

**TO:** Cllr C Beglan, Cllr S Buddell, Cllr B Hanvey, Cllr P Heeley (Chairman), Cllr J Henderson

(Vice-Chairman), Cllr A Lisher, Cllr G Lockerbie and Cllr K Woods.

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

**DATE**: 30 March 2020

***Matters resolved under the scheme of temporary delegation under LGA 72 s101***

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**To Consider a consultation response to the following planning applications:**

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| **S SDNP/20/01234/FUL – Toll House Kia London Road Washington RH20 4A**  *Cr Creation of vehicular crossover and Terram Geocell load platform access road*  *Notification attached.*   * Councillors considered this application and **RESOLVED** to make a **STRONG** **OBJECTION** to the proposalsfor the following reasons: * History of non-compliance by the applicant to planning conditions regarding the unauthorised access. * Potential for further growth of cars on site and adjacent land * Road safety issues * Damage to the environment and out of character with the rural village location and not in accordance with the South Downs National Park Authority’s published guidance on roads.   *See full response circulated with these draft minutes and published on HDC’s planning portal.*    **DC/20/0182: Oak Tree Sanctuary Lane Storrington Pulborough**  *Change of roof design which includes a first-floor window and flue to the east elevation*  *and alterations to the dormers on the front and rear elevations of the previously approved*  *application DC/19/1627 .*  Councillors considered this application and noted the proposed minor amendment to the roof.  **RESOLVED** to make no further comment to their previous response on 18th February 2020  to the original application. Resolution to be ratified at the next Full Council Meeting.    **To Review renewal of the Council’s 2020/21 insurance policy**  The Clerk reported the Council’s insurance policy is due for renewal on 1 June 2020 for  the final year of a 3-year arrangement with Axa. The Council’s financial and non-financial  risk assessments and insurance renewal documents were circulated.  **RESOLVED** to **AGREE** the policy renewal without amendment. Clerk to notify the broker.    **To Consider Tenancy application for Plot 9a and to create gated access**  Councillors considered a request from an existing Tenant for vacant Plot 9a and to create  gated access. The Clerk reported that there is no one on the waiting list.  **RESOLVED**to**AGREE** the tenancy application  **To Report Notice to Vacate Plot 7**  **RESOLVED** to **NOTE** that a Tenant has served a month’s notice on 22 March 2020 to vacate  Plot 7, to be **RATIFIED** at the next Full Council Meeting.  The Chairman, Vice-Chairman and Chairman of OSRA have previously agreed that the  # out-going Tenant may leave without further management of the plot, due to personal reasons  and and difficulties in visiting the site during the current Covid-19 restrictions.  The Clerk will report quotations for weed suppressing membrane to prevent them spreading.  The Tenant’s £20 deposit will be used towards costs.    **Financial matters included under the scheme of temeporary delegation:**  **To Approve Payments, Receipts and Quotes and Report Income**  The reconciled bank statement showing transactions between 30.01.20 and 28.02.20  Accounting year to date statement, payments schedule, invoice and purchase order  Vvvv summary were circulated to Councillors.  **RESOLVED** to **AGREE** payments totalling **£1,979.01** be **APPROVED** to be ratified at the next  Full Council Meeting and are included in the agreed 2019/20 budget.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Date** | **Payee** | **Details** | **Amount net** | **VAT** | **Total** | | 01.04.19 | HDC | Q4 dog bin emptying | £34.45 | NIL | £34.45\* | | 06.04.19 | Starboard Systems Ltd | 2020 Accounting software | £283.00 | £56.60 | £339.60 | | 06.04.20 | Staff | Mar 2020  net salary & expenses | £1085.10 & £23.60 | NIL | £1.108.70 | | 06.04.20 | HMRC | Q4 NIC/Tax 2020/21 | £496.82 | NIL | £496.26 | | **Total** |  |  | **£3,337.14** | **£149.80** | **£1,979.01** |   *\*Approved and signed at Committees 16.03.202. To be paid 1 April 2020 due date.*    **RESOLVED** to **AGREE** the financial reports as follows, to be ratified at the Next Full Council Meeting:  Income received: **£2,000** – repayment of grant towards public toilets in Storrington  Outstanding purchase orders**: £1.420.00 –** Replacement fencing on Recreation Ground  Outstanding sales invoices**: None**  Bank Balance **- £56,202.57 reconciled**  **VAT**  **VAT**  2019/20 Q4 VAT rebate due April 2020.  **RESOLVED** to be reported with the Year End report, to be ratified at the next Full Council  Meeting.  **PAYE and NICs**  2019/20 Q4 £496.26 due April 2020. **RESOLVED** to **NOTE** that the payment is approved  under item 7.  **To Consider Staff Salary Review**  The Clerk’s salary was reviewed. **RESOLVED** to **AGREE** a salary increase, it being the same as  the NALC/SLCC agreed April 2019  (pro rata) salary scale point 20 LC2 which is used as a  reference point in the review. To be **RATIFIED** at the next Full Council Meeting.  **4. 4. Correspondence Received**  **RESOLVED to NOTE** the March briefings from the Clerk which were previously circulated    **Clerk Clerk’s Report**  **TO RESOLVED** to **NOTE** the following for information:   * **Spring Newsletter –**   An email from the Sussex Local Magazine’s was previously circulated. It was  NOTED that the newsletter delivery is unknown due to distribution issues arising from Covid-19 restrictions. The magazine has agreed to refund pre-payment monies to the  Council. Future publication will be reviewed at a later date when restrictions are lifted.    **Ground maintenance:**  It was NOTED that the current agreed contractor has ceased trading. In view of the late notice, and urgency of this situation close to the start of the growing season, the Clerk received consent from the Chairman and Vice-Chairman and Chairman of OSRA to engage the services of Sussex Land Services. They have confirmed they will honour their original quotation of £4,109. This is comfortably within the Council’s 2020/21 £5,965 budget for the works. The contractor cut the grass in 2018 for the Council and is highly recommended by another parish council in the district. The contractor has reported that he carried out the first cut of the season week commending 23rd March, and will cut the graveyard grass on 1st April.  ***Decision to appoint Sussex Land Services to be ratified at the next Full Council***  ***Meeting***    **Financial Year End 2020**  Clerk will report the Year End accounts once audited by Mulberry & Co on 30 April.  **April Briefing - Issue 1**  This briefing will be circulated on Thursday 2 April.    Signature - Zoe Savill, Clerk of Washington Parish Council  Zoe Savill  Clerk to Washington Parish Council |