

WASHINGTON PARISH 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 5th February, 2017.

PRESENT: Cllr Britt, Cllr T Cook, Cllr D Glithero, Cllr P Heeley (Chairman), Cllr J Henderson, Cllr A Lisher, Cllr G Lockerbie, Cllr Milner-Gulland and Cllr R Thomas

IN ATTENDANCE: Cllr Paul Marshall (West Sussex County Councillor and Horsham District Councillor)

ALSO: Clerk to the Council Zoe Savill

MEMBERS OF THE PUBLIC: 3

ABSENT: Cllr Beglan and Cllr Whyberd

13.52. Apologies for Absence and Chairman's Announcements

Apologies were received and accepted from Cllr Beglan (holiday) and Cllr Whyberd (unwell). Cllr Marshall gave his apologies and would be arriving later from a County Council meeting.

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

There were no declarations of interest

13.54. To approve the Minutes of the last Parish Council meeting held on 8th January, 2018

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to AGREE (285)** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 8th January, 2018 and were signed by the Chairman.

13.55. Public Speaking

Mr Roger Arthur spoke on behalf of Tudor Close Residents Association on proposals to improve the safety of the Rock Road blind junction with Newhouse, Hampers and Merrywood Lanes, and appealed for Parish Council support. He explained that the traffic volume and risks had significantly increased since the blind summits were installed. The proposals are to square off the angled junction at Newhouse Lane to increase visibility, and better signage and reactive signs either side of the blind summit. *Chris Stark, Horsham Area Manager for West Sussex Highways, heard residents' concerns at a recent site meeting. He advised that he would have the road assessed and would take a view to making necessary improvements.*

13.56. To Discuss Transport Issues

13.56 (i) To Consider requests for speed reduction on the A283 from Washington roundabout to

Millford Grange, and safety improvements to the Rock Road junction with Newhouse, Hampers and Merrywood Lanes, Washington.

The Chairman reported that at a recent meeting, Chris Stark had shown a willingness to review a 40mph speed limit where it is currently 50mph outside Millford Grange, between Sullington and the start of the national speed limit. Cllr Glithero commented that this would be welcomed by Millford Grange residents, and would benefit Hampers Lane too.

A report of the site meeting with County Highways on the issues of the Rock Road junction, particularly with Newhouse Lane, was circulated. The Chairman suggested that the Council awaits the anticipated feedback from WSCC before considering a way forward, and to push for a speed and traffic survey to make a stronger case for improvements. Cllr Henderson pointed out the importance of looking at the wider issue of Rock Road being used as a rat-run, as well as the more immediate safety issues of the junction itself, in order to find the best solutions.

RESOLVED unanimously to support the a 40mph on the A283 stretch at Washington; to request feedback from the Highways Authority on solutions for the Rock Road blind junction AND to request a traffic and speed survey at the earliest opportunity.

All members of the public left the meeting

Cllr Marshall arrived later in the meeting. He confirmed his support for the 40mph speed limit and advised the Council to make a TRO application. He supports a Community Highways Scheme application, backed by the local community, to resolve issues with the Rock Road junction.

13.56 (ii) Road Closures

The Chairman reported that Rock Road is closed on 5th & 6th February for West Sussex Highways treeworks; Washington A24 Bypass southbound lane is closed until 9th February for drainage improvements by West Sussex Highways. Both reported on the Council's website.

RESOLVED to **NOTE** the information.

13.57. To consider Planning Applications

(i) Planning applications

SDNP//05775/LIS - Church Farm Cottage, The Street, Washington RH20 4AS

Retrospective application for replacement casement windows, replacement floorboards, renewal of floor and timber joists, changes to internal wall finishes, renovation of chimneys, re-roofing and insulation, render of external walls, redecoration of external joinery, changes to ceiling finishes, renovation of fireplaces and chimney breasts and installation of floor standing boiler (Listed Building Consent)

Councillors discussed this application and **AGREED** they were unable to reach a decision. However, they were concerned about the multiple changes to the listed building in the past, and requested that a qualified assessment is made of any cumulative impact, and if any remedial action is required.

DC/17/2843 - Little Thatch Vera's Walk Storrington

Single-storey front and side extension

Councillors discussed this application and **AGREED to NO OBJECTION**

DC/18/0062 - Sunnybank Hampers Lane Storrington

Single-storey side extension

Councillors discussed this application and **AGREED to NO OBJECTION**

DC/18/0118 - Patuca Bracken Lane Storrington

Variation of Condition 1 to previously approved DC/17/1896 to allow alterations to front and rear elevations and to the internal layout of the approved dwelling

Councillors discussed this application and **AGREED** it was a minor variation and that no response is necessary.

DC/17/2779 - Napswood Tudor Village

Detached garage/store and associated parking

Councillors discussed this application and **AGREED** to **OBJECT** on its apparent excessively bulky appearance which would be out of keeping with the area. They further commented on the space over the garage and the risks of a proposal to convert it into a separate dwelling at a later date.

DC/18/0123 - The Mandarin Badgers Holt Storrington

First floor extension over existing garage and two-storey side extension

Councillors discussed this application and **AGREED to NO OBJECTION.**

8.25pm: Cllr Marshall entered the meeting

13.57 (ii) Planning Decisions

RESOLVED to **NOTE** the following:

Application Ref: DC/17/2867

Site: The Old Nursery Office Rock Road Washington RH20 3BH

Proposal: Intallation of high speed broadband cabinet (Side of Holdsworth PR & Marketing)

WPC Response: **NO OBJECTION** at Parish Council Meeting 8th January 2018

HDC Decision: Application permitted 18th January 2018

Application Ref: DC/17/2794

Site: Opposite the Corner House Rock Road Washington RH20 3BQ

Description: Install high speed cabinets at Storrington Exchange for the High Speed Broadband Project on behalf of BT Open Reach

WPC Response: **NO OBJECTION** at Parish Council Meeting 8th January 2018

HDC Decision: Application Permitted 11th January 2018

Application Ref: DC/17/2498

Proposal: Change of Use from A3 Restaurant to C3 Residential (3 x 2 bedroom apartments) with associated parking (including 2 community spaces) and bin store.

Removal of existing conservatory and commercial bin store and enclosure and erection of new bin/cycle store

WPC Response: **NO OBJECTION** at Parish Council meeting on 11th December 2017

HDC Decision: Application Permitted on 24th January 2018

Application Ref: DC/17/2718

Site: The Barn Rock Road Washington Pulborough RH20 3BH

Description: Conversion and extension of barn to form two-storey dwelling

WPC Response: **NO OBJECTION** at Parish Council meeting on 8th January 2018 if the proposal does not breach countryside policy

HDC Decision: Application Permitted 29th January 2018

13.57 (iii) Enforcements

Breach of outstanding conditions on John Ireland development (Millford Grange, Washington)

Ref: EN/18/0043

Received: 26.01.18

Pending consideration.

13.57 (iv) Appeals

Application Ref: DC/16/1930

Appeal Ref: APP/Z3825/W/17/2175410

Site Address: High Croft Hampers Lane Storrington RH20 3HY

Proposal: Construction of 5-bed dwelling with detached garage and new access driveway

WPC Response: **Strong Objection**

Appeal Decision: Dismissed 8th January

13.58. County and District Issues

Cllr Marshall reported the following:

- WSCC is proposing a 4.95% increase for its share of council tax in 2018-19. This is an increase of 1% from last year which will include budget provision of £500,000 for visible improvement in the road network: white lines and signage programme of works, and £1million in the Better Care Fund (homelessness, social mobility, Hardship fund, and engaging volunteers)
- Schools - Cllr Marshall reported his concerns about a complex new funding arrangement for West Sussex schools which could seriously affect the viability of small rural schools where there are less than 150 pupils. As a member of the WSCC Children and Young People's Services Select Committee, he will be contacting head teachers of small schools in the area, including St Mary's CE First School in Washington, to discuss how they can mitigate the impact.
- Community Infrastructure Levy - Cllr Marshall responded to a number of queries about the payments structure and making timely applications for projects.

RESOLVED to NOTE the information

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

13.59 (i) To Approve Submission of the Storrington, Sullington & Washington Neighbourhood Plan and supporting documents to HDC for Regulation 16 Public Consultation

Councillors received and discussed the submission documents for Regulation 16 Public Consultation. No amendments were put forward.

RESOLVED unanimously to **AGREE (287)** the recommendation that the Storrington, Sullington & Washington Neighbourhood Plan and supporting documents be submitted to Horsham District Council for Regulation 16 Public Consultation (Neighbourhood Planning (General) Regulations 2012, Reg.16).

13.59 (ii) To Review the Council's Annual Schedule of Works 2018

The proposed 2018 Council schedule for grass and hedge cutting was circulated prior to the meeting.

RESOLVED to AGREE (288) the schedule and include ditch clearance on the Recreation Ground and weed-killing the Village Hall car park.

Clerk to submit the schedule to contractors with request for quotations for this year's ground

maintenance works.

13.59 (iii) To Agree speaker and topic for Annual Parish Meeting, and donation request

The Chairman reported that the South Downs Society's Chairman or Vice-Chairman are willing to speak at the Washington APM on 2nd May, 2018. Suggested topic would be on the National Park, the National Park Authority, current issues and challenges, and the role of the Society and the South Downs Network. This is likely to include "Threats to the Downland".

RESOLVED to ACCEPT (289) the offer of a speaker and suggested topic, and to make a £100 donation to the *Miles Without Stiles* project for disabled Downland access which is supported by the Society.

13.59 (iv) To Agree Information audit for GDPR and appoint a Data Protection Officer

The Clerk circulated information on a GDPR online training session which she recently attended. Latest communication from the Sussex Association of Local Councils (SALC) and the SLCC (Society of Local Council Clerks) is that that the Data Protection Officer cannot be the Clerk or a Councillor. They are discussing options to resolve this for smaller Parish Councils such as Washington, and to provide financial support. Cllr Henderson is attending training in March and will share his learnings with Councillors at the April PC meeting.

A quotation for an information audit by ProcessMatters2 on the Council's state of preparedness for GDPR was circulated prior to the meeting.

RESOLVED (290) to instruct consultancy firm ProcessMatters2 to carry out the information audit, and to defer the decision on the appointment of a Data Protection Officer until further notice.

13.59 (v) To Consider any Parish maintenance issues

To Receive a report of graffiti on the A24 underpass at Washington

Councillors received a report from Cllr Britt that there is graffiti on the underpass.

RESOLVED (291) that the Clerk reports it to Horsham District Council.

13.60 (i) Washington Recreation Ground Charity Matters

13.60 (ii) To Receive Washington Recreation Ground Charity Annual Return 2016-17

Councillors **NOTED** the Washington Recreation Ground Charity's Annual Return 2016-17 which has been submitted to the Charity Commission.

13.60 (ii) To Consider a hire request for the Village Day on Saturday 14th July

The Chairman informed Councillors that the PTA of St Mary's CE First School has requested the hire of the Recreation Ground for the annual Village Day on 14th July. Councillors discussed the proposals and welcomed the event.

RESOLVED to APPROVE (292) the hire at no charge, with suitable insurance cover. Clerk to check with the organisers that the operators are aware of their liability for any damage to the grounds.

13.60 (iii) To nominate a person to undertake the council's insurance risk assessment for Village Day

Councillors discussed the Council's risk assessment of the Recreation Ground on the morning of the event for insurance purposes.

RESOLVED (293) that Cllr Britt conducts the risk assessment. The Clerk to request that the PTA submits a copy of its own risk assessment on the day to Cllr Britt.

13.60 (iv) To Consider a Council stand for Village Day and nominate Councillors to help

Councillors discussed whether to have a 'stand' for the event.

RESOLVED (294) that Cllrs Britt, Glithero, Henderson, Lisher and Thomas, will help on the stand if it is

provided at no charge as in previous years. Clerk to confirm arrangements.

13.60 (v) To Consider appointing contractor to repair gate posts on the Recreation Gound

Councillors considered a quotation to repair the damaged and missing gate posts on the Recreation Gound.

RESOLVED (295) to seek a second quotation and to give the Clerk delegated powers to instruct the contractor at the lower price.

For information only

An email from organisers of a mountain bike event on Sunday 11th February, in response to the Council's safety concerns was circulated prior to the meeting.

NOTED that the event would go ahead and that marshalls would be in place for the Washington route in The Street, and cyclists warned to be careful.

13.61 Approve Payments, Receipts and Quotes

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

The reconciled bank statement showing transactions between 30.11.17 and 27.12.17 accounting year to date statement, payments schedule, invoice and purchase order summary (no 11) were circulated to Councillors.

Councillors **RESOLVED to AGREE (296)** the following payments totalling £1,410.74 be **APPROVED**:

<u>Date</u>	<u>Payee</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
31.02.18	Z.Savill	Electricity	10.00		10.00
31.01.18	Z.Savill	Phone	10.00		10.00
31.01.18	Z.Savill	Net salary Jan 2018	1011.97		1142.28
31.01.18	Scribbling Shop (Z.Savill)	Stationery - paper	4.25	.85	5.10
02.01.18	Z.Savill	Black ink/large	23.33	4.66	27.99
02.01.18	Office Outlet (Z.Savill)	Tri-colour ink	12.49	2.50	14.99
02.01.18	Office Outlet (Z.Savill)	Screen wipes	3.32	0.67	3.99
02.01.18	Office Outlet (Z.Savill)	Wall Planner	5.82	1.17	6.99
02.01.18	Office Outlet (Z.Savill)	Glue dots	2.49	0.50	2.99
23.01.18	Currys(Z.Savill)	PC headset	16.66	3.33	19.99
31.01.18	Mileage Expenses	Jan 2018 18.5 miles			8.32
12.01.18	P.Heeley	Meeting travel 18 miles			8.10
05.02.18	J Electrical	Annual Electrical inspection	125.00	25.00	150.00
Total:					£ 1,410.74

Councillors **RESOLVED to AGREE (297)** the financial reports as follows:

Outstanding purchase orders - £6,563.60

Outstanding sales invoices - £3,023

Reconciled Bank Balance - £79,402.49

RESOLVED to NOTE the following:

13.61 (ii) VAT -

£1,068.83 VAT rebate payment pending.

13.61 (iii)PAYE and NICs:

Not due

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

See item 7 regarding A283 Washington.

13.63. Correspondence Received- for information only

To **NOTE** the following correspondence circulated with Agenda:

- Report of overhanging branches, corner of the Pike junction with Old London Road - Clerk to report to WSCC
- Email and photo of more Rabbit skips and rubbish in London Road - Clerk has forwarded to the West Sussex Highways Authority depot, and copied in Cllr Marshall

13.64. Clerk's report

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

RESOLVED to **NOTE** the following:

The precept request 2018-19 of £40,370 (**Minute Ref: 13.50 (i)**) has been submitted to the precepting authority Horsham District Council. The Clerk has attended Data Protection training on 23rd January - report circulated to Councillors and discussed earlier in the meeting.

13.65. To receive items for the next agenda

A resident has raised environmental health concerns about a rubbish bin on unadopted land in John Ireland Way.

RESOLVED to include this for discussion on the March agenda.

13.66 To receive reports and recommendations from Committees and Working

Parties -

RESOLVED to **NOTE** the draft Minutes of the following meetings:

- Heath Common Design Statement Working Party meeting on 26th January 2018
- OSRA & Planning & Transport Committees on 20th November 2017
- Finance Committee on 8th January 2018.

There were no Open Spaces or Planning Committee meetings in January.

13.67. Date and Time of next Meetings

RESOLVED to **NOTE** the dates of the next Council Meetings will be:

Full Council - 5th March 2018

Committees - 19th February 2018 .

Due to the nature of the information concerning staff and salary this item was taken under Standing Order 24 and discussed in Closed Session. The Clerk left the meeting. There were no members of the public.

13.68. To Discuss the Clerk's annual appraisal and salary review, and consider proposed changes to hours of working.

This item was discussed.

The Meeting Closed at 21.45 hours

Signed.....

Dated.....