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**PARISH COUNCIL MEETING**

**Monday 2nd December 2013**

**7.30pm in the Village Hall**

**Minutes**

**Present:** Cllr L Britt, Cllr P Heeley, Cllr C Beglan, Cllr N Doré, Cllr R Milner-Gulland, Cllr A Jennings,
Cllr D Horwood, Cllr D Whyberd, Cllr T Cook, Cllr R Thomas

**In attendance:** Cllr Jim Sanson (HDC)

**Members of the public:** none

**Clerk:** Rebecca Luckin

**13.121.** **Apologies for Absence**

Apologies were received and accepted from Cllr Turley (illness) and Cllr Circus (HDC commitments).

**13.122.** **To record Declarations of Interest from members in any item to be discussed and agree Dispensations**‘*a Member who has pre-determined how they will vote in the matter but continues to take part in the process will risk any decision in which they have participated being rendered unlawful and subject to judicial review. In addition there would be a potential for a complaint to be made alleging a breach of the Code of Members’ Conduct for bringing their authority or his or her office into disrepute.’* **Guidance on Predetermination circulated to Members - 15.10.13**The Chairman invited declarations of interest – none were received.

**13.123. Approval of the Minutes of the last Parish Council meeting**The minutes of the meeting of4th November 2013 were agreed as being a correct record of the meeting and duly signed by the Chairman, Cllr Britt.

**13.124. Adjournment of the meeting to allow Public Participation**

There were no members of the public present. PC Burt had sent his apologies and reported that since the last meeting, two tickets had been issued to drivers using the A24 Bus Crossing gap illegally.

**13.125. To report Matters Arising from the previous minutes**The Clerk’s Actionlists following meetings of 4th and 18th November 2013were circulated prior to the meeting.

**13.113.7**. Grit – hippo bags of grit will be collected from WSCC for distribution in the Heath Common bins.

**13.116.2.** The Annie Bertha Lloyd Trust – have responded to Councillors’ letter of concern and asked if Washington Councillors would undertake the role of confirming Nominative Trustees, previously undertaken by HDC. The Clerk will ask for clarification of the role and responsibilities.

**13.126. Planning Applications and discuss Transport issues**

13.126.1.Applications

**DC/13/2255** - Pine Cottage Rock Road – Single storey side extensions. Councillors agreed that more time was required to review the application. The Clerk has requested an extension until 17th December.

**SDNPA** – planning applications – the list of supporting documents to be submitted with planning applications is being reconsidered and the issue is out to consultation. Councillors agreed that additions were positive.

13.126.2. Ongoing concerns

**DC/13/0609** – Reserved Matters – RMC Site

Jane Cecil and Vic Oliver of the National Trust will meet with Councillors and representatives of HCRA and Sandgate Conservation Socieity to discuss access to the Country Park and future management of the Park.The Clerk reported that Hazel Corke and John Attfield will visit the Barratt’s development on 3rd December to discuss outstanding conditions, and will remind them of the need to submit an application for advertisement hoarding and flags.

Councillors are awaiting a response from Hazel Corke HDC regarding a letter previously sent. Cllr Sanson noted concerns of Councillors.

Members remain concerned regarding mud on the road and the lack of enforcement by HDC. The Clerk will contact Cllr Circus and PC Burt to express concern.

13.126.3. Enforcement

**EN/13/0498 –** Advertising flags at John Ireland Way – John Attfield HDC confirmed that an application for an advertising hoarding should be submitted by 10th December and an application for flags by 17th December, since the site is within an Area of Special Advertisement Control.

13.126.4. Neighbourhood Plan

A public meeting was held on 21st November in order to engage the public in the process and encourage volunteers to join focus groups. Attendance by Washington residents was disappointing, although recruitment for Focus Groups was successful. Cllr Horwood suggested some meetings should take place in Washington to encourage attendance.
Julian Carrington HDC had called a meeting to discuss a Memorandum of Understanding between Storrington & Sullington, Washington and Thakeham Parish Councils regarding an area of development within Thakeham Parish. Cllr Worthington-Leese will liaise with Cllr Ray Dawe, prior to a MOU being signed.

Cllr Whyberd raised the subject of a Community Asset Register, whereby local pubs, shops, etc can be registered, enabling the community to have a six month option on any asset that is put up for sale. The Clerk will seek advice from Amberley Parish Council, who have recently completed a register. The Community Facilities Focus Group could identify assets and include the register in the Neighbourhood Plan.

13.126.5. Transport issues
A283 Pedestrian Crossing Point – waiting for a VAS to be installed. To be progressed with the help of Cali Sparkes, Chanctonbury Local Committee and Cllr Circus.

Traffic Speed Limit Reduction Old London Road – To be progressed with the help of Cali Sparkes, CLC and Cllr Circus who confirms that £7,000 of s106 funds would be required for the project. The Clerk and Chairman will attend the next CLC meeting.

Tree - Newhouse Lane / Rock Road – Tim Boxall advises that removal will take place. The Clerk will ask for a date and report back to Councillors.

Flooding at the bottom of school hill – Cali advises that a resolution could be progressed through Operation Watershed and the WSCC Capital Works Programme. Tim Boxall and his team had cleared gullies and culverts. The ditch around the Recreation Ground could be cleared, but Cllr Britt reported that this was undertaken five years previously and did not improve drainage in the area. Tim Boxall will investigate drainage between the bottom of school hill and the ditch on the Recreation Ground.

A24 Bus Crossing Point - waiting for a feasibility WSCC study. Cllr Heeley asked the Clerk to pursue the matter, since the initial request was submitted two years previously.

Gate post by junction of Rock Lane / Rock Road has been reported to WSCC Highways. The gate post is sited directly on the edge of the highway, with no space for a car to pull in while waiting for the gate to open. The Clerk will monitor and make further investigations.

Cllr Whyberd reported that he had requested a Pegasus Crossing by John Ireland Way.

**Cllr Sanson left the meeting – 8.10pm.**

Grant funding - The Clerk confirmed that she had been successful in obtaining £7532 in grant funding from WSCC to replace bus old shelters on the A24.

**13.127. Approval of Payments to be made by the Parish Council and consideration of the draft budget**

13.127.1. Total Bank Balance @ 30.11.13 = £67,876 (including £10,000 Lloyds and £5,000 Nationwide investments).

13.127.2. The following cheques were approved:

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| Clerk’s Salary for November (net) | Chq 2023 | £808.52 |
| Office / Clerk’s Expenses for NovemberAlgae remover for children’s play area £17.99Basketball nets £9.95, Paper £4.99, Electricity £7, Travel £45.00 | 2023 | £84.93 |
| D Flynn – grounds maintenance – mowing and hedge cutting8th, 15th and 24th October £615+VAT | 2024 | £738.00 |
| Information Commissioner’s Office – annual registration\* | 2025 | £35.00 |
| Campaign for the Protection of Rural England - subscription | 2026 | £29.00 |
| Signs of the Times – plaque for Frank £195+delivery+VAT | 2027 | £252.00 |
| J Robertson – commemorative bench for Nurse Sparkes £461.00+VAT | 2028 | £553.20 |
| Public Works Loan repayment – 20.12.13 | Direct Debit | £1773.50 |
| HDC newsletter printing – invoices for October and November not yet received |  | max£125.00 |
| Frank Hottenbacher – replacement of panels for muga, repair of Vera’s Shelter – invoice not yet received |  | max£300 |
| Stella - Litter Warden October and November –£6.31 p/h, 4 hours per week – invoice not yet received |  | max£230.00 |
| SCS Phone bill November  |  | Max £50.00 |
| Storrington PC – WPC share (18%) of costs of public meeting |  |  |
| AirS – initial payment, 50% of full cost – invoice not yet received £2,160+VAT |  |  |

\* In order that the PC comply with the Data Protection Act and can also receive guidance/support from the ICO regarding Freedom of Information requests.

13.127.3. Requests for funding – The Purple Bus had visited Washington during five blocks of attendance since 2006. Councillors discussed the need for Youth Services. Cllr Horwood suggested a donation of £250, seconded by Cllr Beglan and unanimously agreed. The Clerk will review the current budget to identify funds. Councillors would prefer a Thursday or Wednesday evening and would like to request data on usage.

13.127.4. Council Tax Reduction Scheme – provisional figures indicate that a 22% shortfall will be passed on, with Washington PC receiving £267 less than in the last financial year. The draft budget for 2014 / 15 reflects the changes.

13.127.5. Draft Budget – following recommendations from the Finance Committee, the Clerk had redrafted the budget for 2014 / 15. The bus shelter grant will be added to the budget, which will be represented at the January meeting, prior to the precept request.

**13.128. To receive items of Correspondence**

1. HDC Member’s E-bulletin forwarded to Cllr Heeley – 06.11.13

2. Rural Services Network E-bulletin forwarded to Cllr Britt – 06.11.13

3. Monthly update from Chief Inspector Howard Hodges – circulated 11.11.13

4. HDC Member’s E-bulletin forwarded to Cllr Heeley – 11.11.13

5. Rural Service Network e-bulletin forwarded to Cllr Britt – 13.11.13

6. SDNPA invite to meeting with the parishes – circulated – 18.11.13

7. Rural Services E-bulletin forwarded to Cllr Britt – 18.11.13

8. HDC Member’s E-bulletin forwarded to Cllr Heeley – 19.11.13

9. Rural Services Network e-bulletin – forwarded to Cllr Britt – 21.11.13

10. Paths 4 Communities newsletter – forwarded to Cllr Jennings – 25.11.13

11. Gatwick Area Conservation Campaign Newsletter forwarded to P&T Committee members – 25.11.13

12. HDC Member’s E-bulletin forwarded to Cllr Heeley – 25.1.13
13. HDC Member’s E-bulletin forwarded to Cllr Heeley – 02.12.13

14. Southern Water Business Plan 2015 – 2020 forwarded to Councillors 02.12.13

**13.129. Local issues, including Maintenance**

13.129.1. Annie Bertha Lloyd Trust – Washington Cottages. The ABLT committee has explained the current situation regarding a vacant property and asked if the PC would like to undertake the role of confirming the Nominative Trustees.

13.129.2. Neighbourhood Watch Scheme – Councillors agreed not to co-ordinate a Neighbourhood Watch Scheme.
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13.129.4. Grit bin in Lamorna Close – a new resident had requested a grit bin. Councillors were of the opinion that the grit bin at Montpelier Gardens should be used for this winter and will review the situation.

13.129.5. Tea Room Committee – The VHMC had agreed to accept the offer made by Councillors to purchase the cooker for use by the community. The Clerk will offer to the Tea Room Committee the sum previously agreed.

13.129.6. A loose curb stone in School Lane should be repositioned by 7th December (WSCC reference 934112)

13.129.7. Heating in the Village Hall – Councillors asked the Clerk to report a faulty heater in the Small Hall.

**13.130. To receive reports and recommendations from Committee meetings on 18th November**
13.130.1. Open Spaces, Recreation and Allotments Committee

Allotments – blackthorn bare root stock has arrived – FH will plant.

First Extension Graveyard – a holly tree will be ordered, once it is know if an oak tree is required in memory of Frank Wilkinson

Recreation Ground – a bench in memory of Nurse Sparks has been ordered – the Clerk has checked with her relatives.

A product will be used to remove algae from the tarmac. Muga panels have been replaced.

13.130.2. Finance Committee

Draft budget – Councillors received the draft budget and made recommendations.

Internal Control – Cllr Heeley had undertaken an Internal Control of accounts. He reported back to Councillors and made recommendations to be followed up by the Clerk. Councillors agreed to investigate the option of an early part repayment of the Public Works Loan (currently £34,000 outstanding). Subsequent to the meeting the PWLB confirmed that it would not be advantageous to make early part repayments. Councillors agreed to close an account with Nationwide that currently holds £5,000 and is yielding little interest. The Clerk will transfer the funds to the Lloyds Current account and seek other investment opportunities. The Parish Council is currently charged £50 p/a by Lloyds for safe storage of silver cups. Councillors asked the Clerk to have them valued and place an article in the next newsletter asking what residents would like to do with them.
Parish Council debit card – Currently the Clerk is using her own card to make Parish Council payments and purchases online. Following advice from the Internal Auditor and other Clerk’s, Councillors have agreed to request a debit card for use with the Lloyds Current Account. The Clerk will re-draft Financial Regulations and Standing Orders for Councillors approval, in order to give the Clerk delegated powers to spend a maximum of £500 per month using the Parish Council debit card. The Clerk will not make any purchase or payment unless authorised by two signatories of the Lloyds Current account. The Clerk will advise Full Council of all payments made at the next meeting of Full Council. The Parish Council reserves the right to deduct unauthorised payments from the Clerk’s salary.

Parish Council Employee Pension Scheme – Employers have a legal duty to offer employees the opportunity to join a pension scheme. The automatic enrolment date for Washington Parish Council is May 2017. The Clerk will liaise with the SLCC and other parish clerks to investigate affordable options.

13.130.3. Planning and Transport Committee

**DC/13/2122** - Heatherlands Bracken Lane Storrington - Proposed single storey rear extension. Councillors agreed that they would have no objection provided there is no impingement upon the amenity of neighbours.

**DC/13/0609** – Reserved Matters – a follow up letter had been sent to Hazel Corke (11.11.13) regarding HDC policy not to allow Parish Councils to comment on reserved matters or the discharge of conditions.
Grit bins – The Clerk confirmed that WSCC had filled all bins except those in private lanes. A supply will be collected from WSCC to fill the grit bins in Heath Common.
Sandhill Lane – an abandoned caravan has been removed. WSCC and PC Burt will monitor parked cars that block access to footways.
Flooding at School Hill – culverts and gullies have been dug out, one broken pipe was found. Water may be redirected to the ditch by the Recreation Ground, if there is drainage between School Hill and the ditch. *Tim Boxall is checking with Drainage Team, to see if they found drainage and unblocked it.*Neighbourhood Plan – Cllr Heeley had met with HDC and Storrington & Sullington PC and Thakeham PC to discuss the drafting of a Memorandum of Understanding to overcome an issue of an area of development that falls within Thakeham Parish, but would be better included in the S&S and W Neighbourhood Plan.

**13.130. Reports on Meetings and notice of forthcoming meetings**

The next CLC meeting will take place Wednesday 4th December. Washington highways issues will be discussed.

HDC Clerk’s Planning Forum will take place – 18th December – Clerk will attend.

**13.131. Items for the next agenda**
**13.131.1**. Cllr Whyberd reported that Central Government proposed an amendment to Planning Laws to allow farmers to convert an existing barn into three dwellings, or demolish barn and replace it with one dwelling. The Clerk will raise the matter at a forthcoming planning forum with HDC.

**13.131.2.** Cllr Dore expressed concern at ground works taking place at Sandhill Barn. Councillors confirmed that permission had been granted for a pond, north of the property.

**13. Date and Time of next meetings:**

Committees – 16th December 2013 – 7.00pm

Full Council – 6th January 2014 – 7.30pm

The meeting closed at 9.00pm

Signed: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date: 6th January 2014

Chairman