

WASHINGTON PARISH COUNCIL



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WASHINGTON PARISH COUNCIL MEETING

MINUTES of the monthly meeting of Washington Parish Council held on Monday 7th April 2025 in the Washington Village Hall (Doré Room) School Lane, Washington RH20 4AP

PRESENT: Cllr C. Brookes, Cllr B Hanvey, Cllr P. Heeley, Cllr T. Keech, Cllr A Lisher (Chairman), and Cllr J. Thomas.

IN ATTENDANCE: Cllr C. Fisher (HDC) and Cllr J Grech (HDC). Apologies received from Cllr P Marshall (WSCC) and Cllr E Beard (HDC). No members of the public were in attendance.

ALSO: Clerk to the Council.

ABSENT: 1

The meeting was opened at 7:30pm.

FC/25/04/01 Apologies for Absence

The Council **RESOLVED** to accept apologies from Cllr Dillaway

FC/25/04/02 Declaration of Members' Interests.

Cllr Thomas declared an interest in his planning application SDNP2501212HOUS. on the agenda for the Council to comment as a consultee

FC/25/04/03 Minutes of the last Full Council meeting

The Council **RESOLVED** to adopt the [Draft Minutes of the Full Council Meeting on 3rd March 2025](#)

FC/25/04/04 Public Forum

There were no public representations.

FC/25/04/05 Reports from County and District Councillors

WSCC Reports

There were no reports. Cllr Marshall gave his apologies prior to the meeting.

HDC Reports

Washington Kia car parking

Cllr Fisher reported on safety concerns about Kia garage car parking along Sandhill Lane and that Kia had not met Councillors' conditions to identify their cars parked off-site around the village.

Alternative parking options were still being explored by the garage, and the HDC

members for the parish would continue monthly monitoring.

HDC new Constitution and Planning Committee

Cllr Fisher reported that HDC members for the parish are not joining the newly merged HDC North and South Planning Committees due to time demands. But this will enable them to freely express residents' views on applications and develop stronger planning arguments without the risk of predetermination.

Two PC members raised concerns about reduced local influence and the democratic process because the three District Members will no longer have a vote on planning decisions.

[DC/24/1460 appeal notification - The Coach House The Hollow Washington- .pdf](#)

Cllr Fisher reported that HDC members for the parish will be supporting the appeal to retain the solar panels, citing public environmental benefit in reducing carbon emissions would outweigh the minor visual impact.

Cllr Fisher and Cllr Grech were thanked and left the meeting.

FC/25/04/06 Notice of Casual Vacancy

The Council **RESOLVED** to note that a casual vacancy declared on 28th March in the Washington Ward following the resignation of Cllr Lockerbie who would be moving outside the area.

Members expressed their thanks to the former Councillor for his service to the Council and the Washington community.

FC/25/04/07 Planning applications, Decisions, Appeals and Compliance Matters

Members discussed the following applications in the parish:

[DC250216 The Barn Rock Road Washington West Sussex.pdf](#)

Erection of detached garage and garden store with a hobby room over; continued use of surrounding land as incidental residential curtilage; retention of second access point from Rock Road with gate.

The Council **RESOLVED** to make **NO OBJECTION** with a request that the garage is 'tied' to the main property.

[SDNP2501212HOUS - The Loft School Lane Washington.pdf](#)

Replacement of existing conservatory with orangery styled replacement.

Cllr Thomas declared an interest in this item because he is the applicant. The Chairman moved to change the order of business (Standing Orders 10a (vi)) to consider comments on the application at the end of the agenda. This was for reasons of expediency in order that Cllr Thomas can remain for the other business before leaving the meeting. All agreed.

Appeals Lodged and Decided

[DC/24/1460 appeal notification - The Coach House The Hollow Washington- .pdf](#)

The Council **RESOLVED** to note the appeal.

Compliance Matters

None reported

FC/04/25/08 Sussex Devolution and Local Government Reorganisation (LGR)

Details of [Sussex and Brighton devolution consultation](#) and the West Sussex councils

submission of an interim plan on LGR at: [West-Sussex-LGR-Interim-Submission-March-2025.pdf](#) were previously circulated and discussed.

Cllr Hanvey reported on HDC's briefing on Devolution/LGR given at the neighbouring Storrington & Sullington Parish Council (SSPC) Meeting on 5th March 2025. He expressed concerns about the negative impact on local democracy and how the new combined mayoral authority will be funded.

It was noted that SSPC is seeking feedback from the Council on members' views following the briefing. The Chair advised that members respond to the consultation individually as residents.

The Council **RESOLVED** to respond that the Parish Council is extremely concerned about the extra level of bureaucracy which will be created, and the further erosion and diminishment of local government. It was agreed to share this response with the SSPC.

FC/25/04/9 Actions and matters arising

The Council noted the Actions list and Matters Arising (Appendix A) since the last meeting.

FC/25/04/10 Committees

The Council received and noted the draft minutes for the meetings of the [OSRA Committee](#) and [Planning & Transport Committee](#) held on 17th March 2025. There were no recommendations for consideration.

FC/25/04/11 Reports from Outside Bodies

The Council received and noted Cllr Heeley's [Report on Thakeham Tiles Consultation](#) event which took place on 18th March last at Thakeham Village Hall.

FC/25/04/12 Bus Shelter

The Council **RESOLVED** to agree the recommendation from the OSRA Committee Meeting on 17th February 2025 reference 'O/02/25/14' that Mr Scovell is advised of the option to pursue his project for the bus shelter in Old London Road as a resident.

FC/25/04/13 Urgent Matters

Maintenance and repairs

The Council **RESOLVED** to delegate powers to the Clerk to authorise the replacement of the 'bushes' and some of the D-rings on the swings in the Play Area, subject to a quote within the adopted budget, with the agreement of the Council Chair and Chair of the OSRA Committee.

Banking signatories

The Council **RESOLVED** to note Cllr Lisher and the Clerk as named signatories on the the Redwood Bank savings account, and agreed to register Cllrs Heeley, Keech and Thomas as additional signatories as a matter of urgency. It was further **RESOLVED** to remove the name of the former Cllr Buddell as a signatory on this account.

FC/25/04/14 Payments

The Council **RESOLVED** to agree the amended [Payments](#) schedule for invoices totalling £5,390.44 to include a late presentation invoice of £166.72 from the Litter Warden.

The Council **RESOLVED** to agree to ratify late payment of the Q3 HMRC PAYE and National Insurance Contributions of £1,501.53 made 21st March last, and to reimburse the Clerk

for paying the late filing penalty of £120.24 (including interest).

The Clerk advised of the new payroll service which will be taking over the reporting to HMRC on a new monthly basis. PAYE contributions would be included in the monthly payments schedules.

FC/25/04/15 Income

The Council noted the income report for [Receipts](#) totalling £2,,324.69 since the last meeting, representing £1,274.69 interest for 2024/25 on the Nationwide instant business savings account, and £1,050 from Rampion for surveys on the Recreation Ground.

FC/25/04/16 Q4 VAT and Tax and National Insurance

The Council noted the [quarterly report](#) submitted to HMRC for Q3 2024/25 PAYE and National Insurance of £1,501.53 Q3 (see Minute Ref: FC/25/04/13) and submission to reclaim £1,896.12 for Q3 & 4 2024/25 VAT.

FC/25/04/17 Bank reconciliations

The Council **RESOLVED** to note the [Bank Reconciliations for all the Council's accounts](#) of £ £111,182.21 on 31st March 2025: Lloyds current account: £24,907.62; Nationwide Instant Access Business Savings Account: £26,274.69; Redwood Bank business savings Account (locked to September 2025): £50,000.

FC/25/04/18 Business Savings Account and Reserves Transfer

The Council considered a notice from Nationwide seeking confirmation whether the Council wants to keep its instant access business savings account after 30th April.

Members noted that the interest on the account is reducing from 2% to 1.8%.

They considered the option to maintain the account or transfer funds to a new 35-day business savings account with Nationwide to benefit from the 2.95 interest after 16th April.

The Clerk advised that the Council defers a decision pending further advice on whether it is prudent to transfer funds into a restricted account, some of it earmarked for emergencies and unforeseen expenditure.

Cllr Keech proposed that the Council transfers all its Nationwide savings into a new 35-day savers account to attract the higher interest. He further proposed that the Council transfers £9,000 to the same account from the Lloyds current account. He reported that with careful management, the Council could maintain the Lloyds balance above £10,000 each month which comfortably covered budgeted expenditure, and with sufficient time to give notice to transfer funds for any emergencies that may arise.

Following a review, the Council **RESOLVED** unanimously to agree both proposals from Cllr Keech.

FC/25/04/19 Training

The Council **RESOLVED** to agree that Cllr Brookes attends the online new councillor training provided by Mulberry Local Authority Services Ltd at £45.

FC/25/04/20 Clerk's Report

The Council **RESOLVED** to note the Clerk's following report:

Practitioners Guide

Email notification from WSALC and associated documents for the newly published

[Practitioners Guide 2025](#) with changes at:
[Practitioners guide 2025 changes - SAPPP branding.docx](#)
and [NALC Domain Advice note for website March 2025.docx](#)

AGAR 2024.25

Email notification from Moore, the External Auditor, to submit the Council's Annual Governance and Accountability Return (AGAR) before 30th June 2025. The Clerk advised that the documents would be reviewed and signed at the Annual Meeting of the Council on 12th May after the internal audit by Mulberry Local Authority Services on 23rd April 2025.

Banking

The Lloyds business payment card, card machine and password were presented to Cllr Keech in sealed envelopes for his new role as a Full Power signatory on the Council's account.

Cllr Thomas agreed to visit a Lloyds branch to resolve the issue with his online business banking card for the Council's account.

FC/25/04/21 Correspondence

The Council **RESOLVED** to note the Council's correspondence received and previously circulated to Members.

FC/25/04/22 Financial Regulations

The Council **RESOLVED** to adopt the latest NALC amendments to the model policy of the Financial regulations for procurement. The changes are incorporated under item 5 of the Council's [Financial Regulations](#) which are published on its website.

FC/25/04/23 Chairman's announcements

The Chairman was sorry to announce that Cllr Heeley would be resigning at the end of this month and that he would be greatly missed. At the Chairman's invitation, Cllr Heeley addressed the Council on his decision to step down after 14 years' service, 10 as Chairman which he "enjoyed immensely." He cited a move to be closer to his family and that he had a sense that he had achieved all he could amidst the planned political changes in local government. He thanked the members and wished them all the best in navigating the difficult times ahead.

Members, led by Cllr Hanvey, expressed gratitude to Cllr Heeley for his dedication and expertise, particularly in planning which had been "extremely important" to the local community. Cllr Heeley will formally resign on 30th April after the next Planning & Transport Committee Meeting. A casual vacancy in the Council's Heath Common Ward, would be declared upon receipt of his written resignation to the Chairman.

FC/25/04/24 Dates and Times of the next meetings

Planning & Transport Committee: **Monday 28th April, 7:00pm**

OSRA Committee: **Monday 28th April 2025, 7:45pm**

Annual Parish Council Meeting: **Monday 12th May April 2025, 7:00pm**

Parish Council Meeting: **Monday 12th May 2025, 7:30pm**

FC/25/04/25 Confidential Session

The Council **RESOLVED** that that under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the following items of business as publication would be prejudicial to the public interest because of the confidential nature of the business to be transacted.



FC/25/04/26 Rampion 2: Development Consent Order and Heads of Terms

It was reported that the Secretary of State has granted the Development Consent Order for the Rampion 2 project 4th April. The decision letter was previously circulated to members and considered read.

A copy of the business terms from the Council's agent to negotiate the access terms of the section of Rampion 2 cable route underneath the Recreation Ground had not been received in time for the meeting's consideration.

Following a discussion, the Council **RESOLVED** to defer this item to the next meeting pending the terms of business, and to seek the agent's advice on arrangements for consulting the Council on a draft agreement for the Heads of Terms

The Chairman re-opened the meeting to the public.

FC/25/04/27 [SDNP2501212HOUS - The Loft School Lane Washington.pdf](#)

Replacement of existing conservatory with orangery styled replacement.

The Council granted a dispensation to allow Cllr Thomas, the applicant, to clarify some of the aspects of his planning application. He then left the meeting and did not take part in the discussion or voting.

The Council **RESOLVED** to support the application because in its opinion, the proposal represents a considerable improvement on the existing structure and is complementary to the environment.

There being no further business the meeting was closed at **9:05pm**.

Signed.....

Dated.....02/06/25.....