WASHINGTON PARISH COUNCIL

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WASHINGTON PARISH COUNCIL MEETING

MINUTES of the monthly meeting of Washington Parish Council held on Monday 3rd August 2026 in the Washington Village Hall (Doré Room) School Lane, Washington RH20 4AP

PRESENT: Cllr C. Brookes, Cllr B. Hanvey (Vice-Chairman), Cllr O. Jupp, Cllr T. Keech (Chairman), and Cllr J. Thomas.

IN ATTENDANCE: Cllr E. Beard (HDC), Cllr J. Grech (HDC) and Cllr C. Fisher (HDC). There were no other members of the public. Cllr P. Marshall (WSCC) gave apologies prior to the meeting.

ALSO: Clerk to the Council.

ABSENT: 2

The Chairman opened the meeting at 7:30pm

FC/26/08/01 **Apologies for Absence**
The Council **RESOLVED** to receive and accept apologies from Cllrs Dillaway and Lisher.

FC/26/08/02 **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/26/08/03 **Minutes of the last Full Council meeting**
The Council **RESOLVED** unanimously to Approve and Adopt the Minutes of the Full Council Meeting held on 1st June 2026

FC/26/08/04 **Public Forum**
There were no spoken or written representations.

FC/26/08/05 **County and District Reports**

West Sussex County Councillor's Reports
Cllr Marshall was not in attendance and there were no further reports.

District Councillors' Reports
Cllr Beard and Cllr Fisher reported the following:

- The pop-up deli van opposite Washington Cottages had been reported to Trading Standards because of safety concerns about its location near traffic leaving Washington roundabout. Cllr Thomas noted that the van was advertised for sale and did not seem to be operating.
- The Parish Council was asked to consider supporting a 30mph limit on Old London Road following an alleged collision involving a pedestrian. The Clerk outlined the TRO process, and Cllr Beard agreed to speak with residents about making an application to WSCC so that the Council can consider giving its official support at an appropriate Planning & Transport Committee meeting.
- A scheme for community toilets in Storrington village centre is being explored by HDC and could be an opportunity for Washington Parish Council to lend its support.
- There are no changes being proposed for the Washington parish in HDC's Local Governance Review. A second detailed consultation is underway.
- Increased development pressures on the A24/A283 at Washington roundabout are recognised in the Main Modifications proposals of the Local Plan with proposals to mitigate the impact.
- Cllr Fisher agreed to contact the care home developer's marketing department to raise the Council's concerns about the development's name and request that it contact Royal Mail to change the name to one reflecting the development's association with, and location in Washington parish.

19:59 hours: The District Councillors left the meeting and were thanked for their reports.

FC/26/08/06 **Action Updates.**
The Council noted updates on previous decisions in the Actions List (Appendix A).

FC/26/08/07 **Neighbourhood Planning**
The Council noted the previously circulated report of the recent SSWNP Teams meeting with HDC's Senior Neighbourhood Planning Officer, attended by member representatives, Storrington & Sullington Parish Council's Deputy Clerk and Washington Parish Council's Clerk.

The Council **RESOLVED** to note the report. Cllr Keech and Cllr Lisher agreed to contact Storrington & Sullington Parish Council on arranging a meeting of the SSWNP steering group to review next steps, and to copy in the Clerk.

FC/26/08/08 **Consultations: Second- stage Horsham District Community Governance Review**
The Council noted HDC's recommendation for no changes to Washington Parish, consistent with the Council's previous request to retain the parish boundary, warding arrangements and 11 seats.

The Council **RESOLVED** to agree the Governance Committee's recommendation for no changes to the parish. Cllr Keech agreed to check if the Council needs to re-submit its views

and would do this if required.

FC/26/08/09 Committees

To receive and note the draft minutes of the Planning & Transport Committee Meeting and OSRA Committee Meeting, both held on 20th July 2026.

The Council **RESOLVED** to note the draft minutes of both meetings and that there were no delegated decisions to be ratified.

FC/26/08/10 Washington Recreation Ground Charity: Quotes

The Council reviewed quotes for the proposed new pathway to the Village Hall and one to the Play Area

The Clerk reported that in accordance with Financial Regulations 5.8, three contractors were invited to quote and that she discussed the requirements with them in separate site visits. Jukes submitted the only quote; one contractor withdrew and the other did not respond despite reminders.

It was noted that the at the last OSRA Committee meeting, it had agreed to seek quotes because the paths were beyond economic repair and were the Council's maintenance responsibility.

Members reviewed Jukes' £12,500 quote and payment terms, supported by a positive reference from a neighbouring parish council. The quote excluded £275 for concrete removal and reinstatement already completed voluntarily by a third party.

Following a discussion, the Council **RESOLVED** that the new pathways are a necessary improvements, and will make the hall, play area and recreation ground facilities more accessible to the local community. It was agreed to engage Jukes' services for the project, to be funded from the available parish CIL monies using its powers under the Public Health Act 1875, s.164, subject to the following:

i. A minimum two-year guarantee of works
ii. Edging of the concrete path to match existing
iii. To clarify that the proposed verge reinstatement of the ashphalt path is a hard edging – Clerk to consult the Chairmanship if this will involve additional cost, to be agreed under the Council's delegation scheme within the adopted budget.
iv. Works to be carried out as soon as possible, ideally in the school holidays, to keep disruption to a minimum.

FC/26/08/11 Annual Governance and Accountability Return for the Year ended 31 March 2026

The Council received and reviewed the Council's unaudited 2025/26 Accounting Statement restated.

It was noted that the External Auditor identified a £1 difference between the 2025 carried-forward figure (box 7) and the 2026 brought-forward figure (box 1) in the 2025/26 AGAR Accounting Statement.

The Clerk confirmed that this was a typographical error. At the External Auditor's request, it was corrected, resubmitted and republished on the Council's website:
Accounting Statement 2025_26 Re-stated Washington Parish Council.pdf

The Council **RESOLVED** to note the error and restated Accounting Statement.

FC/26/08/12 Delegated Decisions

Refer to minute item **FC/26/08/16 Financial Reports** for delegated approval of payments of June's invoices.

FC/26/08/13 Street Naming

The Council discussed options for a street name for the development of 8 x bungalows on the former Old Clayton Kennels site. Guidance from HDC was taken into consideration.

Members expressed disappointment with the developer 's proposed name of Chantry Court because of its association with neighbouring Storrington rather than Washington. The other option was Downland Court. It was further noted that the developer of the adjoining care home had not responded to HDC's requests, on the PC's behalf, to change its name from Storrington Grove despite concerns that it did not accurately reflect the location and historical connection with Washington.

Following a discussion, the Council **RESOLVED** to request the name of Washington Downland Court for the bungalows, as this would reflect the site's association with the parish and also historical connection with the English composer John Ireland's Downland Suite which was reportedly inspired by his visits to Washington.

FC/26/08/14 Correspondence

The Council noted correspondence previously distributed.

FC/26/08/15 Budget review

The Council considered the Clerk's Q1 budget report showing operating expenditure was **£11,890.19** against a flexed budget of **£17,627.49**, a favourable variance of **£5,737.30 (33%)**. Subscriptions and Legal Fees were **£1,090.46** over budget, offset by staffing and Open Spaces underspends, including planned work not yet undertaken.

No significant budget concerns were identified, although part of the underspend reflected expenditure timing rather than permanent savings.

The Council also noted the total of **£80,376.79** balance of Community Infrastructure Levy monies from local development being held on account and expenditure deadlines.

The Council **RESOLVED** to note the Q1 budget report and that operating costs remain largely within budget. Funds from the General Reserves would be vired to cover the overspend in Subscriptions and Legal fees including the new budget allocation for the Microsoft subscriptions anticipated later in the year. The Chairman agreed to include an item in the Sussex Local inviting residents to suggest project ideas to benefit the parish community

and which could help inform the Council's forthcoming CIL discussions.

FC/26/08/16 Financial Reports

Payments
The Council **RESOLVED** to ratify delegated approval of Payments for invoices in June 2026 totalling **£4,847.37** and approved the Payments for invoices in July 2026 totalling **£8,650.52.** The Chairman and Cllr Thomas agreed to authorise the payments online after the meeting.

Income
The Council **RESOLVED** to note Income Report of total receipts of **£2,582.94** received since the last Council meeting, held on 1st June 2026.

Bank Reconciliation
The Council noted the July 2026 reports for each account held by the Council reconciled at a total of **£149,466.82**.

The Council reviewed its cashflow position and **RESOLVED** to an initial transfer of £6,000 funds from the Nationwide account, increasing further if required, in consultation with the Chairman.

FC/26/08/17 Banking
Following Cllr Brookes' departure, the Council reviewed the bank mandate and noted the remaining banking signatories: Cllrs Dillaway, Keech, Lisher and Thomas.

A number of options were discussed and it was **RESOLVED** to appoint further signatories once the Council is up to strength; and that existing signatories should consult each other if they have plans to be away, so that there are at least two to sign for payments at any one time.

FC/26/08/18 Chairman's Announcements
The Chairman reported that he had received a letter of resignation from Cllr Brookes who would be stepping down after the meeting before moving from the area to join the clergy team at St Peter's Brighton in early September.

The Chairman and Councillors thanked Cllr Brookes for his service and wished him well.

The Clerk would notify HDC Electoral Services of the Washington Ward vacancy. Cllr Brookes returned his online business payment card and authenticator to the Clerk for disposal.

FC/26/08/19 Items for the next Agenda
None received. It was noted that an item about overgrown vegetation on the A283 Washington Road would be considered by the Planning & Transport Committee unless the Clerk could report it to WSCC online.

FC/26/08/20 Dates of next meetings

The Council noted the next meeting dates and times:
Planning & Transport Committee: Monday 21st September at 7:00pm
OSRA Committee: Monday 21st September at 7:30pm
Full Council: Monday 5th October 2026 7.30pm
A Finance Committee meeting would be called on 19th October 2026 to review CIL projects and the Data Audit Policy deferred from the June Full Council meeting.

FC/26/08/21 Co-Option

There were no applications were received for the Council's five vacancies: three on the Heath Common Ward and two on the Washington Ward. The Chairman urged Councillors to promote the opportunity in the community to join the Council. Posters had been displayed on noticeboards and published on the Council's website.

FC/26/08/22 Confidential Matters

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 items of business as publication would be prejudicial to the public interest because of the confidential nature of the business to be transacted

FC/26/08/23 Washington Recreation Ground Charity: Rampion Heads of Terms

The Council noted that Rampion had asked the Council's Agent for an update on the Heads of Terms. Advice remained pending on whether a charity report was required and whether the charity should be named as a joint Grantor. The Clerk would follow up.

FC/26/08/24 Staffing matters

The Council **RESOLVED** to agree the Clerk's annual leave dates from 17th to 31st August.

There being no further business to transact, the Chairman closed the meeting at: 20:45 hours.

Signed.....

Dated.....5/10/26.....