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| WASHINGTON PARISH COUNCIL MEETING |

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 6th November, 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 and Cllr D Whyberd

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

**ALSO**: Clerk to the Council

**MEMBERS OF THE PUBLIC**: 26

**ABSENT**: Cllr R Thomas

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

Apologies were received and accepted from Cllr Thomas (holiday)

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

Cllr Lisher declared an interest in item 13.19 (i) as a neighbour.

**13.15. To approve the Minutes of the last Parish Council meeting held on 2nd October, 2017**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to AGREE** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 2nd October, 2017 and the minutes were **duly signed by the Chairman.**

**13.16. Public Speaking**

David Horwood spoke in support of his licence application to sell alcohol at The Village Larder, Washington. He proposed to sell mostly local brewery products and wine, in order to meet consumer demand to buy food and alcohol in one place, and compete with convenience stores in the area. He had invested in training staff to sell alcohol, and improve security. The licence application was considered by Councillors later in the meeting.

The Chairman introduced Geoffrey Lockerbie who has expressed an interest in the Councillor vacancy for the Washington ward. Mr Lockerbie spoke about why he would like to be a Councillor for the parish. His application was considered by Councillors later in the meeting.

Julian Hanbury-Aggs spoke in support his tree felling licence application for Longbury Hill Wood, Rock Road of which he is a stake holder, and planning application for forestry access and loading bay. Members of the public raised their concerns at the number of trees to be felled, the loss of the protective sound barrier from Rock Road and A24, the impact on wildlife. Mr Hanbury-Aggs explained that the felling of the Scots Pine commercial plantation was necessary for economic reasons and stability of the trees. He had been working closely with local authorities and the Forestry Commission to try to minimise disruption and enable a safe access to the woodland for the forestry works and woodland management, and there would be a re-planting programme. He agreed to a request from Cllr Britt to look into providing an image of the woodland after felling. Cllr Milner-Gulland reminded him of the ancient parish boundary bank to be protected, which exists in the area of the loading bay and forestry access.

*The Chairman pointed out that the woodland is designated as a protected Local Green Space in the emerging Neighbourhood Plan and highly valued to the local community. He re-stated the Council’s response to the planning application including a request for ecological and archaeological surveys of the woodland, and that Councillors would be considering the forestry application later in the meeting.*

*He thanked Mr Hanbury-Aggs for explaining his position and to residents for presenting their views, and that he hoped an amicable solution could be found.*

**13.17. County and District Issues**

Cllr Marshall reported the following:

* WSCC Mineral Plan: The planning inspector has advised that it is likely to challenge the WSCC site selection process for sand extraction on the basis that they have not included consideration of sites within the South Downs National Park. WSCC to review whether to withdraw the Minerals Plan, or review site selection which will require a further consultation.
* A24 bus stop suspensions, Washington: WSCC is reviewing the case of a local resident affected by the suspensions near their home. Cllr Marshall invited other residents in need of an individual transport policy assessment, to come forward.

*Chairman reported that an article would be published in the newsletter.*

**RESOLVED** to NOTE the information.

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

 **13.18 (i) Planning applications**

#### DC/17/2310 - Oakdene Merrywood Lane Thakeham Pulborough

Surgery to 1 x Hornbeam and 1 x Sweet Chestnut

**RESOLVED** to defer to Horsham District Council’s Tree Officer, Will Jones.

##### DC/17/2347 - Longbury End Hampers Lane Storrington Pulborough

Proposed single-storey rear extension and external refurbish of existing bungalow

**RESOLVED** to **NO OBJECTION** to the application.

DC/17/2407 - Lynwood Badgers Holt Storrington Pulborough

Surgery to 3 x Oak Trees and 1 x Silver Birch

**RESOLVED** to defer to the Horsham District Council Tree Officer, Will Jones.

*DC/17/2420 - Oak Tree Sanctuary Lane Pulborough*

Proposed two storey front and side extension on existing bungalow to

create a two-storey house.

Councillors discussed the application to increase the existing 650 sq. ft. bungalow, to 3,700sq ft. with 5 car parking spaces.

**RESOLVED** to **OBJECT** to the application on the basis that the density of the proposed dwelling is too great for the size of the plot, and is out of character with the building and the area.

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

**13.18 (ii) Planning Decisions**

**Application Ref:** SDNP/17/03952/FUL

**Site:** Elbourne HouseLondon Road Washington RH20 4AZ

**Proposal:** Demolition of existing pool house and erection of replacement single storey residential annexe ancillary to Elbourne House. Conversion of existing annexe to form bed and breakfast accommodation with side extension to enclose existing outdoor staircase

**WPC Response:** Councillors AGREED to NO OBJECTION if is not contrary to Countryside policies - FC Meeting 4th Sep 2017.

**HDC Decision:** Approved 4th Oct 2017

**13.18 (iii) Enforcements**

No further enforcements to report.

**13.18. (iv) Appeals -**

No appeals lodged.

**13.18. (v) Transport issues:**

No further issues to report

**13.18. (vi) Road Closures**

Updates are reported on the website.

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

No issues raised

13.19. (i) To Consider a further response to the forestry licence application FLA019.180.17-18 for Longbury Hill Wood and ratify the Council’s letter to the Forestry Commission.

Councillors discussed the licence application for tree felling submitted to the Forestry Commission by English Woodlands Forestry, and the Council’s letter dated 19 October which raised concerns.

**RESOLVED** to ratify the letter to the Forestry Commission and agree to request the following information before making a formal response to the application:

* A projected image of the woodland when felling has taken place.
* Environmental, ecological impact assessment
* Archaeological survey of the ancient Washington parish boundary bank
* Not to denude further the space which is in the area of the proposed forestry track opposite Gorsebank Close.

***13.19. (ii) To Consider spending proposals for the 2018.19 parish budget***

The Year to date budget position 31 October was circulated and reviewed. The clerk advised that the Council is largely within budget with the exception of additional costs for tree works, repairs to the vandalised bus shelter, and refurbishment of the village sign. These would be met by earmarked reserves for tree works and maintenance.

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|  | Actual Year to Date | Current Annual Budget | Budget Variance | % |
| Total Receipts | £70,588.13 | £70,173.97 | £414.15 | 0.6% |
| Total Payments | £56,506.59 | £121,710  | £65,203.41 | 54% |

Councillors discussed projects to be considered in the forthcoming 2018.19 budget, in preparation for Precept submission in the New Year.

**RESOLVED** the following capital projects be included in 2018.19 budget subject to approval by Full Council in January 2018:

* Walking Bus project
* Archaeological survey of ancient parish boundary, Longbury Hill Woods
* Disabled access signage, Sandhill lane
* Vera’s Shelter - structural survey and recommended repairs
* Replacement football posts, recreation ground
* Replacement allotment gate
* Additional smaller noticeboards, Springfield Gardens and Montpelier Gardens.
* Additional small noticeboards at Montpelier and Springfield Gardens
* A footpath for safer route along the Bostal (Millennium Way) - Clerk advised this was also included in the SDNPA CIL infrastructure proposals.

Any projects must be realistically achievable in the next 3 years.

Cllr Britt to assist the clerk in preparation of budget figures.

***13.19. (iii) To Receive an update on the Storrington & Sullington and Washington Neighbourhood Plan.***

Clerk reported before the meeting that she has requested the inclusion of the recent designation of a Roman road section of the 'Greensand Way', in Washington, as a scheduled monument. To be included in the narrative introduction to Washington on p11.

Minutes of the last NP Steering Group meeting 26th September, 2017 were circulated and published on the Council’s website.

The Chairman, Cllr Beglan and Cllr Britt reported on a meeting on 4 October with SDNPA to discuss amendments arising from the public consultation to be included in the final submission for the Regulation 16 Statutory Consultation.

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

###### 13.19. (iv) To Consider a response to the South Downs Local Plan Pre-Submission Consultation

Councillors discussed the pre-consultation documents for the plan period 2014-20133.

It includes the previously agreed designation of North Farm which is in the emerging Neighbourhood Plan.

Cllr Henderson commented that the built up area boundary is now much tighter behind properties on north side of School Hill because of the SDNPA’s more accurate mapping system. It was NOTED that the section of Greensand Way north of Rock, which was recently designated as a Scheduled Monument, is outside the Park boundary. The Clerk advised that this would be included in the narrative for Washington in the emerging Neighbourhood Plan.

**RESOLVED** to add no further comment to the Council’s previous submission.

13.19. (v) To Consider a response to new premises licence LI/17/0527/PREM at the Village Larder, Washington

RESOLVED to support the new premises licence for The Village Larder, Squires Garden Centre, Washington, West Sussex, RH20 3BP to allow the following licensable activities:

* Sale and supply of alcohol by retail for consumption off the premises , Monday to Sunday 07:00hrs to 20:00hrs
* Premises open to the public Monday to Sunday at various times between 07:00hrs to 20:00hrs

***13.19 (vi) To Consider an invitation to attend HDC planning training on 19th December.***

**RESOLVED** that the Chairman, Cllr Lisher and Cllr Glithero accept the invitation. Clerk to confirm.

***13.19 (vii) To Consider quotation for delivery of newsletter to areas not covered by distributors***

**RESOLVED** to instruct Julie Scarlett distribute parish newsletters to areas not covered by the current distributors, for the quoted £50.

***Information only:***

HDC is preparing a Brownfield Land Register for publication in December 2017.

Chairman reported that a public consultation to comment on the accuracy of the draft Brownfield Land Register closes 17 November. He advised that it is not a call for more sites and that there were no brownfield Washington sites included on the register or on the Neighbourhood Plan.

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

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

***13.20 (i) To Receive Year to Date Reconciled Payments, Receipts and Approve Purchases***

The reconciled bank statement showing transactions between 30.08.17 and 29.09.17 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to AGREE (274)** the following payments totalling £81.01 be

APPROVED**:**

**Date: Payee Details Amount**

29.10.17 Will Pickford Vera’s Shelter Gardening: 81.01

 Aug, Sept & Oct 2017 inc fuel

**Total: £ 81.01**

Councillors **RESOLVED** to **AGREE****(275)** the financial reports as follows:

**Outstanding purchase orders - £0.00**

Outstanding sales invoices - £83.00

Reconciled Bank Balance - £89,841.94

Receipts/income: £75

**13.20 (ii) VAT -**

Q2 £911.09 to be reclaimed.

**13.30 (iii) PAYE and NICs:**

Not due

**13.20 (iv) Clerks Salary & expenses (cheque number) 2421**

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| **October Payment (gross)** |  | **1106.56** |
| Holiday entitlement |  |  |
| **TOTAL** |  | **1106.56** |
| **LESS** |  |  |
| **Tax** |  | **37.80** |
| **NI** |  | **51.19** |
| **Net Payment** |  | **1017.57** |
|  |  |  |
| Expenses |  |  |
| **Mileage (21 x 0.45 ppm)**  |  | **9.45** |
| **Electricity** |  | **10** |
| **Phone** |  | **10** |
| **Stationery - printer ink October** |  | **33.99** |
| **Stationery - office supplies - drawing pins notepad** |  | **17.30** |
| **Stamps**  |  | **3.74** |
| **WSCT newspaper** |  | **.90** |
| Total Expenses |  | **85.38** |
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| **Total Payment (October 2017)** |  | **1,102.95** |

Councillors **RESOLVED to AGREE (276)** payment of the Clerks salary and expenses.

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

This item covered elsewhere in the minutes.

**13.22. Correspondence Received-**

The Chairman reported on the following correspondence received:

* Horsham District Council’s Chief Executive Tom Crowley is retiring in March 2018
* Fly tipping incident in Georges Lane- rubbish was removed
* A list of local bus services from Washington to Storrington and details of local Community Transport providers. Displayed on parish noticeboards and published on Council’s website
* Objections to the proposed tree-felling and forestry access to Longbury Hill Woods.

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

**13.23. Clerk’s report**

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

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

### Notification of Important changes to HDC bin collection service. In a campaign to increase the district-wide recycling rate, HDC is rolling out changes to household bin collections service from February 2018.  They will still provide a weekly collection service but from 2018 recycling will be collected one week and household waste collected the same day the following week. They won’t be able to confirm the exact details of people’s new collection dates until January. A sticky leaflet notifications of the changes will be attached to bins.

* *Training*

Due to additional hours required to complete the newsletter, the clerk reported that she was unable to attend the finance training in Southampton on 1 November but has received factsheets from the event. The £34.50 is not recoverable and there was no claim for the £45 mileage or additional hours for the newsletter.

The Chairman proposed and Councillors unanimously AGREED to waive recovery of the course fee from the Clerk.

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

None received

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

**Parties -**

Draft minutes of the following meetings were circulated to Councillors and supporting reports.

# 13.25. (i) To Receive draft minutes of the Heath Common Village Design Statement meeting

The Chairman reported that the draft minutes will be made available on the Council’s website. Cllr Beglan, a member of the Heath Common Design Statement Working Party reported that there was nothing of interest to report until feedback is received from the proposed amendments to the document.

**13.25. (ii) OSRA Committee 16th October 2017**

*To Consider a RECOMMENDATION by OSRA to APPROVE a path on the Recreation Ground****.***

Councillors discussed the proposed pathway around the play area to improve walking safety to school. It forms part of the Walking Bus Scheme which the P&T committee has recommended for approval.

Cllr Henderson reported that following discussion with the local Highways manager, Chris Stark, it was indicated that in principle there was a funding source available for the project, as a similar path had been provided in Steyning. However, it was dependant on S106 funding allocated to Washington, and that Chris Stark would notify the Council. Clerk confirmed a general S106 list had been emailed by WSCC and that she was still awaiting confirmation on funding for Washington.

**RESOLVED** to agree provision of the path across the Recreation Ground in principle and to await confirmation of the S106 funds before seeking quotations.

13.25. (iii) To Consider a RECOMMENDATION to agree quotation for all tree work recommended Andrew Gale’s report.

Councillors considered quotations from two contractors. Cllr Whyberd explained the value of carrying out all the works advised in Andrew Gale’s report rather than spread the cost over three years. Andrew Gale’s quote includes £550 net for further investigation of trees which were not accessible in the walk-on survey.

**RESOLVED** to instruct Andrew Gale to carry out the recommended tree works and additional survey for the sum of £2,478.66 net to be funded from earmarked reserves.

**13.15. (iv) Planning & Transport Committee 16th October 2017**:

*To Consider a RECOMMENDATION by P&T to APPROVE a ‘Walking Bus’ scheme.*

Councillors discussed the part of the scheme to improve the pathway between the A24 subway and London Road car park. Cllr Lisher commented that it was likely to be the hardest and most costly part of the scheme if WSCC insists on a new pathway in Sandhill Lane, in order to meet safety standards. However, Chris Stark, Horsham manager for WSCC Highways, has agreed it may not be necessary as it is a no-through road with very little traffic. Cllr Henderson commented that Mr Stark had agreed to discuss this as a practical solution, with WSCC travel advisor Pene Mather. He would also find out if the path improvements can be included in the County’s Volunteers Scheme. If so, it would be up to the school and parents to get together and provide the volunteers to do it. WSCC would provide support with any safety required through their traffic management scheme.

**RESOLVED** to defer a decision to the next meeting, pending further information.

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

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

Dates of the next Council Meetings will be:

Committees - 20th November, 2017

Full Council – 11th December 2017

**13.17.** **To Consider a resolution to exclude the press and public from this part of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the following business to be transacted under item 16:**

**RESOLVED** to exclude Public and the Press. Only one member of the public was present, and they duly left the meeting.

**13.18.** ***To Consider an application and co-opt a Parish Councillor to the Washington Ward***

of Washington Parish Council.

An application from Geoffrey Lockerbie was considered.

*Meeting was re-opened to the public.*

RESOLVED that Mr Geoffrey Lockerbie be co-opted to fill the casual vacancy of Councillor for the Washington ward of Washington Parish Council. A Declaration of Acceptance of Office to be signed by Mr Lockerbie at the next meeting.

**The Meeting Closed at 21:40hours**