

**WASHINGTON PARISH COUNCIL MEETING**

**MINUTES** of the monthly meeting of Washington Parish Council held on Monday 4th 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/25/8/18 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 7th July 2025 as an accurate record and were duly signed by the Chairman..

**FC/25/7/4. 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/25/7/5 Urgent Matters**

 **Flooding in School Lane**

Cllr Thomas reported on severe flooding in School Lane following heavy rainfall on 1st

 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/25/7/6. Reports from County and District Councillors**

 **WSCC Reports**

 There were no reports.

 **HDC Reports**

 EV ChargePoint for Community Landowners Webinar 30th July 2025

Cllr Grech reported that she would forward **i**nformation 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 30th 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 21st 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 19th 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 30th 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 followingpayments of invoices totalling **£5,596.80**.



 Bank Reconciliations

 The Council **RESOLVDED** 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 29th 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 13th 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 1st September 2025, 7:30pm**

 Planning & Transport Committee: **Monday 15th September 2055 7:00pm**

 OSRA Committee: **Monday 15th 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#](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/25/8/18 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/25/8/19 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…………………………………..

**Glossary of acronyms**

AIRS Action in Rural Sussex

AGAR Annual Governance and Accountability Return

CIL Community Infrastructure Levy

CPRE Council for the Protection of Rural England

CSW Community Speed Watch

DCO Development Consent Order

DPO Data Protection Officer

HALC Horsham Association of Local Councils

HDC Horsham District Council

HDPF Horsham District Planning Framework

HAMSVA Horsham and Mid Sussex Voluntary Association

ICO Information Commission Office

LGD: Local Government Devolution

LGR: Local Government Reorganisation

LGS Local Green Space

NALC National Association of Local Councils

SSWNP: Storrington & Sullington and Washington Neighbourhood Plan

NPPF National Planning Policy Framework

PCC Police Crime Commissioner

PINS Planning Inspectorate

PROW Public Rights of Way

SDNPA South Downs National Park Authority

SDNP South Downs National Park

SHELAA Strategic Housing Economic Land Availability Assessment

SID Speed Indicator Device

SLCC Society of Local Council Clerks

TPO Tree Preservation Order

TRO Traffic Regulation Order

TTRO Temporary Traffic Regulation Order

VAS Vehicle Activation Device

WPC Washington Parish Council

WRGC Washington Recreation Ground Charity

WSALC West Sussex Association of Local Councils

WSCC West Sussex County Council