

WASHINGTON PARISH COUNCIL



Clerk to the Council.
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WASHINGTON PARISH COUNCIL MEETING

**Monday 3rd October, 2016 at 19.30pm in Washington
Village Hall (Dore room)**

MINUTES of the proceedings of the monthly meeting of Washington Parish Council held on Monday 3rd October, 2016.

PRESENT: Cllr C Beglan, Cllr T Cook, Cllr P Heeley, Cllr J Henderson, Cllr A Lisher, Cllr Milner-Gulland, Cllr Newman and Cllr J Wright.

IN ATTENDANCE: County and District Councillors not present

ALSO: Clerk to the Council, Ms Z Savill

MEMBERS OF THE PUBLIC: Mr Mike Gould, chairman of Heath Common Residents' Association

ABSENT: Cllr Britt (unwell), Cllr Thomas (work) and Cllr Whyberd (unwell)

Cllr Heeley opened the meeting at 19.30 hours

19.61 Apologies for Absence and Chairman's Announcements

Apologies were accepted from Cllr Britt (unwell), Cllr Thomas (work) and Cllr Whyberd (unwell), Cllr Philip Circus (meeting) Cllr Paul Marshall (meeting).

Cllr Heeley informed councillors that Cllr Whyberd has been unable to attend recent meetings as he is currently undergoing cancer treatment. However, Cllr Heeley explained that the deputy chairman is maintaining an active interest in parish business and hoped to be returning in the near future. Councillors requested that Cllr Heeley passes on their best wishes to Cllr Whyberd.

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

Dispensations

None declared

19.63 To approve the Minutes of the last Parish Council meeting held on 5th September, 2016

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED TO AGREE (180)** that the Chairman could sign the minutes as a true record of the meeting which took place on 5th September, 2016 and the minutes were duly signed by the Chairman.

19.64 Public Questions

Cllr Heeley welcomed Mr Mike Gould, chairman of the Heath Common Residents' Association to the meeting. Mr Gould put forward a request for publicity in the Parish newsletter about an initiative by the Association to help reduce unauthorised traffic on the public bridleways which make up the roads on Heath Common. He explained that WSCC's legal department determined that the public have access on foot, bicycle or on horse, but not vehicular access. This is with the exception of residents, their invitees, service and emergency vehicles. Mr Gould said that in order to help the HCRA reinforce this status and discourage unauthorised traffic, David Wilson Homes have agreed to fund the supply and installation of clearer signage and dummy gates. These would be strategically placed at junctions with the A283 and Rock Road. They would also be placed just north of the National Trust car park so that visitors exit as well as enter at the southern end of Georges Lane.

After some discussion, Cllr Heeley thanked Mr Gould for speaking at the meeting and informed him that his request would be considered on another item of the agenda.

19.65 To Report on Matters Arising from the previous minutes

No matters arising

19.66 County and District Issues

None raised

19.67 To consider Planning Applications and discuss Transport issues

19.67.1 Applications

SDNP/16/04408/HOUS - Hillview, School Lane, Washington RH20 4AP

Retention of side porch structure and demolition of conservatory and the erection Single story rear extension, and rear extension of detached garage. Councillors discussed this part-retrospective application and AGREED to OBJECT for reasons of overdevelopment on a small site within the conservation area. Should planners be mindful to approve the application, councillors would request that the garage is not used for any commercial enterprise.

SDNP/16/04563/TEL - Aerial Mast, Highden Reservoir, Glaseby Lane Washington West Sussex

Prior notification to remove 3 antennas, the installation of 3 no. new antennas, and the Installation of 1 no. new small cabinet and associated ancillary development. Councillors discussed the application to upgrade the existing installation to improve 4G performance, and AGREED they had NO OBJECTION.

19.67.2 Enforcement

EN/15/0381 - Alleged failure to implement approved landscaping scheme in accordance with approved plans (DC/10/1457) (hedge screening along Hampers Lane)

Address: Showhome and Marketing Suite 1 John Ireland Way Washington Pulborough West Sussex RH20 4EP

Received: Wed 08 June.

Status: Enforcement notice served/15 days.

Cllr Heeley informed councillors that a meeting was due to be held between HDC officers and Barratts to discuss the outstanding issues in relation to the landscaping and country park at Millford Grange.

19.67.3 Appeals

There were no appeals.

19.67.4 Decision notices

Application Number: DC/16/1610

Site: Birchwood, 2 Chancton Copse, Rock Road, Storrington, Pulborough, RH20 3BF

Description: Fell 1 x oak tree and surgery to 5x oak trees.

Decision: Application Permitted

Date of Decision: 16/09/2016

WPC Response: Councillors agreed NO OBJECTION at their Full Council Meeting on 1st August, 2016

Application Number: SDNP/16/03619/HOUS

Site: Downsview, The Holt, Washington, RH20 4AW

Description: Addition of 3.5m single-storey rear extension

Decision: Approved

Date of Decision: 26th September

WPC Response: Councillors agreed NO OBJECTION at their Full Council Meeting on 5th September, 2016

19.67.5 Transport issues:

19.67.1. VAS Signs

The Clerk reported that the 52mph activation trigger speed of the signs can be reduced so that they flash a warning to motorists of the A283 crossing at Washington. This was confirmed by Mr Adam Norris at WSCC Highways. The clerk is awaiting further details from Mr Norris, including details of costs for the alteration. This would be discussed by councillors at the next Planning & Development Committee or Full Council Meeting.

19.67.2. Blind summit signs

The Clerk informed councillors that Mr Norris had not been aware that the blind summit signs had been scheduled for installation at the junction of Hampers Land and Newhouse

Lane. He was awaiting a response from Mr Chris Stark, Horsham Manager of WSCC highways authority, when he returns from annual leave.

19.67.3. Double yellow lines

The clerk was awaiting a response from Mr Stark to her request for the double yellow lines at the corner of the Pike near its junction with the A283.

Clerk is also awaiting a response regarding the alleged parking of sales cars from the Kia garage near the junction of Sandhill Lane and A283, and along the access to the allotments.

For information only:

Road Closures

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

Other

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

The reconciled bank statement showing transactions between 29.07.16 and 26.08.16 accounting year to date statement, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED TO AGREE (181)** the financial reports as follows:

Outstanding purchase orders - £4,015.73 - list circulated to councillors before the meeting

Outstanding invoices - £901.50 HDC Cleansing grant 2016.17

Reconciled Bank Balance - £ 68, 754.81

19.68. 1 VAT-

19.68.2 PAYE and NICs: 2nd quarter payment to HMRC: £398.16

19.68.3 Clerks Salary & expenses (cheque number) 2319

September Payment (gross)		1084.67
Holiday entitlement		
TOTAL		1084.67
LESS		
Tax		33.40
NI		49.52
Net Payment		1001.75
Expenses		
Mileage (0.45 ppm) miles		8.10
Electricity		10
Phone		10
Stationery - paper, stamps		7.83

Hazard sheeting & tape - play area		6.67
Dog gloves - paid by clerk		22.62
Total Expenses		65.22
Total Payment (September 2016)		1,066.97

19.68.4 Expenses

Councillors **RESOLVED** to **AGREE (182)** to the Clerk's salary and expenses.

19.68.5 Holiday Pay

None.

19.68.6 Other

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

19.69.1 To consider an invitation to select community and leisure (sports, open spaces and community halls) improvements/ projects from a £30,000 developer's fund

Cllr Heeley informed councillors that there was a potential windfall of £30,000 if the application to build 14 homes at the Vineyards is approved. HDC had confirmed it should be split between £5,598 towards community hall improvements, and the balance of just under £25,000, would be for community projects in leisure and recreation. The question had been raised at the FC meeting in September if this could be used towards road improvements. The clerk was awaiting a response from the planning case officer for Vineyards to find out if there was a separate allocation for highways safety projects. She had been advised that any applications for the fund should be specific and have proven community benefits.

Cllr Newman said the lack of facilities for a growing young population in the parish was well documented and that the money would be better spent finishing the play area project.

Cllr Heeley agreed. He said that the council had invested all it could in financing the improvements to the play area and that it should take advantage of the funding to complete the task.

Councillors also discussed the problem of the Rock Road junction with the A24 and the bus stops, and Cllr Henderson advised that the PC would have to resolve the issue at some point in the future. He suggested the S106 funds could pay for a feasibility study to identify a good long term solution, otherwise County Highways would not take notice. He said this would allow the Parish Council not to miss future opportunities of funding from other developments in the area to help pay for the works. He accepted that the study was a dull option but the problem of the junction was never going to disappear and that at some point the PC would have to make an input.

Cllr Beglan said the junction issue was important but would be too costly to resolve in the current economic climate. Cllr Wright said investment in local facilities was a very good idea and may attract the support of the added community to put pressure on Highways at a later date to improve the Rock Road junction. He asked whether planners could provide a statement which identifies the road improvements required as this may carry weight in the PC's submission to Highways.

Cllr Heeley recognised that the problem of the junction would need to be addressed in the long term but an application to finish the children's play area was more likely to be successful because it met the funding criteria.

Cllr Heeley proposed and Councillors unanimously AGREED to make an application for the funding to complete the children's play area.

It was further AGREED that the clerk would contact Mr Rob Gerig for the listing of improvements required at the village hall, and to request that sound proofing the Dore Room is included, for submission with the PC application.

19.69.2 Internal Audit invoice - to consider payment of £88.50 for emails to auditor

A request by Peter Frost, the internal auditor, was submitted for the payment of the outstanding £88.50 for emails in relation to work he carried out for the Parish Council's 2015.16 audit. Councillors agreed previously not to pay the full account on the basis that the emails were not included in the original quotation. An email explanation from Mr Frost in support of his request for payment, together with a copy of his original quotation, was circulated to councillors before the meeting. Cllrs were informed by Mr Frost that the audit could not have been completed without the email correspondence.

Cllr Heeley said the clerk took advice from the SLCC and was informed by their representative Delia Shepherd, that it was not usual to include emails for parish audits. Payment should only be made where the quotation is explicit or implicit.

Cllr Heeley said that in the email quotation to the previous clerk, Mr Frost had stated that he expected the cost for the review and report to be around 3 hours at £59 per hour, and traffic expenses to be 62 miles at 59p per mile.

The final invoice was for 6 hours' work. This was almost double the original quotation because of additional workload. The £88.50 was an additional charge for emails, including one from the previous year end.

Mr Frost had suggested the council seek recovery of some of the costs from the external auditor. This was on the basis that they had gone back on their judgement on a figure from the audit, and that this had unnecessarily generated some of the additional workload.

Cllr Henderson said although there may have been extra work, it was not unreasonable for the council to expect him to warn them of the additional email costs beforehand.

Cllr Beglan said his original quote was far exceeded and that the council was within its rights to assume that the email costs were included in the heavy extension to the original quote.

Councillors unanimously AGREED that there was no change to their previous decision to withhold payment of £88.50 for the emails.

The clerk informed councillors that a report from the external auditor of the 2015.16 Annual Return, had not been received at the time of publication of the agenda.

19.69.3 To consider and agree tenancy application for plot 9B on the Parish Allotment

Cllr Heeley informed councillors that Mr Luke Yardley has given notice for his tenancy of Plot 9B. It has been offered to the next person on the waiting list, Mr Mike Ollis of Lamorna Close, Washington. He has confirmed his interest in the tenancy and is awaiting the council's response before he begins cultivating the plot. Mr Ollis is one of two remaining on the list. The other person lives in Findon Valley which is outside the area.

Councillors AGREED to offer the plot to Mr Yardley.

The clerk was instructed to include an article in the next newsletter, to attract more people onto the waiting list.

19.69.4 To consider any items for the Parish's Winter Newsletter

Cllr Heeley informed councillors that the Parish Newsletter will be published before Christmas, pending confirmation of printing by Print Plus, Littlehampton which printed the previous edition.

The clerk set a copy deadline for November 1st for any submission of articles.

Councillors considered a number of items for the newsletter.

Councillors AGREED that the article from the Heath Common Residents Association should also be included.

The clerk was asked to contact the Sussex Local about reinstating the inclusion of a quarterly article from the Parish Council.

19.69.5 To consider any response to enforcement action and reports of increasing sales area - West Sussex Motors

Cllr Heeley informed councillors that a 7-day enforcement notice had been served on the site on 23rd September to remove vehicles from the prohibited area. Mr Attfield also reported that he was unhappy that the Kia garage has continued to extend the sales area each year. He informed the clerk that they were parking on adjoining WSCC-owned land and that he would be contacting the authority with a view to further action. He confirmed that the parking issue at nearby Sandhill Lane and near the allotments, was a WSCC Highways matter.

Cllr Newman said that he had recently spoken to Mr Attfield who advised that members of the public could report their concerns on the WSCC website.

Cllr Heeley said that Cllr Marshall had received an enquiry from the garage that they may want to make provision of additional land on the site. Cllr Marshall had advised them to discuss their proposals with the council but to date, there has been no contact.

Cllr Heeley said the problem appeared to be that the business had outgrown the capacity of the site, and that it would be interesting to explore their proposals for the additional land.

Cllr Beglan said it would be much better to have a working relationship with the garage. Cllr Wright said that he would be open to any proposals which would include a benefit to the local community.

Councillors AGREED that the clerk contact the garage and suggest that they send a representative, preferably to a Full Council meeting, for a discussion on the issues and their proposals for utilisation of the additional land.

For information only:

19.69.6 Storrington & Sullington and Washington Neighbourhood Plan.

Cllr Heeley reported that he and Cllr Beglan would be attending a meeting with HDC to consider additional information requested for sites in the NP. These included Luckings and Vineyards. The information would be reported to the NP Steering Committee on 7th October. Cllr Heeley said it was logical that the sites should be included in the NP for development and was supported by local people who responded to the consultation.

19.69.7 Country Park and path at Millford Grange - meeting with Barratts

Cllr Heeley reported that Cllr Paul Marshall (Horsham District Councillor) had confirmed there would be a meeting between Horsham and Barratts on October 6th to discuss progress of the NEAP and the footpath.

19.69.8 Additional Item - Village sign

Cllr Milner-Gulland reported that the village sign was deteriorating and in urgent need of restoration.

Cllr Heeley proposed and councillors AGREED that the clerk should arrange for three quotations to submit to OSRA for consideration at their next meeting.

19.70 To receive reports and recommendations from Committees and Working Parties

19.70.1 Open Spaces, Recreation and Allotments & Footpaths Committee

No meeting was held in August for the summer recess. September's meeting was cancelled because it was not quorate.

19.70.2. Planning and Transport Committee Meeting

No reports or recommendations

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

19.72. Correspondence Received

Email to the clerk from Mrs Irene Thompson regarding inconsiderate parking near allotment gate, allegedly by Kia garage.

The clerk had informed Mrs Thompson before the meeting that she would be referring the problem to WSCC Highways.

19.73. Clerk's report

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

19.73.1. Mobile Phone Reception –Campaign to improve mobile phone coverage in Storrington, Sullington and Washington areas - update.

The Clerk reported that more than 600 responses have been recorded in a survey to identify poor mobile network areas in the three parishes. It is hoped the responses will back up an initiative led by Storrington Parish Council, to improve network coverage in the area. An article on the campaign was printed in the West Sussex County Times last month.

19.73.2. WSCC request for Parish's 2016 winter plan and salt audit

The Clerk submitted the Winter Plan 2016 and completed audit of the salt bins, to WSCC so that they can organise re-filling the Parish's salt supplies. The Clerk noted that most of the bins were almost full, and that there were at least 6 hippo bags of salt held in reserve.

19.73.3. Planning application for children's new play area - update

The Clerk reported that a decision is expected after the public consultation period ends on 26th October. Installation works would start within four weeks of placing the order. The council would be invoiced on completion on a 30 day invoice. This, together with a separate invoice copy from the PC, which excludes VAT, will be submitted to HDC for payment from S106 funds. However, because the S106 does not cover VAT payments, this would be paid initially to HAGS by the PC but reclaimed from HMRC. This will be covered by the £12,000 set aside for the project in the PC budget. The clerk pointed out that it may be necessary for an additional site inspection to rule out any unforeseen costs which may arise once site excavations commence.

Cllr Newman commended the clerk for her work in progressing the children's play area scheme

Cllr Henderson proposed and councillors AGREED that the contract for the works is examined in detail at the next OSRA meeting and shown to councillors at the FC meeting before it is signed by the clerk on their behalf.

19.73.4. Repairs and Safety around the Parish -

Clerk requested an inspection of the Monkey Bars after a member of the public reported that one of the posts was loose. Mr Paul Parker, HDC Parks Technical Officer, carried out an inspection last month and reported that the post was safe and movement was minor due to temporary changes in the ground conditions during dry summer months. He deemed it safe for the public following an inspection late in September.

Clerk inspected the Recreation Ground and Children's Play Area on Friday 23rd September and noted that Mr George Fielder had repaired the fixing of the head of the animal rocker and this was now secure. He spread the bark over the safety surface, bolted a loose section of timber on the bench seat by the Village Hall and replaced damaged sections of the gates to the Recreation Ground and Allotment. Clerk has requested that Mr Fielder contact Cllr Beglan for the paint to patch up the phone box in Sanctuary Lane. She has also asked him to report to her any maintenance works required for Vera's Shelter and to quote for the replacement of missing timbers and gate to the Youth Shelter on the Recreation Ground. The parish areas which are targeted by the litter warden, appeared to be clear of litter.

19.73.5. Freedom of Information/Data Protection Requests Received

None received.

19.73.6. Compliments and Complaints

None received.

19.73.7. Governance and Accountability

19.73.8. Holidays

19.73.9. Training

19.74. To receive items for the next agenda

19.75. Date and Time of next Meetings

Committees - Open Spaces, Planning & Transport, October 17th, 2016

Full Council - November 7th 2016

The Meeting Closed at 21.26 hours

Signed.....

Dated.....