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**PARISH COUNCIL MEETING**

**Monday 6th January 2014**

**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 T Cook, Cllr R Thomas

**Also in attendance:** Cllr Ray Dawe (HDC)

**Members of the public:** PC Burt, Glynn Jones (Annie Bertha Lloyd Trust) and two members of the public

**Clerk:** Rebecca Luckin

**13.132.** **Apologies for Absence**

Apologies were received and accepted from Cllr Turley who was late due to work commitments and from Cllr Circus and Cllr Sanson who had not received notification of the meeting due to technical difficulties with HDC e-mail addresses.

**13.133**. **Declarations of Interest from members in any item to be discussed and agree Dispensations**‘*a Member who has pre-determined how they will vote in the matter but continues to take part in the process will risk any decision in which they have participated being rendered unlawful and subject to judicial review. In addition there would be a potential for a complaint to be made alleging a breach of the Code of Members’ Conduct for bringing their authority or his or her office into disrepute.’* **Guidance on Predetermination circulated to Members - 15.10.13**The Chairman invited declarations of interest. Cllr Jennings declared an interest in planning application DC/13/2364, Cllr Dore declared an interest in the Village Hall and the Windmill, Cllr Turley declared an interest in the Annie
Bertha Lloyd Trust and Barratt’s Homes.

**13.134. Approval of the Minutes of the last Parish Council meeting**The minutes of the meeting of 2nd December 2013 were agreed as being a correct record of the meeting and duly signed by the Chairman.

**13.135. Adjournment of the meeting to allow Public Participation**

**13.135.1.** PC John Burt provided a report for the period 11.11.13 – 05.01.14. Three crimes were recorded, one of violence at East Clayton Farm, one of a driver on the A24 assaulting another and an arson attack on a car (a feud between neighbours). The parked caravan in Old London Road is being monitored. Fly-tipping has occurred by the Windmill that included building materials. PC Burt can provide details of road traffic accidents if the Clerk makes a request prior to a meeting and provides dates. The twelve month rolling crime figure recorded 51 crimes including possession of cannabis and theft from parked cars. Detection rates for Washington stand at 15.7%, which is lower than average. Cllr Britt asked if the Police Authority could provide warning signs to those using car parks. PC Burt reported that PCSO Bryony Sparks would now be covering Washington Parish. PC Burt was thanked for attending the meeting.

**13.135.2.** Mr Glynn Jones (Annie Bertha Lloyd Trust) attended the meeting to explain further information following the Trust’s request that Washington Parish Council should confirm the appointment of nominative trustees. He explained the history and purposes of the trust. The Charity Commission would need to authorise any change in Standing Orders or procedure. Cllr Thomas proposed and Cllr Whyberd seconded that following approval by the Charity Commission, Washington Parish Councillors should take responsibility for approving nominative trustees. Councillors agreed unanimously that they would undertake the role of approving nominative trustees, but that the ABLT should be responsible for recruiting and vetting applicants. Washington Parish Council will have no liability with regard to the nominative trustees. The Clerk will write a letter of confirmation to the Trust and Glynn Jones will advise of the Charity Commission response.

Cllr Dore expressed concern that one house had been empty for a year. Glynn Jones confirmed that work will shortly take place to improve the property. Cllr Britt was concerned regarding under occupancy of three bedroomed houses.

**13.135.3.** Owners of 2 Stocks Mead provided information on their planning application.

**The meeting was reconvened**

**13.136. Matters Arising from previous minutes
The Clerk’s Action** lists following meetings of 2nd and 16th December was circulated prior to the meeting.
**13.129.7.** Heating in the Village Hall – the VHMC confirm that in the long term they are seeking grant funding from WSCC that will require an assessment of current heating arrangements – therefore they are reluctant to fix the old system, but will provide a solution for the short term.
**13.116.2.** Annie Bertha Lloyd Trust – following a request that Councillors should undertake the role of approving nominative trustees and Councillors request for further information on the role and responsibilities. Glynn Jones agreed to attend the meeting.
**13.130.2.** Finance Committee – the Clerk confirmed that the balance of the Nationwide account (£5001.93) had been transferred to the Lloyds current account prior to investment opportunities being considered.
**13.129.5.** Community Tea Room – The Clerk had not been able to secure the purchase of the cooker for use by the community. Cllr Horwood proposed that £750 be offered to the VHMC to aid the purchase of a cooker, seconded by Cllr Dore, two voted in favour, five against and four abstained. Cllr Heeley proposed that following an e-mail from the Tea Room Committee confirming that any residual profit would be donated to a community group, the Clerk will request clarity from the Committee as to whether that would be the case and a date when the final accounts would be available, seconded by Cllr Beglan, one abstained, one was barred and all others voted in favour. The Clerk will contact the Tea Room Committee.

**13.137. Consideration of Planning Applications and Transport issues**

13.137.1. Applications **SDNP/13/05568/HOUS** - 2 Stocks Mead Washington – Demolish existing garage and rebuild to provide additional ground floor living accommodation, replacement and enlargement of the roof to the west side of the property to provide additional accommodation at first floor level, erection of a carport, demolition of existing conservatory and replacement with an orangery, extension of driveway area. Extend driveway area. Install timber deck at rear of property. Plans circulated prior to the meeting. Members of the Planning Committee had visited the site and expressed concern regarding the increased bulk of the extension to the first floor and the effect on the street scene and impact upon neighbours’ amenity. The owners attended the meeting and provided answers to questions from Councillors. On the basis of what had been explained Cllr Heeley proposed a response of no objection, seconded by Cllr Milner-Gulland – motion carried unanimously. The Clerk will respond to HDC and request standard conditions ie regard to amenity of neighbours, deliver of goods, working hours, noise on site and burning of materials.

**SDNP/13/05773/FUL** - Windlesham House School - Construction of new artificial turf pitch on existing sports pitch (80m x 50m), 6 No. floodlights, sports equipment store, 6 No. cricket nets and associated landscaping. Plans circulated. The Clerk advised that the SDNPA would determine the application, since it may have a significant effect on the purposes for which the South Downs National Park has been designated. Councillors were concerned regarding the lighting and urban design of shelters and agreed that they would not object, provided lighting was restricted to a maximum of four evenings per week, no later than 10.00pm and only for sporting use. Councillors agreed to request green shelters. The Clerk will respond.

**DC/13/2364** - Single storey side extensions - Pine View Georges Lane. Plans circulated prior to the meeting. Following her declared interest, Cllr Jennings left the meeting while the item was discussed. Councillors were concerned that proposals would significantly increase the width of the property sited on a small plot that may not leave room for parked cars. Cllr Heeley proposed that Members object on the basis of the overpowering size of the frontage, impact upon the street scene and additional concern for resulting lack of parking space, seconded by Cllr Cook, five voted in agreement, one against and four abstained. The Clerk will respond to HDC.

**DC/13/2426** - Blueberry House Hampers Lane - Construction of new 2-storey extension to the rear of the property in place of existing conservatory. Plans circulated prior to meeting. Neighbours had expressed concerns regarding the siting of the new dwelling and the potential for overlooking and a design that did not comply with those of nearby houses. Cllr Heeley proposed that Members did not object to the design and request that should the Planning Officer be mindful to permit the application, there might be a condition on screening to obscure the dwelling. Councillors will confirm that they are cognisant of the fact that a neighbour has raised concerns and would ask HDC to examine the application closely. Seconded by Cllr Cook, seven voted for and four abstained. The Clerk will respond.

**WSCC/104/13/SR** - Washington Sand Pit, Hampers Lane - The continuation of mineral extraction for a two year period and the importation of inert material over a five year period only, to enable the restoration of mineral working at Washington Sandpit for the long term benefit of the Sandgate Country Park. Cllr Dawe explained that inert material would stabilise the site, but if processed on site would generate more noise. Cllr Heeley noted that traffic movements would be increased 36 HGV movements per day, a wheel wash would be on site and the creation of 5 jobs. He was concerned that combined with the current activity at John Ireland Way,the impact would be considerable. The Clerk will place the matter on the Planning and Transport agenda for 20th January and ask Storrington and Sullinton Parish Council for their response to the application.

**SDNP/13/05868/HOUS** - Frieslands London Road Washington - Proposed double garage to side elevation. The Clerk will place on the Planning agenda for 20th January.

**13.137.2.** Enforcement

**EN/13/0498 –** Advertising flags at John Ireland Way – Councillors are waiting for HDC Enforcement to investigate the need for an application, although the site is in an area of advertising control. Cllr Dawe will support Councillors concerns.
Cllr Heeley expressed concern that East Clayton Kennels had four advertising A-boards outside their premises. The Clerk will ask HDC Enforcement if this is acceptable.

**EN/13/0544** - Fence and Gate on Rock Lane – Tim Boxall gave a deadline for the removal of the fence and gate, which was ignored. He has now referred the matter to the WSCC Legal Team.

**13.137.3.** Decision notices **DC/13/2122** - Heatherlands Bracken Lane - Proposed single storey rear extension - PERMITTED

**13.137.4.** Neighbourhood Plan

The Neighbourhood Development plan area has been accepted by HDC and SDNP Planning Authorities. A grant from HDC can now be applied for both Storrington & Sullington and Washington Parish Councils. The Clerk has submitted an application for the first tranche of the grant available – £3,000 (second tranche available upon submission of the draft plan). The Clerks will meet with Rowena Tyler (AirS) 14th January to set the timetable for the process. Focus Group meetings will take place prior to the next Steering Group meeting. HDC will not provide funds to cover the cost of the Housing Need Survey undertaken by AirS.

**13.137.5.** Transport issues:
A283 Pedestrian Crossing Point – at the meeting of the CLC 04.12.13, Cali Sparkes advised that a VAS did not comply with guidance and would not be an appropriate solution to the problem. Cllr Barling instructed her to meet with Councillors, Cllr Circus and a Highways Engineer to identify a solution prior to the March meeting. The Clerk has requested a meeting and offered dates.

Traffic Speed survey, Old London Road – at the CLC meeting of 04.12.13 Cllr Barling advised that CLC members would support a reduction in speed limit to 30mph. The Clerk and Cllr Britt will attend the next meeting of the CLC on 5th March 2014.

Tree - Newhouse Lane / Rock Road – Tim Boxall advises that removal will take place. The Clerk has provided a history of agreements and promises from WSCC.

Flooding at the bottom of school hill – following clearance by Tim Boxall, WSCC, flooding has reduced. Councillors will continue to monitor the situation.

A24 Bus Crossing Point - waiting for a feasibility WSCC study. The project is on the CLC pre-waiting list. The Clerk has asked what further information would be required in order for it to be progressed to the waiting list.

Caravan in the Old London Road – Tim Boxall has informed the WSCC Legal Team.

Subway – Nick De Souza, WSCC Highways, confirms that the subway sign will be replaced and a white line will be placed to prevent parked vehicles from blocking in the access in 2014 / 15.

**Cllr Dawe left the meeting at 21.15pm**

**13.138. Finance – Approval of payments to be made by the Parish Council, consideration of the draft budget and setting of the precept**

**13.138.1.** Total Bank Balance @31.12.13 = £61,438.00 (including £10,000 Lloyds investment).

**13.138.2.** Cheques for approval:

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| Clerk’s Salary for December (net) | Chq 2032 | £808.52 |
| Office / Clerk’s Expenses for DecemberBrass plaque for Jubilee tree - £50+VAT, Printer cartridges - £24.99, Travel £34.20, Electricity £7.00 | 2032 | £126.19 |
| HMRC Q3 | 2033 | £979.11 |
| A Luckin – collect 8 hippo bags of grit and fill bins in HC£195.00+VAT | 2034 | £234.00 |
| D Flynn – hedge trimming – work not yet undertaken and invoice not received at time of printing |  | Max£45 |
| Stella - Litter Warden October, November and December –£6.31 p/h, 4 hours per week (12 weeks = £302.88) |  | Max £325 |
| SCS Phone bill December  |  | Max £50.00 |
| AirS – initial payment, 50% of full cost – £2,160+VAT Storrington PC to provide invoice in due course |  | Max £2160+VAT |

**13.138.3.** Parish Council Debit Card -
Standing Orders and Financial Regulations had been redrafted for Councillorsapprovalprior to a debit card being obtained. Draft copies circulated prior to the meeting. Cllr Milner-Gulland proposed and Cllr Heeley seconded the proposal that the documents be approved – carried unanimously.

**13.138.4.** Review of current budget – the Clerk circulated a quarterly update on spending and advised that the accumulative figure looked positive, in part due to the late arrival of invoices that required payment. The Clerk and Councillors will need to be more vigilant than ever in monitoring spending and achieving best value for money.

**13.138.5.** Request for grant – following a request by Councilllors the Clerk had found £250 in the current budget to allow a grant to be made to the Purple Bus Scheme. A cheque for £250 will be sent.

**13.138.6.** Draft Budget – copy circulated to Councillors. The grant of £7,532 for the provision of bus shelters has not been added to the draft budget, since it has not yet been formally offered to Washington Parish Council and WSCC confirmed that they were not able to meet the costs of traffic management, should the bus shelters be installed. Councillors agreed the draft budget.

**13.138.7.** Setting of the Precept – the budget has been drafted on the presumption that Councillors will not request an increase in the amount payable by households. Cllr Britt proposed the setting of the precept, seconded by Cllr Thomas – carried unanimously. The Clerk will request the precept.

**13.139. Items of Correspondence received**

1. RSN E-bulletin forwarded to Cllr Britt – 03.12.13

2. WSCC Financial bulletin and update – circulated 09.12.13

3. HDC E-bulletin forwarded to Cllr Heeley – 09.12.13

4. RSN E-bulletin forwarded to Cllr Britt – 09.12.13

5. HDC E-bulletin forwarded to Cllr Heeley – 16.12.13

6. GACC News release – circulated – 18.12.13

7. Tom Crowley e-mail regarding s106 funds and allocation for community projects – circulated 18.12.13

8. CPRE survey circulated – 19.12.13
9. Ed Dickinson WSCC update on Highways changes – circulated 23.12.13
10. WSCC Joint Scrutiny Task and Finish Group – Report regarding flooding – circulated 30.12.13

11. Rural Services Network E-bulletin – forwarded to Cllr Britt – 30.12.13

12. HDC Member’s E-bulletin forwarded to Cllr Heeley – 30.12.13

13. HCRA letter to HDC regarding DC/13/2353 – Barratts request that 10 dwellings could use current highway layout.
14. Rural Services Network E-bulletin forwarded to Cllr Britt – 06.01.14

15. Letter from Louise Goldsmith, Leader of WSCC, confirming that the Chief Executive will leave at the end of the month, to be replaced by an Interim Chief Operating Officer and an Interim Transformation Director – circulated 07.01.14

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

**13.140.1.** Emergency Plan – following flooding and loss of power over the Christmas period, the Clerk will work to draw up an emergency plan, identify volunteers to liaise with vulnerable residents, a central meeting point where hot drinks and soup could be provided and create a communication network. Advice will be given to residents in the next newsletter.

**13.140.2.** Village Hall – the Chairman of the VHMC had confirmed that the day to day running of the hall, booking system, and publicity had been delegated to teams of volunteers in an attempt to involve a greater number of community members and share the workload. The VHMC will retain responsibility and are currently considering changes to their constitution which may need to be discussed with the Charity Commission.The Clerk will meet with Rob Gerig to gain further information, mindful that changes may need to be made to their constitution before actions can be undertaken.

**13.140.3.** Community Asset Register – Cllr Wheatley (Storrington &Sullington Parish Council), as leader of the Environment, Heritage and Local Interest Focus Group, will begin to draft a list of assets. Washington Councillors could bring suggestions to the next meeting and suggestions could be requested in the next newsletter.

**13.140.4.** RMC Country Park – discussion had taken place with the National Trust and Cllr Sanson (HDC) regarding the ownership and the proposed future management of the park. Cllr Heeley had suggested that Barratt’s Homes be approached to see if they would be in agreement to handing ownership of the park area to the National Trust, before discussing further issues with the NT and HDC. A path that links Warren Hill with Storrington, via the country park and Badgers Holt may safeguard the area from future development and will be discussed with the NT in January. Cllr Sanson will support WPC when they have firm proposals in place. In the first instance, the Clerk will contact Nick Keeley (Barratt’s) to suggest the proposal and then arrange a meeting with the National Trust.

**13.140.5**. Broken drain cover in the allotments layby – photographed and reported to WSCC twice. The Clerk will phone and ask for the date that it will be fixed.

**13.141. Reports and recommendations from Committee meetings held on 18th November**
**13.14.1.** Open Spaces, Recreation and Allotments Committee

Blackthorn saplings have been planted in the hedge boundary with the Recreation Ground. Grafts have been taken to produce new Washington Scarlet Apple Trees. Councillors will meet in the new year to discuss improvements and repairs to the footpath to the rear of the Village Hall. Cllr Whyberd circulated a planting plan that had been drawn up by volunteers offering to make improvements to the appearance of the hall, inside and out, with a view to increasing bookings. A Community Asset Register will be drafted by the Environment, Heritage and Local Knowledge Focus Group. Assets will need to be identified, but could include the RMC Country Park, village hall, recreation ground, pub, shop etc. Cllr Whyberd asked if there were any objections to the planting scheme that had been circulated. Full Council confirmed no objection provided that the maintenance was not the responsibility of the Parish Council. Vic Oliver (National Trust) had confirmed that the hedge on the west boundary could be trimmed.

**13.141.2.** Footpaths and Conservation Committee

Footpath #2696 was reported as being difficult to use due to horses being fed on the route, causing mud. A WSCC Access Ranger will assess the problem. Rick Goring attended the meeting to discuss the Wiston Estate plans for the windmill, once the purchase has been completed. It is hoped that it will be returned to a five bedroomed dwelling. Advice will be sought from HDC Conservation Officers. Councillors will be invited to meetings before and after refurbishment works.

**13.141.3.** Planning and Transport Committee
**DC/13/2255** - Pine Cottage Rock Road – Single storey side extensions - no objection.
**DC/13/2353 –** John Ireland Way – Variation of Condition 12 (Highways) to allow for occupation of up to 10 houses to commence prior to s278 works – objection on the grounds of safety. The Clerk has requested the reason for late commencement of WSCC Highways works. **SDNP/13/05885/LIS** - Tilleys House, The Pike Washington - Replace a rotten patio door/window with a new like for like replacement (Listed Building Consent) – no objection.

**DC/13/0609** – Reserved Matters – RMC Site

Jane Cecil of the National Trust met with Councillors and representatives of HCRA and Sandgate Conservation Socieity to discuss access to the Country Park and future management of the park. HDC Councillors have received copies of the minutes and been asked to give their support when discussing the option with Barratts, and when discussing policy review with HDC. Councillors agreed that if HDC showed no interest in proposals, they could be reminded of the original visions and asked for a restrictive covenant to be placed on the land to protect it from future development. Jane Cecil is investigating ownership of land that could be used for access.

**13.142. Reports on meetings and notice of forthcoming meetings**

Clerk’s Forum with HDC Planning Department 17.12.13– minutes circulated. The Clerk was advised that the Parish Council CIL / s106 wishlist should be updated and provided to HDC and SDNPA to include full costings of projects for developers’ consideration.

Forthcoming Clerk’s Networking meeting – Southwater, 7th January – the Clerk will attend and report back to Councillors.

**Annual Parish Meeting –** the Clerk reminded Councillors that thedate should be set (between 1st March and 1st June). Members of the public could be updated on the Neighbourhood Plan.

**13.143. Items for the next agenda**
Cllr Horwood requested results of a recent Housing Need Survey which the Clerk will follow up.
Cllr Dore advised that she was likely to be absent from the next Full Council meeting, and possibly for a while after, due to medical reasons.

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

Committees – 20th January 2014

Full Council – 3rd February 2014

NB – Committee meetings set for 21st April (Easter) have been rescheduled for 28th April

The meeting closed at 21.52pm

Signed: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .. . . . . . . . Date: 3rd February 2014

Chairman