

# **COLDWALTHAM PARISH COUNCIL**

## **MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 30<sup>th</sup> JUNE 2015 7.30PM**

### **AT THE PAVILION, ALBAN HEAD PLAYING FIELD, WATERSFIELD**

<b>Those Present:</b>	<b>Cllr G Nelson</b>	<b>Chairman</b>
	<b>Cllr S Hewer</b>	<b>Vice-Chairman</b>
	<b>Cllr O Dudman</b>	
	<b>Cllr T Burr</b>	
	<b>Cllr J Bowler</b>	
	<b>Cllr A Lilley</b>	
	<b>Cllr J Evans</b>	
	<b>Cllr B Maher</b>	
	<b>C Cllr P Arculus</b>	<b>County Councillor</b>
	<b>D Cllr B Donnelly</b>	<b>District Councillor</b>
	<b>D Cllr P Clarke</b>	<b>District Councillor</b>
	<b>Karen Grisley</b>	<b>HDC Street Scene Co-Ordinator</b>
	<b>Mrs LD Sherlock-Fuidge</b>	<b>Clerk</b>

#### **ACTION**

#### **15 / 12.00 PUBLIC PARTICIPATION**

None present.

#### **15 / 13.00 ADOPT A STREET – PRESENTATION BE KAREN GRISLEY**

Cllr Nelson welcomed Karen Grisley to the meeting.

After taking information out to various groups and schools, they have got over 600 volunteers, who are directed to an application on the HDC website, she follows this up with a visit to give information about health and safety, and provide PPE equipment.

Don't recommend volunteers doing main road, as litter picking needs to be 1.2m from the road edge. Volunteers are given support and advice about their own safety, and then sign a form that they understand the H&S and are then covered by HDC insurance.

C Cllr Arculus asked if these volunteers also use this as an opportunity to notice if any elderly, who might need extra help, (milk not taken in) need any extra help, they can liaise with Karen to provide help. Karen keeps in regular contact with volunteers via email providing extra equipment as required.

This is proving to help reduce anti-social behaviour and littering. People can register as individual or as a Parish Council – if we want to hold a "Clean Up day". Cllr Nelson supported this initiative, intending to register for 'adopt a street'.

**15 / 14.00**      **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Viccari.

**15 / 15.00**      **TO APPROVE AND SIGN MINUTES**

Minutes for meetings held; 20<sup>th</sup> May 2015 and planning meeting held on 8<sup>th</sup>. & 15<sup>th</sup> June 2015 were accepted and these were signed by the Chairman, Cllr Nelson.

**15 / 16.00**      **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.

The Clerk had received the completed Members' Register of Interest form from Cllr Lilley.

**15 / 17.00**      **FINANCE**

**15 / 17.01**      **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.

**15 / 17.02**      **Payments:** Authorised and signed cheques by the Chairman, and Cllrs Hewer and Maher for; HM Revenue and Customs Only, PAYE to June, £ 197.20; Burgess & Randall, Mower Belt (AHPF), £ 24.95; Office First, Stationary, £ 75.62.

**15 / 18.00**      **CHAIRMAN'S REPORT**

**15 / 18.01**      **Alban Head Chairman Report:** Cllr Nelson all is well. Cllr Nelson pointed out the issue of leaks in the roof, and although he has asked for a volunteer from the AH committee, however no one has come forward, and although we patched the roof in a couple of places before last winter, which just saw us through.

However the urgent issue is the roof, all other large expenditure has been done, equipment, fencing, and play area.

C Cllr Arculus suggested that the Alban Head Committee make a bid to the Members "Big Society Fund", which would need to show how the funding would be of benefit to the community. Cllr Lilley suggested that the best option would be to remove all the existing felt and replace with a single membrane, Cllr Nelson asked for further details, so the AH committee could use this to make an informed decision.

Cllr Hewer has had two people look at the roof, the main issue is to remove the moss from the roof, which freezes over winter, this helps degrade the felt.

The application is available online – and would need to be given to C Cllr Arculus, who puts forward the application for funding with the other members.

**15 / 18.02**      **Dog Waste Bins:** Cllr Nelson advised that there had been significant problems with the bins being collected at the Playing Fields, resulting in him taking numerous industrial sacks of dog waste to the tip. Pressure is being received from various sources. Dog Walkers are more likely to use a Dog Waste Bin where provided and it would also give people seen leaving waste no excuse for not using the correct bin.

Council supported the request from the Alban Head committee. The Clerk will arrange for HDC to install a bin in the Alban Head Car Park.

**15 / 19.00**      **CORRESPONDENCE**

**15 / 19.01**      **SDNP Appointment of Parish Members (2015):** Ballot Papers were received for the parish's election for the West Sussex Constituency for Parish Members to the SDNP.

The statements from the nominations were distributed and scrutinized, the clerk advised that Council could vote for two candidates.

C Cllr Arculus encouraged Council to vote as West Sussex is under represented on the SDNP. Cllr Nelson commented that only Roger Lovett appeared to have had any dealings with SDNP, Cllr Burr commented that Sheena King represents a similar small community.

Council agreed to vote for Sheena King and Roger Lovett. The Clerk would post the voting form.

**15 / 19.02** **Silverdale** – Cllr Evans gave an update regarding the Silverdale Planning Application, the final signing off has been held up owing to continued negotiations between the developer and SDNP. Speculated to be with regards to the CIL or Section 106 contribution. Therefore, no building work is expected to commence before November at the earliest.

**15 / 19.03** Cllr Evans advised that he had arranged for the new local Police rep Chris O’Leary to come to our next meeting in September. Questions can be forwarded in advance of the meeting.

**15 / 19.04** Cllr Evans advised that the Fibre Optic work has been completed by Open Reach and although a number of people have applied for this service, they have had their applications put on hold. Cllr Burr noted that the main problem appears to be that the network has not been un-bundled at the local exchanges; so this doesn’t allow other providers to be able to provide a faster service to households.

**15 / 19.05** **Automatic Enrolment Pensions Scheme.** - The Clerk reminded the council that the date for Automatic Enrolment for the Parish Council is 1<sup>st</sup> January. The clerk highlighted a number of issues which need to be addressed before this date.

- Identifying who to enrol, employees include: The Clerk, Jamie Conran-Smith and Gordon Streeter, and other future employees.
- Currently the Clerk’s salary is worked out in an excel spreadsheet – and PAYE is notified to HMRC via Basic Tools. This isn’t the best system to process pensions contributions as well, maybe need to look at a payroll package?
- Also currently the two Alban Head employees are a) aid by Alban Head, and b) no Income tax is accounted for the HMRC as all pay I paid gross. This would need to be addressed to include any pension contributions.
- Lastly and more crucially Council would need to identify a pension provider, the Clerks’ understanding is that the LGPS is the only option available to Local Government Employees, but she isn’t sure. But from speaking to other clerks this is costly. Other councils who have had pension contributions previously, all seem to outsource their payroll.

Cllr Burr volunteered to investigate this.

**15 / 20.00** **PLANNING**

**15 / 20.01** **SDNP/15/002654/HOUS JAPONICA COTTAGE, OLD LONDON ROAD, COLDWALTHAM**

*Construction of two storey rear extension and oak framed conservatory.*

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

Council had not objections to the application.

**RESOLVED:** **To offer no objection to HDC on the proposed Clerk application.**

**15 / 20.02** The Clerk updated the Council regarding recent applications;  
▪ SDNP/15/01600/HOUS, Hardham Gate Barn, London Road, Hardham,, Permitted

**15 / 20.03** **Land North of Woodstock:** Clerk advised, she had chased HDC regarding this issue as no response had been received.

D Cllr Donnelly advised that a new entrance would need an application.

**15 / 21.00** **PISCARY BAILLIFS**

Following a request by a parishioner to become a Piscary Bailiff - the Clerk had investigated previous minutes: confirming that in June 2006 the Parish Council had interviewed two candidates for Piscary Bailiff, with one appointed. The following year the Bailiff requested that a second bailiff was appointed to help. So in 2007 the Parish Council appointed two Piscary bailiffs. The Clerk advised that normally the current bailiffs contact her to confirm that they wish to remain as bailiff.

Cllr Dudman welcomed an increase to three bailiffs. Clerks would issue cards to Steven Dudman, Paul Hubbard, and Colin Smithson.

**15 / 22.00** **ITEMS FROM MEMBERS OF THE COUNCIL / PARISH CLERK**

**15 / 22.01** Cllr Nelson advised that Cllr Vecarri had provided an update on the website, and has asked for a response on:

If the Parish Clerk would like to have a separate email address from her personal address. The Clerk would like to use a separate address for parish business as there amount of emails have increased considerably since she had taken the position of clerk.

Cllr Vecarri is seeking suggestions for three buttons, she suggests: one is used for "News" the second for "Upcoming Events". There is currently space for a third one which is spare.

Cllr Lilley wondered if there was a local historian, who could provide information about the parish.

Cllr Nelson encouraged members to spread the word that the website coming. If each village group were encouraged to provide an item, this would go a long way to giving enough information for each month to keep the website fresh, and will self-supply information, more providing information the more users will refer to the website.

**15 / 22.02** Cllr Burr reminded members about the visit by Bruce Middleton regarding the Parish Mapping. Since that visit, he had spoken at the last WildBrooks meeting, and an article went was placed into the Link's April edition. However no volunteers have come forward or shown an interest in being involved with the Parish Mapping.

**15 / 22.03** Cllr Dudman advised that the Bus Shelter at Brook View has received two coats so far. However on further inspection of the Silverdale Bus Shelter, needs a couple of small repairs before painting, details of the wood required were given to the clerk.

**Clerk**

**15 / 22.04** D Cllr Donnelly provided an update

HDC Local Development Plan – The Planning Inspectorate is expected to accept a reduced number of 750 homes to be built per annum for the next 20 years. HDC had wanted this figure to be 600 homes, The Inspectorate wanted the figure to be 800, it is hoped that the compromise will be accepted. This would mean that significant numbers of homes being built in Horsham and the larger villages, but in small parishes like Coldwaltham, the numbers expected would be very low.

D Cllr Paul Clarke was welcomed to the council after his election in May.

**15 / 22.05** Cllr Nelson and Evans updated Council regarding the Greatham Bridge Car Park; it is regrettable to think that the car park is going to be lost at Greatham Bridge, as all correspondence had stopped with the owners.

**15 / 22.06** C Cllr Arculus advised that the decision is expected to be announced tomorrow regarding expansion of the London Airports, and a possible second runway at Gatwick.

However, as a result of the Gatwick Airport potential second runway, WSCC has realised that should it go ahead, the current infrastructure would not meet future development requirements, and are conducting an Infrastructure Review - WSCC is going out to a consultancy firm for a review of the current situation, which is known to be deficient, but to what extent.

WSCC Highways Department has been reorganised, with a new manager being appointed for the local area. C Cllr Arculus suggested that the issues along Waltham Park Road are highlighted, which has had a river/stream crossing it, but which really needs to have the stream putting under the road.

C Cllr Arculus also highlighted a current Electoral Review of West Sussex; this is looking at the number of councillors elected on the West Sussex County Council. Currently there are 71 seats the Commission is looking to reduce this to 70.

**15 / 23.00**      **PARISH MAGAZINE**

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

- Alban Head – fundraising for a new roof
- Adopt a Street
- Dog Bin
- Bus shelters
- Fibre Optics issues
- Silverdale update
- Greatham Bridge car park
- Gatwick lans
- Website activity

**15 / 24.00**      **DATE OF NEXT MEETING.**

**Next meeting of Council:** is on Tuesday 15th September at 7.30pm, at Lodge Hill.

**Schedule of meeting Dates:** Cllr Nelson noted that it was commented that the meetings have a big break in July & August. He asked for suggestion to be given and discussed at September's meeting. D Cllrs noted that Pulborough PC usually meet on Thursdays.

Meeting Closed at 8.50pm.

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

Distributed to those present, also Cllr Viccari.