**PARISH COUNCIL MEETING**



**Monday 5th November at 7.30pm in the Village Hall**

**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

**Also in attendance:** Cllr F Wilkinson (WSCC), Cllr J Sanson (HDC)

**Members of the public:** Two

**Clerk:** Rebecca Luckin

**MINUTES**

The Chairman welcomed Cllr Rick Thomas to the Parish Council.

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

Cllr Turley (delayed travelling from work). Councillors agreed to accept the reason given for absence at the start of the meeting. Councillors were unsure whether acceptance needs to be proposed and seconded. The Clerk will investigate.

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

The Chairman invited declarations of interest from members. Cllr Cook declared an interest in St Mary’s Church.   
Cllr Doré declared an interest in the church and the Village Hall.

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

The minutes of the meeting of 1st October 2012 were agreed as being a correct record of the meeting and duly signed and initialled by the chairman.

**12.125. To adjourn the meeting to allow Public Participation**

**12.125.1**. Two residents from Chanctonbury Close were repeated their concern regarding the poor state of the road surface in the close, which is a private, unadopted road. Cllr Wilkinson advised that he had asked Highways to patch the road, but that they would not consider it. Their advice had been for residents to set up a rolling fund and to commence a programme of maintenance. Residents noted that HDC had repaired a drain that had been broken for two years, but were concerned that there had been no other improvements. Cllr Dore advised that residents had received a letter from Mr Sparks suggesting that a residents association is formed and that a rolling fund is commenced. The Clerk will contact him. If there has been a significant response, WSCC may be approached. Cllr Horwood would like to know if HDC have any guidance on setting up a road fund. The Clerk will investigate.  
**12.125.2**. Residents are also concerned regarding blocks placed by the road to prevent parking on verges, sometimes causing obstruction. Cllr Wilkinson advised that the Police can deal with the matter on a private road. The Clerk will ask the PCSO regarding the legality of the blocks.

**12.125.3**. Dog fouling has also been noticed at the top of The Street. The Clerk will investigate notices available from HDC advising of a £50 fine. An article will be placed in the newsletter asking residents to clean up behind their dogs.

Members of the public left the meeting at 7.51pm.

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

Clerk’s Action List following meeting of 1st and 15th October **–** copies circulated prior to the meeting. **12.98.5** – Minutes of the meeting of 3rd September. A member of the public is of the opinion that the statement is incorrect and that the small kitchen was not ‘condemned’, but ‘out of action due to flooding’. Minutes had already been agreed and signed, but the comment was noted.

**12.114.2** TheEnvironmental Cleansing Grant received in August does not depend on the Parish Council employing a Litter Warden, it can be spent as Councillors wish, keeping the village presentable and will not need to be refunded. Funds could be put towards dog fouling notices.

Grit bins – none reported as empty at time of printing.

**12.117.2** – Broken drain on the Recreation Ground – now repaired again, without charge.

**12.117.1** – Following a request by the Cricket Club that the Parish Council review the charges made for the use of the pitch, the Clerk has established that they have only paid for use of the Recreation Ground in 2006, 2008 and 2009, and have never made payment for the use of the pitch. This issue will be discussed at the next Open Spaces Committee meeting.

**12.127. Consideration of Planning Applications and discussion of Transport issues**

Applications

|  |
| --- |
| **12.127.1 DC/12/1725** - Former Castle Farm Estate The Hollow Washington - Variation of Condition 2 (The premises with the exception of Block A shall be used only for purposes within Use Classes B1 and B8) of planning permission **DC/12/0988**, to allow the following additional uses: A3, D1, D2 and a Veterinary Surgery – delegated. Following Planning meeting of 15th October, Clerk responded to HDC that no decision could be made since the necessary information had not been provided by the applicant. APPLICATION WITHDRAWN. Cllr Sanson advised that the Appeal process had stalled, since the Appellant had made a complaint against the Inspector.  **12.127.2.** Cllr Beglan expressed concern regarding the drainage problem and flooding risk to local residents. A letter from residents who had experienced flooding in June 2012 had been received by the Clerk and forwarded to Cllr Wilkinson, who had not yet received a response. The Clerk will contact residents to see if any progress has been made.  **12.127.3.DC/12/1991** - Hollybush Cottage Newhouse Lane  Single storey extension linking house with garage and external alterations to include closure of side door to porch. Cllrs Beglan, Heeley and Cook had visited the site and considered the proposal to be a minor matter. A garage already exists to the front of the property with a linking wall to the house. The applicant wishes to build the kitchen forward to meet the wall. Councillors could see no grounds to object to the application. The matter will be deferred to the Planning meeting of 19th November.  Cllr Turley joined the meeting at 19.58pm and declared an interest in the Community Tea Room.  **12.127.4. DC/12/2026** - New Highfield Works Spring Gardens Washington - Application for thepermanent extension of hours following the temporary permission granted for one year under DC/12/0310 (Extend factory working hours from 0600 hours to 2300 hours Monday to Saturday) – an extension on time will be requested from HDC and the item will be placed on the next Planning Agenda. The Chairman advised that the property was in Ashington Parish but Washington Parish Council have responded in the past.**12.127.5. SDNP/12/02583/HOUS** - Frieslands London Road Washington - Proposed 2-storey side extensions, new roof (including raising the existing ridge height) and front porch.) – an extension on time will be requested from HDC and the item will be placed on the next Planning Agenda. **12.127.6. SDNP/12/02718/TCA** - Old Forge School Lane Washington Pulborough West Sussex RH20 4AP - Surgery to 1x Willow tree ) – an extension on time will be requested from HDC and the item will be placed on the next Planning Agenda.  **12.127.7. Goods Vehicle Operators Licence** – James Dunn, Crofters, Rock Road, Washington. Application to use the property as an operating centre for 1 goods vehicle. Response required to Traffic Commissioner’s Office and to the applicant.  Cllrs discussed the location. Cllr Jennings advised that a mechanic repair workshop was on site and that the property was subject to an agricultural restriction. The Clerk will write to the applicant for clarification and ask for information on current planning permissions (check with HDC also). The Clerk will ask the Traffic Commissioner for an extension on time. Councillors were concerned regarding access into the site from Rock Road*.*  **12.127.8**. Enforcement  None to report.  **12.127.9.** Decision Notices  **DC/12/1460** - Pine Cottage Rock Road - Erection of timber double garage in front garden adjacent to the front elevation of the property - PERMITTED |

**12.127.10**. Appeals

APP/Z3825/A/12/2176793/NWF – RMC Engineering site – Appeal has commenced, outcome awaited.

Castle Farm Estate – Appeal to recommence.

Transport

**12.127.11.** A283 Crossing – VAS costing requested from Tracey Webb – provisional costing £7,800. Confirmation and draft plan to follow. Councillors will wait until confirmation arrives before considering a contribution.

**12.127.12**. A24 Bus Crossing Gap – Councillors had agreed to consult residents via the newsletter. Cllr Heeley was of the opinion that an article in the WSCT would maximise the response. Councillors discussed the options to be considered, including complete closure of the gap and monitoring of the crossing with a camera. The Clerk will ask PC Burt if evidence of illegal use by motorists could be used by Police in prosecuting drivers. Cllr Wilkinson advised members to consult via the newsletter to minimise issues. The Chair will draft a newsletter article.

**12.127.13**. Washington Speed Survey – will take place end of October / early November. Cllr Wilkinson confirmed that the survey would take place imminently.

**12.127.14**. Rock Road / Newhouse Lane junction – awaiting draft design and progress report from Joel Sykes and Adam Bazley. Cllr Wilkinson confirmed that Joel Sykes was working on a draft plan and that Adam Bazzley had written to the owner of a tree but had received no response yet.

**12.127.15.** Washington Roundabout Maintenance schedule – Ed Dickinson, WSCC, had advised that he was investigating. Cllr Beglan confirmed that heuchera had been planted. The Clerk will thank Ed Dickinson for progress made and ask regarding the wild flower area in the centre.

**12.128. To consider approval of payments to be made by the Parish Council**

12.128.1. Cheques for approval:

|  |  |
| --- | --- |
| SCS Phone bill (October) not yet received | Max £50.00 |
| Clerk’s Salary (net) | £756.76 |
| Office / Clerk’s Expenses include: Norton internet security £24.00, Wireless internet range extender £39.99 | £142.36 |
| D Flynn grounds maintenance – no invoice received |  |
| J Lower churchyard maintenance | £400.00 |
| Frank H general maintenance – no work undertaken |  |
| D Muddle bus shelter and playground maintenance – no invoice received |  |
| Neil North – Tree Condition Survey as per quote | £285.00 |
| Vision ICT new website £500+VAT | £600.00 |
| All the cheques above were approved by Councillors. |  |

**12.128.2**. Payments over £500 - The Parish Council is required to publish any single or cumulative payments over £500 – the Clerk has produced a spread sheet and will upload it onto the website.

Total Bank Balance @ 31.10.12 - £58,696.37

Draft Budget for 2013 / 2014 – circulated prior to meeting for consideration at the next Finance Committee meeting.

**12.128.3.** Quotes Received:

J Electrical – quote for periodic inspection of Muga light meter and flood lamps £110+VAT. Adjust angle of flood lamps £450.00+VAT. The Clerk will seek further quotes for repositioning of the flood lights. Councillors may wait until the spring or until a light breaks before instructing a contractor to proceed. The matter will be discussed at the next Open Spaces meeting.

Cllr Sanson left the meeting at 20.27pm.

**12.129. To receive items of Correspondence**

1. HDC Member’s E-bulletin – forwarded to Cllr Heeley 03.10.12

2. Rural Services Network Bulletin – circulated to Cllr Jennings 03.10.12

3. CPRE E-bulletin circulated 04.10.12

4. Invite to meeting 2.30pm on Friday 19th October, regarding Youth Provision in Storrington area from Clare Ebelewicz – circulated 04.10.12

5. WSCC Community Flood Prevention Fund letter from Stuart Smith – circulated 08.10.12

6. Rural Services Network E-bulleting circulated to Cllr Jennings 08.10.12

7. HDC Invite to identify local issues – circulated 08.10.12

8. HDC Member’s E-bulletin circulated – 09.10.12

9. HDC Planning Framework Strategy timetable, circulated to Planning Committee – 10.10.12

10. AiRS E-bulletin circulated to Cllr Jennings – 10.10.12

11. PC Burt advice regarding traffic permitted to use Bus Crossing Point, Buses and school coaches only, not taxis – circulated to Planning Committee – 10.10.12

12. Advice from Sandra Herbert, HDC regarding forthcoming Police and Crime Commissioner Elections – 11.10.12

13. Rural Services Newsletter circulated to Cllr Jennings – 15.10.12

14. HDC Member’s E-bulletin circulated to Cllr Heeley – 16.10.12

15. Rural Services Network Bulletin circulated to Cllr Jennings 22.10.12

16. HDC Member’s E-bulletin circulated to Cllr Heeley – 22.10.12

17. S106 Funds Report Circulated 29.10.12  
18. RSN E-bulletin circulated to Cllr Jennings 29.10.012

19. HDC Member’s E-Bulletin circulated to Cllr Heeley – 30.10.12

20. Rural Services Network bulletin circulated to Cllr Jennings – 31.010.12

21. HDC Member’s E-Bulletin forwarded to Cllr Heeley – 05.11.12

22. Invite to HDC Senior Persons Member Seminar 28th November, respond by 16th November – circ. 05.11.12  
  
Cllr Jennings advised that Natural England had a fund of £2M. Councillors will consider the fund for the Millennium Path at the next Footpaths meeting.

**12.130. To consider and report local issues, including Maintenance**

**12.130.1.** A member of the public had expressed concern regarding an unsafe evergreen tree on the Recreation Ground. In his Tree Condition Survey, Neil North refers to a Yew tree ((T32) as growing at a severe angle, but healthy, and would recommend uplifting to around 3M.  
**12.130.2**. Owners of Rocklodge were concerned regarding a culvert in The Hollow – a letter addressed to WSCC had been circulated prior to the meeting. Cllr Wilkinson had liaised with Kevin Mackney and Geoff Lowry WSCC.

**12.130.3.** Bostal Layby – Wiston Estate advise that they do not own the land. The Clerk will ask the owner of Meadow Lea to confirm that he is not the owner of the layby.  
**12.130.4.** St Mary’s Church – missing pews. Cllr Milner-Gulland advised that Councillors were not in a strong position to object to the removal of pews, but that residents are ‘stakeholders’. Councillors had previously been assured that the pews would remain following reordering at the Church. He was concerned that the Diocesan Authority had not consulted Councillors or parishioners. Some members were concerned that the listed building had been altered inside and that the pews would be sold. The Clerk will draft a letter to the Diocese Office expressing an interest and asking how the decision was reached.

Cllr Wilkinson left the meeting at 20.40pm

**12.130.5.** The Tea Room Committee had requested permission for a marquee on the Recreation Ground by the Village Hall to allow extra room for their Christmas Fair, Saturday 10th November. The proposal to approve the request was made by Cllr Cook and seconded by Cllr Horwood. Carried unanimously.

**12.130.6.** Flooding at bottom of school hill. Clerk has contacted Highways and HDC to request a desludger, no response yet. The matter will be discussed at the next Planning and Transport meeting. Cllr Turley advised that the water has nowhere to go and needs to be diverted to a ditch via a culvert. The Clerk will ask Highways for a site meeting, with Cllr Wilkinson in attendance.

**12.130.7**. A Member of the public had complained that the dog club had coned off an area of the Rec on Saturday morning for dog training and asked if Councillors had permitted it. Councillors were of the opinion that permission had been granted for some Saturday mornings. The Clerk will check previous minutes.

**12.130.8.** Website progress update – The Clerk and Cllr Heeley advised that the website would be functioning shortly. Documents are ready for uploading. The Clerk will ask Roger Wilmshurst for photos of Washington. Cllr Beglan suggested using historic photos that had been provided by Horsham Museum.

**12.131. To receive reports and recommendations from Committee** **meetings held on 15th October 2012**   
**12.131.1.** Open Spaces, Recreation and Allotments

Tree Condition Report circulated to Councillors 29.10.12  
Cricket Club charges for use of Recreation Ground and Pitch. Further discussion to take place at the next OSRA meeting.

Quotes for play equipment being circulated.

Covers are unable to deliver a lorry load of play bark, due to overhead power lines. 1 tonne bags are approx. £60+VAT. The handyman estimated that 20m³ would be required.   
The Ash tree overhanging Plot 3 has been removed.  
Concern had been expressed regarding the welfare of some chickens on Plot 6. On several occasions the hens have not been let out by midday. It was agreed that in the first instance Cllr Turley will mention it to the plot holders when he sees them.

**12.131.2.** Footpaths and Conservation

No meeting held.

Windmill – Madeleine Hartley HDC had visited and reported to Councillors – e-mail circulated 25.10.12

**12.131.3.** Planning and Transport

Planning responses:  
**DC/12/1725** - Former Castle Farm Estate, The Hollow Washington - Variation of Condition 2 of planning permission **DC/12/0988**, to allow the following additional uses: A3, D1, D2 and a Veterinary Surgery. Details within the application suggested that traffic movements would be reduced with linked trips to the site, but Councillors were of the opinion that is was an unqualified statement and felt unable to make decision or comment without the information as requested. Application withdrawn.  
**APP/Z3825/A/12/2176127/NWF** / **DC/12/0988** - Councillors were concerned at the confusion. The agent had submitted duplicate applications in order to put amendments before the Planning Inspector, but still had not provided the necessary information on traffic movements. The Clerk delivered a letter from Councillors, in person at the appeal hearing on Oct 17th. HDC reported that the agent had asked for a Public Enquiry. The appeal has been postponed  
**RMC Site** – awaiting the outcome of the appeal. The Chairman was concerned regarding documents that have been posted on the Planning Portal since the Inspectorates meeting.

Finance Committee

No meeting held.

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

CLC Meeting 03.10.12 – Cllr Beglan and the Clerk had attended. Notes circulated 04.10.12

Youth Provision Meeting – 09.10.12 – Cllr Horwood had attended and advised that WSCC were reducing the amount of support to Youth Clubs. HDC are seeking support from Parish Councils for Youth workers. The Clerk will write an article for the newsletter and ask HDC if the mobile café is still in use.   
Cllr Milner-Gulland had attended the South Downs Network meeting when the National Park draft Management Plan was discussed.

**12.133. To receive and approve draft documents circulated prior to the meeting and to set the date for the Annual Parish Meeting**

Washington Parish Council Indemnity Form for those using the Recreation Ground for Bouncy Castles, BBQ’s etc. Councillors agreed to adopt the document. The Clerk will advise residents that it is available via the newsletter.

Washington Parish Council Complaints Procedure and Complaints Form. Councillors agreed to adopt the document following an amendment.

Washington Parish Council Publication Scheme following the Freedom of Information Act 2000. Councillors agreed to adopt the document.  
Revision of Standing Orders to reflect the changes in the Code of Conduct regarding personal, prejudicial and pecuniary interests. Amendments have been made to paragraph 7 (c). Councillors agreed to adopt.

Code of Conduct - Amendments as suggested by Sandra Herbert regarding Disclosable Pecuniary Interests – E-mail circulated 29.10.12. Councillors agreed to adopt amendments.  
The Annual Parish Meeting – the Clerk advised that it was a legal requirement and that the meeting should take place between 1st March and 1st June. A date of Friday 26th April was suggested, using the Church if the village hall was not available. The meeting can include reports from the Chairman, District or County Councillors or an invited speaker.

**12.134. Items for the next agenda**

Cllr Milner-Gulland advised that the deadline for articles to be submitted to the Clerk for the next newsletter would be 15th November and should include any Christmas announcements.  
  
CllrDoré asked where information on the Police Commissioners Elections could be found. The Clerk had placed notices and information on parish boards.

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

Committees – 19th November 2012

Full Council – 3rd December 2012

The meeting closed at 9.31pm

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

Chairman