WASHINGTON PARISH COUNCIL

Clerk to the Council.

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# WASHINGTON PARISH COUNCIL MEETING

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 8th January, 2018.

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

**IN ATTENDANCE:** 0

**ALSO**: Clerk to the Council

**MEMBERS OF THE PUBLIC**: 0

**ABSENT**: Cllr Lockerbie

## The Chairman opened the meeting at 19:31hrs

### 13.35. Apologies for Absence and Chairman's Announcements

Apologies received and accepted from Cllr Lockerbie (holiday). Apologies were also received from Cllr Paul Marshall (Horsham District and West Sussex County Councillor)

**13.36. Declarations of Interest from members in any item to be discussed and agree Dispensations** None declared

### 13.37. To approve the Minutes of the last Parish Council meeting held on 11th December, 2017

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. It was **RESOLVED to AGREE** **(280)** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 11th December, 2017 and the minutes were **duly signed by the Chairman.**

**13.38. Public Speaking**

No members of the public were present.

### 13.39. County and District Issues

None raised. County and District Councillors were not present.

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

### 13.41. Planning applications

Email notification of the following applications were circulated to Councillors:

**DC/17/2718 - The Barn Rock Road Washington Pulborough** *Conversion and extension of barn to form a two-storey dwelling*.

Councillors discussed this application.

It was **RESOLVED** to make **NO OBJECTION** if the proposal does not breach countryside policy. This is on the basis that it is an existing and redundant building outside the Built Up Area Boundary, with existing access. The decision was carried by a vote of 6 in favour, 2 against and one abstention.

## SDNP/17/06285/6 - Lower Chancton Farm Steyning Road Wiston BN44 3DD

*Barn restoration including repairs to structural timbers, internal and external stonework,*

*alterations to roof pitch and re-roofing (Listed and Full Planning*)

Councillors discussed both applications for Listed and Full Planning consent. They NOTED comments by the South Downs National Park Authority which supports the proposals. It was **RESOLVED** to make **NO OBJECTION**.

## DC/17/2794 - Rock Road Storrington West Sussex

*Install high speed broadband cabinets at Storrington Exchange for the High Speed*

*Broadband Project on behalf of BT Openreach (opp side of Holm Cottage, Hampers Lane)*

Councillors discussed this application and it was **RESOLVED** to make **NO OBJECTION**

## DC/17/2867 - The Old Nursery Office Rock Road Washington RH20 3BH

*Installation of high speed broadband cabinet (Side of Holdworth PR and Marketing)*

Councillors considered this application and it was **RESOLVED** to make **NO OBJECTION**

Councillors **NOTED** the following:

**13.41. (I) Planning Decisions**

### Application Ref: DC/17/2347

**Site:** Longbury End Hampers Lane Storrington Rh20 3JB

**Proposal:** Single-storey rear extension and installation of new slate roof coverings, new windows, Rendering and cladding works to existing bungalow.

**WPC Response: NO OBJECTION** at Parish Council Meeting 6/11/17 **HDC Decision:** Application permitted 15/12/2017

### Application Ref: DC/17/2234

**Site:** Corris Rock Road Washington RH20 3BQ

**Description:**Demolition of existing stable block and erection of single-storey log cabin to form office For aviation medical services

**WPC Response: OBJECTION** at Planning & Transport Meeting 16/10/17 **HDC Decision:** Application Permitted 11/12/17

#### *For information*

Councillors NOTED the following information:

* The forestry works licence application FLA019/180/17-18 at Longbury Hill Wood, Rock Road,

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Washington, has been approved by the Forestry Commission.

* The sighting of a Great Crested Newt in Georges Lane in December, a protected species, had been published on the Sussex Wildlife Trust website.

**(ii)Enforcements**

No further enforcements to report at time of publication.

## (iii)Appeals -

### Application Ref: DC/16/1664

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

**Proposal:** Outline application with all matters reserved for the demolition of existing dwelling

and construction of two detached 5-bedroom dwellings and associated garaging

**WPC Response: OBJECTION** at WPC Planning & Transport Meeting on 15/8/16 **Appeal Decision**: Appeal allowed

**(iv)(Transport issues:**

No further issues to report

## (v)Road Closures

No closures to report in the parish

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

***13.42. (i) To Consider an invitation to respond to the draft West Sussex Rights of Way Management Plan*** The Chairman advised that a number of private residential roads in Washington parish are over bridleways and footpaths, and the road surfacing is maintained by residents. WSCC Highways are asked to comment on any planning applications. This is usually by way of a desktop approach considering only impact on the public highway but not on any private roads. Cumulative impacts from multiple applications are also not considered. He suggested that West Sussex Public Rights of Way (PROW) are consulted and express an opinion on any applications concerning those roads which are bridleways or footpaths, wherein any increase in traffic or changes of road access could affect pedestrians, cyclists and horses.

Councillors discussed the draft Plan and **RESOLVED** to make the following requests:

* *WSCC Public Rights of Way to be consulted on planning applications which include bridleways and footpaths used as residential roads, such as the Heath Common Lanes, as well as unadopted paths.*
* *Cycling to be discouraged on footpaths, and for the Parish Council to be consulted on any proposed designation changes.*
* *Improved maintenance of those bridleways and footpaths in the parish which have often been impassable, namely pathway from Millford Grange along the A283 towards Washington village: Past issues with overgrown vegetation in the summer months, making it difficult for pedestrians, particularly children who walk to school; bridleway path number 2665 Home Farm: longstanding problem owing to the muddy conditions and poor surface.*

Clerk to draft a response.

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

The Chairman advised that final amendments were being made to resolve matters raised by the South Downs National Parks Authority, so that the draft NP documents can be submitted to HDC for Regulation 16 Consultation.

It was **RESOLVED** to **NOTE** the information.

### *13.42 (iii) To Receive notification of feasibility study for proposed segregated A24 cycle route from Findon to Washington*

It was **RESOLVED** to defer this item to the next meeting, pending requested details of the proposed route and map.

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### *13.42 (iv) To Receive and Discuss notification of a Mountain Biking event on Sunday 11th February* Councillors discussed the use of The Street in Washington village, as part of the

planned route. They were concerned for the safety of its regular users eg pedestrians, especially the elderly, children, dog walkers and Sunday churchgoers.

It was **RESOLVED** to notify the organisers that without a formal road closure, the Parish Council believes that the use of The Street for a cycling event is totally unsafe.

***13.42 (v) To Agree date for the Annual Parish Meeting, guest speakers, and catering****.*

The Chairman advised on a number of available dates for the APM. There was a discussion on ideas for speakers and catering arrangements.

It was **RESOLVED** to agree the Annual Parish Meeting is held at the large hall in Washington on Wednesday 2nd May. Cllr Milner-Gulland agreed to ask two local historians if they would be interested in making a presentation at the APM. To be further discussed at the February meeting. Cllr Beglan agreed to organise the catering with the help of those Councillors and their partners as before.

### *13.46 (vi) To Receive reports of graffiti and fly-tipping*

Cllr Henderson reported that more fly tipping and another skip has been removed along a section of the Old London Road, and that HDC may consider installing concrete bollards as a deterrent. Cllr Britt agreed to notify HDC about the graffiti on the A24 underpass. It was **RESOLVED** to **NOTE** the information.

### *13.44 (vii) To Consider quotation for works to a Lime tree in the First Extension Graveyard*

Councillors considered a decay evaluation of the small-leafed lime tree by Andrew Gale and his quotation for remedial works. It was NOTED that there is decay at the base of the tree which will worsen over time. The tree is close to a boundary wall by the highway in a conservation area of Washington village, but is not considered dangerous.

It was **RESOLVED** to instruct Mr Gale and **NOTED** that he will make an application for HDC’s approval to carry out tree works in a conservation area.

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

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

The reconciled bank statement showing transactions between 30.10.17 and 30.11.17 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to AGREE (281)** the following payments totalling £4,133.95 be **APPROVED:**

### Date Payee Details Net VAT Amount

31.12.17 Z.Savill Electricity 10.00

31.12.17 Z.Savill Phone 11.62

31.12.17 Z.Savill Net salary Dec 2017 1017.57 1017.57

31.12.17 Z.Savill Postage 1.86

31.12.17 Hanwells (Z.Savill) Stationery 2.91 2.91

31.12.17 Z.Savill Mileage Expenses Dec 2017 8.32

Jan 2018 HMRC Q3 PAYE & NI 443.75

31.12.17 G.Condie Budget preparation Dec 2017 42.00

11.12.17 ADC Newsletter design printing 338.77 338.77

27.12.17 C.Geal 2017 grass cutting in graveyard/additional works 1510.00

22.12.17 A.Gale Further Tree Decay Evaluation 550.00 110.00 660.00

28.12.17 ICO Registration Data Protection Annual Sub 35.00 35.00

31.01.18 G.Condie Budget preparation Jan 2018 42.00

14.12.17 A.Lisher Travel & parking expenses 10.15

## Total: £ 4,133.95

Councillors **RESOLVED** to **AGREE (282)** the financial reports as follows:

### Outstanding purchase orders £8,200.60 Outstanding sales invoices - £3,093 Reconciled Bank Balance - £83,105.77

#### 13.45 (ii) VAT -

£1,068.83 VAT reclaimed

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

Q3 payment £443.75 approved.

**13.46. To receive reports on meetings attended, and notice of any forthcoming meetings.** It was **RESOLVED** to **NOTE** the following:

* Chanctonbury County Local Committee on 7th March 2018, 7pm at the Steyning Centre.
* HDC Planning workshop for parish and town councils in the district on 19th December 2017 - Cllr Lisher and Cllr Glithero reported on the session. Clerk to report their feedback to the organisers.
* Thakeham Tiles site meeting 18th December to put forward development proposals to the Parish Council has been postponed. Company to advise a further meeting date.

#### *Information only*

Mulberry & Co have been appointed as the internal auditors for 2018-19

##### 13.47. Correspondence Received-

Councillors NOTED the following correspondence:

* Appointment of Glen Chipp as HDC’s new Chief Executive
* Email regarding power failure of street light by the London Road bus stop, next to the Recreation Ground. Clerk to report to WSCC
* Emails from Cllr Henderson regarding fly-tipping - since removed by HDC.
* Email from Cllr Paul Marshall with reference to requested reduction in speed limit along Storrington Road at Washington - to be considered at the next Planning Committee meeting.  Email from Chris Stark as above.

##### 13.48. Clerk’s report

*This is a report covering matters that may not arise elsewhere on the Agenda:* Councillors NOTED there were no matters to raise.

##### 13.49 To receive items for the next agenda

No items received. The Chairman requested that Councillors contact the Clerk if they have any matters to add to the next Agenda.

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

## Parties -

### 13.50 (i) Finance Committee 8th January 2018

***To Review and Agree recommendation of the 2018-19 budget and precept for Washington.***

Councillors considered the draft budget requirements prepared by the Clerk, adjusted in line with the recommendation by the Finance Committee, together with a summary of the current and Year End budget position.

Chairman of the Finance Committee Cllr Britt gave a full report of its discussion. She advised that there will not be a council tax grant this year but an improved tax base figure of 1082 (number of householders) will result in a 2% increase in precept income, rising to £40,370 compared to £39,528 last year. Cleansing grant had also been increased slightly, and all together the council’s predicted income totalled £42,699. Budgetted operating expenses were reduced after review, to £40,208, leaving a surplus of £2491. The council retained healthy reserves of £57,529 and increased its General Fund balance to £10,000 (prev £5000)

It was **RESOLVED** that the 2018-19 Precept is set at £40,370 and to approve the amended draft budget

It was **RESOLVED** not to increase the Band D council tax for Washington householders of £37.30 from last year.

### *Information only*

It was NOTED that Mulberry & Co have been appointed as the internal auditors for 2018-19

#### 13.50 (ii) Heath Common Village Design Statement Working Party meeting

November minutes circulated. The Chairman advised that the next meeting will be Friday 26th January 2018.

There were no Planning or Open Spaces Committee Meetings in December.

It was RESOLVED to NOTE the information.

#### 13.51 Date and Time of next Meetings

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

Personnel meeting and Clerk’s annual appraisal - 19th January 2018 - to be confirmed Full Council - 5th February 2018

Committees - 19th February 2018.

### The Meeting Closed at 21:15hours

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