

WASHINGTON PARISH COUNCIL



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WASHINGTON PARISH COUNCIL MEETING

MINUTES of the monthly meeting of Washington Parish Council held on Monday 3rd November 2025 in the Washington Village Hall (Doré Room) School Lane, Washington RH20 4AP

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

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

ALSO: Clerk to the Council. No members of the public were in attendance.

ABSENT: Cllr A. Dillaway.

The Chairman opened the meeting at 7:30pm.

FC/25/11/01 Apologies for Absence

The Council **RESOLVED** to accept apologies from Cllr Dillaway

It was agreed to bring forward agenda item 21 for the next item of business, under the Council's adopted Standing Orders 10(a)(iv) for reasons of expediency.

FC/25/11/02 Chairman's announcement

The Chairman announced the resignation of Cllr Madeleine Shaw and that a Casual Vacancy has been declared for the Heath Common Ward. The Council joined the Chairman in thanking Cllr Shaw for her service to the community.

FC/25/11/03 Declaration of Members' Interests and Dispensations.

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

FC/25/11/03 Minutes of the last Full Council meeting

The Council **RESOLVED** to approve the minutes of the Full Council meeting held on 6th October 2025 with an amendment to the dates of the Committee meetings which are held in November.

FC/25/11/04 Public Forum

There were no written or verbal representations other than those reported elsewhere on the agenda and discussed at this meeting.

FC/25/11/05 County and District Councillors

WSCC Reports

None. It was noted that Cllr Marshall had given his apologies prior to the meeting.

HDC Reports

Cllr Beard and Cllr Grech reported on a number of matters including:

- the timeline for LGR in West Sussex
- HDC's interest in supporting small business in village centres like Storrington to introduce a community toilet scheme.
- HDC is seeking ways to protect TPO trees threatened with felling by insurance companies.

The two District Councillors answered questions and agreed to find out the following:

- What is happening to the S106 monies for affordable housing, ring-fenced from the East Clayton Farm development, and how can it be accessed for local benefit?
- Similarly, how much of the HDC portion of CIL monies from the parish are being held, how is it being spent and how can it be accessed for local benefit?

The Chairman thanked Cllr Beard and Cllr Grech for their reports. They remained for the planning items on the agenda.

FC/25/11/06 Planning applications, Decisions, Appeals and Compliance Matters

The Council discussed the following planning application:

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.

The Council **RESOLVED** to make an objection because it is an inappropriate form of development not in conformity with the Neighbourhood Plan and could create an unfortunate precedent for further development.

Cllr Beard and Cllr Grech left the meeting at 7:58pm.

Planning Decisions:

The Council noted the WSCC decision to approve the following application with conditions:

WSCC/10/001/20 – Washington Sand Pit Hampers Lane Sullington RH20 3EX

The continuation of mineral extraction and the importation of inert material to enable the

restoration of mineral working at Washington Sandpit (Variation of conditions 1, 2, 4, 8, 19 and 22 of planning permission WSCC/009/18/SR to allow two further years' extraction and Restoration by 2028).

Compliance matters

None reported

FC/25/11/07 Actions and Matters Arising

The Clerk reported the following matters arising since the last meeting:

Washington Link Pathway

A meeting with the SDNPA 's to discuss progressing the Washington Bostal link pathway, is being arranged by the attendees, Cllr Grech and Cllr Thomas, to be held later this month.

Allotment Tenancy Agreements

Plot Holders have been advised of the Council's agreement on new terms and rent increases from next January.

Safety inspections

Mr Trevor Cox will commence the Council's safety inspections on 4th November.

All other matters were reported under other agenda items at this meeting.

The Council noted the updates and that Cllr Marshall is to be invited to the SDNPA meeting about progressing a safe non-vehicular link from the Washington Bostal road to the South Downs path.

FC/25/11/08 Interim Audit

The Council's 2025.26 Interim audit report from Mulberry Local Authority Services Ltd was received.

Following a review, the Council **RESOLVED** to comment that:

- Authorisation levels for Council expenditure by the Clerk or duly delegated committee, are considered to be at an appropriate level and would be reviewed by the Finance Committee if required.
- Meeting supporting papers would continue to be published and made available to the public within the ICO guidelines as appropriate.

The Council noted a successful audit report and thanked the Clerk for her work towards this.

FC/25/11/09 Internal Financial Controls

The Chairman of the Finance Committee, Cllr Keech, reported on his second quarter review of the Council's Internal Financial Controls for 2025.26 and that there were no issues to review.

The Council **RESOLVED** to note the report which was duly signed by Cllr Keech.

FC/25/11/10 Clerk's Report

The Clerk reported on the following:

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- (i) Microsoft 365 and GOV.UK domain switch for the Council
GOV.UK emails for the Councillors will be activated after the Council meeting from 8th December. The IT consultant from StarTech would distribute written login instructions beforehand and give a brief presentation at the meeting.

Queries were raised by one of the Members and the Clerk agreed to seek responses from Startech with a summary of the process.

- (ii) Council training opportunities:
The Clerk reminded Councillors of the following training dates previously distributed:

- Rights of Way Training 13th November 2025.
- New Councillor Training 25th November:
- Appraisal training 20th January 2026

It was noted that one Councillor has registered for the New Councillor training. The Clerk requested others who are interested, to contact her before the registration deadlines in order to secure their booking.

- (iii) Winter Readiness on the Highway – Member and Parish information briefing session
- (iv) October Employer Bulletin
- (v) The Community Highways Scheme (CHS) Proposal: 'Storrington & Sullington 20-MPH' Supporting Document
This has been submitted by Storrington & Sullington Parish Council to the WSCC Highways Authority for assessment., and if successfully shortlisted, there will be a public Consultation through the formal CHS process administered by WSCC.
- (vi) A24/A283 Washington Roundabout - Local Safety Scheme
WSCC will consult the Council on this scheme after 27th October 2025. To be discussed at the next Planning & Transport Committee meeting on 17th November.

The Council **RESOLVED** to note the content of the reports

FC/25/11/11 Committees and reports from Outside Bodies

The Council received and noted the following:

- (i) The draft minutes of the meetings of the Planning & Transport Committee and OSRA Committee both held on 20th October 2025 and published on the Council's website.
- (ii) The meeting papers for the WSALC AGM to be held on 4th November.

The Chairman advised that there were no recommendations for consideration from the Committee meetings. The Clerk had given apologies to WSALC on behalf of Cllr Thomas, the Council's WSALC representative, that he is unable to attend the AGM due to a prior commitment.

FC/25/11/12 Neighbourhood Plan

The Council noted from the Chairman that there is no further update on the review of the Storrington & Sullington and Washington Neighbourhood Plan because the Steering Group is still waiting to find out what is happening with the Horsham District Local Plan.

FC/25/11/13 Parish Community Infrastructure Levy (CIL) and Section 106 funding

The Council received the latest 2025.26 quarterly CIL and S106 reports from HDC for the parish.

The Chairman reported that £31,560.28 CIL from the East Clayton development DC/23/070 had been paid by HDC into the Council's community account the day of this meeting.

The Council **RESOLVED** to note the reports and that they will be included in the agenda for review at the Finance Committee meeting on 17th November.

FC/25/11/14 Urgent Matters

None reported.

FC/24/11/15 Delegated decisions

The Council was previously advised of the following delegated decision by the Clerk in consultation with the Chairmanship, in accordance with the Council's adopted Financial Regulations 5.10 and 5.15:

- Purchase of replacement laptop, accessories and set up from StartTech, Pulborough, for the sum of £1,649.39 plus VAT on 20th October 2025 with 3-year warranty.
REASON: existing laptop is beyond economic repair and replacement required urgently in order to conduct Council business.

It was reported that the quote from another provider had also been considered. It had been agreed that StarTech was the preferred contractor because they are local and known to the Council, providing prompt, reliable and knowledgeable service.

The Council **RESOLVED** to ratify the delegated decision by the Clerk.

FC/25/11/16 Financial

The Council **RESOLVED** to approve the following payments schedule for invoices totalling **£8,920.06** to be authorised online by Cllr Keech and Cllr Lisher.

PAYMENTS SCHEDULE – FC MEETING 3rd NOVEMBER 2025 - FINAL

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
124	CIL (to be spent by	09/10/2025	FC Nov 2025	Lloyds Current		Defibrillator and cabinet	Defib Store Ltd	S	1,360.00	272.00	1,632.00
125	CIL (to be spent by	09/10/2025	FC Nov 2025	Lloyds Current		Grit bin	Roadware Ltd	S	193.95	38.79	232.74
126	Bank charges	20/10/2025	FC Nov 2025	Lloyds Current	466206846	Bank charges	Lloyds Bank PLC	X	4.25		4.25
127	Parish recreation ground	04/11/2025	FC Nov 2025	Lloyds Current		Ground	Sussex Land Services	S	493.60	98.72	592.32
128	Litter warden / litter	04/11/2025	FC Nov 2025	Lloyds Current		Litter Warden - Sep 2025	S Russell	X	166.72		166.72
129	Clerk's salary	04/11/2025	FC Nov 2025	Lloyds Current		Staff salary - Oct 2025	Z Savill	X	2,243.15		2,243.15
129	Clerk's Pension Employee	04/11/2025	FC Nov 2025	Lloyds Current		Staff salary - Oct 2025	Z Savill	X	-89.73		-89.73
129	HMRC Employee	04/11/2025	FC Nov 2025	Lloyds Current		Staff salary - Oct 2025	Z Savill	X	-334.61		-334.61
130	Clerk's expenses	04/11/2025	FC Nov 2025	Lloyds Current		Clerk's Mileage	Z Savill	X	37.80		37.80
131	Clerk's expenses	04/11/2025	FC Nov 2025	Lloyds Current		Electricity Oct 2025	Z Savill	X	26.00		26.00
132	Office expenses	04/11/2025	FC Nov 2025	Lloyds Current		Broadband - Oct 2025	Z Savill	X	20.00		20.00
133	Office expenses	04/11/2025	FC Nov 2025	Lloyds Current		Stationery	Hamwells	X	6.99		6.99
134	Clerk's expenses	04/11/2025	FC Nov 2025	Lloyds Current		Stationery	Amazon EU	S	4.16	0.83	4.99
134	Office expenses	04/11/2025	FC Nov 2025	Lloyds Current		Stationery	Amazon EU	S	25.57	5.11	30.68
134	Office expenses	04/11/2025	FC Nov 2025	Lloyds Current		Stationery	Amazon EU	S	3.08	0.62	3.70
135	Clerk's phone	04/11/2025	FC Nov 2025	Lloyds Current		Office phone	Tesco	X	9.00		9.00
136	HMRC Employer	04/11/2025	FC Nov 2025	Lloyds Current		PAYE - Oct 2025	HMRC	X	273.92		273.92
136	HMRC Employee	04/11/2025	FC Nov 2025	Lloyds Current		PAYE - Oct 2025	HMRC	X	334.61		334.61
137	Clerk's Pension Employee	04/11/2025	FC Nov 2025	Lloyds Current		Pension - Oct 2025	NEST	X	89.73		89.73
137	Clerk's Pension Employer	04/11/2025	FC Nov 2025	Lloyds Current		Pension - Oct 2025	NEST	X	112.16		112.16
138	Audit fees	04/11/2025	FC Nov 2025	Lloyds Current		Interim Audit 2025	Mulberry Local	S	189.55	37.91	227.46
139	Website	04/11/2025	FC Nov 2025	Lloyds Current		Planning Tracker 2025.26	TEEC Limited	S	24.00	4.80	28.80
140	Office equipment	30/10/2025	FC Feb 2025	Lloyds Current		Council's laptop and set up	Star TECH	S	1,395.32	279.06	1,674.38
141	Repairs to Rec & Play Area	03/11/2025	FC Nov 2025	Lloyds Current		Replacement picnic bench	Derek Collis/DelWood	X	820.00		820.00
142	Repairs to Rec & Play Area	03/11/2025	FC Nov 2025	Lloyds Current		Repairs to London Rd bus	Derek Collis/DelWood	X	695.00		695.00
143	Payroll Services	03/11/2025	FC Nov	Lloyds Current		Payroll services	Central Computer	S	65.00	13.00	78.00
Total									8,169.22	750.84	8,920.06

Income

The Council **RESOLVED** to note the following receipts totalling £2,873.04 since the last meeting:

Wasington Parish Council Receipts - FC Nov 2025

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	Net	VAT	Total
17	HDC Cleansing Grant	06/10/2025	FC Nov 2025	Lloyds Current Account		Cleansing Grant	Horsham District Council	1,205.26	0.00	1,205.26
19	Hire of Wasington Recreation Ground	17/10/2025		Lloyds Current Account		Wasington Recreation Ground Hire	Staminon Community Football Club	310.00	0.00	310.00
18	VAT reclaim	20/10/2025	FC Nov 2025	Lloyds Current Account	HMRC VTR XFV126000100490	VAT reclaim	HMRC	0.00	1,357.78	1,357.78
Total								1,515.26	1,357.78	2,873.04

To Report bank reconciliations on 20th October 2025:

The Council **RESOLVED** to note the bank reconciliations of the Council's following accounts:

Lloyds community account: £ 12, 197.44

Nationwide Business Savings: £ 71,776.38

Redwood Business Savings: £ 50,000

Total balance on all accounts: **£ 133, 973.82**

To Consider quotations

None to consider

To Review and Agree staff banking card

The Council reviewed and **RESOLVED** to delegate authority to the Clerk to apply to Lloyds for a pre-payment card for emergency expenditure and office sundry items not on account. The amount to be limited to £500 in accordance with the adopted Financial Regulations 5.15 without referral to the Chairmanship, within the adopted budget.

FC/25/11/17 Reserves

The Council reviewed its current cash position since the last bank reconciliation, noting it has increased to £165,534.10 due to the receipt of £31,560.28 CIL monies for the care home development at the former Old Clayton Kennels site.

Cllr Keech proposed that the Council transfer £15,000 from the Lloyds account to the Nationwide account to maximise returns on the savings. The Clerk advised on reducing the transfer amount by around £1,777 so that the Nationwide balance does not exceed the £85,000 FSCS protection of £85,000. Cllr Keech suggested it would be safe for the relatively short time before the Council would need to review its cash position again next January.

The Council **RESOLVED** to agree Cllr Keech's proposal to transfer £15,000 to the Nationwide account. Clerk to arrange the transfer with the Schedule of Payments.

FC/25/11/18 Asset Registers

The Council reviewed its asset registers since the recent purchases of a defibrillator, cabinet and grit bin at John Ireland Way, and a replacement picnic bench for the Play Area held separately in trust to the Washington Recreation Ground Charity.

The Council **RESOLVED** to approve and adopt the amended registers as follows:

- Parish Council Asset Register: £36,028.77, an increase of £1,524.77 since last adopted.
- Washington Recreation Ground Asset Register: £96,305.89, an increase of £325 since last adopted.

The Council further **RESOLVED** to delegate authority to the Clerk to arrange payment of any increases in the Council's combined insurance policy for both registers.

FC/24/11/19 Washington Recreation Ground Charity: Annual Return

The Council **RESOLVED** to defer reporting the WRGC Annual Return 2024/25 to the next appropriate meeting, to be submitted to the Charity Commission before end of next January.

FC/24/11/20 Correspondence

The Council noted the following correspondence previously distributed:

[Request from a resident for parish council's support to remove St George's flags from two WSCC streetlights on the Steyning Road, near Washington A24 roundabout](#)

The Clerk reported on concerns expressed in an email from a resident, regarding the display of the national flags in the parish, thought to have arisen from protest activity both nationally and locally.

It was noted that the resident has been advised that the matter was reported to WSCC which owns the lights and the flags have since been removed. The Clerk advised that WSCC has warned the public not to paint on the Authority's street furniture or hang flags from their street lights, being contrary to the Highways Act 1980 and potentially dangerous. A WSCC reporting

link would be shared and it was agreed that anyone feeling intimidated by these flags should report the matter to the police.

– Big Church Festival - Washington PC

The Event and Production Manager of the Big Church Festival at Wiston has written apologising to any resident inconvenienced by the event in August, particularly emanating from traffic.

In his email, the Manager had suggested attending a future Council meeting to hear local concerns and to invite comments on the festival's working plans for next year's event. It was noted that the Clerk has invited the Manager to give a brief presentation at the next Planning & Transport Committee meeting. A response is pending.

– Georges Lane resurfacing- complaint from a member of the public

A resident has written to complain about recent repairs to the bridleway surface of the southern end of Georges Lane which serves the National Trust car park. It was noted that holes which had been patched up by the National Trust were already breaking up and that the resident had criticised the efforts to maintain the road as a waste of thousands of pounds. The resident had sought assurance that the Council had not contributed to funding the repairs and this was confirmed by the Clerk.

The Council noted the contents of the email and that complainants of the track should be referred to the National Trust which maintains it, and also WSCC which has statutory responsibility for it as a public bridleway.

The Council noted all other correspondence previously circulated.

FC/24/11/21 Chairman's announcements

There were no Chairman's announcements

FC/24/11/22 Dates and Times of the next meetings

The Council noted the following meeting dates and times. A Member queried the date for the December meeting and the Clerk advised that this is always held on the second Monday to allow for the budget review:

Planning & Transport Committee: **Monday 17th November 6:30pm**

Finance Committee: **Monday 17th November 7:15pm**

OSRA Committee: **Monday 17th November 8:00pm**

Full Council Meeting: **Monday 8th December 7:30pm**

FC/24/11/23 Confidential Session

The Council **RESOLVED** to agree 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 items of business as publication would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

FC/24/11/24 Washington Recreation Ground Charity: Rampion 2 legal matters

The Council reviewed correspondence from Rampion (25th October 2025) seeking to progress the voluntary terms on cable access on the Recreation Ground to serve the Rampion 2 windfarm development off the Sussex coast.

Correspondence from the Council’s Agent was also circulated, reporting on changes to the access terms agreed by Rampion and advising the Council on next steps.

It was noted that the Council’s Agent will review the terms once more. The amended terms will be sent to the Council’s Solicitor for approval before asking the Council to approve.

Following a discussion, the Council **RESOLVED** to agree the amendments and defer to the Agent for his review and to the Solicitor, before being presented to the Council for final approval

There being no further business to conduct, the Chairman closed meeting at 20:52hours.

Signed.....

Dated.....