** WASHINGTON PARISH COUNCIL MEETING**

**MINUTES** of proceedings for the monthly meeting of Washington Parish Council held on Monday 6th January, 2020.

**PRESENT:** Cllr C Beglan, Cllr S Buddell, Cllr P Heeley, Cllr A Lisher, Cllr G Lockerbie and Cllr K Woods

**IN ATTENDANCE:** Cllr Paul Marshall (WSCC). Apologies received from Cllr Jim Sanson and Cllr James Wright (both HDC).

**ALSO**: Washington Parish Council Clerk

**MEMBERS OF THE PUBLIC**: 2

**ABSENT**: Cllr Henderson (work)

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

The Chairman announced the recent election of Member of Parliament for Arundel & South Downs, Andrew Griffith and District Council representative for Storrington & Washington Ward, James Wright. Both have emailed introductions to the Chairman, and offers of support on parish issues. Cllr Wright gave his apologies for the meeting and that he would like to attend the next on 3rd February.

**RESOLVED** to accept apologies from Cllr Henderson and to NOTE the announcements.

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

**RESOLVED** to **NOTE** there were no declarations of interest.

**20.34. To approve and sign as a correct record the Minutes of the last Parish Council Meeting held on 9th December 2019**

The Minutes of the last Parish Council Meeting on 9th December 2019 were previously circulated and it was **RESOLVED** to **APPROVE** them as a correct record. They were duly signed by the Chairman.

**20.35. Public Speaking Time**

Mr Brendan Hanvey spoke in support of his application for co-option to the Washington Ward of the Parish Council in which he resides.

*The Chairman thanked him for speaking and for his application which would be considered later in the meeting. Mr Hanvey wished Councillors a happy new year before leaving the meeting.*

**20.36. County and District Issues**

To Receive verbal reports from West Sussex County Councillors and Horsham District Councillors.

Cllr Marshall wished Councillors a happy new year and reported on the following:

* **Meeting 12th December 2019 with Chancton Copse residents about their traffic concerns at the Rock Road junction.**

It is his view that a community speed watch group by the residents would be more effective. He gave a recent example in Billingshurst which has seen a significant reduction in traffic speeds. He would also support a proposed TRO application by residents to lower the speed limit to 30mph along Rock Road to the Chancton Copse junction. He would make further enquiries about an injury road traffic accident near the junction reported to him by one of the residents.

* **Painted arrows on eastbound lane approach to Washington Roundabout A24**

He welcomes proposals by West Sussex Highways for painted arrows on the A283 approach to the roundabout to address poor lane discipline..

* **Rock Quarry environmental impact assessment report**

He reported on the submission of the scoping document by the quarry operatives, and will reserve any comment until there is a formal application.

*The Chairman thanked Cllr Marshall for his reports and praised the prompt handling of the Washington roundabout lane discipline issue by County Highways. Cllr Marshall left the meeting.*

 **20.37. To Consider Planning Applications.**

 **20.37.1. Planning applications**

**DC/19/2478 – Vineyards Old London Road Washington Pulborough**

*Demolition of existing dwelling house and erection 16 Number residential dwellings with*

*associated works.*

Members discussed the application following a recent site visit. It was noted that the Parish Council already supports in principle the designation of the Vineyards site in the Storrington & Sullington and Washington Neighbourhood Plan as developable for further housing.

Members welcomed the significant increase in the number of smaller 2-bedroom units compared to the previous (withdrawn) application, helping to meet identified local housing needs. They discussed the applicant’s planning statement in addressing the main policy requirements of the Horsham District Planning Framework and the Neighbourhood Plan. They noted that the site is found to be a sustainable location for a residential development of this scale through the Neighbourhood Plan process and will make a significant contribution towards the growth needs of the parish.

**RESOLVED** unanimously to support the application with the following conditions:

* Retain ‘green’ screening to minimise any overlooking on neighbouring Lamorna Close properties, and to mitigate traffic noise from the nearby A24.
* Request no street lighting, in recognition of the Parish’s Unlit status, and the important designation of the nearby South Downs National Park as an International Dark Skies Reserve
* To prohibit any burning of waste, including ‘green waste’, on site. All waste to be  taken off site.

 **DC/19.1937 – High Larches Melrose Place Storrington Pulborough**

 *Erection of swimming pool enclosure and associated plant room in rear garden*

 *(amendment following permission DC/14,1808)*

Councillors discussed the application and unanimously **RESOLVED** not to add to its previously submitted

comments to the HDC Planning Authority.

 **SDNP/19/05970/HOUS – Rowdell Cottage The Street Washington RH20 4AT**

*Proposed alterations comprising remodelling existing family and master en-suite*

 *bathroom, along with remodelling the existing dormer windows to the north, south*

 *and east elevations*

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

 **20.37.2.****Planning Decisions**

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

 **DC/19/1463 – Garden Cottage Rock Lane Washington RH20 3BL**

 *Application to confirm the insertion of an additional first floor window in the*

 *south facing elevation which was substantially completed more than four years*

 *before the date of this application and failure to retain obscure glazing in first floor*

 *landing*

 Permitted 26th Nov 2019

 **DC/19/2163 & DC/19/2131 - 1 Gorse Bank Close Storrington RH20 3AQ**

 *Detached single storey garage; Single-storey extension*

 Permitted 23rd December 2019

 **DC/19/2153 – 1 New Cottages Rock Road Washington RH20 3BH**

 *Single-storey side extension to form garage*

 Permitted 18th December 2019

 **NC/19/0048 – Washington Sandpit Hampers Lane Sullington**

*Consultation on environmental permit application EPR/CB3007GQ/A00*

 *Objection from HDC to Consultation (Local Authority consultation)*

 *Decision date: 4th December 2019.*

 **Supporting documents and decision notice:**

 <http://snafpacc.horsham.gov.uk/AniteIM.WebSearch/Results.aspx>

**20.37.3. To Note Appeals lodged/decided**

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| **RESOLVED** to **NOTE** that none were lodged or decided at the time of publication of this Agenda.**20.37.4. To Note Enforcement issues****RESOVED** to **NOTE** there were no further enforcements to report

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| **20.37.5. For information only**:**Longbury Hill Wood – invitation to discuss Call for Sites housing bid.**The Chairman reported that the Clarion Homes Group is preparing its submission of part of Longbury Hill Wood to be assessed by Horsham District Council for development suitability. Both he and the Chairman of Storrington Parish Council have declined an invitation by the developer to a consultation meeting on its proposals, the reason being that the woodland is not included in the Neighbourhood Plan for development. Residents are also concerned that the bid process will delay replanting of the woodland, a requirement of the felling licence by March 2020, and have written to local district councillors. Cllr Ray Dawe (Storrington and Washington Ward) has responded in writing, explaining the Call for Sites process. *The Chairman reported that Washington Parish Council is monitoring the situation carefully, and will await the opportunity to respond to the District Council’s publication of assessments of sites put forward, anticipated next month. The Parish Council has already written to one of the owners with a reminder of the obligations to replant and will take this up with the Forestry Commission if nothing happens.***Washington Sand Pit – revised restoration plan to extend completion date**Email forwarded from Sandgate Conservation Society trustee, Mr Richard Hurley, confirming that Britaniacrest will shortly be applying to WSCC to revise its restoration scheme of Washington Sand Pit, Hampers Lane, which will delay the scheduled May 2020 completion. The Society was hoping that the opening up of the area and planned car park provision will help resolve parking problems at the other newly restored Cemex site at nearby Water Lane. Britianiacrest have confirmed their plans in an email to Mr Hurley. They say the car park feature is years from completion but they would look into the provision of a link footpath between the car parks. **RESOLVED** to **NOTE** the information.  |

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**20.38. Transport issues:**

**20.38.1. To Report on a meeting about traffic concerns at Chancton Copse/Rock Road**

Cllr Cllr Lisher reported on the site meeting on 12th December 2019 he attended with Cllr Paul Marshall (West Sussex County Council Leader and Storrington Division representative), West Sussex Highways Traffic Officer for the Horsham Area, Mr Steve Douglas, and Chancton Copse residents. Residents raised a number of traffic concerns about the Rock Road/Chancton Copse junction, particularly the lack of visibility to exit the Copse. They reported that the problem is amplified by the speed of traffic in Rock Road which they argue is being used as a “rat run”.

Main proposals discussed are:

* Lowering the speed limit on Rock Road up to the Chancton Copse junction to 30mph – most favoured by residents. They were advised that this would require a Traffic Regulation Order (TRO) and would need to meet certain criteria. Residents agreed they are willing to make the application. Cllr Lisher had cautioned that a 30mph limit would urbanise the area, making it vulnerable to further development.
* Pinch-point traffic calming measures similar to Thakeham. Residents were advised that this may be a most effective strategy. It would require a Community Highways Application and to meet certain criteria.
* Residents form a Community Speed Watch Group. It was reported that there had been great success with Speed Watch in neighbouring Ashington parish. Cllr Lisher has forwarded details of the scheme to Mr Michael Carroll, residents’ representative at the meeting. No response to date.

**RESOLVED** to **NOTE** the report and await feedback from any further development on the proposals.

*The Chairman briefly suspended the business of the meeting to respond to a general question from a member of the public about the Parish Council’s involvement in the planning process.* *They thanked the Chairman and left the meeting.*

. **20.38.2. Road Closures**

 **RESOLVED** to **NOTE** the following road closures in the parish:

 **A24, Northbound, Washington, Sunday 12 January 2020 20:00-23:00**

Closure between junctions with Horsham Road to Keepers Cottage and Findon Park Road

 with works taking place outside North End House to replace a damaged inspection cover.

 Emergency access will be maintained at all times. WSCC Highways.

 Hampers Lane (Bridleway 2627/part), 2 days from 14th

 Tuesday 14th January 2020 for 2 days for works by Galliford Water. Suggested alternative

 routes available using the public rights of way network is BW2623 to the east.

 Queries: Contact telephone numbers: **Public Rights of Way Team (WSCC) (01243) 777620**

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

 **Maintenance**

**20.39.1. To Report on actions from previous meeting**

 **Allotment consultation meeting confirmed 13th February 2020 at Village Hall, 7pm.**

The Chairman confirmed the meeting date is booked with the Village Hall, and that he would be attending. Also in attendance will be SE Mentor of the Allotment Society, Mr Paul Neary, and Chairman of the Open Spaces Committee who will chair the meeting. OSRA Members were invited to notify the Clerk if they can attend. Clerk will write to Tenants inviting them to the meeting.

* **Amended 2020/21 Council Meeting dates: 10th August 2020 changed to 3rd August.**

The Chairman reported that the amended August date is confirmed by the Village Hall.

Clerk to circulate revised list to Councillors.

* **Painted arrows, A283 eastbound approach to Washington Roundabout.**

Clerk has written to Mr Steve Douglas, Traffic Officer for Horsham Area of West Sussex Highways, confirming the Council’s support of the proposed scheme to resolve poor lane discipline. Storrington & Sullington Parish Councillor Richard Hurley has suggested a road sign to warn of the road split.

Mr Douglas responded that he is getting a cost for the traffic management and installation of the painted arrows and then see what effect, if any, these have on driver behaviour. He would then be happy to look again afterwards at any further measures that may be required.

* **New fencing alongside footpath 3181 (Cinder path), Washington Recreation Ground.**

Clerk has written to the contractor to request his acceptance of WSCC’s conditions to close footpath 3181 prior to the new fencings works. Any damage to the path would be the responsibility of the contractor. Response pending.

* **Improved parking restriction sign, Village Hall car park**

Clerk has written to the Village Hall to confirm the Parish Council’s support for improved parking restriction signage, and funding subject to costs. No response yet.

* **Vera’s Shelter traffic bollards**

Wilbar Associates Ltd confirmed it will undertake the replacement traffic bollards, at the request of the Parish Council. Schedule of works to be advised.

**20.39.2. To Review and Adopt variation of the Council’s Standing Orders for the Voting procedure on appointments.**

Members discussed the NALC guidelines and further advice from SALC, SLCC and the Clerk on written voting procedures for appointments. The matter was deferred from the previous meeting to find out if the Standing Orders can be changed so that recorded votes cannot be requested for written ballots on appointments. The Clerk advised that the NALC guidelines do not allow this. However, it was unclear whether a member can request that his/her own vote is recorded or that of other members; and whether a vote on ‘*any question’* as per the NALC guidelines, includes voting on appointments by written ballot.

**RESOLVED** to defer a decision pending further clarification on the points raised. Clerk to action and report to the next meeting.

**20.39.3. To Approve the 2020/21 budget and precept requirement**

The Clerk’s draft 2020/21 budget proposals and supporting financial summaries were previously circulated. The Chairman explained he had revised the proposals to allow the Council to clear the remaining balance of c£12,000 on its Village Hall buildings loan to the Public Works Loan Board. He explained the proposals which have been considered and recommended for approval by the Finance Committee on 6th January, 2020. Members discussed these, together with the Council’s current expenditure and 2020/21 forecast expenditure.

**RESOLVED** unanimously that Washington Parish Council **APPROVES** the recommendation of the Budget for the financial year 2020/21, and

**RESOLVED** unanimously that Washington Parish Council **APPROVES** the recommendation of a 2.5% increase in the 2020/21 Parish Precept. Clerk instructed to submit the £41,808 precept request to Horsham District Council.

**20.39.4. To Consider an invitation to a Community Conversation at St Mary’s School**

Members discussed an invitation to a Washington community engagement event at the school on Thursday 16th January 7-9pm. Cllrs Woods agreed to attend and would feedback on the event at the next Full Council Meeting. Cllr Buddell expressed an interest and would notify the Clerk.

**RESOLVED** to inform the School. Clerk to action.

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

**RESOLVED** to NOTE the updates on the following maintenance issues:

**Broken street lamp, The Pike, Washington Village**

CBS Electrical confirmed it will repair the light but have not yet advised when. Clerk has written a further reminder. Delay likely due to festive period.

**Broken streetlight, The Holt, Washington Village.**

The Clerk reported that HDC’s Estates & Records Office have requested contractors to investigate the light. HDC confirmed it is responsible for most of the road but WSCC is responsible for those on the first houses on the left and right (email confirmation 18th Dec 2019). They have apologised for the delay in repairs due to the festive period. The Clerk thanked Cllr Woods for her helpful report on the light together with useful images. It was noted that the light is a small post, and not a standard height.

**20.40. Washington Recreation Ground Charity**

**20.40.1. To Approve the 2019 Annual Return for the Washington Recreation Ground Charity**

**RESOLVED** to **NOTE** the item is deferred. Clerk to circulate and submit Annual Return before the end of January deadline, for ratification at the next meeting.

**20.40.2. Tree Management: To Consider quotations to fell 2 Ash trees and to infill ground cavity from felled Chestnut tree, Washington Recreation Ground.**

Members considered a quotation from Rowan Mellor of Arboricultural Excellence (AE) of £660 to fell 2 Ash trees on the grounds which are in poor condition. AE completed all the high priority works on the Parish Council’s Tree Inventory and felled the diseased Horse Chestnut by the Play Area before Christmas. Members also considered a quotation of £220 to infill the stump cavity with sawdust and topsoil ready to replant a replacement tree at a later date. The Clerk reported that a sum of £900 is included in the agreed 2020/21 budget calculations of predicted current expenditure.

**RESOLVED** to engage the services of Arboricultural Excellence for the works at a total cost of £880 net. To be deducted from earmarked reserves. Clerk to notify the contractor.

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

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

The reconciled bank statement showing transactions between 30.10.19 and 18.11.19 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED (……….)** the attached schedule of payments totalling **£4,047.74** are **APPROVED.**

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

Income received: **£70** for sale of Washington Story Books by the Village Larder.

Outstanding purchase orders**: £5,059.31**

Outstanding sales invoices **- £5** allotment rent 19/20

Bank Balance **- £83,197.21**

**20.40.2. VAT**

**RESOLVED** to **NOTE** the submission for 2019/20 Q3 VAT refund of £451.55 Q3 to HMRC. Schedule circulated before the meeting.

**20.40.3. PAYE and NICs**

**RESOLVED** to **NOTE** the 2019/20 Q3 payment of £472.67 tax and NICs to HMRC, as approved on the payments schedule circulated before the meeting (Min Ref 20.40.1)

**20.41. To receive reports and recommendations from Committees and Working Parties**

**RESOLVED** to **NOTE** there were no Committee meetings in December.

**20.42. Correspondence Received –**

The Chairman reported on email correspondence from a Washington village resident who is disappointment that there was no prior notification of the felling of the conker tree in the Recreation Ground. She had fond childhood memories of the tree and was sorry to have missed the opportunity to take a souvenir photo.

**RESOLVED** to advise of Andrew Gale’s decay report and the Council’s obligations on tree safety management. The Council will consider planting a suitable replacement in the future. Clerk to write the reply.

**20.43. Clerk’s report**

*20.43.1. Governance*

The Clerk reported that the Information Commission Office has issued a new registration certificate to the Parish Council for the period until 19 December 2020 and confirmed invoice payment.

*20.43.2. Training*

**Code of Conduct Training**

The Clerk reported an invitation for up to two councillors to attend Code of Conduct training event on Thursday 30 January 2020 at 5:30pm-8:30pm at the Council Offices, Park Suite, in Horsham. The Chairman confirmed he would like to attend and it was suggested that the Vice-Chairman might like to also.

Cllr Lisher expressed an interest if there were places available.

**RESOLVED** to notify HDC. Clerk to action.

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

The Chairman invited members to put forward any items for the next agenda or when the agenda is being prepared.

**RESOLVED** that no items were proposed.

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

Dates of the next Council Meetings will be:

Committees: 20th January 2020.

Full Council: 3rd February 2020 at 7.30pm

**20.46. 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.**

*To Consider a resolution 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)*

*it is recommended that the Press and Public be excluded from discussion of the next items*

*due to the personal data which may be disclosed, and legally privileged information defined*

*as exempt in Part 1 of Schedule 12A of the Local Government Act 1972.*

**RESOLVED** unanimously that the Press and Public be excluded for the above reasons. It was

NOTED there were none present.

**20.47. To Consider legal advice on responsibility of the First Extension Graveyard**

Members considered the legal advice from solicitor Mr Roger Taylor on the Parish Council’s current position regarding responsibility for the First Extension Graveyard (circulated before the meeting.) The advice and discussion which took place is contained in a confidential report.

**RESOLVED** unanimously that the Parish Council is minded to accept responsibility of the First Extension Graveyard going forward, despite the uncertainty. The Parish Council has an obligation of fiscal responsibility of public money, and requests that any necessary remedial works can be undertaken without the requirement and expense of a licence approval, as in the past.

**20.48. To Consider Co-option applications for Councillor vacancies.**

Members considered the confidential application from Mr Brendan Hanvey for the vacancy on the Washington Ward circulated with the agenda. There was no request for a written ballot.

**RESOLVED** unanimously to co-opt Mr Brendan Hanvey to the Council as a member of the Washington Ward. Clerk to invite Mr Hanvey to accept the co-option and to sign a Declaration of Acceptance of Office at the Full Council Meeting on 3rd February.

*There were no members of the Public or Press to invite back into the meeting. There being no* further *business, the Chairman closed the Meeting at 21:08hrs.*

**Signed………………………………………… Dated………………………………………………..**