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### WASHINGTON PARISH COUNCIL MEETING

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 4th September, 2017

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

**IN ATTENDANCE:** Cllr Paul Marshall (WSCC and HDC)

**ALSO**: Zoe Savill Clerk to the Council

**MEMBERS OF THE PUBLIC**: 3

**ABSENT**: Cllr J Henderson and Cllr R Thomas

The Chairman opened the meeting **at 19:35 hours**

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

Apologies were accepted from Cllr Henderson (holiday) and Cllr Thomas (holiday)

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

No declarations made

**12.87. To approve the Minutes of the last Parish Council meeting held on 7th August, 2017**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to AGREE** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 7th August, 2017 and the minutes were **duly signed** by the Chairman.

**12.88. Public Speaking**

Planning agent for the Chardonnay, Mr John Longhorn outlined proposals to convert the Old London Road restaurant into three two-bedroom apartments with two parking spaces for each. The site is outside the parish’s Built Up Area Boundary but Mr Longhorn reported that early HDC planning advice indicated the proposal would not automatically fall foul of the policy because it was a conversion of an existing building.

He explained that trade had declined and that it was hoped converting the restaurant would not only help meet the need for smaller housing in the parish but would reduce traffic movements to that end of the Old London Road. Two additional spaces for the public was also proposed. He had submitted a supporting statement in the Neighbourhood Plan consultation, but acknowledged that it was a ‘windfall’ development, too small to be included in the Plan. An application is expected in the next 6 weeks pending the results of a noise survey.

The Chairman expressed surprise and regret at plans for the closure of the restaurant, and thanked Mr Longhorn for explaining the proposals and providing drawings.

Councillors NOTED the pattern of development proposals just north of the restaurant, also outside the BUAB, including Vineyards which is in the draft Neighbourhood Plan. Two Councillors commented that the boundary line may need to be extended and could include other sites in the area such as Lamorna which was originally included in the Plan but later rejected. Cllr Marshall advised the Council to make a submission to HDC whilst the district’s Planning Framework is under review. The Chairman commented that the Council could not make a decision until it has been considered as an Agenda item at the next meeting.

**12.89. County and District Issues**

A24 Bus stop suspensions: Cllr Marshall asked Councillors if they knew of any residents who are struggling as a result of the suspended bus stops in the area, especially Spring Gardens. He confirmed that WSCC has indicated it will intervene if there is a social necessity and will look at cases on an individual basis. He has also asked them to write to local businesses in order that a true impact on the area can be determined. A realistic picture could help in finding a public transport solution, he said.

Councillors NOTED the suggestion that an appeal is published in the next parish newsletter. The name of one resident in Spring Gardens was suggested as a useful contact to assist in Cllr Marshall’s enquiries.

# A27 Worthing Lancing Improvements - public consultation

Cllr Marshall updated the Council on the public and statutory consultation progress. He outlined some of the main concerns expressed about the Highways England scheme. This included the lack of benefit for aspects of the junction improvements, particularly at Lyons Farm in Worthing, the proposed improvement of just 3 minutes travel time by 2041, and the danger of criticism undermining a chance to improve the East/West main trunk route. He commented that WSCC will be making a statutory response which is likely to include concerns about the marginal improvements of a scheme which does not extend beyond 2023.

***Cllrs Marshall and two members of the public left the meeting****.*

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

**12.90.1. Planning applications**

*DC/17/1754 Little Acorns Hampers Lane Storrington RH20 3HZ*

Non material amendment to previously approved application DC/17/0801 (Proposed conversion of existing car port to a playroom and construction of a 2 bay oak framed garage) Change of approved garage roofline to 'barns end' to match main dwelling

Councillors **RESOLVED** not to comment as it is a non-material amendment.

*SDNP/17/04065/HOUS - Brook Cottage School Lane Washington RH20 4AP*

Removal of existing conservatory roof and installation of replacement replica tiled roof and new wall frames. Lesley has the plans.

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

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| *SDNP/17/03952/FUL - Elbourne House London Road Washington RH20 4AZ*  Demolition of existing pool house and erection of replacement single storey  residential annexe ancillary to Elbourne House. Conversion of existing  annexe to form bed and breakfast accommodation with side extension to  enclose existing outdoor staircase.  Councillors discussed the application and **AGREED to NO OBJECTION** if it is not contrary to Countryside policy.  *DC/17/1711 - Michenden Sanctuary Lane Storrington RH20 3JD*  Non Material amendment to previously approved application DC/16/2450. (Proposed front, side and rear extensions with side dormer. Proposed side hip to gable extension with new rear dormer.) Proposed enlargement of rear dormer  Deadline for comments 15th September  Councillors **RESOLVED** not to comment as it is a non-material amendment. |

**12.90.2. Planning Decisions**

**Application**: DC/17/1727

**Site**: Longbury Wood Rock Road Storrington

Proposal: Priory approval for the creation of a forestry track and stacking area

**WPC Response Planning & Transport Meeting 21.8.17**: **NO OBJECTION**

**HDC Decision**: OBJECTION to notification

**Date of decision**: 25 August 2017

Cllr Lisher declared an interest as a neighbour. Cllr Milner-Gulland was not aware of the reasons for HDC’s objection. However, he suggested an archaeological examination, however cursory, as he believed the area crosses an historically significant east to west Roman road and the ancient boundary of the Washington Parish. Cllr Beglan agreed this was a valid proposal worth pursuing with HDC if a further application is submitted.

**Application:** DC/17/1456

**Site:** 7 Gorse Bank Close Storrington Pulborough TH20 3AQ

**Proposal:** Construction of front and rear first floor extensions over existing ground floor and associated ground floor alterations.

**WPC Response Planning & Transport Meeting 17.7.17: NO OBJECTION.**

**HDC Decision:** Permitted

**Date of Decision:** 22nd August 2017

**Application:** SDNP/17/03438/HOUS

**Site:** Moo Farm Glaseby Lane Washington RH20 4AX

**Proposal:** Proposed removal of existing conservatory and existing dormer windows. Installation of raised timber decking to side and rear, replacement flat roof dormers, new roof light and window at first floor level to eastern elevation, replacement of existing windows with aluminium triple glazed windows and new whitewashed slurry render and Douglas fir cladding on external walls

**WPC Response/Planning & Transport Meeting 17.7.17: NO OBJECTION** but to defer to the planning officer as to whether the proposed development would sit well in the ‘countryside’ location

**HDC Decision:** Permitted

**Date of Decision:** 23rd August 2017

**12.90.3. Enforcements**

No further enforcements to report at time of publication.

**12.90.4. Appeals -**

No appeals lodged at the time of publication of this Agenda

**12.90.5. Transport issues:**

***WSCC TRO on A24 Washington/Findon for drainage maintenance***

The Chairman reported a Traffic Regulation Order - Findon/Washington A24 40mph temporary speed limit both carriageways from junction with entrance to Worthing Crematorium, to the northern entrance of Windlesham House School. This is to maintain safety during drainage works maintenance.

It is expected to take effect on 11 September and remain in force until 29 September.

Public Notice circulated and published on the Council’s website.

Councillors **NOTED** the information.

**12.90.6. Road Closures**

Any updates are published on the Council’s website.

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

***12.91.2. To Report any update on the Neighbourhood Plan Public Consultation****.*

The Chairman reported that the Regulation 14 Public Consultation closes later at midnight. Statutory and public responses to be reviewed by the Neighbourhood Plan Steering Group before meeting with representatives from HDC to consider any changes before going forward with the Regulation 16 Consultation.

Councillors **NOTED** the information

***12.91.3. To Consider a Response to the proposed A27 Worthing & Lancing improvements***

The Chairman’s comments on his attendance of a public exhibition of the Highways England proposals had been circulated before the meeting. He reported that a reduction in traffic was projected along the A283 Washington to Storrington but the figures were not made available at the exhibition or in time for the meeting, and was critical to the council’s response.

The proposals were discussed and there was a general consensus that the proposals do not adequately address the reality of the problem. It was felt that 3 minutes improvement would not prevent traffic detouring along the A283 through Washington.

**RESOLVED** unanimouslythat the Council writes to Highways England to state:

“*The Council is* *disappointed that the improvements do not go sufficiently far enough to address the serious problem of congestion through Worthing. In their view, Councillors considered that the projected time saving of 3 minutes represented poor value for the amount of money to be invested, and that an increased budget is essential to make meaningful changes.”*

***12.91.4. To Consider attendance of an exhibition for the A27 Arundel Bypass Consultation***

The Chairman advised Councillors to review the Highways England proposals which were available online and also at a number of public exhibitions. A link for dates and venues had been forwarded on the Agenda by the Clerk.

## RESOLVED that Councillors review the proposals in order for the Council to respond at the October Parish Council Meeting.

***12.91.5. To Discuss and Agree the Parish Winter Maintenance plan for 2017.18***

Copy of updated Plan which includes emergency contacts, was circulated.

**RESOLVED to AGREE** the Winter Maintenance Plan to include the grit bin in Azalea Close and to request replacement of degraded salt identified by the Clerk in her audit.

***12.91.6. To Ratify a quotation for urgent works (Health& Safety) required to Sycamore on the First Extension Graveyard***

The Chairman reported that a large main branch on the Sycamore in the graveyard, a conservation area, has been identified as a high risk of failure in Andrew Gale’s report circulated to Councillors. One branch has already fallen across adjoining road access, damaging the graveyard wall and a nearby gate. Will Jones, Horsham District Council’s tree officer, confirmed the works are urgent and approved a 5-day notification for remedial works. Quotations were sought by the Clerk but only one responded in time for the meeting.

Cllr Beglan enquired if the diseased fungus in the tree is likely to spread to others nearby, and whether it was better to remove the whole tree. Cllr Whyberd understood there was a risk it could spread but Mr Gale had advised it was not necessary to fell the tree at this stage. His report indicated that with the exception of the branches identified for removal, the tree was otherwise healthy but its condition should be monitored. The Clerk had been informed that after pollarding of all the branches to just above the crown, there may be healthy re-growth. But if the tree was to eventually die, it was highly unlikely to fall over, and the Council would have plenty of time to consider its removal.

**RESOLVED** to **AGREE** the quotation by Arboricultural Excellence, Wiston, of £650 net and for the works to be undertaken as specified in Mr Gale’s report.

***12.91.7. To Consider a request to protect the dropped kerb, Sandhill Lane***

Councillors discussed a request to find more effective ways to prevent parking in front of the dropped kerb near the entrance of Sandhill Lane, and ensure disabled access. It was NOTED that motorists were ignoring the yellow parking restriction markings on the kerb. Suggestions of a Keep Clear for Disabled Access sign on the kerb or painted on the road, or double yellow lines, were considered. Cllr Milner-Gulland commented that parking problems along the lane should also be addressed. He said there has been a letter from HDC that the dust carts were prevented from accessing the lane because of all the parked cars. He circulated photos by a local resident of the parking problem, including a transporter which is reported to park near the Sandhill Lane junction every week, making it difficult to see clearly from the exit onto the A283.

The Chairman commented that it is a serious problem, and proposed it is raised by

Clls Lisher and Henderson when they meet Chris Stark (Highways manager covering this area) on 22nd September to discuss other improvements for walking safety to school.

**RESOLVED** that both issues are raised with Highways at the meeting, with a view to finding an effective and timely solution.

***12.91.8. To Consider articles, publication and distribution of the Autumn/Winter Newsletter.***

This item deferred to the next Full Council meeting.

***12.91.9. To Receive Notice of Vacancy on the Council for the Washington Ward***

The Chairman reported that a notice for the casual vacancy on the Washington ward will be published shortly on the website and noticeboards. If no request for an election is made by at least 10 electors from the ward, the Council will be able to advertise the vacancy for co-option by the Parish Council. One person has expressed an interest in the vacancy.

**RESOLVED to NOTE** the information.

***12.91.10. To Consider a request for a grant application to Operation Watershed***

Councillors considered a request by the owners of Malva, Bracken Lane for the Council to apply for funding from WSCC Operation Watershed on their behalf. This is to in order to re-profile an unadopted footpath on the nearby unregistered triangle of land, removing further risk of flooding to their property.

Councillors NOTED that there had been no other complaints of flooding in that location. The criteria for Operation Watershed restricted applications from less than 51 households, and there was a general consensus of opinion that it would be difficult for the Council to justify sufficient need from only one householder. It was suggested that the owners consider creating a flood defence in front of their property as part of their ongoing building works.

**RESOLVED** that the Clerk writes to the householder with the Council’s decision.

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

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

The reconciled bank statement showing transactions between 30.06.17 and 26.07.17 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to AGREE (268)** the following payments totalling £527.08 be

APPROVED and that the Clerk to ensure that the telephone box painting is completed**:**

**Date: Payee Details Amount**

04.09.17 PI Ltd Annual Rec Ground inspection 102.00 04.08.17 Will Pickford Telephone box painting 79.48

04.08.17 Stella Russell Litter clearance May, June, July 345.60

**Total: £ 527.08**

Councillors **RESOLVED to AGREE (269)** the financial reports as follows:

**Outstanding purchase orders - £0.0**

**Outstanding sales invoices - £0.00**

**Reconciled Bank Balance - £74,614.27**

**12.92.2. VAT -**

Rebate to be submitted at the next quarter**.**

**12.92.3. PAYE and NICs:**

To be submitted at the next quarter**.**

**12.92.4. Clerks Salary & expenses (cheque number) 2403**

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| **August Payment (gross)** |  | **1106.56** |
| **Holiday entitlement** |  |  |
| **TOTAL** |  | **1106.56** |
| **LESS** |  |  |
| **Tax** |  | **71.20** |
| **NI** |  | **51.19** |
| **Net Payment** |  | **984.17** |
| **Expenses** |  |  |
| **Mileage (0.45 ppm) miles** |  | **14.63** |
| **Electricity** |  | **10** |
| **Phone** |  | **10** |
|  |  |  |
| **Stationery - envelopes, biro refill, notepad** |  | **3.69** |
| **Stamps & postage for Annual Return, stationery** |  | **4.46** |
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| **Total Expenses** |  | **8.15** |
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| **Total Payment (August 2017)** |  | **1,026.95** |

**Councillors RESOLVED to AGREE (270**)payment of the Clerk’s salary and expenses.

**12.92.5. Holiday Pay**

None

**12.92.6. Quarterly Finance Report**

The Clerk’s second quarter finance report was circulated before the meeting. The Chairman was pleased to report that spending was generally on target within the budget. There were small variances which will correct themselves at the end of the year and one significant variance, office expenditure, which has been historical since 2012 and should be addressed in the budget for next year.

Councillors **NOTED** the report.

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

**12.94. Correspondence Received-**

The following correspondences were circulated and NOTED:

Email dated 9 August circulated from Cllr Paul Marshall - better broadband

Email from Sussex Police - Witnesses sought after Audi S4 was stolen in Washington.

‘Police are appealing for witnesses after an Audi S4 estate was stolen in a house burglary in The Holt, Washington, near Findon, on Wednesday (9 August).

The incident occurred at about 3.45pm when a neighbour spotted three men wearing dark hooded tops leaving their black 4 x 4 vehicle and entering the property.

It was reported that the same men were seen driving off in convoy with the blue Audi and their own vehicle.

 DC Gavin Percival, of the Community Investigation Team, said: "This incident occurred during the day when there may have been people around in the street.

"We would be keen to speak to anyone who saw anything suspicious or witnessed the event. Anyone who lives in the area and captured anything on CCTV footage should get in contact with us immediately."

Any witness or anyone with information is asked to call 101 or report [**online**](https://sussex.police.uk/appealresponse) or call 101 quoting serial 1007 of 09/08.

[**https://sussex.police.uk/news/witnesses-sought-after-audi-s4-was-stolen-in-washington/**](https://sussex.police.uk/news/witnesses-sought-after-audi-s4-was-stolen-in-washington/)

**12.95. Clerk’s Report**

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

*12.95.1. Falling branch, 1st Extension Graveyard*

See Minute Item ***12.91.6.***

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

None received.

*12.95.3. Compliments and Complaints*

*None received*

*12.95.4. Governance and Accountability*

12.95.4 (i). Data Protection changes: The Clerk advised of a reorganisation of Data Protection legislation to come into force in May 2018. SLCC advice will shortly be available on changes and how they should be implemented by Parish Councils. The Council’s Data Protection policy to be re-drafted and agreed at a Parish Council meeting once the information is available.

12.95.4 (ii). 2016/17 Annual Return: The Clerk reported there were no requests to inspect the Council’s accounts during the statutory period for the exercise of public rights. The External Audit report is pending.

Councillors **NOTED** the information.

*12.95.5. Holidays*

To be advised.

*12.95.6. Training*

***12.95.6 (i). To Consider SLCC Training Events***

The Clerk has made a provisional booking for a training seminar in Southampton for Parish Councils, to include important legal and financial changes.

**RESOLVED** **to AGREE** the Clerk’s attendance and pay course costs of £34.50 and mileage allowance.

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*12.95.6(ii). Lone Working and Data Protection training*

The Clerk reported that HAMSVA (Horsham and Mid Sussex Voluntary Action) training events for Lone Working and Data Protection are currently oversubscribed and the Council’s booking request was cancelled. The Clerk has made a provisional reservation for future training events in these areas and will notify the Council.

Councillors **NOTED** the information.

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

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

**Parties -**

Draft minutes for the following meetings held, circulated to councillors and **NOTED.**

**12.97.1. Planning & Transport Committee 21st August 2017**:

*No reports or recommendations to consider*

**12.97.2. OSRA Committee 21st August 2017**

*No recommendations to consider. Report circulated on the Triangle meeting.*

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

## Councillors NOTED the following:

Dates of the next Council Meetings will be:

Committees - 18th September, 2017

Full Council - 2nd October 2017

**The Meeting Closed at 21.20hours**