 38A of the Planning and Compulsory Purchase Act 2004 as part of the Council’s statutory Development Plan, following the referendum held on 18 July 2019.

Cllr Ray Dawe (Leader of HDC and member for the Storrington and Washington ward) emailed the Chairman inviting Washington Parish Council representation at the meeting

**RESOLVED** to **NOTE** the reports and for councillors to decide if they can attend the HDC meeting.

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

**minutes**

***Any matters arising to be reported at the meeting.***

**RESOLVED** to **NOTE** the following for information:

* Statement received from the National Trust confirming the proposed **forestry** track at the southern end of Georges Lane from April 2021 to Warren Hill car park subject to budget approval.
* Ms H Driver has signed the Parish Council’s Indemnity Form for the weekly Nordic Walking Group sessions starting 2nd September 2019
* On behalf of the Council, the Clerk has invited Allotment Tenants to a meeting on 16th October 2019 at the Washington Village Memorial Hall to discuss future management of the Allotment Garden.
* Confirmation received of the Council’s 2019/20 membership of SSALC on 15th August 2019.
* The Council’s written response to the consultation of TTRO/CHA1901/RC Proposed permanent Traffic Order A283 Storrington Road Washington Road (40mph speed reduction).

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

**19.72.1. Planning applications**

**SDNP/19/02692/FUL – The Old Vicarage the Street Washington RH20 4AS**

*Retrospective application for the extension of an existing car park*

Councillors discussed this application and **RESOLVED** unanimously to make **NO OBJECTION**

**DC/19/1627 - Oak Tree Sanctuary Lane Storrington Pulborough**

*Proposed erection of two storey front and side extensions to existing bungalow to create*

*a two-storey house (Amendment to DC/17/2420)*

Councillors discussed this application, noting their previous objection to the original application because of size. It was agreed that the current proposed change of use of materials would soften the impact of the development and appear more rural in character.

**RESOLVED** unanimously to make **NO OBJECTION**

**SDNP/19/03981/TCA – The Old Cottage the Street Washington RH20 4AS**

Surgery to 1 x Cherry, 1 x Peach, 1 x Mulberry (Works to Trees in a Conservation Area)

Councillors discussed this application, noting the standard necessary pruning works

**RESOLVED** unanimously to make **NO OBJECTION**

**19:72.2 Planning Decisions**

**Application Number:** SDNP/19/02563/FUL

**Type:** Full Application

**Date Valid:** 30 May 2019

**Decision:** Approved **Decision Date:** 6 August 2019

**Case Officer**: Giles Holbrook

**Method:** LA Delegated Decision

**Applicant:** Mr R Goring

**Proposal:** Realignment of existing track and parking area and removal of hardstanding and

track to farmhouse

**Location:** Lower Chancton Farm, Steyning Road, Wiston, BN44 3DD

**Grid Ref:** 513570 113287

**Parish: Washington PC**

**Application Number:** DC/19/1027

**Site:** The Chardonnay Restaurant Old London Road Washington Pulborough West Sussex RH20 3BN

**Description:** Variation of Conditions 1, 7, 8, 10 and 11 on previously permitted application DC/17/2498 (Proposed Change of Use from A3

Restaurant to C3 Residential (3 x 2-bedroom apartments) with associated parking (including 2 community spaces) and bin

store.

**Decision:** Application Permitted

**Date of Decision:** 12/08/2019

**Application Number**: DC/18/2095 –

**Site:** Thakeham Tiles Ltd Rock Road Storrington Pulborough

**Proposal**: Outline planning application for the demolition of all existing buildings, the erection of 90 dwellings with associated works and the formation of a new access onto Rock Road. All matters to be reserved, except for means of access.

Thakeham Tiles Ltd Rock Road Storrington Pulborough

**Decision** – Approved subject to conditions – to be confirmed. No formal notification of a decision received by HDC at the time of publication of the agenda.

The Chairman read from an extract by a member of the public who attended the Horsham District Council Planning Committee Meeting on 20th August 2019. It reported on HDC’s decision to approve the application, and a limited agreement in so far as it is outline and a legal agreement needs to be in place within 3 months.

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

**19.72.3. Transport issues:**

**RESOLVED** to **NOTE** there were no further issues to report.

**19.72.4. Road Closures**

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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

**RESOLVED** to **NOTE** the road closure on the A24 Washington Bypass Northbound from 8-11pm 18th September for carriageway patching by West Sussex Highways.

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

The Clerk reported on the outstanding revised quotation from S Trott for the replacement damaged bollards by Vera’s Shelter.

**RESOLVED** to **NOTE** that the Clerk would chase up the quotation.

## 19.73.1. To Consider updates on the Neighbourhood Plan

Councillors NOTED a breakdown of the voting figures for the Storrington & Sullington and Washington Neighbourhood Plan at the referendum on 18th July, requested from HDC to get a picture of Washington’s response: Washington: 155; Sullington: 211; Storrington: 331; Postal Votes: 808; Total Electorate for the Neighbourhood Plan Referendum: 7869; Overall Polling station turnout: 8.85%; Overall Postal turnout: 10.27%; Turnout: 19.13%

The Chairman reported that the figures were not meaningful as more than half of the votes cast were postal without parish identification. He said that although four out five households did not vote, support of the Plan was sufficiently achieved by a simple majority and would hopefully be adopted by HDC at its meeting on 4th September.

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

***19.73.2. To Discuss and Agree the disposal of the Council’s silver cups***

The Chairman reported that Silverthorne’s, Worthing jeweller, has confirmed they will maintain their original estimated valuation figure of £710 for the Council’s 4 silver cups, £240 more than the highest estimated auction valuation reported at the Full Council Meeting last month. Councillors NOTED the advice from SSALC (Surrey and Sussex Association of Local Councils on asset disposal. The Chairman was satisfied that the Council had followed due process: there had been a lack of response or interest from the community over the years to the Council’s previous attempts to find a use for the cups. They had been presented to the Council and no one else had rightful ownership of them. The Chairman proposed that the Council accept the offer from Silverthorne’s without delay, and this was seconded by the Vice-Chairman.

**RESOLVED** to accept Silverthorne’s offer of £710 for the cups. Chairman to notify the jewellers, and Clerk to contact them with the Council’s banking details for payment.

***19.73.3. To Consider initial feedback to proposed South Downs National Park boundary sign in Washington.***

Councillors welcomed proposed signage for the South Downs National Park boundary, alongside the A24 just south of the Washington roundabout. It is one of 32 locations for boundary signs across the National Park. A formal consultation as part of a planning application will take place later in the year.

**RESOLVED** to inform the SDNPA of the Council’s initial feedback as requested. Clerk to action.

***19.73.4. To Consider quotation for the Parish Council’s Autumn/Winter 2019 Newsletter***

Councillors considered a quotation from Sussex Local Magazine of £466 net for the newsletter.

**RESOLVED** to engage the services of the magazine for the agreed quotation for publication in October or November. Working Party members to arrange a meeting and draft editorial. Clerk to notify them of the copy deadline.

***19.73.5. To Agree and Adopt a Bench Policy***

The Clerk circulated a draft bench policy recommended by the OSRA Committee (19th August) for adoption. The Chairman of OSRA gave a report in support of its implementation.

**RESOLVED** unanimously to approve the bench policy, and it was duly adopted by the Council.

***19.73.6. To Agree and Adopt NALC’s updated Financial Regulations***

The Clerk circulated a copy of the latest Financial Regulations, updated by the National Association of Local Councils, and including some proposed amendments by the Finance Committee (19th August) and the Clerk.

The Chairman queried some of the clauses relating to payments and proposed a change of emphasis from cheque to electronic payments, in line with the Council’s soon to be adopted practice. He proposed to make the necessary revisions to be agreed by Councillors via email.

**RESOLVED** unanimously to adopt the amended Financial Regulations subject to approval by Councillors of the Chairman’s revisions by email. Clerk to report to the next Full Council Meeting.

***19.73.7. To Consider any further maintenance issues arising***

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| The Clerk reported that she has purchased the replacement tennis net cable and winder for the MUGA which will be installed by Cllr Glithero. He is currently away, but the Clerk will contact him on his return. A padlock to be purchased to secure the equipment in the tennis net storage cage. **RESOLVED** to **NOTE** the information. |

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

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

The reconciled bank statement showing transactions between 28.6.19 and 18.07.19 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to AGREE (356)** the following payments totalling **£3,040.06**be **APPROVED.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Details** | **Amount net** | **VAT** | **Total** |
| 13.08.19 | ST TECH | Laptop & install | 845.33 | 169.07 | 1,014.40 |
| 22.08.19 | Moore Stephens | External audit | 300.00 | 60.00 | 360.00 |
| 27.08.19 | WVMH | Hall hire | 18.00 | 0.00 | 18.00 |
| 09.08.90 | Play Inspection Co Ltd | Annual inspection | 85.10 | 17.00 | 102.00 |
| 30.08.19 | Staff | SALARY | 1119.85 | 0.00 | 1154.60 |
| 01.08.19 | Z Savill/Tesco | Printer ink | 25.83 | 5.17 | 31.00 |
| 02.08.19 | Z Savill/ODM (UK) Ltd | Shredder & oil | 39.14 | 7.82 | 46.96 |
| 08.08.19 | Z Savill/Hamwells | Hazard tape | 3.74 | 0.75 | 4.49 |
| 08.08.19 | Z. Savill/Squires | Nippon | 4.99 | 1.00 | 5.99 |
| 12.08.19 | Z Savill/Microsoft | Office 365 | 49.99 | 10.00 | 59.99 |
| 12.08.19 | Z Savill/Bitdefender | Antivirus | 16.67 | 3.33 | 19.99 |
| 20/24.08.19 | Z Savill/Post Office | Stamps & Recorded Delivery | 26.73 | 0.00 | 26.73 |
| 21.08.19 | Z Savill/Hexa Sports Ltd | Tennis net equip | 97.60 | 19.52 | 117.12 |
| 25.08.19 | Z Savill/Tesco/PO | Stationery | 2.45 | 0.00 | 2.45 |
| 25.08.19 | Z Savill/WH Smith | Black Printer Ink | 20.83 | 4.16 | 24.99 |
| 30.08.19 | Z Savill/Tesco | Office Phone | 12.50 | 0.00 | 12.50 |
| 30.08.19 | Z Savill | Office electricity | 10.00 | 0.00 | 10.00 |
| 30.08.19 | Z Savill | Mileage | 18.00 | 0.00 | 18.00 |
| 02.09.19 | P. Heeley | Mileage & parking | 10.85. | 0.00 | 10.85 |
| **Total** |  |  |  |  | **£3,040.06** |

Councillors **RESOLVED** to **AGREE *(357)*** the financial reports as follows:

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

**Outstanding sales invoices - £0.00**

**Reconciled Bank Balance - £72,158.27**

*19.74.2. To Ratify the following payment agreed at the Finance Committee 19th August 2019:*

* D Kembery – replacement cheque for fencing works, less £10 for cheque cancellation fee: £920.00

**RESOLVED** to ratify that payment of £920.00 to D. Kembery be **APPROVED**

*19.74.3. To Approve the remaining mandate forms for online banking*

Cllr Lockerbie submitted his completed mandate form to the meeting.

**RESOLVED** to approve the mandate form which was duly signed by the Chairman and Cllr Beglan. Clerk will post to Lloyds. The Chairman and Vice Chairman to bring their forms to the next meeting.

***19.74.4. VAT***

**RESOLVED** to **NOTE** the Q2 payment is due October 2019.

***19.74.5. PAYE and NICs***

**RESOLVED** to **NOTE** the Q2 payment is due October 2019*.*

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

**RESOLVED** to **NOTE** the draft minutes of the Open Spaces Committee Meeting and Finance Meeting on 19th August were circulated before the meeting.

Cllr Beglan, as Washington member of the Neighbourhood Plan Steering Group, reported on a positive meeting on 20th August with developers on their housing proposals for land north of the Downsview Avenue, Storrington. **RESOLVED** to **NOTE** the information.

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

**19.76. Correspondence Received –**

The following correspondence was circulated before the meeting:

* Environment Newsletter and Climate Change Briefing from West Sussex County Council.
* SALC Bi-Annual Meeting on 15th November with Chief Constable of Sussex Police - invitation to put suggest any strategic or unresolved topics to be raised. **RESOLVED** to acknowledge the invitation and to make no submissions.
* Invitation to West Sussex Association of Local Councils’ AGM and Conference on

3rd October, Arundel. **RESOLVED** not to attend and tosubmit the Council’s apologies.

**19.77. Clerk’s report**

*19.77.1. Governance*

External auditors, Moore Stephenson has concluded that the Council’s Annual Governance and Accountability Return 2018/19 is in accordance with Proper Practices and no other matters have come to their attention. A Notice of Conclusion of Annual Audit to be published on the Parish Council’s website.

Internal auditors Mulberry & Co has kindly accepted the Council’s instruction to carry out the Parish Council’s internal audit of its 2019/20 accounts.

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

*19.77.2. To Consider Councillor training*

The Clerk circulated details of a bespoke Councillor training course. The cost is a minimum of £450 - £45 per candidate plus VAT and is organised by SALC. The Clerk suggested that other parish councils in the district may be interested in attending and could share costs.

**RESOLVED** to defer a decision as soon as the Council had co-opted more members to fill the three vacancies.

*19.77.2. To Consider Clerk’s training*

Councillors discussed the Clerk’s request to undertake the CiLCA course (Certificate in Local Council Administration) at a cost of £320. SLCC registration fees of £350 to be confirmed.

**RESOLVED** unanimously to support the Clerk’s training and **APPROVE** the £320 payment on invoice.

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

**RESOLVED** to **NOTE** there were no items put forward**.**

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

**RESOLVED** to **NOTE** the following dates of the next Council Meetings:

Committees: 16th September 2019

Full Council Meeting: 7th October 2019

There being no other business the meeting closed at 21:07 hours

Signed…………………………………………………

Dated:…………………………………………………