

# WASHINGTON PARISH COUNCIL



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## WASHINGTON PARISH COUNCIL MEETING

**MINUTES** of the monthly meeting of Washington Parish Council held on Monday 5<sup>th</sup> January 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) Cllr A Lisher (Chairman) and Cllr J. Thomas.

**IN ATTENDANCE:** Cllr J Grech (HDC) and Cllr E Beard (HDC). Apologies received from Cllr P Marshall (WSCC) and Cllr C Fisher (HDC). No other members of the public were in attendance.

**ALSO:** Clerk to the Council. There were no Members of the Public.

**ABSENT:** 0

The Chairman opened the meeting at 7:30pm.

**FC/26/01/01 Apologies for Absence**

None received. All present.

**FC/26/01/02 Declaration of Members' Interests.**

None declared as defined under the Localism Act 2011 and the Council's Code of Conduct for the business of this meeting.

**FC/26/01/03 Minutes of the last Full Council meeting**

The Council RESOLVED to adopt the minutes of the [Full Council Meeting held on 8<sup>th</sup> December 2025](#) to be duly signed by the Chairman.

**FC/26/01/04 Public Forum**

There were no Members of the Public or written representations.

**FC/26/01/05 County and District Councillors**

WSCC Reports

No further reports. Apologies received from Cllr Paul Marshall.

HDC Reports

Cllr Beard reported on the following recent HDC decisions:

- to approve its draft Annual Plan at the last Full Council meeting, which is supporting greener futures in the district
- to financially support the conversion of the Old Ambulance Station into a new workshop to service food waste vehicles procured for domestic food waste collections in the district from March 2026
- to write to WSCC enquiring if it can divest from fossil fuel and arms industries from the HDC pension funds.
- to continue exploring ways to improve the planning enforcement process

Cllr Beard further reported that:

- Horsham Town Council: HDC is working towards establishing the new parish structure for the unparished areas of Horsham, effectively moving them toward self-governance via the new Horsham Town Council;
- Mayoral Authority and Local Government Re-organisation: the West Sussex mayoral elections have been pushed back to May 2028. The Government's announcement on the preferred unitary model for West Sussex is anticipated between February and March 2026.
- Retrospective application for Change of Use to B8 Storage at Ventnors, Old London Road, Washington (DC/25/1556): residents in the area of the development have expressed concerns about the volume of HGV movements outside their homes and blocking entrances, impact on local traffic and the rural character of the area. The Clerk confirmed that the PC had submitted its comments to the application before its 18<sup>th</sup> December consultation closing date, making no objection because there was established use for the site. The PC had not been made aware of local concerns about the HGVs at the time. Cllr Beard and Cllr Grech agreed they would be making representations regarding the concerns and likely request it to be called in. They agreed to comment that the Parish Council would support this.
- CIL funds and S106 fund : Cllr Keech sought to understand how decisions are being made for the spending of the £240k plus S106 funds from the Old Clayton care home development which was ring-fenced for local housing needs in the Storrington, Sullington and Washington parishes. It was previously reported via Cllr Fisher that HDC Housing Department had proposed the monies go towards purchasing a property for a homeless family in the area. Clerk agreed to make further enquiries with HDC.

*The Council thanked Cllr Beard and Cllr Grech for their reports. Both Councillors*

then left the meeting.

**FC/26/01/06 Planning applications, Decisions, Appeals and Compliance Matters**

The Council discussed the following applications:

**DC/25/1991- Brambledene Hampers Lane Storrington West Sussex**

*Erection of a single storey side extension, single storey rear extension, and a single storey link between the garage and the house*

The Council reviewed the proposals, taking into consideration the Heath Common Design Statement and a neighbour's objection on the grounds that the development will have a substantial impact on his privacy and amenity.

The Council discussed and found that in purely planning terms, it could not see any privacy issues and that there were no windows overlooking the neighbouring property.

It was **RESOLVED** to make **NO OBJECTION** subject to a condition to prevent the change of use of the garage for residential purposes.

**Decisions on significant planning applications and developments in the parish**

The Council noted the following decisions:

**DC/25/1584 – Barnards Nursery Rock Road Washington West Sussex**

*Permission in Principle for the demolition of existing structures / buildings and erection of up to 4no. dwellings.*

Decision: Refused

**Appeal lodged or decided on significant planning matters in the parish**

None reported

**Compliance matters on significant planning matters in the parish**

None reported.

**FC/26/01/07 Clerk's Report**

The Council received and **RESOLVED** to note the actions in the Clerk's Report. It was further agreed that the Clerk makes arrangements for a locksmith to repair the Milford Grange noticeboard door.

**FC/26/01/08 Draft 2026/27 Budget and Precept**

The Chairman of the Finance Committee, Cllr Keech reported on the review of the proposed 2026/27 Council Budget recommended at its last meeting. Copies were previously circulated with the Practitioners' Guide 2025 and budgeting advice, and published with the Finance Committee and Council meeting agendas.

Cllr Keech explained that the proposed £68,780.32, operating costs could not be met without a substantial 31% increase in the precept which the Committee felt would be unacceptable to parishioners.

It was noted that the main drivers for the proposed £7,212 budget increase were the introduction of a paid weekly safety inspection service for health and safety requirements. This added a further £4,000 to the previous budget for annual safety inspections. A further new budget allocation of £1,700 was proposed for IT support and improved data security to meet new auditing requirements, as well as increases on required services and subscriptions, some of them above inflation.

The Committee also proposed a new £2,000 reserve for the neighbourhood plan review, following the Government's decision to withdraw grant funding. Capital projects such as the new infant swings and pathways around the village hall which would benefit the community could be met from available CIL funds without increasing the precept.

Cllr Keech reported on the Finance Committee's recommendation of a reduction of £11,000 in 2026/27 reserves, which would be sufficient in meeting about 6 months contingency of the Council's predicted operating costs, and within the target of between 3 and 9 months. The reduction would allow the Council to reduce its precept request to just under 10%. After two or three years of similar increases and with careful monitoring of spending, Cllr Keech reported that it was hoped the Council would be closer to achieving its long-term goal of having a precept which meets all its operating costs.

Following a robust discussion, Cllr Keech proposed and the Council **RESOLVED** unanimously to agree the draft 2026/27 budget proposal and precept request of £54,780.32. This represents an increase of 9.8%, equal to an additional £4.13 for a Band D property from the current year.

#### **FC/26/01/09 Written Motion: defibrillator and cabinet**

The Council received a [Written Motion](#) from the Chairman for a replacement defibrillator and cabinet in the parish.

Following a review, the following was proposed by Cllr Keech and seconded by Cllr Hanvey:

- That the Council purchases a new lockable defibrillator cabinet and defibrillator for Pixies' Corner, and a new battery for the one at the Village Hall. To review the use of the spare defibrillator when all have been installed. The Council to delegate authority to the Clerk to purchase the equipment from available CIL monies, approved by the Chairmanship..

The Council **RESOLVED** to agree the proposal.

#### **FC/26/01/10 Written Motion: road signage**

The Council received a [Written motion](#) to transfer ownership of 5 x signs on two public rights of way in Heath Common to the Council. The Clerk reported on confidential legal advice from the SLCC.

It was noted that one of the signs in Georges Lane was on the Highway and had fallen over, likely from a traffic collision.

Members expressed a reluctance for the Council to take on liability of the signs, which had been installed by the now disbanded residents' association to help provide safe access to the public rights of way network. It was further noted that the network also serves as a residential access to nearby properties.

Cllr Brookes suggested that perhaps the Council could make a donation instead towards the repair of the broken sign. It was generally agreed this may be the better option, but would likely require agreement of the Highways Authority responsible for the PROW network.

Following a review, it was proposed by Cllr Keech and seconded by Cllr Hanvey that the Council first ask the Highways Authority to repair the broken sign in the interests of public safety. Their response to be reviewed at the next appropriate meeting.

The Council **RESOLVED** to agree the proposal. The Chairman withdrew his written motion.

#### FC/26/01/11 Neighbourhood Plan

It was noted that there were no further updates for the Storrington & Sullington and Washington Neighbourhood Plan review.

#### FC/26/01/12 Urgent matters

The Clerk reported that the battery for the Village Hall defibrillator had expired. It was noted that the Council had already agreed its replacement earlier in the meeting. The Council delegated authority to the Clerk to purchase the same unit and device as the one installed by Cllr Dillaway on Milford Grange last year. Cllr Dillaway very kindly offered to install the new ones at Pixies Corner on a voluntary basis which would save the Council considerable cost. All thanked him.

#### FC/26/01/13 Financial

The Council **RESOLVED** to **APPROVE** payments totalling **£8,368.38** of the following invoices. All invoices were initialled by two Councillors at the end of the meeting.

Amended Payments Schedule - FC Jan 2026 Meeting			
Voucher	Name	Description	Amount
168	Sussex Land Services Ltd	Ground maintenance - Oct 2025	592.32
169	Wilbar Associates Ltd	Annual SIDs maintenance 2026	918.00
170	JNJ Storage	Storage	744.56
171	STar TECH	Microsoft 365 Annual Subscription	2,492.16
172	Mr T Ashburner Cox	Weekly Safety Inspections	300.00
173	Z Savill	Staff salary - Dec 2025	1,818.81
174 Direct Debit	NEST	Pension - Dec 2025	201.89
175	HMRC	PAYE Dec 2025	608.53
176	Z Savill/Tesco	Office phone	9.00
177	Z Savill	Broadband - Dec 2025	20.00
178	Z Savill	Electricity - Dec 2025	26.00
179	Z Savill	Clerk's Mileage	2.70
180	Z Savill/ICO Registration Team	ICO registration	52.00
181	Central Computer Management Ltd	Payroll Services Dec 2025	78.00 added 4.1.2026
182	S Russell	Litter Warden - Nov & Dec 2025	333.44 added 4.1.2026
<b>Sub total</b>			<b>8,197.41</b>
166 PAID 9/12/2025	S Russell	Litter Warden - Oct 2025	166.72
167 PAID 16.12.2025	Lloyds Bank PLC	Bank charges	4.25
<b>TOTAL</b>			<b>8,368.38</b>

Cllr Brookes and Cllr Lisher to authorise the payments online.

**FC/26/01/14 Income Report**

The Council **RESOLVED** to note the [Income Report](#) of £980 received as a donation from the Chanctonbury Church towards the new gates of the First Extension Graveyard. The Council expressed its sincere thanks to the church for the donation and noted that this had been made in writing by the Clerk.

**FC/26/01/15 Bank reconciliations since the last FC meeting:**

The Council **RESOLVED** to note the [Bank Reconciliations Report](#) for the following balances on all the Council's accounts since the last meeting:

Lloyds: £ 15,976.50  
Nationwide: £ 87,230.45  
Redwood: £ 50,000  
Total balance: **£ 153,206.95**

It was noted that c£104,000 of this is CIL monies.

**FC/26/01/16 VAT**

The Council noted that the Clerk had submitted a claim to recover the third quarter VAT 2025/26 for the sum of **£1,296.39**.

**FC/26/01/17 Banking**

The Council reviewed and **RESOLVED** to approve a recommendation from the Finance Committee to apply for a credit card on the Lloyds account for use by the Clerk for Council-approved business, in accordance with the adopted Financial Regulations. Spending to be capped at £500.

The Council further reviewed current arrangements for payments and **RESOLVED** to make no changes.

**FC/26/01/17 Chairman's announcements**

There were no announcements.

**FC/26/01/18 Dates and Times of the next meetings**

The following dates were noted:

Full Council Meeting: **Monday 2<sup>nd</sup> February 2026 7:30pm**  
Planning & Transport Committee: **Monday 19<sup>th</sup> January 2026 at 7:00pm**  
OSRA Committee: **Monday 19<sup>th</sup> January 2026 at 7:45pm**  
Personnel Committee Meeting: **to be confirmed for February or March.**

**FC/26/01/19 Co-option**

The Chairman reported that no applications had been received for co-option to the Council's vacancies.

**FC/26/01/20 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 following two agenda items of business as publication would be prejudicial to the public interest because of the confidential nature of the business to be transacted. None present.

**FC/26/01/21 Washington Recreation Ground Charity: Rampion 2 legal matters**

To Review final version of Rampion's Heads of Terms for cable route access on the Washington Recreation Grounds. (Standing Item)

The Clerk reported that a decision is still pending from Rampion to agree an amendment in the wording on compensation terms, as advised by the Council's Agent

It was noted that Rampion had previously agreed the change in an email but not included it in the agreement. The document can then be checked by the Council's Solicitor for final approval at the next appropriate Council meeting. All correspondence on the matter between Rampion, the Council's Agent and the Clerk was previously distributed to Councillors in confidence.

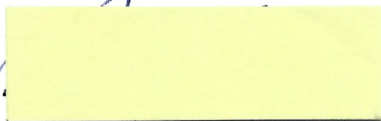
The Council **RESOLVED** to note the information.

**FC/26/01/22 Staffing matter**

The Council **RESOLVED** to approve the Clerk's forthcoming annual leave and to postpone the February Committees unless required. Cllr Dillaway kindly offered to minute the meetings. The Council delegated authority to the Clerk to action any urgent matters for OSRA business to be ratified at the next appropriate meeting.

There being no further business to transact, the Chairman closed the meeting at 8:48pm.

Signed.....



Dated..... 2/02/23 .....