

WASHINGTON PARISH COUNCIL

MINUTES OF THE MEETING HELD ON MONDAY 2nd NOVEMBER 2009 AT 7.30pm IN THE VILLAGE HALL

Present: Cllr K. Ballard, Cllr C. Beglan, Cllr L. Britt (Chairman), Cllr N. Cooper, Cllr J. Davies, Cllr N. Dore, Cllr R. Milner-Gulland, Cllr M. Shaw, Cllr D. Wilkins, Clerk Mrs L. Quirk, District Cllr R. Dawe, (left 8.55pm) County Cllr F. Wilkinson (left 9.10pm). 1 Member of the Public

130 Apologies & Declarations of Interest

Apologies – Cllr Cook, holiday - Cllr M. Turley, work commitments
Declarations of Interest – Cllr Britt, Street Cottage Planning Application (neighbour)
Cllr Dore, Village Hall (Manager)

131 Minutes of the last meeting

The minutes of the meeting held on 5th October 2009 were approved & signed by the Chairman.

132. Matters Arising

- 83.9 Clerk reported that Mrs Milner-Gulland asked what was happening with the footpath Beggars Lane where she had fallen recently. It was agreed to write to the SDJC asking what improvements could be made to this footpath to ensure it. *Email response from Richard James SDJC, who has inspected the footpath and does not think it needs a hand rail etc, read out to members. It was agreed that the footpaths committee would look at the site again.*
- 110.2 Cllr Shaw asked if she could have a letter to go to residents in Sandy Lane as they are also dumping their garden rubbish. *Letter sent to Cllr Shaw*
- 110.5 The Chairman reported that the bus stop by the rec tiles still needed replacing. *Reported to HDC. HDC to add to maintenance schedule*
- 118.4 Enforcement Issues - Email to be sent to David Beck Cemex copy to the Chairman. Enforcement to be asked if they have a copy of the Deed of Variation. *Email sent to David Beck who has responded that he will speak to Wealdon – Enforcement have confirmed they have a copy of D of V and will keep PC updated.*
119. Consultation Document on the membership of the future South Downs National Park Authority - The consultation document was email to members in August; any responses have to be received by 9th October. *Response submitted.*
121. Proposed Sponsorship of Washington Roundabout - The Clerk will liaise with Neil Smith how he wishes to proceed from here. *Meeting arranged with Cllrs Cook & Beglan.*
122. Twinning-approach received from Saint Pierre d'Autils - *Cllr Cook will also make enquiries with Storrington PC re twinning, to find out their experiences. ongoing.*
- 126.2 Email from resident Irene Thomson – request has been received from a local resident that a sign be put up asking people not to park in front of the post box by the Frankland Arms, as it makes it very difficult to access. *Clerk to speak to PCSO. PCSO investigating. PCSO has contacted Highways, who say they can do nothing to assist, she will try to attend and speak to anyone parking there, as there is nothing enforceable to stop parking there.*
- 126.6 The Chairman had received a copy of a letter a local resident had sent to their neighbour regarding parking in a disabled parking bay. The Clerk had obtained details from WSCC Highways regarding the use of these bays, and it was agreed that a copy of this letter be sent to the resident and neighbours for their information, and to confirm the usage of the bay for all concerned. *Letter sent*

126.7 The Chairman had received a complaint about an overgrown allotment, this allotment has been monitored recently, as the tenant has been unwell, Clerk will investigate. *Letter sent. A response has been received that the tenant has now started work and the allotment should be cleared by the end of the week.*

126.9 The Chairman has been asked by a resident if the hedge along by the caravan park could be cut back as it is impairing the visibility when they cross the road, on the way to school. *Letter sent*

133. **Finance**

133.1 The following cheques were approved:-

Mrs S Muddle Litter Warden (increase from £5.73 - £5.80 per hr)	
Mrs L Quirk Clerk salary	
Howards Garden & Leisure	£278.88
Lakers MUGA repairs to card meter etc	£199.07
Mazars External Audit Fee	£327.75

133.2 Finance Committee – Budget

The Finance Committee will be meeting to discuss the budget for 2010/2011- Committees asked to consider any budgetary requirements. Meeting arranged for 16th November 2009

133.3 Audit – Annual Return

Mazars have completed the annual audit for year ending 31st March 2009. There were no matters raised by Mazars. In line with the Accounts and Audit Regulations 2003 pages 1 -3 together with a Notice of Conclusion of Audit and Right to Inspect the Annual Return have been put up in the notice boards and will be displayed for 14 days.

133.4 West Sussex Youth Service

The Youth Centre in Steyning ‘The Cuthman Centre’ is being opened on Saturdays between 1-5pm each week, with the usual entertainments and activities, and also a special activity every week. They plan to run a mini bus drop off and pick up to the outlying area. A request has been made by Julie Chapman Locality Youth Worker from the Youth Service, for Parish Councils to consider a contribution of £200 towards transport costs for collection and drop off and outings. She has listed activities proposed for information.

County Cllr Wilkinson reported that a pilot scheme would be run for a couple of months, to see how it worked prior to Parish Councils being asked to contribute, and therefore asked if this item could be put on hold until then.

133.5 Steyning Leisure Centre

A letter has been received from Steyning Parish Council see below

You may be aware that since its opening the Steyning Parish Council has made a substantial contribution every year to the running of the Swimming Pool located at the Leisure Centre in Steyning. Last year this contribution was £11,823.

This facility is, we know, used extensively by many people not necessarily just residents in Steyning but from a wider surrounding area and it is with this in mind that we are writing to you. In this changing economic climate, where we need to look carefully at all our budgets, we are finding it increasingly difficult to bear this financial commitment alone. We are therefore asking adjoining parishes and parishes from the wider area to help us and share this financial commitment.

For guidance only, we would like to suggest that just 10p-20p per resident/per annum would go a long way towards helping us maintain our contribution, especially if most of the nearby Parishes were to join us in supporting this important local facility that so many of us enjoy. Rest assured, Steyning Parish Council still intends to continue to contribute the major share.

We appreciate you will need to discuss this at the relevant Council/Committee meeting and decide to what level you may be able to help and we will look forward to a favourable response from your Council in due course.

The Chairman informed members that a number of years ago Steyning Parish Council had applied to be the rural area to have a swimming pool, other parishes also applied at the time. District Cllr Ray Dawe confirmed that Steyning was chosen partly because it was next to an educational establishment, and also because the Parish Council were prepared to contribute annually £10,000 towards the costs. The Chairman said she did not think that other parishes were consulted at the time, regarding making contributions in the future. The Chairman also pointed out that Horsham District Council contributes approx £200,000 and a further £500,000 towards the HDC Pavilion swimming pool, so contributions are being made to both pools already via the Council tax. Concern was expressed that the Parish Council were being asked to make a contribution towards a pool that was run by a Commercial enterprise. The Chairman said that everyone is at present looking at ways to reduce their budgets and that is why they are looking for assistance. District Cllr Ray Dawe said the existing contract runs out in 2012, and a vast amount of money is presently going into leisure, which cannot continue. Storrington Leisure Centre is run on a trust basis and this may be something that will be looked into for Steyning when the contract expires in 2012. The new Director at HDC responsible for leisure is also looking into the amount that is presently being spent.

After further discussion it was proposed by Cllr Milner-Gulland and seconded by Cllr Ballard that no contribution is made at this time. This was unanimously agreed by a show of hands.

133.6 Purple Bus – a request has been received from the Youth Service for a contribution towards the running of the purple bus. Members considered that this was a good cause and now that the youth club was no longer running, should be encouraged. Cllr Beglan proposed and Cllr Dore` seconded that £180 be donated. This was unanimously agreed by a how of hands.

134. Planning

134.1 Applications to be discussed:

DC/09/1849 - Street Cottage - The Street - Fell 1 x Conifer tree

The Chairman declared a prejudicial interest in DC/09/1849 – but asked to exercise her right to speak as a member of the public. A photograph that Cllr Britt had taken was shown to the members, and she explained that the tree was 12 inches away from her wall, that it was a Christmas tree that had been planted a number of years ago and was therefore not a tree of any particular merit.

Cllr Britt then left the room and the meeting was chaired by the Vice Chairman Cllr Ballard.

Cllr Ballard read out the Tree Wardens report to members. Members agreed with the Tree Wardens report and that no objection would be raised but on condition that at suitable replacement tree be provided further way from the neighbouring properties, so that a future problem does not re occur.

Cllr Britt returned to Chair the meeting.

DC/09/1631 - Barton Spinney Hampers Lane - Surgery to 2 x Oak trees

Members were concerned about the lack of detail that had been submitted on what works were actually proposed to be done. The Tree Warden had visited and there was a general agreement that some works are necessary. Will Jones to be consulted.

DC/09/1671 - Chardons Badgers Holt - Erection of a conservatory overlooking the front and rear amended plan. The amended plan showed that the conservatory was to be wood effect and not white as previously submitted, members considered that there were no planning grounds for objection.

DC/09/1835 - Rock House The Hollow - Installation of new kitchen and change of flooring (Listed Building Consent)- No objection.

DC/09/1912 - Peppers The Street - Fell 1 x Hazel (T2), 1 x Holly (T4) within (T3), 1x Yew (T5) and surgery to 1 x Holly (T1) Cherry . The Tree Warden had provided a report and outlined that there were a number of insignificant trees that would not have a significant impact on the street scheme, but concern was expressed about the Yew tree, which had divided into 2 trunks, Will Jones to be asked for his advice in retaining the Yew by taking off one of the trunks.

DC/09/1908 - Little Acre Bracken Lane - Single-storey extension and porch- No objection

134.2 Approvals

DC/09/1480 -Minchenden Sanctuary Lane - Ground floor extensions and alterations, loft conversion and new dormers

DC/08/2352- Retail Unit William Barton Court London Road-Change of use and alterations to form 2 x 1- bed flats from one lock-up shop

134.3 Other

Iron Stone Barn- The Enforcement Officer has confirmed that the appeal time has now passed and the owners have been asked to remove the gates.

East Clayton Farm- DC/09/1560- new external timber stairway to 1st floor- Withdrawn.

West Sussex Motors- Landscaping schedule- Gary Peck is meeting with the landscape Officer to discuss. The Chairman said this has been on going for some time and asked the District Cllr if he could follow it up.

Washington roundabout- Cllrs Beglan, Shaw & Cook had a meeting with Neil Smith WSCC Highways, Graeme Mitchell from Keegan-Ford, Chris Wordsworth from ISS Waterers Landscape & his Manager for this project, to discuss the planting for the sponsorship of the roundabout. They came away from the meeting thinking that agreement had been made on a more rural scheme. An amended scheme had been received from Keegan- Ford but members were very disappointed to see that little had changed, that it still represented the same formal design of the first scheme and the members who had attended the meeting indicated that this was not what had been agreed. Concern was also expressed at to how close to the edges of the roundabout the planting was proposed to be, as there was a possibility of blocking the visibility splays. The size of the signs at approx 6ft x 3ft were also a concern. County Cllr Frank Wilkinson said that planting time is running out and if there were any further delays that there was a risk of losing the sponsor. It was agreed because of the time constraints involved the Chairman would be delegated the power to make a decision on the scheme on behalf of the Parish Council and also would raise the points and the issue of the amended plan not being what had been agreed.

135. **Newsletter**

Clerk has received a response from Jo Weatherall from Frank! Communication Solutions who is arranging the advertising on behalf of Lancing Press, has indicated that she has had a problem at the moment gaining the advertising, and given a quoted for producing the newsletter without the advertising :-

I have had a look at the costs of producing either a 6pp 1 colour (ie black only) newsletter or an A4, 800 copies 2 colour newsletter as below

Design/layout/sub edit and print 4 page A4, 2 colour newsletter £530

Design/layout/sub edit and print 6 page – gatefolded black only newsletter £653

Distribution @ 10p per household £80

The cost will go down slightly if only 600 copies are required.

Distribution is currently 10p per household in Washington and this is obviously a much more cost efficient way of distributing than post. It is however a cost that you could save by enlisting some local volunteers!

It was agreed that the amount being asked was too high and that for the next newsletter the Parish Council would produce its own, 1 A4 double sided sheet on black and white, to be distributed by the Parish Council. Copy to be to the Clerk within the next 2 weeks. Clerk will obtain the most cost effective printing.

136. **Correspondence**

1. Letter from Steyning PC re Contribution toward Leisure Centre- Agenda finance
2. Letter from WSCC Youth Service asking for contribution towards Youth Services Agenda item.
3. WS Connections newsletter
4. HM Revenue & Customs Employers Bulletin
5. Sandgate Conservation Society Newsletter
6. AiRS AGM 6th November 2009.
7. Horsham District Community Partnership- All Our Futures Sustainable Community Strategy
8. GACC Newsletter
9. Letter from the Diocese of Chichester- regarding the Installation of a telegraph pole in the Churchyard. The Chairman read out part of the letter, which asked if the Parish Council wished to elect to become a party to the proceedings, it was agreed the it would be sufficient for the initial objection to be taken into account by the Diocesan Chancellor when the petition is sent to him, and therefore take no further action is required to be taken.
10. Partnership news
11. AiRS report

137. **Reports and Recommendations from Committees**

No Committees were held in October

138. **Local Issues including Maintenance**

- 138.1 Cllr Cooper had previously reported to the Clerk that the 40 mile hrs speed sign at the Rydon School end of Rock Road was obscured with vegetation. Clerk has reported this to the Highway rangers.
- 138.2 The Chairman reminded Cllrs Cooper and Milner-Gulland that together with the Chairman they were meeting Wiston Estates at 4.00pm on 11th November- The small hall was booked with Cllr Dore`.

- 138.3 Cllr Wilkins asked what was happening with the clearance with the ditches in Newhouse Lane, County Cllr Wilkinson will follow up. Cllr Wilkins will forward on a map he has to Cllr Wilkinson.
- 138.4 Cllr Ballard asked if the Acorn scheme had yet responded, Clerk to follow up.
- 138.5 Cllr Ballard reported that the lights were still on in the garage in the evenings, Clerk has reported this on several occasions to Enforcement.
- 138.6 The Chairman reported that the footpath from The Street to the Frankland Mead was covered in leaves again, Clerk to report.
- 138.7 Cllr Shaw asked if it would be possible to have water tap installed for walkers at Vera's Shelter. Footpaths Committee to discuss this possibility.

139. **Meetings Attended**

- 139.1 Cllr Milner-Gulland reported on a meeting he had attended the South Downs Advisory Forum Cultural Heritage Annual Seminar, the timetable of the set up of the New NP Authority will be April 2010. SDJC and New NP Authority will run simultaneously for the first year for continuity. The mix of District & Parish Cllrs will out number the outside bodies. The Designated Order has not yet been signed, but is expected to be very soon.
- 139.2 Cllr Beglan & Cook attended the A24 Route Safety meeting and Cllr Beglan reported to members.

140. **Any Other Urgent Business**

- 140.1 Cllr Dore asked if there were any more Washington Walk leaflets, Cllr Davies has run out, Clerk to have 250 printed.
- 140.2 Cllr Dore` asked if the football club had anything stored in the boiler cupboard, The Chairman confirmed that they did not.

141. **Date and Time of next meeting**

Dates and times of next Full Council meeting - Monday 7th December 2009.
 Committees Finance & Planning 16th November 2009
 Recreation & Footpaths 23rd November 2009

Meeting finished at 9.20pm

signed..... Date 7th December 2009
 Chairman