

WASHINGTON PARISH COUNCIL



Clerk to the Council.
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WASHINGTON PARISH COUNCIL MEETING

MINUTES of the proceedings of the monthly meeting of Washington Parish Council held on Monday 9th May, 2016.

PRESENT: Cllr C Beglan, Cllr Britt, Cllr T Cook, Cllr P Heeley, Cllr A Lisher, Cllr Milner-Gulland, Cllr Newman and Cllr D Whyberd

IN ATTENDANCE:

ALSO: Clerk to the Council, Ms Z Savill

MEMBERS OF THE PUBLIC: None present

ABSENT: Cllr Dore, Cllr Muddle and Cllr Thomas

Cllr Heeley opened the meeting 19.30 hours

18.76 Apologies for Absence and Chairman's Announcements

Apologies were received and accepted from Cllr Thomas (work), Cllr Circus (meeting) and Cllr Marshall (meeting).

18.77 Declarations of Interest from members in any item to be discussed and agree Dispensations

None received.

18.78 To approve the Minutes of the last Parish Council meeting held on 9th May, 2016

The Draft minutes of the meeting had been circulated to Councillors and published on the Parish Website. Councillors **RESOLVED** to **AGREE (155)** that the Chairman could sign the minutes as a true record of the meeting which took place on 9th May 2016. This was subject to an amendment that Mrs Gorrinder spoke later in the meeting in support of her planning application and not during Public Questions. The minutes were **duly signed** by the Chairman.

18.79 Public Questions

None raised.

18.80 To Report on Matters Arising from the previous minutes

The clerk informed councillors that she had been contacted by planning officer Robert Hermitage inviting the PC's response to an amendment of the application:

DC/16/0718 *The Hollow Washington Pulborough West Sussex RH20 3DA, for the erection of 1x internally illuminated totem sign and a trough down light above the built up lettering.*

The PC had previously raised an objection on the grounds of illumination and the excessive height of the 4.1 metre totem. Following negotiations with Horsham Planning Authority, the applicant proposed to eliminate the illumination of both signs, and to provide landscaping of mature trees to the outer perimeter of signage in order to negate its visibility from the A24 and its prominence within the open landscape. With that in mind, the LPA did not have any objection to the height of the sign.

A letter from the clerk to Mr Hermitage, requesting an extension for a PC response, and further information on the proposed amendment, had been circulated to councillors before the meeting. She was awaiting a confirmation that LPA would allow the extension so that the PC could consider the proposal at their Planning & Transport Committee Meeting on 20th June, 2016. Councillors maintained their objection to the site, pending further details of the proposed amendment to show that the totem had been sufficiently shielded.

18.81 County and District Issues

None raised. Cllrs Circus and Marshall both attending meetings.

18.82 To consider Planning Applications and discuss Transport issues

18.82.1 Applications

DC/16/1050 - Silver Trees Woodlands Lane Storrington Pulborough

First floor extension and external alterations to main house and proposed detached garage. After a brief discussion, Councillors **AGREED** they had **NO OBJECTION** to the application.

DC/16/0982 Minchenden Sanctuary Lane Storrington Pulborough

Erection of a single storey front porch extension, two storey side and rear extension and covered terrace.

After a brief discussion, Councillors **AGREED** to **DEFER** to the case officer, but pointing out that there was some concern about the scale and bulk of the rear extension.

18.82.2 Enforcement

None received

18.82.3 Appeals

Planning Inquiry ref: APP/Z3825/W/15/3131603

Appellant: Abingworth Strategic

Site: Old Clayton Kennels Old Clayton Boarding Kennels, Storrington Road, Washington, West Sussex, RH20 4AG.

HDC Planning Ref: DC/14/0921

Proposal: Appeal by Abingworth Strategic against HDC's refusal to grant planning consent for 41 homes to be built on the site of the Old Clayton Kennels.

Parish Response: Strong objections from Washington Parish Council.

The clerk has written to the planning inspectorate requesting an opportunity for the WPC Chairman Cllr Heeley, to make a verbal representation at the Inquiry. The clerk has also written a further letter stating that the emerging SS&W Neighbourhood Plan specifically rejects the site in question for housing development and that the Kennels' status remains unchanged in the resubmission of the plans

Date of local inquiry: 21 June 2016 at 10.00am at the Council Offices Parkside, Chart Way, Horsham, West Sussex RH12 1RL.

Cllr Heeley commented that there is no automatic right to public speaking at the appeal hearing. However, if the inspector had felt that he wanted to hear from WPC, and a member of the council attended the Inquiry, he could call upon them. Cllr Heeley felt it would be a disadvantage to the PC if he put himself in a situation in which he could be cross-examined without the support of a legal team.

He added that the Neighbourhood Plan Steering Committee would be writing to the Inspector informing him of the current status of the Plan, reminding him that the scoring of the Clayton Kennels' site remained the same despite the recent decision by the Examiner.

18.82.4 Decision notices

None received

18.83 Transport issues:

Nothing to report

18.83.1 For information only:

18.83.2 Road Closures

Closures are published on the Parish website should Councillors receive queries from the public.

18.83.3 Other

18.84. To Review and Approve the Annual Governance Statement for the Year ended 31st March 2016 and to Authorise the Chairman to sign these.

A copy of the Annual Governance Statement had been circulated to councillors before the meeting, prepared with the previous clerk and RFO, Ms Gina Condie.

The document, together with the finances for the Year End were considered by a working party of members of the Finance Committee prior to the FC meeting, chaired by Cllr Britt, with a recommendation for the Chairman to sign the Annual Governance Statement, subject to further explanation of the variances on receipts and payments. Cllr Britt explained that the variances did not require signatures and would be considered at the next Full Council meeting on July 4th. No questions were raised by Councillors.

Councillors **RESOLVED** to **AGREE** that the Chairman could sign the Annual Governance Statement for the year ended 31st March, 2016, and this was duly signed by the Chairman and the Clerk.

18.85.To Approve the Annual Return and Accounts including the Accounting Statements for the Year Ended 31st March, 2016 and to Authorise the Chairman to sign these.

A copy of the Accounting Statements for the Year Ended 31st March, 2016, together with the Bank Reconciliation for the same period, had been circulated to Councillors before the meeting, The documents were considered by a working party of members of the Finance Committee prior to the FC meeting. A report was submitted to the FC meeting, with a recommendation for the Chairman to sign the Accounting statements 2015/16.

Councillors were informed that copies of the signed documents would be published on the Parish Council website and noticeboards to meet the statutory required 30 days for inspection by the public.

The Auditor Peter Frost, would be making his inspection on June 22nd. The clerk to request an extension to July 11th for submission of the Annual Return, should it be necessary, pending the Internal Audit Report.

The Full Council will receive and review the Internal Auditor's Report at an FC meeting later in the year

No questions were raised by Councillors.

Councillors **RESOLVED** to **AGREE** that the Chairman could sign the Accounting statements 2015/16, and this was **duly signed** by the Chairman and the Clerk.

18.86. To Receive Year to Date Reconciled Payments, Receipts, and Approve Purchases

The reconciled bank statement showing transactions between 01.04.16 and 29.04.16 accounting year to date statement, invoice and purchase order summary were circulated to Councillors.

Councillors **RESOLVED TO AGREE (156)** to the financial reports as follows:

Outstanding purchase orders - £0.00
 Outstanding invoices - £0.00
 Reconciled Bank Balance - £ 79,043.11

18.86.1 VAT

18.86.2 PAYE and NICs:

18.86.3 Clerks Salary & expenses (cheque numbers) 2295 (£994.95) & 2295 (£43.55)

May Payment (gross)		1084.67
Holiday entitlement		
TOTAL		1084.67
LESS		
Tax		40.20
NI		49.52
Net Payment		994.95
Expenses		
Mileage (0.45 ppm) miles		8.55
Electricity		10
Phone		10
Stationery		15
Total Expenses		43.55
Total Payment (Feb 2016)		1,038.50

18.86.4 Expenses

Councillors **RESOLVED TO AGREE (157)** to the Clerks salary and expenses.

18.86.5 Holiday Pay

None.

18.86.6 Other

No further information

18.87. To Review, Consider, Recommend and report on Parish Council issues, including maintenance

18.87.1 To consider and agree that the former Clerk undertake the duties of the Responsible Financial Officer on a temporary basis.

Councillors **AGREED** that the former clerk Ms Gina Condi takes on the duties of RFO for up to two hours per week, and for up to six months at the discretion of the current clerk and RFO. This is to allow the clerk more time to focus on her other duties, to reduce her extra working hours, and to undertake the necessary training for the RFO post.

The current clerk would retain her role as RFO and would work with Ms Condi.

Ms Condi would not be required to attend meetings, with the exception of the annual budget meeting. The clerk noted that Ashington Parish Council had recently made a similar change and appointed an RFO for one hour per week.

18.87.2 To consider a response to the draft West Sussex Minerals Local Plan

Councillors were informed that the West Sussex County Council and the South Downs National Park Authority are working in partnership to prepare a new Joint Minerals Local Plan for West Sussex. This would replace the existing Minerals Local Plan (2003). Washington Parish Council was being consulted as one of the stakeholders of the Plan. A letter was circulated to councillors on the consultation update, including information about the rearranged Chanctonbury County Local Committee which will now take place on Tuesday 7 June.

Documents can be viewed at West Sussex libraries and County, District or Borough Council offices, including the South Downs National Park office in Midhurst. You can also view the consultation documents, the draft Plan and information on how to respond online at www.westsussex.gov.uk/mwdf.

Councillors discussed the proposed site at Ham Farm, off the A283, citing various traffic concerns as the reason they were strongly against the proposed development of the site. They **AGREED** to register the following, in response to the draft consultation:

1. The A283 to Steyning was a proven dangerous road, where serious accidents had been reported, and that it was also another access for multiple vehicles onto the road.
2. Pressure of traffic on the A283 and the Washington Roundabout which is at capacity.
3. The impossibility of stopping HGVs travelling through Storrington without a blanket ban;
4. The impossibility of the standing down of lorries should the traffic count be too high, and the prospect of many lorries being bunched together on such a dangerous road.

18.87.3 To consider a response to the Public Spaces Protection Order Consultation - Anti-Social Behaviour, Crime and Policing Act 2015.

Cllr Heeley informed Councillors that Horsham District Council is seeking to introduce a Public Spaces Protection Order using its powers under Section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 to prohibit certain anti-social activities within the Horsham District area. A copy of the draft Order was circulated before the meeting and the PC invited to give its views during a 28 day public consultation.

Councillors **AGREED** no comment from the PC was necessary.

18.87.4 To consider any response to the WSCC proposals to discontinue the Rydon Community College

Cllr Heeley informed Councillors that a notice has been given in accordance with Section 15(1) of the Education and Inspections Act 2006 (as amended) that West Sussex County Council intend to discontinue Rydon Community College, Rock Road, Storrington, Pulborough, RH20 3AA from 31st August 2017 and reopen the provision for Years 7 and 8 as an annexe to Steyning Grammar School on 1st September 2017.

Any comments of objection or support could be made before 16th June. Copies of the notice circulated before the meeting.

Councillors **AGREED** that no further comment from the PC was necessary as it had already made its position clear in the past.

18.87.5 To consider a response to the HDC Infrastructure Levy (CIL)

Cllr Heeley informed Councillors that comments were invited to the draft Charging Schedule and Planning Obligations and affordable housing Supplementary Planning Document before 5pm on Friday 17th June.

Letter from HDC circulated to councillors

Councillors **AGREED** that no comment was necessary from the PC.

18.87.6 To consider a response to the draft Walking and Cycling Strategy Consultation

Cllr Heeley informed Councillors that West Sussex County Council is reviewing its Walking and Cycling Strategy 2016-17. During January and February stakeholders were invited to draw route ideas onto a web-based mapping system.

The Sandgate Conservation Society in collaboration with the Storrington and Sullington Parish Council, has registered the Storrington to Washington route, listed as number 78 on the draft. Washington Parish Council, as one of the stakeholders, had been invited by WSCC to take part in the consultation.

Councillors were disappointed that the Millennium Way path was not in the draft, and requested that the clerk make enquiries about its possible addition, and report to the next Open Spaces Committee Meeting, on 20th June.

Councillors **AGREED** to register its support of the proposed green route as a valuable asset, but with a supporting statement that it was predominantly walking only and that there are areas where cycling is not permitted.

18.87.7 For information only:

18.87.8 Advertising board at the Pike for Village Day

Organisers will be displaying signs for the Village Day around the area.

18.88. To receive reports on meetings and notice of forthcoming meetings

18.88.1 Open Spaces, Recreation and Allotments & Footpaths Committee

No reports or recommendations

18.88.2 Planning and Transport Committee Meeting

No reports or recommendations

18.88.3 To receive an update on the Neighbourhood Plan Steering Committee

The clerk had informed Councillors before the meeting that the Steering Committee met on 24th May to discuss some minor and significant amendments to some of the policies in the Storrington, Sullington and Washington Neighbourhood Plan (NP). This was necessary for it to be put forward for a new public consultation period before being submitted to HDC for its own statutory consultation. It was hoped that a re-examination would take place later this year.

The clerk organised a meeting on Friday, 3rd June with the Washington members of the Steering Committee and Washington Parish Councillor, Robin Milner-Gulland, to draft further supporting evidence of the 17 Washington sites in the policies of the Neighbourhood Plan, including Luckings Yard and The Vineyard, as well as the Green Spaces, together with the sites which had been rejected. This was to be submitted to the Storrington clerk so that she could submit it with all the amendments for the three parishes at the end of June in time for the public consultation.

Councillors were informed that Rick Goring confirmed his agreement that North Farm be identified as an alternative employment area in the Neighbourhood Plan, to replace the old Paula Rosa site, in Water Lane, Storrington. The latter site has been proposed to take a third of the housing on the NP.

Cllr Beglan remarked that although the NP Steering Committee members were very disappointed that the Examiner had rejected the NP in its current form, they were not fully aware until discussion at the last meeting, that the Government had changed the goalposts, and the required volume of detail in certain areas had been completely revamped. She congratulated the Steering Committee for doing a sterling job in providing information for the sites. Minutes of the Steering Committee had been circulated to Councillors before the meeting.

18.89. Correspondence Received

For information only:

Email from Cllr Paul Marshall regarding fly tipping at the Pike, and the possibility of introducing CCTV to deter the problem.

Email from a parish visitor enquiring if Washington is considering the introduction of a 10 or 20mph speed limit throughout the village. Email circulated to councillors before the meeting. The clerk asked to respond, thanking the visitor for their email, and pointing out that the PC had been fighting for some time for a 30mph speed limit, and would be reviewing other options in the future, based on the outcome of a recent speed survey.

18.90 Clerk's report

This is a report covering matters that may not arise elsewhere on the Agenda.

The clerk informed councillors before the meeting that she had received an email update from Adam Norris at WSCC Highways that the order for the VAS at Washington has been placed with the manufacturer. The estimated timescale is between six and eight weeks for delivery and installation. The clerk to be informed of any changes, should they arise.

18.90.1 Freedom of Information/Data Protection Requests Received

None received.

18.91 Compliments and Complaints

None received.

18.92 Governance and Accountability

Peter Frost will audit the Council's processes, accounts and annual return on 22nd June. The return will be submitted for approval at the Full Council meeting of 4th July for submission to the External Auditor by 13th July 2016.

18.93 Holidays

18.94 Training

18.95 To receive items for the next agenda

18.96 Date and Time of next Meetings

Committees - 20th June 2016

Full Council - 4th July 2016

The Meeting Closed at 20.58 hours.

Signed.....

Dated.....