

WASHINGTON PARISH COUNCIL



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WASHINGTON PARISH COUNCIL MEETING

MINUTES of the monthly meeting of Washington Parish Council held on 7th October 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 A Lisher (Vice-Chairman), Cllr G Lockerbie, Cllr A Perkins, Cllr R Scovell and Cllr J Thomas

IN ATTENDANCE: Cllr P Marshall (WSCC) and Cllr E Beard (HDC). Apologies for absence were received for Cllr Fisher and Cllr Grech. There were no members of the public,

ALSO: Clerk to the Council

ABSENT: 1

The Vice-Chairman opened the meeting at 7:30pm.

FC/24/10/01 Apologies for Absence

The Council **RESOLVED** to **APPROVE** apologies for absence from the Chairman.

FC/24/10/02 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/24/10/03 Minutes of the last Full Council meeting

The Council **RESOLVED** to **APPROVE** the [minutes of the Council Meeting on 2nd September 2024](#) to be duly signed by the Vice-Chairman.

FC/24/10/04 Public Session

No members of the public were present.

FC/24/10/05 Reports from County and District Councillors

WSCC Reports

Cllr Marshall advised of the following:

- **Parish and Town Council online briefings on how West Sussex County Council's Highway Teams are getting Winter Ready for 2024/25** – there will be more dates for those who missed the last sessions.

S.J.B.

- **Speed reduction TRO application for the Pike and A283:** it is hoped the application will attract good local support.
- **West Sussex Area Highways Team “excellent ambassadors to WSCC”:** Cllr Marshall thanked the Parish Council Vice-Chairman for positive feedback on recent meetings with the Highways Manager and team members for the relocation of the PC’s Speed Indicator Device in Rock Road.
- **Speed limit reduction London Road between Stocks Mead and the top of the Bostal road:** Two residents have expressed an interest in making a TRO application to reduce the road’s national speed limit to 40mph or 30mph.

Cllr Marshall agreed to support this and that it may also help discourage motorists from jumping the A24 bus lane to cut through the village. He advised on new speed restriction assessment criteria which now takes into account other road users such as cyclists and horse riders.

The Vice-Chairman suggested it could be tabled for discussion at the next PT Committee.

- **WSCC/028/21 – Rock Common Quarry application to be considered by WSCC Planning and Rights of Way Committee 8th October 2024:** Cllr Thomas reported on local concerns about HGV quarry traffic through the village if the application is approved.

Cllr Marshall agreed he would make sure to strengthen the argument against this when he attends the meeting. Cllr Harvey asked that conditions on wheel washing are also strengthened.

HDC Reports

Cllr Beard advised of the following:

- **Plans for South Downs link pathway in Washington:** Cllr Grech was waiting for a response to her further enquiries about progress on the link pathway project.
- **WSCC/028/21 Rock Common Quarry application:** Cllr Beard was unable to attend the quarry planning discussion by WSCC on 8th October due to a previous commitment but Cllr Grech and Cllr Fisher would be there to make further representation.
- **Safe spaces**
Cllr Beard will be joining a task group of District Councillors to work with teenagers in schools across the district to help inform improvements of the design and planning of outdoor space and leisure provision.

Cllr Marshall left the meeting.

FC/24/10/05: To Report on actions and matters arising from the last meeting

There was no update on the last actions list due to the Clerk’s recent absence on medical leave. It was agreed that the Clerk would update this after the meeting and share with the Council.

S.J.B.

FC/24/10/06 Planning applications, Decisions and Compliance Matters

The Council discussed the following planning applications in the parish:

[SDNP/24/02779/TCA - Fern Cottage, School Lane Washington RH20 4AP.pdf](#)

1 x Horse Chestnut tree, reduce all round by approx. 3 - 3.5m and shape.

It was **RESOLVED** to make **NO OBJECTION**.

[DC/24/1327 - Land to east of 'Spring Gardens' Spring Gardens Washington](#)

Retention of existing entrance and stable block together with reduced area of hardstanding (permeable) and parking for a single works van / trailer

It was **RESOLVED** to make **NO COMMENT**.

[DC240960 - Walscombe Hampers La Storr - amended](#)

Erection of a single storey rear extension, erection of a front porch, roof extension and associated alterations.

It was **RESOLVED** to make **NO OBJECTION**.

WSCC/028/21 – Rock Common Quarry, The Hollow, Washington, Pulborough, RH20 3DA

The continued winning, working and processing of sand from the existing Rock Common Quarry, the importation of inert classified engineering and restoration material, the stockpiling and treating of the imported material, the placement of the imported material within the quarry void and the restoration and landscaping of the quarry.

The Council noted the formal notification of the application to be considered by West Sussex County Council's Planning and Rights of Way Committee on **Tuesday, 8 October 2024**. The direct weblink for the agenda and report for this meeting of the Committee meeting:

<https://westsussex.moderngov.co.uk/ieListDocuments.aspx?CId=764&MIId=3680&Ver=4>

Two Councillors expressed disappointment with less than a week's notice for the committee notification for such a significant application.

FC/24/10/07 Planning Decisions:

None reported.

Cllr Beard left the meeting.

FC/24/10/08 Planning compliance matters

None reported

FC/24/10/09 Storrington & Sullington and Washington Neighbourhood Plan (SSWNP)

To Report any update on the SSWNP.

The Council **RESOLVED** to note that Steering Group Members would be attending the SSWNP review session on Tuesday 15th October at Sullington Parish Hall.

FC/24/10/10 To Agree action on any urgent matters for consideration

The Vice-Chairman reported on the resignation of Cllr Luckin from the Council (Washington Ward) for personal reasons and all agreed she will be greatly missed.

It was **RESOLVED** to formally accept Cllr Luckin's resignation and for the Chairman to write a

letter of thanks for her valuable contribution to the work of the Council. Clerk to notify HDC Electoral Services of the casual vacancy on the Washington Ward.

FC/24/10/11 External Audit Report (AGAR Section 3) and Notice of Conclusion of Audit

The Clerk confirmed a 'clean' audit. It was **RESOLVED** to note the [External Audit Report 2023.24](#) and [Notice of Conclusion of Audit 2024](#) which had been published on 29th September 2024.

FC/24/10/10 Finance Regulations

The Council reviewed and **RESOLVED** to **ADOPT** the [Financial Regulations](#) based on the 2024 NALC model document, with the following amendments (in italics):

– **4. Budget and Precept:**

4.2 'Budgets for salaries and wages, including employer contributions *shall be reviewed by the council with the main budget at least annually in December for the following financial year....*'

4.5 'Each committee *may review its draft budget.....*'

11 Payment of salaries and allowances

11.3 'Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the *council.*'

FC/24/10/11 Bus shelter

To Consider a [written motion for provision of a bus shelter](#) for school children in Old London Road (Cllr Rob Scovell)

Cllr Scovell spoke in support of his proposal and its benefits to the school children who currently have no means of shelter at the school bus drop-off/collection point.

Following a discussion it was **RESOLVED** that he develops the proposal further, to include funding sources, for consideration at the next appropriate OSRA Committee Meeting.

FC/24/10/12 Draft Minutes of Committees on 16th September 2024

The Council **RESOLVED** to note the draft minutes for the meetings of the [Planning & Transport Committee](#) and [OSRA Committee](#).

FC/24/10/13 Speed Indicator Device

The Council **RESOLVED** to **AGREE** the [quotation](#) for solar panel of the SID in Rock Road and [quotation](#) for its installation as recommended at the Planning & Transport Committee Meeting (16th September 2024) to be funded from the budget's earmarked reserve for highways improvements.

FC/24/10/14 Permanent Traffic Order A283 The Hollow & The Pike Washington - TRO/HOR2407/RC

The Council **RESOLVED** to submit comments supporting WSCC's speed restriction proposals at: <https://www.westsussex.gov.uk/roads-and-travel/traffic-regulation-orders/live-consultations-for-permanent-tros/horsham-live-tro-consultations/>.. Clerk to action.

FC/24/10/15 Payments

The Council **RESOLVED** to **APPROVE** the [Payments Schedule](#) of [invoices](#) totalling **£7,904.16**.

The Vice-Chairman and Cllr Heeley agreed to authorise the payments online.

Vouche	Name	Description	Amount
93	Z Savill	Clerk salary	£ 1,888.23
100	Stella Russell	Litter - August 2024	£ 166.72
101	Stella Russell	Litter - September 2024	£ 166.72
102	HMRC	Tax & NICs	£ 1,484.13
103	Viking Office UK Limited	Stationery	£ 51.67
104	Royal Mail	PO BOX Address	£ 424.20
105	Southern Pest Control Group	Pest Control	£ 550.00
106	Sussex Land Services Ltd	Grounds maintenance August 2024	£ 572.54
107	Horsham District Council	Dog bin emptying	£ 40.95
108	Moore	External auditor	£ 378.00
109	NEST	Pension - Sep 2024	£ 196.00
110	Delwood	Repairs to the Rec & Play Area	£ 1,985.00
TOTAL			£ 7,904.16

FC/24/10/16 Bank reconciliations

The Council **RESOLVED** to **NOTE** the bank reconciliations for 26th September 2024 for the Council's [Lloyds account](#), [Nationwide Bank account](#), [Redwood Bank account](#) and [All accounts](#)

FC/24/10/17 Income and Expenditure

To Receive and note the Council's Q2 income and expenditure summary report against budget.

The quarterly income and expenditure report automatically generated by the Council's accounting software was discussed. The Clerk advised that the Council was spending generally within the operational budget. The significant variances for the pension due to back payment to the Clerk and late presentation of 2023/24 invoices from the Litter Warden had been explained in the Q1 reports, and could be met from general funds.

Members agreed that the overall operating budget position should be shown separately from the reserves budgets to avoid confusion. It was **RESOLVED** that the Clerk liaises with Cllr Keech on this.

FC/24/10/18 Grants

The Council considered the Village Hall [grant application](#) for £4,900. Cllr Hanvey and Cllr Keech further advised on a [Report](#) of their meeting with Hall Trustee, Mr Alan Edmonds, to discuss the current grant situation and future approach to funding of the Hall's projects.

It was noted that a further meeting was planned between the two Councillors and Mr Edmonds at the end of the month to discuss his full report on costings for the remaining projects. The report would be considered at the next appropriate Council meeting.

Following a discussion, the Council **RESOLVED** to approve the grant application. It was further agreed that the £2,808-00 above the original indicative price of £2,092-00 for the project be deducted from the overall sum of £33,613-00 agreed in principal by the Council for the hall's projects. Clerk to inform Mr Edmonds.

FC/24/10/19 Clerk's Report

The Council noted that there was no report.

FC/24/10/20 Correspondence

The Council noted the Correspondence received.

S E B.

FC/24/10/21 Chairman's Announcements

The Vice-Chairman welcomed back the Clerk. He hoped the Chairman would be rejoining the Council after a period of absence, and extended his best wishes.

FC/24/10/22 Date and time of the next meetings

The following meeting dates and times were noted:

Full Council Meeting: **Monday 4th November 2024, 7:30pm**

Planning & Transport Committee: **Monday 18th November, 7:00pm.**

OSRA Committee: **Monday 18th November 2024, 7:45pm.**

Finance Committee: **Monday 25th November, 7:00pm** (Budget and precept 2025/26 review).

FC/24/10/23 Exclusion of the Press and Public

The Council **RESOLVED** under s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the Press and Public for the next item because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

FC/24/10/24 Rampion 2

To Discuss Rampion's proposed payment of the Council's professional fees regarding its land interest in the Rampion 2 cable route.

A copy of correspondence (dated 19th September 2024) between the Council's approved agent and Rampion regarding professional fees was previously circulated.

Following a discussion, the Council **RESOLVED** to write to the agent expressing support of his email letter to Rampion and to be informed of their response.

There being no further business to transact the meeting was closed by the Vice-Chairman at 8:53pm

Signed.....



Dated..... 4th NOVEMBER 2024.....