

WASHINGTON PARISH COUNCIL



Clerk to the 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 4th July, 2016.

PRESENT: Cllr Beglan, Cllr Britt, Cllr Heeley, Cllr Lisher, Cllr Milner-Gulland, Cllr Thomas and Cllr Whyberd

IN ATTENDANCE:

ALSO: Clerk to the Council Ms Z Savill

MEMBERS OF THE PUBLIC: 2 present

ABSENT: Cllr Dore, Cllr Muddle and Cllr Cook (holiday)

Cllr Heeley opened the meeting at 19:33 hours

18.97 Apologies for Absence and Chairman's Announcements

It was noted that Cllr Norah Dore had submitted her resignation as Parish Councillor, as she would not be returning to live in Washington and is moving into residential care. A copy of her resignation, submitted by her daughter Charmaine to the clerk, was circulated to Councillors before the meeting. Apologies were received and accepted from Cllr Cook (holiday), Cllr Circus (meeting) and Cllr Marshall (meeting)

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

Cllr Thomas declared an interest in item 7, planning application DC/16/1252 Little Thatch, Veras Walk, as he lives in a neighbouring property.

18.99 To approve the Minutes of the last Parish Council meeting held on 6th June, 2016

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED (160)** that the Chairman could sign the minutes as a true record of the meeting which took place on 6th June 2016 and the minutes were duly signed by the Chairman.

19.00 Public Questions

Cllr Heeley welcomed Mrs Dawn Snook and Mr Vincent Goodhead, residents of Heath Common, and invited them to address the meeting. They both spoke against the planning application DC/16/1252 Little Thatch, Veras Walk. They raised a number of objections which had been submitted to the HDC planning portal. These included assertions that the proposals would represent overdevelopment, would be in contravention of the Heath Common Village Design Statement, and would have an adverse impact on the visual and general amenity of neighbouring properties and the Lanes as a result of the proposed access on the Lanes network.

The application was considered by Councillors at the meeting.

19.01 To Report on Matters Arising from the previous minutes

None raised

19.02 County and District Issues

None raised

19.03 To consider Planning Applications and discuss Transport issues

19.03.1 Applications

DC/16/1252 Little Thatch, Vera's Walk, Storrington, Pulborough RH20 3JF

Erection of 1 x dwelling with vehicle access and demolition of existing detached garage and construction of new detached garage to serve Little Thatch

Comments before: 13th July.

After a discussion, Councillors unanimously AGREED to STRONGLY OBJECT to the application on the following grounds:

- The proposed development constitutes high density/overdevelopment of what is already a small plot, with limited space between it and the four surrounding properties, and would create proximity/parking issues
- A significant number of trees would need to be removed.
- The proposed driveway would extend the existing opening onto the narrow Veras Walk from the large properties of Longbury Hill House and others, including Pinehurst next-door, to a total splay of approx. 18m, involving the destruction of trees and hedging, and thereby severely impacting on the neighbouring amenities, street view, and rural character of the area.
- The site has been previously divided and sub-divided, and does not lend itself to further infilling.

The Council also felt strongly that the heritage of Heath Common should be protected and that the proposed development would be detrimental to the preservation of this conservation area.

DC/16/1291 Showhome and Marketing Suite 1 John Ireland Way Washington Pulborough West Sussex RH20 4EP

Extension to rear of existing garage to form garden store/workshop

Councillors AGREED they had NO OBJECTION to the application.

19.03.2 Enforcement

None received

19.03.3 Appeals

Planning Inspectorate Reference: APP/Z3825/W/16/3151621;

Appellant: Mrs Pamela Stevens.

Site: Whiteacres, Glaseby Lane, Washington, Pulborough, West Sussex, RH20 4AX.

HDC Planning Ref: Application: SDNP/15/05600/HOUS

Proposal: Appeal against HDC's refusal to grant planning consent for conversion of existing garage into self-contained annexe

WPC Comments: Councillors considered this at their FC meeting on December 2015, and agreed they had NO OBJECTION to the application on the understanding that the annex is tied to the owners of Whiteacres, and does NOT become a separate unit.

Appeal Lodged: 21st June.

Written representations to reach inspectorate by 26th July.

19.03.4 Decision notices

Application Number: DC/16/0982

Site: Minchenden Sanctuary Lane Storrington Pulborough West Sussex RH20 3JD

Description: Erection of a single storey front porch extension, two storey side and rear extension and covered terrace

Decision: Application Refused

Date of Decision: 23/06/2016

WPC Response: Councillors AGREED to DEFER to the case officer, but pointing out that there was some concern about the scale and bulk of the rear extension (FC June 6th, 2016).

Application Number: DC/16/1050

Site: Silver Trees Woodlands Lane Storrington Pulborough

Description: First floor extension and external alterations to main house and proposed detached garage.

Decision: Application Permitted

Date of Decision: 20/06/2016

WPC Response: Councillors AGREED they had NO OBJECTION to the application (FC June 6th, 2016).

19.04 Transport issues:

Nothing to report

19.04.1 For information only:

Road Closures

Closures are published on the Parish website should Councillors receive queries from the public.

19.05 To Receive Year to Date Reconciled Payments, Receipts, and Approve Purchases

The reconciled bank statement showing transactions between 29.04.16 and 27.05.16 accounting year to date statement, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED TO AGREE (161)** the financial reports as follows:

Outstanding purchase orders - £0.00

Outstanding invoices - £0.00

Reconciled Bank Balance - £ 77,020.71

19.05.1 VAT

19.05.2 PAYE and NICs:

19.05.3 Clerks Salary & expenses (cheque number) 2302

June Payment (gross)		1084.67
Holiday entitlement		
TOTAL		1084.67
LESS		
Tax		40.00
NI		49.52
Net Payment		995.15
Expenses		
Mileage (0.45 ppm) miles		8.10
Electricity		10
Phone		10
Stationery		13.00
Block plan for Planning Application		25.20
Software License		47.64
Total Expenses		113.94
Total Payment (June 2016)		1,109.09

19.05.4 Expenses

Councillors **RESOLVED TO AGREE (162)** to the Clerks salary and expenses.

19.05.5 Holiday Pay

None.

19.05.6 Other

No further information

19.06 To Review, Consider, Recommend and report on Parish Council issues, including maintenance

19.06.1 Storrington & Sullington and Washington Neighbourhood Plan – To Approve revised pre-submission Plan and supporting documents for public consultation (Regulation 14, Neighbourhood Planning General Regulations 2012).

Members had been provided with copies of the Revised Pre-Submission Plan, Site Assessment Reports and Appendix document, Local Green Spaces Report and Draft SA/SEA Report. All of these documents had been approved by the Neighbourhood Plan Steering Group at its meeting on 28th June and it was **UNANIMOUSLY DECIDED.**

Councillors **RESOLVED TO (164) AGREE** to the revised pre-submission Plan and supporting documents for public consultation of the Neighbourhood Plan.

19.06.2 To Approve the documents for public consultation of the Neighbourhood Plan to run from Wednesday 6th July 2016 until Wednesday 17th August 2016. (Regulation 14, Neighbourhood Planning General Regulations 2012)

Councillors **RESOLVED TO (165) AGREE** to submit the Neighbourhood Plan consultation documents to Horsham District Council, and agree the date of Wednesday 6th July 2016 until Wednesday 17th August 2016 for public consultation.

19.06.3 To Review and Approve the Variances and amendment to figures in the Accounting Statement for the Year ended 31st March, 2016.

A copy of Variances for the Annual Report 2015.6, had been circulated to councillors before the meeting, together with a copy of the Accounting Statements for the Year ended 31st March, 2016. The Chairman to sign amended figures in Box 2 & 3 March 2015 for precept and Total other receipts, on the Accounting statement, in accordance with guidelines by the External Auditor, and to reduce the Total borrowings from £30,000 to £29,000 in Box 10, March 31st, 2016, according to the Loans Statement from the Public Works Loan Board.

Councillors **RESOLVED to AGREE (166) to Accept** the Variances and **RESOLVED to AGREE (167)** that the Chairman could sign the amended figures on the Accounting Statement 2015.16, with his initials against the three amendments.

19.06.4 To agree manning levels and other details relating to the council's stand at Washington Village Day, Saturday 9th July.

Cllr Beglan, Cllr Britt, Cllr Heeley, Cllr Lisher and the clerk, AGREED to help staff the WPC stand at Village Day. The stand would be used to promote the public consultation of the Neighbourhood Plan. Copies of the Washington Story Books would also be available.

19.06.5 Other -

Additional to item 1: Apologies for Absence

19.06.6 To agree acceptance of the resignation of Cllr N Dore, and consider an appropriate recognition of her long standing service with the Parish Council.

Cllr Heeley announced the resignation of Cllr Dore after a long service spanning more than 30 years, and Councillors joined him in expressing their thanks for her dedication and loyal

service to the Washington community. Cllr Dore's resignation had been submitted to the PC on her behalf by daughter Charmaine, and was accepted by Councillors. A letter of thanks to

Cllr Dore, written by Cllr Whyberd (Vice-Chairman), had been circulated to councillors before the meeting. The clerk had arranged to deliver a floral bouquet to Cllr Dore on behalf of the PC.

19.06.6 To instruct the clerk to notify the Returning Officer at HDC and initiate the process of advertising for two Casual Vacancies in the Washington ward.

It was noted that Cllr Dan Muddle had failed to attend a Parish Council meeting since January 2016, and had not given reasons for absence to the Chairman or the Clerk for any of the meetings. The Local Government Act 1972 s.85 provides for the automatic removal of Councillors from office after six consecutive months of absence without Council approval.

The Council formally declared two casual vacancies for a Parish Councillor in the Washington ward, following the resignation of Cllr Dore and the automatic disqualification of Cllr Muddle. The Clerk was instructed to begin the advertising process.

19.07 To receive reports and recommendations from Committees and Working Parties

19.07.1 Open Spaces, Recreation and Allotments & Footpaths Committee

WPC received confirmation of S106 award towards the provision of new play equipment for the Children's Play Area, and confirmation of planning application for the works.

Cllr Heeley informed Councillors that the clerk was notified that the HDC Planning Obligation Panel had awarded Washington Parish Council up to £28,605.14 towards the cost of upgrading the play equipment at Washington Recreation Ground, subject to obtaining planning permission if needed. Councillors expressed their thanks to Horsham for the decision. The clerk was awaiting a response to a planning application to Horsham for the proposed works.

The letter announcing the award, had been circulated to Councillors before the meeting.

Millennium Way path

Cllr Heeley informed Councillors that the clerk had been emailed by WSCC informing them they had missed the deadline for entering route suggestions on the RATE system for the draft Walking and Cycling Strategy. Andy Mouland, Senior Professional Advisor for Residents' Services - Highways and Transport, informed the clerk that WSCC intended to review the list periodically, at timescales to be determined.

19.07.2 Planning and Transport Committee Meeting

No reports or recommendations

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

Storrington & Sullington and Washington Neighbourhood Plan Steering Committee

On Tuesday 28th June, 2016 – Update by Cllr Britt who chaired the meeting in the absence of Cllr Anna Worthington-Leese.

Cllr Britt, informed Councillors that members had approved the revised pre-submission plan, the Site Assessment Report and appendix document, Draft SA/SEA Report, and Local Green

Spaces Report. The amendments discussed at the last meeting on 24th May had been applied to the Plan and additional evidence to support the policies had been gathered. An email had been received late that afternoon from HDC's Neighbourhood Planning Officer providing suggestions for inclusion in the SA/SEA Report and for the assessment of the North Farm site in policy 3 of the NP.

Washington would promote the public consultation, and make available the NP's revised documents, at the Village Day and on the Parish website.

Minutes of the Steering Committee Meeting were published on the websites of the parishes.

12. Correspondence Received

Councillors considered an invitation from St Mary's CE First School Washington to their Pen To Paper Exhibition of writing across the curriculum from Saturday 9th-13th July.

Cllr Thomas, whose wife is the chairman of the governors, expressed an interest in attending.

13. Clerk's report

Nothing to report.

Freedom of Information/Data Protection Requests Received

None received.

Compliments and Complaints

None received.

Governance and Accountability

Peter Frost was unable to audit the Council's processes, accounts and annual return on 22nd June, pending further financial information. He completed the internal audit on 29th June.

The Annual Return will be submitted to the External Auditor before 11th July 2016. Mr Frost's report will be considered at the August FC meeting.

Holidays

Training

14. To receive items for the next agenda

15. Date and Time of next Meetings

Committees - 18th July 2016

Full Council - 1st August 2016

The Meeting closed at 20:40 hours

Signed.....

Dated.....