

**WASHINGTON PARISH COUNCIL MEETING**

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

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

**IN ATTENDANCE:** Cllr Paul Marhshall (WSCC & HDC)

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

**MEMBERS OF THE PUBLIC**: 0

**ABSENT**:

Cllr Henderson, Cllr Whyberd and Cllr Ross

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

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

Apologies received and accepted from Cllr Henderson (unwell), Cllr Whyberd (unwell) and Cllr Ross (holiday).

**RESOLVED** to extend a special dispensation for Cllr Whyberd for a further three months due to ongoing health issues. The Chairman and Councillors expressed their best wishes to Cllr Whyberd who is bravely fighting cancer at St Barnabas Hospice.

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

## None received

**14.93. To approve the Minutes of the last Parish Council meeting held on 1st October, 2018**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED to AGREE** **(323)** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 1st October, 2018 and the minutes were **duly signed by the Chairman.**

**14.94. Public Speaking**

No members of the public were present

**14.95. County and District Issues**

Cllr Marshall reported the following:

* CLC (Chanctonbury Local Committee) more likely to support the PC’s original application for a 40mph speed reduction on the A283 stretch past Millford Grange because costings would be under the £3,200 TRO threshold. Cllr Marshall advised that a separate TRO to extend the speed reduction to the Washington Roundabout would be much quicker than a CHS (Community Highways Scheme) application and likely to score just as highly for recommendation by the CLC.

*RESOLVED that the matter is considered at the next Planning & Transport Meeting.*

* Cllr Marshall agreed to seek the Highway Authority’s views on the A283 Hampers Lane/Millford Grange junction and report back to the PC for consideration.
* Storrington PC has applied for £5000 Community Initiative Funding towards new public toilets in Storrington village. The bid has been made via a crowdfunding site. Cllr Marshall explained that the CLC will only support up to £2,500 funding towards projects, providing that 90% target is reached by the community. *Washington to register its pledge of £2,000 towards the project.*
* SDNPA’s Judicial Review hearing of the proposed A27 Arundel Bypass likely towards the end of November.

*There being no further questions from members, the Chairman thanked Cllr Marshall for his reports. Cllr Marshall left the meeting.*

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

**minutes**

The Chairman reported on the successful planting of almost 1,000 RHS award-winning miniature yellow and white tulip bulbs on the Washington Recreation Ground on 19th October. He thanked the children and staff at St Mary’s C of E Primary School, Squire’s Garden Centre staff and Cllrs John Henderson and Tony Lisher who took part, and for the generosity of Squire’s customers who donated the bulbs.

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

**19.97.1.Planning applications**

Notifications emailed before the meeting for the following:

WSCC/044/18/SR - Sandgate Park, Water Lane, Storrington, Pulborough, RH20 3LY

*Continuation of working the mineral (sand extraction), but with an enhanced restoration scheme for nature conservation and informal recreation involving the importation of 1.8 million tonnes of inert material over a period of eleven years*

Councillors discussed the proposals for the quarry site which lies in neighbouring Sullington, and NOTED the shorter lifespan of the project. They expressed concern about traffic impact on the A283 which passes through both parishes, from the proposed increased lorry movements. This would have a cumulative effect on a similar increase at the Britaniacrest quarry further along the route in Washington.

**RESOLVED** to make **NO OBJECTION** to the application but to request proper traffic management to minimise issues which will inevitably arise if a scheme is adopted.

**S106/18/0023 - Street Record John Ireland Way Washington West Sussex**

*Variation of Schedule 3 to the S106 (DC/10/1457) to replace the Neighbourhood*

#### Equipped Area of Play (NEAP) with a Locally Equipped Area of Play (LEAP) and

*Trim Trail in the country park.*

Councillors discussed the proposal for retrospective permission for the older age-group play equipment. They NOTED support from the Millford Grange Residents Association for the change because it is more suited to the needs of the children in their community and the site location.

**RESOLVED** unanimously to make **NO OBJECTION** to the application.

**SDNP/18/05278/FTP - Bridleway 2086 North Farm London Road (A24) Washington West Sussex RH20 4BB**

*Diversion of Bridleway 2086. This is part of the North Farm redevelopment scheme which the PT committee agreed to strongly support at the last meeting.*

Councillors discussed the proposal to divert the bridleway away from farm buildigs so that it works within the cofiguration of the proposed North Farm redevelopment scheme, and to create a better crossing point on the A24.

**RESOLVED** unanimoulsy to make **NO OBJECTION** to the application.

###### DC/18/2185 - Telecommunications Mast Spring Gardens Washington West Sussex

Prior approval for the installation of 1x No 300 dish antenna and development ancillary thereto.

**RESOLVED** to **NOTE** prior approval of application by HDC on 24th October, and to make no further response.

**14.97.2 Planning Decisions**

**RESOLVED** to **NOTE** the following planning decisions in the Washington Parish which are published on the HDC planning portal:

**Application Number:** DC/18/1970

**Site:** The Chardonnay Restaurant Old London Road Washington Pulborough West Sussex RH20 3BN

**Description:** 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 co

**Decision:** Application Permitted on 15th October 2018

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

**14.97.3. Enforcements**

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

Received: 26th January 2018. Status:

Status: Case closed - breach ceased.

EN/16/0194 - [Alleged breach of legal agreement ref S106 2048 dated 10th October 2012 (Country Park, NEAP, Strategic Landscaped Areas)](https://public-access.horsham.gov.uk/public-access/enforcementDetails.do?keyVal=O6P35GIJ08I00&activeTab=summary)

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

Received 5th May 2016

Status: Pending Consideration

**14.97.4. Appeals** -

**RESOLVED** to **NOTE** there are no appeals at the time of publication of the Agenda

**14.97.5. Transport issues:**

# To Consider an invitation to respond to the WSCC Bus User Survey

Councillors discussed the survey aimed to help WSCC know more about how passengers use their support bus routes. The Clerk’s report on the Compass 100 route, the only one subsidised service which stops in the parish, was circulated before the meeting.

Councillors NOTED the following about the 100 service:

* It provides a vital link for Washington residents dependant on public transport to neighbouring shopping centres, medical services, schools as well as mainline stations.
* It is the only service from Washington with direct connections to some of the neighbouring villages in the Horsham district, helping rural communities stay connected.
* It is the only link to Steyning, the nearest shopping centre for residents in Washington village and to the east of the A24, and for some Steyning Grammar pupils.
* It would help meet sustainable transport needs for Vineyards if the site is developed.
* There is no guarantee that the two other services in the parish, number 1 and 23, will not be reduced in the October review.
* Councillors strongly defend the retention of the 100 service. Any cuts would impact on local residents dependant on current provision, particularly after the closure of 6 stops along the A24 between North Farm and Spring Gardens in 2016. This has huge implications for people accessing jobs and education, as well as local economies,

health, congestion and air pollution.

**RESOLVED** to make a survey response on the points raised by Councillors. Clerk to action.

**14.97.6. Road Closures**

**RESOLVED** to **NOTE** that any road closures are reported on the Parish Council’s website.

**To consider an invitation to respond to the Southwater Neighbourhood Plan** - **Regulation 14** **Consultation.**

The Chairman reported on an invitation from Southwater Parish Council to comment on the Regulation 14 consultation for their draft Neighbourhood Plan, which ends16th November 2018.

**RESOLVED** that a comment would be inappropriate as there are no shared issues or joint land with the Southwater parish. It was NOTED that consultation documents can be found at southwater.joomla.com or inspected at Southwater Parish Council offices, Beeson House, 26 Lintot Square, Fairbank Road, Southwater, RH13 9LA.

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

### 14.98.1.To Receive Neighbourhood Plan update

The Chairman reported that the Examiner’s decision will hopefully be later this month and reported at the next Committee or Parish Council Meeting.

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

***14.98.2.To Receive the Autumn Tree Report****.*

Councillors discussed the Parish Tree Warden’s report of his preliminary informal inspection of the PC’s tree stock. They NOTED a number of trees which may require attention and further investigation.

**RESOLVED** to thank David Hill, the Tree Warden, for his report and to refer to specialist tree surgeon Andrew Gale for recommended action and quotation for required works.

##### 14.98.3. To Review the Council’s Tree Management Regime

Councillors reviewed the current inspection regime of trees in its land stock in the light of new case law and best practice. Advice from the Council’s insurers, the Clerk’s professional body, the local authority, the PC’s tree inspector Andrew Gale, and from the Clerk, were circulated and discussed.

Councillors NOTED comments from HDC’s Arboricultural Officer Will Jones that the PC’s current and ongoing regime appears to be in line with others, and accordingly prudent and reasonable. However, judgment on a recent High Court appeal case, yet to come down, would infer that more regular inspections will be recommended, particularly trees adjacent to a public highway, to be every 18 months instead of the present 3 years. The Council’s 3-year inspection was last carried out August and December 2017 and an on-the-ground inspection by Tree Warden last month. Cllr Lockerbie commented that the Council has a responsibility to make its trees safe and act quickly to get rid of the dead trees in the Tree Warden’s report and any dead branches of other trees.

Councillors considered a recommendation by their specialist tree inspector, Andrew Gale, for a Tree Risk Management Strategy to look at the High, Medium and Low Risk areas. He advised that this would provide the basis for the PC’s ongoing tree management. A quotation of £200 for Mr Gale to undertake the work was circulated.

**RESOLVED** to instruct Mr Gale to carry out a Tree Risk Management Strategy, inspect the trees in the Tree Warden’s report and inform the Council of his recommendations and costings for required works. Clerk to action.

***14.98.4. To Review Parish Council representation on the Village Hall Management Committee***

Councillors discussed representation on the management committee of the Village Hall Memorial Charity as a way of being kept informed of important changes and developments, such as the departure of Nigel Baker as its Chairman in July, and the need for his replacement. It was NOTED in the Agreement between the Council, as corporate trustees, and the Memorial Charity (December 2017) that communication and cooperation between both parties is considered best practice. Councillors were mindful of potential conflicts of interest at meetings and to respect the Hall’s independence to run its own affairs free of interference from the Council. The general consensus of opinion was that the Council would be pleased to see more communication and perhaps sight of the Agendas and Minutes would be helpful in this regard.

**RESOLVED** to write to the VHMC to this effect. Clerk to action.

***14.98.5.To Receive Autumn/Winter Newsletter update***

**RESOLVED** to **NOTE** the draft newsletter circulated before the meeting, and distribution date from 23rd November. It was also NOTED that there would be no additional charge for colour photos.

##### 14.98.6.To Consider an invitation to attend SDNPA Parish Workshop on 29th November

##### Councillors NOTED the invitation for the West Sussex Parish workshop to review South Downs Partnership Management Plan on Thursday 29 November.

The Clerk reported that she is awaiting confirmation from Cllr Henderson of his attendance but he is currently unwell.

**RESOLVED** that the Council tries to send another representative if Cllr Henderson is unable to attend. Clerk to action.

***14.98.7.To Nominate attendees of a Trustee training*** *event on 14th November.*

**RESOLVED** not to attend as the speaker, a specialist Trust advisor, had been cancelled.

### 14.98.8. To Consider a donation request from the CPRE

Councillors considered a donation requested via the CPRE website (Council for the Protection of Rural England) It was **NOTED** that the CPRE carried out important work but that the PC budget for grants was very limited and could only be considered from organisations and charities which directly benefit the parish community.

**RESOLVED** to decline the request for these reasons.

***14.98.9.To Consider quotation for Remembrance Day Wreath****.*

**RESOLVED** to **AGREE** the £25 invoice for a wreath from The Flower Shop in Pulborough and to thank the clerk for organising it. Councillors NOTED that Cllr Henderson is currently unwell and had previously agreed to attend the service. Cllr Milner Gulland agreed to take his place if needed.

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

**RESOLVED** there were no further maintenance issues to report.

### 14.98.11. To Note invitation to join Sussex Countryside Watch Scheme

**RESOLVED** to **NOTE** that the Clerk has subscribed to the alert scheme which is also open to councillors to join on an individual basis.

***14.98.12. To NOTE repairs to the gate of St Mary’s graveyard***

**RESOLVED** to **NOTE** email confirmation from the contractor to repair damage to St Mary’s graveyard gate caused during October tree work on neighbouring PC land. Email from St Mary’s Churchward and contractor circulated before the meeting.

14.98.13. To NOTE report of leaking tap in the Firsts Extension Graveyard

Washington village resident Lesley Britt kindly reported that the tap in the closed graveyard was leaking again the previous week. Cllr Beglan expressed concern that the tap had failed less than 6 months after it was replaced. The Clerk was presently unable to confirm the cause of the leak but reported that the same contractor, Storrington-based plumbers Stocker & Sons, had been prompt and courteous in repairing it again.

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

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

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

The reconciled bank statement showing transactions between 30.08.18 and 28.09.18 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to AGREE (324)** the following payments totalling £1,636.54 be **APPROVED.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Details** | **Amount net** | **VAT** | **Total** |
| 31.10.18 | Z.Savill | October 2018 net salary & expenses | £1053.04 | 0.00 | £1053.04 |
| 28.09.18 | Moore Stephens | AGAR external audit fees 2018 | £350.00 | £70 | £420.00 |
| 05.11.18 | Scribbling Shop | Print 50 x colour copies of HCDS | £136.25 | £27.25 | £163.50 |
| **Total** |  |  | *£1,539.29* | *£97.25* | **£1,636.54** |

Councillors **RESOLVED** to **AGREE (325)** the financial reports as follows:

**Outstanding purchase orders: £0.00**

**Outstanding sales invoices - £50.00**

**Reconciled Bank Balance - £95,692.03**

**14.99.2. VAT -**

Q3 due January 2019

**14.99.3.PAYE and NICs:**

### Q3 due January 2019

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

**RESOLVED** to **NOTE** there were none to report

**15.01. Correspondence Received -**

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

* WSCC Community Safety & Wellbeing Team has launched two surveys in order to gather feedback about people’s perceptions and experiences of cybercrime/online safety over the last 12 months. Responses to this survey will influence how we at the County Council shape our cybercrime/online safety support work for residents and local businesses in the future. The 5-week survey closes midnight on Monday 19th November 2018.

Online link to Personal Use Survey: <https://haveyoursay.westsussex.gov.uk/communities-public-protection/cybercrime/>

Online link to Business Use Survey: <https://haveyoursay.westsussex.gov.uk/communities-public-protection/cybercrimebusiness/>

* Request from Cllr Glithero regarding responsibility for the verge beyond the Country Park fence along Hampers Lane, and placement of pedestrian warning signage in Hampers Lane. - **RESOLVED** that Cllr Glithero would make enquiries to find out if it is an outstanding obligation by the developers of Millford Grange, and whether WSCC PROW may take responsibility for signage, and to report back to the next Council meeting.

**15.02. Clerk’s report**

*Governance and Accountability*

Changes in pension contribution rates - letter from NEST to inform the Council that employer contributions should increase from 2% to at least 3% from April 2019.

**RESOLVED** to NOTE that the Council has already agreed 3% contributions which were effective from the 2017 pension start date

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

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

**Parties -**

RESOLVED to NOTE that the draft Minutes of OSRA and Planning & Transport Committee meetings on October 15th, 2018 would be circulated before the next meetings. There were

no recommendations.

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

**RESOLVED** to **NOTE** the following dates of the next Council Meetings:

Committees: 19th November at 6.15pm.

Washington Parish Council Meeting 10thDecember at 7.30pm

**The Meeting Closed at 21:20hours**

**Signed………………………………………….**

**Dated……………………………………………**