

WASHINGTON PARISH COUNCIL



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WASHINGTON PARISH COUNCIL MEETING

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](#) on 4th November 2024 and [Extraordinary Meeting of the Council](#) 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)

S.S. Bunn

HDC Reports for the Parish

Apologies were received prior to the meeting from Cllr E Beard. A report from Cllr Grech and Cllr Fisher was given (Appendix A).

Cllr 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](#) and [Planning & Transport Committee Meeting](#) 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 change 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](#) of [invoices](#) for the total sum of £2,983.70.

FC/24/12/15 Bank reconciliation

The Council **RESOLVED** to **NOTE** the [Lloyds Bank](#) 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](#) 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:

C.S. Budman

- 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.

S.J. Powell

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

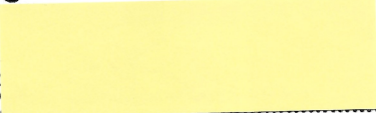
The Council **RESOLVED** therefore to write to its own approved Agent to this effect.

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.

Signed.....

Dated..... 6 JANUARY 2025

Appendix A and B on the next page.