** WASHINGTON PARISH COUNCIL MEETING**

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 6th August, 2018

**PRESENT:** Cllr C Beglan, Cllr D Glithero, Cllr P Heeley (Chairman), Cllr J Henderson (Vice-Chairman), Cllr A Lisher, Cllr G Lockerbie, Cllr R Milner-Gulland, Cllr J.Ross and Cllr R Thomas

**IN ATTENDANCE:** 0

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

**MEMBERS OF THE PUBLIC**: 0

**ABSENT**: Cllr D Whyberd

# The Chairman opened the meeting at 19:35hrs

**14.45 Apologies for Absence and Chairman's Announcements**

Apologies for absence were accepted from Cllr Whyberd (unwell) and Cllr P Marshall (WSCC & HDC) (away).

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

None made.

**14.47. To approve the Minutes of the last Parish Council meeting held on 6th August, 2018**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to AGREE (313)** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 2nd July, 2018 and the minutes were **duly signed by the Chairman.**

**14.48. Public Speaking**

There was no public speaking.

**14.49. County and District Issues**There were no reports.

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

**minutes**

**RESOLVED** there were no further updates on matters from the previous minutes.

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

 **14.51.1. Planning applications**

### DC/18/1434 - Eastwolds Hampers Lane Storrington

*Proposed front porch extension, dormer window extensions to front elevation, reconstruction of bay window on front elevation and re-cladding of the existing*

*dwelling.*

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

**DC/18/1292- 20 Spring Gardens Washington Pulborough West Sussex**

*Proposed two storey side extension and new front porch***.**

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

**SDNP/18/03572/FUL - Land at Grid Reference 511160 113084 The Street**

**Washington West Sussex**

*Proposed agricultural worker’s dwelling.*

Councillors discussed this application and **AGREED** an **OBJECTION.** They commented that the proposal would seem to be a large agricultural operation and that the business need in a rural area has not been proven. However, if planning officers are mindful to recommend approval, Councillors requested that the application is referred back to the SDNPA for assessment.

**DC/18/1409 - Hampers Cottage and Hemingways Hampers Lane Storrington**

*Fell 1 x Stunted Oak and Surgery to 6 Oak Trees*

Councillors discussed this application and **RESOLVED** to **DEFER** to HDC Arboricultural Officer Will Jones.

**14.51.2. Planning Decisions**

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

**Application Number:** DC/18/1049

**Site:** The Birches Thakeham Copse Storrington Pulborough RH20 3JW

**Description**: First floor side extension over existing garage. Demolition of existing rear conservatory and erection of a replacement single storey extension.

**Decision:** Permitted on 20/07/2018

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

**14.51.3. Enforcements**

EN/18/0360 - [Alleged: Alterations to and conversion of Black Barn to residential accommodation](https://public-access.horsham.gov.uk/public-access/enforcementDetails.do?keyVal=PC2FDCIJ02S00&activeTab=summary)

Iron Stone Barn Rock Road Washington Pulborough West Sussex RH20 3BQ

Received: Wed 18 Jul 2018

Status: Pending Consideration

EN/18/0279 - Alleged use of farm track by non-farm vehicles throughout the night and day

On land adjacent to Highfield Rock Road Washington Pulborough RH20 3BH

Received: 12 June 2018.

Status: Pending consideration

EN/18/0043 - Alleged breach of outstanding conditions on John Ireland Way development, Washington West Sussex

Received: 26th January 2018. Status:

Status: Pending Consideration

EN/`6/0194 - [Alleged breach of legal agreement ref S106 2048 dated 10th October 2012 (Country Park, NEAP, Strategic Landscaped Areas)](https://public-access.horsham.gov.uk/public-access/enforcementDetails.do?keyVal=O6P35GIJ08I00&activeTab=summary)

Street Record John Ireland Way Washington West Sussex

Received: Thu 05 May 2016

Status: Pending Consideration

**14.51.4. Appeals** -

**RESOLVED** to **NOTE** there were no appeals.

***For information only:***

HDC Cabinet agreed to adopt the Heath Common Design Statement at their meeting on 19th July.

The Chairman welcomed the news that the revised Design Statement had been adopted by Horsham District Council and in a relatively short time.

**RESOLVED** to **NOTE** the adopted document which was circulated before the meeting and is published on the Parish Council’s website*.*

***Longbury Hill Wood, Rock Road, Washington - update on re-planting****.*

A stakeholder of the woodland, Mr Julian Hanbury-Aggs has written to the clerk confirming that conditions for replanting are not currently suitable and that he will update the council in the autumn.

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

**14.51.5. Transport issues:**

The Chairman confirmed that Cllr Marshall has chased for a response from Chris Stark to the Tudor Close Residents Association, following their meeting.

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

**14.51.6. Road Closures**

**RESOLVED** to **NOTE** a WSCC report of multi-way signals along Rock Road, Thakeham from July 30th-10th August for spine sub duct and cabling works by Openreach.

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

***14.52.1. To Consider an invitation to support the CLC objection to a judicial review of the Arundel Bypass decision***

Cllr Henderson abstained from discussion and voting on this item because he is employed by Highways England. Councillors discussed an invitation from Cllr Paul Marshall (local member of the Chanctonbury Local Committee) to support the CLC in objecting to the SDNPA’s decision to legally challenge the selection process of the 5a route for the Arundel Bypass. The CLC’s letter to the SDNPA, and statement from the SDNPA Chairman Margaret Paren was circulated before the meeting. Washington Parish Council backed option 5a as the best route put forward to reduce through traffic in Storrington and its neighbouring South Downs villages.

Cllr Milner-Gulland commented that the legal challenge was not about rejecting a bypass but the process by which Highways England decided to support one particular proposed route, that runs in part through the SDNP, and appears to violate its founding principles. In that case, he said it would be not only the right, but the duty of SDNPA to challenge it. He advised against supporting the CLC in writing the letter however worthy its intentions. Cllr Beglan commented that she had a degree of sympathy for opponents to the route, but feared that a legal challenge could further delay the bypass which was long overdue. There was also the risk that funding would be withdrawn. She commented that this would significantly impact the health of residents already affected by traffic pollution, particularly Storrington where figures are amongst the worst in the country. A number of councillors agreed.

**RESOLVED** by a majority vote of 8 to write to the SDNPA in support of the CLC letter, and urging them not to dispute the recommendations for the Arundel bypass route for those reasons discussed. Cllr Milner-Gulland objected and requested that it is recorded in the minutes of the meeting.

Clerk to draft a letter to the SDNPA.

***14.52.2. To Receive Neighbourhood Plan update.***

The clerk reported on the NP Steering Group’s meeting with Neighbourhood Planning advisors from HDC and the SDNPA on 27th July to discuss points raised by the examiner.

These are included in his initial responses published on the Parish Council’s website.

A provisional hearing with the examiner and stake holders to address these points will be held on 20th September

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

***14.52.3. To Consider a hire request from the Village Hall for a wedding reception on the Recreation Ground.***

**RESOLVED** to **AGREE** use of the grounds near the hall for a wedding reception on Saturday 29th September 2-11pm. Councillors agreed the hire fee of £20 hire plus £10 for the hog roast. Music would be in the hall.

***14.52.4. To Agree and Sign a mandate variation to include two new banking signatories***

**RESOLVED** to **AGREE** Cllr Henderson and Cllr Lockerbie as full power signatories for the Council. The Chairman and Cllr Beglan (full signatories for the Council) duly signed the bank mandate variation form. Clerk/RFO to report about online banking requirements at the next Finance Committee meeting.

***14.52.5. To Consider an invitation to receive and plant donated daffodil bulbs around the parish***

The Chairman reported on an offer from Squires to donate thousands of daffodil bulbs to the Parish this autumn at locations to be chosen by the Council, as part of a consumer promotion.

**RESOLVED** to write to Squires accepting their generous offer and to defer a decision on planting locations pending further discussion at the next meeting.

## 14.52.6. To Receive a report from the Parish Council’s ‘stand’ at Village Day o 14th July.

## Cllr Henderson thanked Cllr Beglan and her husband, and Cllr Glithero and Cllr Lisher for their help on the day. He gave feedback from visitors to the stand, reporting that most were concerned about the future of the Frankland Arms pub which had recently closed.

Only one resident completed a form on how the parish precept should be spent in Washington: improvements to speed signage on the Pike. Another resident requested that the Council asks the National Trust to maintain the south end of Georges Lane more frequently.

**RESOLVED** to **NOTE** the report and to consider matters raised by residents at the appropriate committee meetings.

***14.52.7. To Consider a response to any further maintenance issues arising***

**RESOLVED** to **NOTE** the annual play inspection report circulated before the meeting and that there were no urgent matters for consideration. The report’s recommendations to be discussed at the next Open Spaces Committee Meeting.

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

***14.53.1. To Consider a request to pay a deposit for repairs to the allotment gate***

The clerk reported that contractor Arthison Ltd has requested a deposit to repair the allotment gate. OSRA agreed to his quotation of £334.02 for the work at its June meeting.

**RESOLVED** to **AGREE** a deposit payment of up to £200.

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

The reconciled bank statement showing transactions between 30.05.18 and 26.06.18 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

The Clerk reported on details of her overtime requested in the list of payments.

Councillors **RESOLVED to AGREE (314)** the following payments totalling £4,171.87 be **APPROVED** including retrospective payments £217.70 to Horsham Publications Ltd and £588.00 to P.A.C Welding Ltd.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Details** | **Amount net** | **VAT** | **Total** |
| 09.05.18 | Horsham Publications Ltd | Distribution of Parish newsletter. Paid April 2018. |  181.50 |  36.30 | £217.80\* |
| 06.07.18 | P.A.C Welding Ltd | Recreation ground repairs | 490.00 |  98.00 | £588.00\* |
| 11.07.18 | Sussex Land Services | Grass cutting June 2018 |  306.25 |  61.25 | £367.50 |
| 11.07.18 | Sussex Land Services | Grass cutting March, April & May 2018 |  918.75 |  183.75 | £1.102.50 |
| 18.07.18 | The Sign Shop Horsham Ltd | Banner for the Parish Council |  45.00 |  9.00 |  £54.00 |
| 20.07.18 | The Play Inspection Company | Annual play inspection 2018 |  85.00 |  17.00 |  £102.00 |
| 30.07.18 | Stocker & Sons Ltd | Repair to standpipe in closed graveyard |  95.50 |  19.10 |  £114.60 |
| July 2018 | S. Russell | Litter collection March-June 2018 | 460.80 |  0.00 |  £460.80 |
| 31.07.18 | Z.Savill | July 018 net salary & expenses | £1053.04 +£38.14 o/time +£67.32expenses |  6.17 | £1,164.67  |
| **Total** |  |  | *£3,740.30* | *£431.57* | **£4,171.87** |

\*Retrospective payments:

* £217.80 to Horsham Publications Ltd in April 2018 for distribution of the Parish Council newsletter. Agreed at the May FC meeting but not minuted.
* £588.00 to P.A.C Welding Ltd for recreation ground repairs. Agreed at OSRA Committee Meeting 16th July.

Councillors **RESOLVED** to **AGREE (315)** the financial reports as follows:

**Outstanding purchase orders £1,105.00**

**Outstanding sales invoices - £60.00**

**Reconciled Bank Balance - £83,178.11**

**14.53.3. Quarterly budget review**

**RESOLVED** to **NOTE** the next quarterly review is in October.

**14.53.4. VAT**

**RESOLVED** to **NOTE** resubmitted VAT claim for £786.78 for period 01.01.2018-30.06.2018 due to postal service error

**RESOLVED** to **NOTE** VAT claim for £436.24 for period July 2018 - to be included in next quarter claim

**14.53.5. PAYE and NICs:**

**RESOLVED** to **NOTE** the next payments are due in October

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

**14.55. Correspondence Received -**

Councillors discussed thefollowing correspondence circulated with Agenda:

* Sussex Police - Horsham weekly bulletin - circulated before the meeting.

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

* Email invitation to propose any items for consideration at the next JAG (crime Joint Action Group) meeting o 16th August.

**RESOLVED** to **NOTE** the email and to make no further response.

* Email from Washington resident reporting rubbish in Old London Road and dangerous fencing allegedly caused by builders in Lamorna Close.

**RESOLVED** to report to HDC planning enforcement and copy in Cllr Paul Marshall.

* Email from Washington resident complaining of excessive speeding around the village.

**RESOLVED** to advise the correspondent that the most recent traffic survey funded by the Parish Council found no evidence to support a further reduction in the 30mph speed limit.

* Email from Apetito, hot meals on wheels WSCC service requesting an opportunity to raise awareness of the service and to promote it on the Parish Council’s website.

**RESOLVED** to enquire if it is promotion of a public service or private contractor.

* Email from WSCC about their crowd funding platform to help fund community projects.

**RESOLVED** to consider the item at the next appropriate meeting.

**14.56. Clerk’s report**

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

*14.56.1. Freedom of Information/Data Protection Requests Received*

None received.

*14.56.2. Compliments and Complaints*

None received

*14.56.3. Governance and Accountability*

GDPR update - Impact Assessment - draft corrected by Satswana to be reviewed and

adopted at the next FC meeting.

*14.56.4. Training*

None to report.

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

**RESOLVED** to receive the following items for consideration:

* Provision of hard copies of the adopted Heath Common Design Statement eg to local estate agents.

**14. 58. To receive reports and recommendations from Committees and Working**

**Parties -**

Draft minutes of the following meetings were circulated to Councillors:

***14.58.1. Open Spaces, Recreation and Allotments & Footpaths Committee Meeting 16th July, 2018***

**RESOLVED** to **NOTE** there were no recommendations.

***14.58.2. Planning & Transport Committee Meeting 16th July 2018***

**RESOLVED** to **NOTE t**here were no recommendations.

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

**RESOLVED** to **NOTE** the dates of the next Council Meetings will be:

Committees: 20th August at 7pm

Washington Parish Council Meeting3rd September at 7.30pm

**The Meeting Closed at 21:15hrshours**