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**WASHINGTON PARISH COUNCIL MEETING**

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 10th December, 2018

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

**IN ATTENDANCE**: Cllr Paul Marshall **(WSCC & HDC)**

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

**MEMBERS OF THE PUBLIC**: 14

**ABSENT**: 0

**The Chairman opened the meeting at 19:30 hours.**

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

There were no apologies. The Chairman announced the sad death of Washington Parish Council’s much liked and respected member, Councillor David Whyberd. His funeral will take place at Worthing Crematorium on Thursday 20th December at 11am. The family welcome all members who wish to attend.

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

No declarations given

**15.08. To approve the Minutes of the last Parish Council meeting held on 5th November, 2018**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to AGREE (326)** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 5th November, 2018 and the minutes were duly signed by the Chairman**.**

* 1. **Public Speaking**

Mr Jake Wilmshurst spoke in support of his outline planning application to replace his temporary fixed mobile home at Sandhill Lodge with a permanent but smaller single-storey family home for himself, his wife and 5 children. The home is tied to the original Sandhill Farmhouse on the site. It was formally considered by councillors later in the meeting.

Mr Tim Snook and Mr Alan Murray raised the issues of the poor access to the National Trust car park in Georges Lane from the A283 Storrington Road, and the wider issue of the significant increase of unauthorised traffic cutting through the Heath Common lanes. These have better road surfaces and are funded by the residents, but ‘unauthorised’ use is difficult to control because the roads are all bridleways with public access. Various traffic control solutions had been suggested. They appealed to the council for guidance on how the issues can be resolved and to lend some weight in discussions with the Residents Association.

The Chairman acknowledged the issues as he resides in one of the lanes. He commented on the difficulties in creating a balance which met the needs of residents and those with legitimate use of the lanes; the County Council and Parish Council have very limited ability to intervene in what is essentially private land; WSCC highways assessments of planning applications tend to be desktop excercises which focus more on where the lanes meet the highways; the PC has worked hard, with some success, in highlighting the wider traffic issues to WSCC and the local Planning Authority.

**Cllr Marshall entered the room.**

The Chairman explained that the PC, with the support of Cllr Marshall, had met with WSCC to discuss the issues of their assessment. They also sought unsuccessfully for the Public Rights of Way to comment on planning applications. More encouraging is that the NT have agreed to report back to the Road Fund in January on options to improve the road surface of the southern end of Georges Lane. The Residents Association had spent £2000 on new signage, and had recently met with WSCC solicitor and head of PROW, to establish the legal position of what can and cannot be done in the lanes.

Cllr Marshall agreed the traffic problem had worsened. He added that the Heath Common Design Statement had been adopted by HDC to try and give some planning protection of the character of the area. He and the PC had requested that planning applications affecting the lanes are automatically referred to the PROW. However, he agreed with the Chairman, that it was difficult for PROW to support any traffic calming as it would conflict with the requirement to keep bridleways accessible to non-motorised users such as horses, cycles and pedestrians. Cllr Beglan commented there was only a very small membership of the Residents Association, and that stronger representation could only be achieved if more people from the community got involved. Mr Murray agreed to contact them if he could be provided with contact details, and commented that part of the problem had been the frustration in lack of communication. The Chairman thanked the speakers, and explained that the matter would be discussed later in the meeting.

**Three members of the public left the meeting.**

* 1. **County and District Issues**

Cllr Marshall reported the following:

* PC’s enquiry about a filter lane from the A283/Storrington Road into Hampers Lane - Cllr Marshall highlighted the matter with Steve Douglas, the area’s traffic officer, and has asked him to contact the clerk.
* Thakeham Tiles’ housing proposals - Cllr Marshall will update the PC when HDC confirms whether the application will go to its planning committee for consideration. He noted the PC’s traffic concerns along Rock Road and those at the junctions as well as the lanes, and that he would be requesting that these are reitterated and minuted at the meeting.
* Cllr Marshall agreed to support the PC’s application to extend the proposed 40mph speed limit to Washington Roundabout. He commented that the scoring for the approved Millford Grange section scored significantly higher than neighbouring TROs and he urged the PC to make an early application.

*Chairman thanked Cllr Marshall, and for his support of the TRO, to be considered at the next Planning & Transport meeting on 21st January.*

*Members wished Cllr Marshall a happy Christmas and that they looked forward to seeing him again in the new year.*

*Cllr Marshall and 6 members of the public left the meeting*

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

**minutes**

None raised.

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

**15.12.1. Planning applications**

Councillors discussed the following planning applications:

DC/18/2475 - Sandhill Lodge Sandhill Lane Washington Pulborough

*Demolition of existing residential unit, outline application for the erection of a*

*detached single-storey dwelling. All matters reserved except for access*.

Members NOTED the applicant’s comments during the public session. Cllr Henderson commented that the PC had supported the original application several years ago but on the basis that it was related only to the needs of the occupier. He was troubled by the lack of detail of the current proposals, and that there is no indication that the dwelling will be personal to the applicant and not just a general proposal for a two-bed dwelling which could be potentially sold on.

The Chairman commented on the Heritage Department’s recommendation of an objection to the proposals, and the Environmental Health and Licensing departments’ comments on the insufficient detail.

Cllr Beglan commented that the original proposal would have failed had it not been for the very personal situation that existed. Otherwise, she said, it would have breached every planning consideration for a listed building in the countryside. She noted that the number of building additions on the site had grown over the years including one which was recently the subject of an enforcement investigation.

**RESOLVED** uanimously to make an **OBJECTION** to the proposal and comment that a detailed proposal is required. They also request that planning officers review the original permissions of the property and whether these have been abused with the growth of what is currently on site.

# The Chairman informed the applicant that the Council is only the consultee for the plans, not the deciding authority, and advised him to seek advice from HDC on providing more details. The applicant thanked him and left the meeting

DC/18/2259 - Tall Timbers Tudor Village Storrington

*Porch to front of property.*

**RESOLVED** unanimously to make **NO OBJECTION**

SDNP/18/05986/HOUS - Church Farm Cottage The Street Washington RH20 4AS

*Single storey rear extension (Householder Application)*

Cllr Lisher commented that it was a relatively modest single-storey addition to the

ground floor at the rear of the property. An immediate neighbour supported the

proposals and there were no objections recorded at the time of the meeting.

**RESOLVED** unanimously to make **NO OBJECTION**

**SDNP/18/05987/LIS - Church Farm Cottage The Street Washington RH20 4AS**

*Single storey rear extension (Listed Building Consent)*

**RESOLVED** unanimously to make **NO OBJECTION.**

**SDNP/18/05868/HOUS - Woodmans Storrington Road Washington RH20 4AG**

*Demolition of timber office/store building and greenhouse and erection of a single*

*story annex building next to main house.*

Members discussed this application. They NOTED that the proposal would easily be

accommodated on the spacious site, set back from the main road,

and would enhance the property (replacing old shed and greenhouse).

**RESOLVED unanimously** to make **NO OBJECTION**.

**DC/18/2527 - Barton Spinney Hampers Lane Storrington PulboroughHamHHHHHHh**

*Fell 1 x oak*

Members NOTED Andrew Gale’s report of the tree.

**RESOLVED,** with one absention**,** to make **NO OBJECTION** and that the Council would hope

that a tree is replanted.

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**15.12.2. Planning Decisions**

**RESOLVED** to **NOTE** the following planning decisions in the Washington Parish which are published on the HDC planning portal:

**Application Number:** DC/18/1775

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

**Description:** Extension of cladding to block disused and dilapidated timber doors, removal of redundant chimney and installation of external

staircase access and landing.

**Decision:** Application Permitted

**Date of Decision:** 23/11/2018

**15.12.3. Enforcements**

**RESOLVED** to **NOTE** that any enforcements are published on the Horsham District Council

website.

**15.12.4. Appeals** -

**RESOLVED** to **NOTE** that none decided or lodged at the time of publication of the Agenda

**15.12.5. Transport issues:**

**RESOLVED** to **NOTE** the Council’s TRO for 40mph speed limit by Millford Grange will be implemented in 2019-20, subject to a formal consultation in the spring.

**15.12.6. Road Closures**

**RESOLVED** to **NOTE** that any road closures are reported on the Parish Council’s website.

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

***15.13.1 To Discuss concerns about increase in traffic on the Heath Common public bridleways***

Members discussed the issues raised by members of the public earlier in the meeting, the difficulties of finding a resolution because of their status as unadopted roads (not maintainable at public expense), but also because they are public bridleways which must be accessible to non-motorised traffic; and the lack of engagement by the Public Rights of Way in planning applications which have increased traffic implications for the area.

It was NOTED that the Heath Common Residents Association has been in discussions with WSCC to clarify the legal position and options which may or may not be available to address the issues in hand, but that this had not filtered through to the residents. The Council’s Chairman explained that any improvements would almost certainly have to be funded by residents, and that this was not generally understood. However, it would be useful to know the outcome of HCRA’s discussions so that at least the various options could be determined and to prevent continued speculation. Cllr Ross expressed disappointment that HCRA had declined to post an article in the recent parish newsletter. He commented that at the very least it should be made clear in the next publication that responsibility of the lanes lays with the residents and not the Parish Council and to inform them that a Residents Association exists which they should be working with. Cllr Beglan commented that this could be helped if more people from the community volunteered to help the Residents’ Association.

**RESOLVED** unanimously to write to HCRA, informing them of the points raised at the meeting and urging them to update residents on their discussions with WSCC at the earliest opportunity.

***15.13.2. To Receive Neighbourhood Plan update***

The Chairman reported that the Examiner John Slater has found the Storrington & Sullington and Washington Neighbourhood Plan to be sound and recommended it go forward to public referendum. This is subject to a number of recommendations. Some of the principal changes put forward as follows: In Washington, the removal of Longbury Hill Wood as a Local Green Space because it did not meet the criteria. But it not being recommended for housing despite a bid for 180 homes by Clarion; the designation of two London Road sites as developable, namely Luckings Yard, formerly removed by the previous inspector, and Vineyards. The latter to be designated for a minimum of, and not maximum, of 15 units, and would meet the PC’s desire for more affordable homes. A major disappointment for Storrington is the recommendation to drop Downsview as a Local Green Space and instead recommend it for development of up to 60 homes.

The Chairman explained that there were many disappointments, but for Washington at least, there were sites designated for housing which had been agreed by the steering committee, and Longbury Hill Wood is not amongst these. He reported that although the Plan was short term and may be subject to review in 2021 to take into consideration the District’s new housing figures, it does offer some protection from development in unsuitable areas. The next stage in the NP process is the publication of the decision statement by HDC before Christmas, followed by a public consultation on the Downsview site. A public referendum is anticipated in April.

### 15.13.3. To Receive and Agree Washington Recreation Ground Charity Annual Return 2018

Members NOTED the WRGC accounts show £120 + £41,850 of donated income and expenditure of the same in 2017/18. The clerk reported that this is due to the Charity’s insufficient income to pay its expenditure and is therefore paid by the Council as a donation. The figures on the Return will be shown as follows: Income £41.9K and Spending £41.9K .

The clerk reported that the large variance compared with the previous year is due to the £34,000 costs of the children's play area equipment. Members were reminded that the Council has adopted a legal agreement which allows it to act using its own powers to provide the recreation ground services, and as such, it receives and pays from its own funds all sums to do with the recreation ground.

**RESOLVED** unanimously to **APPROVE** the 2018 Annual Return for the WRGC for submission to the Charity Commission before the deadline on 31 January 2019.

***15.13.4. To Consider Council meeting dates 2019/20.***

Members NOTED the proposed dates for Council meetings in 2019/20 which follow the same format of the current year.

**RESOLVED** to **APPROVE** the dates and confirm them with the Village Hall bookings secretary. Clerk to action.

***15.13.5. To Report Notice of Vacancy for the office of parish councillor on the Heath Common Ward***

The Chairman reported that a vacancy on the Heath Common Ward has arisen following the death of Cllr David Whyberd. Clerk to post a vacancy notice subject to a date to be confirmed by HDC’s Democratic Services.

This vacancy would be filled by election if any ten or more local government electors from the Heath Common Ward submitted a written request to HDC’s Returning Officer by the date on the notice. If no by-election is called by that date, then the Parish Council would fill the vacancy by co- option at a Full Council meeting. The Council is to consider applications for a councillor vacancy on the Washington Ward by co-option in the new year.

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

***15.13.6. To Receive and Agree nomination for new member of Personnel Committee***

***and formally ratify appointment of Vice-Chairman as a member.***

The Chairman reported there were two vacancies on the Personnel Committee and that one of the posts must be held by the Council’s Vice-Chairman. Cllr Ross kindly agreed to be nominated for the second vacancy.

**RESOLVED** to **APPROVE** the appointments of the current Vice-Chairman Cllr Henderson and Cllr Ross as members of the Personnel Committee.

***15.13.7. To Consider further action to recover missing silver cups from the Frankland Arms.***

Members NOTED that the brewery owners of the Frankland Arms are unable to locate the Council’s 4 silver cups. These had been housed in the pub by the former tenant in a formal agreement and under his own insurance policy. The clerk reported that the area sales manager confirmed the business had gone into administration and he agreed to provide the last known phone number of the departed tenant.

**RESOLVED** that the clerk contacts the former tenant and reports back at the next Full Council meeting.

***15.13.8. To Consider a tenancy application for Allotment plot 11b.***

Members considered an application for vacant plot 11b by a Washington resident. The annual rent is £5 plus £20 deposit for the current 2018/19 year.

**RESOLVED** to **APPROVE** the tenancy subject to a signed agreement and payment of £5 rent fpr2018/19 plus £20 deposit.

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

Cllr Thomas reported that the gate at the top of the cinder path opens outwards into the road of School Lane instead of inwards onto the Recreation Ground.

**RESOLVED** to seek a quotation to reverse the opening mechanism. Clerk to action.

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

*15.14.1. To Ratify one-off direct debit payment of £2,000 agreed pledge towards Storrington’s new public toilets*

Members **NOTED** that Storrington Parish Council has reached its £5,319 crowd-fundraising target for the proposed new public toilets in Storrington. This includes the £2,000 pledge from Washington PC agreed at the July meeting. A personal pledge of £200 was made by Cllr Glithero.

**RESOLVED** to **RATIFY** the one-off direct debit payment of £2,000 to by Washington Parish Council on 14th December 2018. Clerk has actioned.

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

The reconciled bank statement showing transactions between 28.09.18 and 25.10.18 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to AGREE (327)** the following payments totalling £4,191.25be **APPROVED.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Details** | **Amount net** | **VAT** | **Total** |
| **14.11.18** | Mrs Lyn Simpkin | Newsletter delivery | £40.00 |  | £40.00 |
| 20.12.18 | Z.Savill | November 2018 net salary, overtime & expenses | £1103.83 & £132.26 net expenses | £9.01 | £1,245.10 |
| 21.11.18 | Stocker & Sons | Repair broken tap | £60.00 | £12 | £72.00 |
| 21.11.18 | Brooklands Glass Centre Ltd | Replace bus shelter panel | £469.00 | £93.00 | £562.80 |
| 17.11.18 | S.Russell | Litter picking Sep & Oct 2018 | £230.40 | 0.00 | £230.40 |
| 01.12.18 | HDC | Dog bin emptying | £33.67 | 0.00 | £33.67 |
| 20.12.18 | PWLB | Dec payment | £1,546.00 | 0.0 | £1,546 |
| Dec 2018 | S.Trott | Vera’s Shelter | £125.00 | 0.00 | £125.00 |
| Dec 2018 | ADC | Newsletter | £336.28 | 0.00 | £336.28 |
| **Total** |  |  | *£* | *£* | **£4,191.25** |

Councillors **RESOLVED** to **AGREE (328)** the financial reports as follows:

###### Outstanding purchase orders: £7,521.74

###### Outstanding sales invoices - £60

**Reconciled Bank Balance - £93,280.35**

**15.14.3. VAT -**

**RESOLVED** to **NOTE** Q3 reclaim VAT due January 2019

**15.14.4. PAYE and NICs:**

**RESOLVED** to **NOTE** Q3 payment of PAYE and NICs due January 2019

##### **15.14.5. To Consider2019/20 membership of SALC (Sussex Association of Local Councils) and HALC**

**(*Horsham branch)***

Members discussed the subscription and membership benefits of SALC and HALC which were outlined by the clerk, especially training for new councillors, and refresher training. The clerk reported that most neighbouring parish councils are members. Washington Parish Council’s currently benefits from advice through its membership of the SLCC (Society of Local Council Clerks) which expires in June 2019.

**RESOLVED** unanimously to monitor use of SLCC from January and instances when SALC may be more useful. To review it in April.

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

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

* The Vice-Chairman apologised that due to a last minute work commitment he was unable to attend the SDNPA’s autumn workshop on 29th November 2018 which focused on the review of the South Downs Partnership Management Plan.
* The Chairman reported that he and Cllr Lisher would be attending a meeting with representatives of Thakeham, Storrington and West Chiltington Parish Councils on Tuesday 11th December. They will be discussing a spending strategy from CIL (Community Infrastructure Levy) funding on cross boundary issues which may arise from local housing schemes at Abingworth and Thakeham Tiles. The Chairman reported that the particular issue for Washington is the additional pressure of developments, including those in the Neighbourhood Plan, on Rock Road and where it meets the A24, and this will be raised at the meeting. A report will be made to the PC meeting in January for full discussion.
* Cllr Lisher agreed to attend a meeting with the NT on 17th January, organised by the Road Fund for Georges, Sanctuary Lanes and Vera’s Walk.

**15.16. Correspondence Received -**

**RESOLVED** to **NOTE** the following correspondence circulated with Agenda and consider responses or any further action:

* Email from new Village Hall Trustee Freya Carter reporting difficulties in recruiting volunteers; single hall bookings can no longer be supported (from the last Trustee board meeting) but regular booking will not be affected. Chairman’s response was also circulated.
* Email from Alan Murray, Washington resident and Chairman’s response - see Agenda item 8
* Email from Peter and Margaret Brown, Washington resident to HDC, copying in Washington PC - voicing concerns about the Thakeham Tiles proposed 90 homes.

**15.17. Clerk’s report**

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

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

**RESOLVED** to **NOTE** a Freedom of Information request from a Storrington resident for the full copy of the ecological survey of the 2.5km radius of Longbury Hill Wood. The clerk provided the information on approval from the authors, the Sussex Wildlife Trust. A summary report of the woodland was published in the Local Green Spaces Report of the Neighbourhood Plan

#### ***15.17.2. Clerk’s Holiday***

**RESOLVED** to **NOTE** that the Chairman has approved the Clerk’s request for annual leave for one week from 17th December

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

**RESOLVED** to **NOTE** that the Vice-Chairman would email items to the clerk for the next agenda.

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

**Parties -**

**15.19.1. Open Spaces, Recreation Ground and Allotments Committee Meeting**

Members NOTED the draft Minutes of the OSRA meeting on 19th November 2019, the draft management strategy of the First Extension Graveyard and discussed the recommendations.

**RESOLVED** to **APPROVE** the **RECOMMENDATION** thatthe Council reviews the legal position of the Council regarding ownership-of the graveyard and its requirement to make licence applications to the Diocese to carry out any works. Clerk to seek quotation for legal advice for consideration by the Council.

**RESOLVED** to **APPROVE** the **RECOMMENDATION** thatthe Council adopts a revised graveyard management strategy of monthly inspections until legal ownership of the graveyard is established. Cllr Lisher agreed to conduct the inspections.

## 15.19.2. Finance Committee Meeting

Members NOTED the draft Minutes of the Finance Committee Meeting on 19th November, 2019. They discussed the recommendation to make an early part-repayment of £10,000 of the Council’s £23,000 balance of the Public Works Loan, and a report from Cllr Ross.

Members NOTED that the early repayment would make good financial sense as it would substantially reduce ongoing repayments for the remaining 11 years of the agreement, thereby reducing the Council’s cash surplus and resulting in a net saving of £4,000 overall. It was further NOTED that the risk of a substantial increase in interest rates were highly unlikely.

**RESOLVED** unanimously to **APPROVE** the **RECOMMENDATION** to make an early principal repayment, as quoted, of £10,000 plus £2,095.53 early repayment premium and £53.60 interest to the Public Works Loan Board on 1st February 2019, subject to their confirmed statement. Total payment £12,149.13.

15.19.3. Planning & Transport Committee Meeting

Members NOTED the draft Minutes of the Planning & Transport Committee Meeting and that there were no recommendations.

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

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

Parish Council: 7th January, 7.30pm

Committees: 21st January, 6.15pm (OSRA 6.15, Planning & Transport 7pm & Personnel at 7.45pm

**The Meeting Closed at 21:38hours**