

WASHINGTON PARISH COUNCIL



Clerk to the Council.
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ANNUAL MEETING OF WASHINGTON PARISH COUNCIL

Draft MINUTES of the Annual Meeting of Washington Parish Council held on Monday 11th May 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, Cllr A. Lisher and ~~Cllr J Thomas~~ *TJ*

IN ATTENDANCE: None. Apologies received from Cllr E. Beard (HDC), Cllr J Grech (HDC) and Cllr C. Fisher (HDC). No other members of the public.

ALSO: Clerk to the Council.

ABSENT: 1

Cllr Lisher, as the Presiding Chairman opened the meeting at 7:00pm.

APCM/26/5/1 Election of the Chair

The Council **RESOLVED** that Cllr Keech be elected Chairman for the 2026/27 Municipal Year. There were no other nominations. Cllr Keech was duly elected and signed the Declaration of Acceptance of Office.

The Council gave thanks to Cllr Lisher for serving as Chairman over the previous year and welcomed Cllr Keech to the role.

APCM/26/5/2 Election of the Vice-Chair

The Council **RESOLVED** unanimously that Cllr Hanvey be elected Vice-Chairman for the 2026/27 Municipal Year. There were no other nominations. Cllr Hanvey was duly elected and signed the Declaration of Acceptance of Office.

The Council gave thanks to Cllr Keech for serving as Vice-Chairman in the previous Municipal year and welcomed Cllr Hanvey to the role.

APCM/26/5/3 Apologies for Absence

The Council **RESOLVED** to accept apologies from Cllr Thomas.

APCM/26/5/4 Declaration of Members' Interests.

The Chairman and Vice-Chairman submitted their updated forms showing no change since their last declarations, Councillors were reminded to return their updated Declarations of Interests forms if they have not already done so. There were no interests declared on any agenda items, as defined under the Localism Act 2011 and the Council's Code of Conduct.

APCM/26/5/5 Minutes of the last Full Council meeting

The Council **RESOLVED** to adopt the [Draft Minutes Full Council Meeting held on 13th April 2026](#).

APCM/26/5/6 Public Forum

Two residents spoke against the planning application reference DC/26/0567 at Montpelier Gardens, Washington, West Sussex RH20 3BW

They raised concerns regarding loss of off-street parking and inadequate replacement provision, existing parking pressures and limited road capacity, together with issues of overdevelopment, increased traffic, and wider local infrastructure constraints.

The Chairman thanked them for their comments and urged them to submit their own views to the Local Planning Authority. He welcomed them to observe the Council's discussion later in the meeting which would consider the views expressed when making its own comments.

APCM/26/5/7 County and District Reports

WSCC Reports

None. Cllr Marshall was not in attendance.

HDC Reports

Apologies were received from Cllr Beard, Grech and Fisher. The Chairman reported on the following from Cllr Fisher in her absence:

Care Home Naming (former Old Clayton Kennels site):

Care home renaming not achievable; lessons to be raised with HDC to improve processes to avoid similar issues in the future.

HDC Full Council – 15 July:

Meeting to be held at Chanctonbury Leisure Centre, Storrington, 6pm. Public/parish questions must be submitted at least three clear working days in advance. Opportunity identified to raise care home naming issue, and support offered with drafting.

Link to submit questions: <https://www.horsham.gov.uk/council-democracy-and-elections/council-meetings-calendar/how-to-ask-a-question-at-meetings-of-full-council#:~:text=Council%20meetings%20are%20normally%20held,the%20person%20asking%20the%20question.>



CIL Governance / Transparency

Following calls for greater transparency, Horsham councillors were invited to observe officer recommendation discussions. Positive feedback on robust and collaborative scrutiny. The CIL Working Group operates under 2019 governance arrangements, which are now under review by the Community and Policy Scrutiny Committee Chair.

Members noted the reports. Cllr Hanvey proposed that the Council expresses disappointment to HDC that it had not followed its own published protocol on consulting the PC on the naming of the new care home in the parish. It was agreed that Cllr Hanvey drafts a response after the meeting for the Clerk to email to HDC, and copy in the District Councillors for the Ward.

APCM/26/5/8 Planning

The following planning applications in the parish was reviewed:
DC/26/0567 - 9 Montpelier Gardens, Washington, West Sussex RH20 3BW
Erection of 2no. semi-detached houses on land to the side of 9 Montpelier Gardens. Demolition of single storey element to side of existing No. 9 and erection of a two-storey rear extension to the host dwelling.

The Council took into account comments made by two residents during the public session and were concerned by the highly speculative nature of the proposals. Following a discussion, the Council resolved to submit a strong objection to the application, considering the proposed development to be inappropriate in scale, to represent overdevelopment of the site, and is likely to exacerbate existing parking pressures within the surrounding area.

7:32pm: Two members of the public left the meeting.

APCM/26/5/9 Clerk's Report

The Council received and noted the Clerk's Report and Correspondence (Appendix A)

APCM/26/5/10 Payments, Income and Bank Reconciliations

Payments:

The Council **RESOLVED** to approve payments for previously circulated circulated invoices totalling **£5,362.17**:

WASHINGTON PARISH COUNCIL

Payments to be approved APCM May 2026

Voucher	Name	Description	Amount
19 Direct Debit	Horsham District Council	Dog bin emptying Q 1 2026 27	44 20
20	Sussex Land Services Ltd	Grounds maintenance - March 2026	879 25
21	Mulberry Local Authority Services Ltd	Final Audit 2026 27	189 00
22	Mr T Ashburner Cox	Safety Inspections April 2026	300 00
23	Central Computer Management Ltd	Payroll Services - Apr 2026	78 00
24	HMRC	HMRC PAYE April 2026	608 53
25 Direct Debit	NEST	Pension - Apr 2026	201 89
26-30	Z Savill	Staff salary + Expenses Apr 2026	1,877 23
31	Clear Insurance Management Ltd	Council insurance 2026 27 renewal	1,184 07
		TOTAL	5,362.17

Cllr Brookes and Cllr Dillaway agreed to authorise online payments.

Income

The Council **RESOLVED** to note the following report of a total **£28,497.62** income Received since the last meeting.

Washington Parish Council RECEIPTS LIST

Voucher	Ref	Name	Description	Amount
1	HMRC VTR	HMRC	G4 2025/26 VAT Refund	1,107.46
2		Horsham District Council	Precept - 1st payment 2026 27	27,390.16
TOTAL				28,497.62

Bank reconciliations

The Council **RESOLVED** to note the following bank reconciliation on all accounts on 30th April 2026:

Lloyds: £35,763.73

Nationwide: £76,903.66 (35-day Savings Account)

Redwood: £50,000.00 Fixed 12 months Savings Account)

Total: £162,667.39 of which £80,996.99 are CIL funds.

The Chairman proposed the Council transfers further funds from the Lloyds account to the Nationwide account to accumulate further income from the savings' interest. The Clerk advised on limiting the transfer to £5,000. The Chairman proposed a £10,000 transfer and this was approved by the Council

APCM/26/5/11 Committee Meetings in April

The Council **RESOLVED** to note the draft minutes OSRA Committee Meeting held on 20th

April last.

APCM/26/5/12 Committees Structure

The Council reviewed the terms of reference and membership of the Committees for 2026/27 and **RESOLVED** the following:

Open Spaces, Recreation Ground and Allotment (OSRA) Committee

To reaffirm existing membership of Cllrs Brookes, Dillaway, Hanvey, Keech and Jupp; and to adopt the terms of reference with one amendment to increase the Committee's delegated expenditure threshold from £2,000 to £5,000, in accordance with the Council's adopted budget and Financial Regulations.



Finance Committee

To reaffirm existing membership of Cllrs Dillaway, Hanvey and Keech, and to adopt the Committee Terms of Reference without amendment.

Personnel Committee

To Reaffirm existing membership of Cllrs Dillaway and Thomas. Cllr Keech and Cllr Hanvey are ex-officio members with voting rights due to their roles as respective new roles as Chairman and Vice-Chairman of the Council. Cllr Brookes and Cllr Jupp agreed to be co-opted for a meeting if required; and to adopt the Committee's Terms of Reference without amendment.

Planning & Transport (PT) Committee

To Reaffirm existing membership of Cllrs Dillaway, Hanvey, Keech, Lisher and Thomas; and to adopt the Committee's Terms of Reference without amendment.

The Joint Storrington & Sullington and Washington Neighbourhood Plan (SSWNP) Steering Group

To Reaffirm existing membership of Cllrs Dillaway, Keech and Cllr Lisher; and to make no recommendations on amending the Group's Terms of Reference for review by the Steering Group.

APCM/26/5/13 Membership of Working Groups and Outside Organisations

The Council reviewed membership of the following:

WSALC (West Sussex Association of Local Councils) & HALC (Horsham District Association of Local Councils)

The Council **RESOLVED** to reaffirm the appointment of Cllr Thomas to serve as a representative of the Council for the 2026/27 municipal year. It was noted that representatives are required to attend the WSALC and HALC quarterly and annual meetings.

APCM/26/5/14 Annual membership and subscriptions

The Council reviewed and **RESOLVED** to agree the 2026/27 membership and subscription of the following:

West Sussex Association of Local Councils (WSALC)
Society of Local Council Clerks (SLCC)
The National Allotment Society (NSA)

APCM/26/5/15 Annual Fees and Charges

The Council **RESOLVED** to adopt the hire charges of the Recreation Ground and to note that annual fees are agreed in the Council's adopted 2026/27 budget.

APCM/26/5/16 Banking

The Council reviewed its banking arrangements for the Council's accounts, and **RESOLVED** the following:



- i. to reaffirm the mandate of two to authorise payments by the following approved signatories: Cllrs C. Brookes, A. Dillaway, T. Keech, A. Lisher and J. Thomas; and the Clerk to have delegation to set up payments and transfers and view all accounts;
- ii. to ratify the recommendation from the Finance Committee (meeting 5th 2026) for the Clerk to have a Lloyds credit card for expenditure related to Council business up to £500 per month, in accordance with the adopted Financial Regulations. Cllr Lisher to submit the application.

APCM/26/5/17 Standing Orders

The Council reviewed the Standing Orders and the following recommendations from the Personnel Committee agreed at its meeting on 30th April last:

- i. To reduce the number of Council meetings to bi-monthly on a trial basis. Trial dates to be confirmed at the next Council Meeting.
- ii. To draft an Emergency Scheme of Delegation for actions between Council meetings, for adoption at the next Council Meeting.
- iii. To change the Council meeting days from Mondays to Wednesdays from next May, subject to hall availability;
- iv. To include a meeting agenda item for Council and Committees to receive items for the next agenda, to be in accordance with the Standing Orders
- v. Informal arrangement for 'Chairs' to be available for a brief session at the end of a meeting, to discuss matters in confidence.

Following a discussion, the Council **RESOLVED** to adopt the Standing Orders with the recommended amendments (i) and (iv). Further, the Council **RESOLVED** to agree items (ii), (iii) and (v)

APCM/26/5/18 Financial Regulations

The Council reviewed its Financial Regulations and **RESOLVED** they are adopted without amendment.

APCM/26/5/19 Code of Conduct Policy.

The Council reviewed its Code of Conduct Policy and **RESOLVED** it is adopted without amendment.

APCM/26/5/20 Financial and Non-Financial Risk Assessments

The Council reviewed and **RESOLVED** to adopt the following policies and procedures with the following amendments:



- **Financial Risk Assessments:** Amended to include risk assessment for use of a credit card by the Clerk/RFO
- **Non-Financial Risk Assessments:** Amended to include impact assessment on personal data held by the Council.
- **Litter Warden Risk Assessment:** to be signed by the Litter Warden
- **Winter Maintenance Plan:** to include contact details of the new Chairman
- **Local Emergency Plan:** to include contact details of the new Chairman and Cllr Dillaway. Cllr Dillaway to be an additional contact for the defibrillators.
- **Complaints Procedure:** to include contact details of the new Chairman
- **Complaints Form:** to include contact details of the new Chairman.
- **Publication Scheme:** no amendment
- **GDPR Privacy Notice:** no amendment
- **IT Policy:** Amended to include a data audit schedule
- **GDPR Subject Access:** no amendment
- **Documents Retention Policy:** no amendment
- **Grievance and Discipline Policy:** no amendment, as recommended by the Personnel Committee at its meeting on 30th April last.
- **Dignity at Work Policy:** no amendment, as recommended by the Personnel Committee at its meeting on 30th April last.
- **Civility & Respect Logo:** agreed Personnel Committee's recommendation to use the logo in a much smaller format, linked to the meaning of the pledge, beneath the Council's logo. The Council further agreed the Council Chairman's proposed amendment that the use of the logo is restricted to the Council's correspondence.
- **Communications Protocol:** no amendment.
- **Co-option Policy:** no amendment.

APCM/26/5/21 Asset Registers

The Council reviewed its asset register, noting the £2,871.05 increase in value due to the purchases of a new defibrillator and cabinet in Hampers Lane, a new defibrillator and cabinet and grit bin at Milford Grange, and new office laptop and accessories. It was noted that there were no changes to the values of the asset register for the Washington Recreation Ground Charity.

The Council **RESOLVED** to adopt the amended Asset Registers for the Council of a total value of **£37,374.77** and a total value of **£94,574.93** for the asset register of the Washington Recreation Ground Charity for 2026/27.

APCM/26/5/22 Insurance

The Council reviewed its insurance schedule, policy and renewal documents and **RESOLVED** to renew with Ecclesiastical Insurance Office PLC on a fixed Term of three years ending 31st May 2028 at of £1,008.10. This is a reduction from £1,174 for the previous fixed term.

APCM/26/5/23 2025/26 Internal Audit Report and Letter

The Council received and reviewed the end of year Internal Audit Report and noted the 'clean' audit.

The Council **RESOLVED** to note the contents of the report and to agree with the Auditor's recommendation to complete a data audit on a regular basis. The Clerk would revise the Council's data audit to be attached to the new IT policy. There were no other comments for the Auditor.

APCM/25/5/24 Annual Governance and Accountability Return (AGAR) Section 1. 2025/26

The Council reviewed the Annual Governance Statement Section 1 and **RESOLVED** that the Council affirms its response to Statements 1-9 as 'Yes' and that Section 1 was duly signed by the Chairman and the Clerk.

APCM/25/5/25 Annual Governance and Accountability Return (AGAR) Section 2. 2025/26

The Council reviewed the Annual Accounting Statement Section 2 previously signed by the RFO prior to presentation as required. It was **RESOLVED** to approve Section 2 of the AGAR and was duly signed by the Chairman.

APCM/25/5/26 Notice of Public Rights

The Council **RESOLVED** to approve the notice period for the inspection of 2025/26 accounts for the period 3rd June to 14th July 2026; and to approve the Explanation of Variances

APCM/26/5/27 Any Urgent Items

None.

APCM/26/5/28 Chairman's Announcements

None.

APCM/26/5/29 Date of next Full Council

Full Council Meeting: Monday 1st June 2026, 7:30pm

APCM/26/5/30 Confidential Business

The Council **RESOLVED** to exclude the Public and Press pursuant of section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, from confidential staffing matters under the next item.

APCM/26/5/31 Staffing matters

The Council discussed reserved matters relating to staff appraisal, salary and Pension. A decision was made and included in a separate confidential report.

There being no further business the meeting was closed at 9:07pm

Signed.....

Dated..... 1/6/26

Appendix A: Clerk's Report

Washington Parish Council

Report to: Washington Parish Council

Title: Clerk's Report

Meeting Annual Parish Council Meeting 11th May April 2026

Contact Officer: Clerk to the Council

The Clerk reports the following actions and updates from previous minutes:

Action	Action/by whom	Update/Matters Arising
FC/25/12/11 –MUGA lighting project	Clerk	In progress. Lighting baffles being made up by local fabricator
FC/25/12/12 - Repairs and Maintenance	Clerk	In progress: Works to clean and reseal section of safety surface in Play Area to be actioned by the safety inspector. HGS quote accepted by OSRA (April 2026) to replace seats of infants and junior swings, and bushes on the basket swing. Awaiting clarification on carriage charge requested by OSRA
FC/26/02/095 - Naming of Storrington Grove car home - Raise concerns with HDC about why the Council was not consulted on the naming of the development planning ref DC/25/1839	Cllr Grech	In progress: Emailed Cllr Grech (17.4.2026) with details.
FC/25/12/16 – New gates at the First Extension Graveyard - seek installation date	Clerk	In progress. Gates were scheduled for installation first week of May.
FC/26/42/23 Rampion Heads of Terms - seek clarification on manhole covers	Clerk	In progress. Awaiting response from Rampion and legal advice on Heads of Terms re charity reporting requirements
FC/26/01/14 –Council credit card for the Clerk	Signatory to make application	To be actioned at the APCM – see agenda. Lloyds require minute reference of approval.
FC/26/02/10 – Village pub - Application for Asset of Community Value.	Clerk	Update: HDC has refused the Council's application to register the pub as an asset of community value. Awaiting HDC decision. Decision circulated with this report.

FC/26/02/23: South Downs link Path improvements project. Submit the Council's 'in principle' Support to SDNPA/Mr Gattiker	Clerk	Actioned. Letter emailed 5.3.26. Response still pending (Standing Item)
FC/26/04/06: Planning Responses to DC/26/0381 & DC/26/0371	Clerk	Actioned
FC/26/04/07 amend Personnel Terms of Reference to reduce Membership to 3	Clerk	Actioned
FC/26/04/16 Transfer £15k from Lloyds to Nationwide account	Clerk	Actioned

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

1. Email 8th April 2026: WSCC news release: Candidates confirmed for County Council election May 2026
2. Email 9th Apr 2026 from HDC: Community Governance Review - initial consultation
3. Email 10th Apr 2026 from WSCC: Early Warning Road Closure - Storrington Road/Coolham Road, Thakeham 29/06/26 - 09:30-15:30
4. Email 14th Apr 2026: South Downs News April 2026 from the SDNPA
5. Email 14th Apr 2026: Quarterly CIL & S106 Report for Washington Parish
6. Email 14th Apr 2026 from clerk to council: Re: Storrington Grove Care Home update
7. Email 15th Apr 2026: Thank you letter from 4Sight Charity for the £250 grant
8. Email 15th Apr 2026 from Horsham District Neighbourhood Watch Association: Neighbourhood Wardens Report for March 2026
9. Email 16th Apr 2026 from Cllr P Marshall to Clerks in the Storrington Ward: ref update changes on planning committees reforms - FYI
10. Email 17th April 2026 from HDC Sustainability Officer: Carbon Literacy training offer for Parish and Neighbourhood/Town Councillors
11. Email 21st April 2026 from HDC: notification of planning appeal, planning ref: DC/26/0084 Barnards Nursery Rock Road Washington West Sussex
12. Email 23rd April 2026 from Planning Inspectorate: Rampion 2 Offshore Wind Farm – Project Update Notification: Secretary of State has issued a [Correction Order \(PDF, 209KB\)](#) and a [Correction Notice \(PFD, 170KB\)](#) to make corrections to the Rampion 2 Offshore Wind Farm Order 2025.
13. Email 24th April 2026: Clerk to Council's Agent requesting update re the above order and legal advice on charity requirements for the Heads of Terms on access for cable underneath recreation ground.
14. Email 24th April 2026: Email exchanges with WS Highways Authority: TRO application Washington - evidence requirements?
15. Email 27th April 2026: Email thread with HDC on the Council's application to register the village pub as an asset of community value

16. Email 27th April 2026 from Mr F Riddle/Pulborough PC: RE: A29 Church Hill Closure- 20/4/26 with 3x images
17. Email 20th April 2026 from West Sussex Highways Authority: RE: A29 Church Hill Closure- 20/4/26- Update
18. Email 30th April 2026 News Statement from WSCC: A29 Pulborough closure update
19. Email 1st May 2026 from HDC: New Premises Licence Application Wildfires Festival PREM/6409/26
20. Email 4th May 2026 from Mr P Clarke/Pulborough PC: RE: A29 Church Hill Closure-
21. Email 4th May 2026 from MP's April 2026 updates
22. Email 2nd May 2025 from MP: May 2026 updates
23. Email 2nd May 2-26 from CAGNE Gatwick: May Bulletin
24. Email 5th May 2026 from SDNPA Committees Officer: SDNPA Planning Committee Agenda Thursday 14 May 2026
25. Email 5th May 2026 from HDC Planning Compliance Team Leader: Monthly Planning Compliance Team statistics for April 2026
26. Email 5th May 2026 from NALC: NALC Events Newsletter

Other key updates:

Governance:

Parish Council's insurance

The Parish Council's three-year insurance policy expires 1st June 2026: Renewal documents to be reviewed at the APCM. See agenda.

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

The Council received a 'clean' audit for the year end. 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)

Premises Licence

New Premises Licence Application Wildfires Festival PREM/6409/26

Council's Planning & Transport Committee meeting 18th May 2026 will consider making a formal response

End of Report.