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**PARISH COUNCIL MEETING**

**Monday 7th January 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 R Dawe

**Members of the public:** Six

**Clerk:** Rebecca Luckin **12.150**. **To consider accepting Apologies for Absence**

Apologies were received from Cllr Turley (work commitments) and WSCC Cllr Wilkinson.

**12.151.** **To record Declarations of Interest from members in any item to be discussed and agree Dispensations**Declarations of interest (prejudicial) were received from Cllr Horwood regarding the windmill, Cllr Thomas regarding church pews, Cllr Doré the Village Hall and church pews.

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

The minutes of the meeting of 3rd December 2012 were approved as being a correct record and duly signed by the Chairman.

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

Members of the HCRA and the PCC attended the meeting. Items were brought forward to allow members of the public to discuss.

**12.153.1. DC/10/1457** - RMC Engineering Site

All parties were concerned that the Inspector had approved the appeal.

A copy of a letter from HCRA to Mr Crowley, HDC, had been received and circulated prior to the meeting. An acknowledgement had been received but no response to date. A letter from Dr Blood was received immediately prior to the meeting. Cllr Heeley summarised the issues raised - the bias in the decision, issues of safety of access, potential flooding on the site, issues within the inspectors report ie access for cyclists through Heath Common. Dr Blood suggested the report be assessed by the Parliamentary Ombudsman and MP Nick Herbert and Environment Minister be involved. The Chairman reminded those present that Nick Herbert could not get involved in individual planning applications. Cllr Wilkinson was in the process of organising a meeting between WSCC Planning Officers, The Clerk will liaise with HDC Planning Officers and Councillors and work with HCRA to produce an agenda. All present were aware of the time constraints. Cllr Dawe was provided with a copy of Dr Blood’s letter and will present it to HDC Planning department and report back to the Clerk. The Clerk will write an initial letter to HDC advising that a letter has been received and that further representation will be made, when Councillors have considered the contents fully.

Cllr Whyberd thanked HCRA for their thorough response to the Planning Inspector’s statement. Mike Gould confirmed that Hazel Corke had made an excellent case on behalf of HDC, the WSCC representative had been in a difficult position and unfortunately they had not been successful.

The Chairman asked Cllr Dawe if the HDC housing strategy was anywhere near being agreed. He advised that central government had not repealed the South East plan, so those housing numbers still stood. The new strategy has been considered since November, but Cllr Dawe halted the process and asked for HDC to go back to basics, since he was concerned at the direction of the strategy and has invited a consultant to take part and work towards forming a defence against future applications. HDC had produced an interim statement, but this has been overwritten by the South East plan. Robin Tanous advised that during the RMC Appeal, the barrister had said that in his opinion, HDC had not done enough to comply with the National Planning Policy Framework.

**12.153.2**. Footpaths and Conservation – Church pews

Members who had declared an interest did not participate in the item.

The Chairman advised that in the first instance the Parish Council, as a body, had written to the Diocesan Authority with regard to an agreement made with Reverend Maclay prior to the reordering of St Mary’s Church regarding the protection of the pews. Members were concerned to protect the fabric of a Grade II\* listed building and its fixtures, and had no wish to interfere with the business of the PCC.

Cllr Milner-Gulland reminded those present that the Statement of Significance produced by the PCC stated that the fixtures and fittings are notable and should be given consideration before re-ordering. The Parish Council were concerned with the way the decision was reached and that proper process was not observed. Buildings belonging to Church are not subject to the usual planning regulations but to a process devised by the Church that does not appear transparent to those outside. When proposals were made to re-order the church in 2010, some discussion and an exhibition took place and Rev Maclay attended a Parish Council meeting. The minutes record that ‘compromise’ would be made with regard to the pews and in July 2012 a note from the PCC suggested that pews would be reinstated. Following re-ordering there are only eight pews in place. Members are concerned that the remainder should be stored safely for future generations to appreciate.

The Chairman advised that a response had been received from the Diocese. Councillors were not concerned with the design of the new chairs, only the integrity of a Grade II\* listed building.

Nigel Baker advised that the pews currently in place could be removed, although there is no current intention to do so.

The Chairman summarised by confirming that the Parish Councillors can only make comment, and it is for the Diocese to make decisions, members considered the pews to be part of the established fabric of the building. Cllr Milner-Gulland was of the opinion that the process was flawed and needed to be re-examined – the response indicated this.

The Chairman proposed that the Parish Council make a further representation regarding the preservation of the pews that are no longer in the church and the belief that they form part of the fabric of the building. Cllr Whyberd seconded the proposal. Three members were unable to vote and the remainder voted in favour of the proposal. The Clerk will respond immediately in order to comply with the deadline.

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

Clerk’s Action Lists following meetings of 3rd and 17th December were circulated prior to the meeting.

12.125.2. Dog fouling in The Holt – a warning sign will be installed. HDC has no powers to act since it is a private road. Viv Lee, HDC confirmed that she would visit the owner, since the dogs are let loose in the village. Cllr Beglan had noticed that children from Ashington School had designed notices for the village.

12.125.1 – Mr Sparks of Chanctonbury Close reported positive feedback from residents regarding road repairs and will lead the programme of fundraising and works. There will be no Parish Council involvement since the close is private.

The Bostal Layby is owned by WSCC.

Cllr Thomas has joined the Footpaths and Conservation and Open Spaces Committees.

**12.155. To consider Planning Applications and discuss Transport issues**

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| 12.155.1.Enforcement Kia Garage, Washington – planting scheme – a new date had been confirmed - 25.01.13. The Chairman was concerned that the plan was not in accordance with what was agreed at the time. 12.155.2. Decision Notices **DC/12/2073** - Green Farm Barn Annexe The Pike Washington - Removal of Condition 3 on WS/3/86 (Conversion of 1st floor of farm building to granny flat) to allow the building to be used as a self- contained residential unit for an estate worker – PERMITTED**DC/12/1150** - Hilltop Bracken Lane Storrington - Erection of three- bay detached garage with annex - PERMITTED**DC/12/2096** - Whispers Veras Walk - Fell 1 x Silver Birch and surgery to 4 x Oak trees – PERMITTED**DC/12/2080** - Four Oaks Sanctuary Lane - Surgery to 4 x Oak trees - PERMITTED**DC/12/1991** - Holly Bush Cottage, New House Lane – PERMITTED.**DC/12/2079** - Lobb Cottage, Vera’s Walk – conservatory - PERMITTED. |

12.155.3. Appeals

**DC/10/1457**(APP/Z3825/A/12/2176793/NWF) - RMC Engineering Site – discussed **12.153.1.**

Castle Farm Estate – Appeal to recommence 29th January – Clerk to attend.

**DC/12/0317 –** Yaffles – appeal in progress.

12.155.4. Transport

A283 Crossing – The Clerk has requested an update of s106 funds available from Tracey Webb, both in person and by e-mail.

A24 Bus Crossing Gap – no response from residents other that one member of the public attending the Planning and Transport meeting of 17.12.12. Councillors agreed to ask Cllr Wilkinson to commence the feasibility study, with the suggested option by John Henderson being included in the study. There will still be an option to reverse the decision if the bollards are removable. Cllr Heeley proposed and Cllr Beglan seconded, one member abstained from voting and the remainder voted unanimously to instruct the Clerk to request a feasibility study. Cllr Horwood was concerned for those villagers travelling south out of the village. Cllr Heeley confirmed that it was an option to be considered in the feasibility study.

Washington Speed Survey – awaiting results – again requested in person and by e-mail from Tracey Webb.

Rock Road / Newhouse Lane junction – awaiting draft design and progress report from Joel Sykes. Requested again 02.01.13. Cllr Arthur reports tree removal cannot be funded by WSCC, high-friction surface applied to S side of brow of hill and has asked for surface N side (e-mail 02.01.13).

Washington Roundabout Maintenance schedule – Ed Dickinson confirms that centre area will rotavated and re-seeded in March.
Bostal layby – owned by WSCC according to John Lower.

**12.156. Approval of Payments to be made by the Parish Council and agreement of the precept to be requested for 2013 / 14**

**12.156.1**. Total Bank Balance @ 31.12.12 - £54,050.41 (including £10,000 Lloyds and £5,000 Nationwide investments).

**12.156.2.** Cheques for approval:

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| SCS Phone bill (December) not yet received (November £24.02) | Max £50.00 |
| Clerk’s Salary (net) December | £756.76 |
| Office / Clerk’s Expenses for December | £0 |
| HMRC PAYE and NIC | £888.81 |
| Frank H general maintenance | £75.33 |
| Registration fee for Clerk’s CiLCA course agreed 6th August 2012 | £150.00 |

All cheques above were approved by Councillors.

**12.156.3.** Draft Budget for 2013 / 2014 – circulated prior to meeting.

Cllr Dawe explained figures and new procedures for passing on the 10% shortfall in Council Tax Benefit to Parish Councils. The Clerk had attended a meeting with HDC staff to discuss the changes – report circulated prior to meeting.

**12.156.4. To discuss and agree the precept to be requested from HDC**

The Finance Committee proposed that the draft budget be approved and that the Parish Council request the same quantum of precept as in the previous year. Cllr Heeley seconded the proposal and members voted unanimously to accept.

**12.157. To receive items of Correspondence**

1. RSN E-bulletin forwarded to Cllr Jennings 04.12.12

2. RSN Opportunities bulletin forwarded to Cllr Jennings 05.12.12

3. RSN E-bulletin forwarded to Cllr Jennings 10.12.12

4. RSN E-bulletin forwarded to Cllr Jennings 19.12.12

5. HDC Warm Homes Programme 2013 – circulated 02.01.13

6. RSN E-bulletin forwarded to Cllr Jennings 02.01.13

7. RSN E-bulletin forwarded to Cllr Jennings 02.01.13

8. RSN E-bulletin forwarded to Cllr Jennings 02.01.13

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

Road closed for repairs – night times, 30.01.13 – 04.02.13 A24 Southbound and night times 25.01.13 – 30.01.13 A24 Northbound between Highden Bridge and Findon Roundabout. Notices have been placed on boards.
Cll Horwood reported a pothole on A283 East from Storrington, East Clayton Farm ‘S’ on ‘slow’ sign.

Cllr Heeley considered road closures of A24 in the evenings as a serious inconvenience to those living locally and was disappointed that Councillors had not been consulted. He proposed that a letter be written to Highways, Cllr Dore seconded – carried unanimously. The Clerk will write a letter to Highways. It may be preferable to close the road later in the evening over a longer period of time.

**12.159. To receive reports and recommendations from Committees**

Reports from Committee meetings held on 17th December 2012.

**12.159.1.** Open Spaces, Recreation and Allotments

Quote for tree works received from Neil North. Another requested from Andrew Gale.

Jubilee tree – shortly to be repositioned and official ceremony to take place.

Arundel Arboretum has offered to reposition the tree free of charge when they are in the area.

A periodic inspection of the Muga lighting will take place Friday 11th January.

**12.159.2.** Footpaths and Conservation

Windmill – traveller eviction was due to take place on 2nd or 3rd January. The windmill may have been purchased by the Wiston Estate, Councillors instructed the Clerk to ask if the Estate if they have purchased the windmill.

Church Pews – discussed at **12.153.2**.

**12.159.3.** Planning and Transport

**DC/12/2208** - Iron Stone Barn Rock Road Washington - Surgery to 1 x Lime tree
Councillors agreed that a maximum of 30% reduction would not harm the tree and that they would not object to the application for tree works.

Kia Garage Planting scheme due to take place – Clerk is monitoring.

**SDNP/12/03114/NMA** – Lindatts, School Lane. The Parish Council had not been advised of a Non-material amendment as is HDC policy. Cllr Britt was concerned at the lack of notification and without further information it was difficult to know if there are overlooking issues. The Clerk has sent a letter to HDC Planning to express concern.

**DC/10/1457** RMC Engineering Site – a letter on behalf of HCRA has been sent to HDC. Cllr Wilkinson is arranging a meeting with WSCC to discuss design of access to the site, WSCC Officers – Ian Gledhill and Alex Jack are available last week of Jan, early Feb, the Clerk will contact HDC and HCRA and provide an agenda for those attending.

**DC/11/2460** - Castle Farm – appeal to recommence 29th January 2013. Clerk will attend and report to Councillors.
A24 Bus Crossing Point – an article had been printed in the WSCT.

A283 Crossing Point – an article had been included in the newsletter. Awaiting information from Tracey Webb, WSCC.
Flooding at the bottom of school hill – a meeting with Tracey Webb, the Clerk and Cllr Jennings has taken place, Tracey was of the opinion that the flooding could be resolved. Drains will be cleared and water diverted to the ditch at the side of the Rec. Awaiting further information from Tracey Webb.

Traffic Speed Survey – awaiting results from Tracey Webb.

Finance Committee

No meeting took place during December 2012.

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

Meeting between HDC and Parish Clerks to discuss reduction in Central Government Grant for Council Tax Benefit and the effect upon Parish Tax base and precept / calculation changes. Following the meeting, it has been confirmed that parish precepts will not be capped by Central Government this year, but in future years there may be a cap of 2%.

**12.161. To consider a suggestion by the Clerk regarding passwords**

Following recent e-mail / internet access issues, the Clerk suggested that at least the Chairman has knowledge of the passwords required to gain access to PC laptop and PC e-mails and any other website that requires a password. Parish Council business is not confidential, but only needs to be secure. Under the Freedom of Information Act, any parishioner could request to see an e-mail that has been sent by the Clerk, it therefore seems reasonable that any Councillor should have access also. The Chairman proposed that passwords be made available to the Chairman and Vice-Chairman, Cllr Horwood seconded the proposal - carried unanimously.

**12.162. 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 Chairman reported that parishioner Nurse Sparks would be celebrating her 100th birthday on 19th January. Members agreed that the Parish Council should send flowers – a party is arranged for 20th January at the Village Hall. The Clerk will organise flowers - £25 to be debited from Chairman’s expenses.

Cllr Doré thanked friends and neighbours for the receipt of her MBE in 2012.

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

Committees – 21st January 2012

Full Council – 4th February 2013

The meeting closed at 9.31pm

Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date: 4th February 2013

Chairman