

COLDWALTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 20th MAY 2015 7.30PM

AT SCHOOL HALL, ST JAMES PRIMARY SCHOOL, COLDWALTHAM

Those Present: Cllr G Nelson Chairman
Cllr S Hewer Vice-Chairman
Cllr O Dudman
Cllr T Burr
Cllr J Bowler
Cllr K Viccari
Cllr J Evans

Mrs LD Sherlock-Fuidge Clerk

ACTION

15 / 01.00 **PUBLIC PARTICIPATION**

None present.

15 / 02.00 **TO ELECT CHAIRMAN & VICE CHAIRMAN**

Cllr Hewer proposed Cllr Nelson as Chairman; seconded by Cllr Bowler; no one else was put forward. Cllr Nelson was duly elected Chairman.

Cllr Evans proposed Cllr Hewer for Vice Chairman; seconded by Cllr Burr, no one else was proposed. Cllr Hewer duly elected as Vice-Chairman.

The Clerk distributed copies of the "Acceptance Of Office" to Cllrs Nelson and Hewer, which were duly signed and witnessed by the Clerk.

15 / 03.00 **COUNCILLORS TO COMPLETE REGISTER OF MEMBERS' INTEREST UPDATES AND DECLARE ANY DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST FROM MEMBERS, AND ANY CHANGES TO THEIR LAST DECLARATION OF INTERESTS**

The Clerk had distributed Members' Register of Interest Update forms prior to the meeting; these were collected from all those present. The Clerk would contact Cllr Lilley for her completed form.

Cllr Lilley

No declarations were received for this meeting.

15 / 03.00 **PARISH COUNCIL YEAR**

15 / 03.01 The Council confirmed the current policies; Standing Orders, Financial Regulations, Publication Scheme, Members' Code Of Conduct.

15 / 03.02 The Clerk reported to council regarding the: Roads, Bus Shelters, Noticeboard, and the Alban Head Play Equipment, the full report is attached as Appendix A.

Cllr Evans noted that Waltham Park Road needed repairs in the dip, as the pothole is breaking up causing a hazardous obstacle in the road, he would liaise with WSCC Highways regarding its repair.

Cllr
Evans

Cllr Dudman volunteered to repaint the Bus Shelters, the clerk would liaise with Mr

Hubbard as she thought there was still some paint left over from previously.

Clerk

15 / 03.03 The Council reviewed the current list; a couple of changes were made. The revised list is attached as Appendix B.

Cllrs Burr & Hewer were appointed as the Parish representatives able to attend, speak and vote at the West Sussex ALC Ltd AGM due to be held in November.

15 / 04.00 **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Maher and Lilley. Also D Cllrs B Donnelly & P Clarke and C Cllr Arculus.

15 / 05.00 **TO APPROVE AND SIGN MINUTES**

Minutes for meetings held; 10th March 2015 and planning meeting held on 18th. & 31st March, 24th April and 6th May 2015 were accepted and these were signed by the Chairman, Cllr Nelson.

15 / 06.00 **FINANCE**

15 / 06.01 **Annual Accounts for the year ended 31st March 2015:** The Clerk distributed a copy of final End of Year Accounts for the Parish Council, which have been audited; this is attached as Appendix C. Also distributed was a copy of the un-audited End of Year Accounts for the Alban Head Playing Field, this is attached as Appendix D.

15 / 06.02 **Audit:** The Clerk advised that Rachel Hall had completed the internal audit, and a copy of her report was distributed to all Councillors prior to the meeting. There were no comments. Cllr Nelson noted the summary concluded that there were no reasons to believe in any material respect that the regulatory requirements have not been complied with. The Internal Audit Report is attached as Appendix E.

The Clerk advised that she had completed the Local Councils Annual Return, which was signed by the Clerk and the Chairman, after the meeting ready to be sent to PKF Littlejohns by 1st June.

15 / 06.03 **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 F & G respectively.

15 / 06.04 **Payments:** Authorised and signed cheques by the Chairman, Clerk and Cllr Hewer for; St James School, April & May Meetings, £ 40.00; HALC, Annual Subscription, £ 15.00; R S Hall, Internal Audit Report Fee, £ 180.00; Professional Weed Solutions, Weed killing & Fertilizer (AHPF), £ 480.00; Office First, Stationary , £3.91.

15 / 07.00 **CHAIRMAN'S REPORT**

15 / 07.01 **Alban Head Chairman Report:** Cllr Nelson advised that it is a busy time for the Grounds Man at the Alban Head Playing Field with regularly grass cutting. He had also been approached by West Chiltington Cricket Club who have expressed an interest in using the facilities, this is helpful as Pulborough Cricket Club is unlikely to use the facilities this year.

15 / 07.02 **Parish Website:** Cllr Nelson thanked Cllr Vicarri for the recent information regarding the website layout.

15 / 07.03 Cllr Nelson highlighted:

- The defibrillator training had taken place recently, so well done to the Sandham Hall for this.
- Sandham Hall Committee had not been able to access any Section 106 monies for the Carpark extension. Cllr Burr confirmed that the money highlighted by the SDNP as available; which had been paid by the developers for Hardham Cottage; could not be made available as the

changes to the property have not taken place yet, and the money might need to be returned.

- Village Help Scheme to carry on for another year. The committee has agreed to keep going for another year as the scheme is greatly used by local residents. The Committee is made up of: Pauline Streeter as Chair and who oversees the running of the scheme, Sheila Hewer as Secretary and John Connor as Treasurer.
- Recently attended the WildBrooks AGM, noting that their recent plant sale had raised £1600.

15 / 08.00 CORRESPONDENCE

HDC “Adopt a Street” Initiative: Cllr Hewer highlighted the initiative designed to reduce litter in local neighbourhoods. The Parish Council used to hold an Annual Litter Picking day, which had been very successful; however this had not taken place for a number of years. Cllr Nelson expressed support for this initiative.

Cllr Hewer advised there were a number of residents who had been very reliable; this might be a way of encouraging other residents to be involved. Concerns were raised regarding the safety, however Cllr Hewer thought that in the past HDC had assisted with this, Cllr Evans to investigate.

Cllr
Evans

15 / 09.00 PLANNING

15 / 09.01 **SDNP/15/01601/HOUS HARDHAM GATE BARN, LONDON ROAD, HARDHAM**

Construction of a wooden shed and glass greenhouse within our garden.

Cllr Hewer presented the plans to the meeting. These were scrutinized.

There were no objections to the style of the barn and greenhouse, however the meeting had concerns regarding siting the building so close to the A29 and thought this should be reconsidered. Councillors noted that the site is very close to the railway bridge over the A29, often there are near misses when large lorries need to use the whole of the road to negotiate the bridge. Consideration to be given to re-siting the buildings further from the main road will make them less dominating.

RESOLVED: To object to HDC on the proposed application regarding the positioning of the proposed buildings.

Clerk

15 / 09.02 The Clerk updated the Council regarding recent applications;

- SDNP/14/01698/FUL & SDNP/14/01702/LIS, Ashurst Farm Cottages Waltham Park Road Coldwaltham, (Full & Listed Building Consent), Permitted
- SDNP/14/04171/FUL, Ingrams Farm, London Road, Hardham, Permitted
- SDNP/14/05201/TPO, Downslands Cottage, London Road, Coldwaltham, (Tree Preservation Order), Permitted
- SDNP/14/05993/HOUS, Ashleys. Colebrook Lane, Watersfield, Permitted.
- SDNP/15/00390/HOUS, Willow Cottage Brook Lane Coldwaltham, Permitted
- SDNP/15/00166/FUL, Sandham Hall, London Road Coldwaltham, Permitted
- SDNP/15/00708/HOUS, Watersfield Farm Cottage, London Road, Watersfield, Permitted
- SDNP/15/00654/LIS, Old Priest House, London Road, Coldwaltham, Permitted
- SDNP/15/00176/HOUS, The Old Diary, River Lane, Watersfield, Permitted
- SDNP/15/01972/APNW, North Church Farm London Road Hardham, Further Approval Required.

15 / 09.03 The Clerk advised that HDC would be withdrawing paper plans from July this year. She advised that she can print A4 black and white easily, colour more difficult; A3 only at the school. Office First could print plans at a cost, both time and financial. The Clerk noted that sometimes the text on plans is very small, especially on an A4 print so it might be necessary to enlarge this text and print it separately. Alternatives:

- Copying all documents from SDNP website on to a memory stick for display on a computer at the meeting. A projector is available if necessary.
- Councillors look at the plans online, taking prints of any issues to be referred to in meetings. Councillors agreed to see how they got on, and revisit if required.

15 / 09.04 **Land North of Woodstock:** Cllr Hewer advised that there had been new gates out in at the old Fire Station site on the corner opposite the flashing “30” sign at the Hardham end of Coldwaltham. The Clerk advised she had written to Madeleine Hartley with regards to this issue and was awaiting a reply.

15 / 09.00 **ITEMS FROM MEMBERS OF THE COUNCIL / PARISH CLERK**

15 / 09.01 The Clerk advised that she had attended a WSALC presentation for smaller Councils on “Transparency Code for Smaller Authorities”. This code has been issued to meet the Governments desire to place more power into citizens’ hands and increase accountability.

The new code came in to effect from 1st April 2015, and applies to the financial year ending March 2015. The data and information specified in this code must be published on a website which is publically accessible and free of charge. So the new Council website will be very necessary to enable the Council to deliver this.

Initially; this will mean a considerable amount of extra work for the Clerk, as the format of reports and documents are changed so each can easily be put into a pdf format for the website, only needing to write the information once.

Ongoing, this will mean extra time not only preparing the agendas, minutes and reports for councillors, but also preparing these documents for uploading to the website; which will need a readily accessible way to place documents on the website quickly to meet the various deadlines.

The biggest task the clerk noted was updating the Fixed Assets Register, which currently only list the items and their insured value. This is not detailed enough; initially the Parish Council will need to make review of the current fixed assets identifying each item, and collating the updated information to be included on the more detailed schedule.

The Clerk is investigating the hardware requirements this potentially might need; a better scanner, upgrading her laptop.

Cllr Nelson highlighted his concerns regarding the number of hours the Clerk is being paid for in relation to the number worked.

15 / 09.02 Cllr Dudman offered to repaint the bus Shelters this summer.

15 / 09.03 Cllr Nelson advised that he had received an offer by Colin Smithson of The Old Chapel, Sandy Lane; wishing to be a Piscary Bailiff. The Parish Council currently has two bailiffs; Steven Dudman and Paul Hubbard, who both volunteer regularly. The Clerk will investigate if there is any restriction on the number of bailiffs the parish can have. Cllr Dudman will discuss this proposal with the other Bailiffs.

Clerk
Cllr
Dudman

15 / 09.04 Cllr Evans advised that BT have said that Broadband should go live the second week in June.

15 / 09.05 Cllr Viccari thanked members for their input regarding the website. Things to consider/investigate:

- Can the website be used for advertising, to local businesses either free or at a cost?
- Agendas, Minutes, Accounts need to be segregated by year.

15 / 09.06 Cllr Burr updated Council regarding SDNP Dark Skies Reserves: hopefully to be internationally recognised. Also he had finally persuaded Dan Oakley to visit Alban Head and see for himself, and Dan Oakley was very impressed, his only concern was the floodlights on the playing field, but he has been assured that as there is a planning restriction on their use he considered okay. Incidentally the lights at Lodge Hill might pose more of a problem as they are sodium and cast a more significant yellow glow.

Cllr Burr highlighted that the reserve can be used in the planning context to backup objections to light pollution.

15 / 09.07 Cllr Burr noted that the Council met on a regular basis to discuss plans and this was the main activity of the Council, however he wasn't sure how often the Planning Officer took into consideration any comment made by the Council. He would investigate, if the council had any bearing on the decisions made.

15 / 09.08 Cllr Hewer requested an update regarding the River Lane Footpath Application; the Clerk advised she had stalled at finding out the owners of the land over which the route of the footpath crosses. The Land Registry website shows each property along River Lane but not fields. Cllr Burr volunteered to take on this task.

Cllr Burr

15 / 09.09 Cllr Hewer highlighted that the clerk currently houses a number of boxes of archived material which needs to be retained, some items for ever. She suggested that they are sent to the County Records Office in Chichester, she would investigate if this is a possibility.

Cllr Hewer

Cllr Bowler requested an update regarding the Greatham Bridge Carpark, Cllr Nelson advised that the Council is still trying to arrange a settlement between the various parties, and the objective remains to reopen the carpark for users, those using the river and also walkers. Cllr Bowler agreed to look into this issue on behalf of the PC.

Cllr Bowler

15 / 09.10 **PARISH MAGAZINE**

15 / 10.00 Cllr Evans collected items from council for inclusion in the Parish Link:

- Results of the Elections
- Adopt a Street
- Broadband – due to start mid-June
- Watersfield Football Club – successful season
- Silverdale update
- SNDP Dark Skies Initiative
- List of Councillors
- Waltham Park Road - pot hole issues
- Village Help Scheme – remaining open another year.

DATE OF NEXT MEETING.

15 / 11.00 **Next meeting of Council:** is on Tuesday 30th June at 7.30pm, at The Pavilion, Alban Head Playing Field.

15 / 11.01 **Schedule of meeting Dates:** Cllr Nelson advised potentially meeting on a Tuesday might be more difficult for him to attend, with work commitments, He asked Council to consider an alternative day. The Clerk advised that Wednesday is the only day she would not like meetings.

15 / 11.02

Meeting Closed at 9.10pm.

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

Distributed to those present, also D Cllrs Donnelly and Clarke, C Cllr Arculus and Cllrs Maher and Lilley.