** WASHINGTON PARISH COUNCIL MEETING (PUBLIC)**

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 7th October 2019

**PRESENT:** Cllr C Beglan, Cllr S Buddell, Cllr Glithero, Cllr P Heeley, Cllr J Henderson and Cllr a Lisher

**IN ATTENDANCE:** Cllr Paul Marshall (West Sussex County Council/Horsham District Council) and Cllr Jim Sanson (Horsham District Council)

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

**MEMBERS OF THE PUBLIC**: 2

**ABSENT**: Apologies received from Cllr Lockerbie and Cllr DeLittle.

**The Chairman opened the meeting at 19:30 hours**.

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

Apologies were received from Cllr Lockerbie (holiday) and Cllr DeLittle, and were accepted by council.

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

**RESOLVED** there were none.

**19.82. To approve and sign as a correct record the Minutes of the last Parish Council Meeting held on 2nd September 2019**

The draft minutes of the last meeting were circulated to councillors and published on the website.

**RESOLVED to AGREE (258)** the minutes were a true record of the meeting on 2nd September 2019 and were duly signed by the Chairman.

**19.83. Public Speaking Time**

There was no public speaking.

**19.84. County and District Issues**

**District Report from Cllr Sanson**:

* HDC is looking into affordability concerns about the Barratts’ £250 bus voucher offer for Millford Grange residents, part of a Section 106 Legal Agreement for the development, because residents would need to pay upfront and then reclaim. An email from HDC was forwarded to Cllr Glithero who initially raised the matter. Cllr Sanson suggested there may a way round the problem which could be considered once HDC report back.
* Businesses from home are permitted but members of the public have a right to complain if it encroaches on the wellbeing of others. He referred to the following planning document from HDC on home working: <https://www.planningportal.co.uk/info/200130/common_projects/56/working_from_home>

**County Report from Cllr Paul Marshall**

* A27 Arundel Bypass public consultation: Cllr Marshall reported that he will be recommending the Magenta Option at the next full council meeting of WSCC.
* The updated West Sussex Minerals Plan will be considered for adoption by WSSC on 18th October. It includes recommendations for Chantry quarry extension and Hams Farm amongst sand extraction sites to help towards meeting the County’s 5-year supply of building needs.
* Chancton Copse residents’ representative has requested to re-schedule the site meeting with the Highways Authority to November in order to discuss their concerns about the junction with Rock Road. *Clerk reported that she has informed the Traffic Officer and is awaiting a response*.

*The Chairman thanked Cllrs Marshall and Sanson and they left the meeting.*

**19.85. To Consider applications for co-option of Parish Councillors**

Two applicants attended the meeting. Their applications for the Washington Ward were previously circulated. A discussion took place and it was **RESOLVED** to defer the item for consideration at the end of the meeting.

*A member of the public left the room.*

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

**19.86.1. Disposal of the Council’s silver cups – update**

The Clerk reported that she is awaiting payment from Silverthornes the jewellers in Worthing, for the cups. She wrote to them on 3rd September with payment details but has not had a response.

**RESOLVED** that the Clerk would contact the jewellers and update Councillors at the next meeting.

**19.86.2. Council’s request for broadband at the Village Hall – update**

The Washington Village Memorial Hall might consider WIFI if the Council funds the provision but there was no demand from other customers. WVMH secretary, Mrs Pat O’Shea offered her spare EE dongle for the Council meetings. Cllr Henderson offered a spare BT dongle. It was suggested that a projector screen would also be a useful aid for some of its meetings.

**RESOLVED** to explore costs. Clerk to action and report for consideration at the next meeting.

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

**RESOLVED** to NOTE that there were no notifications for planning applications to be

considered.

**19:87.1. Planning Decisions**

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

**Application Number:** SDNP/19/01359/FUL

**Decision:** Approved 13th September 2019

**Proposal:** Change of use from 2 looseboxes and tack room to a 4-enclosure cattery and

reception area

**Location:** Rowdell Barn The Street Washington West Sussex RH20 4AT

**Application Number:** SDNP/19/03981/TCA

**Decision:** Raise no objection 13 September 2019

**Proposal:** Surgery to 1 x Cherry, 1 x Peach, 1 x Mulberry (Works to Trees in a Conservation

Area)

**Location:** The Old Cottage, The Street, Washington, Pulborough, West Sussex, RH20 4AS

**Application Number:** DC/19/1496

**Decision:** Refused 17 September 2019

**Proposal:** Outline application for the demolition of existing dwelling and erection of 3. No detached dwellings and associated garaging with all matters reserved

**Location:** Crosswinds Hampers Lane Storrington RH203HZ

**19.87.2 Appeals lodged/decided**

|  |  |  |
| --- | --- | --- |
| Appeal Ref: APP/Z3825/W/19/3230663  The Chardonnay Restaurant, Old London Road, Washington RH20 3BN   |  | | --- | | Appeal against HDC decision to refuse planning consent for DC/18/2249 – proposed 2 bedroom attached dwelling with associated parking and new access onto Old London Road.  Decision: Appeal allowed subject to conditions, 25th September 2019.  **18.87.3 To Receive notification of paperless planning notifications from HDC from**  **1st November.**  Councillors discussed HDC’s decision to stop sending out paper copies of planning applications, plans and associated documents. Access to planning documents will be electronic using the online Public Access System.  **RESOLVED** to monitor the new arrangement and to write to HDC requesting that it is important the clerk continues to receive electronic planning application notifications. | |  | |

**19.87.4. Transport issues:**

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

* **Email from business owner regarding parking issues at entrance to Old London Road**

Email forwarded to the Clerk from a local business owner by Cllr Paul Marshall regarding parking issues near the junction. The Clerk has responded that it will be raised at the Planning & Transport Meeting on 21st October to consider a Traffic Regulation Order.

* **Site meeting with Chancton Copse representatives**

*See County Report*

**19.87.5. Planned Road Works**

10th October 2019: Two-way signals on A283, Washington Road, Sullington for Openreach access to overhead BT structure to provide service **RESOLVED** to **NOTE** the information

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

**19.88.1. To Review Quarterly Budget Report**

The Clerk circulated the Council’s Q2 Budget spend to date before the meeting. The Chairman reported that spending was generally on target with the Council’s budget to date and that the known negative variances in administration costs can be met from its reserves. Chairman has requested a sub-total of each cost centre. Clerk to action and forward to Councillors. **RESOLVED** to **NOTE** the report.

**19.88.2. To Report on the adoption of the Neighbourhood Plan**

The Chairman was pleased to report that the Storrington & Sullington and Washington Neighbourhood Plan was unanimously approved and adopted by Horsham District Council at its Cabinet Meeting on 4th September and is now a statutory planning document. Councillors noted that it is already being referenced in planning responses in the parish. **RESOLVED** to **NOTE** the Chairman’s report and to welcome the adoption of the Plan.

**19.88.3. To Consider a response to the Steyning Neighbourhood Development Plan 2019-2031 Regulation 14 Consultation.**

The draft Steyning Neighbourhood Development Plan was previously circulated. Councillors discussed the document and noted there were no housing or green spaces allocations.

Cllr Buddell proposed, and it was seconded by the Chairman that the Council advises that having recently completed an extensive and thorough 6-year process, with much consideration of open spaces and housing, it considers that Steyning’s Plan would need these important allocations for the protection of its parish.

**RESOLVED** to respond to the consultation and include the comments. Clerk to action.

**19.88.4. To Receive confirmation of remaining loan for the Village Hall roof.**

The Public Works Loan Board has confirmed that the balance outstanding is £13,000 for the loan for the village hall roof. Councillors noted the schedule of revised fixed equal instalments until the loan matures in July 2030 which was circulated before the meeting. The twice-yearly payments have almost halved this year since the Council’s early re-payment of the principle sum of £12, 149.13 in February. Interest is fixed at 4.550%. **RESOLVED** to **NOTE** the information.

**19.88.5. Consultation with Allotment Tenants 16th October – To Discuss arrangements for the meeting and consider quotations for legal advice*.***

Councillors noted the new information regarding the status of the Allotment, circulated before the meeting. It had been raised by one of the Tenants in a letter to the Council after arrangements were made for the consultation meeting. The Council has a budget for legal expenses. Quotations were considered later in the meeting.

**RESOLVED** that the Council seeks clarification of its legal position and to postpone the meeting with tenants pending legal advice. Clerk to write to Tenants and notify Mr Paul Neary and cancel the Hall booking.

**19.88.6. To Review and Adopt the Parish Council’s Winter Maintenance Plan 2019-20 and Emergency Plan, and to Agree the c-coordinators for each Ward*.***

**RESOLVED** to defer the item for consideration at the next meeting.

**19.88.7. Consider continuing the arrangement for Anderson Rowntree LLP as the Council’s point of contact for the Community Asset Register**

The Clerk has received letters from Anderson Rowntree solicitors, Storrington, in respect of the Asset Register (notices of interest). Mr Christopher Wise, AR partner, is happy to continue as the point of contact for the asset register on a pro-bono basis, subject to the Council’s approval. They are named as the Council’s representatives at the Land registry because they have a permanent address.

**RESOLVED** to continue the arrangement and to thank Mr Wise. Clerk to action.

**19.88.8. To Agree and Adopt revised Financial Regulations**

Further revisions of the Council’s Financial Regulations, amended according to NALC’s new guidelines at the last meeting, had been circulated. **RESOLVED** to agree’ and adopt the revised document. Clerk to publish this on the Council’s website.

**19.88.9 To Consider invitation from HDC to take over its responsibility for the broken light by London Road bus shelter**

The Clerk circulated an email from HDC’s Estates & Records department inviting the Council to consider taking on the Local Authority’s responsibility of the street light by the London Road bus shelter on the side of the Recreation Ground. The light has not been working for over a year and was recently de-commissioned for safety reasons. HDC confirmed it that due to “*cutbacks, this is not something they wish to progress.’* WSCC has also declined for similar reasons. They only have a ‘*legal responsibility for lighting motorways, roundabouts etc but are not bound to install on every street’.* HDC further provided quotations in the region of £2,000 to repair the light which were also considered. Councillors discussed the proposal, noting only one or two requests for the light in the dark winter evenings by bus passengers since it stopped working. The Clerk advised that the Council has discretionary powers to light roads and public places in the parish (Parish Councils Act 1957 and Highways Act 1980) and to consider whether there is a safety issue. Councillors NOTED the parish’s Dark Skies policy and that it could not justify the expenditure for a facility which only benefits a very small minority.

RESOLVED to decline the offer but to review in 6 months. Clerk to notify HDC.

**19.88.10. To Receive, Sign and Adopt Clerk’s Learning Agreement with the Council**

The Clerk’s Learning Agreement for CiLCA training was circulated before the meeting.

**RESOLVED** to **APPROVE** the Learning Agreement and the Chairman duly signed on behalf of the Council.

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

The Clerk purchased a new tennis cable and winder which was kindly installed by

Cllr Glithero. The Clerk has padlocked the tennis net storage cage. The code will be available on request and changed regularly for security. Cllr Henderson asked who re-filling the doggie bag dispensers on the Recreation Ground will be. The Clerk reported that she was happy to take on the role which was previously undertaken by former councillor Lesley Britt.

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

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

**19.89.1 To Consider quotations for legal advice on the Council’s position regarding the future management of the Allotment.**

Two estimates to advise on the Council’s position were circulated and discussed.

**RESOLVED** to instruct Anderson Rowntree LLP for an estimated £500-£600 plus VAT.

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

The reconciled bank statement showing transactions between 30.7.19 and 30.08.19 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED** **(259)** that the schedule of payments totalling **£3,106.80**be **APPROVED.**

Councillors **RESOLVED** to **AGREE (260)** the financial reports as follows:

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

**Outstanding sales invoices - £28.00 – Allotment rent 19/20**

**Reconciled Bank Balance - £68,795.22**

**19.88.3. To Sign mandate form for online banking**

**RESOLVED** that the Chairman and Cllr Beglan to sign Cllr Henderson’s online banking mandate form, and it was duly signed.

**19.89.3. VAT**

2019/20 Q2 £833.12 VAT claim submitted to HMRC on 10th October 2019.

**19.89.4. PAYE and NICs**

2019/20 Q2 payment £496.26 approved – see payments schedule.

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

Draft minutes of the Open Spaces Committee Meeting and Planning & Transport Meeting on 16th September circulated with Agenda. There were no recommendations for consideration.

**RESOLVED** to **NOTE** the draft minutes.

***19.90.1, To Receive a report from the Newsletter Working Party and propose articles for inclusion.***

Working Party representative, Cllr Glithero reported on the recent meeting’s discussion of the 2019 Autumn/Winter Newsletter. The Chairman thanked Cllr Glithero for his presentation.

It was **RESOLVED** to include an article promoting the Village Hall facilities and a contact for bookings. Also, to invite any written contributions from the Millford Grange and Heath Common Residents Association. To be actioned by the Working Party in liaison with the Sussex Local editorial team.

**19.91. Correspondence Received –**

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

* SALC Bi-Annual Meeting on 15th November with Chief Constable of Sussex Police.
* HDC Draft Corporate Plan
* MP Question Time 22nd November – invitation to attend HDC Older Persons forum

(invitation to suggest any strategic or unresolved topics to be raised. )

* Email from Washington resident re alleged hazardous parking issue in Chanctonbury Close and the Clerk’s response.
* South Downs Newsletter for September 2019

**19.92. Clerk’s report**

**19.92.1. Freedom of Information**

The Clerk circulated letters from two Allotment Tenants which included requests for information about the Allotment’s income and expenditure, and other associated information before the meeting. The Clerk’s responses to all the information was also circulated.

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

**19.92.2. Governance**

The Clerk informed Councillors of a notification of name change of the Council’s external auditor Moore Stephens to MOORE from 9th September 2019. This is a change across the entire Moore Stephens global network and will not change anything regarding the Parish Council’s audit – the existing team will continue to deliver the PC’s Limited Assurance Review as per the auditor’s contract with the SAAA.

**RESOLVE** to **NOTE** the information.

**19.92.3. To Consider any proposals for SSALC training to be added to the 2020-21 programme**

Email circulated with Agenda from SSALC inviting Councillors and Staff to complete a quick survey on what they would like to see on the training programme next year, and views on other aspects such as location of training.

**RESOLVED** that Councillors decide if they wished to complete the survey on an individual basis, and that the Council hopes to be undertaking the SALC bespoke training in the new year.

***For information***

CiLCA training day – The Clerk reported on the CiLCA training event at Roffey Memorial Hall, on Tuesday 16th September and attended the SALC Legal and Finance Day on 26th September 2019 at the AMEX Stadium, Brighton.

**19.92.5. Holidays**

Clerk to confirm at the next meeting.

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

**RESOLVED** there were no items

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

Dates of the next Council Meetings will be:

Committees: 21st October 2019.

Full Council Meeting: 4th November 2019

**19.95**. It was **RESOLVED** to exclude the Members of the Press and Public from the following item due to the nature of the business to be discussed.

*A member of the public left the room*

**19:95. To Consider co-option to the Council**

Councillors considered two applications for the Washington Ward. A ballot took place and it was **RESOLVED** that Mrs Kathryn Woods be co-opted onto the Parish Council for the municipal term to May 2022. This is subject to her signed Declaration of Acceptance of Office.

**There being no other business, the Chairman closed the meeting at 21:50 hrs**

**Signed……………………………………………………**

**Dated…………………………………………………….**