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**PARISH COUNCIL MEETING**

**Monday 8th April 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 A Jennings,
Cllr D Horwood, Cllr D Whyberd, Cllr R Thomas

**In Attendance:** Cllr Wilkinson (WSCC), Cllr Jim Sanson (HDC)

**Members of the public:** Four (HCRA, WI and Science Club)

 **Clerk:** Rebecca Luckin

**13.1.** **Apologies for Absence**

Councillors considered and accepted reason for absence from Cllr Cook (family illness).

**13.2.** **Declarations of Interest and Dispensations**

Cllr Turley declared an interest in the Washington Tea Room and Cllr Doré in the Village Hall.

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

The minutes of the meeting of 4th March 2013 were agreed as being a correct record and duly signed by the Chairman, Cllr Britt.

**13.4 Adjournment to allow Public Participation**

**13.4.1.** PC Burt reported that no crimes had been recorded for the period 03.03.13 – 31.03.13. He had monitored Glaseby Lane three times, but only issued one ticket, due to the school holiday period. New Age travellers at the Bostal Car Park had moved on as requested. Rock Mill travellers have been given notice to quit by 30.04.13. Crime figures for the rolling year were circulated at the meeting. Cllr Doré reminded those present that as Neighbourhood Watch she had a kit for marking personal property that parishioners could use. The Chairman thanked PC Burt for attending the meeting.

**13.4.2.** Mrs Milner-Gulland had circulated a letter prior to the meeting and reported difficulties when the Science Club were using the kitchenette provided by the Washington Tea Room Committee. She was of the opinion that the space was cramped and the steps dangerous. The Chairman reminded everyone that the steps had always been there and that perhaps working practices could be changed to make best use of facilities. Cllr Beglan asked how members had managed prior to the kitchenette being available. Mrs Milner-Gulland and Mrs Milstead advised that historically the small kitchen had been used, but after it had become unusable, groups were directed to the large kitchen. Mrs Milner-Gulland wished to bring the situation to the attention of the Parish Council. Cllr Britt advised that it was outside of the Parish Council remit, but asked the Clerk to contact the VHMC and ask if there had been any other comments, given that there are now facilities that were not available until recently.

**13.4.3.** Mr Gould (HCRA) expressed concern regarding 29 Planning Conditions listed in regard to the RMC Site. The HDC website was slow, making it difficult to access landscaping proposals for the site. The matter was discussed and Councillors agreed to ask Hazel Cork to specify which conditions need approval prior to development and which will be met after. Giving members and residents some idea of what to expect and save many phone calls to HDC. Cllr Turley suggested that that, following concerns raised by parishioners, Councillors also ask for a record of site meetings when trees were discussed. Cllr Britt asked Cllr Sanson to make representation to the Planning Department and ask if members could be informed of the schedule of events. Cllr Beglan was concerned that the number of houses could increase. Cllr Sanson advised that once it had passed to the Planning Inspector, matters were beyond the control of Parish and District Council, as had happened at Billingshurst. Cllr Horwood suggested that a dialogue be set up with the developer, once facts are known. Members also agreed that the developer could be invited to a Parish Council meeting. The Clerk will e-mail Cllr Sanson to ask what can be achieved and copy HCRA in on any response. Cllr Britt thanked Mr Gould and Mr Tanous in his absence.
**The meeting was reconvened**

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

The Clerk’s Action Lists following meetings on 4th and 18th March 2013 were circulated prior to the meeting.

**12.181.3**. Mrs Stuart-Scott was concerned regarding cars blocking driveways in Sandhill Lane – PC Burt advises he has not noticed a problem with vehicles obstructing the junction, but will monitor it. Driveways are only considered blocked if cars cannot get out (rather than in). A letter has been sent to the Manager of Kia Garage - he has confirmed that some cars have been removed and that he wishes to develop good relations with the community.
**12.181.2.** The litter bin in Sandhill Lane has been reinstated on a trial basis. HDC had removed it since they were of the opinion that it encouraged fly-tipping.

**13.6. Planning Applications and Transport issues**
**13.6.1.** New Homes Bonus

Following correspondence, it is hoped that Cllr Ray Dawe will be able to discuss the issue of New Homes Bonus payments to Planning Authorities at the May Full Council meeting. A letter from Tom Crowley to Pulborough PC had been circulated to all parishes explaining that NHB payments will be placed in a separate account to allow clear and transparent tracking of expenditure. If HDC finds itself in a good financial position in future, they may be able to invest in communities that have experienced significant growth in houses. Cllr Britt was pleased to see some progress, rather than funds being left in a general pot. The Clerk will ask Tom Crowley and / or Rod Brown for a response to a letter sent on behalf of Councillors (cc Cllrs Dawe and Sanson).

**13.6.2.** Enforcement

Kia Garage, Washington – a short length of low timber fence has been installed, although the horizontal bars can be removed to allow access for cars. John Attfield advised that the case is now closed. The Clerk has contacted Highways regarding the unauthorised access onto the WSCC highway via the notable verge.

Ivy Cottage – concern had been expressed regarding the removal of a lean-to, but Enforcement had advised that they would not be investigating the matter.

**13.6.3.** Decision notices

**DC/13/0176** – Lupin Cottage, Hampers Lane – two storey extension and alterations – REFUSED due to the impact of the proposed development.

**DC/13/0324** – Finches Hollow, Melrose Plane – work to holly trees – PERMITTED.

Rockwood House, Rock Road, Storrington – Certificate of Lawful Development – GRANTED.

**13.6.4**. Appeals

**DC/10/1457(APP/Z3825/A/12/2176793/NWF) - RMC Engineering** – Cllr Thomas was concerned regarding potential light pollution. Cllr Milner-Gulland advised that it would be subject to SDNPA guidance.

**DC/12/0317 –** Yaffles – Cllr Whyberd advised that the outcome of the appeal should be known shortly. Cllr Britt advised that she had received a late voice mail regarding s106 projects. Councillors were concerned that opportunities were being missed and wondered if HDC Planning could do more to justify requests for s106 projects. Members will discuss at the next Planning Committee meeting.

**13.6.5.** Britannia Crest site – Cllr Wilkinson confirmed that site should be restored at the end of 2013. Cllr Turley advised that Britannia Crest were in the business of reprocessing secondary waste and providing skips. Cllr Wilkinson confirmed that planning consent would never be given for such activities. WSCC are monitoring the situation closely.

**13.6.6.** Information
The Clerk advised that the WSCC Depot, Old London Road, was being marketed as a development opportunity.

**13.6.7.** Transport

A283 Crossing Point – VAS –Cllr Wilkinson advised that the application would not have to go through the CLC. The Parish Council has the required funds. Officers are checking the long term maintenance costs and will then progress with the project with Cllr Wilkinson’s encouragement.

Cllr Wilkinson also reported that the Highways Dept will be reorganised, Area Managers will be reinstated, Teams will be based at depots, Clapham Depot will be reopened. Cllr Wilkinson will work with a designated officer in future.

He confirmed that Ed Dickinson would like to attend the Full Parish Council meeting in May to report on all issues below:

A24 Bus Crossing Gap – Feasibility study taking place.

Washington Speed Survey – awaiting assessment by WSCC Engineer.

Rock Road / Newhouse Lane junction – awaiting design and costing from Joel Sykes. Removal of Scotts Pine – an e-mail from Will Jones had been received, giving permission for the tree to be removed. The owner of Amyday had written to advise that she is of the opinion that WSCC owned the tree. The Clerk had advised Ed Dickinson and asked if WSCC could pay for the removal as discussed previously.

Flooding at the bottom of school hill – awaiting assessment by WSCC Drainage Team.

Poor road surface in London Road – reported to Highways on three occasions.

**13.7. Approval of Payments to be made by the Parish Council and receipt of end of year accounts**

**13.7.1.** The Clerk had received a phone call from Rawlinson and Butler advising that Nurse Sparks had left a legacy of £500 to be used in the Children’s play area. Councillors expressed their gratitude. The Open Spaces Committee will consider how it should be spent.

**13.7.2.** Total Bank Balance @31.03.13 = £49,303.44 (including £10,000 Lloyds and £5,000 Nationwide investments).

A VAT Reclaim has been submitted for £927.94 (Aug – March 2013).

**13.7.3.** Cheques for approval:

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| Clerk’s Salary March (net)  | Chq 1966 | £756.76 |
| Office / Clerk’s Expenses for March including:Box of paper and stationery £37.10, Petrol £29.20, Electricity £7.00 | 1966 | £73.30 |
| HMRC Jan, Feb, March, NIC and PAYE | 1967 | £888.81 |
| VHMC Hire of hall for PC meetings | 1968 | £360.00 |
| VHMC Muga light supply £73.32+VAT | 1969 | £76.99 |
| Andrew Gale tree works as per quote £1250+VAT | 1970 | £1,500.00 |
| HALC Subsription\* | 1971 | £15.00 |
| SCS Phone bill (March) not yet received (Feb £26.41) | 1972 | Max £50.00 |

\* In light of recent concerns regarding precept calculations and NHB payments, members agreed to subscribe to HALC and review in one year.

**13.7.4.** Receipt of end of year accounts – Councillors agreed to defer until the next meeting

**13.7.5.** Review effectiveness of and appoint Internal Auditor

Councillors discussed the scope of the audit, independence, competence and reporting activity of auditor Peter Evans. Cllr Beglan proposed that he be appointed again, seconded by Cllr Heeley. The Clerk will contact him.

**13.8. To receive items of Correspondence**

1. RSN E-bulletin forwarded to Cllr Britt – 06.03.13

2. CPRE E-bulletin circulated – 06.03.13

3. AiRS E-bulletin circulated – 07.03.13

4. E-mail from John Geoghegan - South Downs National Park Management Plan - Engaging key stakeholders – circulated 11.03.13

5. HCRA Comment to HDC regarding Storrington ‘Gateway’ traffic scheme circulated 11.03.13

6. HDC Member’s E-bulletin forwarded to Cllr Heeley – 11.03.13

7. RSN E-bulletin forwarded to Cllr Britt – 11.03.13

8. RSN E-bulleting forwarded to Cllr Britt – 18.03.13

9. HDC Member’s E-bulletin forwarded to Cllr Heeley – 18.03.13

10.Crime report from Chief Inspector Howard Hodges circulated 25.03.13

11. RSN E-bulletin forwarded to Cllr Britt 25.03.13

12. CPRE E-bulletin – countryside building ‘free for all’ circulated 02.04.13

13. S106 print out circulated to Planning Committee 02.04.13

14. HDC E-bulletin forwarded to Cllr Heeley 02.04.13

15. Letter from Mrs Milner-Gulland regarding safe use of the kitchenette. The Clerk confirmed - HDC Environmental Health Dept undertook an inspection of the whole facility provided by the Tearoom in the refurbished kitchen, and in particular were consulted as to the design and structure of the kitchenette and had no issue with this facility. The Small Kitchen is not available to user groups.

16. An e-mail of thanks from CPRE for assistance with the Growth and Infrastructure Bill which has been amended to and no longer includes National Parks and AONB’s.

17. RSN E-bulletin forwarded to Cllr Britt 08.04.13.

18. Gatwick Area Conservation Campaign newsletter circulated 08.04.13

19. Response from Geoff Lowry, WSCC Highways, regarding night closure of A24 recently, apologises for not responding and promises to get back.

**13.9. Local issues, including Maintenance**

**13.9.1.** Cllr Milner-Gulland reported that he was pleased to receive plenty of contributions for the newsletter. Due to unforeseen delays, the newsletter had not been delivered before the Village Clean Up Day. The next newsletter will go out before Village Day 14th July with the copy date three weeks prior. The Clerk will place notices to advise on boards and website.

**13.9.2.** Village Hall / Tea Room - review of actions agreed at the last meeting and subsequent outcomes. Following complaints by VHMC that rental income for the small hall was being lost, the VHMC agreed to provide an actual figure to the Tea Room Committee – this has not been actioned. The VHMC agreed to calculate an amount to be charged for utilities – not actioned. As a good will gesture the TRC offered 25% of profits to date (rather than allow the amount to accrue over 2 years as agreed in the lease) – to date this offer has not been taken up.

**13.9.3.** Appointment of a litter warden and targeting of specific areas. Open Spaces committee recommend the appointment of a litter warden. (£1,500 per annum allocated for litter clearance / minimum wage £6.19 per hour for adults). Cllr Heeley asked if the need had been assessed and the matter formally reviewed. Councillors agreed that following reports from a member of the public regarding Sandhill Lane and other outlying areas, litter was an issue in some parts of the village. Cllr Britt asked the Open Spaces Committee to review the matter further and identify areas that could be addressed. The Clerk will investigate the guidelines and ask if The Bostal can be litter picked safely.

**13.9.4.** The Clerk advised that HDC has offered a small Environmental Cleansing Grant to Wiston and have asked them to cluster with a neighbouring parish and share a Litter Warden. The grant will be sent to the PC responsible for organising the joint litter warden. Members discussed the suggestion and agreed that it would only be worth considering a litter warden share if Wiston required a litter warden for 2 hours per week. The Clerk will report back to Wiston PC.

**13.9.5.** Heath Common, Longbury Hill / Sleepy Hollow hanging sign – residents have approached Cllr Heeley asking for a replacement for the historic sign. Residents had provided a new oak post, but would like to ask the PC if they are prepared to cover the cost of a new sign – approx. £430.00. The Clerk will obtain copies of quotes that have been provided and bring them to the next meeting.

**13.9.6.** Washington Parish Plan 2004 – Members agreed that it would need to be reviewed. Cllr Britt will write an article in next newsletter asking for volunteers to assist with the process. Cllr Milner-Gulland was of the opinion that due to the present state of planning it would be a useful reference document.

**13.9.7. Maintenance**
Travellers at The Bostal Car Park – The Wiston Estate advised that they had moved on as promised.

Vandalised phone kiosk at Spring Gardens reported to BT 04.04.13
Failing street light Old London Road / A283 junction – reported to WSCC.

Broken drain pipe at London Road bus shelter owned by HDC – Clerk will report again.

Missing / stolen wheelie bin – Clerk will write a letter to HDC explaining that it is unfair that residents have to bear the cost of bin replacement in the event that they are stolen.

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

To receive any reports from Committees meetings held on 18th March 2013.

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

First Extension Graveyard Review – a dead holly has been removed and will be replaced. Committee members agreed that wild daffodil bulbs could be planted along the top of the wall.

Recreation Ground – tree works completed, fence repaired and algae removed from children’s play area. FH advises that a cleaning product may be required to remove any further algae.

Path by side of Small Hall – work not completed due to low temperatures.

Electrical works to Muga floodlights – completed.
Bark replacement and disclaimer signs– will be ordered in new financial year.

FH will take over the maintenance of Vera’s shelter, following Gil’s illness. A letter of thanks has been sent to Gil.

Commemorative bench –the committee had discussed the provision of a commemorative bench, marking the significant contribution to the community by Nurse Sparks, who had recently died at the age of 100. The Clerk had researched and found the best value bench and fixing kit from John Robertson at cost of approx. £507+VAT. The committee will discuss the siting of the bench and agreed that the legacy left my Nurse Sparks should not be used to cover the cost of the bench.

Outdoor adult gym equipment – two positive responses had been received following newsletter article. Cllr Thomas is investigating a successful local scheme and obtaining information on a funding opportunity. Approx cost - £14,000. To be discussed further.

**13.10.2.** Footpaths and Conservation

Millennium Footpath – Permission will need to be sought and path redirected before funds can be sought. Councillors have requested a meeting with the Wiston Estate, with no response to date.
Home Farm Footpath – WSCC aware of poor surface and have confirmed that they will address the matter.

**13.10.3**. Planning and Transport

Britannia Crest Site – sand winning ceased in 2001 – licence expires December 2013.

RMC Site – burning of waste vegetation following the removal of 13 trees was reported to HDC who advise that they will prosecute if further burning takes place. The Clerk has asked Hazel Corke if re-planting could take place before development rather than after.

Kia Garage – some timber fencing installed. HDC Enforcement has now closed the case. The Clerk has reported the unauthorised access of the WSCC highway, via the notable verge.

Transport issues – Ed Dickinson will update at meeting of 13th May 2013.

**13.10.4.** Finance Committee

Members reviewed the Clerk’s salary and agreed to make recommendation to Full Council to increase the sum to £12,900 per annum. The percentage increase took into account the low starting point and recognised the work undertaken by the Clerk and her successful completion of CiLCA training. Cllr Whyberd proposed and Cllr Beglan seconded acceptance of the recommendation. Carried unanimously. The salary increase will take effect from 01.04.13. The increase had not been included in the draft budget. The Clerk will review the budget to see where adjustments could be made.

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

**13.11.1.** HDC / Bus Company partnership meeting attended by Cllr Heeley and Clerk 21.03.13. Notes by Cllr Heeley circulated. There was no movement by bus companies, who have confirmed that they would be likely to withdraw services if they were unable to access the village via the A24 bus crossing gap. Dial Post and Shipley have been by-passed due to low numbers of passengers. Cllr Heeley advised that bus companies would like passengers to come out of villages onto main roads and were looking for a reason not to send buses through villages. The goal of closing the gap is becoming more challenging. Councillors will wait for the feasibility study to be completed. Councillors agreed that residents would be consulted prior to any action.

**13.11.2.** CPRE Spring Conference attended by Cllr Heeley 30.03.13 – notes circulated prior to the meeting. The Chairman thanked him for attending and providing notes.

**13.11.3.** Cllr Milner-Gulland reported that the Rampion Wind Farm proposals have been revised and re-submitted. They can be viewed at various Council offices until 9th May and comments submitted until 11th May.

**13.12. Items for the next agenda**

There were none.

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

Committees – 22nd April

Full Council – 13th May

Annual Parish Meeting – 25th April

Cllr Begaln asked if the correct number of tables and chairs could be available for the meeting. Cllr Doré (as Caretaker of the VH) will ask the VHMC for help in ensuring tables and chairs are available.

The meeting closed at 21.30pm

Signed: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date: 13.05.13

Chairman