WASHINGTON PARISH COUNCIL MEETING

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 1st October, 2018

**PRESENT:** Cllr C Beglan, Cllr D Glithero, Cllr P Heeley, Cllr J Henderson, Cllr A Lisher, Cllr G Lockerbie, Cllr R Milner-Gulland, Cllr J.Ross, Cllr R Thomas and Cllr D Whyberd

**Also in attendance:** West Sussex Country Councillors and Horsham District CouncillorPaul Marshall, Parish Clerk Zoe Savill and 4 members of the public.

**The Chairman opened the meeting at 19:30hrs.**

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

Apologies received and accepted from Cllr Lisher (holiday) and Cllr Whyberd (unwell)

14.76. Declarations of Interest

Cllr Ross declared an interest in Agenda Item 8 as finance director of the Mary How Trust.

**14.77. To approve the Minutes of the last Parish Council meeting held on 3rd September, 2018**

**RESOLVED (320)** that the minutes of the Council Meeting held on 3rd September 2018 be correct and signed by the Chairman.

**14.78. Public Speaking**

Jackie Ford, director of JMS Planning & Development spoke briefly about proposals by the Lorica Trust’s for a New Volunteer and Learning Hub at Little George’s Barn, East Clayton Farm, Georges Lane, Washington. A formal application is anticipated later this month, to be considered by the Parish Council as consultees at a subsequent meeting. Lorica Trust representatives, joined by the Architect, addressed queries by councillors. They were as follows:

* The existing derelict barn will not be incorporated because of difficulties with disabled access. It will be re-built in the future.
* Proposed development approximately 2,000 sq metres and to be aesthetically pleasing in keeping with surrounding countryside.
* Car parking - to use existing and adjacent field which is well drained. Wheelchair access enabled with grass-through matting.
* Use existing access - no separate access onto Georges Lane.
* The National Trust landowners do not propose to upgrade lower end of Georges Lane. PC advised to take this up with them as a separate issue.

# The Chairman thanked the representatives for providing useful information and that the Council await the formal proposals in due course.

**RESOLVED** to NOTE the information.

**14.79. County and District Issues**

Cllr Marshall reported the following:

Speed data likely to support the Parish Council’s Traffic Regulation Order for 40mph speed limit along A283 from Washington to Sullington. Cllr Marshall agreed to check that the issue of the right hand turning at the junctions of Millford Grange and Hampers Lane is being considered with the TRO for the 40mph speed reduction.

* WSCC proposal to widen the pathway on the south side of Storrington Road/A283 from the Washington roundabout, and install a crossing point near East Clayton Farm. Cllr Marshall was invited to make an initial response to the proposals by WSCC. He has given his enthusiastic support because it will address pedestrian issues raised in the TRO. If successful, the scheme could be in next year’s capital works programme,

The Clerk reported that WSCC has sought an initial response from the Parish Council before the deadline of 5th October but it was received too late for this meeting’s Agenda. The PC have been informed that it will be consulted at a later stage as a stake holder on a feasibility study.

*The Chairman agreed the PC would feedback its initial response to WSCC once it had been discussed at the next Planning & Transport Committee meeting on 15th October*.

* Individual residences across the district have been informed that due to access difficulties, the new bin lorries can only collect from the end of driveways. He urged residents with hardship problems brought about by the changes, to contact him directly or through the clerk.

*The Chairman thanked Cllr Marshall for his**reports. Cllr Marshall left the meeting.*

**14.80. To Receive, Review, Report on and progress matters arising from the previous**

**minutes**

* Tulip planting on the Washington Recreation Ground - date on 19th October

OSRA agreed at the September meeting to Squires donation of miniature white and yellow tulip bulbs instead of daffodils due to stock shortage. Planting date to be confirmed by the organisers. St Mary’s School agreed that children will be able to help that day. Squires and the School are liaising directly and will notify the clerk. Cllr Glithero and Cllr Henderson to help if available

* HDC has provided 2 lockable bins at the end of a long drive serving 3 elderly Rock Road residents.

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

 **14.81.2. Planning applications**

**DC/18/1954- Vodafone Aerial Mast Rock Common Quarry The Hollow Washington**

**West Sussex**

*Proposed to install electronic communications apparatus/development ancillary to*

*radio equipment housing on behalf of CTIL and Telefonica UK Ltd*

Councillors discussed the application and welcomed the opportunity to improve network coverage in this area and **AGREED** unanimously to **NO OBJECTION** to the proposal or the siting of the mast.

**DC/18/1939 - Menengai Bracken Lane Storrington Pulborough**

*Detached garden room. Notification circulated to Councillors before the meeting.*

Councillors discussed the application. They **NOTED** the following: the proposed development would not be visible from the road if hedges are maintained; there was no indication of the height of the proposed gate.

Councillors **AGREED** unanimously to **NO OBJECTION** with a request for screening in front of the building from the road and that the gates and hedging remain in proportion to the size of the plot.

**DC/18/1970 The Chardonnay Restaurant Old London Road Washington**

**Pulborough West Sussex RH20 3BN**

*Non material amendment to previously approved DC/17/2498 (Proposed 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 binstore, enclosure and erection of new*

*bin/cycle store) Amendment to Unit 3 master bedroom windows, side window to*

*new master bedroom to be removed.*

Councillors discussed this amendment and **AGREED** unanimously to **NO OBJECTION**.

**14.81.2. Planning Decisions**

Councillors **NOTED** the following which are published on the HDC planning portal:

**Application Number:** DC/18/0896

**Site:** Green Farm Barn The Pike Washington Pulborough West Sussex RH20 4AA

**Description:** Change of Use of two domestic outbuildings into meat butchery and processing buildings (retrospective).

**Decision:** Permitted 20th Sept 2018

**Application Number:** DC/18/1205

**Site**: Silver burn Melrose Place Storrington Pulborough West Sussex RH20 3HH

**Description**: Surgery to 1 x Pine permitted 12th Sept 2018

**Decision:** Permitted 12th Sept 2018

**Application Number:** DC/18/1577

**Site:** Silver Glen Georges Lane Storrington Pulborough RH20 3JH

**Description:** [Remodelling and extensions to existing dwelling including demolition of two single storey elements, the replacement of existing outbuildings with a single storey side extension and provision of a revised roof form accommodating new floor space at first floor level.](https://public-access.horsham.gov.uk/public-access/applicationDetails.do?keyVal=PCO68CIJFK100&activeTab=summary)

**Decision:** Permitted 21st Sept 2018

**14.81.3. Enforcements**

EN/18/0043 - Alleged breach of outstanding conditions on John Ireland Way development, Washington West Sussex

Received: 26th January 2018. Status:

Status: Pending Consideration

EN/16/0194 - [Alleged breach of approved landscape management plan (DC/10/1457)](https://public-access.horsham.gov.uk/public-access/enforcementDetails.do?keyVal=O8GJH4IJ02S00&activeTab=summary)

Millford Grange John Ireland Way Washington Pulborough West Sussex RH20 4EP

Received 8th June 2016

Status: Pending Consideration

**14.81.4.Appeals** -

None to report

**14.81.5. Transport issues:**

Velo South cycling event scheduled 23rd September cancelled due to unsafe weather conditions.

**14.81.6. Road Closures**

**RESOLVED** to **NOTE** there were none to report at the time of publication of the agenda. .

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

***14.82.1. To Receive a Neighbourhood Plan update***

The Chairman reported on the public Examination Hearing on 20th September. Representatives of Horsham District Council, South Downs National Park Authority, the Steering Group and landowners, addressed queries on the reasoning behind some of the land and green space allocations in the Plan which had been raised by the Examiner. The Chairman attended with the Clerk to address questions on the two Washington sites: Vineyards in London Road, designated as a development site, and Longbury Hill Wood, Rock Road, designated as a Local Green Space. The SG had defended the retention of Vineyards as a sustainable development because it would be close to local facilities, and argued that LHW was not an extensive tract of land. Pending approval from the Steering Group, the Clerk has re-defined the designated area of LHW to exclude private gardens, as advised by the Examiner, and this will effectively reduce its size further. The Chairman reported that it had been made known to the Hearing that the landowner had been in discussions with a developer to build houses on the site and to retain its woodland setting with public access, although no figures had been put forward.

It had been reported earlier in the Hearing that the almost 50% reduction in new homes put forward in the Plan could be a potential issue. The 98 homes now being built at Water Lane were originally part of the plan, but events had overtaken it. The Examiner had raised the possibility of re-considering the old Luckings Yard in London Road, Washington for housing.

The Clerk accompanied the Examiner on a site visit to LHW the following day.

The Chairman reported that the Examiner’s decision would be in the next 6 weeks and that there were three possible outcomes: the Plan would meet the basic conditions and proceed to public referendum; the Plan would proceed to Referendum with proposed amendments to meet the basic conditions; the Plan would not meet the basic conditions.

***14.82.2. To Receive Quarterly Budget Report***

Councillors **NOTED** the Clerk’s mid-year finance report with accounts actual vs budget figures circulated before the meeting. The Clerk reported that the Council was operating generally within budget with healthy reserves.

***14.82.3. To Receive and Approve the Washington Recreation Ground Annual Charity Return***

This item was deferred to another meeting. Councillors **NOTED** the Annual Return is due January 31st 2019.

***14.82.4. To Consider grant request from the Mary How Trust***

Councillors considered the grant application from the Mary How Trust towards a clothing steamer for their charity shop. The annual charity accounts were circulated before the meeting.

**RESOLVED** unanimously to **APPROVE** S137 funding of £250 to the Trust, to be deducted from the Council’s £500 unspent reserves. Chairman and Vice-Chairman to sign cheque payment at the end of the meeting.

***14.82.5. To Consider quotation for copies of Heath Common Design Statement and agree***

***distribution****.*

Councillors considered quotations to produce a limited number of hard copies of the Statement,and a proposal to email a letter to local estate agents about the newly adopted DS. The letter was drafted by the Chairman of the DS Working Party, Cllr Lisher, to include a link to the document for distribution to new and prospective home buyers in the area.

**RESOLVED** to **AGREE** both proposals and to instruct the Scribbling Shop to make 50 colour copies of the adopted DS for the sum of £136.25. Cllr Ross offered to deliver these locally if individual requests were made by any local residents. Clerk agreed to store the copies. Clerk to action.

***14.82.6. To Discuss the Autumn newsletter and consider quotation and distribution arrangements***

Councillors considered the estimated £456.58 costs of the Council’s newsletter. Cost break-down: production estimate of £75.80 for anticipated overtime by the clerk, quotation of £340.78 for design and printing by PrintPlus, estimated £40 delivery to Washington village area by local distributor to be confirmed. Remaining copies to be delivered by volunteers. Clerk would advise the Chairman beforehand if additional hours are required.

Clerk reported that she has offered editorial space to the School, Church, Village Hall, Tree Warden and WI and is awaiting their response. Further copy to be provided by councillors and delivery deadline to be ideally in early November and preferable after the announcement of the Neighbourhood Plan decision.

**RESOLVED** to **AGREE** costs and for Clerk to advise copy deadline. Delivery to remaining areas shared between Cllrs Beglan, Henderson, Lisher, Ross and Milner-Gulland and for Clerk to appeal for more volunteers in the community via the noticeboards. Clerk to action.

***14.82.7. To Consider Council representation at the Remembrance Day Service in Washington***

The Vice-Chairman reported on the 100th anniversary of World War One. He invited councillors to consider Council official representation at the St Mary’s Service on 11th November, as it was a significant anniversary event. He agreed to make enquiries at the local church office and to attend the service on the Council’s behalf.

**RESOLVED** unanimously to **AGREE** the proposal and for the Clerk to liaise with the Vice-Chairman on the purchase of a wreath if required.

***14.82.8. To Discuss recruitment for a Washington Ward Councillor****.*

The Vice-Chairman reported on the Government-led initiative to encourage more women representation in locally elected government. He commented that the Council now had only one woman remaining on the Council and that it should be more proactive in encouraging local women to stand for election. Councillors NOTED that there were two applications for co-option to fill a vacancy on the Washington Ward.

**RESOLVED** unanimously to write to local organisations, including the WI, to advertise the vacancy and encourage women to make an application. Clerk to action.

***14.82.9. To Consider a volunteer to review the Council’s website***

The Chairman proposed that the Council considers a project to improve the Council’s website, making it more user-friendly and to monitor its content. The design had become out-dated since it was first launched in a project undertaken by the current Chairman. The Vice-Chairman agreed to take on the project.

**RESOLVED** unanimously to **AGREE** the proposal and to thank the Vice-Chairman. Vice-Chairman to action.

## 14.82.10. To Consider a response to any further maintenance issues arising

## RESOLVED to NOTE the following:

* The Clerk is awaiting a response to HAGS on repair to the gates of the children’s play area under warranty, moving the junior swings forward to meet the 0.5m required gap between the fence, and quotation for replacing guards on the toddler swing. To be reported to the next OSRA meeting.
* Andrew Gale is due to complete tree surgery to the sycamore in the closed churchyard.

No invoice received to date.

There was no urgent maintenance for consideration.

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

***14.83.1. To Note approval of 2 new signatories***

**RESOLVED** to **NOTE** bank’s approval of the Vice Chairman Cllr Henderson and Cllr Lockerbie as Full Power signatories for the Council.

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

The reconciled bank statement showing transactions between 30.07.18 and 30.08.18 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors considered the Clerk’s request for overtime for her work in preparation for the Neighbourhood Plan Examination Hearing above her contracted duties. A day was also lost because of the intervening bank holiday. The Chairman reported that it was an exceptional overspend but necessary, and congratulated the Clerk for her hard work.

Councillors **RESOLVED to AGREE (321)** the following payments totalling £3, 371.34 be **APPROVED** This includes£250 S137 grant to the Mary How Trust (see minute ref: )

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Details** | **Amount net** | **VAT** | **Total** |
| 30.09.18 | S. Russell | Litter collection August 2018 |  115.20 |  0.00 | £115.20 |
| 01.09.18 | HDC | Dog bins |  33.67 |  0.00 |  £33.67 |
| 06.09.18 | Vision ICT Ltd | Webhosting | 200.00 |  40.00 | £240.00 |
| 14.09.18 | Wellers Hedley | Management Agreement | 300.00 |  60.00 | £360.00 |
| October2018 | HMRC | Q2 Tax & NICs | 726.64 |  0.00 | £726.64 |
| 31.08.18 | Z.Savill | September 2018 net salary & expenses | £1623.97 |  21.86 | £1,645.83 |
| 01.10.18 | Mary How Trust | S137 payment | £250 | 0.00 | £250.00 |
| **Total** |  |  | *£3,249.48* | *£121.86* | **£3,371.34** |

Councillors **RESOLVED** to **AGREE (322)** the financial reports as follows:

**Outstanding purchase orders: £480.00**

**Outstanding sales invoices - £20.00**

**Reconciled Bank Balance - £77,560.58**

**14.83.3. Q2 budget Report**

See item 8

**14.83.4. VAT -**

VAT reclaim for period June-Sept 2018: **£558.82.** Schedule 26 Claim Form circulated before the meeting.

**14.83.5. PAYE and NICs:**

Q2 payment due £726.64 (see table above)

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

**RESOLVED** to hold a Finance meeting in November on the same evenings as the other Committee

meetings.

**14.85. Correspondence Received -**

**RESOLVED** to **NOTE** the following correspondence circulated with Agenda and consider responses or any further action:

* New permit scheme at Household Waste Recycling Sites from 1 Oct. Details: visit [www.westsussex.gov.uk/permitscheme](http://track.vuelio.uk.com/z.z?l=aHR0cDovL3d3dy53ZXN0c3Vzc2V4Lmdvdi51ay9wZXJtaXRzY2hlbWU%3d&r=11654203004&d=7116210&p=1&t=h&h=989876f7e8c49c1307922509a7eff5c1) .

**RESOLVED** to make no further response.

* Rewind Stop And Search Campaign - to help make understanding police stop and search laws more simple.

**RESOLVED** to make no further response.

* Rural Events Calender - request from PCSO Erica Baxter of the Adur, Worthing & Horsham Prevention Team - do we have any events to include which may require an extra patrol if available.

**RESOLVED** to **NOTE** there were no events to report at this time.

**14.86. Clerk’s report**

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

*Freedom of Information/Data Protection Requests Received*

**RESOLVED** to **RECEIVE** and **NOTE** that none received.

*Compliments and Complaints*

**RESOLVED** to **NOTE** that none received

*Governance and Accountability*

**RESOLVED** to **RECEIVE** and **NOTE** theExternal Auditor report that Washington Parish Council’s Annual Return 2018 was in their opinion in accordance with proper practices and no matters have come to the auditor’s attention. To be published with Notice of Conclusion of Audit on the Council’s website.

#### Training

**RESOLVED** to **NOTE** no training to report.

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

Cllr Milner-Gulland requested to know of any local expressions of interest in HDC’s Year of Culture 2019. The Clerk reported that she had made previous enquiries and that HDC had reported no interest from Washington organisations.

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

**Parties -**

**RESOLVED** to **NOTE** there were no recommendations by the OSRA Committee at their meeting in September. Draft Minutes to be circulated. The Planning Committee Meeting was cancelled because of inquoracy.

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

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

Committees: 15th October at 7pm

Washington Parish Council Meeting5th November at 7.30pm

**14.90. Chairman’s additional comments**

### The Chairman reported that Cllr David Whyberd was bravely battling secondary cancer in hospital and this was the reason for his prolonged absence over the last 5 months. Washington Parish Council sent their best wishes to David.

**The Meeting Closed at 21:25hours**

**Signed………………………………………….**

**Dated…………………………………………..**