

WASHINGTON PARISH COUNCIL



Clerk to the Council.
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WASHINGTON PARISH COUNCIL MEETING

MINUTES of the proceedings of the monthly meeting of Washington Parish Council held on Monday 8th May, 2017

PRESENT: Cllr C Beglan, Cllr Britt, Cllr T Cook, Cllr P Heeley, Cllr J Henderson, Cllr A Lisher, Cllr Milner-Gulland and Cllr D Whyberd.

IN ATTENDANCE: Cllr Paul Marshall (WSSC and HDC)

ALSO: Clerk to the Council

MEMBERS OF THE PUBLIC: 0

ABSENT: Cllr R Thomas and Cllr J Wright

Cllr Heeley opened the meeting at 19:40 hours.

21.09. Apologies for Absence and Chairman's Announcements

Apologies were received and accepted from Cllr Thomas (work)

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

Cllr Cook declared an interest in item 21.16.8 Country Park update- Japanese Knotweed, because she is a neighbour. Cllr Lisher declared an interest 21.16.1 DC/17/0803- 2 Bohemia Cottages because he is a neighbour.

21.11. To approve the Minutes of the last Parish Council meeting held on 3rd April, 2017

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED (226)** that the **Chairman** could sign the minutes as a true record of the meeting which took place on 3rd April, 2017 and the minutes were **duly signed by the Chairman.**

21.12. Public Speaking

No questions raised.

21.13. To Report on Matters Arising from the previous minutes

See clerk's report.

21.14. County and District Issues

Councillors welcomed Cllr Marshall as the new County Councillor for the area, following his success at the WSCC elections. He announced he would be willing to step aside at the Horsham district review if anyone wished to stand in his place.

District: Cllr Marshall confirmed that the compliance issue regarding Japanese Knotweed would be discussed in a site meeting at Milford Grange on 10th May between HDC and developers. Cllr Heeley said the council was awaiting a response from its request to HDC for a full survey of the area. This was in order to determine the extent of the JKW problem, or if its re-occurrence was an isolated incidence. Cllr Marshall advised to await the outcome of the meeting and he would update the council.

County: Cllr Marshall reported that WSCC has not reached a decision on the bus stop closures in the area as there were still priorities based on cost, including the estimated £360,000 for a compulsory layby at each stop. Cllr Britt said it was shocking that nothing had happened. She said residents were being isolated by the closures, and one forced to move home because of lack of public transport. Cllr Beglan asked for clarification on the fate of other bus stops too, if viability is to be an issue. Cllr Heeley requested that Cllr Marshall maintains pressure to re-open the bus stops. Cllr Marshall would forward the WSCC report to the clerk.

21.15. To Review, Consider, Recommend and Report on Parish Council issues.

21.15.1. To Receive APM Agenda

Cllr Heeley confirmed the items on the agenda for the meeting on 24th May. Cllr Beglan appealed for more volunteers to help serve refreshments.

21.15.2. To Give Notice of Co-option for parish councillor vacancy

No by-election requested. Ten-day notice of the vacancy for co-option to start 10th May. Applications to be considered at the June FC meeting.

21.15.3. To Receive an update on the SSW Neighbourhood Plan

Public consultation of the NP next month to be confirmed.

21.15.4. To Consider Hire Request for Village Day and Council Stand.

The PTA of St Mary's CE First School request to hold a Village Day on the Recreation Ground on Saturday 8th June from 12-5pm.

RESOLVED (227) to agree the hire with no charge. The council would not have a stand this year.

21.15.5. To Consider Hire Request for a car boot sale

The PTA of St Marys' CE First School request to hold a car boot sale on the Recreation Ground on a Saturday or Sunday over the summer, date to be advised.

RESOLVED (228) to allow a table top sale without cars or other vehicles, because of potential to cause damage to the grounds in wet weather. Hire fee £350 as it is classified as a commercial operation. Organisers to notify the council of the proposed date beforehand.

Cllr Marshall left the meeting.

21.15.6. To Consider and Agree grass cutting of First Extension Graveyard.

Mr Connor Geal, has increased his fee for the annual grass cutting of the graveyard by 10%.

RESOLVED (229) to agree Mr Geal's quotation of £1320 on condition that it includes the cutting back of basal growth of the lime tree by Bank Cottage. Councillors also **AGREED**

(230) Mrs Geal's quotation of £150 for one day to tidy hedges and trees , including by the felled oak. The contract to be reviewed annually.

21.15.7. To Consider and Agree Quotations for Annual Inspection of Recreation Ground and Children's Play Area.

Councillors considered two quotations for the inspection: £85 by the Play Inspection Company which carried out last year's, and a "one-off" fee for this year of £75 by experienced local inspector Mr Stewart Cormack.

RESOLVED (231) to agree that the inspection is carried out by the Play Inspection Company.

21.15.7. To Consider and Agree Clerk and one other to attend a play inspection course.

The clerk has reserved a place on a RoSPA training course on 25th July at the HDC offices, and advised that it would be good practice to have another trained person to carry out Recreation Ground inspections during annual leave.

Councillors considered asking the school if they had a qualified person for their own inspections, who may be willing to help. If not, the council could offer to fund a training place on the same course.

RESOLVED (232) to agree the clerk attends the £85 course, and to fund a second place (£85) for a school volunteer who is willing to help in the clerk's absence.

21.16.8. To Consider and Agree a donation request from St Mary's CE First School

Cllr Heeley reported that former councillor Kevin Newman is writing a book which celebrates the school's 150th anniversary. The school has secured funding to provide a commemorative book for each pupil. It has written to the Council requesting £250 towards £1500 costs for 140 copies to be given away to the community, plus 60 copies as a high quality teaching aid.

Cllr Heeley said the parish council had written a letter to the SDNPA supporting Mr Newman's application for a majority of the additional funds required. It was not aware if it had been successful. Councillors questioned the principle of giving away public money towards free books which would only benefit a small section of the community. There was only a small budget for grants and donations for local charities.

RESOLVED (232) that with great regret, the council must refuse the request as it is not an appropriate use of public money from its limited budget for charitable donations.

21.16. To consider Planning Applications and discuss Transport issue

21.16.1.Planning applications

Cllr Britt requested clarification as to whether councillors are permitted to submit a personal comment on an application before the Council has lodged its own representation, regardless of any declarations of interest.

RESOLVED clerk to make enquires.

DC/17/0802 - Nyetimer Chestnut Close Storrington RH20 3HS

Surgery to 1 x pine Consultation deadline 10th May, 2017

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

DC/17/0410 -Highover Bracken Lane Storrington RH20 3HS

Enlarging a natural pond for wildlife benefit and to contribute to regional and national targets for the pond habitat action plan (Retrospective)

Councillors **AGREED to NO OBJECTION** to the application

DC/17/0803- 2 Bohemia Cottages Georges Lane Storrington RH20 3JH

Demolition of existing conservatory and erection of replacement side conservatory, two-storey rear extension and detached double garage with ancillary accommodation.

Cllr Lisher declared an interest as a neighbour.

Cllr Lisher declared an interest as he is an immediate neighbour.

Councillors **AGREED to NO OBJECTION** to the application within the context of the whole site. However, they questioned the sub-division of the area into a separate plot, and commented that this should be retained as part of the garden.

DC/17/0878 - Glen Cottage Hazelwood Close Storrington

Installation of circular window to eastern elevation

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

SDNP/17/02180/LIS - Rose Cottage School Lane Washington RH20 4AP

Retrospective application for installation of internal stud wall and doorway to existing washroom (Listed Building Consent)

Councillors **AGREED** to defer to the Conservation Officer.

21.16.2 Decisions

Application: DC/17/0670

Site: Longbury Hill House Veras Walk Storrington RH20 3JF

Proposal: Extensions to the ground floor, a porch roof extension and additional living space in the roof.

WPC Response: Councillors AGREED to NO OBJECTION to the application at the P & T Meeting on 24th April, 2017 with request for restrictions on site working hours and size of vehicles/construction traffic

Decision: Application Permitted

Date of decision: 27th April 2017

21.16.3.Enforcements

Nothing to report: HDC planning portal closed for maintenance at time of publication of agenda.

21.16.4.Appeals -

Appeal lodged:

Date: 19th April 2017

Location: Crosswinds, Hampers Lane, Storrington RH20 3HZ

Planning Ref: DC/16/1664

Proposal: Outline application with all matters reserved for the demolition of existing dwelling and construction of two detached 5-bedroom dwellings and associated

WPC Response: Councillors AGREED to OBJECT at the Planning & Transport meeting on 15th August 2016

21.16.5.Appeals dismissed:

Location: Little Thatch, Veras Walk Storrington RH20 3JF

Appeal: Refusal of planning

Proposal: 1 x dwelling with vehicle access and demolition of existing garage and construction

of new detached garage to serve Little Thatch

Appeal Ref: APP/Z3825/W/163165178

Planning Ref: DC/16/1252

Decision: Dismissed 27th April 2017

Location: 7 Gorse Bank Close Storrington RH20 3AQ

Appeal: Against planning application not determined within 8 weeks.

Proposal: A chalet style 4-bedroom detached dwelling

Appeal Ref: APPZ38825/W/16/1453

Planning Ref: DC/16/1453

Decision: Dismissed 27th April 2017

Site: Longbury Hill House Veras Walk Storrington

Appeal: Refusal of planning

Proposal: 1 dwelling on residential land at Longbury Hill House

Appeal Ref: APP/Z3825/W/16/316224

Planning Ref: DC/16/1908

Decision: Dismissed 27th April

21.16.6.Transport issues:

21.16.7.Road Closures

Notifications from WSCC Highways are published on the parish website

21.16.8.Information only

Country Park - Japanese Knotweed - update

Cllr Paul Marshall (HDC) has written to Helen Sissons, senior compliance officer at HDC requesting pressure on Barratts to take immediate action to eradicate JKW.

Council has written to Helen Sissons requesting a full site survey of the area, copied Cllr Marshall and Cllr Heeley. Cllr Heeley said this was because there has been much speculation about the presence of JKW not necessarily backed by fact, other than an area in the corner edge of the park near Sandy Lane.

Cllr Henderson reported that he had seen contractors clearing vegetation at the back of the park near Sandy Lane on 27th April

A local resident has reported the JKW matter to Police Wildlife Officer.

Helen Sissons has requested an update from Sgt Glasspaul of Crawley Police of his investigation, and any proposed action.

Meeting to be held on 10th May at Milford Grange between developers and HDC. Developer to show evidence of last inspection of JKW by a specialist. There is an issue with the overall remit of the Country Park, including the construction of the paths, and Hampers Lane screening.

21.17. Approve Payments, Receipts and Quotes

21.17.1 To consider and approve the Council's Insurance Policy 2017.18

The Council's revised insurance policy schedule and invoice circulated to Councillors before the meeting. It is based on the revised Assets Register adopted at the APCM before the meeting. Zurich's response to queries on the Register valuation, also circulated.

Clerk advised councillors that the recommendation to remove some of the smaller, low value items such as the suggestion box and council's phone handset, does not reduce the policy premium.

The cost of the policy is £1,295.23 including taxes. This is an increase of £157.63 from the previous year because of the tax increase.

Councillors **RESOLVED to AGREE (233)** the Council's 2017.18 Insurance Policy.

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

To be circulated to councillors before the meeting:

The reconciled bank statement showing transactions between 28.2.17 and 31.03.17 accounting year to date statement, invoice and purchase order summary were circulated to Councillors. April 2017 bank statement reconciled at the June meeting.

The clerk reported that there were some minor outstanding works to be completed in the children's play area at a date to be advised. The contractors HAGS-SMP have requested full payment. Councillors proposed part-payment of £35,000 and balance on completion.

Councillors **RESOLVED to AGREE (234)** the financial reports as follows:

Outstanding purchase orders - £40,800 (£34,000 plus £6,800 VAT) - For new equipment in Children's play area. Approved FC Meeting April 2016 Minute 18.47.1 (151)

Outstanding sales invoices - £28,605.14 - For Section 106 grant approved by HDC June 2016 towards Children's new equipment and installation. Clerk received remittance from HDC for £28,605.13 (to be reconciled in April bank statement).

Reconciled Bank Balance - £71,116.59.

Cheque payments presented at meeting:

HAGS-SMP: (2372) £35,000

Zurich insurance - (2371) £1,295.23

Gina Condie - (2370) Training £98

Will Pickford - (2367) £59.56

21.17.3. VAT -

Not due

21.17.4. PAYE and NICs:

Not due

21.17.5.Clerks Salary & expenses (cheque number) 2369

| | | |
|---|--|-----------------|
| April Payment (gross) | | 1106.56 |
| Backdated pay increase February | | |
| Holiday entitlement | | |
| TOTAL | | 1128.45 |
| LESS | | |
| Tax | | 29.00 |
| NI | | 51.19 |
| Net Payment | | 1025.97 |
| Expenses | | |
| | | |
| Mileage (0.45 ppm) miles | | 29.00 |
| Electricity | | 10 |
| Phone | | 10 |
| Stationery - ink, files, magnetic pins, paper | | |
| | | |
| | | |
| | | |
| Total Expenses | | 144.51 |
| | | |
| Total Payment (April 2017) | | 1,170.48 |

Councillors RESOLVED to AGREE (235) to the Clerks salary and expenses.

21.17.6.Holiday Pay

None.

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

21.18. Correspondence Received- circulated to councillors

01.05.17: Email from Mrs Irene Thompson, local resident, querying the cost of the new children's play area, and who cuts the grass. Clerk has responded with the information requested.

21.19. Clerk's report

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

Children's Play Area -Opening and handover of the children's play area on 12th April reported in the West Sussex County Times (issue 20.4.17).

HAGS-SMP confirmed order of replacement chain and seats for junior swing, sign post for the play area and fire assembly point sign for the village hall. Installation to be approximately 2-3 weeks.

Parish Council's Spring/Summer 2017 Newsletter - Clerk expressed thanks to an excellent service provided by the publisher and printer Arun PrintPlus, Littlehampton, and to the distributors Mark Simpkin, Evan Blake, Cllr Britt, Cllr Cook, Cllr Henderson and Cllr Milner-Gulland. Also special thanks to Mrs Michele Blake for carrying out an extra delivery. Cllrs **RESOLVED (236)** to pay Mrs Blake an additional £20.

Traffic Regulation Order (TRO) site meeting - Cllr Milner-Gulland and the clerk met with WSCC Highways Traffic Officer (Horsham Area) Stephen Douglas, at The Pike, Washington to discuss the council's application for double yellow lines along the road. Mr Douglas advised that the application would pass the initial safety assessment, and would be processed once evidence of support is received from the new county representative. Clerk to write to Cllr Marshall.

21.20.Freedom of Information/Data Protection Requests Received

None received.

21.21.Compliments and Complaints

None received

21.22.Governance and Accountability

Year End 31st March 2017 preparations and reports:

Internal audit of parish council's accounts - 19th May.

Financial Report for 31st March 2017, Annual Governance Statement and Accounting Statements 2016/17 and Variances for the 2016 Annual Return, to be considered by Finance Committee on 22nd May, with Recommendation to Approve Annual Return, pending auditor's report, at the FC meeting on 5th June.

Deadline for completed and approved Annual Return submission on 12th June 2017

Statutory period for exercise of public rights (to see accounts) Monday 3rd July-14th July 2017.

21.23.Holidays

21.24.Training

Clerk to attend RoSPA play inspection course on 25th July.

21.25. To receive items for the next agenda

21.26. To receive reports and recommendations from Committees and Working Parties -

Draft minutes for the following meetings held, circulated to councillors

21.26.1.Open Spaces Committee 24th April, 2017

Meeting cancelled due to inquoracy. Matters for consideration on current FC Agenda.

21.26.2.Planning & Transport Committee 24th April, 2017:

No reports or recommendations.

21.26.3.Finance Committee 24th April, 2017

The following recommendations were made:

Recommendation to agree amended Washington Parish Council Asset Register 2017.18.

Councillors agreed and adopted amended Register at the APCM 8th May 2017.

Recommendation to agree monthly direct debit payments for clerk's pension

Calculation for pension contributions on a monthly basis for employer and employee, circulated to councillors. Total monthly DD deductions: £33.28. No other charges. DD mandate to be signed by two approved signatories.

Councillors **RESOLVED to AGREE (237) the RECOMMENDATION** to make direct debit payments for the employer and employee pension contributions.

15. Date and Time of next Meetings

Committees - 22nd May 2017

Full Council - 5th June 2017

The Annual Parish Meeting - 24th May at 7pm in the Chanctonbury Room.

The Meeting Closed at 21:23 hours