

# COLDWALTHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 12<sup>th</sup> DECEMBER 2017 7.30PM AT THE LODGE HILL CENTRE, WATERSFIELD

Those Present: Cllr G Nelson Chairman  
Cllr T Burr  
Cllr A Lilley  
D Cllr B Donnelly District Councillor  
Mrs LD Sherlock-Fudge Clerk

### ACTION

#### 17 / 61.00 PUBLIC PARTICIPATION

None present.

#### 17 / 62.00 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Hewer, Bowler, Hewitt, Dudman and Evans, C Cllr Arculus & D Cllr Clark.

#### 17 / 63.00 TO RECEIVE ANY DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS FROM MEMBERS, AND ANY CHANGES SINCE THEIR LAST DECLARATION OF INTERESTS

No declarations were received at this point for this meeting.

Clerk received a completed Register of Members' Interest update from Cllr Burr.

#### 17 / 64.00 BUDGET AND PRECEPT FOR 2018/19

##### Budget Confirmation

The Clerk distributed updated copies of the provisional budget prior to the meeting, Cllr Lilley arrived for this item

The Clerk advised of two changes to the previous figures include:

- An Increase in the cost of the External Audit, increased from £100 to £200. Following notification of the new External Auditor Appointments from 2017/18, a new pay structure has been issued.
- New Item, General Data Protection Regulations (GDPR) which the clerk will explain more about under correspondence, however it has a budgetary implication as the PC would need to pay for an external Data Protection Officer, initial indications put this cost at £150 for single user councils, however, this is only an estimate.

Cllr Nelson put forward a request by Cllr Hewer, that the donation to the Minibus Association was removed, as indications show that there is no one in the parish who currently uses the scheme. This was agreed.

Cllr Nelson also noted that the PC is in debt to the clerk, as there are many hours, which she has worked, but has not been paid for. The Council to review the number of the contracted hours for the clerk at the next meeting.

Cllr Lilley noted that the youth club has no donation, Cllr Nelson advised that the Youth Club is not currently running, Cllr Lilley acknowledged this, but understood the reason for this closure, was because the two volunteers running were being asked to pay to do so. She had been lead to believe that although the Youth Club is well funded by money raised at the jumble sales, the volunteers are supplementing the session fees to be able to run the club. Cllr Nelson, still felt that the Youth Club have sufficient funds.

Cllr Nelson proposed this budget: to include £150 towards GDPR, extra £100 for the External Audit and removing the £150 donation for the Minibus Association. This was agreed by those present.

### **Precept Confirmation**

The Clerk confirmed that there is no grant this year, and had received provisional Tax Base figures from HDC.

With the changes to the budget the deficit to current income is £240, The clerk advised that a 1% increase in precept would leave a deficit of £87, 2% increase would give a surplus of £67. Based on these increases in the precept a Band D household would see: 16p per annum increase with 1% and 49p per annum increase with 2%.

Members proposed to increase the precept by 2% especially in light of the fact that the retail index is currently over 3%, This was agreed by those present.

**RESOLVED** Agreed the Budget expenditure of £15,487 and a Precept increase of 2% to £15,552. The agreed budget is attached as Appendix A.

17 / 65.00

### **TO APPROVE AND SIGN MINUTES**

Cllr Burr clarified his comment in item 17/ 53.00 SDNPA Local Plan, in the fifth paragraph: "as the proposal for Brookview Meadow (Site 1) had only emerged in March this year, after both previous consultations the SDPNA would wish to consider all comments received in what would therefore be the only consultation on this proposed allocation."

Minutes for meetings held; 14<sup>th</sup> November 2017, and planning meeting on 15<sup>th</sup> November and 5<sup>th</sup> December 2017, were accepted and signed by the Chairman.

17 / 66.00

### **FINANCE**

17 / 66.01

**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 B & C respectively.

17 / 66.02

**Alban Head Manager Salary:** Authorised letter instructing Lloyds Bank to set up a Standing Order for 216.66, to "I to I Football & Fitness Performance Coaching" signed by the Chairman, the Clerk and Cllr Burr. Matt Dingle started 1<sup>st</sup> December, and requested that he receive his salary to his company, so he will invoice accordingly each month.

17 / 66.03

**Transparency Funding Grant:** The Clerk advised that this is the last opportunity, to receive funding towards the costs of meeting Transparency Rules. This claim covers: extra clerk's time in meeting transparency rules, of 2 hours a month from June '16 to March'18, and for website costs for the same period. She advised that SSALC have reviewed our application and are happy with it. The Clerk asked for the council's approval of the Funding Application. This was agreed.

**RESOLVED** Council agreed the Transparency Funding Application.

<b>17 / 66.04</b>	<b>Payments:</b> Authorised and signed cheques by the Chairman, Clerk and Cllr Burr for;		
	Lodge Hill Trust Ltd	December Meeting Fee	£ 25.00
	Travis Perkins Trading Ltd	Paint for line marking (AHPF)	£ 28.08
	Sheriff Amenity	Line Powder (AHPF)	£ 46.69
	Arun Mowers	Gang Mower repair (AHPF)	£ 321.97

The Clerk advised that there is no payment due to HM Revenue & Customs as the clerk received a tax rebate in October, and the Council is still in credit.

#### **17 / 67.00** CHAIRMAN'S REPORT

**Alban Head** – Matt has started to pick up the reigns and the groundsman is on holiday.

#### **17 / 68.00** CORRESPONDENCE

**17 / 68.01** **General Data Protection Regulations:** The clerk advised that this comes into effect on 25<sup>th</sup> May 2018, by which time the Parish Council needs to be compliant. SSALC is providing support and currently has issued "12 Steps to Take Now" which the clerk distributed. Implications to consider, **what** data information is held, and **where** it is held. Firstly, an audit of what information the PC has and procedures for how data is held needs to be completed.

This topic had been discussed at clerks' meeting last week, the Clerk drew the councils' attention to communication privacy, as a result a new email address has been set up for the Parish Council, [coldwalthampc@btinternet.com](mailto:coldwalthampc@btinternet.com).

SSALC are holding training on 6<sup>th</sup> February, which the clerk would like to attend.

It has been clear that the clerk is not able to serve as the Data Protection Officer, to this end SSALC are in discussions with a cyber protection solutions company to offer this service, were highlighted in the budget discussions.

**17 / 68.02** Cllr Nelson had received one letter of complaint following the last meeting, amongst many in support.

#### **17 / 69.00** PLANNING

**17 / 69.01** The Clerk updated the Council regarding recent applications;

- SDNP/17/03884/HOUS, 40 BROOKVIEW COLDWALTHAM, Proposed erection of single storey front extension, single storey rear extension and rear conservatory, PERMITTED

**17 / 69.02** Council confirmed the decision taken at the planning meeting held on 5<sup>th</sup> December regarding application **SDNP/17/05936/FUL, RIDGE BUNGALOW, BURY GATE, BURY:** Demolition of existing dwelling and erection of replacement Sussex barn style dwelling with detached double garage, to object to the application, as the proposed house is too intrusive for an outlying site in a National Park, as detailed in the minutes of 5th December 2017.

#### **17 / 70.00** ITEMS FROM MEMBERS OF THE COUNCIL / PARISH CLERK

**17 / 70.01** Cllr Nelson thanks members for all their support and work this autumn, which had been significant.

**17 / 70.02** Cllr Donnelly updated members:

- Tom Cowley, HDC Chief Executive has retired, and are due to appoint a replacement soon.
- Precept Increases – 4% for Police, 3.4% for HDC

**17 / 70.03** **A27 Consultation:** Cllr Burr updated members, having received a response from Highways England regarding the proposals for the A27: the quoted 33% reduction in

traffic from Option 5 would only be along the A29 through Slindon to the junction with B2139 through Storrington & A283 by Steyning. Any routes on the A29 further north will not benefit this much, likely to receive only 5% reduction in traffic numbers.

**17 / 70.04** **Dark Sky's Reserve** Cllr Burr advised that there had been some animosity about the site in this parish, between SDNP and the landowner. Cllr Burr had spoken to Dan Oakley today, who still keen to recommend the hill; the land agent noted a potentially problem with cattle in dark; or to use Alban Head Playing Fields itself.

**17 / 70.05** Cllr Lilley noted that St James School is keen to use their new building as a Dark Sky location, hoping to include this use for funding applications.

**17 / 70.06** Also St James School are looking to become an all day facility; however, this has highlighted the lack of lighting along Church Lane, and along the footpath towards Sandham Hall. Solutions are being investigated.

**17 / 71.00** **PARISH MAGAZINE**

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

- Budget & Precept

**17 / 72.00** **DATE OF NEXT MEETING.**

**17 / 72.01** **Next meeting of Council:** is on Tuesday 6th February 2018 at 7.30pm, in the Oak Room at Lodge Hill.

**17 / 72.02** The Clerk confirmed the distribution of dates for next year meetings.

Meeting Closed at 8.30 pm.

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

Distributed to those present, also Cllrs Hewer, Bowler, Hewitt, Dudman and Evans, also C Cllr Arculus and D Cllr Clark.