|  |
| --- |
|  |

**PARISH COUNCIL MEETING**

**Monday 4th March 2013**

**7.30pm in the Village Hall**

 **Minutes**

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

**In Attendance**: Cllr Frank Wilkinson (WSCC), Cllr Chris Mason (HDC)

**Members of the public:** Mrs Stuart-Scott, PC Burt, Ed Dickinson, WSCC joined the meeting at 7.50pm

**Clerk:** Rebecca Luckin

**12.178**. **To consider accepting Apologies for Absence**

Apologies were received and accepted from Cllr Thomas (business) and Cllr Jennings (illness).

**12.179.** **To record Declarations of Interest from members in any item to be discussed and agree Dispensations**Declarations of interest were received from: Cllr Horwood – windmill and Cllr Doré - windmill and VHMC.

**12.180. To approve the Minutes of the last Parish Council meeting**

Cllr Milner-Gulland referred to point 12.175 in the previous minutes and wished to point out that it was a ‘Rampion’ windfarm and the proposal was now on hold due to errors in the application process. The minutes of the meeting of 4th February 2013 were agreed as being a correct record and duly signed by the Chairman.

**12.181. The meeting was adjourned to allow members of the public to speak**

**12.181.1** PC Burt reported that during the period 03.02.13 - 03.03.13 three burglaries from outbuildings in Georges Lane had occurred and the theft of a car from the Frankland Arms. He circulated a report of crimes in Horsham South District to January (and will e-mail a copy to the Clerk). 46 crimes were recorded for the rolling year, a reduction of 6 on last year. The crime rate is relatively low, assaults can be cleared easily, but burglaries can be difficult to detect. Statistics could be printed in a forthcoming newsletter. PC Burt will provide figures for misuse of the A24 bus crossing point. Cllr Britt thanked him for attending the meeting in his own time.

**12.181.2**. Mrs Stuart-Scott presented a sack full of litter which had been collected from Sandhill Lane and reported that the bin had been missing for some time. Cllr Britt thanked her for reporting the matter. The Clerk will ask HDC to provide a new bin (cc. Cllr Mason). Councillors agreed to consider appointing a new litter warden to tackle specific areas. Cllr Britt extended her thanks to Mr Stuart-Scott for collecting the litter. Cllr Horwood confirmed that a village clear up will take place on 23rd March and Sandhill Lane will be on the list. The Clerk will give Mrs Stuart-Scott the contact details for PC Burt.

**12.181.3**. Mrs Stuart-Scott was also concerned regarding the number of cars from Kia Garage that were parking by the allotments and in Sandhill Lane. Workers cars were parked all day, but there were at least 8 cars, for resale, parked overnight, some obstructing the entrance. Cllr Turley reported a car transporter lorry parking in the bus stop when children were waiting for the school bus. Councillors discussed the rights of Kia Garage to park in the village and agreed that Kia Garage should show consideration to the community and address the excessive parking issues. In the first instance, the Clerk will draft a letter asking the owner to consider the community. Councillors will then decide the next course of action.

**The meeting was reconvened**

**12.182. Matters Arising from the previous minutes**

The Clerk’s Action Lists from meetings of 4th and 18th February were circulated prior to the meeting.

Website – the Washington Parish Council website is now live.

**12.173.** A boards outside Clayton Kennels. The Clerk reported that there was no guidance from HDC on numbers of A boards allowed and that it would be difficult for Enforcement to take action. Councillors agreed to monitor the number of A boards and review.

**12.074.** Two grit bins will be put in place shortly, at Newhouse Lane junction and The Subway.

**12.156.4. Precept request** – an agreement to request a 0% increase in the precept has appeared as a 0.5% increase on householders Council Tax Bills, due to the 10% shortfall in Council Tax Benefit Grant being passed on to parishes. HDC advised on the calculation to be made, but did not mention that the shortfall had been passed on and should be considered when making the calculation. Cllr Mason advised that Cllr Dawe had asked the Chief Executive what could be done. Cllr Heeley was very concerned that WSCT had picked up on it and suggested that 27 of 33 PC’s have increased precept, when in fact their overall income had not increased.Cllr Britt was concerned regarding the principal and that the wrong message is given to residents. The Clerk was concerned for the future, regarding larger shortfalls and 2% capping, which could trigger a referendum. Parish Councils will need to request less every year in order to comply.

Cllr Britt advised members that Cllr Chris Mason was resigning as district councillor. Councillors were very appreciative of all his hard work over the years and expressed their thanks.

**12.183. Planning Applications and Transport issues**

**12.183.1**. **Applications**

DC/13/0324 – Finches Hollow, Melrose Place – tree works – to be discussed at committee meeting 18.03.13

SDNP/13/100860/ Lower Chancton Farm to be discussed at committee meeting 18.03.13. The Clerk will investigate response made by Councillors on a previous application.

**12.183.2**. **Enforcement**

Kia Garage, Washington – the planting scheme had not commenced at time of printing. Councillors were very frustrated at the lack of visible progress over five years. Barriers to prevent cars spoiling a notable verge had not been installed. Members instructed the Clerk to contact Enforcement and include a copy of the letter to Kia regarding excessive parking.

**12.183.3**.**Decision notices**

DC/13/0054 - Hillyfield Cottage London Road - Proposed single storey rear extension to the existing property – PERMITTED

**12.183.4. Appeals**

**DC/10/1457(APP/Z3825/A/12/2176793/NWF) - RMC Engineering** – a letter had been sent to Rod Brown and HDC Councillors regarding New Homes Bonus payable to planning authorities. A response was received from Cllr Dawe, but no others. Councillors were disappointed to learn that the money would allocated to a general fund for all parishes, rather than being allocated to parishes that had been blighted by development. They would like information from HDC on how money was spent. Cllr Mason advised that it had been discussed by HDC. The Clerk will draft a letter to Cllr Dawe asking for further information on the allocation of funds and advise that consultation with members would be welcome, in line with guidance on the Dept. for Communities and Local Government website.

**Castle Farm Estate** – Appeal withdrawn, no further action to be taken.

**DC/12/0317 –** Yaffles – Appeal commences 27th March, 10.00am, Council Offices, HDC. Cllr Mason reported that HDC Councillors objected to the application and are now required to appear at the appeal to explain their view.

The Chairman thanked Ed Dickinson for joining the meeting to update Councillors on Highways issues. He apologized for recent lack of progress and contact.

**12.184.** **Transport**

**12.184.1** A283 Crossing Point –Ed confirmed that £7,800\* should be available from s106 to cover the cost of a VAS. Highways will need to identify exactly what is required and take it forward. Councillors must explain to the CLC why it is needed and the CLC chair must approve the application. The Clerk will contact Ed to organise a meeting and begin the process. Ed will check on s106 due from Little Barton.

\* Cllr Britt requested that s106 funds from Little Barton be included in the total funds available to WPC

**12.184.2.** A24 Bus Crossing Gap – Feasibility study requested regarding options for closure of the gap. Ed confirmed request noted. John Forster WSCC, had been contacted, to comment on safety. There had been two serious accidents in the last 5 years and is regarded as a minor safety issue. The closure will not be supported as a safety issue, but could be put forward as an infrastructure priority.

The first action will be full consultation with bus operators, (at least 56 day’s notice required for timetable changes), who will be given the opportunity to present to the CLC and state their case. The CLC would need to decide if the proposal could progress. Cllr Heeley reported that bus companies had been approached, but saw it as a withdrawal of privilege rather than a safety issue. Closure last year had resulted in no delays or complaints. The Clerk and Cllr Heeley will be attending a bus partnership meeting on 21.03.13. Cllr Britt confirmed that views had been sought via the newsletter, only one resident had responded, with the suggestion that The Bostal be closed completely.

**12.184.3.** Washington Speed Survey some results were circulated by Ed Dickinson, showing that the average speed was 37 – 40mph. Volume peaked around 4.30pm – 6.00pm on weekdays. Councillors were concerned at the high volume of fast moving traffic near concealed junctions and blind corners. Cllr Horwood advised that he had presented to CLC in November 2011, aiming for a reduction of speed limit through the village, the CLC had committed to undertake a survey, and assess the merit of reducing the speed limit. Ed offered to provide further results and advised that the deadline had been missed for this year’s TRO list. The process is being revised which may help to speed it up. Joel Sykes will undertake an assessment, which will provide a score allowing it to be prioritised by the CLC. Ed will request an assessment date and advise the Clerk.

**12.184.4**. Rock Road / Newhouse Lane junction – awaiting design and costing from Joel Sykes.

Councillors and Ed were reluctant to remove a mature tree, but agreed that it caused significant problems with visibility. The owner was in agreement, but did not want to bear the cost. Ed was of the opinion that WSCC could cover the cost. The Clerk will consult Will Jones (cc Cllr Arthur). Current road signs will be improved with yellow backings. Ed advised that he may need to visit the site to fully understand the issues. Hampers and Bracken Lane junctions have been an ongoing concern.

**12.184.5**. Flooding at the bottom of School Hill – Ed had collated e-mails from Washington PC and expressed regret that nothing had been achieved. He had passed a list of unresolved actions to a team of inspectors (potholes and mud).

A Drainage Team investigation would be required to assess the problems at the bottom of School Hill. Ed will request that they visit. Cllr Britt reported that natural springs had been diverted and drainage channels had not worked. Flooding causes problems to parents dropping children off at school.

**12.184.6**. Poor road surface in London Road – The Clerk had reported to Highways on three occasions.

Cllr Turley advised that the road surface was adequate until it was resurfaced. The work was undertaken late in the year, chippings were too large and workmanship was poor. Ed reported that there was a problem locally with recently resurfaced roads. Chippings could be swept away, but he would prefer the contractor to see the problem. An Inspector was appointed in January. The situation will be investigated.

Councillors thanked Ed Dickinson for attending the meeting. *(The Clerk e-mailed a summary of agreed actions to Ed 05.03.13).*

Tree on the bank – The Street – Cllr Wilkinson reported that the bank in the Street was no man’s land, but that WSCC will attend to the overhanging tree.

**Ed Dickinson and Cllr Wilkinson left the meeting 9.00pm**

**12.185. Approval of Payments to be made by the Parish Council**

**12.185.1**. Total Bank Balance @ 28.02.13 = £50,858.27 (including £10,000 Lloyds and £5,000 Nationwide investments).

**12.185.2.** Cheques for approval:

|  |  |  |
| --- | --- | --- |
| SCS Phone bill (February) not yet received (January £25.49) |  | Max £50.00 |
| Clerk’s Salary February (net)  | Chq no 1962 | £756.76 |
| Office / Clerk’s Expenses for February including:2 X Grit bins £283.84+VAT | Chq no 1962 | £340.61 |

**12.186. Items of Correspondence**

1. Broadband update from Lionel Barnard circulated 07.02.13

2. AirS E-bulletin circulated 07.02.13
3. RSN E-bulletin forwarded to Cllr Britt 07.02.13

4. CPRE bulletin re Growth and Infrastructure Bill – circulated 07.02.13

5. HDC Member’s E-bulletin circulated 11.02.13

6. RSN E-bulletin forwarded to Cllr Britt 18.02.13

7. HDC Member’s E-bulletin forwarded to Cllr Heeley 18.02.13

8. Claire Ebelewicz, HDC, Junior Citizenship day – e-mail circulated 21.02.13

9. Advance application for Traffic Regulation Order regarding road works, night time closure of A24 between Findon roundabout and Highden Bridge, 16 – 23 June, e-mail circulated 25.02.13. Clerk has contacted Highways regarding timings. There are several departments involved in the process and the timings have been found to be the best fit. It is likely that works will not commence until 8.00pm. .

10. RSN E-bulletin forwarded to Cllr Britt 25.02.13 and 04.03.13

**12.187. To consider and report local issues, including Maintenance (Councillors to report)**

Village Hall – outside lighting – Cllr Dore advised that an inspection had not yet taken place.
The Clerk has provided the VHMC with a copy of the CLC Small Grant application form to seek funds for roof repairs.

Dog fouling – a member of the public has reported a dog that is frequently wandering the village unaccompanied and has complained about dog fouling on the Recreation Ground and around the Village Hall.

The ‘Washington’ sign by Meadow Lea has corroded. The Clerk has discussed with Highways, but will report again and ask that the sign on the Storrington Road, by re positioned.

Cllr Milner-Gulland reported – lack of bollards in The Pike and litter.

Cllr Cook reported – litter at Chanctonbury Ring car park and along the Bostal.

Cllr Whyberd reported – dog fouling on Recreation ground.

Cllr Beglan reported – the comment box on the Pixie’s Corner noticeboard had reduced the amount of poster space, the Clerk will remove and store.

Cllr Heeley reported – the website still required some work and invited input. Links to WI and SDNPA could be added. It would be better if the history of the village was embedded in the site, rather than clicking on a word document.

Cllr Horwood – the Spring Clean will take place on 23rd March and focus son Sandhill Lane, The Triangle, The Bostal and car park. The Clerk will organise litter picking kits.

**12.188. Reports and recommendations from Committees**

Reports from Committee meetings held on 18th February 2013

Open Spaces, Recreation and Allotments

First Extension Graveyard – A Gale has been instructed to remove a dead holly tree. The Clerk will inform the Diocesan Authority and advise that a replacement tree will be planted.

Recreation Ground – A Gale has been instructed to undertake tree works, including horse chestnut by the play area.

Path by side of Small Hall – P Williams has been instructed to repair the path by the small hall, removing all paving slabs and replacing with concrete to meet the current path.

Electrical works – J Electrical has been instructed to repair flood light bases as recommended.

Grass cutting and hedge trimming – D Flynn has been instructed to undertake grounds maintenance contract for 2013.

Footpaths and Conservation

Millennium Footpath – Natural England and SDNPA grants are available. Wiston Estate has been approached and their permission sought, but the response was not in favour of the proposal.

A Rights of Way Officer confirms that permission is required to divert a footpath – which can be an 18 month process, unless the West Sussex Local Access Forum can accelerate the process (the landowner needs to make the application).

Home Farm Footpath – the surface is showing signs of wear. Emily Delicata reports that she hopes to lift some of the material and compact it again to improve the surface.

Planning and Transport

**DC/13/0197** - **Former Castle Farm Estate –** minor material amendment – no objection.

**DC/13/0176** - **Lupin Cottage** Hampers Lane - Proposed two storey extension and alterations. Councillors were of the opinion that the proposal was too large for the plot and unanimously objected.

The Storrington Air Quality Action Plan is currently on exhibition.

No response had been received following a letter to WSCC Highways regarding late notification of road works, but notice of June works has been received.

Finance Committee

No meeting held.

Newsletter

Deadline for copy will be 11th March.

**11. To receive reports on Meetings attended**

SLCC Conference – Clerk attended 6th February – report circulated.

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

For the exchange of information only, as it is a non-specific item, members cannot make decisions under this section. If you have any urgent business that needs a decision to be made at the meeting and you are unable to notify the Clerk in time for it to be included on the Agenda, please speak to the Clerk **before** the meeting begins.

The Clerk has passed the CiLCA qualification and could now research the **Quality Council Scheme** (which is currently being reviewed and improved). Guidance notes outlining the conditions for qualification and benefits of joining the scheme will be circulated to Councillors.

The Washington Annual Parish Meeting will be re-scheduled for Thursday 25th April. Cllr Dore confirmed that the hall would be free. Councillors will be available to speak to parishioners.

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

Committees – 18th March

Full Council – 8th April

The meeting closed at 10.00pm

Signed: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Date: 08.04.13

Chairman