

**WASHINGTON PARISH COUNCIL MEETING**

**Draft MINUTES** of the monthly meeting of Washington Parish Council held on 9th December

2024 in the Washington Village Hall (Doré Room) School Lane, Washington RH20 4AP

**PRESENT:** Cllr A Dillaway, Cllr B Hanvey, Cllr P Heeley, Cllr T Keech, Cllr G. Lockerbie, Cllr R Scovell and Cllr J Thomas. Cllr Lisher joined later in the meeting.

**IN ATTENDANCE:** Cllr J Grech (HDC) and Cllr C Fisher (HDC). Apologies received from Cllr P Marshall (WSCC) and Cllr E Beard (HDC.)

**ALSO:** Clerk to the Council

**ABSENT:** 3

The meeting was opened at 7:30pm.

**FC/24/12/01** Cllr Hanvey proposed that Cllr Keech chair the meeting in the absence of the

Chairman and Vice-Chairman. This was seconded by Cllr Heeley and all agreed.

**FC/24/12/02 Apologies for Absence**

The Council **RESOLVED** to **RECEIVE** and **ACCEPT** apologies from Cllr Buddell (Chairman),

Cllr Lisher (Vice-Chairman) and Cllr Perkins.

**FC/24/12/03 Declaration of Members’ Interests.**

There were no declarations of interests as defined under the Localism Act 2011 and the

Parish Council’s Code of Conduct.

**FC/24/12/04 Minutes of the last Full Council meeting**

The Council **RESOLVED** to **APPROVE** the minutes of the [Full Council Meeting](https://1drv.ms/w/c/c3efb697c9fee2ed/EfIDEipYq2FDsT7LOt5OGtIBRpQeXZqU99ad_P3FBnhjdA?e=oKt2QD) on 4th November

2024 and [Extraordinary Meeting of the Council](https://1drv.ms/w/c/c3efb697c9fee2ed/ESEqencWVSFHl6j1YLwxkr0BwCkaSiRYtVT7AThtLTXxfw?e=20dWd7) on 18th November 2024 with draft Confidential

Report.

**FC/24/12/05 Public Session**

None present.

**FC/24/12/06 Reports from County and District Councillors**

**County Reports for the Parish**

None. Apologies were received prior to the meeting from Cllr Paul Marshall (WSCC)

**HDC Reports for the Parish**

Apologies were received prior to the meeting from Cllr E Beard. A report from Cllr Grech and

Cllr Beard was given (Appendix A).

*Cllrs Grech and Cllr Fisher left the meeting.*

**FC/24/12/07 To Report on actions and matters arising from the last meeting**

The Council noted the actions and matters arising reported in Appendix B.

**FC/24/12/08 Minutes of the Committees**

The Council **RESOLVED** to note the draft minutes of the [OSRA Committee Meeting](https://1drv.ms/w/c/c3efb697c9fee2ed/EWr7k9dFmuhBtrU1wvYhlcoB4uJnPHeBfY46hZoVtjyl6Q?e=G2OcLb) and

[Planning & Transport Committee Meeting](https://1drv.ms/w/c/c3efb697c9fee2ed/EeUXFOijtgpNp-mZwolR6W4BCKx-9LujMd8xbaeeamr6IQ?e=nMLOEQ)  on 18th November 2024 to be adopted at the next

Meetings.

It was noted that an amended version of the draft minutes of the Finance Meeting on 25th

November 2024 would be reported to the next Full Council meeting.

**FC/24/12/09 Police Reports**

None.

**FC/24/12/10 Planning applications, Decisions and Compliance Matters**

There were no reports of planning applications or compliance matters in the parish.

The Council **RESOLVED** to note HDC’s refusal on 26/11/2024 of planning application reference

DC/23/2282 - 2 Jenners Field Rock Road Washington RH20 3BH for **c**hange of use of the land for

use as day care facility for dogs (sui generis).

**FC/24/12/11 Storrington & Sullington and Washington Neighbourhood Plan (SSWNP)**

The Council welcomed news that Storrington and Sullington Parish Council (SSPC) and

Washington Parish Council will be jointly awarded a grant of £6,936 from the Groundwork

charity, to review the SSWNP.

A copy of the awarding body’s terms and conditions signed by the SSPC Clerk, was previously

circulated. The SSPC would administer the funds as the SSWNP’s Lead Qualifying Body. The

information was noted.

.

**FC/24/12/12 Urgent Matters**

None reported at the meeting.

**FC/24/12/13 Banking and Internal Controls**

The Council **RESOLVED** to sign the mandate to remove signatory of former Cllr Luckin

from the Council’s bank accounts, following her recent resignation from Office. Existing

signatories signed the Lloyds Bank mandate to add Cllr Keech and Cllr Perkins as new

signatories, previously agreed at the FC November 2024 meeting

It was noted that any two of the following Councillors will be able to authorise payments

approved by the Council: Cllr Buddell, Cllr Lisher, Cllr Heeley, Cllr Thomas, Cllr Keech and

Cllr Perkins.

**FC/24/12/14 Payments**

The Council **RESOLVED** to **APPROVE** the [Payments Schedule](https://1drv.ms/b/c/c3efb697c9fee2ed/EZO53QJo0YFNgKrT8mJXxgwBzbWG5z-cZVqQ6-DG5y7B0A?e=NAYEYo) of [invoices](https://1drv.ms/f/c/c3efb697c9fee2ed/Esy2dGqbmspCrbI4_ul1z4QBAJJFGJjlUn61BrytvoDyYA?e=pPtROl)  for the total sum

of £2,983.70~~.~~

**FC/24/12/15 Bank reconciliation**

The Council **RESOLVED** to **NOTE** the [Lloyds Bank](https://1drv.ms/b/c/c3efb697c9fee2ed/EWlZRw6JcLNGoDPPES_wJgUB5ACM0Uw1giQpu4VFmPjKIA?e=aPIGWR)  statement reconciled the sum of £43,852.70

for November 2024.

*Cllr Lisher joined the meeting.*

**FC/24/12/16 Speed Indicator Device**

A quotation of £65 to cut back vegetation by the SID in Rock Road to help improve

visibility for eastbound traffic, was previously circulated, as advised at the last

Planning & Transport Committee Meeting (18th November 2024).

Several Councillors commented on the additional cost to the Council which they

believed could have been avoided if the Highways Authority had moved the device to

the location agreed in the summer where visibility would be clearer in both directions.

Cllr Lisher reported that he had raised the matter with the Assistant Area Highways

Manager who had advised that the current location was decided by Traffic

Engineers, likely to align with Highways policies, and that there was nothing further he

could do. It was acknowledged that the new location was a big improvement and that

cutting back vegetation may help improve the eastbound sight line.

Following a discussion, the Council **RESOLVED** to engage the Groundsman to clear

the vegetation as quoted and in the meantime to inform the Highways Authority that

they were unhappy with the current location of the SID. Clerk to action and copy in

Cllr Marshall. .

**FC/24/12/17 Council’s website audit**

The Council **RESOLVED** to note the Website Audit Report. It further RESOLVED to approve

a quotation of £25 by the website host to make the recommended changes to meet WCAG 2.2

(Website Compliance Accessibility Guidelines)**.**

**FC/24/12/18 Payroll**

The Council **RESOLVED** to **APPROVE** the [quotation](https://1drv.ms/w/c/c3efb697c9fee2ed/EUkxbeHU9AVFjS0ATj79UEYBo30o3yvAlo7kCbVMOphRZg?e=eWxEcw)  of £519 per year from LivePay for its payroll

services and bank’s set up fee, recommended by the Finance Committee at its meeting on 25th

November last. A copy of the contractor’s terms and conditions were previously circulated and

all **AGREED** the three-year term commencing 1st April 2025.

**FC/24/12/19 Sussex Local editorial**

The Council **RESOLVED** to continue contributing free quarterly editorial kindly drafted by

Cllr Heeley, for the magazine’s March, June, September and December 2025 editions.

The Council agreed that it was not necessary to accept the magazine’s terms and conditions

as these appeared to be applicable only to fee-paying advertisers.

**FC/24/12/20 Clerk’s Report**

The Council **RESOLVED** to note the following in the Clerk’s Report:

* HALC AGM 15th October 2024 minutes
* Presentation of the HDC Parish & Neighbourhood Council Climate Action Network at the above

meeting;

* Local Government Services Pay Agreement 24/25 backdated from April 2024, under the terms of the NALC model contract. This is used as a reference point for the Clerk’s salary.
* Increase in Employers National Insurance contributions – WSALC update Nov 2024
* Change to Lloyds Community Account and associated bank charges
* NALC Chief Executive’s Bulletin – Nov 2024
* Mulberry Local Authority Services Ltd support role to WSALC ending 31 Dec 2024

**FC/24/12/21 Correspondence**

The Council **RESOLVED** to note the following Correspondence received:

* Have Your Say on WSCC’s 2025.26 Budget and Priorities – email 4.11.2024
* HDC’s latest CIL spending reports for Washington parish; and suggestions for seeking funding from the HDC portion – email from Cllr Grech 26.11.2024
* Horsham District Women’s Health Survey
* Results from SPRE Sussex Sewerage Survey
* South Downs News – Nov 2024 edition
* Southern Water’s new Rivers and Seas Watch service – email 15.11.2024

**FC/24/12/22 Chairman’s Announcements**

None.

*.*

**FC/24/12/23 Emergency Delegation**

The Council **RESOLVED** to agree arrangements of delegation in the Clerk’s absence for urgent

business to be agreed by the Chairmanship team in accordance with the Council’s Standing

Orders and Financial Regulations. All decisions to be reported to Full Council at the earliest

opportunity.

**FC/24/12/24 Dates and Times of the next meetings**

The following adopted meeting dates were noted:

Finance Committee**: Monday 6th January 2024, 7:00pm**

Full Council Meeting: **Monday 6th January 2024, 7:30pm (Budget and precept 2025/26 setting)**

Planning & Transport Committee: **Monday 20th January, 7:00pm**

OSRA Committee: **Monday 20th January 2024, 7:45pm**

**FC/24/12/25 Exclusion of the Press and Public.**

The Council **RESOLVED** under s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and

Standing Orders 3d to exclude the Press and Public for items **FC/24/12/26** and **FC/24/12/27**

because publicity would be prejudicial to the public interest by reason of the confidential nature

of the business to be transacted.

**FC/24/12/26 Rampion 2: Heads of Terms on proposed cable route access on Council property**

To Consider an invitation from the Council’s approved Agent to raise any further matters on the

Heads of Terms for the proposed cable route access on the Recreation Ground/Allotment Land

AND to set up a working party for this.

A copy of correspondence (dated 26th November 2024) from the Council’s approved Agent was

previously circulated.

The Council discussed this, noting that Rampion had not answered the Council’s list of queries

on the basic Heads of Terms emailed to them on 15th April 2024. Without responses, the

the Council agreed it was unable to understand the requirements or to discuss anything further.

The Council **RESOLVED** therefore to write to its own approved Agent to this effect.

**FC/24/12/27 Staffing matter**

This matter was discussed and the Council **RESOLVED** to note the staff annual leave for 5 days

over Christmas and New Year with prior approval by the Chairman.

The Council further **RESOLVED** to agree that the ‘Play Safety’ inspections would be conducted

in the Clerk’s absence by Cllr Scovell and Cllr Dillaway.

There being no further business to transact, the meeting was closed at 8:50pm.

Appendix A and B on the next page.

Appendix A

Report to Washington Parish Council Meeting on 9th December 2024 by HDC Councillors Joan Grech (JG), Emma Beard (EB) and Claudia Fisher (CF)

Cllr Grech advised the following:

**General HDC news**

**Climate:**

• draft Carbon Reduction Plan Nov 2024 – Mar 2030 approved by cabinet (20 Nov)

◦ current plan expires next year

◦ net zero goals for council operation:

▪ direct emissions by 2030 (baseline 2.7kt pa), will need 0.4kt pa offsetting

▪ indirect emissions by 2050 (baseline 5.8kt pa)

• only outline at this stage

**◦ 5 themes**

▪ behaviour change – officer education

▪ transport – move to EVs (light vehicles), HVO fuel (HGVs) but EVs considered

▪ buildings – least efficient first, office move will save 120t CO2e pa

▪ offsetting – will be subject to close scrutiny!

▪ procurement – identify and focus on top 10 suppliers

◦ £1.6m budget in FY25/26 – council approval on 11 Dec

▪ significant costs going forward

▪ applying to Public Sector Decarbonisation Fund?

**Finance:**

• still many known unknowns

◦ food waste collection transitional support from central gov?

◦ 25/26 FY settlement?

◦ relief for ~£0.5m employer NICs increase?

Planning and Infrastructure Bill is to be published possibly Jan 25? – devolution prospects?

**JG - Of interest but not yet in Storrington**

* **Vapes, batteries and mobile phone drop off bins being trialled in Horsham town - if a success the scheme will be rolled out district-wide.**

**Other** - JG was asked to look into the availability of CIL money available for spending on Washington. Sent an email to WPC Clerk including a calculation of what money was available for WPC to spend directly (Approx £52K) and that being 25% of the total CIL money raised on development wholly or partially within the parish that HDC does hold a larger portion.

Suggested that WPC should-  
a) look to identify schemes within the parish it could spend its £52K CIL portion on

b) consult with neighbouring parishes to get their views on the impact of local development on the availability of services and facilities, and on local infrastructure, and raising these issues with HDC (maybe Barbara Childs would be the best person to approach). Where issues arising from local developments impact multiple parishes then CIL income relating to those parishes presumably can be pooled to resolve those issues.

**Things we’ve been doing -**

* **CF - PARKING** - looking into BB (Blue Badge) parking **HDC Blue Badge Parking Policy: Key Points**
* **National Blue Badge Scheme Purpose:**
  + Helps those with mobility issues park closer to destinations.
  + Provides concessions, such as parking on yellow lines for up to 3 hours (where permitted).
  + Encourages independence, inclusion, and accessibility.
* **Current Policy for HDC Car Parks:**
  + Since 2005, Blue Badge (BB) holders must pay unless registered for an exemption (for those on certain disability benefits).
  + Registration process ensures eligibility and prevents abuse. Staff are available to assist with applications.
* **Fraud Prevention:**
  + BB fraud is a national issue, with significant thefts often linked to organized crime.
  + HDC's scheme safeguards disabled parking spaces and reduces abuse, ensuring bays remain available to those who need them.
* **Signage and Awareness:**
  + Updated car park signage in 2024 to reflect changes in eligibility criteria and broaden accessibility.
  + Communications with registered BB holders through emails and planned updates in district magazine.
* **Revenue and Free Parking Considerations:**
  + Estimated annual revenue from BB parking exceeds £76,500 for town centre car parks alone.
  + Free parking for all BB holders would significantly increase revenue loss and could lead to reduced availability of disabled bays due to misuse.
* **Addressing Specific Concerns:**
  + Cobbled Streets: Accessible off-street parking with compliant bays is available near Horsham town centre, along with a Shopmobility service offering free wheelchairs and scooters.
  + Multiple Vehicles: While one registered vehicle is standard, flexibility exists for special cases (e.g., care homes or rural areas relying on multiple drivers).
  + PCN Appeals: PCNs for BB holders are reviewed on a case-by-case basis and often cancelled if eligibility issues are demonstrated.
* **Comparison with Other Authorities:**
  + HDC’s approach to charge or require registration is unique in West Sussex, praised for reducing fraud and maintaining accessibility.
  + Neighbouring councils face challenges implementing similar policies due to public perception.
* **Conclusion:**
  + HDC prioritizes accessibility and fraud prevention over blanket free parking.
  + The current policy supports those in financial hardship while protecting the value and availability of disabled parking spaces.

**Link to HDC BB parking here:**[**https://www.horsham.gov.uk/parking/disabled-parking/horsham-blue-badge-scheme**](https://www.horsham.gov.uk/parking/disabled-parking/horsham-blue-badge-scheme) **We will look further into this as there seem to be difficulties with understanding HDC’s BB policy across the district and have concerns about the principle of**

* **CF - Litter pickers** – Claudia, Emma and Joan to buy a set 12 of compact recycled litter pickers for Storrington Primary school with HDC offering to supply on loan larger quantities for specific dates for both the school and the PC . Happy to fund a sum for the PC for regular use (would 4 be useful?) – To book litter picking kit from HDC please email [Simon.Furlonger@horsham.gov.uk](mailto:Simon.Furlonger@horsham.gov.uk) to arrange this.
* **CF - HDC meetings in the south** – meeting with HDC Chair Nigel Emery – looks like Storrington April and Henfield June – Chairman Nigel Emery surprised that PC hadn’t been informed last time, this will not happen again – meeting with Jane Eaton went well – watch this space.

**STG (Storrington Traffic Group) meeting** – petition wording agreed to be put to WSCC Highways (from 20s Plenty site) and to include Cowfold – petition submitted and likely to be live from Friday. It needs to achieve 3000 signatures from people living, working or studying in West Sussex by 27 Feb for inclusion in a debate at WSCC full council on 21 March. Link to petition here: <https://westsussex.moderngov.co.uk/mgEPetitionDisplay.aspx?id=45>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CF & EB - Planning committee challenges** – HDC planning committees to be revised but not till the HDC constitution has been updated and still awaiting further national guidance. Currently the options are to stay on the committee but to stand away from certain applications in order to be able to represent residents better – this would allow a cllr to speak for 5 mins at the Planning committee but not to vote. Green HDC convenor Cllr Mike Croker will take concerns around the pressure put on cllrs who also sit on the planning committee further with HDC CEO - we will report back

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **EB (given by CF) - Bramber Brooks** - EB visited the Drop-in exhibition in Upper Beeding displaying HDC’s plans for managing Bramber Brooks – A positive meeting with good attendance.
* **EB (given by CF) - Rivers** - A team of us three and one other Green HDC cllr have been meeting with Cllr Colette Blackburn, Cabinet member for Climate Action and Nature Recovery to monitor progress on the Rivers Charter we proposed at council in Dec 23 – it is likely to be some kind of statement of intent and won’t come to council before April 25. We will continue to monitor progress.
* **EB (given by CF) – Storks…** We fully support the application for Knepp and Storrington for Stork Village status and for a Stork & Biodiversity Festival at Chanctonbury Leisure Centre on 5th May 2025.

Joan Grech, Claudia Fisher and Emma Beard.

**Appendix B**

**FC/24/12/06 Actions and matters arising from the last meeting**

* **Min Ref: FC/24/6/13** (FC June 2024): Closed. Council’s request for refund on Premium website package at renewal declined by website service provider.
* **Min Ref: FC/24/7/6** **(**FC July 2024) ‘Slow Down’ signage on Bostal road suggested at Sussex Safer Roads Partnership May 2024). WSCC Highways Authority (email 5th Aug 2024 to PC) advised on requirement for exact location and design of signage. No further action.
* **Min Ref: FC/34/8/7** (FC Aug 2024). Closed. Cllr Thomas confirmed that yellow-backed speed signs London Road/Bostal Road had been installed by the Highways Authority.
* **Min Ref: FC/24/9/6** (FC Sep 2024) In progress. Outsourcing payroll options. Tabled for consideration by Full Council Meeting on 9th December 2024..
* **Min Ref FC/24/10/05** (FC Oct 2024) Cllr Grech agreed to make further enquiries on progress of South Downs Link Pathway project. Pending.
* **Min Ref: FC/24/10/11 (FC Oct 2024)** In progress.Motion forBus Shelter (Old London Road) recommended by OSRA Committee (18th Nov 2024) to Full Council for approval pending full details from Cllr Scovell. Deferred until information is available.
* **Min Ref: FC/24/10/13 (FC Oct 2024):** Closed.Speed Indicator Device (SID), relocated in Rock Road and solar panel installed. Agenda item (FC Dec 2024) to consider quotation for cutting back vegetation by the device.
* **FC/24/10/10 (FC Oct 2024)** Notice of ‘casual vacancy’ following resignation of Cllr Luckin (Washington Ward): Closed. No request for an election. Council is free to co-opt. Vacancy to be advertised for co-option at the next meeting.

**Min Ref: FC/24/10/17** review presentation of operating costs and reserves in budget

reports. In progress. Cllr Keech to action