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**WASHINGTON PARISH COUNCIL MEETING**

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**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 5th June, 2017

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

Cllr J Wright.

**IN ATTENDANCE:** Cllr Paul Marshall (WSCC & HDC) unable to attend due to a meeting and gave his apologies (meeting)

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

**MEMBERS OF THE PUBLIC**: 3

**ABSENT**: Cllr Henderson (work) and Cllr Wright

### Cllr Heeley opened the meeting at 19:30 hours

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

Councillors RESOLVED to accept apologies for absence from Cllr John Henderson (work).

The Chairman advised that himself, Cllr Cook, Cllr Lisher, Mike Gould (Heath Common Residents’ Association) and Robin Tanous would be meeting with Dr Chris Lyons and Barbara Childs at HDC on 16th June to discuss possible special protection measures for Heath Common.

RESOLVED (238) that the information be NOTED

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

There were no declarations of interest.

**21.30. To approve the Minutes of the last Parish Council meeting held on 8th May, 2017**

The draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED** to **AGREE (239)** that the Chairman could sign the minutes as a true record of the meeting which took place on 8th May, 2017 and the minutes were duly signed by the Chairman.

**21.31. Public Speaking**

No members of the public spoke

**21.32.County and District Issues**

None raised

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

# 21.34. To Nominate and Agree Co-option of a Parish Councillor

Councillors formally voted **unanimously** in favour of the co-option of Mr Dominic Glithero to the post of Parish Councillor for the Washington Ward until the elections in May 2019.

***21.35. Declaration of Acceptance of Office***

The declaration of Acceptance of Office for Councillor was duly signed by Cllr Glithero in the presence of the Clerk, and he joined the meeting.

Councillors **RESOLVED** unanimously to **AGREE** **(240)** the nomination and appointment of Cllr Glithero as member of the Open Spaces Committee.

***21.36. To Consider and update of the Storrigton & Sullington and Washington Neighbourhood Plan***

Councillors **NOTED** that the public consultation period for the pre-submission of the Joint SSWNP has been delayed until further notice.

***21.37. To Receive and Review the Internal Audit Report Year End 31st March 2017 and the effectiveness of the Council’s system of internal control.***

The Auditor’s Report for the Year End 31st March 2017 and supporting documents were reviewed. Councillors **NOTED** the draft Minutes of the Finance Committee meeting on May 24th 2017.

Councillors **RESOLVED** **(241)** to **ADOPT** the following measures and proposals raised in the Auditor’s report:

* ***Financial regulations -***

***1.*** *A schedule of approved payments is signed at Council meetings, and contained within the minutes of the meeting. This is so that there is no doubt which payments have been approved and fully complies with its own Financial Regulations para 5.3.*

***2***. *The Finance Committee to further review the Council’s financial regulations in readiness for the 2017/18 year and report back any changes to current working practices of the Council in order to be compliant.*

* ***Assets and investments*** -

**1.** *Assets Register is restated to exclude the value of the Recreation Ground and playground equipment. This complies with legislation to keep Parish and trust assets separate. The Clerk has removed trust assets from the Annual Return statement. Revised Register to be approved at the next Council meeting.*

* ***Trusteeship -***

**1.** *To restate the Washington Recreation Ground Charity accounts on the Annual Return for 2015.16 and 2016.17 and to instruct the Clerk to seek**specialist advice and on the future management of the Charity.*

***21.37. To Review and Approve the Annual Governance Statement for the Year ended 31st March 2017 and to authorise the Chairman to sign***

The Annual Governance Statement for the Year Ended 31st March 2017 was reviewed. Councillors **NOTED** the draft Minutes of the Finance Committee meeting on May 24th 2017.

Councillors **RESOLVED** to unanimously **AGREE (242)** the **RECOMMENDATION** to **APPROVE**the Annual Governance Statement for the Year ended 31st March 2017 and to authorise the Chairman to sign Section 1.

**RESOLVED** that the Council agree the dates for the exercise of public rights as being Wednesday 8th June to 19th July 2017

***21.38.To Consider and Approve the Annual Return and Accounts including the Accounting Statements for the Year Ended 31st March, 2017 and to Authorise the Chairman to sign these.***

The Annual Return and Accounts, including the Accounting Statements for 2016.17, re-statement of accounts 2015.16, Financial Report, and bank reconciliation, and explanation of variances between 2015/16 and 2016/17, were reviewed. Councillors **NOTED** the draft Minutes of the Finance Committee meeting on May 24th 2017.

Councillors **RESOLVED** to unanimously **AGREE (243)**the **RECOMMENDATION** to **APPROVE**the re-stated Accounting Statement for the Year Ended 31st March 2016, the Accounting Statement for the Year ended 31st March 2017 and to authorise the Chairman to sign Section 2.

***21.39. To Receive and Approve the WPC and Washington Village Hall Agreement 2017***

Councillors **NOTED** that this item be deferred to the next meeting.

21.40. To Consider a request for the Council to fund a full site survey of the Country Park for JKW.

Councillors considered a request by a resident for the Council to commission a full site survey. This was in order to determine the exact locations of Japanese Knotweed and therefore tackle it more effectively.

RESOLVED (244) no further action required as the matter was under control. Councillors agreed there was no necessity to further raise public awareness.

For information only

Cllr Whyberd congratulated West Sussex Highways for resurfacing work along Rock Road.

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

**21.41.1. Planning applications**

*DC/17/1073 - Hunters Moon Hampers Lane Storrington RH20 3HU*

Prior approval for the replacement of existing conservatory with new conservatory which would extend beyond the rear wall of the original house by 4.3m, for which the maximum

height would be 3.2m, and for which the height of the eaves would be 2.1m

NB Notification not yet received from HDC. Clerk to advise later this week.

**RESOLVED** no comment necessary.

**21.41.2. Decisions**

**Application:** DC/17/0801

**Site:** Little Acorns Hampers Lane Storrington Pulborough RH20 3HA

**Proposal:** Conversion of existing car port to playroom and construction of a 2-bay oak-framed garage

**WPC Response**: Councillors AGREED to NO OBJECTION at their P&T meeting 24/04/2017

**HDC Decision:** Permitted on 15/05/2017

**21.41.3. Enforcements**

No further enforcements to report at time of publication.

**21.41.4. Appeals -**

***Appeal lodged****:*

**Appeal Ref**: APP/Z3825/W/17/3175410

**Date**: 24th May 2017

**Location**: High Croft Hampers Lane, Storrington RH20 3HY

**Planning Ref:** DC/16/1930

**Proposal**: Construction of 1- 5-bed dwelling with detached garages and new access

driveway.

**WPC Response**: Councillors AGREED to STRONGLY OBJECT at their Full Council Meeting on 5th September 2016.

**HDC Decision:** Planning application refused 16th November 2016.

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**21.41.5. Transport issues:**

**Road Closures**

Notifications from WSCC Highways are published on the parish website

# Information only

TRO application - The Pike

Councillors **NOTED** that Cllr Paul Marshall has notified West Sussex Highways that he supports the Council’s application for double yellow lines along The Pike to restrict parking. Traffic Officer for the Horsham Area, Steve Douglas has subsequently confirmed that he will begin the initial assessment process. If this passes, the TRO will be scored in preparation for being presented to CLC for possible inclusion in next year’s programme.

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

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

The reconciled bank statement showing transactions between 01.04.17 and 28.04.17 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Clerk advised that the signage, and junior swing seats and chains had been installed in the playground by HAGS-SMP satisfactorily on 26.5.17. They have requested the balance payment of £5,800. The Clerk included the payment request in the schedule of payments for approval below:

Councillors **RESOLVED** to **AGREE (245)** the following payments totalling £6,254.16 be APPROVED**:**

**Date: Payee Details Amount**

05.06.17 Will Pickford Maintenance Vera’s Shelter 80.56

05.06.17 Stella Russell Litter clearance Feb, Mar, April 2017 345.60

05.06.17 Gina Condie Finance Training 18.05.17 - 2hrs 28.00

05.06.17 HAGS-SMP Balance o/s - Children’s playground 5,800.00

**Total: £ 6,254.16**

Councillors **RESOLVED** to **AGREE (246)** the financial reports as follows:

**Outstanding purchase orders - £102.00**

**Outstanding sales invoices - 0**

**Reconciled Bank Balance - £89,545.69.**

**21.42.2. VAT -**

Not due

**21.42.3. PAYE and NICs:**

Q1 due July 22nd 2017

**21.42.4. Clerk’s Salary & expenses (cheque number) 2378**

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| **May Payment (gross)** |  | **1106.56** |
| **Holiday entitlement** |  |  |
| **TOTAL** |  | **1106.56** |
| **LESS** |  |  |
| **Tax** |  | **29.40** |
| **NI** |  | **51.19** |
| **Net Payment** |  | **1025.97** |
| **Expenses** |  |  |
| **Mileage (0.45 ppm) miles** |  | **7.65** |
| **Electricity** |  | **10** |
| **Phone** |  | **10.52** |
|  |  |  |
| **Stationery - ink, paper, magnet pins, divider,** |  | **81.73** |
| **Calculator, A4 pockets** |  |  |
| **AED pad replacements** |  | **77.82** |
|  |  |  |
| **Total Expenses** |  |  |
|  |  |  |
| **Total Payment (May 2017)** |  | **1,213.69** |

Councillors **RESOLVED to AGREE (247)** payment of the Clerk’s salary and expenses.

## To Consider a quotation to remove basal growth of Lime tree, Recreation Ground

Councillors **RESOLVED to AGREE(….)** quotation of £40 from Connor Geal to remove basal growth of the Lime tree, and clearing vegetation from site.

***21.42.3. For information only***

Councillors **NOTED** that the Clerk to opt out of the NEST pension scheme.

**21.42.4. Holiday Pay**

None

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

**meetings.**

**21.44. Correspondence Received- circulated to councillors**

Email from Mr Mark Radford regarding Children’s Play Area, was circulated. See Clerk’s Report.

**21.45. Clerk’s Report**

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

Annual Parish Meeting 24th May: well attended by 51 people, including many new faces from the parish. An interesting presentation of the National Trust’s work in the area, was given by Charlie Cain, lead ranger.

Bus shelter, Storrington Road: Laminated glass cracked. Clerk to seek quotations for the work.

AED’s at Pixies Corner and Village Hall: Resuscitation pads replaced. First Responder Elizabeth Greenfield confirmed that no annual inspection is required as the units self-check daily.

Play Area: A member of the public reported deterioration of some of the support timbers to the toddler swings. The clerk responded that it was classified as low risk in the annual inspection 2016 and the Council will consider its replacement or repair after the next inspection in July. Email circulated.

New play equipment: splitting in some of the timber structures of the new play equipment and some movement at the base of the steel pole of the Ryane reported to HAGS. Contractor confirmed that splitting is usual during the post-installation settlement period, and to monitor any significant movement of the pole.

MUGA: Clerk has sought cost of replacement of the missing winder for the tennis nets and will report to OSRA’s next meeting.

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

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

None received.

**21.47. Compliments and Complaints**

See Clerk’s Report**.**

**21.48. Governance and Accountability**

Annual Return 2016.17 will be submitted to the External Auditor before 12th June.

**21.49. Holidays**

**21.50. Training**

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

**NOTED** that any Items to be reported to the Clerk.

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

**Parties -**

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

**21.52.1. Finance Committee 24th May, 2017**

All recommendations on the main Agenda.

**21.52.2. Open Spaces Committee 24th May, 2017**

No reports or recommendations

**21.52.3. Planning & Transport Committee 24th May, 2017**:

No reports or recommendations.

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

**RESOLVED** that the dates of the next Committee Meetings will be:

Committees - 19th June, 2017

Full Council - 3rd July 2017

**The Meeting Closed at 20:39 hours**