

WASHINGTON PARISH COUNCIL



Clerk to the Council
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WASHINGTON PARISH COUNCIL MEETING

MINUTES of the proceedings of the monthly meeting of Washington Parish Council held on Monday 7th September 2015.

PRESENT: Cllr C Beglan, Cllr Doré, Cllr Milner-Gulland, Cllr Muddle, Cllr Newman, Cllr R Thomas, Cllr D Whyberd, and Cllr Lisher

IN ATTENDANCE: Cllr Marshall (HDC)

ALSO: Clerk to the Council Gina Condie.

MEMBERS OF THE PUBLIC: 2

ABSENT: 3

Cllr Whyberg opened the meeting at 19.30 hours

17.29 Apologies for Absence and Chairman's Announcements

Apologies were received and accepted from Cllr Cook (unwell), Cllr Heeley (holiday), and Cllr Britt (holiday).

17.30 Declarations of Interest from members in any item to be discussed and agree Dispensations

None received.

17.31 To approve the Minutes of the last Parish Council meeting held on 3rd August 2015

The Draft minutes of the meetings had been circulated to Councillors and published on the Parish Website. Councillor's **RESOLVED** (84) that the Chairman could sign the minutes as a true record of the meeting which took place on 3rd August and the minutes were duly signed by the chairman.

17.32 Public Questions

Mike Gould (President of the Heath Common Residents Association) asked to speak with regards to the Old Clayton Boarding Kennels Planning Application. Mr Gould raised several issues which he requested that the Parish highlight in their response to the application. These included:

The proposed development is outside of the built up area.

It is adjacent to the SDNP.

The development will be more visible than Millford Grange which has been built in a 'hollow'.

The development is not in the emerging HDPF or in the Neighbourhood Plan

WSSC/016/15/W - Cllr Marshall informed the Council that more information had been put forward from BIFFA and that this application was due to go to Committee on the 29th September 2015. The clerk had received this information today and agreed to forward to the Councillors and add to the agenda for the next Planning & Transport Committee Meeting on the 21st September.

17.33 To Report on Matters Arising from the previous minutes

17.33.1 Agree the process for Councillors claiming travel expenses incurred on Parish business travel outside of Washington Parish.

At the Council Meeting in August, Councillors formally voted and RESOLVED TO APPROVE the motion that Councillors may claim travel expenses when traveling on Council business outside the Parish, subject to the clerk confirming that the Council has followed the correct process for this motion.

The clerk explained that an expense form (previously circulated) must be submitted to the clerk with mileage details & parking details. Any forms submitted will follow the same process of approval as for the clerk's expenses. Once approved a cheque will be written for the corresponding amount. The clerk also suggested an amendment to the Financial Regulations (previously circulated) to include provision for travel expenses outside the Parish. The Council agreed to follow this process and RESOLVED TO APPROVE (85) of the amendment of the Financial Regulations as suggested by the clerk.

17.33.2 The clerk informed the meeting that she had contacted the Post Office with regards to delivery of the Parish newsletter and that they cannot refine the delivery to Parish level. Cllr Newman volunteered to contact 2 people he knew in the village who may be interested in delivering the newsletter as they were already delivering other leaflets.

17.34 To consider Planning Applications and discuss Transport issues

17.34.1 Applications:

DC/15/1737 Old Clayton Boarding Kennels, Storrington Road, Washington, Pulborough. Outline planning permission for demolition of the existing kennels and cattery, associated buildings and structures including three of the four existing residential dwellings with Old Clayton retained and redevelopment of the site to provide up to 41 dwellings with new vehicular access (All matters other than access to be reserved).

Cllr Marshall stated that the recommendation from HDC was 'to refuse the application' which is on the agenda for the Development Management Committee (South) on the 15th September. Comments were made, by Councillors and the public, that the site had been scored in the Neighbourhood Plan process and that it had been rejected as a site as it scored too highly. Concerns were also raised with regards to the height of the development, infrastructure, the listed building on the site, and that an adequate sound barrier should be in place on the Millford Grange site. After further discussion, which included members of the public and Cllr Marshall, the Council unanimously agreed to STRONGLY OBJECT to the application. **The Council agreed that their stance had not changed since the previous application (DC/14/0921).**

DISC/15/0291- Discharge of condition on DC/12/0317 9 Former Yaffles Rock Road Storrington West Sussex.
The Council agreed to DEFER to HDC as it was concerning discharge of condition 9.

DC/15/1766 Sandpipers 6 Bunbury Close Storrington Pulborough West Sussex RH20 3PN. Decking to rear of property extending from conservatory.

The Council AGREED that they had NO OBJECTION to this application

17.34.2 Enforcement

None received

17.34.3 Appeals

17.34.4 Decision notices

Case Number: SDNP/15/02423/HOUS

Site: Washington Village Memorial Hall, School Lane, Washington, West Sussex, RH20 4AP

Description: Replacement of crittall windows and doors with uPVC windows and doors

Date of Decision: 8 July 2015

Decision: Approved

WPC response: AGREED to No objection

Case number: DC/15/1135

Site: Broomers Merrywood Lane Thakeham Pulborough West Sussex RH20 3HD

Description: Two storey side & rear extension and single storey rear extension.

Date of Decision: 11/08/2015

Decision: Application Permitted

WPC response: AGREED to No objection

Application Number: DC/15/0698

Site: Lupin Cottage Hampers Lane Storrington Pulborough West Sussex RH20 3JB

Description: Retrospective two storey rear extension and raising of roof for first floor

Decision: Application Refused

Date of Decision: 20/08/2015

WPC response: AGREED to STRONGLY OBJECT to the proposals

Application Number: DC/15/0440

Site: Tipping Site The Hollow Washington West Sussex

Description: Variation to Conditions 2 and 20 of planning permission WSCC/017/09/WS (County Consultation)

Decision: County Consultation - No Comment

Date of Decision: 13/08/2015

17.35 Transport issues:

None received.

17.36. To Receive Year to Date Reconciled Payments, Receipts, and Approve Purchases

The reconciled bank statement showing transactions between 30.06.2015 and 22.07.2015, accounting year to date statement, invoice and purchase order summary were circulated to Councillors on 01/09/2015.

Councillors **RESOLVED TO AGREE** (86) the financial reports as follows:

Outstanding purchase orders - £1,732.50

Outstanding invoices - £0.00

Reconciled Bank Balance - £ 64,416.78

17.36.1 VAT

No pending reclaims

17.36.2 PAYE and NICs

None

17.36.3 Clerks Accrued Lieu time

Councillors **RESOLVED TO APPROVE** (87) to pay the clerk for 2 hours accrued time.

17.36.4 Clerks Expenses

Councillors **RESOLVED TO APPROVE** (88) the Clerks salary and expenses for £1073.41

Clerks Salary (cheque numbers) 2209 (£1015.93) & 2213 (expenses £57.48)

August Payment (gross)	
LESS	£ 1108.51
Tax	£ 40.20
NI	£ 52.38
Net Payment	£ 1015.93
Expenses	
Mileage (0.45 ppm) miles	£ 13.50
Electricity	£ 10.00
Basketball net	£ 4.98
Phone	£ 8.00
Flowers & card	£ 21.00
Total Expenses	£ 57.48
Total Payment (August 2015)	£ 1073.41

17.36.5 Other

To discuss and approve the quote for the VAS.

A quote for a VAS has been received for £16,143.81 (plus VAT) and circulated to councillors. At the WPC Meeting held in April 2015 - 'The Committee therefore AGREED to RECOMMEND that the Parent and Child flashing symbol be used with no descriptive writing. Councillors RESOLVED to AGREE (40) the recommendation'. The clerk was informed previously that the quote would be between £13,000 - £16,000. The council has budgeted £9,000 and a further S106 funding of £7417.

Cllr Beglan queried whether another party other than WSCC could provide the maintenance contact. The Councillors RESOLVED to APPROVE (89) the VAS quote received from Adam Norris (WSCC) on the understanding that the maintenance contract is investigated further.

To discuss and agree VisionICT to continue hosting the Parish website.

An invoice has been received from VISIONICT for hosting the website from Oct 15- Sep16 at a cost of £240.00.

Councillors RESOLVED to APPROVE (90) VISIONICT continuing to host the website.

17.37. Parish council issues and maintenance

17.37.1 To discuss and agree the winter maintenance plan for 2015/6.

The clerk commented that the grit bin audit has been completed and submitted to WSCC. The 2 Parish contractors (Washington village & Heath Common) had also been contacted and confirmed that they have enough bags of salt. The winter maintenance plan is the same as for 2014/5 with amendment to clerk details.

The Council RESOLVED TO APPROVE (91) the winter maintenance plan for 2015/16

17.37.2 (17.17.01) To discuss the request to house the Village Day Committee cups with the Parish cups in the Village Memorial Hall.

The clerk commented that the VHMC agreed to house the cups in the Dore room of the village hall, and requested that the Parish consider housing Village Day Committee cups in the same cabinet. Cllr Beglan raised her concerns over this proposal and the associated costs. Cllr Newman suggested that the Frankland Arms Pub be approached as to housing the cups. He volunteered to approach the pub with this proposal.

17.37.3 To discuss and consider the level of involvement of the Parish Council in the Washington roundabout sponsored sign.

After discussion it was agreed that the Parish Council would want to have involvement in the size of the sign and input into the 'planting' on the roundabout in order to maintain the roundabout in a style that is suitable for a rural community. It was agreed that the Council would approach WSCC to express their interest.

17.37.4 To receive nomination for membership of Planning & Transport Committee.

Nomination was received for Cllr Lisher who had expressed an interest in being a member of this Committee. Cllr Lisher was duly appointed to the Planning & Transport Committee and welcomed.

17.37.5 To discuss the potential provision of a Skate Park on the recreational ground.

Cllr Dore expressed concern that there wasn't play equipment which was suitable for children of a certain age, and that these children go to Ashington to use the skate park there. It was agreed that the clerk would investigate the provision of a mobile skate park. Cllr Muddle agreed to liaise with Lisa Boydell (HDC community development manager).

17.38 FURTHER REPORTS FROM COUNCILLORS

None received.

17.39. Reports and Recommendations for Consideration by Council from Committee Meetings on 17th

August

17.39.1 Open Spaces, Recreation and Allotments & Footpaths Committee

To discuss the recommendation of approval of the requests from the Village Hall Memorial Committee with regards to the placement of a fire assembly point sign, and the installation of a grated channel in the path leading to a soakaway.

Cllr Whyberd provided an overview of the requests and the siting of the fire assembly point sign on the fence of the children's playground facing the recreation ground. The councillors AGREED TO APPROVE (92) the recommendation and agreed to the modification of the path to the south of the Dore Hall.

To discuss the recommendation that a tree survey be carried out in the allotments.

Andrew Gale has quoted the following: for a survey of the allotments £255 & for survey of 1st extension graveyard £450 (both including VAT). A survey has not taken place in the 1st extension graveyard but some remedial work was carried out here in 2012 by Andrew. The recommendation is that a survey is carried out of the allotment area only, and then to carry out an overall survey of all trees for which the Council is

responsible at a time to be decided by the Council. Councillors AGREED TO APPROVE (93) this recommendation.

(17.22.01) To discuss the recommendation that the Parish proceed with some degree of site management of the Triangle. Parish Council approval required.

There was general agreement at the Council Meeting in August that a degree of management should take place. Further discussion took place with Cllr Whyberd and Cllr Milner-Gulland providing an update on proposed meetings with interested parties such as SDNP, SWT, WSCC & Kate Ryland (who was author of the ecological survey). The Council AGREED TO APPROVE (94) the recommendation that a degree of management should take place on the understanding that a plan of maintenance is recommended to the Council before any money is spent.

17.39.2 Planning and Transport Committee Meeting

No recommendations.

17.39.3 Personnel Committee

To discuss the recommendation that the clerk change her hours of working.

Section 13 of the clerks 'Terms of Employment' states - 'You are required to work 1092 hours per year, based on 21 hours per week from 9.30 am to 3.00pm on four regular week days to be agreed between the parties, and attendance at monthly Council and Committee meetings'. The proposed recommendation is that the clerk works Monday (9 - 4.30) /Wednesday (9-4.30) & Friday (9-3.30) with the provision that there is no delay in response to urgent correspondence as a result of Council/committee meetings.

The Council AGREED to APPROVE (95) this recommendation and it was agreed that the clerk's working hours change from Monday 14th September 2015.

17.40. To receive reports on meetings and notice of forthcoming meetings

South Downs National Park Authority - Parish / Town Council workshops - Thursday 10th September
Pulborough Village hall - circulated to councillors on the 24th July. Time. Cllr Britt volunteered to attend

Country Park Meeting arrange with NT/Barratt's on the 15th September 2015 - Cllr Whyberd & Heeley attending.

Gatwick airport Community Engagement Team 13th October 2015 at 7.30 p.m. @ The Lodge Hill Centre, Watersfield, Near Pulborough, West Sussex, RH20 1LZ . Cllr Lisher volunteered to attend.

Future Youth Provision - Cllr Muddle has volunteered to meet with Lisa Boydell (Community Development Manager).

Meeting arranged with Rick Goring at Wiston Estate - 1st October 2015 at 4pm.

17.41. Items for press release

None received.

17.42. Correspondence Received

The clerk commented that the Council had been copied into a letter (circulated to Councillors) from Johnathan Elliott to Malcolm Westcott re lighting and other matters at Millford Grange

17.43. Clerk's report

The clerk highlighted the following:

The Infrastructure Schedule has been submitted to HDC.

The Neighbourhood plan consultation period runs from 28th August to 9th October. All submitted documents are on the website as is a copy of the HDC Public Notice.

Response sent to WSCC regarding the STARS consultation on behalf of the Parish as discussed at the last Full Council Meeting.

Update on height of lights - Millford Grange - email sent to Cllr Circus asking to remove or decommission as per minutes of OSRA on 17th August. No response as yet.

The clerk had visited Cllr Cooke and gave her flowers and card on behalf of Council.

Cllr Britt had carried out a quarterly internal audit in her capacity as internal control auditor.

The Council need to start thinking about articles for the Parish Newsletter - October/November and submit ideas to the clerk.

Councillors **NOTED** the following reports:

Freedom of Information/Data Protection Requests Received

Councillors noted that the following FOI had been received on 10th August:

1 re street lights - 1) Are you able to tell me how many residents report a fault/problem with a street light per month since January 2014?

2) Is it also possible to narrow down the question above further and get the information of what the fault is that is being reported per month, and the amount since January 201, for example how many residents reported a lamp out in the month January 2014?

From: whatdotheyknow.com

Response has been sent on 27th August = 1 resident/light not working

Compliments and Complaints

Verbal complaint received from a resident with regards to the overgrown path along the Washington Road. The resident commented that the Parish Council in their opinion were not 'doing their job'. The clerk had previously been informed by WSCC inspector that this overgrown path was a danger for pedestrians who might walk in the road. A 'cut' was added to the WSCC cyclical register and the Parish informed that a cut would take place in October. The clerk had responded to this in early August saying that October was a 'long way off' but had no response. Subsequent to the complaint the clerk has contacted Mark Newham and Cllr Circus.

Governance and Accountability

None

Holidays

None

Training

None

Clerk to the Council: Gina Condie

17.44 To receive items for the next agenda

Discussion of increased traffic through Washington as a result of the Shoreham air disaster and potentially any appropriate signage. To be added to the Planning & Transport Agenda on the 21st September.

To agree to the proposal from Cllr Newman that he sells the 'Washington History' books and that the proceeds are split equally between the Council, the Village Hall Memorial Committee and himself.

17.45. Date and Time of next Meetings

Committees - 21st September 2015

Full Council – 5th October 2015

The Meeting Closed at 21.19 hours

Signed.....

Dated.....