

# WASHINGTON PARISH COUNCIL



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## WASHINGTON PARISH COUNCIL MEETING

**MINUTES** of the monthly meeting of Washington Parish Council held on Monday 4<sup>th</sup> August 2025 in the Washington Village Hall (Doré Room) School Lane, Washington RH20 4AP

**PRESENT:** Cllr C. Brookes, , Cllr A Dillaway, Cllr B Hanvey, Cllr O. Jupp, Cllr T Keech, Cllr M. Shaw, Cllr J. Thomas and Cllr A Lisher (Chairman).

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

**ALSO:** Ms Z. Savill (Clerk to the Council). There were no members of the public.

**ABSENT:** None

Cllr Lisher (Chairman) opened the meeting at 7:00pm

### **FC/25/8/1 Apologies for Absence**

All present. There were no apologies from members.

### **FC/25/8/2 Declaration of Members' Interests and requests for Dispensations.**

None declared as defined under the Localism Act 2011 and the Council's Code of Conduct.

Cllr Dillaway requested a dispensation for his previously declared interest relating to item FC/25/8/18 to remain for the discussion in order to respond to any questions from members.

The Council **RESOLVED** to grant the dispensation in accordance with the Standing Orders item 13 I (i) and (iii). Cllr Dillaway abstained from voting on this item.

### **FC/25/8/3 Minutes of the last Full Council meeting**

The Council **RESOLVED** to **APPROVE** the minutes of the Full Council Meeting held on on 7<sup>th</sup> July 2025 as an accurate record and were duly signed by the Chairman..

### **FC/25/8/4. Public Forum**

There were no members of the public in attendance or written representations.

The Chairman proposed and it was **RESOLVED** to bring forward Agenda item 8 'Urgent Matters' so that Cllr Grech could respond before she leaves the meeting.

## **FC/25/8/5 Urgent Matters**

### **Flooding in School Lane**

Cllr Thomas reported on severe flooding in School Lane following heavy rainfall on 1<sup>st</sup> August, and that this was increasing in frequency because of blocked road drains.

It was noted that the drains on higher ground at The Holt had collapsed and were blocked like those in nearby Chanctonbury Close and likely contributing significantly to the problem. Members queried if HDC would know the legal responsibility of both roads, given the presence of former local authority properties. Cllr Grech agreed to make enquiries.

Following a discussion the Council **RESOLVED** to write to the Highways Authority requesting that all the road drains are cleared, including those in School Lane and its junction with London Road.

## **FC/25/8/6. Reports from County and District Councillors**

### **WSCC Reports**

There were no reports.

### **HDC Reports**

#### EV ChargePoint for Community Landowners Webinar 30<sup>th</sup> July 2025

Cllr Grech reported that she would forward information to the Council on how it can get involved and access funding for EV charge points on community land and car parks

#### Village Pub

Cllr Grech reported that she would follow up the Council's recent email to the SDNPA requesting compliance on outstanding planning matters regarding the wall and landscaping scheme at the pub.

#### Devolution and Local Government Reorganisation: HDC Community Asset Transfer

Cllr Grech reminded the Council that HDC is seeking to transfer its assets in the parish. The Chairman commented that the Council had recently considered this and agreed that taking on more assets would place an unwanted financial burden on the Council.

Cllr Lisher thanked Cllr Grech for her reports before she left the meeting.

## **FC/25/8/7. Co-option**

The Chairman reported that no applications had been received for the Councillor vacancies.

## **FC/25/8/8 Planning applications, Decisions, Appeals and Compliance Matters**

It was noted that there were no notifications received of applications, appeals or compliance matters in the parish. The Chairman reported that the application for cabins at North Farm, Wiston had recently been approved by the SDNPA.

## **FC/25/8/9 Clerk's Report**

The Council noted the report of actions and matters arising on Council business since the last





meeting (Appendix A).

### Devolution and Local Government Reorganisation

The Council noted that presentation slides and a recording of the Devolution and LGR Stakeholder briefing held on 30<sup>th</sup> July 2025 would be distributed by the Clerk once these became available

## **FC/25/8/10 Committees and reports from Outside Bodies**

### Draft Minutes of the meetings of the Planning & Transport Committee and OSRA Committee

The Council **RESOLVED** to note the draft minutes of the meetings of the Planning & Transport Committee and OSRA Committee held on 21<sup>st</sup> July 2025. The draft minutes of the Finance Committee meeting of the same date were deferred to the next meeting. There were no recommendations for consideration from the committees.

### Minutes of the HALC meeting

The Council **RESOLVED** to note the minutes of the HALC meeting on 19<sup>th</sup> June last with supporting papers on Local Government Reorganisation, HDC Asset Transfer, and the Government's planning committees consultation, all circulated before the last meeting

### Devolution and Local Government Reorganisation stakeholder briefing on 30<sup>th</sup> July 2025

Cllr Dillaway reported on his attendance of the WSCC online briefing of the LGD process in West Sussex. He explained that parish council attendees had expressed concerns about taking on assets from higher tier Authorities without funding being made available, and those experienced in the LGD process had similarly urged caution.

## **FC/25/8/11 Neighbourhood Plan**

The Chairman advised that there were no further updates on the SSWNP since those reported at the last meeting.

## **FC/25/8/12 Delegated decisions**

The Clerk advised that there were no delegated decisions since the last meeting.

## **FC/25/8/13 Financial Payments**

The Council **RESOLVED** to **APPROVE** the following payments of invoices totalling **£5,596.80**.

Vouche Code	Date	Minute	Bank	Description	Supplier	Net	VAT	Total
74 Parish recreation ground maintenanc	04/08/2025	FC Aug 2025	Lloyds Current Account	Ground maintenance June 2025	Sussex Land Services Ltd	948.60	189.72	1,138.32
75 Repairs to Rec & Play Area	04/08/2025	FC Aug 2025	Lloyds Current Account	Maintenance	Derek Collis/DelWood	720.00	0.00	720.00
76 First Extension Graveyard maintenance	31/07/2025	FC Aug 2025	Lloyds Current Account	Tree Management	Sawing Heights Tree Surgery	350.00	0.00	350.00
77 Rospa inspection (Rec Ground)	31/07/2025	FC Aug 2025	Lloyds Current Account	Quarterly ROSPA inspection	Hags-Smp Ltd	85.00	17.00	102.00
78 Payroll Services	04/08/2025	FC Aug 2025	Lloyds Current Account	Payroll Services July 2025	Central Computer Management Ltd	65.00	13.00	78.00
79 HMRC Employer contributions	04/08/2025	FC Aug 2025	Lloyds Current Account	PAYE July 2025	HMRC	608.53	0.00	608.53
80-85 Clerk Salary & Expenses July 2025	04/08/2025	FC Aug 2025	Lloyds Current Account	Stationery	Z Savill	1,944.15	13.62	1,957.77
86 Clerk's Pension	04/08/2025	FC Aug 2025	Lloyds Current Account	Pension July 2025 backpayment*	NEST	426.18	0.00	426.18
87 Website	04/08/2025	FC Aug 2025	Lloyds Current Account	Website hosting	TEEC Limited	180.00	36.00	216.00
<b>Total</b>						<b>5,327.46</b>	<b>269.34</b>	<b>5,596.80</b>

\*See note: backpayment error of £134.55 to be refunded from NEST



#### Bank Reconciliations

The Council **RESOLVED** to **NOTE** the bank reconciliations for the month of July on the Council's following accounts:

Lloyds Community Account: **£15,196**

Nationwide Business Savings Account: **£56,512.09**

Redwood Business Savings Account: **£50,000**

#### Quotation for laptop repair

This item was deferred.

#### Quotation for 3-year extended warranty of the Council's 2 Speed Indicator Devices

The Council considered and **RESOLVED** not to extend the warranty of the SIDs for £199 x 2 from the supplier. It was agreed that the large number of exclusions of the warranties made it an unattractive option, and that the Council already had a management arrangement with Wilbar Associates Ltd to look after the devices..

#### Quotation for Council bespoke training

The Council **RESOLVED** to engage Mulberry Local Authority Services Ltd for a two-hour training session on Monday 29<sup>th</sup> September 2025, for the cost of £300 plus mileage. Cllr Dillaway agreed to draft a list of topics to cover, with the Clerk's input.

#### **FC/25/8/14 Internal Financial Controls**

Cllr Keech reported on his review of the Council's Financial Internal Financial Controls for the first quarter of 2025.26 and that he did not find any issues. The report was duly signed by Cllr Keech.

#### **FC/25/8/15 Correspondence**

The Council **RESOLVED** to note correspondence previously distributed for information.

#### **FC/25/8/16 Chairman's announcements**

The Chairman advised on an important survey on the future of local government at: <https://www.shapingwestsussex.org/p/c/shaping-west-sussex/shaping-west-sussex> and that members who would like to respond as residents, should do so before the closing date on 13<sup>th</sup> August. Details of the survey were also published on the Council's website.

#### **FC/25/8/17 Dates and Times of the next meetings**

Full Council Meeting: **Monday 1<sup>st</sup> September 2025, 7:30pm**

Planning & Transport Committee: **Monday 15<sup>th</sup> September 2025 7:00pm**

OSRA Committee: **Monday 15<sup>th</sup> September 2025 7:45pm**

#### **FC/25/8/18 Written Motion**

The Council considered a written motion for the Council to purchase and manage a defibrillator with equipment and grit bin at John Ireland Way, Milford Grange, in the parish.

Cllr Hanvey declared a personal interest as a resident and did not take part in the discussion or voting.

The written motion by Cllr Keech was previously distributed via Drop Box at:  
<https://www.dropbox.com/home/FC%20Meeting%204th%20August%202025#> with



advice from HDC and WSALC confirming that this would meet the criteria for CIL funding  
The latest statements of available parish CIL monies were distributed.

Cllr Dillaway confirmed as a director of the Management Company for Milford Grange that the Council would be assured of unfettered access to the defibrillator equipment and grit as the legal owners. It was noted that the Council already owns and manages the noticeboard on the estate.

Following a discussion the Council **RESOLVED** to purchase the defibrillator, cabinet, and grit bin up to a cost of £3,000 from CIL funds as such provision would be in the interest of the community as a whole. The Clerk to work with the Milford Grange Management Company to arrange for supply and installation of the equipment. CIL funding to be transferred from the Council's savings account if required for the purchases. The assets to be added to the Council Fixed Asset register, to be managed by the Council and included in future insurance summaries

Further, the Council **RESOLVED** to seek clarification from HDC on when the £15,780.14 parish CIL monies can be expected from the neighbouring care home development at the former Clayton Kennels site.

**FC/25/8/19 Confidential Session**

The Council **RESOLVED** 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/25/8/20 Washington Recreation Ground Charity: Rampion 2 legal matters**

To Consider acceptance of terms of business of Moore Barlow LLP for handling legal matters regarding access to the Rampion 2 cable route on the Washington Recreation Ground..

This item was deferred to the next meeting, pending business terms and engagement letter from the solicitor, and written assurance from Rampion on the fees arrangements.

There being no further business to transact, the meeting was closed at 8:46pm.

Signed..

Dated.....01/09/25.....