

####  WASHINGTON PARISH COUNCIL MEETING

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 6th February, 2017

**PRESENT:** Cllr Cook, Cllr Henderson, Cllr Lisher, Cllr Milner-Gulland, Cllr Thomas & Cllr Whyberd

**IN ATTENDANCE:**

**ALSO**: Clerk of Washington Parish Council, Miss Z Savill

**MEMBERS OF THE PUBLIC**: 0

**ABSENT**: Cllr Beglan (holiday), Cllr Britt (unwell), Cllr Heeley (holiday), Cllr Newman (work) and Cllr Wright (unwell).

# Cllr Whyberd opened the meeting at 19.30 hours

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

Apologies were received and accepted from Cllr Beglan (holiday), Cllr Britt (unwell), Cllr Heeley (holiday), Cllr Newman (work) and Cllr Wright (unwell). County Councillor Circus and District Councillor Marshall also sent their apologies.

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

Cllr Milner-Gulland declared an interest in item 9 because he is the father of one of the applicants to tender for quotation.

**20.47. To approve the Minutes of the last Parish Council meeting held on 9th January, 2017**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED** to **AGREE (200)** that the Chairman could sign the minutes as a true record of the meeting which took place on 9th January, 2017 and the minutes were duly signed by the Chairman**.**

**20.48. Public Questions**

None raised.

**20.49. To Report on Matters Arising from the previous minutes**

None reported.

**20.50. County and District Issues**

There were no District or County Councillors present.

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

**20.51.1.Applications**

***SDNP/17/00102/HOUS - School House School Lane Washington RH20 4AP***

***Side Extension.***

After a brief discussion, Councillors AGREED unanimously NO OBJECTION to the application but would request the following conditions: That the brick quoins on the proposed extension match pattern of brick quoins to the right of the adjacent window, and that there are no deliveries during the drop-off and collection times for children attending St Mary’s School for reasons of safety.

**20.51.2. Decisions**

**Application:** DC/16/2450

**Site:** Michenden Sanctuary Lane Storrington Pulborough RH20 3JD

**Description:** Proposed front, side and rear extension with side dormer. Proposed side hip to gable extension with new rear dormer.

**Decision:** Application Permitted

**Date of decision:** 30th December, 2016

**WPC Response**: Agreed NO OBJECTION at the Planning & Transport Committee 21st November 2016.

**Application:** DC/16/1664

**Site:** Crosswinds Hampers Lane Storrington Pulborough RH20 3HZ

**Description:** Outline application with all matters reserved for the demolition of existing dwelling and construction of two detached 5 bedroom dwellings and associated garaging.

**Decision:** Application Refused.

**Date of decision:** 18th January 2017

**WPC Response:** Agreed to OBJECT at the Planning & Transport Committee on 15th August 2016. Cllr Heeley spoke on behalf of the PC at the HDC Committee -Horsham South - Meeting 17th January 2017.

**Application:** SDNP/16/04984/FUL

**Site:** Clematis Cottage School Lane Washington RH20 4AP

**Description:** Refurbishment of existing Grade 2 listed dwelling. (Full Application) (Part Retrospective)

**Decision:** Application Refused

**Date of decision**: 1st February 2017

**WPC Response:** Agreed to OBJECT at the Planning & Transport Committee on 17th October, 2016

**20.51.3.Enforcements**

No further enforcements at the time of publication of the Agenda

**20.51.4.Appeals**

No further appeal notifications on the HDC Planning Portal at the time of publication of the agenda

***Information Only:-***

*Application DC/16/2420 Removal of condition 15, relating to retiming of bus service, and variation of condition 16, relating to acoustic mitigation, of planning approval DC/10/1457 (Outline planning permission for the demolition of existing buildings and construction of up to 100 residential units, associated ground preparation works, highways, access and the first phase of the Sandgate Country Park). (Millford Grange, Washington, West Sussex)*

Councillors were informed that Cllr Paul Marshall requested from HDC the current planning view of the application yet to be determined, and that it goes to committee if the matter is not likely to be refused. No response yet received.

**20.51.5.Transport issues:**

**Road Closures**

*Notifications from WSCC Highways are published on the parish website*

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

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

The reconciled bank statement showing transactions between 30.11.16 and 29.12.16 accounting year to date statement, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED** to **AGREE (201**) the financial reports as follows:

Outstanding purchase orders - £150 - Telent - VAS alteration

Outstanding invoices - £ 0.00

Reconciled Bank Balance - £76,261.60.

Cheque payments presented at meeting:

Total value of 4 x cheques were circulated to Councillors including Clerk’s salary & expenses: £1,525.66:

Cheque No: 2350 - £16.20 P Heeley - mileage and parking fee - HDC planning meeting

Cheque No: 2351 - £337 Arun District Council - parish winter newsletter design & printing

Cheque No:2352 - £4.24 The Scribbling Shop - stationery

Cheque No: 2353 - £1077.52 Clerk’s January 2017- salary and expenses

Cheque No: 2354 - £28.00 Ms G Condie - training

Cheque No: 2355 - £62.70 Leisure Controls International - MUGA light cards

**20.52.2. VAT - Not due**

**20.52.3. PAYE and NICs: Not due**

**20.52.4. Clerks Salary & expenses (cheque number) 2353**

|  |  |  |
| --- | --- | --- |
| **January 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** |  | **Not declared** |
| **Electricity** |  | **10** |
| **Phone** |  | **10** |
| **Parish mobile phone** |  | **30** |
| **Stationery - printer ink & A4 pockets** |  | **25.77** |
|  |  |  |
|  |  |  |
| **Total Expenses** |  | **75.77** |
|  |  |  |
| **Total Payment (January 2017)** |  | **1,077.52** |

**Councillors RESOLVED** to **AGREE (202) to the Clerks salary and expenses.**

**20.52.5.Holiday Pay**

**None.**

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

*(20.53.1). Discuss, review and agree the internal auditor.*

The Council **RESOLVED** to **AGREE (203)** to use the services of Mr Mark Mulberry for the Parish 2016/17 audit as his costs were reasonable and he had been recommended by a neighbouring parish council. Mr Mulberry is a registered auditor, chartered certified accountant and chartered tax advisor, and carries out 50 council audits per year, from small to larger councils including Lewes and Littlehampton. His fees are £50 per hour (plus VAT) and travel cost of £0.45p per mile, and includes emails. Hie estimates a full year’s auditing would be conducted **at** circa £300 per annum. Clerk to seek confirmation of auditor’s professional indemnity insurance.

(20.53.2.) *To Consider and Agree a Recommendation for the removal of the Youth Shelter, Washington Recreation Ground and agree quotation for the works*

Councillors at the Open Spaces Committee Meeting of November 21st, 2016 AGREED to

RECOMMEND to Full Council the removal of the shelter and retention of

power connection, subject to costs.

Cllr Whyberd reported that the shelter has fallen into disrepair, and children have been

climbing on the roof. Mr George Fielder reported to the Clerk that the structure

has been vandalised a number of times and that he carried out repairs last year. The gate is

also missing. The Clerk reported that J Electrical Services, Worthing, disconnected

the power supply to the shed late 2014 at the council’s request, but could be reinstated

at a later date.

Quotations circulated to Councillors from Mr Danny Flynn, Tim Jordan Ground Maintenance Ltd, and Mr Wayne Lee and Arthison Ltd.

Councillors unanimously **AGREED (204**) to accept the quotation of £350 plus VAT by Mr Flynn and instruct him to carry out the work. The quotation includes removal and disposal at of the shelter and concrete base, and re-seeding the area. The Clerk confirmed that Mr Flynn’s business insurance is on file from his grounds maintenance work in the parish. Clerk instructed to enquire if Mr Flynn is licensed to properly dispose of the concrete base.

20.53.3. *To Consider and Agree quotations for restoration of the Washington Village Sign*

Cllr Milner-Gulland declared a personal and prejudicial interest because his son has

submitted one of the tenders. Councillors agreed he could remain in the room but not take

part in the discussion.

This item was deferred from the previous two OSRA Committee Meetings because of inquoracy. Quotations circulated to councillors from Mr Tom Milner-Gulland, Osborne Signs Ltd and Mr Mark Weston.

Councillors unanimously **AGREED (205)** to accept the quotation of £310 from

Mr Tom Milner-Gulland, plus travelling expenses as his quotation was significantly lower.

*20.53.4. To Consider any Response to the variation of Premises License at Windlesham House School, London Road, Washington.*

Re: Premises Licence Number LI/16/0604/PREM Existing Premises License LI/13/0136/PREM

Horsham District Council Licensing Department received on the 20 January 2017 an application from The Malden Trust for the premises known Windlesham House School, London Road, Washington, West Sussex, RH20 4AY seeking a variation of the Premises Licence.

The application seeks to include the following named area to be licensed within the school property and no changes to times and licensable activities on the existing premises licence granted in 2013: The Dining Room, Campbell Field, Astro Pavilion, Headmasters Study, Front Hall of the Main Building, Highden Meeting Room, St Edwards Hall, Front Lawn.

Councillors AGREED no response was necessary to the application.

*20.53.5.Storrington & Sullington and Washington Neighbourhood Plan - to receive an update.*

Cllr Beglan and other members of the Steering Committee attended meeting with HDC on 26th January to recap the current position, discuss the Final Draft of Local Green Space Assessment Report, the proposed site allocations for housing and employment, and consider the next steps. It was decided to remove Luckings Yard, Washington and Chantry Industrial Estate, Storrington from the Plan.

HDC are also recommending the removal of some of the Green Spaces in the Report, including Warren Hill and The Triangle in Washington.

Full report from Mrs Tracey Euesden, Clerk of Storrington & Sullington Parish Council, and Green Spaces Assessment, both circulated to Councillors before the Meeting.

Cllr Lisher commented on an inaccurate description of the small part of green space at Longbury Hill as it was private and impenetrable and therefore unsuitable for dog walking.

Cllr Henderson raised concerns about the future of the 2-acre green space behind Luckings Yard. He wanted to know the reasons HDC have given for removing Luckings Yard from the NP rather than Vineyards as he argued that the former is more suitable for commercial development.

The Clerk had circulated a report from the Steering Committee that HDC still think that the inclusion of both Washington sites may put the Plan at risk. They had asked whether a letter could be obtained from the landowner at Lucking’s Yard to state that he was happy to have the land allocated for employment but Cllr. Beglan indicated that he would not be in support of this. HDC have therefore advised that Lucking’s Yard should be removed from the Plan and to continue with the Vineyards site only which will help to address housing needs for Washington

Cllr Milner-Gulland raised concerns about the removal of The Triangle from the Plan as it is an untouched natural area with many orchids, and had been recognised by the CEO of the Sussex Wildlife Trust as a Notable Verge.

RESOLVED that the Clerk inform the Storrington Clerk of the responses from Councillors.

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

The Clerk to arrange Working Party meeting to discuss the Speed Loop

Survey data in the round with the parking issues around the village. Report and

Recommendations to the Planning & Transport Committee 20th March.

Cllr Milner-Gulland gave a brief report on his recent attendance of the South Downs

National Park network meeting. He commented on the view of a senior figure of the Park

Authority that Local Authority enforcement does not happen in practice.

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

The following correspondence was NOTED:

Fly tipping, entrance to The Hollow - Cllr Paul Marshall reported to John McArthur at HDC. Rubbish since removed.

Report of mud from lorries on Hampers Lane at the junction of quarry operated by Britaniacrest Recycling Ltd - Director, Mr Chris Foss confirmed that he would act on the matter.

**20.56. Clerk’s report**

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

*20.56.1.Children’s Play Area*

Cllr Whyberd reported on site meeting with HAGS-SMP contractor on Friday 3rd February, attended by himself, Cllr Whyberd, Cllr Newman and the Clerk. The contractors and councillors were happy with the proposals and layout of equipment. It was suggested that the gate nearest the road is repositioned to the fence along the Recreation Ground. This was ruled out because of costs to make a further planning amendment, and further 8-week public consultation. Works schedule approximately 3 weeks and to start in 3 weeks or near the end of March, subject to confirmation.

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

None received.

**20.58.Compliments and Complaints**

20.58.1. knot weed

Cllr Cook reported that knot weed from the country park was within 10 feet of the highway, and would soon be in her garden as it grows a yard every two weeks.

RESOLVED that the clerk would contact the developers and National Trust, whoever was responsible, to request preventative action.

**20.59. Governance and Accountability**

Nothing to report

**20.60. Holidays**

Nothing to report

**20.61. Training**

Nothing to report

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

**20.63 To receive reports and recommendations from Committees and Working**

**Parties on 23rd January 2017 -**

**Open Spaces Committee Meeting**

*Meeting cancelled because of inquoracy. Urgent business deferred to the Full Council Meeting on 6th February.*

**Planning & Transport Committee Meeting**:

### No meeting held due to insufficient business

**Members of the Press and Public will be excluded from the following items due to the**

**nature of the business to be discussed:**

**Personnel Committee Meeting**

*20.63.1.To consider and agree a Pension Scheme Provider and the Parish’s employer*

*contribution to the Clerk’s new pension arrangement.*

The draft minutes were circulated to Councillors before the meeting. Councillors

 discussed the proposals of various pension providers and levels of employer’s

 contribution.

 Councillors unanimously **AGREED (206)** the NEST pension scheme and employer’s

 contribution of 3%.Clerk to set up the scheme in time for the Council’s May 1st

 staging date for auto-enrolment.

 Councillors NOTED that annual review of the clerk’s salary to be discussed at the March FC

 Meeting so that Councillors currently away, could give the Committee’s reasons in support

 of their recommendation.

 *For information only*

 *20.63.2. Clerk’s Appraisal*

 It was NOTED that the Clerk’s annual appraisal was AGREED by the Personnel

 Committee.

 RESOLVED that this information will be available from the Clerk

 on request by Councillors.

 *20.64.* *To Consider and Agree a handyperson for Vera’s Shelter****.***

 Clerk circulated details of two applicants for the role of upkeep of the shelter, following the

 departure of Mr Frank Hottenbacher in January. Councillors **AGREED (207**) to appoint

 Mr Will Pickford, a recently retired Rydon Community College teacher from Heath

 Common.

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

Full Council – 6th March, 2017

Committees - 20th February, 2017

**The Meeting Closed at 21.20 hours**

Signed……………………………… Dated…………………………………….