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 **WASHINGTON PARISH COUNCIL MEETING**

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 7th August, 2017

**PRESENT:** Cllr C Beglan, Cllr Britt, Cllr T Cook, Cllr D Glithero, Cllr P Heeley, Cllr J Henderson, Cllr A Lisher, Cllr Milner-Gulland, Cllr R Thomas and Cllr D Whyberd.

**IN ATTENDANCE:** 0

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

**MEMBERS OF THE PUBLIC**: 2

**ABSENT**: Cllr Wright.

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

Apologies were received and accepted from County and District Councillor Paull Marshall.

Cllr Jonathan Wright has been disqualified due to a 6 month absence from Council meetings. The Clerk to announce a vacancy on the Council for the Washington Ward.

Councillors **AGREED** that the information is **NOTED**.

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

Cllr Henderson declared an interest in item 12.76.1. *DC/17/1316*  as a neighbour of the applicant, and item 12.77.6 as an employee of Highways England and would remain silent during these discussions.

**12.72. To approve the Minutes of the last Parish Council meeting held on 3rd July, 2017**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to AGREE** **(259)** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 3rd July, 2017 and the minutes were **duly signed by the Chairman.**

**12.73.Public Speaking**

A resident spoke of a private access dispute involving some of his neighbours, and alleged it could cause hardship for one of them who is very elderly.

*The Chairman was sympathetic but advised that the Council had no jurisdiction in what appeared to be a boundary dispute. He suggested aggrieved parties perhaps try to seek an amicable resolution through a joint letter before seeking legal advice. He asked that the Council is informed of the outcome.*

Councillors **RESOLVED** that the information be **NOTED.**

* 1. **County and District Issues**

In a letter to the Chairman, Cllr Marshall reported that he has called for a meeting with the cabinet member to press for a solution to the bus stop closures. He further reminded the Parish Council to give its views on the consultation in progress for the proposed Lancing/Worthing A27 improvements. He reported that in essence, the only changes to the section is the improvements to the key junction. On the surface it did not appear to be a significant improvement to the east-west, west-east flow of traffic, he explained.

Councillors **RESOLVED** that the information be **NOTED**

**12.76. To consider Planning Applications and discuss Transport issues**

**12.76.1. Planning applications**

*DC/17/1316 - 23 Montpelier Gardens Washington Pulborough West Sussex*

Amended description of application to the following: Proposed two-storey side extension and single-storey front and side extensions.

Councillors briefly discussed the revised application which excludes the originally proposed dormer, and which they AGREED to NO OBJECTION at the Full Council Meeting on 3rd July.

Councillors **AGREED** no change to their decision.

*DC/17/1615 - Enigma Hampers Lane Storrington Pulborough West Sussex*

Demolition of existing 4-bedroom detached bungalow and detached garage.

Erection of replacement 4 bedroom chalet bungalow with integral double garage, floor

to ceiling windows on west and east elevations with associated hardstanding,

parking and landscaping.

Councillors briefly discussed the application and **AGREED to NO OBJECTION.**

*SDNP/17/03438/HOUS - Moo Farm Glaseby Lane Washington RH20 4AX*

Proposed removal of existing conservatory and dormer windows; installation of raised timber decking to side and rear; replacement flat roof dormers, new roof light

and window at first floor level to eastern elevation; replacement of existing windows

with aluminium triple glazed windows and new whitewashed slurry render and Douglas

Fir cladding on external walls

Councillors briefly discussed the application. They **AGREED to NO OBJECTION** but would defer to the planning officer as to whether the proposed development would sit well in the ‘countryside’ location.

**12.76.2. Planning Decisions**

**Application:** DC/17/1132

**Site:** Oak House Rock Road Storrington Pulborough RH20 3AH

**Proposal:** Garden Room extension

**WPC Response**: No objection, at the Planning & Transport meeting 19/06/2017

**HDC Decision:** Permitted on 19/07/2017

**12.76.3. Enforcements**

No further enforcements to report at time of publication.

**12.76.4. Appeals -**

No appeals lodged at the time of publication of this Agenda

**12.76.5. Transport issues:**

None to report

**12.76.6. Road Closures**

August 7th-18th 2017: 2-way signals on Steyning Road, Washington for repair to brickwork on culvert headwall, Steyning Road, Washington. Works carried out by WSCC Highways.

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

***12.77.1. To Report any update on the Neighbourhood Plan Public Consultation****.*

The Chairman reported that the public consultation period is now underway, and reminded Councillors to make their comments before it closes on 4th September. Any responses will be considered by the Neighbourhood Plan Steering Group at a meeting to be held*.*

Councillors **RESOLVED** that the information be **NOTED.**

***12.77.2. To Consider a Response to the Wiston Whole Estate Plan***

Councillors discussed the Wiston Whole Estate Plan which was unanimously endorsed by members of the South Downs National Park Authority Policy & Resources Committee on 20th July.

The Council commented that:

* The Plan was a very professional document and Councillors were encouraged to see that is going forward with the Whole Estate concept.
* Councillors endorsed the Estate’s proposal for a public display of the Plan at the Washington Village Hall in September to encourage wider feedback from parishioners.
* Councillors would welcome some specific information of any proposals to be brought forward to the event.
* The Council would help promote the event on its website and on parish noticeboards.

Councillors **RESOLVED to** **AGREE** **(260)** to write to Mr Goring in support of the exhibition.

***12.77.3. To Consider the Emergency Plan and Agree any amendments***

Councillors **RESOLVED to AGREE** **(261)** to delegate authority to the Clerk to make necessary changes to the Parish’s Emergency Plan, and circulate as a draft before publication.

***12.77.4. To Consider the appointment of a tree specialist for Parish Trees Inspection***

Two quotations were considered for the three-year inspection of trees on Parish Council land. The clerk informed Councillors that two further quotations were sought without success. She advised against any delay in the inspection of the graveyard trees in view of the recent incident of a falling sycamore branch. See Clerk’s Report for details.

Councillors **RESOLVED** **to AGREE (262)** to proceed with the quotation by tree specialist Andrew Gale as it was the most comprehensive survey and he had carried out previous surveys to the Council’s satisfaction.

**12.77.5. *To Consider Projects for the inclusion in the SDNPA Infrastructure Business Plan***

An invitation was circulated from the South Downs National Park Authority to submit infrastructure projects required to support growth identified in the emerging Local Plan.

A previous wish list submitted to the SDNPA in 2013, was discussed. Some, such as the replacement of the Children’s Play Area, and a number of improvements to the Village Hall, had already been implemented.

Councillors recommended a revised list of the following projects which would be required to support growth identified in the emerging Local Plan:

* Millennium footpath - a safe pedestrian route through the village linking sections of the South Downs Way for walkers, horse riders and cyclists;
* A safe pedestrian route by the Recreation Ground to the school.
* Improvements to bridleway 2697
* Provision of adult outdoor gym equipment
* Any Village Hall improvements proposed by the management committee, to include heating and sound insulation for the small hall.

Councillors **RESOLVED** **to AGREE (263)** to submit the recommended list to the SDNPA.

***12.77.6. To Consider a Response to proposed improvements to the A27 between Worthing and Lancing.***

A letter from Highways England on the proposed A27 improvements and dates of local public exhibitions, was circulated and discussed by Councillors. The Chairman advised that although the main trunk route is not in the Washington parish, it could be argued that it does currently affect A283 traffic volumes. He agreed to attend a local public consultation event, and report to the next meeting. Closing date for comments is 12 September.

Councillors **RESOLVED** that the information be **NOTED.**

***12.77.7. To Consider an application for a heritage plaque in the parish***

Councillors **RESOLVED to AGREE (264)** to put forward Chanctonbury Ring, Vera’s Shelter and the Lime Kilns as places suitable for a Parish Heritage Plaque.

***12.77.8. To Consider Expression of Interest application to HDC’s Year of Culture event in 2019***

Councillors **RESOLVED to AGREE (265)** to defer this item for consideration by the Open Spaces Committee.

***12.77.9 Maintenance Issues***

The following issues were raised and discussed:

***Bus shelter vandalism***

The local policing team has been alerted to a second incident of vandalism to the bus shelter on the Storrington Road, opposite Washington Cottages, overnight on 25th July. Two laminated panels were smashed. Brooklands Glass Ltd, Lancing, have made safe the shelter and removed both panels on the Council’s instruction. Crime number for the police report: 47170107775.

***Fly-tipping on Rock Road***

HDC has been alerted to fly-tipping of construction waste and temporary storage of skips near the junction of Rock Road/A24, Washington. Clerk to request an emergency litter collection south of the Vineyards to the A283.

Councillors **RESOLVED** that the information be **NOTED**

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

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

The reconciled bank statement showing transactions between 30.05.17 and 23.06.17 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to AGREE (266)** the following payments totalling £1,842.80 be APPROVED**:**

**Date: Payee Details Amount**

24.07.17 HDC Play inspection course 85.00

16.07.17 D.Flynn Services Grass & hedges June 2017 922.80 01.08.17 DJ Flynn Services Grass/allotment hedge July 2017 510.00

17.07.17 Brooklands Glass Bus shelter repair 150.00

26.07.17 Brooklands Glass Bus shelter: 2nd repair 150.00

07.08.17 Will Pickford Vera’s shelter maintenance 25.00

**Total: £ 1,842.80**

Councillors **RESOLVED to AGREE (267)** the financial reports as follows:

## Outstanding purchase orders - £1,716.25

**Outstanding sales invoices - £0.00**

**Reconciled Bank Balance - £69,562.94 (**excludes VAT rebate £7,109.37)

**12.78.2. VAT -**

Q1 2017.18 VAT rebate of £7,109.37 by HMRC.

**12.78.3. PAYE and NICs:**

Q1 2017.18 payment £443.55 to HMRC

**12.78.4. Clerks Salary & expenses (cheque number) 2399**

|  |  |  |
| --- | --- | --- |
| **July Payment (gross)** |  | **1106.56** |
| **Holiday entitlement** |  |  |
| **TOTAL** |  | **1106.56** |
| **LESS** |  |  |
| **Tax** |  | **4.40** |
| **NI** |  | **51.19** |
| **Net Payment** |  | **1050.97** |
| **Expenses** |  |  |
| **Mileage (0.45 ppm) miles** |  | **11.48** |
| **Electricity** |  | **10** |
| **Phone** |  | **12.42** |
| **Stamps & certificate of posting** |  | **4.55** |
| **Total Expenses** |  | **38.45** |
|  |  |  |
| **Total Payment (June 2017)** |  | **1,089.42** |

**Councillors RESOLVED to AGREE (268) PAYMENT of the Clerks salary and expenses.**

**12.78.5. Holiday Pay**

None

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

Site meeting 27th July on management proposals for the Triangle: report to be discussed at

the next Open Spaces meeting.

Working Party meeting on 8th September to discuss updating the Heath Common Village

Design Statement.

**12.80. Correspondence Received-**

A resident has written about the alleged threatened closure of a private access on Heath Common. This matter was raised during Public Speaking and no further discussion took place.

A resident reported on the collapse of a main branch of a mature Sycamore in the First Extension Graveyard on 29th July. See Clerk’s Report.

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**12.81. Clerk’s report**

*This is a report covering matters that may not arise elsewhere on the Agenda.*

Councillors **NOTED** the following reports

**12.81.1. Tree damage, 1st Extension Graveyard**

A branch fell from one of the Sycamores in the graveyard on 29th July, blocking access to two nearby properties and damaging a gate belonging to Church House. It also caused the partial collapse of a small section of flint work on the graveyard wall. John Lower of nearby Taints Orchard kindly removed the branch and tidied debris at no charge to the Council. The owners of the gate are not seeking costs. Clerk carried out a risk assessment on the advice of the Council’s insurers and found both the tree and wall to be stable. She instructed Andrew Gale to conduct an emergency condition inspection of the tree. His report will be submitted to Councillors and HDC’s tree officer Will Jones.

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

None received.

**12.81.3. Compliments and Complaints**

None received

**12.81.4. Governance and Accountability**

2016/17 Annual Return

There were no requests to inspect the Council’s accounts during the statutory period for the exercise of public rights.

**12.81.5. Holidays**

**12.81.6. Training**

The Chairman will attend the HAMSVA (Horsham and Mid Sussex Voluntary Action) Lone Working training event on 13th September, and the Clerk will attend the Data Protection event on 12th October.

Code of Conduct training for Councillors has been postponed pending the appointment of a new monitoring officer at Horsham District Council.

The Clerk has completed playground inspection training and an exam on 24th July.

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

No items received.

**12.83. To receive reports and recommendations from Committees and Working**

**Parties -**

There was no Open Spaces Committee Meeting in July.

Draft minutes for the following meetings held, circulated to councillors.

**12.83.1. Planning & Transport Committee 17th July, 2017**:

*No recommendations to consider.*

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

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

Committees - 21st August, 2017

Full Council - 4th September 2017

**The Meeting Closed at 21:08hours**

**Signed……………………………………………**

**Chairman of the Council**

## Dated………………………………………………