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**PARISH COUNCIL MEETING**

**Monday 7th October 2013**

**7.30pm in the Village Hall**

**Minutes**

**Present:** Cllr L Britt, Cllr P Heeley, Cllr M Turley, Cllr C Beglan, Cllr N Doré, Cllr R Milner-Gulland,

Cllr D Horwood, Cllr D Whyberd, Cllr T Cook

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

**Members of the public:** Five

**Clerk:** Rebecca Luckin

**13.97**. **Apologies for Absence**

Apologies were received and accepted from Cllr Thomas (holiday), Cllr Jennings (family reasons), Cllr Circus (previous commitment).

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

Declarations of interest were received from Cllrs Cook, Turley and Dore regarding the Tearoom, and Cllr Turley regarding allotments and Barratt’s.

**13.99. Minutes of the last Parish Council meeting**

The minutes of the Full Council meeting of 2nd September 2013 were agreed as being a correct record of the meeting and duly signed by the Chairman.

**13.100. Public Participation**  
Mike Gould, HCRA, advised that they agreed in principal to put one member forward to join the NDP Steering Committee and would advise which member in due course. The Clerk will ask Tracey if it should be one named member or if the post can be shared by members of HCRA.  
HCRA remain concerned regarding the discharge of conditions regarding DC/13/0690. Cllrs Heeley, Cook and Beglan and the Clerk will meet with Matt Colbran of Barratts and the new site manager at Millford Grange. Councillors will discuss the issues and report back.  
PC Burt arrived at 19.40pm and gave his report for the period 28.08.13 – 06.10.13. There had been 6 incidents reported including 5 thefts and one act of violence. Items had been stolen from unlocked vans in George’s Lane. Astra parts had been stolen from local cars. PC Burt reported a detection rate of 20%. Two tickets had been given to drivers using the A24 crossing gap illegally. The Chairman thanked PC Burt for attending the meeting.  
A member of the public reported that cars were being parked inconsiderately in Sandhill Lane. The Clerk reminded her to use the Operation Crackdown website to raise the issue with Police. PC Burt confirmed that no complaints had been received to date.   
Norman Cooper reported that Bill Cutting, Sandgate Conservation Society, had met with Cllr Dawe and Tom Crowley regarding the Country Park Management Plan. They were disappointed to learn that HDC wish to have no involvement and are concerned for the future of the park. Residents of Heath Common would like to be included in the management committee. Councillors will discuss when they meet with Matt Colbran of Barratt’s.  
  
  
Robin Tannous expressed concern regarding scaffolding and shrouding at Lupin Cottage. Some work has taken place on Sunday mornings and lorries have had difficulty making deliveries. HDC Enforcement are monitoring the situation.

Councillors will remain vigilant.

**The meeting was reconvened.**

**13.101. To report Matters Arising from the previous minutes  
Grit bins** – new bins have been placed and secured at the Subway, Merrywood Lane and George’s Lane as agreed, ready to be filled by WSCC.   
**13.78.3** Defibrillator – the Clerk reported difficulty in placing an order with Elizabeth Greenfield, but will persevere.  
**The Street** – Steve Hodd, WSCC confirmed that the bank in The Street is owned by householders above the bank. WSCC has no responsibility for overhanging vegetation.   
**Litter warden** – Stella will be taking on role of litter warden and has received H&S training from HDC.  
**The Quality Council Scheme** has been redrafted and is out to consultation, but SALC are not promoting the scheme, they feel it has been superseded.

**13.102. Planning Applications and Transport issues**

13.102.1. Applications

**DC/13/1610** – Chardons, Badgers Holt – Tree works – an extension on time requested and Councillors discussed their response. Tree works were proposed on a tree that is in an advanced state of decay. Councillors agreed no objection. The Clerk will respond.

**DC/13/1719** – Oakdene Cottage, Hampers Lane – Alterations and extension – an extension on time was requested and Councillors discussed their resonse. Councillors were concerned to hear that the application may already have been approved, but agreed no objection. The Clerk will respond and enquire regarding an extension on time.

**DC/13/1731**- Redlands Farm, Rock Road – replacement dwelling – an extension on time requested and Councillors discussed their response. Councillors discussed the footprint, design and materials and compared with other local houses. Cllrs Britt and Turley were of the opinion that the proposal was more in keeping with an urban site and not suited to a site in the countryside and would prefer clay peg tiles and tile hung elevations in keeping with farmhouses in the parish. Cllr Heeley proposed no objection, 2 voted for, 3 against and 3 abstentions. Cllr Britt proposed that Councillors support the siting and footprint but ask for more sympathetic materials to be used – 5 voted for, 1 against and 3 abstained. The Clerk will respond.

**DC/13/1727** – 8 Lamorna Close – orangery – an extension on time was requested and Councillors discussed their response. Councillors had visited the site and reported that properties and gardens were small and were of the opinion that the proposal would be too large for the property, there would be overlooking since the side door faces the neighbour’s property, a patio would be adjacent to a 5’ fence. Councillors agreed to object on the grounds that the proposal was too large and would encroach on the privacy of neighbours. The Clerk will respond.

**DC/13/1521** – Rock Farm Business Park – amended plans received. Recommended for approval at committee, Cllr Britt read her concerns to Members. Cllr Sanson advised that the item would be discussed at Development Control South on 15th October. Councillors agreed that Cllr Heeley should make representations on behalf of the Parish Council.   
**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 – comment by 24th October. To be discussed at Planning Meeting of 21st October 2013.

13.102.2. Enforcement

**Kia Garage** – The Clerk had advised John Attfield that a photo log will be maintained. He is aware of the situation and will monitor. The Clerk will again follow up and request reports from SDNPA Warden and Ecologist  
**EN/13/0374** – Lupin Cottage – Alleged unauthorised works to residential property despite refusal and appeal being dismissed against DC/13/0176. John Attfield had visited the site and confirmed no breach of planning. Scaffolding was ordered before planning was refused. Currently repair work is taking place on the chimney stack and a new planning application is due to be submitted regarding the property. John has advised the owner that no work must take place until planning permission is granted. The Clerk will monitor.

**Millford Grange advertising sign** – John Attfield had given 21 days from 4th October to remove the sign or submit an application, but advised that it was unlikely permission would be given due to the size and location of the sign.

13.102.3.Appeals

None to report

13.102.4. Decision notices  
**SDNP/13/03221/FUL** – Highden House London Road Washington – Create concrete base and erection of 5 stables – REFUSED – stables were not considered to be a permitted development within countryside.  
**DC/13/1427** – Wild Thyme Gorse Bank Close – Wild Thyme Gorse Bank Close – PERMITTED

**DC/13/1537** – Ferndene, Bracken Close – Detached annexe – REFUSED

**DC/13/1038** – Sandhill Farm House, Sandhill Lane – Creation of pond to north of property – PERMITTED

**DC/13/1513** – 17 Spring Gardens Washington – Proposed single storey rear extension and garage to side both for disabled applicant use- PERMITTED

13.102.5. Neighbourhood Plan  
The first meeting of Steering Group took place 10.09.13 – minutes circulated

Storrington Parish Council will be inviting Chris Mason to join the Steering Committee and will be requesting Focus Group volunteers at the public meeting (commitment required will depend on subject covered). Councillors need to decide who shall join the Focus Groups and who should be invited to join the Steering Group as representatives of outside bodies. Washington PC have asked HCRA to provide one representative and will need to ask another.

The Clerk and Cllr Heeley attended an SDNPA NDP Workshop 1st October.

Confirmed date for Public Meeting - 21st November, which will allow for a prior newsletter drafted by the Clerk.

Councillors agreed to ask Bill Cutting to join the Steering Committee.

13.102.6. 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 Cllr Montyn (WSCC) to discuss the A283 crossing and traffic speed survey. 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), who has been invited to the next Planning and Transport Committee meeting. The Clerk will pursue the support of Chris Paterson SDNPA.

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

Newhouse Lane / Rock Road – waiting for removal of a tree

A283 Pedestrian Crossing Point – waiting for a VAS to be installed.  
  
Flooding at the bottom of school hill – waiting for flooding to be resolved and water redirected.

Traffic Speed survey, Old London Road – waiting for analysis and recommendations.  
  
John Ireland Way – has been chosen as the name for the new residential road. Cllr Milner-Gulland will advise the John Ireland Society.

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

13.103.1. Total Bank Balance @ 30.09.13 = £70,230 (including £10,000 Lloyds and £5,000 Nationwide investments).  
  
13.103.2. Cheques approved:

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| HAGS-SMP – replacement swing seat £68.00+VAT | Chq 2005 | £81.60 |
| Clerk’s Salary for September (net) | 2006 | £808.52 |
| Office / Clerk’s Expenses for September include:  Travel £18.90, electricity £7.00  Bits and PC’s Office 2010 Software £119.00  Grit Bin for George’s Lane £170.30 | 2006 | £315.20 |
| HMRC Q2 | 2007 | £979.11 |
| D Flynn – grounds maintenance – mowing and hedge cutting,  8th, 15th and 30th August £315.00+VAT  September – tba | 2008 | £378.00 |
| Washington VHMC\* | 2009 | £500 |
| Osbourne Signs (HCRA sign) £410+VAT | 2010 | £492.00 |
| PKF Littlejohn – External Auditor £200+VAT | 2011 | £240.00 |
| F Hottenbacher – Vera’s Shelter and maintenance at children’s play area and Recreation ground | 2012 | £148.33 |
| D Flynn – grounds maintenance  5th, 19th and 30th September - £315.00+VAT | 2013 | *£378.00* |
| Travis Perkins 10 X hippo bags of play bark |  | Max£1,000 |
| SCS Phone bill – September invoice not yet received |  | Max £50.00 |
| AirS – initial payment, 50% of full cost – invoice not yet received £2,160+VAT |  |  |

\*Nurse Sparkes left £500 to Washington Parish Council for maintenance of the children’s play area and £500 for the maintenance of the village hall. Rawlison and Butler had sent a cheque for the combined amount to the Parish Council – therefore £500 was owed to the VHMC.  
  
13.103.3. Monies received: £30 cash received from Cllr Dore for Muga light cards  
  
13.103.4. Request for financial support – PCSO Carol Boniface has requested support from Washington Parish Council to help provide two electric bicycles for herself and PC Burt to use, while out in the rural parishes. It is hoped to reduce the dependence on cars and to be more approachable and accessible. Cllr Heeley proposed that the Parish Council should not provide financial support to the Police Authority, seconded by Cllr Beglan - carried unanimously. The Clerk will report back to PCSO Boniface.   
  
13.103.5. Parish Council credit or debit card – currently the Clerk pays for items from her own current account and is then reimbursed. This is not best practice and does not give the Parish Council the security that purchasing with a credit card might. Councillors asked the Clerk to seek the advice of the internal auditor Peter Evans and report back.  
  
13.103.6. External Auditor, Littlejohn’s, have completed their audit for the year ended 31.03.13 – there were no matters arising. The Clerk has displayed a copy of the Annual Return, in accordance with lawful regulation.

13.103.7. Internal Control – Councillors agreed that Cllr Heeley should undertake the mid-year internal control of accounts.   
  
13.103.8. Memorial plaque to Cllr Frank Wilkinson – Councillors discussed quotes and options and asked the Open Spaces Committee to look into it further. Permission has been given by the VHMC to place a plaque on the wall of the small hall.

**13.104. Items of Correspondence**

1. Rural Services Network e-bulletin – forwarded to Cllr Britt 17.09.13

2. HDC Member’s e-bulletin – forwarded to Cllr Heeley 17.09.13  
3. DCLG document Openess and Transparency on personal interests – circulated 23.09.13

4. HDC Member’s e-bulletin – forwarded to Cllr Heeley 24.09.13

5. Rural Services Network e-bulletin – forwarded to Cllr Heeley 24.09.13

6. Rampion Windfarm link to Examiners questions to Interested Parties – circulated 24.09.13

7. Invite to AirS / SALC conference 7th November – Economic growth – e-mail circulated 25.09.13

8. RSN e-bulletin on Rural Economies and Small Businesses – forwarded to Cllrs Britt and Horwood.

9. WSCC advice of survey prior to increased broadband speeds – circulated 26.09.13

10. CPRE e-bulletin circulated 30.09.13

11. HDC Member’s e-bulletin forwarded to Cllr Heeley 30.09.13

12. HDC invitation to attend ‘Knowing our communities’ seminar 16.10.13  
13. West Sussex Independent Economic Commission Business Survey link – circulated 07.10.13  
14. Rural Services Network e-bulletin forwarded to Cllr Britt 07.10.13  
15. HDC Member’s e-bulletin forwarded to Cllr Heeley 01.10.13

**13.105. Local issues, including Maintenance**13.105.1.Washington Community Tea Room – Cllr Milner-Gulland was of the opinion that the Parish Council had an option of three viewpoints: 1 – The initiative had not ended as Councillors would have wished, but the Parish Council had lost little and could find the funds to purchase the kitchen equipment. 2 – He expressed concern that the Parish Council were stakeholders who had facilitated the project, but perhaps should have overseen it more closely. 3 – There was nothing more to be done, but perhaps Parish Council procedures should be examined.

Cllr Heeley was of the opinion that the original grant was a matter between the Tea Room Committee and Village SOS. The Parish Council was a leaseholder and their responsibility was to ensure that accounts were correct and services and rents were paid for. The only point remaining to be discussed was the definition of ‘improvements’ in terms of the lease. The TRC had offered the equipment for sale. The VHMC would be meeting to discuss the offer.

Cllr Britt was of the opinion that the Parish Council had done all they could to support the community venture. As landlord they would monitor the winding up process to ensure that all responsibilities were fulfilled. It was not for Councillors to discuss the value of equipment. Proceeds from the sale would be available to the community. Prior to the project old kitchen equipment had not been serviceable. The VHMC now have a newly decorated hall, refurbished toilet, kitchenette, redecorated kitchen and new kitchen units. Cllr Britt was of the opinion that the Parish Council should not fund equipment that was not previously in place.

Cllr Horwood suggested that the Parish Council could purchase the equipment to allow the VHMC to have a functioning kitchen and for a line to be drawn under the project.

Cllr Beglan was of the opinion that the equipment was purchased for the community and should remain within the community. She was of the opinion that it was not Parish Council business to be purchasing equipment. The lease was for a community project and the hall was the hub of the community.

Cllr Whyberd suggested that second hand equipment could be sought elsewhere. He was of the opinion that 80% of the original purchase value was too high.

Cllr Horwood proposed that the Parish Council purchase the equipment that has been removed, for £1850, and reinstate it to have a fully working kitchen. There was no seconder for the proposal.

Cllr Whyberd proposed to take Cllr Horwood’s idea forward, but purchase the equipment at a nominal price, he suggested 30% of its second hand value. Seconded by Cllr Horwood. Three Councillors voted in favour, 1 against, and 3 abstained. Motion carried. The Clerk will contact the TRC and make an offer to the TRC of 30% of the cost of new equipment.

Cllr Beglan was of the opinion that Members had felt under pressure to make a decision due to an early deadline and in future they should not act under pressure.   
13.105.2. Lighting at Clayton Farm – Cllr Beglan reported that lighting at Clayton Farm had been improved and modified. The Clerk will send a letter of thanks.

To enable Councillors to qualify for the General Power of Competence, Washington Parish Council require a   
13.105.3. Community Engagement Policy – copy circulated prior to the meeting. Cllr Britt proposed and Cllr Heeley seconded, six voted in favour and one abstained. Policy adopted.

13.105.4. Risk Assessment for Clerk working from home – Councillors agreed unanimously to agree the Risk Assessment.

13.105.6. The Clerk reported that the road sign at Newhouse Lane will be replaced shortly.  
  
13.105.7. Theft of cables – a member of the public reported two males looking suspicious around a BT manhole cover in the parish and reported them to the Police. They have been convicted of a number of thefts of cable and will be sentenced shortly.

**13.106. To receive reports and recommendations from Committee meetings on 16th September**

13.106.1 Open Spaces, Recreation and Allotments Committee

Allotments – plot 3B is unworkable, the tenant has lost the fight with mare’s tail (has removed 17 sack fulls, but it still returns). The Clerk is investigating effective weed killing products and has asked D Flynn for advice.

Wild daffodil bulbs have been planted in the First Extension Graveyard, along the bank overlooking The Street.

Further bark has been spread on the Children’s play area. The swing seat has been replaced.

The Washington PC Bid for a grant from the Big Society Fund for children’s play equipment is shortly to go before committee.

13.106.2.Footpaths and Conservation

Limekilns – the owner is reluctant for an information board or picnic bench to be installed since three species of bats live in the limekilns.

The purchase of the mill should be completed by Christmas. The purchaser wishes Biffa to restore the mill to a habitable conditions prior to completion of purchase.

13.106.3.Planning and Transport Committee

**DC/13/1663** - Mulberry House 3 Chancton Copse Rock Road - Surgery to 4 x Oak - no objection.

**DC/13/1427** - Wild Thyme Gorse Bank Close - Rear single storey extension, front garage extension and new pitched roof and 2 dormer windows to garage - no objection.   
**DC/13/1646** – Drifters, Sandy Lane – surgery to one oak tree - no objection. The tree requires careful work to ensure that a balanced appearance results when work is completed.   
**SDNP/13/04201/FUL** – Brockhurst Barn, The Street, Washington - Change of use of barn (self contained ancillary accommodation) to provide holiday letting. – no objection and requested that the conditions of previous consent were taken into consideration.  
**DC/13/0609** - Approval of Reserved Matters RMC site. Conditions regarding the lighting issue and boundary planting had yet to be discharged. An HDC Conditions Monitoring Officer is responsible for ensuring conditions are discharged. Cllr Britt understood that issues would be the subject of a further approval process according to Hazel Corke. Hazel Corke confirmed that lighting, impact upon Hamper’s Lane, walker’s access to the development site etc are all matters that were carried forward from DC/13/0609 and will be subject to a further approval process. Barratts must submit details for HDC approval.

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

Staff Appraisal for the Clerk took place 3rd October – report to follow. The Clerk will contact Nick Herbert MP regarding WSCC Highways issues, investigate the General Power of Competence available to Parish Councils, ask other Parish Clerk’s if they have studied beyond CiLCA, investigate the WSCC Pension Scheme, investigate training and guidance available to Councillors and remember to call upon the assistance of members if there are ever problems with resolving ongoing issues.

Clerk’s Networking 01.10.13 – speakers included Jim Stobart, Sussex Traffic Police, regarding Operation Crackdown (might be a good speaker for the next Annual Parish Meeting), Sandra Herbert regarding legal updates, Julian Carrington regarding NDP grants from HDC, general discussion on WSCC pension scheme, winter maintenance plans etc.

**13.108. Items for the next agenda**

Councillors agreed that a Housing Need Survey could go out at the same time as the October newsletter.

Councillors discussed communications via e-mail. Cllr Britt advised that discussion and debate should take place in public. E-mails between members should be for the exchange of information only.

Councillors should avoid taking part in any discussion that would indicate that they had demonstrated predetermination or predisposition prior to discussing items at meetings. The Clerk will request guidance from HDC for distribution to Councillors.

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

Committees – 21st October

Full Council – 4th November

The meeting closed at 21.35pm

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

Chairman