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**PARISH COUNCIL MEETING**

**Monday 2nd June 2014**

**7.30pm in the Village Hall**

**Minutes**

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

Cllr D Whyberd, Cllr T Cook, Cllr R Thomas

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

**Members of the public:** MrMike Gould

**Clerk:** Rebecca Luckin

**14.31.** **To consider accepting Apologies for Absence**

Apologies were received and accepted from Cllr Dore (surgery), Cllr Dawe (HDC), Cllr Circus (HDC Scrutiny Committee meeting). Councillors expressed concern for the welfare of Cllr Dore, but were mindful that Washington Parish Council was under represented as a result of her ongoing absence.

**14.32.** **Declarations of Interest and Dispensations**The Chairman invited Declarations of Interest; Cllr Cook declared an interest in Village Hall matters and Cllr Horwood declared an interest in item20.3 on the agenda.

**14.33. Approval of the Minutes of the last Parish Council meeting**Following amendments, the minutes of the meeting of 12th May 2014 were approved as being a correct record and duly signed by the Chairman.

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

Mr Mike Gould spoke regarding planning application **DC/14/0731**, as a neighbour to the property, and explained the history of the site and previous applications. Mr Gould provided a copy of his response to Horsham District Council, requesting that the condition attached to the original application be retained. He explained the impact that the proposal would have, with loss of privacy to both properties.

**The meeting was reconvened**

**14.35. Matters Arising from previous minutes  
The Clerk’s Action list** following meetings of 12th and 19th May was circulated prior to the meeting.  
**14.5.2.** **Vacancy for Councillor –** members of the public have until 4th June to call a by-election. If no such election is called, Washington Parish Council may co-opt a member. Councillors will research possible candidates.

**14.23.6.** **Fly-tipping** at the Chanctonbury Ring Car Park had been cleared by the Wiston Estate (23.05.014)  
**Purple Bus** – The Clerk advised that after three visits and no uptake, the Purple Bus Team have reluctantly decided not to return to Washington.  
**Finance Committee** – The Clerk advised that a letter had been sent to the VHMC, regarding costs of hall hire and extra meeting facilities. A proposal made by Councillors will be discussed at their meeting of 4th June.

**Internal Auditor** – The Clerk reported that due to ill health and increasing work load, Internal Auditor Peter Evans will not be able to undertake the Internal Audit in future. Councillors asked the Clerk to send a letter of thanks for the much valued advice and service provided.  
**VAS funding** – The Clerk will ask Worthing Excelsior Cycling Club and the Washington Campsite if they would like to contribute to the fund.   
  
**Silver cups** – The Clerk will contact the Village Day Committee to establish safe storage of silver cups and confirm with Zurich Municipal that insurance cover is still valid.

**14.36. Planning Applications and Transport issues  
  
Cllr Jim Sanson** advised that the application at Melton Drive, Storrington had been refused on appeal and left the meeting at 19.51pm.

**14.36.1**. Applications

**DC/14/0731** - Brackenhurst Georges Lane – removal of condition 3 (hedge height) of DC/05/2881 (amendment to previously approved DC/05/1194, extension to roof with front dormer and conversion of garage to include pitching of roof to form additional bedrooms. Councillors were mindful that the land and hedge in question were subject to a legal dispute, but agreed that the condition had been made upon the applicant, irrespective of who owned the property or to which property the hedge belonged. Councillors agreed that they wished for the current condition to remain in place.   
**SDNP/14/01869/FUL -** Pressure reduction site, London Road, Washington – to replace existing chain link fencing with security fencing. Councillors agreed no objection on grounds of safety.

**14.36.2.** Consultations – Draft **Broadbridge Heath Quadrant Supplementary Planning Document** – Public Consultation – extended to 20th June. The Clerk advised that Broadbridge Heath Councillors would be meeting to discuss the item on 2nd June and will inform Washington PC if support was required.

**14.36.3.** Enforcement

**EN/13/0544** – Fence and gate on Rock Lane – WSCC are investigating the boundaries and will ask the property owner to remove fence and gates if the boundaries are as they believe.  
**John Ireland Way** – flags. The Clerk will contact John Attfield, HDC regarding removal of flags and poles that do not have planning permission.   
**Yellow road signs** – Councillors expressed concern that WSCC may not have sought permission to place yellow signs on the Highway directing HGV’s to development sites. The Clerk will clarify the situation.

**14.36.4**. Appeals

There were none.

**14.36.5.** Decision notices  
**DC/14/0457** – Lupin Cottage – currently pending consideration, although HDC Planning Portal states determination date of 6th May.

**14.36.6.** Neighbourhood Plan

A Meeting of the Steering Group was held 20th May 2014 – members discussed the results of the Public Consultation Survey, amendments were made and Survey results were circulated to Steering and Focus Group members. 63% of respondents were aged 65 or over, resulting in an imbalance in terms of the age profile. A poor response rate (13.6%) led members to agree to draft a reduced survey to be sent to parents via schools – younger adults within the community would be targeted. The Clerk will place a copy on the Parish Council website. Storrington & Sullington Parish Council will hold a Neighbourhood Plan information stall at their village day. Councillors agreed that Washington Parish Councillors could do the same on the Washington Village Day, Saturday 12th July, in order to engage with the community and encourage interest. Councillors Heeley, Whyberd, Milner-Gulland, Beglan and Britt and the Clerk will manage the stall between 2.00 – 5.00pm. The Clerk will request permission to have a stall at Washington’s Village Day and confirm the date of Storrington’s Village Day, in order that Councillors can attend and support.

**14.36.** Highway issues:  
  
**14.36.7.** Speed limit – Cllr Circus confirmed that he would push for a speed limit of 30mph from the junction with the A283. To be progressed with the CLC. Date of next meeting: 11th June, 7.00pm **Washington** Village Hall. Poster on website.

**14.36.8.** Bus Gap – The Clerk has e-mailed Cllr Circus (cc Cali Sparkes) to advice that the crossing has been monitored and that Councillors wish to pursue methods of recording illegal use. Councillors have accepted that information on previous discussions with Cllr Frank Wilkinson will not be forthcoming. Councillors expressed concern that the item had been on the agenda for two and a half years and that no progress had been made. Cllr Horwood suggested that volunteers regularly monitor the crossing and report to Operation Crackdown.   
  
**14.36.9.** A283 Crossing – The Clerk has e-mailed Cllr Circus (cc Cali Sparkes) to request that an accurate breakdown of costs be provided for both solar and powered VAS in order that Councillors can make an informed decision and obtain best value for money. Councillors will ask again at the meeting of the CLC – 11th June. The Clerk will contact WSCC to trim the verges and the landowner to trim vegetation, to ensure that visibility is improved.

The Clerk confirmed that Barratt’s Homes had provided a contribution of £2,000 towards the costs of a VAS. A formal letter of thanks will be sent and an article will be included in the Parish Council newsletter.  
  
**14.36.10.** Tree removal at Newhouse Lane – Tim Boxall (WSCC) will pursue the matter until it is resolved (01.05.14)  
  
**14.36.11.** Blocked drains and silted pond at The Pike / Tilley’s Cottage – Tim Boxall had met with the owner who advised that previously WSCC had agreed to provide a reed bed to filter surface water that was to be directed onto the field. Tim Boxall is investigating to find the original agreement and to establish which body has responsibility.

**14.36.12.** Road Repairs - A24 Northbound carriageway, north of Washington Roundabout – patching works due to take place on 03.06.14.   
  
**14.36.13.** Kia Garage – The Clerk had forwarded an e-mail from thre School Secretary (circulated to Councillors – 27.05.14) regarding Kia cars being parked on the footway in the Old London Road and reported rudeness from the driver of the car transporter lorry. The Clerk will send a letter to the manager of Kia, stating that it is appreciated that the garage is now using the Old London Road to unload cars, but a concern has been raised by a member of the public and that cars should not be parked on the footway.   
  
**14.36.14.** Cllr Britt reported that the track to the Chanctonbury Ring car park is in poor condition. The Clerk will report the matter to WSCC and the Wiston Estate.

**14.37. Approval of payments by the Parish Council**

**14.37.1.** Bank balance @ 31.05.14 = £67,881

**14.37.2.** Cheques for approval:

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| Clerk’s Salary for May (net) | Chq no  2068 | £817.82 |
| Office expenses for May include: Electricity £7.00 and Travel £27.00  Printer cartridges and Stationery £32.98  Neighbourhood Plan postage £13.25 | 2068 | £80.23 |
| Public Works Loan Board (Village Hall roof) Direct Debit | DD | £1,750.75 |
| Peter Evans – Internal Auditor | 2069 | £82.50 |
| Stella Russell – Litter Warden – 16 hours @ £6.31 p/h | 2070 | Max£100.96 |
| Frank Hottenbacher – invoice not yet received |  | Max£150.00 |
| D Flynn – invoice not yet received |  | Max£525+VAT |
| J Robertson – pro forma invoice:  2 X Suffolk benches, 2 X brass plaques, 6 X anchor kits  £776.10+VAT\* | 2071 | £931.32 |
| SCS Phone bill – invoice not yet received |  | Max£50.00 |

\*Funds donated by Washington Tea Room CIC  
  
**14.37.3.** Quotes to repair the path and drains to the rear of the Village Hall:

Above and Below Contracts - £2100 – noVAT.

TG Landscapes *-* £1995 noVAT

\*The Clerk had seen examples of work by both contractors and confirmed that they work to high standards.  
Councillors were concerned at lack of progress and discussed options for reducing the cost to the Parish Council.

Cllr Beglan proposed and Cllr Britt seconded that the Clerk advise suppliers that the Parish Council is able to reclaim the amount of VAT on materials, ask for a breakdown of labour and materials costs from both suppliers, request that invoices for materials are made out to the Parish Council, and select the most cost effective option. Agreed unanimously.   
  
**14.38. Items of Correspondence**

1. Rural Services Newsletter forwarded to Cllr Britt – 19.05.14  
2. HDC Member’s Bulletin forwarded to Cllr Heeley – 19.05.14  
3. Nigel Fitzsimmons (HDC) information on grants for small businesses forwarded to Cllr Heeley and Horwood 21.05.14

4. GACC newsletter regarding change in flight paths circulated to Councillors – 27.05.14

5. WSCC invitation to Joint Minerals Local Plan – engagement event 13.30 – 16.30pm, 8th July – circulated 28.05.14

6. Information poster on WSCC changes to adult services – circulated 28.05.14  
7. Nigel Fitzsimmons, HDC second round of grant funding to small businesses – forwarded to Cllrs Heeley and Horwood – 02.06.14  
8. Letter from GACC suggesting that a Public Meeting could be held in parishes, with a representative from GACC to advise on objections to the proposal – circulated – 02.06.14 Councillors agreed that they would not have enough interest from residents to call a public meeting, but would be pleased to attend a meeting called by another parish council.

**14.39. Parish Council issues, including maintenance**  
**14.39.1.** Village Day – the committee (Liz Horwood) had asked if they could hold a hog roast on 12th July. Councillors agreed, providing that the activity is secure and supervised and that the supplier provides proof of public liability insurance cover.   
**14.39.2**. Washington Scarlet Apple Tree – Big Plant Nursery confirmed that 25 trees will be ready for sale on Village Day. The Clerk will advise of a suitable description to be included on the plant label.**14.39.3.** Defibrillator training – was arranged for Monday 9th June at 7.30pm. Parish Councillors, VHMC, Cricket Club and HCRA will be advised. A leaflet drop will take place to residents living near both locations.

**14.39.4.** Frankland Arms Councillors had received reports from a nearby neighbour of extremely loud music on recent Saturdays and agreed to monitor the situation. The Clerk will inform the Landlord that complaint has been received.  
**14.39.5.** Community Engagement Strategy – Cllr Heeley advised that he would be interested in receiving suggestions that would help raise the profile of Washington Parish Council.   
**14.39.6**. First Extension Graveyard – Cllr Britt has reported a fallen gravestone – the Clerk will investigate the option of undertaking an assessment on other stones.

**14.39.7.** Washington Parish Council – in order to emphasise the full geographical area and scope of Washington Parish Council, Cllr Heeley asked Councillors to consider a change of name to ‘Washington & Heath Common Parish Council’ The Clerk advised that in order to change its name, a local council would need to make a request to the District Council.  It must send notice of the change to the Secretary of State, the Director-General of the Ordnance Survey and the Registrar General, and publish it in the parish and elsewhere.  (Local Government Act 1972, para. 75 and 76). Councillors discussed the drawbacks and benefits of a change in name and agreed to place an item in the autumn newsletter to canvas public opinion.  
**14.39.8.** Cllr Horwood reported dog fouling at the top of The Holt. The Clerk will contact HDC and provide the name of the dog owner responsible.

**14.39.9.** Cllr Turley reported that the Litter Warden had been seen working without her ‘high viz’ jacket. The Clerk has reminded her to wear it to ensure safe working practices.

**14.39.10.** Cllr Cook reported that construction materials had been placed at the entrance to Hampers Lane, obscuring visibility. Cllr Britt reported that the bus shelter on the west bound carriageway of the A283 was not accessible. The Clerk will report to Kevin Lutner, WSCC.  
  
**14.40. To receive reports and recommendations from Committee meetings on 19th May**  
**14.40.1.** Open Spaces, Recreation and Allotments & Footpaths and Conservation Committee – meeting not quored

Allotments – one plot treated for mare’s tail. Plot 6 has been vacated and offered to the next on the waiting list.

First Extension graveyard – Holm Oak will be assessed by a tree surgeon before the end of May.

Recreation Ground - Andrew Gale will complete a Tree Condition Report by end of May.

Defibrillators – will shortly be fixed on the outside of the Village Hall and at Pixie’s Corner. The Clerk will organise training.  
Poppies are growing on two graves.  
Benches - Two Suffolk teak benches will be ordered following a donation by the Washington Tea Room.  
Local Green Spaces – Following information that St Cuthman’s Field in Steyning has been subject to a request to have it designated as a Village Green, the Clerk has made investigations through the Open Spaces Society website. Steyning PC confirm that a village group (involved in opposition to the development of a skate park) has submitted the request to prevent development on the field. Steyning PC would not recommend that WPC follow this course of action, since it can disadvantage the land owner (WPC) and might prevent improvements to the Recreation Ground from being made in future.

**14.40.2**. Planning and Transport Committee

**DC/14/0747** - The Brambles Georges Lane - New timber framed and clad garage. No objection.  
**SDNP/14/01870/HOUS** - Old Barn Cottage, School Lane Washington - Proposed single storey rear extension.  
No objection.

**DC/14/0946** – Sandgate, Bracken Lane - Proposed single storey extension. No objection.  
**DC/14/0540** - 8 Lamorna Close Washington - Erection of timber shed in back garden. No objection.

**14.41. To receive reports on meetings and notice of forthcoming meetings**  
  
**14.41.1.** Planning Committee members met with Mr Rick Goring, Julie Wilkinson (Ex - WSCC Minerals and Waste), Steve Dudman and a Planning Consultant - 21st May to discuss future options for the sandpit. (Minutes provided by Julie Wilkinson attached). Cllr Britt provided a history of the site and reported that the Wiston Estate had asked for Washington Parish Council’s input in planning for the future. The item will be placed on the Planning Agenda for 16th June, in order that Councillors can suggest options for the future use of the sandpit, following infill with inert waste.   
  
**14.41.2.** NHS ‘Let’s Talk’ event – Cllr Beglan will attend on Wednesday 4th June.  
  
**14.41.3.** Meeting with the National Trust – fixed for 17th July am, time to be confirmed.

**14.42. Items for press release**Defibrillators – the Clerk has invited Simon Robb, WSCT to attend a training session. If he is not available, the Clerk and Councillors will provide a report and photo for inclusion in the West Sussex County Times.

**14.43. To receive items for the next agenda**

None received.  
  
**14.44. Role of Clerk – confidential item**Following news that Rebecca Luckin had been offered the post of Clerk at Steyning Parish Council (subject to agreement by SPC’s Finance Committee), with effect from 1st August 2014, Councillors agreed that the post of Clerk and Responsible Financial Officer for Washington Parish Council would need to be advertised and dates set.

**14.44.1.** Options and Costs of advertising:  
SALC Website – £50+VAT per week for cost of placing an advert only, with the Clerk to manage the recruitment process

West Sussex Jobs Today Website/WSCT– £895+VAT for two weeks.

WSCT only (Horsham, Crawley and South Downs area) approx. £622.20+VAT for first week, 50% off second.  
(Steyning PC advised that they had no response from WSCT/Jobs Today website).Councillors instructed the Clerk to place an advertisement with SALC, place notices on boards and circulate the advert to all Clerks within the Horsham District.

**14.44.2.** The following dates were agreed:  
Clerk’s final date of employment – Thursday 31st July  
Handover period for new Clerk – 28 – 31st July OR maximum time period possible.

New Clerk serving period of notice with current employer – 30th June – 25th July

Date by which post will need to be offered to new Clerk – Friday 27th June

Interviews will need to take place by Friday 20th June

Selection process date - tba

Closing date for applications – 18th June  
Advert to be placed immediately.

**14.44.3.** The selection and interview panel were agreed:  
Cllrs Heeley, Britt, Whyberd, Beglan and Thomas.

**14.44.4.** The following documents were circulated prior to the meeting and approved by Councillors:

Job advertisement, Job description, Person Specification, Application Form. Additional CV’s will be accepted. The Clerk draft interview questions.

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

Committees – 16th June 2014

Full Council – 7th July 2014

The meeting closed at 21.53pm

Signed: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date: 7th July 2014

Chairman