WASHINGTON PARISH COUNCIL

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WASHINGTON PARISH COUNCIL MEETING

MINUTES of the monthly meeting of Washington Parish Council held on Monday 13th April 2026 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 (Vice-Chairman), and Cllr A Lisher (Chairman).

IN ATTENDANCE: Cllr P. Marshall (WSCC) and Cllr J. Grech (HDC). Apologies received from Cllr E Beard (HDC) and Cllr C. Fisher (HDC).

ALSO: Clerk to the Council.

MEMBERS OF THE PUBLIC: None.

ABSENT: 2.

The Chairman opened the meeting at 7:30pm, reminding all Councillors to be mindful of the current pre-election period when speaking.

FC/26/04/01 **Apologies for Absence**
The Council **RESOLVED** to receive and accept apologies from Cllr Thomas.

FC/26/04/02 **Declaration of Members' Interests and Dispensations.**
There were no interests declared as defined under the Localism Act 2011 and the Council's Code of Conduct for the business of this meeting.

FC/26/04/03 **Minutes of the last Full Council meeting**
The Council **RESOLVED** to adopt the Minutes of the Full Council Meeting held on 2nd March 2026 as a true and accurate record to be duly signed by the Chairman.

FC/26/04/04 **Public Forum**
There were no spoken or verbal representations.

7:46pm: Cllr Jupp entered the meeting and apologised for being late due to work commitments.

FC/26/02/05 County and District Councillors
WSCC Reports

Local Government Reorganisation:
Cllr Marshall reported that the Government has deferred a decision on unitary proposals for Sussex pending a technical review, with a decision expected later this summer. West Sussex Councils Leaders have expressed concern that the process has departed from the Government's own criteria and may be subject to legal challenge. There is uncertainty as to whether reorganisation will proceed at all in this Parliament. There followed a Q & A.

HDC Reports
Cllr Grech reported the following:

HDC Meetings: Forthcoming Horsham District Council meetings will take place on Wednesday 15th April followed by the Annual Council meeting on Wednesday 29th April to confirm appointments and committee memberships.

Horsham District Local Plan:
Local Plan hearings will resume from 21 April at Horsham District Council offices and will be live-streamed. Individual site allocations will be considered at later hearings in September.

Naming of the new care home at the former East Clayton Kennels site:
Cllr Grech agreed to take up the Parish Council's concerns with HDC regarding the naming of the new care home and access road as "Storrington Grove" despite it being legally in Washington. Members expressed disappointment at the lack of parish consultation and erosion of local democracy, and that the Parish Council strongly supports a name reflecting Washington.

Planning Application reference DC/25/2087 – Land at Thakeham Tiles, Rock Road, Storrington, West Sussex: The application was not considered at the March HDC Planning Committee as expected and is anticipated to be brought before the Committee shortly.

8:05pm: The Chairman thanked the District Councillors for their reports. Cllrs Grech and Cllr Marshall left the meeting.

FC/26/04/06 Planning applications, Decisions, Appeals and Compliance Matters
The Council reviewed the following planning applications in the parish:

DC/26/0381 - Raxendale Chestnut Close Storrington (Washington parish) West Sussex
Erection of a single storey front extension and alterations to fenestration

Councillors noted that there were no comments from neighbours with the published *Supporting papers for this application.* Following a discussion, the Council **RESOLVED** to make **NO OBJECTION.**

DC/26/0371 - Shieling Birch Way Storrington (Washington parish) West Sussex
Variation of Condition 1 of previously approved application DC/22/2283 (Erection of a single storey rear extension, a first-floor side extension over existing garage, alterations to fenestration and doors and associated external alterations) to amend the approved plans to add two new side bedroom windows and amend the external cladding.

Following a discussion the Council **RESOLVED** to make **NO OBJECTION**

Planning Decisions on significant applications in the parish:
The Council noted the decision by HDC on 9th April 2026 to refuse planning application number DC/26/0035 for one detached two-storey dwelling and associated landscaping and relocation of existing stable on Land To The South East of Spring Gardens Washington West Sussex

Appeals on significant applications in the parish
None reported

Compliance matters on significant applications in the parish
None reported

FC/26/04/07 Review of the Terms of Reference for the Personnel committee
The Council reviewed the terms of reference for the Personnel Committee and **RESOLVED** to reduce membership to three whilst Council membership is low.

FC/26/04/07 Clerk's Report, Correspondence, Actions and Matters Arising

The Council received and noted the following actions and matters arising since the last meeting and correspondence (Appendix A) received:

Action	Action/by whom	Update/Matters Arising
FC/25/12/11 –MUGA lighting project	Clerk to update Council	Project in progress. Update: Planning application for the energy efficient lights SDNP/26/00250/FUL approved 19th March 2026 by the SDNPA. See decision notice and the 3 x planning conditions at: SDNP/26/00250/FUL | Replacement of four existing floodlight fittings on sports court | Memorial Hall School Lane Washington West Sussex RH20 4AP Clerk seeking advice from the Architect on the conditions requirements. Council to budget c£600 for discharging conditions upon completion of works.
FC/25/12/12 - Repairs and Maintenance	Clerk to seek quotes	In progress. The safety inspector has advised that he can do these works. Awaiting quote from HAGS on supply and installation of replacement toddler swing seats
FC/25/12/15 – Neighbourhood Plan Review	Clerk to enquire about date of next steering group meeting.	In progress. Date to be confirmed pending outcome of Local Plan re-examination

FC/26/03/09 - Naming of Storrington Grove car home	Clerk to write to HDC expressing the Council's disappointment that it was not consulted on the naming of the development planning ref DC/25/1839	Actioned. Email response from HDC 's Street Naming Officer advised that only the Royal Mail is consulted on property naming and that he would *"try to inform the parish council when a large development is involved in the future."* It was noted that Cllr Grech would be taking up the Council's concerns at not being consulted and that the it felt strongly that the new development should reflect Washington and not Storrington.
FC/25/12/16 – New gates at First Extension Graveyard	Clerk to update Council	In progress. Contractor advised that he will collecting the gates to paint w/commencing 7th April 2026, followed by Installation. Delays due to severe wet weather.
FC/25/12/25- Rampion Heads of Terms	Clerk to update Council	In progress. Council's Agent seeking advice from Council's Solicitor Moore Barlow with a question as to who the correct party is to grant the deed regarding Rampion's access for the cable route on the Recreation Ground, i.e. should the Parish Council as owner of the Washington Recreation Ground b e named, or the Council as Trustee to the Washington Recreation Ground Charity. Rampion has agreed to necessary changes for this on the Heads of Terms and other minor changes. To be discussed at the end of this Council meeting.
FC/26/01/14 –Council credit card for the Clerk	Signatory to make application	To be actioned
FC/26/02/10 – Village pub	Clerk to enquire if CIL parish funds can be used to assist with improvement works to pub's garden wall; and renew the asset of community value (CAV) registration.	Actioned. HDC advised that CIL funds cannot be used for these improvements because a pub is a" *for-profit business rather than a piece of local infrastructure or an organisation providing community services that uses any money earned to keep providing the infrastructure/service for the benefit of the community."* Clerk has completed and submitted an application to register the pub as an asset of community value. Awaiting HDC decision.
FC/26/02/23: South Downs link Path improvements project.	Clerk to submit the Council 's 'in principle' support to Mr Gattiker at the SDNPA	Actioned. Letter emailed 5.3.26. Response pending.
FC/26/03/06: Planning application DC/26/0238 – The Clearing, Rock Road, Storrington (Washington Parish)	Clerk to submit the Council's comment of 'no Objection' to the Local Planning Authority	Actioned
FC/26/03/08 £250 grant to 4Sight charity.	Clerk to seek advice if the Council can grant £250 to the charity under S137 Legislation.	Actioned: Council can award the funding which is based on half the anticipated annual cost of the charity's services to 7 residents currently benefiting in the parish

FC/26/03/09: Submit Chairman' Editorial for Sussex Local's April editorial	Clerk to action.	Actioned

Cllr Hanvey commented on the Civility & Respect Logo on council correspondence and requested that this is reviewed at the next meeting.

FC/26/04/12 **Reports from Committees and representatives of Outside Bodes**

There were no reports

FC/26/04/13 **Neighbourhood Plan**

The Chairman confirmed HDC's advice to parishes to put on hold any neighbourhood plan updates and reviews pending examination of the Horsham District Local Plan which begins later this month (see summary report of 'Feedback from meetings with Parishes, Appendix A).

FC/26/04/14 **Urgent matters**

None

FC/26/04/15 **Payments**

The Council **RESOLVED** to Approve the following payments schedule of invoices totalling **£4,802.37**

WASHINGTON PARISH COUNCIL

Payments Schedule FINAL - FC April 2026 - CONFIDENTIAL

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	Net	VAT	Total
217	Staff salary	31/03/2026	FC April 2026	Lloyds Current Account		Clerk salary - March 2026	Z Savill	£ 1,818.81	£ -	£ 1,818.81
218	PAYE	31/03/2026	FC Apr 2026	Lloyds Current Account		HMRC PAYE March 2026	HMRC	£ 608.53	£ -	£ 608.53
219	Clerk Pension	31/03/2026	FC Apr 2026	Lloyds Current Account		Pension - March 2026	NEST	£ 201.89	£ -	£ 201.89
220	Bank Charges	31/03/2026	FC Apr 2026	Lloyds Current Account		Bank charges	Lloyds Bank PLC	£ 4.25	£ -	£ 4.25
1	Subscriptions and legal fees	13/04/2026	FC April 2026	Lloyds Current Account		Scribe Annual Licence 2026.27	Starboard Systems Limited	£ 444.00	£ 88.80	£ 532.80
2	Office expenses	13/04/2026	FC April 2026	Lloyds Current Account		Professional Services	Starboard Systems Limited	£ 79.00	£ 15.80	£ 94.80
3	Safety Inspections	13/04/2026	FC April 2026	Lloyds Current Account		Safety Inspections March 2026	Mr T Ashbourner Cox	£ 300.00	£ -	£ 300.00
4	Payroll Services	13/04/2026	FC April 2026	Lloyds Current Account		Payroll Services - Apr 2026	Central Computer Management Ltd	£ 65.00	£ 13.00	£ 78.00
5	Subscriptions and legal fees	13/04/2026	FC April 2026	Lloyds Current Account		Website hosting 2026	TEEC Limited	£ 180.00	£ 36.00	£ 216.00
6	Litter Bin Emptying	13/04/2026	FC April 2026	Lloyds Current Account		Refuse Collection March 2026	Horsham District Council	£ 9.90	£ -	£ 9.90
7	Office expenses	13/04/2026	FC April 2026	Lloyds Current Account		Stationery	Viking Office UK Limited	£ 116.28	£ 23.26	£ 139.54
8	Office expenses	13/04/2026	FC April 2026	Lloyds Current Account	Trans: 261563	Stationery	Ryman Stationery	£ 52.48	£ 10.50	£ 62.98
9	Office expenses	13/04/2026	FC April 2026	Lloyds Current Account	TC# 629 464 605 579 630	Stationery	ASDA Stores Ltd	£ 17.03	£ 3.41	£ 20.44
10	Office expenses	13/04/2026	FC April 2026	Lloyds Current Account	FAD: 654908	Postage	Post Office Ltd	£ 3.40	£ -	£ 3.40
11	Clerk's phone	13/04/2026	FC April 2026	Lloyds Current Account		Office phone	Tesco	£ 9.00	£ -	£ 9.00
12	Office expenses	13/04/2026	FC April 2026	Lloyds Current Account		Office equipment	TECHFUN GIFT LTD	£ 4.46	£ 0.89	£ 5.35
13	Clerk's expenses	13/04/2026	FC April 2026	Lloyds Current Account		Clerk's Mileage	Z Savill	£ 3.96	£ -	£ 3.96
14	Clerk's expenses	13/04/2026	FC April 2026	Lloyds Current Account	TC#629 464 605 579 630	Broadband - March 2026	Z Savill	£ 20.00	£ -	£ 20.00
15	Clerk's expenses	13/04/2026	FC April 2026	Lloyds Current Account		Electricity - March 2026	Z Savill	£ 26.09	£ -	£ 26.09
16	CIL (to be spent by 18/10/26)	13/04/2026	FC April 2026	Lloyds Current Account		MUGA sign	Derek Collis/DeWood	£ 230.00	£ -	£ 230.00
17	S137 Grant	13/04/2026	FC April 2026	Lloyds Current Account		Grant	4Sight Vision Support	£ 250.00		£ 250.00
18	Litter Bin Emptying	13/04/2026	FC April 2026	Lloyds Current Account		Litter - March 2026	S Russell	£ 166.72		£ 166.72
							TOTAL	£ 4,610.71	£ 191.66	£ 4,802.37

Cllr Brookes and Cllr Dillaway agreed to authorise these online.

FC/26/04/16 **Income**

The Council **RESOLVED** to note the following **£156.43** income received being March 2026 interest from the Nationwide Business Savings account.

Washington Parish Council
Income Report – FC April 2026

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
43	Bank interest	31/03/2026	FC Apr 2026	Nationwide	Statement	Bank interest	Nationwide	X	156.43		156.43
								Total	156.43		156.43

It was further **RESOLVED** to transfer **£15,000** from the Lloyds to the Nationwide account as soon as the Council receives its first tranche of the 2026/27 parish precept later this month, to maximise interest.

FC/26/04/17 Bank Reconciliation

The Council **RESOLVED** to note the Statement of Accounts 31st March 2026 which showed the following balances on all accounts :
Lloyds Bank: £12,112.68
Nationwide Business Savings: £76,903.66
Redwood Bank Ltd: £ 50,000
Adjusted Bank Balance: **£136,382.86.**

FC/26/04/18 VAT

The Council **RESOLVED** to note the RFO's submission to reclaim **£1,107.46 Q4 2026/27** VAT.

FC/26/04/19 Chairman's announcements

None reported.

FC/26/04/20 Dates and Times of the next meetings

The Council **RESOLVED** to note the next meeting dates:
Planning & Transport Committee: **Monday 27th April 2026 at 7:00pm**
OSRA Committee: **Monday 28th April 27th April at 7:45pm**
Personnel Committee Meeting: **Thursday 30th April 2026 7:00pm**
Annual Parish Council Meeting & Annual Recreation Ground Charity Meeting:
Monday 11th May 2026 7:00pm

FC/26/04/21 Co-option

There were no applications received for co-option vacancies on the Council.

FC/26/04/22 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 next item of business as publication would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

FC/26/42/23 Washington Recreation Ground Charity: Rampion 2 legal matters

The Council reviewed recent correspondence between Agents for Rampion, the Council's Agent and the Clerk.

The Council noted that Rampion has agreed to amended wording on the Heads of Terms to

allow variable compensation terms should manhole inspection covers be required on the Recreation Ground as part of the planned underground cable route.

Rampion has also agreed to endeavour to keep the Council informed of progress on the Project and give as much notice as its reasonably practicable to provide not less than 6 months' advance notice of the anticipated date of serving the statutory 28 -days' Construction Notice.

The Council's agent is also seeking legal advice on whether the Heads of Terms should be in the name of the charity and not the name of the Council as Trustee, and if a charity report is required.

Following a discussion, the Council **RESOLVED** to defer approval of the revised Heads of Terms to the next meeting, pending the amendments and legal advice. The Clerk would also seek clarification on the potential location of manhole inspection covers in the unlikely event they are installed.

There being no further business to transact, the meeting was closed at 8:30pm

Appendix A:

The following is a list of key correspondence received and previously distributed to Members:

1. 26th Feb 2026, RE: Rock Common Quarry Restoration Works – email from agent of Wiston Estate offering to meet with the PC to discuss the forthcoming operations and timings of works. Clerk has suggested a public meeting. Response pending.

2. Recording of the SDNPA Parishes Meeting at: South Downs National Park Authority meeting with Parishes - Wednesday 4 March 2026

3. 5th and 19th March 2026: email from HDC announcing new examination dates for the Horsham District Local Plan, with hearings opening Tuesday 21st April 2025, and supplementary guidance. Full details at: he Council's website once they become available at https://www.horsham.gov.uk/planning/local-plan/local-plan-examination

4. 2nd March 2026: email from HDC that further series of *Around the District* meetings are planned with Parish Councils in the summer

5. 3rd March 2026: email from HALC with copy of Changes to the Planning System presentation for Council members

6. 10th March 2026: email from WSALC with list of council training dates of interest

7. 10th March 2026: email from WSCC announcing food waste collections service

8. Email from HDC: Guidelines and restrictions on decision making and publicity during the pre-election period

9. 12th March 2026: Email from WSALC on Clerk's Networking Day with copies of two presentations from the day – the first on LGR by Leigh Whitehouse (WSCC Chief Executive), and the second, an AI update from Dan Purchese (Breakthrough Communications).

10. 13th March 2026: email invitation from Keep Britian Tidy Campaign to sign up to the Great British Spring Clean

11. 16th March 2026: email from Satswana (the Council's Data Protection Service) with Spring Update.

12. 17th March 2026: email from WSCC on planned Public Rights of Way Routine Maintenance in the parish in April

13. 30th March 2026: email from Cllr Paul Marshall (WSCC) *Update on Local Government Reorganisation – Important Briefing Update on Local Government Reorganisation – Important Briefing*

14. 27th March 2026: email from WSALC with statement from HDC on the Government's delayed decision on Local Government Reorganisation. Government's statement: https://questions-statements.parliament.uk/written-statements/detail/2026-03-25/hcws1455 Latest correspondence is available here: https://assets.publishing.service.gov.uk/media/69c3d6e4cdfd19de13d0f59e/SoS - Letter to Sussex Leaders 25.03.26.pdf

15. 23rd March 2026: email from West Sussex Fire and Rescue Service launches new Community Risk Management Plan which can be read at: https://www.westsussex.gov.uk/fire-emergencies-and-crime/west-sussex-fire-and-rescue-service/performance-plans-and-reports/community-risk-management-plan-2026-to-2030/

16. 27th March 2026: email from CityFibre announcing 10-day closure of Long Furlong road, Findon from 13th-22nd April 2026 for installing new broadband network Project Gigabit. View press release at: Press release regarding this issued - CityFibre trials new technology to keep drivers on track... | CityFibre.

17. 23rd March 2026: WSCC announcement of its bus service improvement programme of varying works for more than 100 sites from March 2026 to April 2027.

18. 30th March 2026: WSCC's News and Updates for Highways, Transport and Planning

Other key updates:

Parish Council's insurance

The Parish Council's three-year insurance policy expires 1st June 2026: Clerk is seeking quotes for renewal to be approved at the Annual Parish Council Meeting 11th May 2026.

The Parish Council's Year End Audit 2025/26 and AGAR 2025/26

The end of year audit will be conducted on 20th April 2026, to be reported to the Annual Parish Council Meeting on 11th May 2026. The completed Annual Governance and Accountability Return (AGAR) for the Council will be presented for review and approval.

Community Governance Review Horsham District May-June 2026

HDC to undertake a formal consultation with local electors and other interested bodies in accordance with Section 93 of the Local Government and public Involvement in Health Act 2007 (6 weeks).Further details at: District-Wide Community Governance Review | Horsham District Council. No email notifications about the review received at the time of this Clerk's Report.

End of Correspondence Report and Updates.

Signed [redacted]

Dated: 11/5/26