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**PARISH COUNCIL MEETING**

**Monday 7th July 2014**

**at 7.30pm in the Village Hall**

**Minutes**

**Present:** Cllr L Britt, Cllr P Heeley, Cllr M Turley, Cllr C Beglan, Cllr D Horwood, Cllr D Whyberd,

Cllr T Cook

**In attendance:** Cllr Ray Dawe (HDC)

**Members of the public:** six

**Clerk:** Rebecca Luckin

**14.46.** **Apologies for Absence**

Apologies were received and accepted from Cllr Dore (surgery), Cllr Milner-Gulland, and Cllr Thomas.

**14.47.** **Declarations of Interest and Dispensations**The Chairman invited declarations of interest – there were none.

**14.48. Approval of the Minutes of the last Parish Council meeting**The minutes of the meeting of2nd June 2014 were agreed as being a correct record and signed by the Chairman.

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

**14.49.1.** PC John Burt advised that yearly figures to end of June showed a doubling in reported crime in the last year. Shed burglaries have increased, although they are occurring in the north of the district currently. Three possessions of cannabis had been detected, violent crimes (including harassment) had doubled. Overall crime has risen in the area. A Traveller at The Bostal had moved to the Windmill. It is the responsibility of the landowner to evict him. Regarding the A24 Crossing Point, PC Burt had taken note of a letter to the Police Commissioner and will try to provide a Police presence. The Clerk, Councillors and members of the public will continue to use the Operation Crackdown website to report drivers who use the crossing gap illegally. The Chairman thanked PC Burt for attending the meeting.

**14.49.2.** The Landlords of The Frankland Arms spoke to advise Councillors that work will be taking place shortly, to address the issue of subsidence at one end of the building. Councillors asked them to remind the brewery that the building was Grade II listed and that consent for works should be sought. A recent complaint regarding the noise nuisance caused by live music was discussed. The landlords advised that they wished to run a popular village pub and will limit the amount of outside music in future.

**14.49.3.** Mr Rob Gerig (volunteer for VHMC) spoke regarding the VHMC application for s106 Community Facilities Funds toward the replacement of the floor in the large hall. A new floor with sports markings would attract further bookings. Badminton England have offered to provide £400 for equipment and run a badminton class if works were undertaken. An application to the CLC Community Initiative Fund will also be made. The total cost would be in the region of £6,000, with the VHMC contributing £1,000. The VHMC would like to request the support of the Parish Council. Councillors expressed concern that the leaking roof should be repaired prior to the floor being replaced. Cllr Turley asked if there was an identified need within the VHMC business plan. Mr Rob Gerig advised that the Village Hall was currently unable to meet its objective. Matting will be placed on the floor when the Dog Club use the hall.

Cllr Dawe advised that HDC would need some reassurance regarding the roof, before funding for the floor can be considered. He recommended that the Parish Council enquire from HDC what funds were available in order that they could be divided between Parish Council and VHMC projects.

**14.49.4.** The owner of 3 The Holt, spoke regarding application DC/14/1317 and provided reasons for the application – a wish to enhance the appearance of the front elevation and to improve the living space. Proposals would be in keeping with neighbours’ properties, with no overlooking issues.

**The meeting was reconvened**

**14.50. Matters arising from previous minutes
The Clerk’s Action** list following meetings of 2nd and 16th June was circulated prior to the meeting.
**A Dog bin** is now installed at the top of The Street.
**Defibrillators** are fixed at the Village Hall and Pixie’s Corner. Training has taken place. Keys for the alarmed case are held by Cllr Britt for the Washington unit and Cllr Heeley for the Heath Common unit. Cllr Whyberd will investigate the offer of a free defibrillator from a Steyning First Responder. Washington’s defibrillators will need to be wrapped in bubble wrap during winter months.
**13.130.2. Silver cups**– cups were valued at of £2,975. The Village Day Committee will decide on the awards to be offered at next year’s event. Cups will need to be re-engraved. Jeremy Silverthorne will be instructed to engrave new awards. Safe storage will need to be identified. The Clerk will contact Sue Stuart Scott to discuss storage and contact Zurich Insurance Co to discuss insurance cover.

**14.36.9. Barratt’s cheque** for £2,000 – had been returned by the bank as ‘out of date’, a replacement cheque had been received.
**14.5.2. Co-option of a Parish** **Councillor** – no applications had been received at the time of the meeting.

**P&T. 16.06.14. Footpath on south side of A283 Washington to Storrington** – Kevin Luter (Highways Implementation Officer, WSCC) confirmed that the footpath on the south side of the highway would be re-instated following highways works. The street lighting that will accompany the new traffic management arrangements will require lighting that must be set back 1m from the edge of the highway. The footpath will fit into the 1m gap. Highways engineers are currently working on drainage provision to the west of Hamper’s Lane. A ‘hydro break’ system is being installed that will contain any increase in flow and release it at the same rate as it was previously flowing. There should be no issues with flooding or ‘surging’. Street lighting has not yet been agreed. The Clerk will investigate with Kevin Luter (WSCC) and chase the reserved matters (cc Cllr Dawe into e-mail).
**P&T 16.06.14. Missing curb stones** at the top of The Street – Tim Boxall (WSCC) confirmed that missing curb stones would be replaced with tarmac that would be shaped to prevent any tripping hazard.
**14.39.8** Dog Fouling in The Holt – HDC Street Scene Wardens will address the issue.
**Community Asset Register** – HDC confirmed that the Village Hall, Recreation Ground and Allotments have been accepted onto the Asset Register.

**14.51. Planning Applications and Transport issues**

**14.51.1.** Applications

**DC/14/0777 –** Castle Farm Estate, The Hollow – application for minor variation in the approved scheme.
Proposed building of 1071sqm of floors pace comprising 4 units for class B1 Office or Class B8 Purposes (Reconfiguration of development as previously approved by planning permission DC/13/0197 on the 12/07/2013.
Cllr Heeley proposed that on the assumption that the overall area appeared to be the same, Councillors would not object in principal but would wish to be mindful of any impact upon the amenity of neighbours. No seconder. Cllr Britt made a counter-proposal – that Councillors should **agree to** **strongly object** regarding increased density and additional traffic movements, seconded by Cllr Cook, six Councillors in favour – The Clerk has responded.

**DC/14/1317** – 3 The Holt, Washington – Construct a timber framed veranda with a tiled roof on part of the front house. Councillors **agreed no objection** since it would enhance the property and a similar fixing appears on a neighbouring property. – The Clerk has responded.

**SDNP/14/02138/FUL** - Frieslands London Road Washington – Replacement dwelling – extension requested.

**DC/14/0731** - Brackenhurst Georges Lane - Variation to Condition 3 (hedge height) of DC/05/2881 from points A to B and the removal of part of the hedge as indicated along the southern boundary – amendment to plan - extension requested.

Rock Quarry – Following a meeting with the Wiston Estate, Steve Dudman and Planning Consultants, Councillors have been asked to consider future uses for Rock Quarry and report back. Councillors agreed that it was a long term project and that the views of the electorate should be sought. The Clerk will contact Julie Wilkinson and advise.

**14.51.2**. Enforcement

**EN/13/0544** – Fence and gate on Rock Lane – Roger Harding, WSCC, confirms that meetings and discussions have taken place with the owner, who has agreed in the first instance to remove the most westerly post. A further meeting will take place to mark the maintainable highway boundary on the road. Any posts within the boundary will have to be removed, since they will be deemed to be encroaching and are illegal under the Highways Act. The owner will need to apply to HDC for retrospective planning permission for the gate which has been erected on private land. WSCC would be consulted as part of the planning process and may not recommend that permission is granted. In order to address the owners concerns regarding safety, WSCC has offered white ‘edgemaster’ posts that define the edge of the property and alert drivers accessing the driveway that they should slow down – if an impact were to occur, the ‘edgemaster’ posts give way readily.

**EN/14/0201** - Unauthorised flags at John Ireland Way. HDC has passed the matter to their legal team and will proceed with prosecution, since the flags have not been removed by Barratt’s. Cllr Turley asked if it was in the public interest since action would use limited resources.

**14.51.3.** Decision notices
**DC/14/0457** – Lupin Cottage – a neighbour reports that scaffolding has been removed. The Clerk will investigate the determination of the application (cc Cllr Dawe).

**DC/14/0946** - Sandgate Bracken Lane - Proposed single storey extension – PERMITTED

**Cllr Dawe left the meeting at 20.42pm**

**14.51.4.** Neighbourhood Plan

Clerks met with Rowena Tyler (AirS) to discuss www.community21 online mapping tool which could act as an evidence base for the Neighbourhood Plan. A further condensed survey was sent to younger members of the electorate via schools. 38 responses were analysed and will be included in the State of the Parish Report (SPR), which has been amended and sent electronically to all stakeholders attending the Planning Policy Workshop on 9th July. The Economy & Business Focus Group has conducted a survey of business by email and key findings will be available for the planning policy workshop on 9th July.

Highway issues:

**14.51.5.** A283 Pedestrian crossing – At the CLC meeting of 11th June, Cali Sparkes advised that it would not be possible to provide exact quotes for both solar and powered VAS options, and advised that Washington PC should contact a Design Consultant directly in order to progress the project.
The Clerk has discussed the project with Jon Benger (Traffic Signal Design Engineer, Telent Direct) who expressed the concern that a VAS may not be sufficient to slow the traffic. The Clerk had discussed the project with Barry Edmonds (WSCC Traffic Signals Dept) who confirmed that a VAS would be sufficient. Councillors discussed the options and took a vote. Two abstained and five voted in favour of proceeding with the option of a Solar VAS. The Clerk will contact Cali Sparkes and Cllr Circus (WSCC).

**14.51.6.** Proposed Speed limit reduction from Water Lane junction to Washington Roundabout A283 – Storrington PC voted to support Washington PC in their request for a reduction in speed limit to 30mph. Councillors will inform Cali Sparkes and Cllr Circus of their wish and request a traffic speed assessment, following completion of works at John Ireland Way. The Clerk will liaise with Storrington Parish Council and make a request to WSCC.

**14.51.7.** Bus Crossing Gap

Following a letter that was sent to the Police District Commissioner, PC John Burt recommended that a community group monitor the use of the crossing and report offenders via the Operation Crackdown Website. Councillors will maintain occasional monitoring and place an article in the next newsletter asking for volunteers.

**14.52. To Approve Payments to be made by the Parish Council and consider grant applications**

**14.52.1.** Bank balance @ 30.06.14 = £63,591

**14.52.2.** Budget review (circulated at the meeting). The Clerk confirmed that spending was generally on target. Any unspent funds were due to late arrival of invoices. The Neighbourhood Plan process had taken the Clerk’s expenses and Office expenses over budget due to travel costs of attending extra meetings and additional printing of documents and postage. Those costs should shortly level out.

**14.52.3.** Cheques approved by Councillors:

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| Clerk’s Salary for (net) | 2074 | £817.82 |
| Office expenses for June include:Electricity £7.00 and Travel £41.40WPC Banner - £25+VAT, Postage £11.16, Office supplies £65.77 | 2074 | £155.33 |
| HMRC quarterly payment | 2075 | £1116.01 |
| HDC Emptying of dog bins – 09.06.14 – 30.09.14 | 2076 | £39.95 |
| JRB Enterprises – dog gloves £59.50+VAT | 2077 | £71.40 |
| Andrew Gale – Tree Condition Survey £487.50+VAT | 2078 | £585.00 |
| Cllr David Horwood – Screwfix – litter picking kits £105.07+VAT | 2079 | £126.08 |
| Stella Russell – Litter Warden – invoice not yet received |  | Max£126.20 |
| Frank Hottenbacher – invoice not yet received |  | Max£150.00 |
| D Flynn – invoice not yet received |  | Max£525+VAT |
| Subscription for Society of Local Council Clerks |  | £159.00 |
| SLCC Course fee – Introduction to Local Council Administration (ILCA) |  | £99.00 |
| SCS Phone – invoice not received |  | Max£50 |
| Big Plant Nursery (Washington Scarlett Trees) – invoice not received |  | Max£125.00 |
| TG Landscapes – as per quote – invoice not received |  | Max£1995.00 |

**14.52.4.** Grant application received from the Mary Howe Trust for £250, who are currently caring for 48 people from the Washington area and seek to offer screening that provides early detection. Councillors agreed unanimously to make a grant of £250.

**14.52.5.** Grant application received from Outset Youth Action – since there were only two people receiving support from within the Washington area, Councillors agreed not to support the application on this occasion.
**14.52.6.** Cost of phone line to new Clerk with phone provider SCS – The current Parish Council number cannot be retained, since East Preston has a different exchange. The cost of a new line is £99 with a 2- 4 week lead in. A new number will be issued and calls made to the current number can receive a redirection message for £25 per quarter. Clerk has instructed SCS to install the new line by 1st August and redirect for six months.

**14.53. Items of Correspondence**

1. HDC Member’s E-bulletin forwarded to Cllr Heeley 03.06.14
2. WSCC invite to Leader funding workshop to encourage development of rural businesses – forwarded to Cllrs Heeley and Horwood – 03.06.14
3. HDC Management structure – circulated 03.06.14

4. WSCC Public Consultation on draft Fire and Rescue proposals 2015 / 16 – circulated to Councillors 04.06.14

5. WSCC e-mail regarding withdrawal of Horsham Gobbler Service (recycling) – circulated – 04.06.14

6. Rural Services E-bulletin forwarded to Cllr Britt – 09.06.14
7. HDC Member’s E-bulletin forwarded to Cllr Britt – 10.06.14

8. WSCC Parish Online Mapping Tool – Workshop session – circulated 10.06.14

9. HDC Member’s E-bulletin forwarded to Cllr Heeley – 16.06.14
10. GACC e-mail confirmation of local MP opposition to a second runway at Gatwick – circulated 17.06.14

11. Invitation from St Mary’s School to a Maths exhibition – circulated – 19.06.14
12. GACC e-bulletin circulated 30.06.14

13. HDC Member’s e-bulletin – forwarded to Cllr Heeley – 30.06.14
14. Rural Services Network – e-bulletin – forwarded to Cllr Britt – 30.06.14
15. WSCC Surface Water Management bulletin – circulated 30.06.14

16. Invitation from Thakeham PC to become a Stakeholder in their Neighbourhood Plan process (see Thakeham website for details) – circulated 30.06.14

17. Rural Services Network Bulletin – forwarded to Cllr Britt – 04.07.14

18. Information on Health and Wellbeing hub co-ordinated by HDC – forwarded to Cllr Beglan – 04.07.14
19. HDC re-launch of website and request for feedback – circulated 07.7.14

20. E-mail from Mr Kevin Trust (retired fire-fighter) concerned regarding cuts in Fire Service – circulated 07.07.14.

**14.54. Parish Council issues including maintenance
14.54.1.** Parish Council Noticeboard for John Ireland Way – Councillors agreed that the Clerk should ask Barratt’s to consider providing a Parish Council noticeboard.

**14.54.2.** VHMC request for s106 funds to repair the hall floor. The Clerk will ascertain whether there are any funds available, since previous advice indicated that there were none available for the Children’s Play Area. Councillors are reluctant to support work to improve the floor before the roof is repaired, although agreed that youth involvement should be encouraged. Councillors agreed that the functionality could be improved without replacing the floor and that it would not be a priority for their support.

**14.54.3.** VHMC had requested that a hall user could also have use of the Recreation Ground for a wedding reception on 9th August to site an ice cream van and a hand operated, traditional boat swing, in front of the village hall by the green entrance doors. An indemnity form will be signed. Councillors agreed that the party could have use of the Recreation Ground for £10 for each apparatus, weather permitting, and that any damage to the grounds should be repaired.

**14.54.4.** Washington Village Day – Councillors will hold a stall to promote the Neighbourhood Plan and raise the profile of Washington Parish Council. The Clerk will request volunteers and ask Storrington PC for leaflets from their own Village Day. Washington Scarlet apple trees will be available for sale. The Clerk will request volunteers on the day. Cllr Horwood advised that ‘Robot Wars’ would be taking place on the Muga and that the surface will not be affected.

**14.54.5.** Maintenance

Cllr Britt reported that tennis net rods had been removed – the Clerk will order replacements.
Wild orchids had been stolen from The Triangle.

**14.55. Reports and Recommendations from Committees**
**14.55.1.** Open Spaces, Recreation and Allotments & Footpaths and Conservation Committee

First Extension graveyard – Andrew Gale has undertaken an assessment of the Holm Oak and confirmed no work required.

Recreation Ground – Tree Condition Survey completed and quote requested for recommended works.

Defibrillators – are in position.

Benches – order placed.

Path behind the village hall – TG Landscapes will commence works as per quote.
The Ditch could be cleared, although Cllr Britt is concerned that it would make no difference.

**14.55.2.** Planning and Transport Committee

**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. Councillors agreed that they would continue to **strongly object** to proposals and are of the opinion that the concerns of local residents should be addressed, projected HGV movements should be realistically calculated, the issue of noise nuisance required reduction measures and potential problems with the junction of Hamper’s Lane and the A283 should not be underestimated. **DC/14/1174 -** Glen Cottage Hazelwood Close - Extension to rear elevation. Councillors agreed **no objection.**

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

**14.56.1.** WSCC Oil and Gas Exploration Event, 21st June 2014 – reports received from Cllr Whyberd and Petrina Kingham. A privately owned exploration well exists at Windlesham.

**14.56.2.** CLC Meeting – 11th June. Presentation provided by Gavin Watts, Assistant Fire Chief for West Sussex, on a public consultation regarding changes to the Fire and Rescue Service. All fire stations will remain open, but with changes to staffing and shift patterns. Storrington’s second engine will be removed, but no reduction in staff numbers. There will be an increase in capacity to deal with flooding and removal of trees from Highways in the event of severe weather. The consultation can be accessed on [www.westsussex.gov.uk/fire](http://www.westsussex.gov.uk/fire) and response can be made until 23rd August 2014. Councillors asked for the item to be added to the agenda for 4th August, with a reminder of the e-mail circulated on 7th July from Mr Kevin Trust.

**14.56.3.** Clerk’s Networking meeting 01.07.14 – attended by Tom Crowley, who confirmed that HDC would be moving towards a paperless system. There was mention of financial assistance towards laptops and projectors to assist with the viewing of plans, which could also be provided on CD rather than paper. An ‘all electronic’ system would speed the process of validating plans and getting the information to Parish Councils. HDC are currently running new planning software that is running in parallel with the old system for two weeks prior to switching over. The new system will allow Parish Councils dedicated access – training will be provided. The new Director of Planning, Chris Lyons, will be in place in August and has a planning background. Tom Crowley recognised that experienced staff had been lost in previous restructuring and confirmed that HDC are looking to recruit staff with relevant experience in order to improve the quality of service.

**14.56.4.** NHS ‘Let’s talk’ meeting attended by Cllr Beglan who advised that it had been a positive meeting; two active local GPs are the driving force to stop patients from falling through gaps in the services available. A more cohesive service should be the outcome, although data protection issues sometimes prevent this. Cllr Beglan will attend the next meeting.

Forthcoming meeting with the National Trust – Thursday 17th July, 10.00am Village Hall. Councillors notified.

Next meeting of CLC – 17th September – likely to be in Pulborough.

**14.57. Items for press release**There were none.

**14.58. Items for the next agenda**

None received.

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

Committees – 21st July

Full Council – 4th August

**14.60. Staffing matters - confidential item**

Members of the public left the meeting.

Councillors confirmed the appointment of Ms Petrina Kingham as the new Clerk.
It was agreed that the handover period would commence week beginning 14th July 2014.
The Clerk’s salary would commence on scale point 26 = £11,970 per annum (based on 20 hours per week). Councillors agreed that the new Clerk should be paid on a casual basis for hours worked during the handover period (£11.50 per hour).
Councillors discussed the Clerk’s Contract of Employment and agreed to a minor amendment regarding points of salary review.

Councillors agreed to discuss the hours and days of work with the new Clerk. Mondays and Fridays are productive office days.

Cllr Horwood recommended that the outgoing Clerk be invited to a leaver’s interview to discuss her experience of the role. Councillors agreed that it would be helpful, and asked Cllr Whyberd to undertake the task.

The meeting closed at 9.51pm

Signed: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .. . . . . Date: 4th August 2014

Chairman