

COLDWALTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 13th SEPTEMBER 2016 7.30PM AT THE LODGE HILL, LONDON ROAD, WATERSFIELD

Those Present:	Cllr G Nelson	Chairman
	Cllr S Hewer	Vice Chairman
	Cllr T Burr	
	Cllr O Dudman	
	Cllr B Maher	
	Cllr J Evans	
	Cllr A Lilley	
	Cllr J Bowler	
	C Cllr Arculus	County Councillor
	D Cllr Clarke	District Councillor
	Mrs LD Sherlock-Fuidge	Clerk

ACTION

- 16 / 29.00** **PUBLIC PARTICIPATION**
- None present.
- 16 / 30.00** **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**
- Apologies were received and accepted from Cllr Viccari and D Cllr Donnelly.
- 16 / 31.00** **TO RECEIVE ANY DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS FROM MEMBERS, AND ANY CHANGES SINCE THEIR LAST DECLARATION OF INTERESTS**
- No declarations were received for this meeting.
- 16 / 32.00** **TO APPROVE AND SIGN MINUTES**
- Minutes for meetings held; 14th June 2016 and planning meetings held on 5th, 25th July and 5th September 2016 were accepted and were signed by the Chairman.
- 16 / 33.00** **FINANCE**
- 16 / 33.01** **Account Summary:** The Clerk gave all Councillors a copy of up to date accounts for the Parish Council and Alban Head Playing Fields Committee. These are attached as Appendix A & B respectively.
- 16 / 33.02** **Audit:** The Clerk advised that the report had been received from PKF Littlejohns the external auditor and were distributed to members, only comment being that the changes to the Audit Form should have been initialled by myself and Cllr Nelson.

The Clerk noted that following the extra income and expenditure last year, with the pavilion roofing project the figures had gone over £20K for the year, this moved the council audit up a band; hence the cost was double the previous years. This should reduce again for the current year as cost are unlikely to go above the £20K threshold.

16 / 33.03 Insurance Premium: The Clerk advised that the Parish Council Annual Renewal is due 1st October. The current Long Term Agreement was not renewed last year and so Council free to choose a new insurer.

Came & Company, who have acted as our broker since 2009, has recommended a quote from Hiscox of £1227. The Clerk had also obtained a quote direct from Zurich of £939. Both providers have also quoted for a 3 Year Long Term Agreement, which further reduces the quotes, to £1166 and £874 respectively.

Details outlining the comparisons between each quote were distributed to members. The Clerk also noted that she had received a number of positive comments from other Clerks regarding Zurich. In summary the Zurich quote is a lower figure and appears to give better cover.

Members agreed to accept the Zurich quote, and also to take advantage of the three-year Long Term Agreement option: premium agreed £874.41.

16 / 33.04 Payments:.

Authorised and signed cheques by the Chairman, Clerk and Cllr Maher for;		
HM Revenue & Customs	PAYE Jul to Sept	£ 184.20
Sandham Memorial Village Hall	Post Office Rent	£ 150.00
Travis Perkins	Paint for Bus Shelters	£ 28.68
Lodge Hill Trust Ltd	Meeting Fee	£ 25.00
Zurich Municipal	Insurance Premium (Item 5:3)	£ 874.41
PKF Littlejohn LLP	External Audit Fee	£ 240.00
Mark Streeter	Sandham Hall Path Maintenance	£ 250.00
Arun Mowers	Mower Repairs	£ 152.96
Authorised and signed cheques by the Chairman, and Cllrs Maher & Hewer for;		
Mrs LD Sherlock-Fuidge	Travel	£ 61.80

16 / 34.00 FUTURE MANAGEMENT OF THE ALBAN HEAD

Cllr Nelson updated Councillors regarding the review being carried out over the summer, this was discussed at the Alban Head meeting the previous evening, the implications would lead to budget changes which need to be thought about and agreed at the budget meeting in November.

Cllr Nelson working on the premise that the current way of running the Fields isn't sustainable, being run by volunteers, who make a fantastic contribution, however, this needs to be changed. This was highlighted by comments made at the Alban Head meeting. It is the day to day running of the grounds that needs to be managed better. The appointment of an Operational Manager firstly, to oversee the operational day to day management of the field, to oversee the groundsman, oversee the hirers, and secondly to organise additional funding and promote the Playing Fields and increase the relevance for the community. The position is expected to be 2-3hours a week, which would fluctuate with the seasons. This would mean an increase in costs of about £2-3K a year. Last night, the Alban Head Committee had suggested a two-year trial period.

Members comments included:

- the possible difficulty in finding a suitable person, the role quite diverse: Members were reminded that there had been difficulty in finding the current groundsman.
- This is an opportunity to address who the Field appeals to – appears mainly for the 15-45 year old male, but during the during the summer many families use the field for picnics and family days.
- The small number of hours issue required – might be an issue.

- Hope that the events management should generate an increase use so should increase the funding and so help pay for itself.

If this were to go ahead, members noted the need to write to residents to engage their support regarding how the additional income from the precept is being used, and what residents will get from it. Ensuring that the additional cost is shown as a benefit to the community and how the Alban Head can better provide a facility for more of the local community, highlighting ways volunteers can get more involved.

Cllr Nelson proposed that this is thought about over the next few weeks. A more defined proposal with budget can be brought together before council at the Budget meeting in November. Meanwhile he would draft an explanatory note for parishioners regarding the proposed changes.

16 / 35.00 **PARISH COUNCIL WEBSITE**

Clerk noted that she receives many posters and items from WSCC, HDC and other organisations requesting if they can be displayed on our website. The Clerk requested confirmation that these should be displayed as an explanatory note and a link to the pdf poster on the News page. Members agreed that this would be best way to display this information.

16 / 36.00 **RIVER LANE PATH**

The Clerk updated council that the agreement had been signed by all parties and this year's fee had been paid. Cllr Burr had checked that the gate had been unlocked as agreed.

Cllr Nelson thanked Cllr Burr for his time and effort regarding this issue.

16 / 37.00 **CORRESPONDENCE**

16 / 37.01 The Clerk had received an email from a resident, Helen Hanson who had contacted her landlord, Saxon Weald, wanting to purchase her property through the Right to Acquire. She had been advised by Saxon Weald that restrictions had placed by Coldwaltham Parish Council whereby she could do so. The resident asked if there was any leeway at all on the Parish's decision, if there was any way that The Parish Council would change this decision.

The Clerk noted that she was unaware that the Parish Council had made any restriction, but was taking advice from Hannah Woods (HDC Housing Support Service Manager) regarding the restrictions and would report back to members.

16 / 37.02 Cllr Evans updated members regarding the situation at Silverdale and the lack of any work going on. Although SDNP/HDC have agreed a full set of conditions with the Housing Association and the builders, works have been delayed by a separate issue regarding ecological difficulties.

16 / 37.03 Cllr Hewer updated members regarding her requests to have potholes in Sandy Lane repaired. Initially WSCC argued that the road was not adopted, which she challenged as she wasn't aware that this had changed in the last 20 years. WSCC have now agreed to the repairs and it is now with Balfour Beatty.

16 / 38.00 **PLANNING**

16 / 38.01 The Clerk updated the Council regarding recent applications;

- SDNP/16/01719/HOUS, Woodpeckers, Kings Lane, Coldwaltham, Withdrawn
- SDNP/16/02398/FUL, Besley Farm, River Lane, Watersfield, Permitted

The Clerk advised that there is a planning meeting next week on Wednesday 21st.

16 / 39.00 **ITEMS FROM MEMBERS OF THE COUNCIL / PARISH CLERK**

16 / 39.01 C Cllr Arculus updated members regarding recent issues:

- The Request for a passing place in Sandy Lane – Any request is unlikely to succeed as this is not a through road.
- Highlighting the leaflets notifying residents about changes to Household Waste & Recycling – commenting that, in her opinion, these are slightly confusing.

16 / 39.02 D Cllr Clarke updated members regarding the recent consultation regarding boundary changes, – HDC are looking to increase the number of councillors by 3.
C Cllr Arculus noted that the consultation at County level had finished and WSCC had agreed to reduce the number of councillors in West Sussex by one to 70 councillors.

D Cllr Clarke also highlighted that many Neighbourhood Plans, which originally had been intended to make the planning process more local and reflect local community wishes, are increasingly being refused or disputed. Storrington PC has had their Neighbourhood Plan refused by the Planning Inspectorate, Pulborough have put theirs hold as more problems are being encountered and discrepancies found by developers.

16 / 39.03 Cllr Burr noted that the ditches in Brook Lane appear to have been cleared in time for winter.

Secondly, he noted that Bury PC have been discussing their neighbouring plan in which they appeared to be obsessed with the A29. He noted that the A29 is essentially bypassed around the village of Bury, however is much more centrally positioned in our parish, maybe CPC need to engage more on this issue.

16 / 39.04 Cllr Lilley had received a number of complaints regarding the overgrown vegetation along the pavement between Hardham and the Arun Bridge. In places it is impossible to walk along the footpath because of the grass and weed from both sides. Members were reminded to recommend residents make a complaint to WSCC using their website.

The Clerk noted that the landowner is responsible for the hedge but agreed that WSCC should be responsible for the area of grass between the pavement and the road.

16 / 39.05 The Clerk and Cllr Maher updated council regarding this year's Winter Maintenance – same as in previous years. Mr N Dallyn will continue to provide support to the community when distribution of salt is required. Cllr Maher provided a report for the Link updating residents about our Winter Plan.

16 / 39.06 Cllr Evans has been approached by a number of residents requesting that the running of a Speedwatch Patrol, D Cllr recommended that councillors talk to Storrington PC who have run a successful campaign.

16 / 39.07 The Clerk thanked Cllrs Burr and Evans for agreeing to attend the SDNP Town and Parish workshop, where SDNP are presenting their proposed land allocations for housing, local green spaces, employment land and gypsy/traveller sites.

16 / 39.08 Cllr Lilley noted that the Pre-School has started, Chuckleberries has moved to St James from Bury, which is good news for the school in that it is hoped that numbers might increase.

16 / 40.00 **PARISH MAGAZINE**

Cllr Evans collected items from council for inclusion in the Parish Link:

- Alban Head Review
- Winter Plan
- Silverdale
- Permissive Path at River Lane
- Community Speed Watch
- Waterfield Football Club
- Chuckleberries moving to Coldwaltham Primary School
- Website

Members agreed with Cllr Evans's proposal to place the monthly notes in the Link first, as the first point of call - so as not to undermine the good work done by Jenifer. Once the Link has been published to the include these notes on the Website.

16 / 41.00 DATE OF NEXT MEETING.

Next meeting of Council: is on Tuesday 11th October at 7.30pm, at Lodge Hill.

Meeting Closed at 8.55 pm.

Chairman:..... Date:.....

Distributed to those present, also Cllr Viccari and D Cllr Donnelly.