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**PARISH COUNCIL MEETING**

**Monday 4th November 2013**

**7.30pm Washington Village Hall**

**Minutes**

**Present:** Cllr L Britt, Cllr P Heeley, Cllr M Turley, 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

**Also in attendance:** CllrJim Sanson (HDC), Cllr Diana Van Der Klugt (HDC), Cllr Philip Circus (WSCC)

**Members of the public:** PC John Burt

**Clerk:** Rebecca Luckin

The Chairman welcomed Cllrs Circus and Van Der Klugt to their first meeting with Washington Parish Council.

**13.108.** **Apologies for Absence**There were none.

**13.109.** **Declarations of Interest and 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. Cllr Horwood declared an interest in the windmill, Cllr Turley – Community Tea Room, Allotments and Barratt’s Homes, Cllr Cook – Community Tea Room, Cllr Dore – the Village Hall and Community Tea Room.

**13.110. Approval of the Minutes of the last Parish Council meeting**The minutes of the meeting of7th October 2013 were agreed as being a correct record of the meeting and duly signed by the Chairman.

**13.111 The meeting was adjourned to allow public participation**
PC Burt reported that in the South Parishes, crime had reduced, but that Washington incidents had increased by 2 to 49, including thefts from vehicles in beauty spot car parks, criminal damage and possession of cannabis. There had been a reduction in shed and garage burglaries and violence against the person. During the period 07.10.13 – 27.10.13 two crimes were recorded – possession of drugs and theft of a laptop from a vehicle parked in Chanctonbury Close. Travellers from the Windmill had moved to Steyning. Cllr Horwood asked for further information on a recent accident which closed the A24 and all other accidents in the parish in the last 6 months. The Clerk will request the information and forward it to members of the Planning and Transport Committee.
Cllr Circus reported that he had liaised with the Police and Crime Commissioner and that District Councillors would be able to raise issues within a forum. He asked if crime figures might appear to be reduced but perhaps it was increasingly difficult to report or record crime. PC Burt thought there might be some truth in that statement. If there is no expectation of detection, a crime may not be investigated. Councillors were concerned that some Police Stations may face closure in 2015. Operation Crackdown was effective in dealing with untaxed vehicles and anti-social driving.
**The meeting was reconvened**

**13.112. Matters Arising from the previous minutes
The Clerk’s Action** lists following meetings of 7th and 21st October circulated prior to the meeting. **13.78.3.** An order for defibrillators will be processed when Elizabeth Greenfield is well enough to work.
**13.108.** The Clerk has forwarded advice from Sandra Herbert, Solicitor for HDC, to Councillors regarding predisposition and predetermination.
**13.105.1** Washington Community Tea Room. The Clerk had contacted the TRC and made an offer of 30% of the cost of new equipment. The VHMC has now purchased the equipment that they need. TRC may offer any profits that are left following the winding up of the CIC, for the VHMC to purchase a cooker. The Clerk will contact the Chair of the VHMC and ask if they would like the Parish Council to purchase the existing cooker at 30% of the new price, or if they would prefer to wait for any profits and purchase their own.
**VAT Reclaim** – £1,622 had been received for the period 01.04.13 - 31.10.13.

**13.113. Planning Applications and Transport issues**

13.113.1. Applications
**SDNP/13/04904/PRE** – Pre application advice – Tilley’s Farm, The Pike for Erection of 9 x solar photovoltaic panels on existing outbuildings. The Clerk explained that due to a misunderstanding on the SDNP Planning Portal, Councillors were able to comment on this pre-application advice. Cllr Heeley commented that the panels would be placed on an outbuilding and although they were within the SDNP, they would not be visible by walkers or neighbours. Councillors agreed no objection at this stage. The Clerk will respond.
*Following the meeting, Cllr Sanson contacted HDC and SDNP Planning Departments to clarify if comments would be considered, and asked if permission was usually required for photovoltaic panels and reported back to Councillors. The Clerk has received copies of the Town and Country Planning Act covering solar panels.*

13.113.2. Ongoing concerns

**DC/13/0609** – Reserved Matters, RMC site

Jane Cecil and Vic Oliver of the National Trust will meet with Councillors on 5th December to discuss the way forward for the Country Park Management Plan. Mike Gould (HCRA) and a member of the Sandgate Conservation Society will attend.

A response from Planning Officer, Hazel Corke was circulated to members of the Planning Committee. Cllr Britt advised HDC Councillors that although there was no written policy, HDC Planning Department had no history of involving Parish Councils in the discharge of conditions and the approval of reserved matters. Councillors noted that Ms Corke would take Parish Council concerns into account, but that it was not standard procedure for them to be involved, the advice of appropriate consultees would be sought. Members were not sure who were the ‘appropriate consultees’, and who could possibly have more to lose or gain than local residents. Cllr Britt was concerned that no further comments would be considered by Planning Officers and asked HDC Councillors to take on board their concerns. Councillors wished for an official opportunity to make comment, rather than a one-off exception. Members were concerned that local representatives were not included in the process and that decisions were made by Planning Officers who are under the pressure of a huge workload. The Clerk will forward e-mails on HDC lack of policy to Cllr Sansom. The Clerk will ask for clarification regarding the contradictory message within the letter from Hazel Corke - comments will be taken on board, but there will be no further opportunity for comment (cc Cllrs Circus, Sansom and VanDerKlugt).
Cllr Circus was aware that there was no policy to formally involve parish councils in the discharge of conditions and approval of reserved matters.

13.113.3. Enforcement

**Kia Garage** – following a visit by Tim Boxall WSCC, no further issues had been reported. Councillors had previously noted that the fence had been moved approximately 1m forward to increase the display area and agreed to inform Enforcement if the fence was moved further.

**EN/13/0374** – Lupin Cottage – John Attfield, Enforcement, gave verbal advice to the property owner that work should not take place until an application had been submitted and approved. The property owner agreed that only the scaffolding would be erected, since this had been organised some time previously.

**Millford Grange advertising** – an application had been submitted for existing V-sign. The hoarding had already been reported to Enforcement, but in addition David Wilson Flags are now flying. The Clerk will report to Enforcement again since it is in the countryside and add it to the concern regarding the large hoarding.

13.113.4. Decision notices
**DC/13/1610** - Chardons Badgers Holt - Surgery to 1 x Field Elm tree (T1) - PERMITTED

**DC/13/1731** - Redlands Farm House Rock Road – Replacement dwelling – PERMITTED

**DC/13/1727** - 8 Lamorna Close Washington - Erection of orangery extension on the rear elevation – PERMITTED

Cllr Britt was concerned that in the past an objection from the Parish Council would have sent an application to Development Control, but this was no longer the case, and Councillors had not been informed of the change. An Assessment Officer will no longer discuss the matter with District Councillors. District Councillors took on board the comments. Cllr Circus will lobby for a return to the previous system to allow District Councillors to form a view.

He was of the opinion that it was being driven by pressure from government, but the duty of Members was make the right decision for residents, however long it takes. There is sometimes a conflict between members and officers who are trying to avoid being put into special measures.

**In future, the Clerk will copy District Councillors in when making a response to HDC, in order to alert them to the views of Parish Councillors and allow them to discuss the matter with Planning Officers in advance of a decision being made.**

13.113.5. Minerals and Waste Local Plan – Following an initial consultation period, the inspector had recommended some amendments. A second consultation period will last until 16th December. A link to the amended plan was circulated to Councillors for comment.

13.113.6. Neighbourhood Plan

Public Meeting to be held 7.30pm, Thursday 21st November, Rydon School Hall. Flyers are available from the pub, shops, church and school. The Clerk requested that all Councillors attend the meeting.

The Neighbourhood Plan Newsletter, Housing Need Survey, covering letter and a pre-paid envelope have been distributed to all households by Parish Councillors.

Housing Need Survey posters and information have been placed on noticeboards and the website.

Madeleine Shaw has offered to join the Steering Group, representing HCRA.

Coherent planning across parish boundaries - 2.30pm Monday 11th November – following representation regarding coherent planning policy across neighbouring parish boundaries, Julian Carrington, HDC, will attend a meeting with representatives of Washington Parish Council and Storrington & Sullington Parish Council.

13.113.7. Transport – Cllr Horwood attended the CLC meeting of 11.09.13 and agreed to meet in the first instance with Cllr Barling (WSCC) and then to meet with Cllr Montyn (WSCC) in his Chichester office. Cllr Barling has directed his concerns to Cali Sparkes, who will arrange a meeting with Cllr Philip Circus (WSCC). An update has been provided to Cllr Circus (WSCC). Cllr Horwood emphasised that he would like to work with Cllr Circus to progress Highways issues, particularly the speed limit, since Washington is the only village in the area with a 60mph limit. The Clerk will send Cllr Horwood’s first report to the CLC to Cllr Circus, who will be meeting with CLC members shortly. Councillors were of the opinion that recent lack of progress was unfair and a waste of everyone’s time and effort.

Tim Boxall had visited to discuss highways issues and suggested a height barrier at the allotment layby – this would be progressed by the CLC if there were funds available. The Clerk had advised Tim that other projects took priority at the moment. Hatched white lines could be placed by the dropped curb in Sandhill Lane. A solid line at Sunny Nook could discourage parking, at a cost of £100 to the property owner. An overgrown hedge by Dingley Dell belongs to the Parish Council – the Clerk will obtain quotes to have it trimmed.

A283 Pedestrian Crossing Point – waiting for a VAS to be installed. To be progressed with the help of Cali Sparkes, CLC and Cllr Circus.

Traffic Speed survey, Old London Road –Policy on Speeding Traffic has changed. To be progressed with the help of Cali Sparkes, CLC and Cllr Circus.

Tree at Newhouse Lane / Rock Road – Tim Boxall advises that removal will take place.

Flooding at the bottom of school hill – waiting for flooding to be resolved and water redirected. Tim Boxall will provide a copy of the engineers report. Cali advised that the project can be progressed through Operation Watershed and the WSCC Capital Works Programme. The Clerk will follow up.

A24 Bus Crossing Point - waiting for a feasibility WSCC study.

Grit bins – WSCC confirm that grit is currently being delivered. WSCC will contact nominated farmers directly when hippo bags are being distributed.

**Cllr Circus, Sanson and Van Der Klugt left the meeting at 20.50pm** – the Chairman thanked them for attending.

New Air Corridors - The London Airspace Consultation (LAC) will run from 15 October 2013 to 21 January 2014 and will be available online at [www.londonairspaceconsultation.co.uk](http://www.londonairspaceconsultation.co.uk/) for stakeholders and the public to view and leave feedback that will help with the modernisation of the UK’s airspace structure.

Cllr Thomas had investigated and reported that airspace has been divided into blocks with traffic travelling over Washington at 7,000feet. LAC had invited consultation, but had not advised where new corridors would be. Councillors were of the opinion that residents of Crawley and north Horsham would be most affected. Councillors agreed to re-join the Gatwick Area Conservation Campaign (GACC) at the cost of £10 p/a to include 10 e-bulletins per year.

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

13.114.1. Total Bank Balance @ 31.10.13 = £66,425.00 (including £10,000 Lloyds and £5,000 Nationwide investments).

13.114.2. The following cheques were approved:

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| Clerk’s Salary for October (net) | Chq 1009.10 | £808.52 |
| Office / Clerk’s Expenses for OctoberIncluding light cards - £62.40 | 1009.10 | £200.58 |
| D Flynn –– mowing and hedge cutting, Invoice not yet received |  | Max£400 |
| Gina Wilmshurst - Washington Story production costs  | 2017 | £28.40 |
| J Lower – First Extension Graveyard maintenance\* | 2018 | £600.00 |
| WSCC - supply of grit | 2019 | £270.00 |
| AirS Housing Need Survey – invoice will be provided when survey complete. Approx. £1598.00+VAT Cost to be covered by grants from HDC and Locality |  | Max£1598.00+VAT |
| Andrew Luckin / Andy Allen collect and deliver grit £45 p/h |  | Max£90.00 |
| SCS Phone bill October – invoice not yet received |  | Max £50.00 |

\*There are funds in the budget to allow for one more cut of the First Extension Graveyard.
Cllr Whyberd proposed and Cllr Beglan seconded that one more cut was undertaken – carried unanimously.

13.114.3. Quote for Housing Need Survey:

AirS Full service of engagement - £2320+VAT

AirS Proposed service excluding mailout - £1598+VAT\*

\*It is expected that HDC and Locality will provide grants to cover 70 - 85% of costs.

Cllr Heeley proposed that AirS were engaged for the service excluding mailout at a cost of £1598+VAT. Seconded by Cllr Dore – one abstention, agreed by remaining Councillors.

13.114.4. Quotes for rock salt / grit;

Travis Perkins - £145+VAT per hippo bag supply and deliver

Balfour Beatty - £145+VAT supply and deliver

WSCC - £45+VAT per hippo bag if buyer collects

Andrew Luckin and/or Andy Allen will charge £45+VAT per hour collect and deliver hippo bags.

Cllr Horwood proposed that grit be purchased from WSCC and collected by Andy / Andrew which would obtain the best value for money. Seconded by Cllr Beglan – agreed unanimously. Six bags will be purchased for the Heath Common lanes to provide two fills of the 12 grit bins.

13.114.5. Memorial plaque for Cllr Wilkinson – Signs of the Times – 350mm metal plaque - £210+VAT. Following recommendation by the Open Spaces Committee, Members agreed to ask the Clerk to place an order. The location of the plaque will be decided when it is received.

13.114.6. Requests for financial support

Horsham District Age UK had requested a grant of £250 using the Washington PC application form and included a copy of their annual accounts – copy circulated to Councillors.

The West Sussex Mediation Service has requested a grant and provided a copy of their annual accounts

The Clerk advised that there were no funds allocated in the 2013 / 14 budget for Section 137 payments. Councillors agreed that provision should be made in the 2014 / 15 budget and that the request could be considered in the next financial year. The Clerk will respond to Age UK and the West Sussex Mediation Service.
The WSCC – Rural Mobile Youth Trust (Purple Bus) had requested a donation towards costs. Information and accounts were provided. Councillors agreed that if the bus were to visit Washington, they could consider a donation in the next financial year. The Clerk will respond.

13.114.7. Budget – The Clerk reported that Horsham District Council were anticipating passing on a 22% shortfall in the Council Tax Benefit Grant to Parish Councils, which would have an impact on income, since 3% of households in the parish are in receipt of CTB. There would be no reference to parish councils having absorbed a reduction in the council tax bills sent to householders. Further information will be received from HDC in November, with the final decision being made in December. Working on information currently available, it could reduce Washington’s income by £240.00.

13.114.8. Internal Control – Cllr Heeley will report to the Finance Committee on 18th November.

**13.115. Items of Correspondence**

1. Rural Services Network e-bulletin forwarded to Cllr Britt 09.10.13

2. CPRE Bulletin circulated 09.10.13

3. RSN e-bulletin forwarded to Cllr Britt 15.10.13

4. HDC Member’s e-bulletin forwarded to Cllr Heeley 15.10.13

5. West Sussex Independent Economic Commission workshop regarding planning, 24th October, 6 – 8pm Billingshurst VH – details circulated 15.10.13

6. WSIEC – business survey – link forwarded to Cllr Horwood – 16.10.13
7. HDC Member’s e-bulletin forwarded to Cllr Heeley 21.10.13
8. AirS SALC – Sussex Rural Conference – 7th November – e-mail circulated 22.10.13

9. E-mail of concern from resident opposite Britannia Crest site – circulated to Planning Committee members – 24.10.13

10. Rampion E-bulletin circulated to Councillors – 28.10.13

11. RSN E-bulletin forwarded to Cllr Britt – 28.10.13

12. HDC Member’s E-bulletin forwarded to Cllr Heeley – 29.10.13

13. CPRE E-bulletin forwarded - 04.11.13

**13.116. Local issues, including Maintenance**13.116.1. Tea Room Committee – the VHMC have offered £210 for the heater, water heater, microwave and fire blanket. The Parish Council has offered 30% of cost of new equipment for the microwave, water heater, fridge freezer and range cooker. The Tea Room Committee advised that the range cooker was not considered suitable by the VHMC. If there are any remaining profits following the winding up of the Community Interest Company, the TRC may offer them to the VHMC to purchase a cooker, subject to CIC regulator permission.

13.116.2. Annie Bertha Lloyd Trust – Cllr Dore expressed concern that one of the Washington Cottages had been empty for a year and asked if the Parish Council could do anything to encourage refurbishment works and find a new tenant. The Clerk will write to the trust and ask what they are proposing and advise that one person has raised concerns.
13.116.3. The December Newsletter copy date was set for 20th November

**13.117. Reports and recommendations from Committee meetings held on 21st October**
13.117.1. Open Spaces, Recreation and Allotments Committee

Allotments – problems with mare’s tail on one plot. Saplings will be planted along back boundary in November.

D Flynn will attempt to deal with it when it is in the growing phase.

First Extension Graveyard – bulbs planted, Ilex tree to be replaced.

Recreation Ground – FH continues to repair and maintain in order to extend the life of the current equipment.

The Clerk will continue to seek funds to replace the Children’s Play equipment.

The tennis net will be replaced in the spring and a storage cupboard provided.
Jubilee Tree – FH will be asked to replace the post.

13.117.2. Footpaths and Conservation Committee

The Windmill - Councillors were pleased to hear that the prospective purchaser is asking for the mill to be handed over in a habitable condition. Cllr Milner-Gulland reported that the John Ireland Society would like the mill to fulfil some public function. Gina Wilmshurst will provide old photos of the mill for reference. Cllr Jennings reported that the mill was covered by a tarpaulin and an earth bund was keeping travellers out. When the sale is complete, the new owner will be invited to attend a committee meeting.

Cllr Whyberd reported that he had requested an improved bridle way crossing over the A283.

13.117.3. Planning and Transport Committee

**WSCC/086/13/SR** – Washington Sand Pit, Hampers Lane – Section 73 application to vary conditions attached to DC/2500/08(SR) to extend the period for mineral extraction to 31 December 2015. Councillors agreed that they had no objection to the sand winning proposal, but strongly objected to the proposal to change the layout of the entrance. Subsequent to the meeting, it was confirmed that any changes in road layout are part of the RMC application. Councillors requested that sand extraction should be limited, in order to minimise noise and traffic movements. **DC/13/1981** - John Ireland Way, Washington - Consent to display 1 x V-configuration sign at entrance to new residential development currently under construction. Councillors were mindful that they had previously expressed an opinion on the advertising sign, but agreed to object to the proposal since they were of the opinion that it was too large, close to the highway and inappropriate in a countryside location.
**DC/13/0609** – Approval of Reserved Matters
Councillors had met on site with representatives of Barratt’s – the Site and Contracts Managers. At the site meeting it was noted that building of show homes had commenced – the Clerk has reported to Enforcement HDC.
Hazel Corke advised that HDC would not provide information on the discharge of conditions and would not invite comment from the Parish Council upon further reserved matters. Councillors were concerned that the final matters were key issues and that they would welcome the opportunity to respond. The Clerk had written to Hazel Corke.
Grit bins – Heath Common grit bins will not be filled by WSCC at the beginning of the winter. All previous agreements have been superseded by this year’s Winter Plan. Grit bins on the lanes will be filled by Washington Parish Council.
HCRA had responded to **WSCC/086/13/SR** – Washington Sand Pit - no objection in principle.

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

The Clerk’s appraisal and form had been completed – copy available for Councillors at their request.

**13.119. Items for the next agenda**

None received.

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

Committees – 18th November 2013

Full Council – 2nd December 2013

The meeting closed at 21.35pm

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

Chairman