

**WASHINGTON PARISH COUNCIL MEETING**

TO: All members of the Council: Cllr S Buddell (Chairman), Cllr A Dillaway, Cllr B Hanvey, Cllr P Heeley, Cllr T Keech, Cllr A Lisher (Vice-Chairman), Cllr G Lockerbie, Cllr A Perkins, Cllr R Scovell and Cllr J Thomas.You are hereby summoned to attend a meeting of the Parish Council on:

**Monday 9th December at 7:30pm in the Washington Village Hall**

**(Doré Room) School Lane, Washington RH20 4AP**

**AGENDA**

1. **Apologies for Absence**

To Receive and Accept apologies for absence from Councillors.

1. **Declaration of Members’ Interests.**

To receive any interests as defined under the Localism Act 2011 and the Council’s Code of Conduct.

1. **Minutes of the last Full Council meeting**

To Approve the draft minutes of the [Full Council Meeting](https://1drv.ms/w/c/c3efb697c9fee2ed/EfIDEipYq2FDsT7LOt5OGtIBRpQeXZqU99ad_P3FBnhjdA?e=6ZvZZC) 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

1. **Public Session**

Members of the public may speak for up to 2 minutes in accordance with the Council’s Standing Orders.

1. **Reports from County and District Councillors**

To Receive verbal reports at the meeting.

1. **To Report on actions and matters arising from the last meeting**
2. **Minutes of the Committees**

To Receive and 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 and Finance Meeting on 25th November 2024.

1. **Police Reports**

Standing item. There were no reports at the time of publication of this agenda.

1. **Planning applications, Decisions and Compliance Matters**

There were no notifications of planning applications in the parish to report.

**Planning Decisions:**

To Note the following planning decisions for significant applications in the parish (for information only):

**Application Number**: DC/23/2282

**Site:** 2 Jenners Field Rock Road Washington West Sussex RH20 3BH

**Description**: Change of use of the land for use as day care facility for dogs (sui generis).

**Decision**: Application Refused 26/11/2024

**Planning compliance matters**

None reported

1. **Storrington & Sullington and Washington Neighbourhood Plan (SSWNP)**

To Report acceptance of £6,936 neighbourhood planning grant by Storrington & Sullington Parish Council as the Lead Qualifying Body for the SSWNP.

1. **Urgent Matters**

To Agree action on any urgent matters which cannot wait until the next meeting.

1. **Banking and Internal Controls**

To Approve and sign mandate to remove signatory on the Council’s bank accounts of former Cllr Luckin who has stepped down from Office.

1. **Payments**

To Approve the [Payments Schedule](https://1drv.ms/b/c/c3efb697c9fee2ed/EZO53QJo0YFNgKrT8mJXxgwBzbWG5z-cZVqQ6-DG5y7B0A?e=bbNqTK)of invoices totalling £2,983.70 and any additional invoices presented at the meeting~~.~~

1. **Bank reconciliations**

To Report and note the monthly Lloyds Bank Treasurer’s Account Reconciliation for November 2024

1. **Speed Indicator Device**

To Agree quotation to cut back vegetation by the relocated Speed Indicator Device in Rock Road.

1. **Council’s website audit**

To Receive the Website Audit Report and Agree £25 quotation for recommended changes to meet WCAG 2.2 (Website Compliance Accessibility Guidelines)**.**

1. **Payroll**

To Consider recommendation from the Finance Committee of [quotation](https://1drv.ms/w/c/c3efb697c9fee2ed/EUkxbeHU9AVFjS0ATj79UEYBo30o3yvAlo7kCbVMOphRZg?e=eWxEcw) by Contractor B to outsource the Council’s payroll services, subject to terms and conditions.

1. **Sussex Local editorial**

To Agree terms and conditions with the magazine for the Council’s free quarterly 2025 editorial.

1. **Clerk’s Report**

To Note the Clerk’s Report.

1. **Correspondence**

To Receive and note the Correspondence Report.

1. **Chairman’s Announcements**

To Receive any Chairman’s brief announcements at the meeting for business not on this agenda.

1. **Emergency Delegation**

To Agree arrangements of delegation in the Clerk’s absence for urgent matters to be agreed by the Chairmanship team

1. **Dates and Times of the next meetings**

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**

1. **Exclusion of the Press and Public.**

To exclude the Public and Press pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the Council’s Standing Orders 3d from the next two items which contain confidential information.

1. **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.

1. **Staffing matter**

To Report staff annual leave and Approve arrangements for weekly safety inspections.



Z Savill

Clerk to Washington Parish Council

3rd December 2024

*The Public are welcome to attend the part of this meeting which they are permitted access, subject to the hall’s safe seating capacity. Under the provisions of the Local Government Audit and Accountability Act 2014 (Openness of Local Government Bodies Regulations 2014), members of the public are permitted to film or record Council meetings to which they are permitted access, in a non-disruptive manner. By attending this meeting, it is deemed that you consent to this.*