

WASHINGTON PARISH COUNCIL



Clerk to the Council.
Washington Parish Council
PO Box 2286
PULBOROUGH RH20 9BT
Tel: 0777 6771921
Email: clerk@washingtonparish.org.uk
Website: www.washingtonparish.org.uk

Washington Parish Council Open Spaces (Recreation, Allotments, Footpaths and Conservation) Committee

MINUTES of Open Space (Recreation, Allotments, Footpaths and Conservation) Committee Meeting held on Monday 20th November at Washington Village Hall (Doré Room)

PRESENT: Cllr S Buddell, Cllr B Hanvey, Cllr T. Keech (Chairman) and Cllr J Luckin

ALSO: Clerk to the Council Ms Z Savill

MEMBERS OF THE PUBLIC: 0

ABSENT: 0

The Meeting was opened by the Chairman at 8:06pm.

- 0/11/23/1** **To Approve apologies for absence**
None
- 0/11/23/2** **To Receive Declarations of Interest as defined under the Localism Act 2011 and Consider Dispensations**
None received
- 0/11/23/3** **To Approve the Minutes of the last meeting**
The Committee **RESOLVED to APPROVE** the minutes of the last meeting on 16th October 2023 as a correct record and was duly signed by the Chairman.
- 0/11/23/4** **Public Speaking**
None
- 0/11/23/5** **Outstanding Action and Matters Arising from the last meeting**
Members noted updates on the report of Outstanding Actions (Appendix 1) and that there were no matters arising to consider
- 0/11/23/6** **Allotment: To Receive inspection report for November 2023 and Consider any recommended actions.**
No reports. Clerk to invoice plot holders for 2024 Allotment rent.
- 0/11/23/7** **First Extension Graveyard: To Receive November 2023 Inspection Report and consider any recommended actions.**
Cllr Luckin's inspection report was previously circulated and it was noted

that there were no further matters for consideration.

The Clerk updated the Committee on a site visit of the graveyard with a stone mason from Gumbrells on 9th November. A letter was received from them on the same day and circulated to members. It confirmed that the memorials were all in a safe condition and no hazard to the public, and that no action was required at this time. The Clerk had been advised during the site visit that a £300 contingency in the Council's 2024/24 budget would be sufficient to cover emergency repairs of up to two headstones, although it was unlikely that more than one would fail at any one time.

O/11/23/8

To Approve quotation for survey of wall to the First Extension Graveyard

The Clerk further reported that Gale Tree Consultancy was unable to advise on the safe removal of overgrown vegetation on the wall by Banks Cottage. Clerk to seek a quotation from a professional surveyor for consideration at the next meeting. The information was noted.

O/11/23/9

Washington Recreation Ground: To Agree quotation for MUGA works

The Clerk reported that the Contractor due to quote on MUGA maintenance works, had suffered a close family bereavement and was unable to provide it in time for the meeting. The works were low risk which had been identified in the annual play safety inspection report. Deferred to the next meeting. The information was noted.

O/11/23/10

Washington Recreation Ground: To Agree quotation for MUGA LED lighting planning application

The Clerk reported that Case Electrical had agreed to make a planning application on behalf of the Council for the recommended Limineux Hi-Court 600 watt MUGA lighting, agreed at the Full Council meeting on 6th November last. A quotation to draft and submit the application had not been received in time for the meeting. The Committee **RESOLVED** to delegate approval of up to £150 for professional fees plus the local authority application cost to be funded from the project CIL monies.

O/11/23/11

Washington Recreation Ground: To Consider proposal to plant daffodil bulbs

Members considered a donation from a resident and local historian, Mrs Gina Wilmshurst, of 1,000 woodland daffodil bulbs on the Recreation Ground. It would be funded from £500 surplus monies from a grant used for publishing a local guidebook, Washington ABC, produced by Mrs Wilmshurst and another resident, Mrs Alison Milner-Gulland.

Mrs Wilmshurst agreed that her gardener would do the planting at no extra cost, if she was unable to find volunteers through her advert on the village Facebook page. She has suggested ideal locations for planting in the area by the bus stop and corner of the grounds, by the MUGA bench, under some of the trees and around other benches. Members expressed their thanks to Mrs Wilmshurst for her generosity and **RESOLVED** to agree the proposal but that consideration must be given to the grounds maintenance so that there is no conflict with the grass cutting areas.

O/11/23/12

Washington Recreation Ground: To Report the MUGA lights electricity reading for October 2023

Members noted the meter reading of 06131 on 30th October, which had not changed from the previous month. Cllr Buddell queried if the security lights at the rear of the hall were working. The Clerk agreed to bring it to their attention.

O/11/23/13

To Recommend quotation for HS2 tree works on parish property.

A quotation from Sawing Heights of £2,650 was previously circulated for HS2 works



recommended on the annual Trees inspection report. The Clerk advised the contractor was unlikely to be able to schedule the work until the spring because of the very wet ground conditions. The Committee **RESOLVED** to recommend approval of the quotation to the next Full Council meeting on 11th December as the quotation exceeded their own £2,000 authorisation limit.

O/11/23/14 To Agree quotation for Parish Council storage

It was reported that the Clerk was no longer able to store the Council's archive documents and various stock at her home, and needed the space before Christmas. More recently, two large new noticeboards had been stored there, awaiting installation. The Council does not have its own premises and has not paid for storage since the Clerk took up office 8 years ago.

Members considered a quote of £1,396.50 for 25ft square off-site storage by BOXX Storage Worthing. A second quotation from a Pulborough storage company was not available in time for the meeting. A third storage provider in Coolham, was unable to quote because they were at capacity.

Members agreed that it was right the Council should have off-site storage and not be using the Clerk's home. Due to the significant cost, they agreed it was important to understand if the Worthing site offered best value for money long term and if it was the best option. A rolling contract might be better, whether it is weekly or monthly, so the Council has time to consider other options, and the Clerk can quickly free up space.

Following a discussion, the Committee **RESOLVED** to recommend that the Council needs proper off-site storage for its records; to recommend approval of the quotation in principal, subject to more information and if can be on a rolling contract. To be considered at the Full Council Meeting on 11th December. Clerk to seek packing and transport costs.

Later in the meeting, Cllr Luckin agreed to research other possible storage options she thought might be available locally. She would report back ahead of the Full Council meeting.

O/11/23/15 To Approve payment for the new noticeboards

It was reported that the two new noticeboards had been installed satisfactorily at the Village Hall and Pixies Corner on 8th November, and all the singled boards had been removed, as agreed by Full Council. An invoice from Nick Blunt Fencing Ltd for the agreed £624 costs was previously circulated and it was **RESOLVED** to **APPROVE** payment. The Council has already paid in full for the supply of the noticeboards. Clerk to set up the online payments in the morning for the Council's Chairman and Vice-Chairman to authorise.

O/11/23/16 Any other urgent Open Space, Recreation & Allotment and Footpaths and Conservation issues that may arise OR items for the next Agenda.

None proposed.

O/11/23/17 Date and Time of next meetings

Personnel Meeting: Monday 27th November 2023, 7:00pm

Parish Council Meeting: Monday 11th December 2023, 7:30pm

No Committee meetings in December

There being no further business, the Chairman closed the meeting at



20:43 hr

Signed.....

Dated..... 19-2-24

Appendix 1

Action	Progress
New noticeboards at Pixies Corner and Village Hall – confirm installation.	Actioned. Installed 8 th November 2023.
Arrange trespass warning notice on gate to the rear of allotment. Clerk to action.	In progress. Notice purchased 12 th Nov 2023 to be affixed to gate.
Notify Allotment Tenants of the increased rent	In progress: clerk to issue notifications in the forthcoming rent reminders for 2024.
Quotation for fencing gaps in hedge by the Recreation Ground. Clerk to chase	In progress. Awaiting quotation from the Groundsman end of November.
Arrange survey of the closed churchyard	Actioned. Gumbrills inspection 9 th Nov 2023. Clerk attended. No issues to report.
Order new defibrillator case and arrange repair of cracked viewing panel of cabinet in Hampers Lane.	To be actioned.
Clerk to attend HDC play safety inspection course 14 th Nov 2023.	Actioned. Clerk attended and will receive a certificate of attendance in the next few days.