** WASHINGTON PARISH COUNCIL MEETING**

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 5th March, 2018.

**PRESENT:** Cllrs C Beglan, L Britt, T Cook, P Heeley (Chairman), J Henderson, G Lockerbie and R Milner-Gulland,

**IN ATTENDANCE:** Cllr Paul Marshall gave his apologies (meeting)

**ALSO**: Clerk to the Council

**MEMBERS OF THE PUBLIC**: 0

**ABSENT**: Cllrs D Glithero, A Lisher, R Thomas and D Whyberd (Vice-Chairman)

The Chairman opened the meeting at 19:35hrs

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

Apologies received and accepted from Cllrs D Glithero (unwell), A Lisher (holiday), R Thomas (work) and D Whyberd (unwell). Councillors agreed to accept the apologies.

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

None raised.

**13.71. To approve the Minutes of the last Parish Council meeting held on 5th February, 2018**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to AGREE (298)** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 5th February, 2018 and the minutes were **duly signed by the Chairman.**

**13.72. Public Speaking**

None present

**13.73. County and District Issues**

Due to another meeting, Cllr Marshall was unable to attend and sent his apologies.

**13.74. To Consider Planning Applications and discuss Transport issues**

**13.74.1 Planning applications**

Notification of the following applications circulated to Councillors prior to the meeting:

*WSCC/009/18/SR - Washington Sand Pit, Hampers Lane, Sullington, West Sussex, RH20 4AF*

Proposedvariation of Conditions 2 (cessation) and 3 (approved plans) of and removal of

Condition 27 (b) (HGV numbers) from Planning Permission WSCC/104/13/SR

See also email from the Clerk on 27.2.18 which clarifies proposed changes to the conditions regarding HGV lorries.

Councillors discussed the proposals. It was the general consensus that the wheel-washing condition imposed on the original application is proving ineffective with the current numbers of HGV movements, and there is concern this will worsen under the new proposals.

**RESOLVED** to make **NO OBJECTION** in principle to the proposals. However, Councillors expressed great concern about the operational arrangements for lorries leaving the site, in particular the mud generated on the exit road and along the A283 towards Washington Roundabout, and that wheel-washing is proving to be ineffective. Therefore they request that West Sussex Highways Authority reviews the whole process and robustly enforces the wheel-washing condition. Clerk to make the response.

*DC/18/0356 - 7 Gorse Bank Close Storrington RH20 3AQ*

Proposed detached double garage

Councillors discussed this application and **RESOLVED** to make **NO OBJECTION.**

# DC/18/0371 - Longbury Hill House Vera’s Walk Storrington RH20 3JF

Proposed two storey dwelling and associated landscaping on residential land

Councillors discussed this application. It was NOTED that the Council strongly objected to the original application that was dismissed at appeal. The Chairman reported that with the exception that the proposed dwelling has moved 1.5metres to a larger plot, it is exactly the same as the original application, and therefore the same objections should apply. It was further NOTED that a local resident had reported that the ‘green’ screening has since been largely removed.

**RESOLVED** to make a **STRONG OBJECTION** to the current application and to make the following comments:

* The proposed dwelling appears to be exactly the same as previously proposed. Although the sub-division of the land has changed, it would still be in conflict with the Countryside policies as the entire site is outside the Built-Up Area. This is clearly defined on the Horsham District Council’s map and the South Horsham District Local Plan and would be detrimental to the preservation of the countryside. Councillors expressed concern that there should be no breaches of this important designation which clearly protects the ‘Green Space’ of Longbury Hill and Heath Common
* A Councillor has witnessed the removal of ‘green’ screening, rendering the proposed development as visually intrusive in the countryside and would be contrary to the inspectors report under point 6.
* The access to Longbury Hill House is a narrow track already serving four homes. This is in turn served by a very narrow cul-de-sac to Vera’s Walk, a designated public footpath which is further served by other narrow lanes of Heath Common
* The continued trend of applications to develop gardens into separate dwellings in this quiet location would further impact on the already increasing problems of traffic navigating these small roads.
* The land at Longbury Hill Wood is also defined as a protected ‘Green Space’ in the emerging Storrington, Sullington and Washington Neighbourhood Plan.
* The application also undermines the principles contained within the Heath Common Village Design Statement which is currently being updated, and is a recognised supplementary planning document.
* The Council strongly supports the inspectors following statement in dismissing the

previous appeal, that provision of the house ‘*would be harmful to the spacious character and appearance of the area. The harm that I have identified gives rise to conflict with the HDPF and because of that conflict this would be an unsuitable form of development…’*

**13.71.2. Planning Decisions**

The Chairman reported the following decisions circulated to Councillors before the meeting:

Application DC/17/2843 - Little Thatch Vera’s Walk Storrington RH20 3JF for a single-storey front/side extension has been approved by HDC on 22.02.18

Application DC/17/2523 - Mulberry House 3 & 4 Chancton Copse, Rock Road Storrington RH20 3BF to fell 4 x Oak, 1 x Sweet Chestnut, 2 x Birch trees - amendment of previous application. HDC made a split decision on 13.02.2018

**13.71.3. Enforcements**

No further enforcements to report.

**13.71.4. Appeals -**

No appeals to report.

**13.71.5. Transport issues:**

No transport issues to report.

**13.71.6. Road Closures**

No further road closures to report. Any notification of road closures and roadworks are published on the Council’s website.

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

**13.72.1. *To Consider a response to proposed modifications to the West Sussex Joint Minerals Local***

***Plan****.*

Councillors were invited to comment on the proposed modifications of the Joint Minerals Local Plan circulated before the meeting. The Chairman reminded Councillors that the Council had made comments to the previous draft proposals.

**RESOLVED** to support the revisions and make no further comment. Clerk to make the response.

**13.72.2. *To Report notice of Regulation 16 public consultation of the Neighbourhood Plan***

The Chairman reported that the approved draft documents have been submitted to HDC for Regulation 16 consultation which runs from Friday 23rd February 2018 and closes at 5pm on Friday 13th April 2018. Public notices have been displayed on the parish noticeboards and on the PC’s website, together with a response form.

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

**13.72.3. *General waste bin on unadopted land at John Ireland Way - to consider request for it to be emptied by HDC, or removed in the interests of public health and safety.***

The Chairman reported that a bin on the play area at Millford Grange is being used quite legally to dispose of dog mess, nappies and general waste. It is posing a health hazard for children playing nearby and is only 20ft from a lounge window of one of the residents. He said Cllr Lockerbie has been emptying the bin on a weekly basis voluntarily as neither HDC or the management company have taken responsibility.

Councillors discussed the matter. It was **RESOLVED** to request that the Millford Grange Residents Association makes enquiries with HDC and report back to the Parish Council. Cllr Lockerbie agreed to action.

**13.73.4. *To Discuss reports to remove dog waste bins on National Trust land at Warren Hill, Georges Lane***

Councillors discussed reports from a resident that the National Trust will be removing the dog waste bins at Warren Hill. Clerk is awaiting confirmation from the NT and for details of their discussions with HDC to take over the service.

**RESOLVED** to defer the item until further information from the NT.

**13.73.5. T*o Consider a response to a report of flooding in Washington village***

The Clerk circulated an email from a resident about flooding outside Brook house by the Triangle on 15th February. The resident reported it to WSCC and has requested action from the Parish Council because it is an ongoing problem. Cllr Milner-Gulland commented that it rained very hard that day but the water had dispersed the following day. Cllr Britt commented that the drain at the bottom of The Street was blocked with silt, and the helpful painted markings on the wall by the two drains in the Triangle and disappeared. This made them difficult to locate so that the leaves could be cleared. The Chairman proposed to write to WSCC informing them that the PC had received representation from a resident, and to request a copy of their response; to request that the drain in The Street is cleared and for the white markers to be repainted.

**RESOLVED** to agree the proposal and the Clerk to action.

**13.73.6. *To Request editorial for the Spring/Summer Parish Newsletter and agree delivery quotation.***

The Chairman requested editorial for the Spring/Summer Parish Newsletter before 22nd March for publication in April. Cllr Britt reported that there were only 4 and not 12 houses at the top of the Bostal as stated on the delivery list. Clerk agreed to check the information and make the amendment.

**RESOLVED** to **NOTE** the information and to defer the decision on delivery until the next meeting when quotations have been sought.

**13.73.7. *To Consider a response to any further maintenance issues arising***

Cllr Henderson requested feedback on earlier reports of a van and Peugeot car which had been abandoned outside the allotments parking area.

**RESOLVED** to report to the police and follow up their response. Clerk to action.

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

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

The reconciled bank statement showing transactions between 29.12.17 and 30.01.18 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to AGREE (299)** the following payments totalling £1,289.49 be **APPROVED:**

**Date Payee Details Net VAT Amount**

05.03.18 Z.Savill Electricity 10.00

05.03.18 Z.Savill Phone 10.52

05.03.18 Z.Savill Net salary &overtime Feb 2018 1038.55

05.03.18 Z Savill Overtime 22.2.18\* 18.69

05.03.18 Office Outlet (Z.Savill) Printer ink 24.99 5.00 29.99

05.03.18 Office Outlet (Z.Savill) Stationery 15.39 3.08 18.47

31.01.18 Mileage Expenses Feb 2018 29.5 miles 13.27

12.01.18 J.Electrical Annual Inspection\* 125.00 25.00 150.00

**Total: 1,289.49**

\*J Electrical: replacement of cheque no.2445 - damaged by payee in error

Councillors **RESOLVED** to **AGREE (300)** the financial reports as follows:

**Outstanding purchase orders £6,145.60**

**Outstanding sales invoices - £3,023.00**

**Reconciled Bank Balance - £78,279.54**

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

**13.74.2 VAT -**

£1,068.83 VAT has been paid into the Council’s bank account on 6.2.18

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

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

* Chanctonbury County Local Committee on 7th March 2018, 7pm at the Steyning Centre.

**13.76. Correspondence Received -**

Councillors discussed the following correspondence circulated before the meeting:

* Invitation from WSCC to the Parish Council to join in the Sussex Day celebrations on 16th June. **RESOLVED** to **NOTE** the information.
* Book of condolences -HDC enquired if the Parish Council is considering opening a book of condolences in the event of the death of HM the Queen or other senior royals. **RESOLVED** that that the Council does not have a suitable venue for the purpose, and to **NOTE** the information.
* Update from West Sussex Motors on relocation plans for Destination Triumph motorcycles; response to HDC enforcement investigation. **RESOLVED** to **NOTE** the update from the garage and to discuss the matter at the next Planning & Transport Meeting.
* Request from a member of the public for clarification of Forestry Licence conditions for Longbury Hill Wood. Clerk advised that the Commission does not publish the information and that the resident has since made direct enquiries. **RESOLVED** to **NOTE** the information.
* Invitation to respond to HAMSVA survey - **RESOLVED** to publish on the Council’s website.
* Consultation on Southern Water’s business plan - **RESOLVED** to **NOTE** the information.

**13.77. Clerk’s report**

The Clerk reported on the following:

*Governance and Accountability*

* An information audit of the Parish Council’s readiness for GDPR compliance was conducted by Maureen Chaffe of ProcessMatter2, on 22nd February. To be reported at the next meeting.
* Due to illness, organisers cancelled GDPR training on 8th March. To be re-scheduled. Clerk to advise and Cllr Henderson to check his availability to attend.
* The PC’s website service provider has quoted £18/year/mailbox (+VAT) for a dedicated email address for each Councillor. To be discussed at the next meeting.
* Completion of Council’s internal audit will be on 22nd May.
* *Washington Recreation Ground Charity -* Clerk to chase response to legal queries on the Management Agreement

*Training*

Clerk has registered for ILCA training.

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

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

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

**Parties -**

No meetings attended.

**13.79.1. Open Spaces, Recreation and Allotments & Footpaths Committee Meeting 19th February 2018**

*To Consider Recommendation of Contractor B to carry out 2018 Ground Maintenance works.*

Councillors discussed the recommendation and three quotations circulated before the meeting.

**RESOLVED** to instruct Sussex Land Services Ltd to carry out the works at the quoted £3,185 net, on production of insurance policy documents.

# To Consider Recommendation for interim tree inspections on Parish Council land

Councillors discussed the Open Spaces Committee recommendation. It was NOTED that the Council meets its legal requirement for 3-year tree inspections. The Parish Tree Warden David Hill has agreed to undertaking interim on-the ground tree inspections on a voluntary basis.

**RESOLVED** to welcome the idea of an early warning system which alerts the Council of any problems with trees on Parish Council land. Clerk to inform Mr Hill and thank him for volunteering the role.

There was no requirement for an agreed schedule of inspections and the Clerk will notify the Council’s insurers and carry out a risk assessment.

**13.79.2. *Planning and Transport Committee Meeting 19th February 2018***

**RESOLVED** to **NOTE** there were no recommendations.

***Heath Common Village Design Statement Working Party meeting***

Draft minutes for the last meeting in January were circulated before the meeting. The Chairman reported that HDC has agreed to a public consultation of the final draft VDS this month, pending confirmation of amendments by the Working Party. Date of consultation to be published on the Parish Councils website and noticeboards.

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

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

Dates of the next Council Meetings will be:

Committees - 19th March 2018

Full Council - 9th April 2018.

**The Meeting Closed at 21:04 hours**

**Signed………………………………………………….**

**Date…………………………………………………….**