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**WASHINGTON PARISH COUNCIL MEETING**

**MINUTES** of the proceedings of the monthly meeting of Washington Parish Council held on Monday 14th May 2018

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

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

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

**MEMBERS OF THE PUBLIC**: 0

**ABSENT**: Cllr J Henderson

**The Chairman opened the meeting at 19:05 hrs**

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

Apologies for absence were received and accepted from Cllr Henderson (holiday)

The Chairman reported that the regulation 10 requests from electors has not been fulfilled to request a by-election for a Parish Councillor on the Heath Common Ward. The PC can now fill the vacancy by co-option, in pursuant to Rule 8 of the Local Elections Rule 1986. Clerk to advertise the vacancy on the noticeboards and website.

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

The Chairman declared an interest in planning application DC/18/0824 as a next door neighbour.

**13.99. To approve the Minutes of the last Parish Council meeting held on 9th April, 2018**

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. A correction to the date was noted. Councillors **RESOLVED to AGREE** (**304**) that the **Chairman** could sign the minutes as a true record of the meeting which took place on 9th April, 2018 and the minutes were **duly signed by the Chairman.**

**14.00.Public Speaking**

No members of the public were present

**14.01. County and District Issues**

Cllr Marshall reported on an action plan in progress to help shape the future of the Shoreham Cement Works. The huge strategic site in the South Downs National Park has been identified as an area with substantial economic and regenerative significance for the local and surrounding communities, including areas like Washington. The Park aims to take the lead in the regeneration project, in collaboration with the owners and other stakeholders.

Cllr Marshall reported on a site meeting near the Washington roundabout with local Highways officer Steve Douglas and concerned local residents. He said it highlighted the problem for pedestrians struggling to cross the busy A283 to the bus stop and footpath. Cllr Marshall advised that extending a 40mph speed reduction to the roundabout would be a good start, as the initial data analysis for the TRO may determine the best solution. Further discussions also took place on improving the turning area into the top of Hampers lane.

*The Chairman commented that this was a controversial point as a number of residents are opposed to any changes which would see an increase in traffic cutting through the Heath Common ‘lanes’. He agreed that it could be discussed at the next Planning & Transport Meeting, together with the proposed TRO extending to the roundabout, and that the PC would feedback to Cllr Marshall*

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

**minutes**

The Chairman reported the following and it was NOTED by Councillors:

* The newsletter delivery was only partially completed by Horsham Distributions Ltd and that the arrangement had been disappointing. He thanked Cllrs Beglan, Britt, Lisher and Milner-Gulland for delivering to the remaining households. He hoped that the Council will be able to revert to the previous arrangement for delivery of the November newsletter.
* Council’s TRO application for 40mph speed reduction on Washington Road past Millford Grange, is currently being assessed by WSCC Highways Authority. A proposal to extend this to the roundabout will be discussed at the next Planning & Transport Committee meeting.
* Clerk has confirmed the Council’s new 3-year insurance policy with Came & Co, effective from June 1st.

Area of grass churned up on the Recreation Ground - it was noted that this has recovered following the recent dry weather

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

**Planning applications**

Notifications of the following were sent to Councillors before the meeting*:*

*DC/18/0585 - 7 Lamorna Close Washington West Sussex RH20 3GN*

Part retrospective application for the conversion of an attached garage to habitable

living space

Councillors discussed the application and there was a real concern about the limited parking availability for residents along the Old London Road.

Councillors **RESOLVED** by a majority to make **NO OBJECTION** but to comment that the application may set a precedent which could lead to an increased pressure on parking along the Old London Road.

*SDNP/18/01707/APNR - Land off Rowdelll Drive The Street Washington RH20 4AT*

Reinstatement of access track to be surfaced with limestone chippings.

The Chairman reported his surprise that HDC had already approved the application ahead of the given date. It was removed from the Agenda for consideration.

*SDNP/18/01146/FUL- Clematis Cottage School Lane Washington RH20 4AP*

External garden works including erection of replacement boundary fencing, erection of

a security gate and erection of a new detached greenhouse/shed. (Full Planning)

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

*SDNP/18/01147/LIS - Clematis Cottage School Lane Washington RH20 4AP*

External works to boundaries and gardens only to Clematis Cottage (Listed Building)

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

*SDNP/18/01960/TPO - Disused graveyard The Street Washington RH20 4AS*

Fell 1 x Lime tree (Works to Trees in a Conservation Area)

Councillors discussed this application, made on their behalf by Andrew Gale.

Cllr Britt was disappointed that the felling application had gone ahead despite her concerns expressed on previous occasions that the tree is not only an attractive local feature, is also historically important to the village and there was opposition from the resident of nearby Banks Cottage and Weavers Cottage. She said Andrew Gale’s tree report did not state the tree was dangerous, only that it has a fungal infection which it may not survive and the recommendation was for a crown reduction.

The clerk reported that Mr Gale had explained that the felling application was made in order to give the council more options, rather than making separate applications. This is because although the tree was not considered dangerous, the fungal disease would spread and the tree will eventually fail. However, as explained in documents circulated to councillors before the meeting, HDC’s Trees department advised that if the Council prefers the crown reduction, it must make a separate application. Cllr Thomas pointed out that if the tree is retained, it would require more regular inspections, at least annually, and this would be additional cost to the Council.

Councillors **RESOLVED** to make no comment to the current application and to wait for HDC’s decision before submitting a further application for crown reduction. Should felling be permitted, this would save another re-submission if the tree is condemned within the two-year permission period.

*DC/18/0824 Whispers Veras Walk Storrington*

Fell 2 x Silver Birch trees

The Chairman declared an interest as a neighbour, took no part in the discussion.

RESOLVED that Cllr Lisher chairs the discussion.   
Councillors discussed the application and **RESOLVED** to make **NO OBJECTION**.

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

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

Proposed erection of a two storey dwelling and associated landscaping on residential

Land (revised). The PC strongly objected to this application at the last FC meeting.

Chairman to speak on behalf of the Parish Council as an objector to this application when it is discussed at the HDC Planning (South) Committee on 15th May.

*SDNP/18/01326/TCA - Disused Graveyard, The Street, Washington RH20 4AS*

Surgery to 1 x Sycamore (Works to Trees in a Conservation Area)

No objection from HDC.

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

**14.03.1. Planning Decisions**

**Application Number:** DC/17/2779

**Site:** Napswood Tudor Village Storrington Pulborough West Sussex RH20 3HF

**Description:** Proposed erection of detached triple garage with first floor above and associated parking and soft landscaping

**Decision:** Application Permitted on 27.03.18

**Application Number:** DC/18/0102

**Site:** Barton Spinney Hampers Lane Storrington Pulborough West Sussex RH20 3HZ

**Description:** Demolition of existing garage and erection of new garage/ancillary garden building.

**Decision:** Application Permitted on 27.03.18

**Application Number:** DC/18/0181

**Site:** Bucks Place Rock Road Washington RH20 3BQ

**Description:** variation of condition 1 to previously approved DC/15/1417 (Erection of a two-storey side extension and association alterations and erection of a proposed four-bay garage). Minor material amendments to approved plans to incorporate alterations.

**Decision:** Application permitted on 20.04.18

**Application Number:** DC/18/0192

**Site:** Spring House 1 Chancton Copse Rock Road Storrington RH20 3BF

**Description:** Fell 3 x Sycamores and surgery to 1 x Oak, 1 x Fir, 1x Cherry, 1 x Pittosporum.

**Date of Decision:** Application permitted on 24.04.18

**Application Number:** DC/18/0408

**Site:** Southview Sanctuary Lane Storrington Rh20 3JE

**Description:** Installation of 5 c pitched roofs above existing first floor windows and erection of front oak-framed porch.

**Date of Decision:** Application permitted on 25.04.18

**14.03.2. Enforcements**

Alleged alteration to garage (removal of garage door and replacement with patio doors) at 7 Lamorna Close Washington Pulborough West Sussex RH20 3GN

Ref. No: EN/18/0118 | Received: Thu 15 Mar 2018 | Status: Case closed.

**14.03.3. Appeals -**

No appeals to report at the time of publication of this agenda

**14.03.4. Transport issues:**

See item 6.

**14.03.5. Road Closures**

Early Warning Notice - Temporary Traffic Regulation Order - The Pike and Washington Road, Washington - 16/05/18

The following works have been planned back in with the same dates as previous and published on the PC’s website:

|  |  |
| --- | --- |
| **Road Name** | The Pike and Steyning Road |
| **Village / Town / Parish** | Washington and Wiston |
| **Specific Location** | From junction of Washington Roundabout to junction with Horsham Road |
| **Type of TTRO** | Road Closure |
| **Reason for TTRO** | Carriageway surface dressing |
| **Proposed start date/Time** | |  |  | | --- | --- | | Date 16/05/2018 | Time 19:00 | |
| **Proposed End date/Time** | |  |  | | --- | --- | | Date 18/05/2018 | Time 06:00 | |
| **The restriction will be effective** |  |
|  |
| Night-time only  from  19:00 to 06:00 |
| **Diversion route (if applicable)** | A283, A24, A27, A283 |
| **Access arrangements** | Residents/business, pedestrian and emergency access will be maintained. |
| **Applicant name** | Balfour Beatty on behalf of WSCC |
| **Applicant contact tel number** | 01243 642105 |
| **Any other details** |  |
|  |  |

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

***14.04.1. Local Plan Review - to consider an invitation to respond***

Councillors discussed the ‘Local Plan Review Issues and Options – Employment, Tourism and Sustainable Rural Development April 2018’. They also considered the response from Sandgate Conservation Society (previously circulated). The society is seeking support for the community aspiration for the formation of Sandgate Country Park to include it as an option in support of Policy 11 (Tourism and Cultural Facilities) within the Issues and Options document relating to ‘Employment, Tourism and Sustainable Rural Development.’ Amongst their proposals is the idea of a fully bio-diverse corridor. The consultation runs for seven weeks between 6 April to 25 May 2018.

**RESOLVED** to support the proposals put forward by the Sandgate Conservation Society, and to include this in the Council’s response to the consultation.

***14.04.2. Winter Maintenance and Emergency Plan 2018-19 - to revise and adopt***

Plans circulated with Agenda for discussion.

Councillors commented that the winter maintenance during the cold snap had worked successfully.

**RESOLVED** to adopt the current Plan for 2018-19 without amendment.

***14.04.3. Salt Audit for winter 2018-19 - to nominate a volunteer to conduct parish salt audit.***

Email from WSCC and PC’s salt audit form circulated with Agenda.

**RESOLVED** that Cllr Britt would audit the salt bins in the village, Cllr Beglan would audit those in Heath Common and the clerk would enquire if Cllr Henderson would audit the salt bins in Montpelier and Spring Gardens. Completed audits to be returned to WSCC before 6th June deadline. The clerk reported that Joe Payne has agreed to top up bins for the new season, and she was awaiting confirmation from the Council’s other contractor.

|  |
| --- |
| ***14.04.5. WSCC Fire Service Plan - to consider an invitation to respond to public consultation***  Councillors discussed an invitation to respond to the draft Integrated Risk Management Plan. It aims to improve public safety, reducing the number of emergency incidents and saving lives. The public consultation runs until Monday 28th May. An email from Tony Morris warning of serious cuts in the service was circulated before the meeting.  **RESOLVED** to comment that further cuts to the fire service are inadvisable.  ***14.04.6. Velo Cycle Event - To Consider a response***  Cllr Lisher and Cllr Glithero reported on a meeting with organisers of the Velo South cycle event which looks set to go ahead on 23rd September, and is supported by WSCC and neighbouring Local Authorities. The Councillors reported that although it will result in rolling road closures between Goodwood and Ashington, and a number of side issues, there is no indication that it will affect the A24 or A27 and would not specifically affect Washington.  A full programme of events timetable and details of locations will be released to the public in the next few weeks and residents affected by closures will be notified. |

**RESOLVED** to make no further comment to the proposals

***14.04.7. To* *appoint DPO service provider, adopt data protection policies and agree email changes***

The Chairman reported on SLCC’s latest GDPR advice that it is likely that parish councils will not require a DPO (subject to parliamentary approval). The clerk advised that it is still good practice for the PC to have a DPO service and that this would potentially reduce her workload for meeting the General Data Protection Regulations.

Councillors considered (previously circulated) quotations from four providers and SLCC draft privacy policies for adoption.

**RESOLVED** to appoint Satswana to carry out a fractional DPO online annual service at £150 to be reviewed after a year and to adopt the privacy policies. Councillors also agreed that the PC’s inactive Facebook account should also be removed.

Email addresses for councillors in line with data protection:

Councillors further discussed the quotation from Vision ICT for dedicated council email addresses for each member at a cost of £18pa per Councillor/£198 net per year. The clerk advised councillors that the alternative is a separate and secure email address such as Gmail with its two-step verification process, which can be used solely for council business.

The Chairman proposed that the council already has a dedicated email address and that everything should go through the clerk, or be copied to her. Councillors to ensure that no one else has access to the email account they use for council correspondence.

**RESOLVED** to adopt the proposal.

***14.04.8. To Receive Neighbourhood Plan update***

The Chairman reported that John Slater Planning Ltd has commenced a 4-week examination of the Storrington, Sullington & Washington NP. His report shall set out the extent to which the Plan meets the basic conditions and what modifications (if any) are needed to ensure it meets the basic conditions. If he is satisfied, the Plan will got to public referendum. His appointment was approved by the SSWNP Steering Group.

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

***14.04.9. Training - to consider attendance at HDC Parish Council Training event.***

Councillors discussed an invitation from HDC to attend a training event on Wednesday 6th June 1.30-4pm for up to two councillors initially.

**RESOLVED** that the Chairman would attend and Cllr Glithero would confirm later subject to any other commitments. Clerk to notify HDC before 22nd May. No further topics were put forward for discussion.

***14.04.10. To Consider quotes for tree works to small-leafed lime tree in the parish***

To Consider quotations from Andrew Gale (circulated with Agenda) and Rowan Mellor (pending) for tree surgery and felling of the small-leafed lime tree in the First Extension Graveyard. The tree is the subject of the Council’s planning application on this Agenda. Tree work to be actioned subject to approval of crown reduction.

**RESOLVED** to agree quotation from Andrew Gale for crown reduction at a cost of £400 net subject to planning approval.

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

To Consider any urgent maintenance issues raised by Councillors.

* Standpipe broken in First Extension Graveyard

Cllr Britt emailed the clerk that the standpipe in the First Extension Graveyard broke on Bank Holiday Monday and was gushing water. It has since been repaired by Mr Michael Jones who lives nearby. Cllr Britt reported that although the standpipe is on Parish Council’s land, the water is used and paid for by Mr John Lower at nearby Taints Orchard.

**RESOLVED** to thank Mr Jones.

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

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

The reconciled bank statement showing transactions between 29.03.18 and 30.04.18 accounting year to date statement, payments schedule, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED to AGREE (305)** the following payments totalling **£3,512.46** be **APPROVED:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Details** | **Amount net** | **VAT** | **Total** |
| 10.04.18 | JRB Enterprises | Dog gloves | 60.50 | 12.10 | £72.60 |
| 07.05.18 | Arthison Ltd | Fence & gate repair | £310.42 | 0.00 | £310.42 |
| 01.05.18 | ADC | Newsletter | £336.28 | 0.00 | £336.28 |
| 25.04.18 | P Parker | Recreation repairs | £1310.00 | 0.00 | £1310.00 |
| 14.05.18 | C.Beglan | APM refreshmts | £238.74 | 0.00 | £238.74 |
| 14.05.18 | Z.Savill | April 2018 net salary, overtime & expenses | £1053.04 +  £38.14 o/time +  £153.24 expenses | 0.99 | £1244.42 |
| **Total** |  |  | *£6,524.78* | *£407.59* | **£3,512.46** |

Councillors **RESOLVED** to **AGREE (306)** the financial reports as follows:

**Outstanding purchase orders £2,358.00**

**Outstanding sales invoices - £0.00**

**Reconciled Bank Balance - £90,014.12**

**RESOLVED to NOTE the following:**

**14.05.2. Quarterly Update**

Q1 report due July.

**14.05.3. VAT**

Not due

**14.05.4. PAYE and NICs:**

Due in July.

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

Velo South information event for Parish Council.

See item 7

**14.07. Correspondence Received -**

**RESOLVED** to **NOTE** the following correspondence circulated with Agenda:

* National Rural Crime Survey - invitation from Sussex Police & Crime Commissioner for public to respond. The survey is available now at [www.nationalruralcrimenetwork.net/survey](http://www.nationalruralcrimenetwork.net/survey) and is open for submissions until Sunday 10 June.
* WSCC Highways’ response to resident’s report of sand along Washington Road from the nearby Britaniacrest quarry.

**14.08. Clerk’s report**

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

## 14.08.1. Freedom of Information/Data Protection Requests Received

None received.

***14.08.2. Compliments and Complaints***

None received

***14.08.3. Governance and Accountability***

Internal audit: Audit of the Council’s 2017-18 accounts and financial governance to be undertaken by Mulberry & Co on 22nd May in preparation for the Annual Return 2018.

***14.08.4. GDPR update***

See minutes ref: 14.04.9.

***14.08.5. Training***

See minute ref: 14.04.9.

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

Cllr Britt reported that the allotment gate needs repair but is still operational.

**RESOLVED** to include it as an item for consideration at the next OSRA meeting.

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

**Parties -**

***14.09.2. Open Spaces, Recreation and Allotments & Footpaths Committee Meeting 16th April 2018***

*Meeting deferred to May 21st due to insufficient business*

***14.09.3. Planning and Transport Committee Meeting 16th April 2018***

*Meeting deferred to 21st May due to insufficient business.*

***14.09.4. Heath Common Design Statement Working Party***

Members of the WP met with HDC senior planning officers on 4th May following the public consultation of the Design Statement.

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

Dates of the next Council Meetings will be:

Committees: 21st May at 7pm

Washington Parish Council Meeting4thJune, 2018 at 7.30pm

**The Meeting Closed at 21:23 hours**

**Signed…………………………………………..**

**Dated…………………………………………..**