

# WASHINGTON PARISH COUNCIL



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## WASHINGTON PARISH COUNCIL MEETING

**Draft MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 14th December 2015.

**PRESENT:** Cllr Beglan, Cllr Britt, Cllr Doré, Cllr Heeley, Cllr Lisher, Cllr Milner-Gulland, Cllr Newman, Cllr Thomas and Cllr Whyberd.

**IN ATTENDANCE:** PCSO Boniface and Cllr Marshall (HDC)

**ALSO:** Clerk to the Council Gina Condie.

**MEMBERS OF THE PUBLIC:** 0

**ABSENT:** 0

**Cllr Heeley opened the meeting at 19.33 hours**

### **17.77 Apologies for Absence and Chairman's Announcements**

Apologies received and accepted from: Cllr Cook (holiday), Cllr Circus (meeting), Cllr Muddle (work commitments).

Cllr Heeley updated the Council on the vacant clerk's position stating that 2 candidates were being interviewed by members of the personnel committee on the 15th December.

Cllr Heeley welcomed Cllr Marshall and PCSO Boniface to the meeting.

### **17.78 Declarations of Interest from members in any item to be discussed and agree Dispensations**

None declared.

### **17.79 To approve the Minutes of the last Parish Council meeting held on 2nd November**

The Draft minutes of the meetings had been circulated to Councillors and published on the Parish Website. Councillor's **RESOLVED** (113) that the Chairman could sign the minutes as a true record of the meeting which took place on 2nd November and the minutes were duly signed by the chairman.

### **17.79 Public Questions**

No member of the public were present.

### **PCSO Boniface provided an update on various police issues in the Parish:**

- A car was stopped for traveling in the wrong direction on the A24
- A car had been broken into in Georges Lane car park - a mobile was stolen
- Georges Barn was broken into - nothing stolen

- The Village Larder was broken into and cash to the value of approx. £30 was stolen
- Ongoing dispute between a stables and a parish resident over use of a footpath
- Operation dragonfly is taking place - drink and drug testing of drivers

PCSO Boniface also highlighted that the vulnerable were susceptible to various online scams. She stressed that if the Parish knew of any such residents then to let her know. Cllr Whyberd asked about the Resolution Centre which PCSO Boniface replied that it was 'going very well'.

**Cllr Marshall provided an update on HDC matters:**

Glebe Surgery - HDC are trying to facilitate the issue of the Doctors wanting to build on the surgery site and the Diocese covenant which states that the site must be used as a surgery. HDC are asking that the covenant be compromised as the Doctors cannot move until the covenant is changed. Cllr Marshall expressed the opinion that this was almost like blackmail. Cllr Marshall also referred to the issue of trying to change the Neighbourhood Plan as the site was not included as a prospective site. Cllr Heeley stated that the Council could not consider supporting amendments to the Neighbourhood Plan which is now at the final inspection stage.

Highway matters - Cllr Marshall had attended a meeting, which included Storrington & Sullington Parish and WSCC, which was primarily to discuss congestion issues on 'School Hill' but concerns were also raised about other highways issues which were not being actioned. Cllr Marshall expressed that generally all the Parish Councils were unhappy, but WSCC are saying that there is 'no money'. He stated that Parishes should engage with the CLC in a coordinated effort as targeting Cllr Circus alone was not sufficient. Councillors expressed that lack of information and communication from WSCC was an issue as Parish Councils don't know how 'Highways' prioritise these issues.

**17.80 To Report on Matters Arising from the previous minutes**

*17.80.1 To discuss and agree the dates, length of time (1 or 2 weeks), and location, of the 'speed loop' in Washington Village.*

Cllr Heeley stated that the clerk had contacted the police as requested, asking if they would act on any 'speeding' evidence from the survey. The police response was that they would 'look to see if there was anything they could help with' and the clerk has subsequently spoken to Shauna Bowen (PCSO) who reiterated these comments. She also said that she would make an effort to 'patrol the Washington Bostal Rd'. The clerk has also spoken to Neil Worth (as suggested by Cllr Marshall at the last full council meeting) who is also a member of the Road Action Safety Group (RASG). She has asked if the RASG could provide any funding for this. Quotes have been obtained from 3 of the data collection companies whose details were provided by WSCC and the cost will be approx. £250 + VAT per week.

The council discussed and agreed the following

To lay the loops in early March - after half term and before the Easter break.

To lay the loops for 2 weeks

To lay the loops south of the Frankland Arms on the Bostal Road - a map was marked

**17.81 To consider Planning Applications and discuss Transport issues**

**17.81.1 Applications:**

*DC/15/2582 (Scandia-Hus Limited) Ascenti Sandy Lane, Storrington, West Sussex. Erection of a new garage.*  
The councillors AGREED that there was NO objection to the application providing there are no windows overlooking the adjacent property - Englewoods

*SDNP/15/05600/HOUS - Whiteacres Glaseby Lane, Washington, Pulborough, RH20 4AX. Conversion of existing garage into self-contained annex.*

The councillors AGREED that there was NO objection to the application so long as the annex is tied to the owners of Whiteacres and does NOT become a separate unit.

*DC/15/2529 Willow Cottage Hampers Lane Storrington Pulborough. Loft conversion including raising ridge height of the roof and erection of dormer windows at the rear of property as well as change of existing extension roof from flat to pitched.*

The Councillors AGREED that there was NO objection to the application as the property was sufficiently screened and well shielded.

#### 17.81.2 Enforcement

None received.

Cllr Britt asked if an update could be provided on the enforcement notice served on Sandhill Lodge.

#### 17.81.3 Appeals

**For information:** Lupin Cottage - the Planning Inspectorate have not as yet logged the appeal as they are awaiting plans from the agent. HDC are adamant that the agent should provide these and not HDC.

#### 17.81.4 Decision notices

Application Number: DC/15/2320

Site: Laneside Veras Walk Storrington Pulborough West Sussex RH20 3JF

Description: Non Material Amendment to planning permission DC/14/1937, to increase the window depth on the East and West Facing Elevations.

Decision: Application Permitted

Date of Decision: 13/11/2015

WPC: No objection

Application Number: SDNP/15/05163/HOUS

Site: 13 Chanctonbury Close, Washington, Pulborough, West Sussex, RH20 4AR

Description: Single storey rear extension

Decision: Application Permitted

Date of decision: 26/11/2015

WPC: No objection

Application Number: DC/15/2366

Site: Rowan Cottage Thakeham Copse Storrington Pulborough West Sussex RH20 3JW

Description: Fell 5 x Oak Trees and 1 x Silver Birch, Surgery to 4 x Oak Trees, 2 x Silver Birch, 1 x Sweet Chestnut, 2 x Scots Pine (Tree Preservation Order)

Decision: Application Permitted

Date of Decision: 30/11/2015

WPC: No objection

**For information:** Horsham District Planning Framework (HDPF) was adopted on Friday 27 November 2015. The HDPF is the overarching planning document for Horsham District outside of the South Downs National Park (SDNP) and replaces the Core Strategy and General Development Control Policies documents which were adopted in 2007.

**For Information:** Storrington, Sullington & Washington Neighbourhood Plan. Awaiting for HDC to respond with a selection of independent inspectors, so that the steering committee can make its choice, as approved by the Parish Council last month.

17.81.5 Transport issues

None received

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

The reconciled bank statement showing transactions between 30.09.2015 and 26.10.2015, accounting year to date statement, invoice and purchase order summary were circulated to Councillors on 09/12/2015.

Councillors **RESOLVED TO AGREE** (114) the financial reports as follows:

Outstanding purchase orders - £1,224.73

Outstanding invoices - £0.00

Reconciled Bank Balance - £ 76,244.56

VAT

No pending reclaims

PAYE and NICs

None

**Clerks Salary & expenses (cheque numbers) (2236) & ( 2246)**

<b>NOVEMBER Payment (gross)</b>	1084.67
LESS	
Tax	40.00
NI	49.52
<b>Net Payment</b>	<b>995.15</b>
<b>Expenses</b>	
Mileage (0.45 ppm) miles	31.05
Electricity	10.00
Phone	8.00
Parking	3.60
Bin bags	2.30
Light card reader	13.20
<b>Total Expenses</b>	<b>68.15</b>
<b>Total Payment (NOV15)</b>	<b>£ 1063.30</b>

Expenses

Councillors **RESOLVED TO AGREE** (115) the Clerks salary.

The clerk attended a meeting with the Planning department at HDC. Councillors **RESOLVED TO AGREE** (116) to pay extra 4 hours to attend this meeting.

Other

GACC membership is due £10 -The Councillors **RESOLVED TO AGREE** (117) to remain a member.

Councillors **RESOLVED to AGREE** (118) to continuing litter collection in Washington Village December 2015 – March 2016 at cost of £104 per month by Stella Russell and to review this in April with the potential of making this an annual agreement.

**For Information:** Annual Return for Washington Recreation Ground Charity completed and returned to the Charity Commission.

### **17.83. Parish council issues and maintenance**

*17.83.1 To discuss and consider whether to apply for a Tesco's local community grant.*

Tesco has launched its community grant fund for 2015/16 and Parish & Town Councils are eligible to apply for funding. Tesco customers will vote over two weekends in their store for their favourite shortlisted local project. Grants will then be awarded as follows:

1st place in Tesco customer vote: £12,000 grant

2nd place in Tesco customer vote: £10,000 grant

3rd place in Tesco customer vote: £8,000 grant

After discussion it was agreed that as there is no large Tesco's in the Parish then the Council would NOT apply for funding as it was unlikely that they would get sufficient votes for the grant.

*17.83.2 To discuss and consider whether to apply for Community Initiative Funding.*

This is a WSCC initiative - the maximum amount is approx. £2500 and according to the policy preference is given to:

Those that have secured additional funding sources

Those able to demonstrate strong community support and leadership in the project

Cllr Marshall pointed out that Parish Councils were not eligible to apply for this funding.

*17.83.3 To review and discuss updating the Standing Orders for the Parish Council.*

Cllr Heeley explained that the main reason for updating the Standing Orders is the change in the law which now allows recording of proceedings (audio or video). The Standing Orders were reviewed by the Councillors as highlighted by Cllr Heeley.

20:54 Cllr Britt left the meeting.

The Council unanimously **RESOLVED TO AGREE** (119) to the changes.

20:55 Cllr Britt returned to the meeting.

*17.83.4 To introduce and agree Terms of Reference (TOR) for The Planning and Transport Committee and the Open Spaces, Recreation and Allotments (OSRA) Committee.*

Cllr Heeley presented the P&T TOR and after discussion the Council unanimously **RESOLVED TO AGREE** (120) to the TOR.

Cllr Whyberd presented the OSRA TOR and after discussion the Council unanimously **RESOLVED TO AGREE** (121) to the TOR.

*17.83.5 To discuss and agree who will minute the Full Council Meeting on 4th January 2016.*

Cllr Beglan volunteered to minute the meeting if required.

*17.83.6 To consider and agree the Council & Committee Meeting dates for 2016/7.*

The dates were circulated to Councillors. The Council **RESOLVED TO AGREE** (122) to the dates.

#### 17.84 FURTHER REPORTS FROM COUNCILLORS

Cllr Britt commented that the grass verges had been cut when very wet and in her opinion has been cut poorly. She will write to WSCC in her personal capacity.

Cllr Thomas commented on the mud on the road at the entrance to Hampers Lane (A283 entrance). The clerk was asked to write to 'Brittania Crest' on the matter.

#### 17.85. Reports and Recommendations for Consideration by Council from Committee Meetings on 16th November

##### Open Spaces, Recreation and Allotments & Footpaths Committee

*17.85.1 To consider the recommendation from the OSRA Committee that tree work is carried out in accordance with the Allotment Tree Survey.*

Cllr Whyberd provided an update. The allotment tree survey recommends that remedial work should be carried out within 6-12 months at a cost of £666 (ex VAT). The committee agreed to recommend to Council that this work be carried out in the current financial year.

The Council **RESOLVED TO AGREE** (123) to the tree work within the current financial year.

*17.85.2 To consider the recommendation from the OSRA Committee that 2 holes are sunk in the MUGA court to house the tennis posts when not being used as a tennis court.*

The Committee recommend that 2 holes are sunk in the court on the side of the court by the recreation ground. The aim is house the posts (holding the net) when not in use and when the MUGA is not being used for tennis. The tennis box is now being stored at the handyman's garden as the Council received complaints that it was a hazard. The clerk has received a quote for this work which is in the region of £150 - 200.

The Council **RESOLVED TO AGREE** (123) to the holes being sunk, but to sink them in the opposite side of the court i.e. in front of the wooden boards.

##### Planning and Transport Committee Meeting

None received.

#### 17.86. To receive reports on meetings and notice of forthcoming meetings

Cllr Heeley provided an update on a meeting held between Cllr Whyberd and himself with Nigel Baker and Rob Gerig regarding the Village Hall on 23rd November. Cllr Heeley explained that purpose of the meeting was primarily to do with the rental costs charged to the Parish (given that the Council are paying the PWP loan plus interest), and agreeing on Terms of Reference between the Parish and the Village Hall Memorial Committee. It was felt that as the meetings are open to the public then a charge to the Parish should not apply, but the matters are to be discussed at the Village Hall Committee meeting.

#### 17.87. Correspondence Received

*To discuss the request to pursue the reduction of the speed limit of A283 - Washington Road - to 40 mph*

Following a query from a resident, the clerk understands that the Council did agree to pursue the reduction in speed along this road to 40mph. Cllr Circus responded to the clerk's email request for an update on the matter with: *'I have asked the manager of highways whether this is capable of being moved forward as a proposition'*.

Councillors also noted that Barratts had advised that the bus shelter would move to the front of Milford Grange by 14<sup>th</sup> Dec, and the street lights on the A283 would be switched on by 18<sup>th</sup> January.

**17.88. Clerk's report**

**Information only** - First extension graveyard - confirmation has been received from the Diocesan that the Parish can proceed with remedial works. The clerk has contacted Gumbrills who have honoured their quote from 2014.

**Information only** - Thakeham Copse bin moved by WSCC further up the hill in the Copse.

The clerk also commented on the following:

She and Cllr Muddle have had a meeting with HAGS - potential supplier for the children's play area. They will provide another quote at the end of January 2016.

Skate Park taster session - the Parish is waiting for confirmation from 'Horsham Matters' with regards to the date and time in the half term holiday of this session.

A potential tree warden has come forward as a result of the newsletter.

Councillors **NOTED** the following reports

Freedom of Information/Data Protection Requests Received

None received.

Compliments and Complaints

None received.

Governance and Accountability

None

Holidays

Clerk is on holiday in at the end of December.

Training

None

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

STARS - review of status and age of transfer

Newsletter - review of delivery and format of the newsletter

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

Full Council – 4th January 2016

Committees - 18th January 2016

**The Meeting Closed at 21.30 hours**

Signed.....

Dated.....